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26 January 2022

Dear Sir/Madam

I write to inform you that a Meeting of Cabinet will be held remotely by video-conference on Tuesday, 1 February 2022 at 10.00 am for the transaction of the following business:

1. **Apologies
FOR INFORMATION**
2. **Personal matters**
3. **Disclosure of Personal/ Prejudicial Interests.**
4. **A verbal update by the Leader of the Council in relation to COVID-19**
5. **To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes.
FOR DECISION (Pages 5 - 10)**
6. **Any petitions received: (i) Petition from the residents of Rhos y Garth requesting a review of road safety on the A485 through the village; (ii) Re-open Ceredigion's leisure facilities in line with the rest of Wales.
FOR INFORMATION (Pages 11 - 18)**
7. **Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee**
8. **Any feedback from Overview and Scrutiny Committee not otherwise on the agenda**
9. **To consider the report of the Corporate Lead Officer for Finance and Procurement upon the draft Budget for 2022/23 and the three year capital programme.
FOR DECISION (Pages 19 - 80)**
10. **To consider the report of the Corporate Lead Officer for People and Organisation upon HR Policies: (1) Driving at Work - Council Fleet and (2) Driving at Work - Use of Private Vehicles (Grey Fleet) policies including feedback from the Overview and Scrutiny Committee
FOR DECISION (Pages 81 - 112)**

11. **To consider the report of the Corporate Lead Officer for Porth Gofal upon the Amendments to the Private Sector Housing Grants and Loans Financial Policy for Ceredigion and Feedback from the Overview and Scrutiny Committee (to follow)
FOR DECISION (Pages 113 - 188)**
12. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon Active Travel Network Mapping (ATNM) Review including feedback from the Overview and Scrutiny Committee
FOR DECISION (Pages 189 - 270)**
13. **To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon Retaining elements of the Temporary Traffic Regulation Orders (TTROs) in towns in Ceredigion including feedback from the Overview and Scrutiny Committee
FOR DECISION (Pages 271 - 274)**
14. **To consider the report of the Corporate Lead Officer for Economy and Regeneration upon River Teifi Nutrient Management Board
FOR DECISION (Pages 275 - 288)**
15. **To consider the report from the Corporate Lead Officer for Economy and Regeneration upon Gypsy and Traveller Accommodation Assessment 2022 including feedback from the Overview and Scrutiny Committee
FOR DECISION (Pages 289 - 348)**
16. **Any other matter the Chairman decides is for the urgent attention of the Cabinet**

A Translation Service will be provided at this meeting and those present are welcome to speak in Welsh or English at the meeting.

Yours faithfully



Miss Lowri Edwards
Corporate Lead Officer: Democratic Services

To: The Leader of the Council and Members of the Cabinet
The remaining Members of the Council for information

Notice of the Decisions of the **Meeting of the CABINET**
held via video conferencing on **Tuesday, 11 January 2022**

This Notice is published at 5.00pm on Thursday, 13 January 2022. Requests to call-in any decision to be delivered to the Head of Democratic Services by 5.00 pm on Thursday, 20 January 2022. The decisions will come into force (if no valid call-in application is received) on Friday, 21 January 2022

PRESENT; Councillor Ellen ap Gwynn (Chair), Councillors Dafydd Edwards, Rhodri Evans, Catherine Hughes, Gareth Lloyd, Catrin Miles, Ray Quant MBE and Alun Williams

Also in attendance: Councillors Bryan Davies, Ceredig Davies, Marc Davies, Keith Evans, John Roberts, Ivor Williams.

(10.00 - 11.30 am)

145 Apologies

- (i) No apologies were received.

146 Personal matters

- i. Condolences were extended to Councillor Euros Davies and family on the loss of his father.
- ii. Condolences were extended to Non Davies, Corporate Manager Culture, on the loss of her father.
- iii. Condolences were extended to Helen Harries, Social Care Project Officer - Social Care Transformation, on the death of her husband.

A minute's silence was observed in their memory.

- iv. A warm welcome was extended to James Starbuck to his first Cabinet meeting following his appointment as Corporate Director.
- v. Nicola Davies, Translator, was congratulated on her appointment as Chair of the Royal Welsh Agricultural Society.
- vi. The following staff members were wished well in their retirement and were thanked for their many years of service to the Council:
 - Ann Eleri Thomas, Manager Tourism and Marketing
 - Margaret James, Senior Engineer Highways Development
 - Beth Davies, HCT.
- vii. Congratulations were extended to Poppy Evans, Aberaeron Comprehensive School on her election to represent Ceredigion at the UK Youth Parliament and to Lloyd Warburton, Penglais School on his election to represent Ceredigion at the Senedd Youth Council.

147 Disclosure of Personal/ Prejudicial Interests.

- (i) Councillor Rhodri Evans declared a personal interest in relation to item 153.

148 A verbal update by the Leader of the Council in relation to COVID-19

The Leader provided an update on the current situation in relation to COVID-19.

The latest figures, although they show an improvement, may be distorted due a problem within the testing laboratories over recent days. The latest figures are as follows:

34 cases reported today, bringing the total to 10,134 since the beginning of the pandemic which equates to 1159.6 per 100,000 of the population. The positivity rate in the County is currently at 41.7%.

Number of cases per 100k of the population:

Aberteifi & Aberporth	1205.2
Beulah, Troedyrour & Llandysul	1393.8
Ceinywydd & Penybryn	1080.2
Llambed & Llanfihangel Ystrad	1091.8
Aberaeron & Llanrhystud	1409
Rheidol, Ystwyth & Caron	1437.7
De Aberystwyth	1613.6
Gogledd Aberystwyth	1222.4
Borth & Bontgoch	1787.6

There are currently 57 members of staff positive with COVID-19, which includes 28 school staff, and they are currently self – isolating.

6 care homes are in the red zone and 4 in the amber. The positive cases are among care home staff members.

18 patients from Ceredigion who have tested positive are currently in Bronglais Hospital.

The Council's Waste Collection service has been disrupted in recent weeks due to positive tests among staff members; however full service has resumed this week.

The response to a message to staff members (and in particular to those who have a DBS) requesting volunteers to help and support vulnerable people with welfare visits in the County has been very positive with over 300 staff members offering to volunteer, should the need arise. The Leader thanked all and conveyed her hopes that matters would soon improve.

149 To confirm as a true record the Minutes of the previous Meeting of the Cabinet and any matters arising from those Minutes.

- (i) To confirm as a true record the Minutes of the previous Meeting of the Cabinet held on 7 December 2021.
- (ii) There were no matters arising from the minutes.

150 Any petitions received

- (i) No petitions were received.

151 Reports of any decisions (if any) having been called in from Overview and Scrutiny Committee

- (i) None

152 Any feedback from Overview and Scrutiny Committee not otherwise on the agenda

- (i) None.

153 To consider the report of the Corporate Lead Officer for Schools and Culture upon LA Representative on Governing Bodies

- (i) To confirm the nominations in the report as LA representatives on the Governing Bodies of the relevant School.

Reason for decision:

To nominate representatives of the LA on Governing Bodies.

154 To consider the report of the Corporate Lead Officer for Schools and Culture upon 6th Form Education

- (i) To establish a brief and conduct a review of post 16 education to be presented to Cabinet.

Reason for decision:

To gain a recent analysis and appraisal of post 16 provision within the county.

155 To consider the report of the Corporate Lead Officer for Schools and Culture upon Mid Wales Education Partnership

- (i) Powys and Ceredigion continue to work together as the Mid Wales Education Partnership
- (ii) Officers from across the Mid Wales Education Partnership will collaborate on a number of agreed local and national priorities
- (iii) The Mid Wales Education Partnership is represented on the full range of cross-regional working parties to ensure equity of provision for schools in Powys and Ceredigion.
- (iv) Ceredigion County Council enters into a Memorandum of Understanding with Powys County Council
- (v) The education portfolio Cabinet members from Ceredigion and Powys to meet with lead education officers from the two authorities at least once a term to discuss the progress report of the Education Partnership.
- (vi) The Education Partnership Annual report to be presented to the scrutiny committees responsible for education in Ceredigion and Powys County Councils.

Reason for decision:

To ensure the Council is involved in regional and national discussions, in collaboration with Powys County Council

156 To consider the report of the Corporate Lead Officer for Legal and Governance Services upon Growing Mid Wales - Inter-Authority Agreement 3 in relation to the delivery of the Mid Wales Growth Deal

- (i) To approve the Inter-Authority Agreement (IAA3) in relation to the delivery of the Mid Wales Growth Deal (Appendix 1 of the report).
- (ii) To grant delegated powers to the Corporate Lead Officer-Legal & Governance to make minor amendments to the IAA3, in

conjunction with Powys County Council. More significant changes to be authorised by Cabinet.

Reason for decision:

To ensure that appropriate governance arrangements are in place to cover the delivery of the Mid Wales Growth Deal.

157 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon Ceredigion County Council (Prohibition And Restriction Of Waiting And Loading And Unloading) Order 2019 (Market Street, Lampeter) (Amendment Order No. 6) 2022

- (i) To approve advertising the proposals to the public, and should no objections be received, the making of the necessary Traffic Regulation Order and the publication of a subsequent Notice of Making in the press to this effect.

Reasons for decision:

To ensure adequate access for traders as part of the Green Infrastructure Scheme.

158 To consider the report of the Corporate Lead Officer for Highways and Environmental Services upon Retaining elements of the Temporary Traffic Regulation Orders (TTRs) in towns in Ceredigion

- (i) To defer consideration of the report to a future meeting.

Reasons for decision:

To enable slight amendments to the report.

159 To consider the report of the Corporate Lead Officer for Policy, Performance and Public Protection upon Review of Statutory Statement of Gambling Policy

- (i) To recommend that Council approve the revised Statement of Gambling Policy as the Statement of Gambling Policy for Ceredigion for the period 2022-2025.
- (ii) To recommend to Council that the Authority's "No Casino Resolution" should be retained and the decision recorded and added to the final policy.

Reason for decision:

To fulfil statutory requirements to review and publish a Statement of Gambling Policy in accordance with the requirements of the Section 349 of the Gambling Act 2005 and to improve public safety and clarity for the licensed trade within Ceredigion.

160 To note the report of the Corporate Lead Officer for Porth Cynnal upon Independent Reviewing Service Performance Management Report Quarter 1, 2021/22

- (i) Cabinet noted the report.

- 161 **To note the report of the Corporate Lead Officer for Porth Cymorth Cynnar upon Ceredigion Youth Council Meeting Minutes (22.10.21)**
(i) Cabinet noted the report and that the minutes would be presented to Cabinet each term.
- 162 **To note the report of the Corporate Lead Officer for Porth Gofal upon Social Housing Grant (SHG) Development Programme**
(i) Cabinet noted the report.
- 163 **Any other matter the Chairman decides is for the urgent attention of the Cabinet**
None

Confirmed at the Meeting of the Cabinet held on 1 February 2022

Chairman: _____

Date: _____

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 1 February 2022

Title: Petitions received

Purpose of the report: To inform Cabinet of any petitions received

For: Information

Cabinet Portfolio and Cabinet Member: N/A

The following Petition has been received by the Council:

Petition Title	Number of signatories	Cabinet Member	Local Member (if applicable)
Petition from the residents of Rhos y Garth requesting a review of road safety on the A485 through the village	29	Councillor Dafydd Edwards	Councillor Meirion Davies

The relevant service will now consider the contents of the petition.

Has an Integrated Impact Assessment been completed? If, not, please state why N/A – this report informs Cabinet of the receipt of petitions only

Wellbeing of Future Generations:

Summary:

Long term: N/A

Integration: N/A

Collaboration: N/A

Involvement: N/A

Prevention: N/A

Recommendation(s): For Cabinet to note receipt of the following petition - Petition from the residents of Rhos y Garth requesting a review of road safety on the A485 through the village

Reasons for decision: To inform Cabinet of the receipt of petition, for further consideration by the relevant service.

Overview and Scrutiny: N/A

Policy Framework: Council Constitution and Petitions Protocol

Corporate Priorities: N/A

Financial and Procurement implications: N/A

Statutory Powers: N/A

Background Papers: N/A

Appendices: Appendix A – e-mail accompanying the petition

Corporate Lead Officer: Lowri Edwards, Corporate Lead Officer: Democratic Services

Reporting Officer: Lowri Edwards

Date: 18th January 2022

From: [REDACTED]

Sent: Monday, January 17, 2022 1:57 PM

To: Ceredigion Technical Services

Cc: Meirion Davies

Subject: Petition from the residents of Rhos Y Garth requesting a review of road safety on the A485 through the village

Dear Sir/Madam,

Re: Petition from the residents of Rhos Y Garth requesting a review of road safety on the A485 through the village

Please find attached a copy of a petition which was recently sent around to the residents of Rhos Y Garth to gauge the strength of feeling for a review of road safety on the A485 through the village.

The A485 currently has a speed limit of 60mph going through the village.

This seems excessive and as there are no pavements, or lighting, makes the road very dangerous to try and negotiate.

Most villages along this stretch of road have go slow signage, double white lines or a 40 mph speed limit.

The residents would like to see either similar signage put in place, or preferably a reduction in the speed limit to 40mph.

There are young families, older and disabled people and farmers who all agree the road is dangerous as it is.

We have contacted our local councillor Meirion Davies and he has indicated his support for the petition.

We would be grateful if you could read our petition and consider our request for at the very least a review of the road safety through our village.

Kind Regards

[REDACTED]

On behalf of the villagers of Rhos Y Garth

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 1st February 2022

Title: Petitions received

Purpose of the report: To inform Cabinet of any petitions received

For: Information

Cabinet Portfolio and Cabinet Member: N/A

The following Petition has been received by the Council:

Petition Title	Number of signatories	Cabinet Member	Local Member (if applicable)
Re-open Ceredigion's leisure facilities in line with the rest of Wales.	637	Cllr Catherine Hughes	N/A

The relevant service will now consider the contents of the petition.

Has an Integrated Impact Assessment been completed? If, not, please state why N/A – this report informs Cabinet of the receipt of petitions only

Wellbeing of Future Generations: *Summary:*
Long term: N/A
Integration: N/A
Collaboration: N/A
Involvement: N/A
Prevention: N/A

Recommendation(s): For Cabinet to note receipt of the following petition - “Re-open Ceredigion’s leisure facilities in line with the rest of Wales”

Reasons for decision: To inform Cabinet of the receipt of petition, for further consideration by the relevant service.

Overview and Scrutiny: N/A

Policy Framework: Council Constitution and Petitions Protocol

Corporate Priorities: N/A

Re-open Ceredigion leisure centres and pools

To: Ceredigion County Council

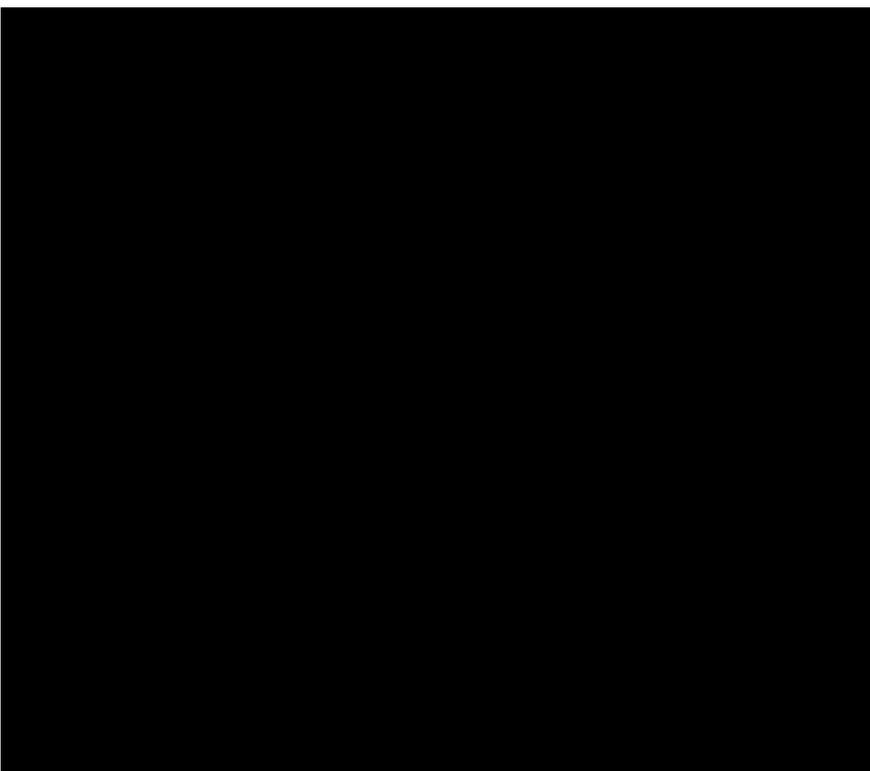
Re-open Ceredigion's leisure facilities in line with the rest of Wales.

Why is this important?

Leisure centres and swimming pools are important in helping people to be fit and active, and yet Lampeter swimming pool has been closed for most of 2020, and for all of 2021 so far. Swimming or warm water based exercise, is also one of the most beneficial activities for people with many kinds of physical disabilities, people who have been unable to do other forms of exercise throughout the closures. Swimming lessons are also an important part of most children's childhoods and, as we are a coastal county, it is very important that our county's children learn how to swim. Social distancing measures are possible in the changing rooms through a booking in system.

Sport has a proven record of being extremely good for people's mental health; it is now being included by doctors as part of 'social prescribing'. After this last year, we find ourselves in a situation where depression and anxiety have increased dramatically due to the coronavirus health crisis. A recent study of teenagers showed that depression and anxiety more than doubled in the first 9 months of the pandemic. Whilst the risk of coronavirus remains low, as it always has been in Ceredigion, relative to other counties, it is more important now to support the physical and mental well-being of Ceredigion residents through the re-opening of leisure centres and pools, in line with the national guidance, which every other county in Wales is following. By helping individuals to keep fit and active, this enables them to be more resilient to infections such as coronavirus, thereby taking some of the burden away from the NHS. We hope that Ceredigion County Council aim to fix the maintenance issues as a matter of urgency.

Signed by 637 people:



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CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	1 February 2022
Title:	Report of the CLO – Finance and Procurement upon the draft Budget for 2022/23 and the three year capital programme.
Purpose of the report:	To consider the draft budget for 2022/23, including the three year capital programme and to make a recommendation to Council on the Council Tax level. This report will support the work of the Budget Overview and Scrutiny Committees.
For:	Decision
Cabinet Portfolio:	Cllr. Ellen ap Gwynn, Leader of the Council, and all Cabinet Members

1. OVERALL POSITION STATEMENT

Whilst the increased settlement is positive for ensuring that services to residents continue, an estimated funding gap of £3m means cuts to services and or cost reductions and or increased income is necessary. This is due to the exceptional extra cost pressures being experienced across all of Wales and these are unprecedented. Many other Councils have fared better with this settlement as they did for the current year, Ceredigion residents currently still pay below the average across Wales Band D Council Tax. The financial resilience of the Council is key to ensuring that service users continue to receive the best possible services in the medium term and not just during the next year.

- **Inflation and Taxes for the Council – at least 8.8%**, which is now higher than at any time than in recent years, the new National Insurance Tax together with the Real Living Wage is a significant extra burden on top of inflation increases.
- **Performance** - Ceredigion continues to deliver high quality services that meet external regulator satisfaction.
- **Savings** - The Council is required to save at least £15m by March 2025 on top of the savings achieved between April 2012 and March 2022 of £50m. This will be £57.4m total savings achieved between April 2012 and March 2023.
- **Care and Support** - costs continue to increase dramatically. Life expectancy is good in Ceredigion – the average life expectancy for males is 79.3 years and 84.1 years for females. These are both above the national average of 78.5 years for males and 82.3 years for females. Council Tax support Claimants have increased significantly and must be funded.

- **Wages** –Implementation of the Real Living Wage for Registered Social Care Workers in Ceredigion (minimum of £9.90 from 1st April 2022 and a total estimated increase of £1.9m). This is part of WG’s pan Wales policy announced in their draft Budget.
- **Lower than average Council Tax** - Ceredigion continues to have a lower Band D Council Tax than the all Wales average.
- **Future Prospects** - The minister’s letter also sets out indicative budgets for the following two years:

The indicative Wales-level core revenue funding allocations for 2023-24 and 2024-25 are £5.3 billion and £5.4 billion respectively – equating to an uplift in the first year of £177 million (3.5%) and, in the second year, of £128 million (2.4%).

This is a clear indication that the following two years of budget setting will be difficult ones for the Council, particularly as Ceredigion is usually provided with a low amount as compared with the overall Welsh average settlement. Our estimate based on the past position is to expect around 1.75% uplift for 2023-24 and just 1.2% for 2024-25.

2. PROVISIONAL REVENUE AND CAPITAL SETTLEMENT FOR 2022/23

The provisional settlement was published on the 22nd December 2021. Full details of the settlement can be found on Welsh Governments (WG) website as follows:-

<https://llyw.cymru/setliad-refeniw-chyfalaf-llywodraeth-leol-dros-dro-2022-i-2023>

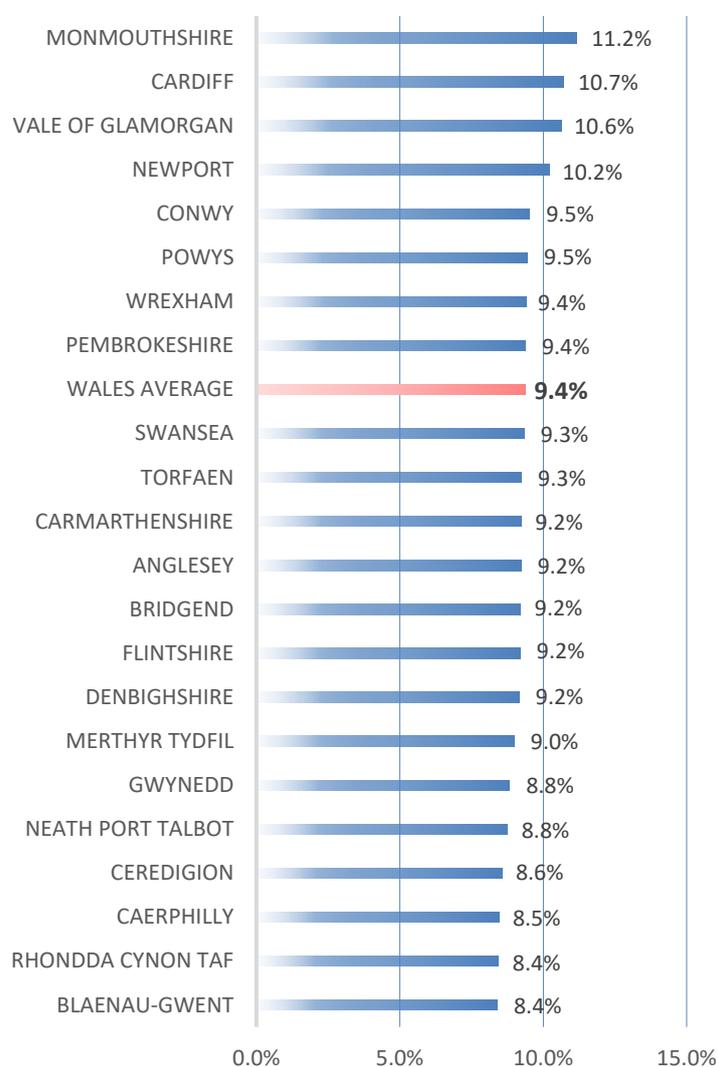
<https://gov.wales/local-government-revenue-and-capital-settlement-provisional-2022-2023>

The Council Tax base setting report was approved by Cabinet on the 7th December 2021 and details were returned to WG to feed into the settlement calculations.

The total revenue settlement, known as the Aggregate External Finance (AEF) allocated to Ceredigion for 2022/23 is £119.419m as compared with 2021/22 £110.006m (adjusted for transfers) being an increase of 8.6%. Wales as a whole has seen an average increase of 9.4%.

Changes to AEF 2022-23 by local authority

Source: WG Provisional LGF Settlement 2022-23



The increase is on top of grant /funding transfers made into the settlement being:

- £13.3m for Waste Disposal Gate Fees (Ceredigion element - £237k)
- £0.285m for the Coastal Risk Management Programme (No Ceredigion element)
- £5m for the Social Care Workforce Grant (Ceredigion element - £114k)

Ceredigion has £1,678 (21/22 £1,534) of funding per capita, compared to the Wales average of £1,611 (21/22 £1,471) and the year on year change ranks 8th out of all the Unitary Authorities. Average band D council tax set for Ceredigion in 2021-22 was £1,725, which was consistently below the Welsh average of £1,731. These figures include the Police and Town & Community Council precepts.

Ceredigion's Settlement reflects a range of less financially favourable re-distributional movements seen in population and Secondary School pupil number indicators. Standard Spending Assessments (SSA) are notional calculations of what each Council needs to spend to provide a standard level of service. The SSA for 2022/23 is £166.372m which is a 7.2% increase (2021/22 £155.153m). The most significant service increase being Personal Social Services at 12.2%.

3. BUDGET REQUIREMENT

The Budget model has been drafted to include the adjustments with regard to the provisional settlement. Any adjustments required that arise in the final settlement will require consideration and appropriate incorporation into the budget.

The detailed assessment work carried out to identify the unavoidable cost pressures faced by Services has been finalised and this has identified a net total amount of £13.1m, which is summarised in Appendix 1. This amount is almost double the previous years and is £3.8m more than the increased sum available in the settlement and this would equate to the need to increase Council Tax by close to 8%, however some savings are available to the budget setting process.

The Rising costs of Care alone come to £7m, including:-

- UK £9.90 Real Living Wage and 1.25% Employers National Insurance – impacts on most if not all Care related Commissioned Services (results in provisional inflation factors of 8.87% for Domiciliary Care / Supported Living, 9.13% for Residential Care and 11.15% for Direct Payments).
- Residential Homes – Fees setting review currently in progress.
- Direct Payments.
- Looked after Children.
- Domiciliary Care.

Provision for pay inflation is also a significant factor estimated at £3.4m, and as things stand there is no formal agreement yet on the main 2021/22 pay award.

After taking into account the potential funding available, a balanced budget is able to be achieved, this includes savings achieved in advance from the Minimum Revenue Provision (MRP) change and a savings target is required of £0.5m at this stage.

The Fire Authority Levy is subject to formal confirmation and is anticipated to result in a £104k cost pressure, which will require top slice funding.

A corporate approach has been taken to dealing with the COVID19 net costs and losses, as opposed to each service have to bear the brunt of the issue and this amount is planned to be met from Earmarked Reserves. This approach has ensured that financial management of the 2021/22 budgets and business as usual activity has remained strong. Total hardship costs and lost income are currently forecast at a gross total of just under £7m with as much as possible being recovered and reclaimed through WG grants/funding.

Additional COVID19 costs and some lost income will continue to be seen into the 2022/23 year and beyond and therefore a corporate budget of £750k is required in the Leadership Group budget, as well as utilising the earmarked contingency including COVID19 Reserve estimated as £1.25m. No grant claims are due next year as the Hardship Fund will close and the Settlement now includes for that requirement. WG have also committed to continue to supply free PPE for Health and Social Care for as long as it is required and to continue to provide funding for Test, Trace & Protect.

An extra 4.75% of Council Tax raises a gross £2.1m, which equates to a net £1.8m after allowing for the additional budget requirement placed on the Council Tax Reduction scheme. The Council's Income and cost recovery policy means that services are continuing to recover their inflationary costs relevant to chargeable services from service users, although the current issue in the near term is ensuring the recovery of Income streams to pre COVID19 levels. The impact for different levels of Council Tax is shown in the table below:

<u>Increase in Council Tax %</u>	<u>Resultant Band D Council Tax £</u>	<u>Total Increase Annual £</u>	<u>Total Increase Monthly £</u>
0.0%	£1,412.59		
3.0%	£1,454.97	£42.38	£3.53
3.5%	£1,447.90	£49.44	£4.12
4.0%	£1,469.09	£56.50	£4.71
4.5%	£1,476.16	£63.57	£5.30
4.75%	£1,479.69	£67.10	£5.59
5.0%	£1,483.22	£70.63	£5.89
5.25%	£1,486.75	£74.16	£6.18
6.0%	£1,497.35	£84.76	£7.06

The following summary sets out the main changes to the proposed budget and its available resources:

Budget Summary and Main Changes			
Based on a 4.75% Council Tax Increase			
		<u>£'000</u>	<u>£'000</u>
2022/23 Available Resources			
Aggregate External Finance (RSG + NNDR)	2021/22: £109,658		119,419
Council Tax Income			
Council Tax Base (as per 07/12/21 Cabinet report)		31,655.77	
Council Tax 2021/22		£1,412.59	
Council Tax 2022/23 increasing by	4.75%	£1,479.69	46,841
Council Tax 2nd Homes Premium Base (as per 07/12/21 Cabinet report)		407.31	
Council Tax 2021/22		£1,412.59	
Council Tax 2022/23 increasing by	4.75%	£1,479.69	603
Total Available Resources for Budget Requirement			166,862

As this draft budget proposal is on the basis of the Provisional settlement, it is to subject to any adjustments that may need to be made once the Final Settlement is known. Therefore any necessary adjustments could be made in accordance with the following:

1. the value of any specific grants transferred into RSG will be passported through to the relevant Service's budget;
2. any other specific changes to be directly targeted to the affected Service(s), if appropriate; and
3. any other change to the RSG will be dealt with by an adjustment to the Leadership Group corporate revenue budget.

The following summary sets out the proposed main changes to the Budget requirement (based on a 4.75% Council Tax scenario), which is proposed to increase from £154.736m to £166.862m (an increase of £12.126m):

	<u>£`000</u>	<u>£`000</u>	<u>£`000</u>
Total Available Resources for Budget Requirement			166,862
Adjusted Base Budget b/f from previous year		154,736	
<u>Corporate Adjustments and New Responsibilities:</u>			
<u>Specific Allocations</u>			
- M&WWFA Fire Authority Levy	104		
- Members Allowances / Members Chamber Equipment	105		
- Council Tax 2nd Homes Premium	45		
- Council Tax Support Scheme and Capital Programme Financing	490		
	744		
<u>Transfers in:</u>			
- Food and Residual Waste Treatment Gate Fee Support Grant	237		
- Social Care Workforce & Sustainability Grant	114		
	351		
Total		1,095	
<u>Increased 'Business as Usual' Cost pressures on Services</u>			
- Employees - Payaward and additional NI levy	4,504		
- Employees - Non Payaward related	1,107		
- Supplies & Services (including 3rd Party / Transfer Payments)	6,545		
- Loss of income / grant funding	23		
- Less Funding Assumptions	(500)		
<u>COVID19</u>			
- COVID19 Corporate Provision	2,000		
- Less Funding Assumption - Use of Earmarked Reserves	(1,250)		
	12,429		
<u>Cost Reductions / Saving Proposals</u>			
- Savings Required	(498)		
- Corporate Saving - MRP change	(900)		
	(1,398)		
Controllable and Net Budget Estimate			166,862
Shortfall (-) / Balance			-

A 5.0% Council Tax would be a Band D of £1,483.22 total Council Tax of £46.952m and less savings / increased expenditure of £96k. Total Budget £166.958m.

A 5.25% Council Tax would be a Band D of £1,486.75 total Council Tax of £47.064m and less savings / increased expenditure of £192k. Total Budget £167.054m.

The overall budget position translates into proposed allocations to Services as summarised below (which are subject to the final Full Council decisions on the Budget and Council Tax levels). This shows the Original budget for the current year, adjusted for other agreed transfers between services and the corporate adjustments through to the proposed Budget Totals. Further detail is also shown in Appendix 2.

Budget Totals Movements by Service (based on 4.75% Council Tax scenario)

	2021/22 Approved Original Controllable Budget £'000	2021/22 Updated Controllable Budget (as at Q3) £'000	2022/23 Draft Controllable Budget Totals £'000	<i>2022/23 Draft Budget Totals compared with 2021/22 Updated Budget %</i>
Customer Contact	5,735	5,779	6,155	+6.5%
Democratic Services	4,096	4,120	4,391	+6.6%
Economy & Regeneration	3,489	3,471	3,688	+6.3%
Finance & Procurement	21,311	20,188	19,197	-4.9%
Highways & Environmental Services	17,062	17,587	18,241	+3.7%
Legal & Governance	1,538	1,535	1,569	+2.2%
People & Organisation	2,093	2,093	2,165	+3.4%
Policy, Performance & Public Protection	2,098	2,146	2,355	+9.7%
Porth Cymorth Cynnar	3,467	3,829	4,401	+14.9%
Porth Cynnal	23,763	23,633	28,648	+21.2%
Porth Gofal	11,369	11,656	13,617	+16.8%
Schools & Culture	49,841	48,721	50,965	+4.6%
Leadership Group	4,284	5,388	6,731	+24.9%
Levies, C/Tax Premium & Reserves	4,590	4,590	4,739	+3.2%
TOTAL	154,736	154,736	166,862	+7.8%

4. BUDGET FRAMEWORK AND FINANCIAL CHALLENGE

The provision of Council services is funded through a combination of WG government grant, Council Tax and Fees and charges. Income for fees and charges is netted against expenditure.

As mentioned in previous budget reports, the Council's financial projections indicate that service expenditure will continue to rise with expected funding falling over the medium term. The funding ratio between central WG funding and local Council Tax funding has changed over the years from close to 80:20 back in 2013 to provisionally now being at 72:28 for 2022/23.

As outlined in the Medium Term Financial Strategy a key aspect of the budget strategy is to smooth out the significant budget fluctuations as much as possible in order to ensure that the budgets impact on service delivery is more sustainable and to prevent cuts to services either at the wrong time or for the wrong amount.

The Strategy also agreed the principle of applying transformation savings achieved in advance of the annual budget requirement to be usefully applied to earmarked reserves via the Leadership Group budget, in particular to support the Council Strategic Priorities with one off capital funding requirements as well as applying the savings to the base budget in the appropriate later year of need.

It is envisaged that future years' budget settlements will remain challenging and therefore as COVID19 pressures recede and organisational capacity allows, it will be essential that Transformation savings together with continuous improvement / efficiencies continue to be progressed and delivered.

The most significant Capital items that require continued / new investment through continuing to use the principles of the Medium Term Financial Strategy include the 21st Century Schools programme, the imminent Coastal Defence Schemes (potentially requiring c£3.5m towards estimated £23m scheme costs) and schemes associated with the Corporate Priority of Boosting the Economy.

The latter will include the recently approved Growing Mid Wales Growth deal, which will require match funding and financial commitment to go alongside monies secured from WG and HM Treasury over the next 15 years. Supporting the local economy is even more important in a post Covid19 world and potentially means more financial investment is needed.

Therefore it would be appropriate and it remains important to be able to deliver cost reductions in order to balance the annual budgets, as opposed to cutting the amounts available for investment in priority schemes given the scale of the capital investment likely to be needed in the medium term.

5. BUDGET RISKS

The usual Budget Risks paper, updated for relevant changes, is attached (Appendix 3). It identifies, in no particular order, the main risks for the budget together with appropriate comments and controls applied to minimise the risk.

6. CAPITAL PROGRAMME

Capital funding has reduced significantly across Wales from £177.8m to £150m. Ceredigion's allocation is £4.891m (this year's was £5.785m) being a decrease of £894k. The allocation is split between General Capital Grant £1.995m (£2.896m 21/22) and Unhypothecated Supported Borrowing £2.896m (£2.889m 21/22). The indication is for capital to increase for 2023/24 albeit not quite back to current year levels. There is though going to be additional funding available for the Climate Change agenda with WG's Budget showing an additional £20m for 'Local Government Decarbonisation' in both 2023/24 and 2024/25.

An updated Capital programme is attached (Appendix 5) together with the Capital Strategy (Appendix 6).

The Overall Capital Programme proposed for 2021/22 is £22.661m and 2022/23 is £40.282m. The 2023/24 and 2024/2025 programmes are yet to include grants which are not known at this stage. There will also be additional grants to add into the 2022/23 programme later on in the year as it only includes grants that run over more than one year.

The latest programme for 2021/22 is a proposed reduction, due mainly to slippage, of £4.331m, from twenty four schemes of which four account for over £2.3m being £900k against schools additional capital works, £687k Penglais School Learning Support Unit, £380k against the Economic Stimulus Fund and £300k from the 21st Century Schools Programme (Band B). In addition £508k has been added to the programme in relation to Levelling Up Projects.

The 2022/23 Council funded elements of the programme are generally recurring schemes and the significant grant funded schemes are the Band B 21st Century Schools Programme and the Coast Defence Schemes funded by WG.

Work with regard to the Coastal Defence Schemes at Aberaeron and Aberystwyth are Progressing. It is estimated that the schemes will cost £23m mainly funded by WG with the Council currently expecting to fund 15% or £3.45m. The funding from the Council will come from the Promoting Environmental & Community Resilience Reserve. The £23m spend has been profiled over the following financial years 2022/23, 2023/24 and 2024/25.

The Growing Mid Wales programme will have specific schemes to add into the three year capital programme once they have been further developed.

The Council has been successful in receiving levelling up grant approval for £10.8m from the UK Government that involves the delivery of schemes across 2021/22 through to 2024/25 years.

The balance of capital receipts from the Mill Street Development in Aberystwyth is £1.7m after allowing for the acquisition of the Arriva site for Economic Development.

The Capital Programme and Capital Strategy is therefore now presented for approval and recommendation to Council, as part of the Council's budget process.

7. FINANCIAL RESILIENCE AND RESERVES

The Councils financial resilience remains strong and robust for a number of reasons that all underpin good financial management. Audit Wales review and challenge the Councils approach to planning for the future and the sustainability of the Finances. Early intervention has been taken in recent years to tackle budget gaps head on with a diligent approach to dealing with them and decisions have been taken to maintain service levels in the County to meet the increasing demands brought about by so many external factors.

Maintaining the current financial resilience of the Council will not be easy in the medium term, however it must be recognised that we should be able to be confident that we can continue doing our very best to achieve the right result in the circumstances.

The reserves held by the Council already assist greatly with keeping Council Tax levels down. The Council had maintained a level of circa £20m of internal borrowing by utilising funds held in earmarked reserves which has reduced the need to borrow. It is estimated this approach has saved the tax payer annually £800k which equates to a saving in Council Tax charges of nearly 2% annually. Without sufficient reserves the estimated cost of untangling internal borrowing and taking on prudential borrowing to fund necessary capital schemes supporting the local economy cannot be emphasised enough.

The budget has always been set so that no demand is made from General Fund Balances to support the base budget other than for funding exceptional and agreed priority one off items.

Audit Wales referenced in their latest Financial Sustainability Assessment that:-

‘Councils that show a pattern of unplanned use of reserves to plug gaps in their revenue budget that result in reductions of reserve balances reduce their resilience to fund unforeseen budget pressures in future years’.

The Council's approved target is for General Balances to be maintained at between 3% and 5% of net expenditure. As at 31st March 2021 they were 4.0% (£6.1m) and the forecasted balance remains flat in amount which is understandably slightly lower in percentage due to the increased base budget.

	31.3.21	31.3.22	31.3.23
	Actual	Planned	Planned
General Balances - Amount	£6.1m	£6.1m	£6.1m
General Balances - Percentage	4.0%	3.9%	3.6%

8. MEDIUM TERM FINANCIAL STRATEGY

An updated version is enclosed as Appendix 4 for consideration, there are no significant or fundamental changes, it includes updated data sets as well as the financial position for the medium term.

9. CONCLUSIONS

This budget report deals with the provisional settlement announcement and also a recommendation to Council on the level of Council Tax for 2022/23. Council is due to consider the final budget on the 3rd March 2022 following a scrutiny of the budget papers and draft proposals.

The final settlement following scrutiny of the WG expenditure plans by Senedd Cymru, will be published by WG on 1 March 2022. Any changes to the position may not be known until after then and will need adjusting into the budget proposal.

The delivery of the proposed budget is achievable. The Leader, Cabinet Members, members of the Leadership Group and Corporate Lead Officers, together with their staff, have worked hard to meet the challenges placed on them to produce this draft budget, although as usual further work is still ongoing.

The main transformation savings achieved recently have been travel savings and the MRP review which are allocated within the proposed budget. However, it is envisaged that future years' budget settlements will remain challenging and therefore as COVID19 pressures recede and organisational capacity allows, it will be essential that Transformation savings together with continuous improvement / efficiencies are progressed and delivered.

The final settlement is not due until the beginning of March and any changes to the position are unlikely to be known until then and if any changes arise, they will need adjusting into the budget proposal.

Taking all the matters contained in this report into account I am able to confirm that the proposed budget has been prepared in a robust manner and is subject to the in-year delivery of savings targets or budget realignment. I am also able to confirm that the current Capital plans and Strategy are prudent and affordable and that the overall risk on this aspect also considered low.

Given the ongoing COVID19 circumstances the importance of sound financial management has never been greater and therefore it will remain paramount that continued vigilance is maintained over the financial position and that, if required, any in year action is taken as and if appropriate. The Council's financial resilience and track record of sound financial management has been recognised by the regulators.

10. COUNCIL TAX

A Council Tax recommendation to Council will be made following the Budget Scrutiny process and the Cabinet meeting to be held on the 22nd February.

Wellbeing of Future Generations: Has an Integrated Impact Assessment been completed? If not, please state why: This report does not refer to a service change, it supports the maintaining of services. The Overview and Scrutiny Committees will consider the Long term, Integration, Involvement and Prevention issues arising from the detailed budget proposals.

- Recommendations:**
- a) Approve three options for the draft base budget total at this stage of the budget process being £166,862, £166,958 and £167,054.
 - b) Consider recommending to the budget Overview and Scrutiny meetings three preferred options for the level of Council Tax to be proposed for 2022/23 being; 4.75%, 5.0% or 5.25% and to note that the draft Budget proposal is based on a working model of £1,479.69 for Band D properties for County Council purposes, representing an increase of 4.75%. A 5.0% increase allows for further expenditure / less savings of £96k and a 5.25% increase allows for further expenditure / less savings of £192k.
 - c) When the final settlement is issued the value of any further specific grants transferred into RSG will be passported through to the relevant Service's budget;
 - d) When the final settlement is issued any other specific changes to be directly targeted to the affected Service(s), if appropriate; and
 - e) Any other change to the RSG will be dealt with by an adjustment to the Leadership Group corporate revenue budget.
 - f) Approve the updated Medium Term Financial Strategy set out in Appendix 4 and recommend to Council for approval.
 - g) Approve the Capital Programme as set out in Appendix 5 and recommend to Council for approval.
 - h) Approve the Capital Strategy as set out in Appendix 6 and recommend to Council for approval.
 - i) Seek the views on this report of the Budget Overview and Scrutiny Committees.

**Reasons for decision:
Overview and Scrutiny:**

To enable budget preparation for 2022/23.

The Budget Proposals will be considered by the Coordinating Overview and Scrutiny Committee and by the Overview and Scrutiny Committees.

Corporate Priorities:

Medium Term Financial Strategy.

Financial implications:

Part of the budget setting process.

Statutory Powers:

Local Government Finance Act 1972.

Background Papers:

Provisional Revenue and Capital Settlement and other Welsh Government announcements.

Appendices:

- Appendix 1 - Net Cost Pressures by Service**
- Appendix 2 - Budget Totals Movement by Service**
- Appendix 3 - Budget Risks**
- Appendix 4 - Medium Term Financial Strategy**
- Appendix 5 - Capital Programme**
- Appendix 6 - Capital Strategy**

CLO - Finance and Procurement: Stephen Johnson

Reporting Officers: Stephen Johnson / Justin Davies / Duncan Hall

Date: 25 January 2022

2022/23 Budget: Estimated Cost Pressures by Service

	Employee Costs (2021/22 Pay Award Pending) £'000	Employee Costs (2022/23 Pay Award Provision) £'000	1.25% Employers National Insurance Increase £'000	Utilities / Energy Inflation £'000	Provision for Externally Commissioned Services Inflation (including Real Living Wage & Empers NI) £'000	Pump Priming Through Age & Wellbeing new Operating Model Structure (Yr 1 of 2) £'000	Employee Costs (Other) £'000	Transfer / Third Party Payments £'000	Supplies & Services (Care related) £'000	Supplies & Services (Other) £'000	Loss of Income/ Grant funding £'000	COVID19 Budget Provision £'000	GROSS TOTAL £'000	Funding Assumptions (Reserves / Grants) £'000	NET TOTAL £'000
Customer Contact	19	110	30			-	-		111				270		270
Democratic Services	16	106	27			-	70			35			254		254
Economy & Regeneration	(1)	125	36	69		-	-						229		229
Finance & Procurement	12	90	25			-	-	290		200			617		617
Highways & Environmental Services	(12)	199	51	19		-	-			180			437		437
Legal & Governance Services	5	24	7			-	-						36		36
People & Organisation	11	50	15			-	-						76		76
Policy, Performance & Public Protection	35	105	30			-	-				23		193		193
Porth Cymorth Cynnar	29	141	37	19		360	-						586		586
Porth Cynnal	20	136	36		2,153	196	-	950	1,540				5,031	(250)	4,781
Porth Gofal	(4)	245	60	37	420	301			629				1,688		1,688
Schools & Culture	285	1,195	361	155		-	250			263			2,509	(250)	2,259
Leadership Group	3	842	3			-	-				2,000		2,848	(1,250)	1,598
Levies, Council Tax Premium & Reserves								104		45			149		149
TOTAL	418	3,368	718	299	2,573	857	320	1,344	2,169	834	23	2,000	14,923	(1,750)	13,173

SUMMARY

Common Cost Pressures affecting all / most Services	4,803														4,803
Common Cost Pressures affecting all Pyrths					3,430										3,430
Individual Service Specific Cost Pressures									3,446						3,446
Proposed Corporate Topsliced allocations							70	394		280					744
COVID19 Budget Provision												750			750
TOTAL															13,173

Budget Movements - 2021/22 Budget to Draft 2022/23 Budget

	2021/22 Approved Original Controllable Budget £'000	Budget Virements as part of £2.1m Corporate Savings £'000	Q1 Post Budget Setting Budget Transfers (See Note 1) £'000	Other In-Year Budget Transfers / Movements / Virements £'000	2021/22 Updated Controllable Budget (as at Q3) £'000	Minimum Revenue Provision change (Full Council 17/06/21) Part 1 of 2 £'000	Part year Cost of running Mid County Childrens Safe Accom modation £'000	Other Budget Transfers / Movements / Virements £'000	2021/22 Controllable Base Budget Requirement £'000	Add Grants Transferred into RSG Settlement to passport to Services £'000	Funding allocated for 2022/23 Net Cost Pressures £'000	Minimum Revenue Provision change (Full Council 17/06/21) Part 2 of 2 £'000	Savings Required for 2022/23 £'000	2022/23 Draft Controllable Budget Totals £'000
Customer Contact	5,735			44	5,779			106	5,885		270			6,155
Democratic Services	4,096			24	4,120			17	4,137		254			4,391
Economy & Regeneration	3,489			(18)	3,471			(12)	3,459		229			3,688
Finance & Procurement	21,311	(1,174)		51	20,188	(700)		(8)	19,480		617	(900)		19,197
Highways & Environmental Services	17,062		525	-	17,587			(20)	17,567	237	437			18,241
Legal & Governance	1,538			(3)	1,535			(2)	1,533		36			1,569
People & Organisation	2,093			-	2,093			(4)	2,089		76			2,165
Policy, Performance & Public Protection	2,098			48	2,146			16	2,162		193			2,355
Porth Cymorth Cynnar	3,467		580	(218)	3,829			(14)	3,815		586			4,401
Porth Cynnal	23,763		(290)	160	23,633			120	23,753	114	4,781			28,648
Porth Gofal	11,369		290	(3)	11,656		300	(27)	11,929		1,688			13,617
Schools & Culture	49,841		(1,105)	(15)	48,721			(15)	48,706		2,259			50,965
Leadership Group	4,284	1,174		(70)	5,388	700	(300)	(157)	5,631		1,598		(498)	6,731
Levies, Council Tax Premium & Reserves	4,590			-	4,590			-	4,590		149			4,739
Total Controllable Budget	154,736	-	-	-	154,736	-	-	-	154,736	351	13,173	(900)	(498)	166,862

Note 1: Q1 Post Budget Setting Budget Transfers

School Transport related	525
Pupil Referral Unit	580
Direct Payments Employee Budget	290

Budget Risks

The following are the identified main risks for the budget together with the appropriate comments, and controls applied to minimise the risk:

1. Changes to the level of Aggregate External Finance (AEF)

The sum of the Revenue Support Grant and redistributed Non-Domestic Rates now provides about 72% of the funding for the General Fund's net revenue expenditure. Changes to the grant distribution can have a major impact on the Council's finances. The Council is able to make representations to Government both directly and through the Welsh Local Government Association to attempt to influence the changes which are made.

With current economic outlook and indicative All Wales level allocations for the next 2 years after 2022/23, there is a significant risk that there will be below inflation increases in AEF allocations i.e. reductions in real terms for the forthcoming years. The Council needs to bear this in mind when considering its spending priorities and improvements to services, with a view to needing to mitigate the future budgetary impact.

In addition there is always an element of financial risk around the delivery of savings plans that will be regularly monitored. The higher the level of Savings targets, the higher the risk apart from where they have been achieved in advance.

2. General Unforeseen changes in expenditure and/or income in the year

One reason that the Council maintains reserves is to give some protection against unforeseen changes. A regular monthly system of budget monitoring is operated with formal quarterly reports to Members together with exception reporting between those periods.

The Council insures against known major risks such as fire damage, employers and public liability.

3. Changes in specific grant income

The Council receives large sums each year in specific grants. There is a potential risk if changes in Government rules, or an inadvertent failure to comply with grant conditions, might result in a significant loss of grant income. The Council's external auditors regularly review the way the Council administers grants, and procedural improvements are put in place where necessary to ensure that there is no loss of grant income.

There is also a potential risk if specific WG revenue grants cease but there's an expectation that the services funded via such grants need to be maintained at the same, or lower, level. Wherever possible, exit strategies should be in place to deal with the consequences when grant funding comes to an end.

There is a change on the horizon regarding WG regional ICF and Transformation Social Care Funding which is transitioning to a new regional funding stream in 2022/23. This will require active management and brings an increased level of risk.

4. Fraud (including Cyber Security)

Major fraud might cause significant financial loss to the Council as well as weakening public confidence. The Council maintains a system of financial regulations and standing orders to control this risk alongside business continuity and civil contingency planning arrangements. There is an active Officer Working Group focussed on Cyber Security related matters and associated business resilience. The Council's Internal Audit section, as part of its remit, will investigate potential Fraud risks, advise on best practice, and ensure that adequate internal control systems are in place and that they are being adhered to.

5. Insolvency of Counterparties

The Council might suffer losses in the event of the insolvency of major partners or commercial suppliers. This is a particular risk in relation to investment transactions. The Council has adopted Treasury Management policies to spread and minimize risks in this area. Commercial partners and contractors working for the Council are subject to financial and other assessments, and the size of contracts awarded may be limited after taking into account the outcome of the assessments.

6. Pension Fund

The Council contributes to the Dyfed Local Government Pension Fund. The fund is administered by Carmarthenshire County Council. The pension scheme for employees, including Council Members, (but excluding teachers) is a defined benefit scheme which means the risk in relation to investment returns and demographic changes falls entirely on the employer. The Council can arrange for the recovery of any deficits to be spread over a period of years to minimise the immediate budgetary impact.

7. Interest Rates

The Council has significant long term debts and investments. Changes in interest rates can have a significant effect on interest income, and on the cost of new loans required to support new capital expenditure.

The Council monitors interest rates and their effect as part of the budget monitoring process. In the current economic climate there is a substantial loss of investment income due to the very low interest rates which has been mitigated as far as possible by making more use of internal borrowing, i.e. keeping external debt borrowing down by utilising cash held on account (e.g. representing earmarked reserves).

8. Inflationa) Pay

Employee costs are the largest element of the budget. A large increase in pay rates will adversely affect the Council's budget. For the majority of staff pay is negotiated nationally either at a UK level (APT&C) or at WG level (Teachers) and the Council can influence but not control the pay settlement. Through the implementation of the single status agreement and the operation of a systematic evaluation of grading the Council aims to maintain a fair but affordable pay structure.

b) Non Pay

We are now entering an era of higher than average inflation and levels not seen since before 2008. The Bank of England has a remit to keep inflation on track at c2%, however CPI inflation has now risen to just over 5% and is still forecast to rise higher than this. This has the potential to affect both existing ongoing contracts with Suppliers and also their pricing of new contracts (both revenue and capital) and is therefore a Budget risk that hasn't been seen to the same extent in the last decade.

9. Brexit

Having formally left the European Union on 31/12/2020, the medium to long term implications and consequences of the Brexit agreement are still not necessarily fully understood and apparent. The Council has a Brexit / EU Transition group in place chaired at CLO level, which meets regularly and contains representatives from all Services across the Council. The group's role is to provide a formal, structured approach to managing risks posed to the Authority due to the UK leaving the EU. Services will continue to monitor the impact and whether any additional costs or loss of funding need to be mitigated.

10. COVID19

2020/21 saw an unprecedented year of challenges for the Council both financially and operationally due to the COVID19 pandemic. This has continued unabated into 2021/22. There has been considerable additional funding from WG both for specific initiatives via grants and in general terms through the WG Hardship fund.

WG have made a clear statement that from 01/04/2022 the Hardship Fund will cease to exist and that funding has been made available in the Local Government Settlement, with the main exceptions of TTP (Test, Trace & Protect) and also PPE provision (where WG will continue to provide free PPE to Health & Social Care for as long as is required). The Council will continue to manage the ongoing financial impact of COVID19 on a corporate basis, where the impact is significant, using a combination of base budget provision through the 2022/23 Budget Setting Process and an Earmarked Reserve.

11. Phosphates

This an emerging issue following Natural Resource Wales publishing evidence of phosphate levels for the River Teifi riverine Special Area of Conservation (SAC) and the issuance of interim Planning position statement / guidance in May 2021. The effect of this covers 45% of land in Ceredigion and this is going to create significant issues in bringing forward Developments in the areas affected. In narrow terms this has the potential to affect areas such as Planning Fee and Building Control Income, but in a wider sense has the potential for far reaching Housing and Economic development implications.

MEDIUM TERM FINANCIAL STRATEGY

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MEDIUM TERM FINANCIAL STRATEGY

1 Introduction

- 1.1 The purpose of this Financial Strategy is to provide a financial governance framework to operate within by setting out the issues that are considered and taken into account for financial planning for the medium term.

By bringing together financial assumptions; standards of service delivery; demographic needs; and workforce planning issues into this document it is expected that the Council will be better able to consider overall management of its resources to meet its objectives.

Paragraph 6.6 sets out the key elements of the budget strategy that will contribute to a balanced budget. A transformation savings plan has been prepared and is being implemented, although Covid-19 has impacted on the timescales envisaged.

1.2 Objective of the Strategy

The Council's financial objective is for the careful and responsible use of resources and to ensure that the financial resilience of the Council is maintained and strengthened. The overall objective of this strategy is:

“to provide a framework and overall direction and parameters in order for the Council to structure and manage its finances to ensure that financial resources are used in a responsible and careful manner”.

This strategy achieves this by:

- Outlining principles for developing and setting the annual budget.
 - Integrating and acknowledging external forces into the budget process.
 - Integrating financial and business planning, reflecting priorities of the Corporate Strategy 2017-2022, anticipating pressures facing the Authority and ensuring improvement of services.
 - Identifying the main links with other processes, core considerations and financial themes to be considered.
 - Indicating projected levels of income, expenditure and capital investment over a rolling three year period.
 - Providing a single document to communicate the financial context, aims and objectives to stakeholders.
- 1.3 Understanding the overall financial context is important in order to deliver a robust and balanced budget during the next few years as it is recognised that funding for the Public Sector will be limited. The financial forecast includes a three year budget forecast.

2 Budget Priorities

2.1 The “Strategic Plan” provides the broad programme and timetable for developing and implementing the Councils plan for the future delivery of services in the face of on-going financial constraints. This plan is regularly monitored by the cross party transformation group. There are a number of work streams included in the plan which assist and support the delivery of the savings plan.

- The transformation work stream assists the Council to identify change to key core functions that will assist future sustainability of service deliverability.
- The major reviews work stream informs the consideration of new models for service delivery.
- The budget savings plan is regularly monitored which helps ensure that balanced budgets are delivered.

The Corporate Strategy 2017-2022 identifies and explains how the Council intends delivering its Four main Strategic Priorities.

The core purpose of the Council’s Corporate Strategy is to illustrate how the authority will support and promote sustainability and the wellbeing of the citizens of Ceredigion, through its long term Vision and Strategic Objectives.

Vision:

“Ceredigion Council delivers value for money sustainable bilingual public services that support a strong economy and healthy environment while promoting wellbeing in our people and our communities”

Strategic Objectives:

The four Strategic Priorities for Ceredigion are:

- *Boosting the Economy;*
- *Investing in People’s Future;*
- *Enabling Individual and Family Resilience;*
- *Promoting Environmental and Community Resilience.*

The above priorities will be used to direct resources with the number one priority being *Boosting the Economy*.

2.2 The Council’s aim will be to continue to direct resources to priority areas that can deliver improvements for the local community. A number of key well-being and improvement objectives are identified each year and the adequacy of resources to enable delivery of these objectives need to be taken into account during the budget process.

2.3 The Council’s expenditure can be linked to supporting its Corporate Strategy and its well-being and improvement objectives. The budget setting is a financial representation of the Council’s Policies. The Council, through its budget setting process, requires a review and endorsement of the draft budget proposals by the relevant scrutiny committees and strategically by the overview and scrutiny coordinating committee.

Workshops are held throughout the year between Members and officers of the Leadership Group during which consideration is given to financial planning for both the short and medium-term; budgetary issues / pressures for the current and future years; service priorities and allocation of resources. The annual business planning process is the mechanism whereby plans are put in place to deliver business objectives that are fully resourced and aligned to the Council's objectives.

- 2.4 The Council will strive to meet the financial and budgetary challenges by considering service priorities, and looking at different and innovative ways of providing services in a more cost effective manner in the future.

In order to achieve this, a comprehensive service redesign transformation programme has been in place for some years and plans implemented and currently being implemented and any new opportunities arising will be developed.

This will include:

- Implementing back office efficiencies;
- Develop alternative delivery methods whilst sustaining services;
- A clear understanding of which services will be supported and protected;
- Rationalising all non-priority functions and services;
- Continuing with the schools and social care modernisation programme;
- Embracing and maximising shared services opportunities through collaboration;
- Ensure value for money with all commissioning and contractual work;
- Re-balance the budget in light of demographic pressures;
- Maximising income through application of the Income Management and Cost Recovery Policy.

- 2.5 Some of the key priority areas that the Council will focus on are:

Boosting the Economy - the approach is outlined in 'Boosting Ceredigion's Economy – A Strategy for Action 2020-35'. This outlines four priority areas where our actions will be targeted to make a difference which will also support the National Wellbeing Goals:

- People – inspiring people, developing skills, health and wellbeing
- Place – promoting Ceredigion as a place to live, work and visit
- Enterprise – supporting businesses to get started and grow
- Connectivity – connecting businesses and communities

This Strategy aligns closely to the emerging priorities developing from our partnership with Powys Council and wider partners as part of Growing Mid Wales – and will help inform the emerging Regional Economic Framework to support its delivery locally.

The Mid-Wales Growth Deal, developed from the Vision for Growing Mid Wales, reached a significant milestone in January 2022 as the Final Deal

Agreement were signed by the Welsh Government, UK Government and Ceredigion and Powys Councils, based on the development and submission of the Portfolio Business Case. Both governments agreed to provide £55m and the UK Government has confirmed flat capital funding over a 10 year period covering the Growing Mid Wales region as a whole. The Welsh Government has not confirmed its intentions, although the original position was funding over a 15 year period.

The Portfolio Business Case currently has a set of programmes and projects which cover a range of investment proposals across a number of themes – digital, tourism, agriculture food & drink, research & innovation and supporting enterprise.

The Council has been successful in applying for £10.9m of Levelling Up funding for Aberystwyth from the UK Government during 2021. The money will help to transform ‘The Old College’ in Aberystwyth, revitalise the promenade and create a ‘living harbour’.

Boosting Ceredigion’s Economy will require substantial investment from the Council with a return expected from that investment. The earmarked fund available stands at £6m (Reserve and Cap Receipts) at 31/3/21, the target by 31/3/23 is £10m.

Education – modernising education establishments, for example, using 21st Century Schools programme funding to build an area school for the Aeron Valley as well as improvements to Cardigan Secondary School, Cardigan Primary School and Canolfan y Mor at Aberaeron Secondary School.

Coastal Defence Schemes – it is anticipated that circa £23m will be spent on the coastal defence schemes at Aberaeron and Aberystwyth. £19.5m of the funding will be financed by Welsh Government with the remaining £3.5m being funded by earmarked reserves.

COVID19 - The financial impact arising from the COVID19 pandemic for the future years is unknown although being budgeted for in 2022/23. Further information is included in paragraph 6.8. It is not expected that the Hardship relief scheme will operate after the 31st March 2022.

3 Financial Challenge

- 3.1 There are many challenging years ahead in local government with public finances continuing to be extremely tight and this has a direct impact on the Council’s budgets. These are therefore difficult times from a budgetary and service delivery perspective, particularly as the consequences of the Covid-19 pandemic on public finances become apparent. However, from this challenge opportunities should also arise by seizing the agenda and considering how services can be delivered differently and better, and ensuring greater value for money for the taxpayer.
- 3.2 For 2022/23 the Council’s net revenue budget requirement is £167m, and the original Capital Programme for 2022/23 is £28.5m. Together they

provide the resources to meet the delivery of the business plans of the Council. The budget savings plan is regularly monitored and ensures that balanced budgets are delivered. The Revenue Support Grant for 2022/23 has increased by 8.6%, which is the fourth lowest in Wales, as a result service savings targets of £0.5m are required with an additional corporate savings target of £0.9m allocated against the Leadership Group.

- 3.3 Approximately 72% of the net budget is funded by the Welsh Government via a combination of Revenue Support Grant (RSG) and re-distribution of National Non-Domestic Rates (NNDR) which is collectively referred to as Aggregate External Finance (AEF). Local Authorities are able to apply for additional specific funding through the Welsh Government's grant programme. A further circa £40m of specific service grant funding, excluding Covid19 related, is typically received to deliver and support many of the Council's revenue services and capital schemes/projects.
- 3.4 Within the Council's budget there are various income sources and expenditure items. The budget position is therefore sensitive to many changing circumstances or events. On the income side the amount of AEF received is critical to the budget position but there are also other income issues that impact on the budget, for example, supply and demand for the services that are charged for, and the number and value of specific grants that fund service provision. On the expenditure side changes to general inflation, specific higher level of commodity prices, interest rate changes and pay inflation will all have a significant impact on the financial forecasts.
- 3.5 The Council's expenditure will tend to increase each year for pay and price inflation and this requires funding by either increasing income from any combination of Council Tax, fees and charges, or by reducing expenditure.

It has been and continues to be anticipated that the funding allocated to the Council under the AEF in the short to medium term will be insufficient to meet inflation and demand led cost pressures; and will most likely result in real terms decreases for a few years beyond that. This will lead to insufficient funding to cater for cost increases, service pressures due to increased demand, etc. and this therefore leaves a potential funding gap that needs to be planned for. The budget for 2022/23 is less than the amount available to spend in 2009.

- 3.6 The key elements of the existing and future medium term financial strategy are detailed in Section 8.
- 3.7 The Chancellor's Autumn Statement and Spending review can be found on the following link;

<https://www.gov.uk/government/publications/autumn-budget-and-spending-review-2021-documents>

- 3.8 Care and Support costs continue to increase dramatically. Life expectancy is good in Ceredigion – the average life expectancy can be

seen in section 12.6. Council Tax support claimants have increased significantly and must be funded. The rising costs of care is £7m, including:-

- UK £9.90 Real Living Wage and 1.25% Employers NI – impact on most if not all Care related Commissioned Services (results in provisional inflation factors of 8.87% for Dom Care/Supported Living, 9.13% for Residential Care and 11.15% for Direct Payments).
- Residential Homes – Fees setting review.
- Direct Payments.
- Looked after Children.
- Domiciliary Care.

4 Managing Resources Effectively

4.1 Financial Management includes:-

- Compliance with financial regulations to ensure that budgets are managed effectively in-year;
- Financial management roles and responsibilities are transparent and embedded across the Council's services.
- Financial literacy is actively promoted throughout the organisation.
- Effective financial controls are in place and cover all areas of financial management, risk management and asset control;
- Ensure that value for money is achieved in the delivery of services.

4.2 Requests to carry forward revenue underspend are considered and generally not approved, as they cannot be currently afforded.

4.3 Balances will be maintained in accordance with the Council's approved policy. Any windfall income received will be added to balances.

4.4 Reserves will be held for specified purposes only and reviewed on a regular basis.

4.5 Use of grant funding:

- The use of general grant funding for both revenue and capital will be maximised.
- Where grant bids are required, these need to be linked to the Council's objectives.
- Exit strategies need to be considered for grant bids and relevant grant funding.

5 External Economic, Financial and Legislative Context

5.1 The Council's medium term financial forecast is set within the context of national economy, public expenditure plans and national legislation and regulations. It is being formulated within a context of a challenging period for the national economy as it emerges from the heights of the Covid-19 pandemic and a time when significant austerity measures have been in place for the previous decade.

- 5.2 Despite formally leaving the European Union on 31st December 2020 the implications and ramifications from the last minute agreement reached in December 2020 are still to be fully understood and will only become clearer in the fullness of time.

The Council has a Brexit / EU Transition group in place chaired at CLO level, which meets regularly and contains representatives from all Services across the Council. The group's role is to provide a formal, structured approach to managing risks posed to the Authority and to co-ordinate the Authorities' preparedness across all services - reporting on risk and mitigation. Services will continue to monitor the impact and whether any additional costs or loss of funding will be mitigated.

- 5.3 Both the Treasury and external forecasters are expecting a bumpy ride as economic growth is strived for by the Government and this provides a challenging background for the Council's budget. Demand led services such as Social Services and the Homeless service are likely to see increased pressures as a result of the current Welfare Reform changes. The number of claimants of Council Tax Support Scheme had reduced from the peak levels experienced in 2012/13, however, since the Pandemic numbers have increased significantly and are unlikely to return to the lower level for some years to come.
- 5.4 At the beginning of the Covid-19 pandemic The Bank of England initially reduced the interest base rate from 0.75% to 0.25% on the 11th March 2020 and subsequently to 0.1% on the 19th March 2020, its' lowest ever level. In December 2021 the rate was raised to 0.25%. The Council's Treasury advisors forecast that rates will increase to 0.5% in June 2022, then to 0.75% in quarter 2 of 2023. Interest rates are reported to Council regularly via the Treasury Management Reports.
- 5.5 The Council receives approximately 72% of its net revenue budget from the Welsh Government hence reliance is placed on the economy as a whole and the UK Government's ability to raise taxes to fund Public Services. The economic downturn places increased pressures on the Council's own finances and also on the wider community. The medium term financial forecast will therefore need to remain flexible to respond to any opportunities or threats that this external environment will present. How the UK economy grows in the years ahead will impact on the availability of grant funding. The increased income raised from Council Tax, although significant, represents a smaller part of meeting increased costs.
- 5.6 The population projections indicate that nationally, and for Ceredigion, people will live longer which will have an impact on all services and particularly from the age category of 65 and above. Data on all services will continue to be returned to the Welsh Government in order to assist with the calculations that underpin the distribution of the Revenue Support Grant.
- 5.7 Standard Spending Assessments (SSAs) is the mechanism used by Welsh Government (WG) for the distribution of resources to local authorities based on a calculation of what each Local Authority needs to

spend to deliver a standard level of services at a common rate of council tax. The SSA formulae are kept under review by the joint Assembly / WLGA / Local Authority working group, called the Distribution Sub Group. The SSA allocation uses around fifty formulae reflecting demographic, physical, economic, and social characteristics. It also reflects the relative costs of providing comparable services between authorities. Consequently, the formulae take account of factors such as population, numbers of children and older adults, road lengths, rurality and sparsity. The Green Book is a statistical companion to the Local Government Finance Report. It provides background information for the calculation of Standard Spending Assessments for the annual local government revenue settlement.

The latest population forecasts indicate a reduction for Ceredigion which has had an adverse effect on the amount of funding allocated via RSG for 2022/23.

- 5.8 The Well-being of Future Generations (Wales) Act 2015 is in place to make public bodies think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined up approach. The well-being duty under the Act means that we must apply the Sustainable Development Principle five ways of working to all that we do and align our work to the seven National Well-being Goals. All services are required to apply the Act thus ensuring that the transformation and efficiency savings plans comply with the well-being duty.

6 Budget Strategy

- 6.1 The main objectives of the annual budget setting are:
- To ensure that a balanced budget is set each year and that value for money services are delivered.
 - To look to the longer term to help plan sustainable services and budgets and help ensure that the Council's financial resources are sufficient to support delivery of Council priorities.
- 6.2 The Council's underlying budget position is that inflationary and other growth in demand for its services is likely to rise and exceed forecasted income.
- 6.3 The characteristics of the Strategy are that it is Robust, Dynamic and Compliant.

Robust - It is effectively integrated with the rest of the Council's policy-making and planning activities and fully complements the financial management arrangements of the Council. The financial strategy is both a document and a process.

Dynamic - It is a living document and a process that evolves and develops in response to new financial opportunities (and threats) and new policy directions.

Compliant - The strategy is based upon fundamental principles that govern the management of the Council's finances. The Council ensures that financial management systems are adequate and effective, and that there is a sound system of internal control, and meets the requirements of the Council's published Annual Governance Statement (AGS). The Council adheres to legal and professional advice and guidance, including the Best Value Accounting Code of Practice and the Statement of Recommended Practice, both published by the Chartered Institute of Public Finance and Accountancy.

6.4 The budget strategy reflects the Council's external and internal factors, it requires that consideration be given to:

- Targeting resources to achieve the greatest positive impact e.g. utilising Information Communication and Technology to support lean processes and improved workflow.
- Looking to the longer term to plan for sustainable services and budgets and the maintenance and improvement of front line services by saving up to meet known expenditure commitments.
- Pursuing efficiency to make best use of the Council's assets, i.e. funds, land, buildings, staff and information technology. For example, further rationalisation of buildings could reduce revenue costs and generate capital receipts.
- Supporting working with partners to secure value for money and best outcomes for the benefit of local communities, and ensuring the delivery of bilingual services.

6.5 The financial strategy is therefore to continue to manage the forecasted gap between likely resources and budget requirement in order to deliver a balanced budget position whilst meeting the Council's objectives. This outcome can be achieved by focusing mainly on identifying savings in advance of the budget being set in order that they can be realised in time for the start of the relevant financial year.

6.6 The key elements of the budget strategy that will contribute to a balanced budget are:

- Planning to provide flat budget allocations to services which therefore need to meet their increased costs from service efficiency, income and cost recovery, and change within the service area as a whole. The overall reduced levels of funding to be met from corporate transformational change, service reviews and third party expenditure reduction.
- Council Tax increases will take into account the need to ensure that there is sufficient funding to protect key services.
- The budget will generally be set so that no demand is made from General Fund Balances to support the base budget other than for funding exceptional and agreed priority one off items.
- Income will be maximised through application of the Income Management and Cost Recovery Policy.
- Efficiency savings (including invest to save schemes, shared services, procurement savings) will continue to be sought as a natural part of

improved service delivery.

- Savings achieved in advance of the annual budget requirement will be usefully applied to earmarked reserves in particular to support the Council Strategic Priorities with one off capital funding requirements as well as applying the savings to the base budget in the appropriate later year of need.

6.7 The following are key strategic capital budget setting aims:

- Asset Management Planning along with the Carbon Management Programme will inform the setting of the capital programme and necessary expenditure on existing, and new, Council assets.
- Identification of expenditure that can attract grant funding.
- Invest to save schemes are regarded as high priority as they provide a positive contribution to the medium term budget position.
- The capital programme budget will normally be set so that no demand is made of prudential borrowing other than to fund specific capital projects. Consideration will also be given to use prudential borrowing when revenue savings are identified which can be used to fund the capital financing costs.
- Use of the corporate capital reserves will support the capital programme, in particular the 21st Century Schools Programme (referenced is paragraph 2.5 above), schemes that boost the local economy and protect the coast.
- Capital receipts are regarded as a positive contribution to the overall capital programme and will be allocated in accordance with the balance available at the start of the year. Appropriate responses to major disposals will take place as and when they arise.
- Expenditure and investment on any assets are to make a positive contribution to, and support, corporate and service objectives.
- Develop a funding strategy to support planned future major projects.

6.8 Covid-19

2020/21 and 2021/22 has seen unprecedented challenges for the Council both financially and operationally due to the COVID19 pandemic. The financial impact is being dealt with as a corporate Council wide issue with the pressures to date being claimed from the WG Hardship grant and this includes increased expenditure and decreases in Fees & Charges income across Services as well as reduced Council Tax collection rates.

It is anticipated that the Finances of the Council will continue to be affected by Covid 19 during 2022/23 and beyond.

7 Partnership Working, External Funding and Collaboration

7.1 The Council works with partners to secure best outcomes for the benefit of its citizens and is investigating opportunities for joint work with other agencies / local authorities. The financial strategy takes a realistic but prudent approach to possible partnership funding that is not yet certain or confirmed. Specific partner funding or grant income is generally not assumed in the forward forecasts unless its allocation has been confirmed.

- 7.2 To Boost the Economy the Council will work with various partners including:
- Welsh Government
 - UK Government
 - Growing Mid Wales Partnership
 - Further and Higher Education establishments
 - Skills and training providers
 - Business representative bodies
 - Private and public funders
 - Third sector organisations
- 7.3 The Council has significant grant funding for delivering its gross revenue budget. There have been transfers of specific grants into the revenue support grant and this current trend may well continue. This means that the services will be able to decide how best to spend the funding as part of a local strategy as opposed to being part of a national one.
- 7.4 The Council works in partnership with the Welsh Government on many revenue and capital projects.
- 7.5 Budgets must clearly reflect the substance of any collaborative working that the Council is party to. The gross expenditure principle of budgeting requires that budgets show separately the expenditure and income of all transactions. Where joint committees exist these need to agree a budget for the joint committees' work early enough for the Council's share to be reflected in the budget. WG are introducing Corporate Joint Committees (CJC) throughout Wales commencing in 2022/23. Ceredigion is partnered with Powys County Council (and the Brecon Beacons National Park for Strategic Planning only) and will form the Mid Wales CJC. Auditors may review the reasons for entering into collaborative arrangements and make assessments about service improvements or cash savings realised under their value for money assessments.

8 The Medium Term Financial Forecast for 2022/23 to 2024/25

- 8.1 Details of the medium term financial forecast for are not known in advance and are estimated. Estimated funding gaps in recent years have varied although reasonable estimates have resulted.

The Welsh Government's Provisional Local Government Settlement for 2022-23 has given indicative Wales-level core revenue funding allocations for 2023-24 and 2024-25 of £5.3 billion and £5.4 billion respectively – equating to an uplift in the first year of £177 million (3.5%) and, in the second year, of £128 million (2.4%). Take into account the formula for the Council's share of this uplift it is estimated the share will be an effective uplift for the Council of 1.75% and 1.2% respectively. Council Tax increases of various amounts together with various settlement predictions are included in paragraph 8.2.3 below.

Table 1 below uses a 4% amount for planning purposes. The actual Welsh Government settlement will differ to the projection and could be worse or less, likewise Council Tax increases will vary.

The tables below set out the income and expenditure projections and therefore the estimated savings requirement over the next three years based on the following funding projections.

Table 1 – Funding Projections - Indication

	Indicative		
	2022/23	2023/24	2024/25
Council Tax	4.75%	4.0%	4.0%
WG Funding	8.6%	1.8%	1.2%

Table 2 – Revenue Budget – Income

	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m
Council Tax	45	47	49	51
WG Funding	110	119	122	123
Total Income	155	167	171	174

Table 3 – Revenue Budget Shortfall

	2021/22	2022/23	2023/24	2024/25
	£m	£m	£m	£m
Planned Expenditure	158	168	178	181
Expected Income	155	167	171	174
Savings Requirement	3	1	7	7

Based on these assumptions, the Council is required to save at least £15m by March 2025 on top of the savings achieved between April 2012 and March 2022 of £50m. This will be £51m total savings achieved between April 2012 and March 2023.

8.2 The main assumptions included in the forecast are explained below:

8.2.1 **Inflation** – The forecast provides for general pay inflation and changes due to living wage. Contractual supplies and services and other budget pressures have been assumed.

See 12.14 for the Bank of England's inflation projections. There are expected significant short term inflation pressures with CPI predicted to rise to 6% during 2022. This will have significant pressures on the Council's budget.

8.2.2 **AEF Rates** – At the beginning of the Covid-19 pandemic The Bank of England initially reduced the interest base rate from 0.75% to 0.25% on the 11th March 2020 and subsequently to 0.1% on the 19th March 2020, it's lowest ever level. In December 2021 the rate was raised to 0.25%. The Council's Treasury advisors forecast that rates may increase to 0.5% in June 2022, then to 0.75% in quarter 2 of 2023. A 1% rise in interest rates could mean up to an extra £200k of income in a full year but against

this must be set the cost of any new loans, with higher interest rates, falling within the period.

8.2.3 Aggregate External Finance – the three year budget forecast includes estimated sums for the AEF Budget Settlement for the next three years. Declining population figures in Ceredigion as described in 12.1 below have and will continue to negatively affect the Council's AEF Budget Settlement.

The potential range of Budget shortfall in the medium term as a consequence of the uncertainty around the annual AEF Budget Settlements is illustrated in the tables below.

A 1% change in Aggregate External Finance equates to approximately £1.1m and a 1% increase in Council Tax raises an extra £450k, net of the increased CTSS cost that's £385k.

2023/24: Budget Funding Gap Scenario Analysis – ie potential savings required

		<u>Council Tax Increase</u>							
		<u>0.0%</u>	<u>1.0%</u>	<u>2.0%</u>	<u>3.0%</u>	<u>4.0%</u>	<u>5.0%</u>	<u>6.0%</u>	<u>7.0%</u>
<u>Aggregate External Finance Settlement (AEF)</u>	0.0%	£10.8m	£10.3m	£9.9m	£9.4m	£8.9m	£8.4m	£8.0m	£7.5m
	1.0%	£9.6m	£9.1m	£8.7m	£8.2m	£7.7m	£7.2m	£6.8m	£6.3m
	2.0%	£8.4m	£7.9m	£7.5m	£7.0m	£6.5m	£6.0m	£5.6m	£5.1m
	3.0%	£7.2m	£6.7m	£6.3m	£5.8m	£5.3m	£4.8m	£4.4m	£3.9m
	4.0%	£6.0m	£5.5m	£5.1m	£4.6m	£4.1m	£3.7m	£3.2m	£2.7m
	5.0%	£4.8m	£4.4m	£3.9m	£3.4m	£2.9m	£2.5m	£2.0m	£1.5m

2024/25: Budget Funding Gap Scenario Analysis – ie potential savings required

		Council Tax Increase							
		0.0%	1.0%	2.0%	3.0%	4.0%	5.0%	6.0%	7.0%
Aggregate External Finance Settlement (AEF)	0.0%	£10.2m	£9.7m	£9.2m	£8.7m	£8.2m	£7.7m	£7.2m	£6.7m
	1.0%	£9.0m	£8.5m	£8.0m	£7.5m	£7.0m	£6.5m	£6.0m	£5.5m
	2.0%	£7.8m	£7.3m	£6.8m	£6.3m	£5.8m	£5.3m	£4.8m	£4.3m
	3.0%	£6.6m	£6.1m	£5.6m	£5.1m	£4.6m	£4.1m	£3.6m	£3.1m
	4.0%	£5.3m	£4.8m	£4.4m	£3.9m	£3.4m	£2.9m	£2.4m	£1.9m
	5.0%	£4.1m	£3.6m	£3.1m	£2.6m	£2.2m	£1.7m	£1.2m	£0.7m

8.2.4 **Income** – each year a cost recovery review will take place including updating of fees and charges and any identified increases either over and above inflation, or in respect of new charges, will inform the annual budget model setting and assist services meet their inflation and other cost pressures.

8.2.5 **Savings** – each year savings will continue to be sought from service delivery. Various services will be reviewed to determine whether savings can be achieved. It is acknowledged that further savings need to be identified, in order to meet the forecasted funding deficit, during the term of this Strategy.

In undertaking reviews relating to the future delivery of services the Council will engage with the public and arrange for consultation to take place with staff, unions, stakeholders and the public as appropriate.

8.2.6 **Transfer of Grants** – the general principle is that where specific grant funding is transferred into RSG then these resources will be allocated directly to the relevant service`s budget.

8.2.7 **Additional Funding for Council Priorities** – Cabinet will continue to direct financial resources to priority areas that can deliver real and sustained improvements. Corporate items recognised as requiring annual allocations in the budget model, include the Council Tax Support Scheme increase linked to the increase in Council Tax, Funding of the Capital Programme, the Council Tax Premium, Out of County Placements, Democratic costs and the increase in the Mid and West Wales Fire Authority Levy. For 2021/22 the Mid and West Wales Fire Authority Levy reduced because of a significant reduction in the projected population figures for the County, although usually the Council`s share of the Levy is expected to increase year on year.

9 Earmarked Reserves and Balances

- 9.1 A statement of the Council's Earmarked Reserves and General Balances is updated at least twice each year and presented to Members during the budget setting and the final accounts preparation. A summary of the reserves position is below:

	31.3.21	31.3.22	31.3.23
	Actual	Planned	Planned
General Balances - Amount	£6.1m	£6.1m	£6.1m
General Balances - Percentage	4.0%	3.9%	3.6%
Earmarked Reserves (Inc. Schools)	£38.5m	£43m	£38m

The Council's approved target is for General Balances to be maintained at between 3% and 5% of net expenditure.

WG have issued guidance for local elected members of scrutiny of Local Authority holding and utilising of reserves and details can be found on Welsh Governments website as follows:

<https://llyw.cymru/sites/default/files/publications/2019-06/cronfeydd-wrth-gefn-yr-awdurdodau-lleol-canllawiau-i-aelodau-etholedig-a-phrif-swyddogion-cyllid.pdf>

<https://gov.wales/sites/default/files/publications/2019-06/local-authority-reserves-guidance-for-elected-members-and-chief-finance-officers.pdf>

The Council had maintained a level of circa £20m of internal borrowing by utilising funds held in earmarked reserves which has reduced the need to borrow. It is estimated this approach has saved the tax payer annually £800k which equates to a saving in Council Tax charges of nearly 2% annually.

10 Risk Assessment & Sensitivity

- 10.1 The indicative budget scenarios are considered on a regular basis. For planning purposes some guidelines include:-
- A 1% change in Aggregate External Finance equates to approximately £1.1m.
 - A 1% increase in pay equates to approximately £1.0m.
 - The amount of core balances held as cash deposits varies and this together with the interest rate (which also varies) impacts significantly on the level of interest income received. A 1% increase in interest rates, depending on the amount of core balances on deposit, generates between £100k and £200k additional income.
 - Negative interest rates will lead to a cost being incurred on core balances held on deposit.
 - A 1% increase in Council Tax raises an extra £450k, net of the increased CTSS cost is £385k.

10.2 Included in the Council's Corporate Risk Register, which is scrutinised by the Governance and Audit Committee, is the following risk description:

- The reduction of core and external funding will lead to the reduction in service provision in some areas. Failure to adapt, implement identified savings and consider alternative models of service provision in line with the Medium Term Financial Plan will affect future service delivery and the financial responsibilities of the Council.

The potential consequences of this risk are:

- Risk of failing to meet statutory budget setting deadlines.
- Risk of service delivery impacted due to decreasing resources, short lead in times to service changes or failure to effectively prioritise spend in line with corporate priorities.
- Risk that savings plans identified are not achieved as planned.
- Risk that annual budget setting frustrates longer term planning.
- Risk that increased demand in service areas where there are statutory obligations to meet needs e.g. Adult Social Care, exceeds budget allocation.

The Council continues to monitor and review its Medium Term Financial Strategy. The Council monitors the budgets set, the savings planned and has been going through an extensive process of considering future options to identify future savings.

11 Council Tax – comparative data on Welsh Authorities' Council Tax levels is available on the Statistics for Wales website using the following links:-

<https://gov.wales/council-tax-levels>

<https://llyw.cymru/lefelaur-dreth-gyngor>

Band D has historically been used as the standard for comparing council tax levels between and across local authorities. This measure is not affected by the varying distribution of properties in bands that can be found across authorities.

Average Band D council tax for Wales for 2021/22 is £1,731, which includes £1,403 for county councils; £290 for police authorities and £39 for community councils. The Council Tax range is from £1,504 in Pembrokeshire to £2,078 in Blaenau Gwent, compared with Ceredigion's Council Tax of £1,725.

The average County Council element (i.e. excluding Police and community councils) is £1,403 for Wales and is £1,413 for Ceredigion; with a range from £1,190 in Pembrokeshire to £1,768 in Blaenau Gwent.

12 Demographics and Other Trends

12.1 Demographics

Wales' population is projected to increase by 3.5% up to 2038, rising from 3.1 million to 3.2 million. Over this period the percentage of over-65s in Wales is set to increase from around 21% to 26% of the population, and the proportion aged 75 and over is projected to increase 51%. It is anticipated that during the next twenty years life expectancy will continue to increase but at a slower pace.

Conversely, over this period, the number of children under 16 is projected to decrease from approximately 18% to 16% of the population. The number of households in Wales is also projected to grow faster than the overall population, leading to smaller household sizes and the need for a greater number of homes.

Ceredigion is one of four counties whose population is expected to decrease over this period from 72,695 in 2019 to 69,338 in 2038. The number of children in Ceredigion are projected to decline by about 15%, a reduction of 1,500 by 2038. This decline can be attributed to the expected stalling of fertility rates in Ceredigion, a trend also seen nationally.

The working age population of Ceredigion is 43,000 as at 2019, which is 60% of the total population of the county and compares with Wales' 61%. It is predicted that the working age population in Ceredigion will decrease by about 14% over the next twenty years. This reduction can be attributed to the internal out-migration of people to different parts of the UK. This includes the high proportion of students in Ceredigion aged 21-24, who tend to leave the area after graduation to pursue employment and education opportunities elsewhere.

However, growth is expected in the number of over 65s, the proportion is set to increase from around 25% to 32% of the population, an additional 4,300 people over the twenty year period. In addition to a longer life expectancy, the growth in the 65+ age group is prompted by the ageing of the significant birth cohort of the 1950s and 1960s baby boomer generation, who in 2028 will be aged 64 to 82.

It is important to note that these projections do not attempt to predict how changing economic and social circumstances may impact demographic behaviour, thus, the potential impact of Brexit and the COVID-19 pandemic on Ceredigion's population change is not accounted for here. Anecdotal evidence in the wake of the pandemic highlighted a trend of people seeking to move away from urban areas to "safer" rural areas. This potential counter-urbanisation may impact the population of Ceredigion through internal migration, however, the long-term trend and its effects on local population change is unknown.

12.2 Deprivation

According to the Welsh Index of Multiple Deprivation (2019), access to services and housing are the areas of most concern. Whilst the Index should be used with caution due to the way in which it can mask rural

deprivation, it does provide an insight into relative deprivation across Wales.

The access to services domain measures travel time to a range of services, both physical access and digital access. Half of Ceredigion's areas fall into the most deprived 10% in Wales in this domain. Meanwhile, the housing domain identifies inadequate housing, in terms of physical living conditions, and availability. In this domain, over a quarter of areas in Ceredigion fall into the most deprived 10% of areas in Wales, the highest proportion nationally.

Conversely, based on the overall measure and key areas such as income, employment, health and education, Ceredigion is one of the least deprived counties in Wales. Only one area in Ceredigion appears in the most deprived 10% of areas in Wales (Aberteifi/Cardigan Teifi). The disparities in the concentrations of multifaceted deprivation among areas within Ceredigion serves as a reminder of the wide gap in opportunities that can be found within a county and in communities situated in close proximity to one another.

12.3 **Employment**

Ceredigion's economic activity rate has continued to increase in recent months, reaching 76.7% for the year ending March 2021, and moving above Wales as a whole (75.2%). Economic activity rates are traditionally lower in Ceredigion, mainly due to the high proportion of full-time students in the working age population, who account for about 11% of the county's overall population, and influenced by a relatively high proportion of early retirees.

A similar trend is visible in employment rate figures. As at March 2021, the employment rate in Ceredigion was 73.3%, higher than across Wales (72.2%). However, these trends should be treated with considerable caution due to the impacts of the COVID-19 pandemic on many of the economic indicators, and because the impacts tend to only be visible in the figures many months later.

The Council continues to take a proactive approach to monitoring the impact of COVID-19 on its local economy and its communities. It recently confirmed its commitment to its existing set of Well-being Objectives to provide focus on the recovery from the pandemic.

12.4 **Unemployment**

The unemployment rate in Ceredigion for the twelve months ending March 2021 was 3.4%. In recent years unemployment in the county had shown a positive trend - decreasing from a peak of 4.2% at March 2018, to a low of 2.6% at March 2020, just before COVID-19 sent the county, and the nation, into lockdown. At that time, Ceredigion's unemployment rate was noticeably lower than the 3.7% across Wales as a whole.

However, since then, the impact of the pandemic on the workforce is very visible – Ceredigion's unemployment rate has been increasing each quarter, reaching 3.4% by March 2021, and is reflective of the way in

which some of Ceredigion's staple industries have been hit, such as tourism, hospitality, food services and agriculture.

A more immediate measure of the impact can be seen in the claimant count, which is a measure of people claiming Job Seeker's Allowance or Universal Credit or for the purposes of being unemployed. The numbers increased sharply between March and April 2020, rising from 830 to 1,730, which equates to a 110% increase.

Since March 2021, however, there has been a sustained decrease as lockdown restrictions were lifted and many people began to return to work. At that point, the figure had decreased to 1,425, its lowest level since the pandemic began. There is still some concern as to the impact of the end of the Coronavirus Job Retention Scheme (Furlough) Scheme at the end of September 2021. The financial impact and loss of income due to the pandemic are being monitored closely by the Public Services Board Poverty Sub Group, who are implementing the Tackling Hardship Strategy across Ceredigion in the wake of the pandemic. It is clear that the impact on the workforce will continue to be a key focus of the recovery period over the next three to five years.

12.5 Income and Earnings

Earnings refers to money earned from employment, whereas income is total money received, including from earnings, benefits and pensions. Both earnings and incomes in Ceredigion are lower than across Wales and noticeably lower than the UK as a whole. This is a common trend amongst predominantly rural counties.

The latest Annual Survey of Hours and Earnings 2020 shows that average annual earnings are lower in Ceredigion than across Wales, and with the exception of Powys, also lower than the rest of Mid and South West Wales. The average (median) annual earnings for those who live in Ceredigion are £26,282, almost £2,000 less than the £28,273 across Wales.

The trend is similar with household incomes. The median household income in Ceredigion is £28,595 compared to £28,999 across Wales and £33,124 throughout the UK. The majority of Ceredigion's households (52.7%) have a household income of £30,000 or less, and almost a third (32.5%) have an income of £20,000 or less.

12.6 Health

Life expectancy is good in Ceredigion – the average life expectancy for males is 79.3 years and 84.1 years for females. These are both above the national average of 78.5 years for males and 82.3 years for females. Life satisfaction and happiness are equal to the national average in Wales, while general health is above the average. In 2019/20, 73% of residents in Ceredigion reported having 'Good' or 'Very Good' general health, slightly, higher than the national average of 72%.

However, the latest Welsh Index of Multiple Deprivation (2019), shows that within the health domain, 2 out of the 46 areas in Ceredigion appeared in the most deprived 30%, whereas none appeared in this

category in the 2011 index. Additionally, 4 areas in the county appeared in the most deprived 50% of areas in the 2019 WIMD, an increase of 1 since 2011.

12.7 Adult Social Care

Thanks to ground breaking developments in technology and healthcare, the global population of over 60s is growing faster than any other age group. By 2038, one in four of the population of Wales will be over 65.

In Ceredigion, the number of people aged 65 and over is already higher than one in four and is estimated to increase to one in three by 2038. The proportion of Ceredigion's population aged 75 and over is estimated at 11.2% for 2018, and this is estimated to grow to 14.9% by 2028 and to 17.0% by 2038, representing a 45% increase in this age group. The proportion of the Ceredigion population aged 85 and over is estimated at 3.4% for 2018, and this is expected to grow to 4.2% by 2028 and 5.8% by 2038, representing a 61% increase in the number in this age group.

Ceredigion's Old Age Dependency Ratio is projected to see a rise from 419 dependants per 1,000 in 2018 to 517 dependants per 1,000 in 2038. (The ratio is the number of State Pension age people per 1,000 people of working age). Despite the increase in the state pension age to 67 in 2028, the Old Age Dependency Ratio is continuing to increase. This is significant, because the increase in the ageing population is a major challenge for all Local Authorities as it will inevitably lead to a greater demand for council services.

12.8 Education

In April 2021 there were 4,755 pupils in Ceredigion of primary school age in years Reception to Year 6, with 3,510 pupils of secondary school age (years 7-11) and a further 755 in year 12 and 13 pupils in Ceredigion schools. The Pupil Level Annual School Census (PLASC) would usually take place in January each year. However, school closures between December 2020 and March 2021 due to COVID-19 meant that the census date was delayed until April 2021.

The small size of Ceredigion schools means that it is more difficult for them to deal with reductions in revenues than it is for larger schools elsewhere in Wales.

The apportionment of RSG depends on the relative movement in numbers of pupils across the Welsh Authorities. The total amount of funding to be apportioned through the RSG also changes from year to year. The effect of these two factors on the share of the RSG is therefore not quantifiable, although it is reasonable to assume that both factors are likely to drive down Ceredigion's funding.

A number of Ceredigion's schools are sited close to borders with other counties and the number of pupils in those schools can be influenced by local factors affecting the popularity of schools either side of the border.

In April 2021, there were 755 year 12 and 13 pupils in Ceredigion schools. By January 2024 this number is forecast to increase to 776. The Audit Commission has suggested that school sixth forms must have at least 150 pupils in order to be viable and sustainable. By 2024, five out of the six Ceredigion sixth forms are likely to have fewer than 150 pupils.

An analysis of post-16 provision across the County is currently being undertaken to ensure that:

- educational opportunities for 14-19 year olds in the County are expanded
- a rich vocational curriculum is provided, which will be appropriate for all learners to achieve their full potential and which will meet the needs of all stakeholders and the local economy in Ceredigion
- there is equal and fair access to a wide range of efficient learning pathways at different levels with the aim that Ceredigion continues to have the lowest number of NEET school leavers in Wales.

12.9 Transportation

Ceredigion has one of the largest accumulative road lengths in Wales at 2,265km in total. Around 51.5% of roads in Ceredigion are B and C roads (1,167km), which are classed as 'minor roads'.

The percentage of A, B and C roads in Ceredigion in poor condition have decreased slightly over the last three years, although the condition for A and C roads remains above the target. A roads in poor condition decreased from 4.4% in 2017/18 to 3.2% in 2020/21, but remain above the target of 3%, B roads in poor condition decreased slightly from 3.1% to 2.0% and is within the target of 6%, and C roads decreased from 17.5% to 14.7% and above the target of 12%.

The Council's current approved its Highway Asset Management Plan (HAMP) states that the strategy is to improve the condition of the carriageways to the target condition within the next 5 years. This requires an Annual Funding Requirement of £3.6m for Planned Works and £1.3m for Routine and Reactive works.

12.10 Waste

Landfill Tax standard rates introduced from 1996 at an initial £7/tonne rose more significantly from £24/tonne in 2007 to £80/tonne in 2017 and is £96.70/tonne as at April 2021. The lower Landfill Tax rates have remained low and are £3.10/tonne as at April 2021. The Waste (Wales) Measure sets statutory targets for recycling/preparation for re-use/composting of a minimum 58% from 2015/16, increasing to 64% from 2019/20 and 70% from 2024/25.

The WG has the power to impose financial penalties against failing authorities. The percentage of waste recycled, re-used or composted in Ceredigion in 2020/21 was 70.2% and continues to be one of the highest rates in Wales, and well above the statutory target. In the previous year,

2019/20, Ceredigion's recycling rate hit 72%, its highest ever result.

12.11 Crime

Ceredigion has the lowest recorded crime rate in Wales and half the average for Wales. Cyber Crime continues to be a real risk for Public Bodies and whilst some insurance cover is available there are potential financial risks attached to being affected by a Cyber Attack.

12.12 Culture

The percentage of people age 3 and over who spoke Welsh in Ceredigion according to results of the 2011 Census was 47.3% (compared with 53% in 2009) and the third highest amongst Welsh Local Authorities.

The number of visits to public libraries in Ceredigion in 2019/20 was around 4,012 per thousand population, this ranks as 10 out of 22 in Wales.

In 2019/20 66% of Ceredigion adults stated that they attended or participated in arts, culture or heritage activities three or more times a year a decrease of 9% since 2017/18.. This is lower than the national average of 71%.

12.13 The Tourism and Visitor Economy in Ceredigion

Like most coastal areas, the tourism industry plays a significant role in Ceredigion's economy, accounting for 13% of jobs and is the second largest industry in the county behind education. The total economic impact of the tourism industry in Ceredigion was estimated to be £403m in 2019, a 6.2% increase on the previous year and a 50% increase over the last decade. The industry supports 5,854 jobs county-wide, which increased by 4.5% on the previous year.

12.14 Inflation Prospects

The Bank of England's Monetary Policy Report (December 2021) contains the following projections for inflation as follows:

"Twelve-month CPI inflation rose from 3.1% in September to 5.1% in November..."

... Bank staff expect inflation to remain around 5% through the majority of the winter period, and to peak at around 6% in April 2022, with that further increase accounted for predominantly by the lagged impact on utility bills of developments in wholesale gas prices. Indicators of cost and price pressures have remained at historically elevated levels recently, and contacts of the Bank's Agents expect further price increases next year driven in large part by pay and energy costs. CPI inflation is still expected to fall back in the second half of next year."

- Monetary Policy Report December 2021

12.15 The Statistical Directorate of the Welsh Government issues many useful statistics for Wales each year. Information is available at www.statswales.wales.gov.uk where various reports can be found including Council Tax levels. Welsh Government have also issued a future trends report setting out further reading with respect to the matters referred to in this section for Wales as a whole. This can be found at:

<https://llyw.cymru/tueddiadaur-dyfodol-2017>

<http://gov.wales/statistics-and-research/future-trends/?lang=en>

13 Service Delivery, Planning and Developments

13.1 The Council prepares an improvement plan each year following the budget setting. It includes objectives for improvement and all have detailed actions on how the improvements will be made. These have all been resourced within the annual budget either in terms of staffing capacity or allocation of specific budgets.

13.2 The accountability for budgets is devolved supported by finance teams allocated to projects and each service area. The corporate finance function is well placed, through its service oriented provision, to ensure that it engages with service planning activities.

13.3 Improving procurement practices is seen as a must towards eliminating waste. Procurement is well placed to deliver savings in the medium term by capitalising on the savings achievable through greater buying capacity of Local, Regional and National Frameworks.

13.4 The transformation of services has progressed well with the final major change being the integration of Social care and Lifelong learning into 3 Services - Porth Cymorth Cynnar, Porth Gofal and Porth Cynnal who, along with Customer Contact, make up the 4 main areas that fall within the new Through Age & Wellbeing Programme of change. A new Strategy was agreed by Cabinet in October 2021 and this sets out how the Council will:

- Put in place a new Through Age and Wellbeing Model of delivery
- Reduce demand on managed care and support and focus resources on those who most need them
- Support our Workforce to develop a new approach to supporting individuals within Ceredigion
- Focus on Preventative services which help people to remain independent or regain the independence they want and value
- Provide Services within budget
- Work with Partners to provide a more joined up Health, Wellbeing and Social care system

The Council's Budget saw a significant realignment during 2020/21 into the new Pyrth structure. The Strategy covers the 2021 to 2027 period and as the Programme advances, the Medium Term Financial Strategy

will be updated to reflect any material financial investment(s) and the expected financial outcomes.

- 13.5 The Authority consults its citizens on services provided through the citizen's panel and this provides the Council with information as to how to prioritise and deliver some of its services.

13.6 Workforce Planning

A Human Resources Strategy, and a Workforce and Training Plan, has been developed and approved by the Council and this will continue to be refined and updated.

It is inevitable that there will be some job losses as a consequence of the adverse medium term financial position. Staffing linked cost reductions have been achieved in recent years, for example car allowances and mileage rates were reduced, which assisted the Authority in protecting jobs as opposed to seeking to reduce the workforce and the services provided.

There are some financial risks related to the cost of the workforce, for example pension cost pressures are likely to continue due to people living longer, however the new regulations will require higher pension contributions from employees.

The Single Status Agreement was implemented during 2012/13 and all posts have continued to be evaluated.

Services take into account workforce planning issues when preparing their business and operational plans and annual budgets; and when considering requests for voluntary early retirement.

Recruitment will continue to be managed carefully in order to maximise efficiencies, for example continuing the practice of reviewing the need to fill each vacant post as vacancies arise.

14 Service Standards

- 14.1 Service standards are service specific or operational and many need to comply with statutory guidance and regulations. The Council's services are measured via a number of performance indicators, for example, National Strategic Indicators and local indicators. These demonstrate how well services are provided and annual targets are set for the standards to be achieved, which are subject to regular review. These are all funded within the base budget and any changes required with budget implications will be dealt with during the annual budget process.

- 14.2 The annual base budget reflects the usual service standards and targets for improvement. Any changes in those will need to be featured in service developments, or other changes, and will need to be dealt with during the annual revenue budget process, if not specifically in the financial appraisal of the particular development. There will be a need to assess whether there will be any significant changes to service standards as a

consequence of the Medium Term Financial position. Staff reductions could have an impact on service standards and this is dealt with through the current process of refilling a post, i.e. consideration is given to the consequences of not filling a post.

- 14.3 Councillors and employees of the Council are expected to carry out their responsibilities and duties with regard to ensuring that the relevant service standards are maintained at operational level and, where necessary, reported through the appropriate channels of business monitoring and reporting to meetings of Cabinet and Scrutiny.

15 Impact of the MTFs on Equalities and Diversity

- 15.1 As the largest employer in Ceredigion, we have a responsibility of ensuring that our greatest asset – the workforce, adequately represents the diversity of the County. We are committed to ensure fair, equal treatment and opportunity to all employees. As a major employer and provider of services, Ceredigion is committed to promoting equality and recognising and valuing diversity.
- 15.2 Under the Equality Act 2010 we have a duty to report on our equality action plan. An annual report will be developed and submitted to our Cabinet, Council and Scrutiny panels. The report will be published on our Intranet and Internet.
- 15.3 Councillors and employees of the Council are expected to carry out their responsibilities and duties with due regard to equal opportunities and it will therefore be necessary to consider equality issues that may arise from the budget process.
- 15.4 The Council is committed to providing a fully bilingual service and supports and encourages the use of the Welsh Language in its daily activities for the benefit of its staff and the public.

16 FINANCIAL SAVINGS PLAN

- 16.1 The corporate medium terms transformation savings plan is detailed below:-

Ref	Service	Lead Officer	Workstream Name	Estimated Achievable Savings £'000	Indicative Savings / Income £'000	Total Actual Savings Achieved to date £'000 (at October 2021)
1	Economy & Regeneration	Russell	Office / Building Rationalisation	300	-	-
2	Economy & Regeneration	Russell	Arriva Site Demolition	18	-	17
3	Economy & Regeneration	Russell	Investment Strategy (Including Use of Space)	-	500	-
4	Highways & Environmental	Rhodri	Review of Parking in Aberystwyth	-	250	-
5	Highways & Environmental	Rhodri	LED Street Lighting	50	-	-
6	Highways & Environmental	Rhodri	Review of Highways Service	-	175	-
7	Highways & Environmental	Rhodri	Waste Management	-	250	-
8	Highways & Environmental	Rhodri	Review of all Fleet leasing arrangements	100	-	-
9	People & Organisation	Geraint	Maximisation of Remote Technology and Reduction in Travel & Subsistence costs for Employees	200	-	200
10	Democratic Services	Lowri	Maximisation of Remote Technology and Reduction in Travel & Subsistence costs for Members	10	-	10
11	People & Organisation	Geraint	Review of Termination Enhancements and Employee Allowances	10	-	5
12	Schools	Meinir	Review of Catering Operations	70	-	-
13	Schools	Meinir	Cashless payments for Primary and Secondary sector	100	-	75
			SUBTOTAL	858	1,175	307
	Corporate	James	Social Care Transformation	-	Up to £1,350	-
			TOTAL	858	Up to £2,525	307

16.2 Brief Description / Rationale for each Transformation Work Stream.

Ref 1: Office / Building Rationalisation

- Full strategic review of buildings and sites used by services (to include Felinfach and Awel Deg)
- Rationalise / co-locate some to joint service Hwbs
- Move to more flexible / agile / efficient use of office space
- External use of 'business space'

Ref 2: Arriva Site Demolition

Business Rates Revenue saving from Old Bus Depot and Candleworks demolition plus there should be other medium to long term opportunities from the site in excess of the initial £18k

Ref 3: Investment Strategy (Including Use of Space)

- Optimise use of vacant land and buildings
- Expand commercial portfolio to seek increased income (towns / harbours / food industry)
- Consider options in commercial market e.g. retail parks, sites elsewhere
- Rent / lease arrangements for residential use of space above commercial properties
- Develop sites to increase income
- Delivery arm
- Increase income from use of space around County
- More investment in property to lease around towns and other appropriate locations (similar to prom, but other space)
- More involvement in events that could drive income (winter market etc)

Ref 4: Review of Parking in Aberystwyth

Potential for greater income generation

Ref 5: LED Street Lighting

Further phase of capital investment to reduce ongoing electricity and maintenance costs

Ref 6: Review of Highways Service

Planned review to include Highways Maintenance, Internal Workforce and Sub-contractors

Ref 7: Waste Management

Implementation of new operating model

Ref 8: Review of all Fleet leasing arrangements

Includes review of all Vehicle Fleet requirements to inform future capital programme investment requirements (i.e. purchase outright) as and when existing leases expire.

Ref 9: Maximisation of Remote Technology and Reduction in Travel & Subsistence costs for Employees

Review of Travel & Subsistence Policy to ensure its fit for purpose plus Increase awareness and use of remote technologies.

Ref 10: Maximisation of Remote Technology and Reduction in Travel & Subsistence costs for Members

Similar proposed work stream as for Employees but for Members.

Ref 11: Review of Termination Enhancements and Employee Allowances

May include (but not limited to) Redundancy enhancement multiplier, discretionary Teachers enhancement from age 55, Telephone allowances, Professional Subscriptions and Standby / Callout allowances.

Ref 12: Review of Catering Operations

Consider the feasibility of rationalising and consolidating meal preparation in fewer locations as Preparing kitchens plus review and rationalisation of Staff Canteen provision

Ref 13: Cashless payments for Primary and Secondary sector

Eliminate cash payments in schools, and therefore associated reduction in staffing costs. Initial implementation of system is completed.

Social Care Transformation

Implementation of new Porth Ceredigion, Porth Cymorth Cynnar and Porth Cynnal operating model.

16.3 The overall service inflation, cost pressures including demographic changes over the medium term (as per paragraph 6.6 above) have been quantified and Corporate Lead Officers need to plan in advance of each budget year to achieve the required savings. Services need to seek saving opportunities and utilise the income and cost recovery process annually together with other opportunities available to meet the inflation cost pressures. There are also negative cost pressures that arise within a service area due to changes in demographics and or other favourable structural changes and / or changes in circumstances. A summary is shown below:-

	Service Cost Pressure	Service Cost Pressure	Service Cost Pressure	Service Cost Pressure
	21/22	22/23	23/24	24/25
	£'000	£'000	£'000	£'000
Services Identified Cost Pressures				
Democratic Services	70	149	143	147
Finance & Procurement	71	127	118	122
Customer Contact	83	305	144	148
Legal & Governance	17	36	32	32
Policy, Performance & Public Protection	50	193	138	142
People & Organisation	35	76	66	68
Highways & Environmental Services	684	437	764	766
Economy & Regeneration	123	229	165	170
Porth Cynnal	2,511	4,737	2,758	2,732
Porth Gofal	1,139	1,687	1,283	1,279
Porth Cymorth Cynnar	165	631	254	259
Schools & Culture	1,308	2,259	2,200	2,200
Leadership Group	7	1,598	1,800	1,200
Total Service Cost Pressures	6,263	12,464	9,865	9,265
Other Operating Costs				
Fire Levy	(216)	104	120	120
Democratic Costs	6	70	15	15
Council Tax Support Scheme	510	290	250	250
Council Tax 2 Home Premium	0	45	0	0
Out of County Placements	0	0	300	300
Capital Account	0	200	250	250
Total Other Operating Cost Pressures	300	709	935	935
TOTAL COST PRESSURE	6,563	13,173	10,800	10,200
Savings Required				
ADDITIONAL FUNDING ALLOCATION	3,503	11,775	4,000	3,500
SAVINGS REQUIRED	3,060	1,398	6,800	6,700

Service pressures identified include increased costs arising from pay award and non-pay cost inflation, together with pressures arising from loss of income and loss of grant funding.

16.4 The cost pressures identified in 16.3 will be funded by the following three year savings plan. The two scenarios are shown in the table below.

	Savings Required 21/22	Savings Required 22/23	Savings Required 23/24	Savings Required 24/25
	£'000	£'000	£'000	£'000
Services Saving Target				
Democratic Services	31	0	89	100
Finance & Procurement	51	0	73	83
Customer Contact	57	0	89	101
Legal & Governance	15	0	20	22
Policy, Performance & Public Protection	21	0	86	97
People & Organisation	21	0	41	46
Highways & Environmental Services	166	0	474	522
Economy & Regeneration	34	0	102	116
Porth Cynnal	216	0	1,710	1,863
Porth Gofal	104	0	795	873
Porth Cymorth Cynnar	34	0	157	177
Schools & Culture	493	0	1,364	1,500
Total Service Savings	1,243	0	5,000	5,500
Leadership Group	1,817	1,398	1,800	1,200
Total Service Savings Requirement	3,060	1,398	6,800	6,700

Original Approved by Council on 28th February 2013

Revised Approved by Council 29th January 2014

Revised Approved by Council 24th February 2016

Significant updates
Commencing August and
through to October 2017

Corporate Resources Overview and Scrutiny
Committee 6th December 2017

Member Budget Working Group on 6th
December 2017

Amended to reflect 2018/19 settlement
Cabinet and Council in 13th
February 2018

Amended to reflect 2021/22 provisional
settlement
Cabinet 23rd February 2021
and Council in 5th March
2021

Amended to reflect 2022/23 provisional
settlement
Cabinet 1st February 2022
and Council in 3rd March
2022

Proposed 3 Year Capital Programme 2022/23 - 2024/25
Including the updated 2021/22 current year Programme.

2021/22 latest	2022/23 proposed	2023/24 indicative	2024/25 indicative	Funding Stream
TOTAL	TOTAL	TOTAL	TOTAL	
£'000	£'000	£'000	£'000	

Schools

21st Century Schools programme (Phase 1)	37	-	-	-	CCC
21st Century Schools programme (Band B)	3,402	4,972	10,880	-	CCC/Grant
Reducing Infant Class Sizes	7	902	-	-	Grant
Childcare Provision	2,029	787	-	-	Grant
Penglais School - Learning Support Unit	-	687	-	-	CCC
School - additional Capital works	894	2,088	-	-	Grant
Underfloor Heating System - Schools	5	491	150	150	CCC
Urgent Works Schools	100	150	150	150	CCC
Encouraging Curiosity (Ceredigion Museum)	11	-	-	-	CCC/Grant
Total - Schools	6,485	10,077	11,180	300	

Porth Cymorth Cynnar

Community Hub - Lampeter	25	657	-	-	Grant
Flying Start Capital Grant	316	-	-	-	Grant
Cwrt Newydd Youth Service Campus	167	-	-	-	CCC
Leisure Centres upgrade Swimming Pools and sports hall	274	-	-	-	CCC
Total - Porth Cymorth Cynnar	782	657	-	-	

2021/22 latest	2022/23 proposed	2023/24 indicative	2024/25 indicative	Funding Stream
TOTAL	TOTAL	TOTAL	TOTAL	
£'000	£'000	£'000	£'000	

Economic and Regeneration

Canolfan Dulais - TRIP Development Funding	228	-	-	-	Grant
Wildlife Site Cenarth Public Footpath	4	-	-	-	CCC/Grant
Sewage Treatment Works	316	500	-	-	CCC
Urgent Works Other	100	100	100	100	CCC
Buildings - Invest to Save	152	175	175	175	CCC
Non Operational Property – Invest to Save Development	72	-	-	-	CCC
Asset Development Programme	379	-	-	-	Grant
Market Hall Cardigan	164	200	-	-	CCC
Footbridge Replacement Programme	50	50	50	-	CCC
Lampeter Town Centre Green infrastructure Enhancements	209	-	-	-	Grant
Access improvement Grant	103	-	-	-	Grant
Green Recovery Grant	66	-	-	-	Grant
Local Places for nature Capital	115	-	-	-	Grant
Levelling up Projects	508	4,137	4,101	2,106	Grant
Hafan y Waun Housing Development	-	500	500	-	CCC
Total - Economic and Regeneration	2,466	5,662	4,926	2,381	

2021/22 latest	2022/23 proposed	2023/24 indicative	2024/25 indicative	Funding Stream
TOTAL	TOTAL	TOTAL	TOTAL	
£'000	£'000	£'000	£'000	

Highways and Environmental Services

Roads	264	200	200	200	CCC
Bridges	14	350	150	150	CCC
Environmental Services	92	60	60	60	CCC
General	919	700	700	700	CCC
Public Highways Refurbishment	775	-	-	-	Grant
Street Lighting Programme	380	-	-	-	CCC
Restore damage caused by Storm Callum	12	-	-	-	Grant
LTF TrawsCymru Bus Strategic Corridor	842	-	-	-	Grant
Resilient Road Grant - flood Modelling	20	-	-	-	Grant
Ultra Low emissions Vehicle Transformation	420	-	-	-	Grant
EV Charging Infrastructure Grant (WLGA)	-	300	-	-	Grant
ATF Core Funding	325	-	-	-	Grant
ATF Cardigan Town Package - Footway Improvements	206	-	-	-	CCC/Grant
ATF - Aberystwyth Town Footway Improvement Package	192	-	-	-	Grant
ATF - Lampeter University Path Link	148	-	-	-	Grant
Small Scale Works - Flooding and Erosion Risk Management Grant	215	-	-	-	Grant
Road Safety - Un-adopted roads pilot - Bryn Hafod,	100	-	-	-	CCC/Grant
Flood Alleviation Schemes Llandre/Borth Leat	70	-	-	-	Grant
Aberaeron Coastal Protection Detail Design	325	-	-	-	Grant
Aberystwyth Coastal Protection	120	140	-	-	Grant
Llangrannog Coastal protection	37	-	-	-	Grant
Borth & Ynyslas Coastal Protection	32	-	-	-	Grant
Coastal Protection schemes Aberaeron and Aberystwyth	-	13,000	7,000	3,000	CCC/Grant
Additional Replacement Vehicles (Civil Parking)	35	-	-	-	CCC
Absorbent Hygiene Product (AHP) Waste	24	-	-	-	Grant
Fleet Replacement	344	620	350	350	CCC
Waste Transfer Station	-	525	500	-	CCC
Total - Highways and Environmental Services	5,911	15,895	8,960	4,460	

2021/22 latest	2022/23 proposed	2023/24 indicative	2024/25 indicative	Funding Stream
TOTAL	TOTAL	TOTAL	TOTAL	
£'000	£'000	£'000	£'000	

Porth Gofal

Disabled Facilities Grants	1,500	1,400	1,400	1,400	CCC
Home Improvement & Houses into Homes Loan Schemes	172	-	-	-	CCC
Cylch Caron	-	252	-	-	CCC/Grant
Enable Grant for Independent Living	122	146	146	-	Grant
Warm Home Boiler Replacement Grant	15	-	-	-	Grant
Warm Homes Energy Measures Grants	500	323	-	-	Grant
Camu Mlaen - Canolfan Stefan	207	-	-	-	CCC
Urgent Works - Residential Homes	132	100	100	100	CCC
Day Centres - Public Protection and Environmental	20	150	-	-	CCC
Residential Homes upgrade	350	750	400	-	CCC
VAWADAS - Supported Accommodation	343	-	-	-	Grant
ICF Hafan Deg Dementia Project	296	-	-	-	CCC/Grant
Intermediate Care Fund	524	-	-	-	Grant
Intermediate Care Fund - Safe Warm and Secure & Care	159	-	-	-	Grant
Total - Porth Ceredigion	4,340	3,121	2,046	1,500	

2021/22 latest	2022/23 proposed	2023/24 indicative	2024/25 indicative	Funding Stream
TOTAL	TOTAL	TOTAL	TOTAL	
£'000	£'000	£'000	£'000	

Customer Contact

ICT Hardware
Smart Mobile Phones

197	100	100	100	CCC
133	50	-	-	CCC
330	150	100	100	

Total - Customer Contact**Finance & Procurement**

Community Grant Scheme

180	200	200	200	CCC
180	200	200	200	

Total - Finance & Procurement**Democratic Servies**

Council Chamber Equipment upgrade Phase 2

150	-	-	-	CCC/Grant
150	-	-	-	

Total - Democratic Services**Covid 19**

Covid 19 Field Hospitals

174	-	-	-	Grant
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Funding to be allocated

-	-	950	1,400	
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TOTAL WORKING PROGRAMME

20,818	35,762	28,362	10,341	
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2021/22 latest	2022/23 proposed	2023/24 indicative	2024/25 indicative	Funding Stream
TOTAL	TOTAL	TOTAL	TOTAL	
£'000	£'000	£'000	£'000	

Contingencies	150	170	350	350
Profile re-alignment	109	150	-	-
Capital Receipts Housing profile re-alignment	405	-	-	-
New Approved Grants/Match funding for grant schemes	1,179	4,200	4,200	4,200
Total - Contingencies	1,843	4,520	4,550	4,550
TOTAL OVERALL PROGRAMME	22,661	40,282	32,912	14,891

CYNGOR SIR CEREDIGION COUNTY COUNCIL**CAPITAL STRATEGY**

1. The Council will formulate a Capital Programme over at least a 3 year rolling period with the aim of working towards a longer term Capital financial planning horizon where feasible.
2. All planned Capital expenditure, Capital bids and proposed Capital investment in new or existing assets, whether through grant funding or otherwise, must support the Council's Corporate and Service objectives. Asset Management Planning should help inform the setting of the Capital Programme and essential expenditure on existing Council assets.
3. The Council currently operates a Corporate Project Management Group (which provides projects with appropriate support, advice and direction), a Capital Monitoring Group (which provides the operational management of the in-year Capital expenditure and funding position) and a Development Group (which provides a wider strategic input on Capital development proposals and opportunities). All 3 groups have key roles to play but with each one having their own specific Terms of reference.
4. The Council's Treasury Management Strategy will set out the approach to Treasury related activities for Investments and Borrowing and will take account of and be fully aligned with the Capital Programme proposals and will factor in proposed borrowing levels (both external and internal) consistent with these plans and a prudent approach. The Treasury management Strategy will also include the Council's Minimum Revenue Policy for the provision for repayment of debt over its life.
5. The Capital Programme and Treasury Management Strategy are managed by officers who are professionally qualified accountants who are required to undertake Compulsory Professional Development (CPD).
6. The guiding principles for the Council's current and future Capital planning will include:
 - Pursuing efficiency to make the best use of existing assets which includes land & buildings and information technology. E.g. Rationalisation of redundant and/or under-utilised buildings should reduce revenue costs and also generate potential capital receipts.
 - All major capital projects (grant funded or otherwise) require a funding strategy as part of the business case being developed.
 - The Capital Programme will normally be set so that no Prudential Borrowing is undertaken to fund the core Capital Programme except where funding specific Capital projects. There will need to be a business case to support the use of Prudential Borrowing e.g. Consideration would be given to use Prudential borrowing when revenue savings can be identified which would be used to fund the capital financing costs of the initial capital investment.

- Invest to save schemes that produce revenue savings following an initial capital investment will continue to be regarded as high priority as they can provide a positive contribution to the medium term revenue budget position (e.g. energy efficiency measures). This could also include schemes that are a capital investment to avoid future cost increases.
- Identify, lever in and maximise external grant funding opportunities where possible, although in isolation this may not always be the overriding driver to undertake a capital project.
- Exit strategies should be considered as part of any grant funding bids and successful grant awards.
- Corporate Capital earmarked reserves will be maintained to provide one-off funding to support the Capital Programme. Where revenue savings can be achieved in advance of the annual budget requirement, these may usefully be applied to earmarked reserves to support future Capital priorities. In particular the Council's matched funding contribution for the Band B 21st Century Schools Programme will be mainly supported through funding set aside in the Developing Education earmarked reserve.
- Capital receipts are regarded as a positive contribution to the overall Capital Programme and will be allocated in accordance with the balance available at the start of the year. A list of proposed Asset disposals will be maintained and regularly monitored. Appropriate consideration of major disposals will take place as and when they arise.
- If a Capitalisation Direction is made available by WG it will be utilized if appropriate.
- The Council will continue to hold Investment Properties as part of its Corporate Estate. This is a form of commercial activity as the Council aims to lease these properties out at market rates and therefore make a commercial return. At present the Council's commercial activity represents a low risk as it is not significant relative to the context of the Council's overall budget and financial position. Should any new opportunities become available, then a business case would need to be produced which should include financial and legal due diligence, including ensuring compliance with the revised Prudential Code (December 2021) requirements which prohibit borrowing where obtaining financial returns is the primary aim, and the use of specialist internal/external advice where appropriate, together with the following appropriate governance arrangements.

7. The key priority areas that the Council will focus on in its forthcoming Capital Programme include:

- a) Essential maintenance of Buildings, Bridges and Roads.

- b) Boosting the Economy
 - Working with the private and public sector across the region, through the Growing Mid Wales Partnership, the Growing Mid Wales Growth Deal and Levelling Up Funding to boost the local and regional economy.
 - Implement Ceredigion Economic Strategy
- c) Investing in People's Future
 - Continuing to modernise Schools through the 21st Century Schools programme.
 - Carbon Management – Seek to further reduce carbon emissions and to reduce energy costs / mitigate as far as possible future increases, by enabling energy efficiency measures in both Council assets and also the private and RSL Housing stock.
 - Shared Equity Housing Schemes.
- d) Enabling Individual and Family Resilience
 - Providing funding for mandatory and discretionary Disabled Facilities grants.
 - Review and develop specialist residential accommodation schemes either by the Council or in conjunction with RSL and other partners.
 - Cylch Caron – the Ceredigion Local Service Board project for the delivering of health and social care in the Tregaron area
- e) Environmental and Community Resilience
 - Developing Coast Protection schemes to include Aberystwyth and Aberaeron.
 - Sewage Treatment Works– to conclude the programme of upgrade works and finalise the subsequent transfer and adoption of facilities to Dwr Cymru.
- f) Vehicle Replacement – To review the wider vehicle fleet across all services and how the resulting future requirements are best financed.

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 01/02/2022

Title: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

Purpose of the report: To approve the Driving at Work – Council Fleet Policy and the Driving at Work – Use of Private Vehicles Policy

For: Decision

Cabinet Portfolio and Cabinet Member: Councillor Ray Quant, Deputy Leader of the Council and Cabinet Member for Customer Contact, Legal and Governance, People and Organisation

BACKGROUND:

The development of these two new policies by People & Organisation Service has been in collaboration with Highways and Environmental. Both policies have been subject to consultation with the relevant Trade Unions and their amendments have been incorporated where appropriate.

The purpose of all staff policies and procedures is to clearly set out the behaviours, processes and procedures required of staff, how they can gain advice or support and, where applicable, the consequences of not adhering to the policy and/or procedure.

Driving at Work- Council Fleet Policy

A Fleet and Driver Risk Management review has been conducted by a consultant on behalf of Zurich, the Council's insurance company. Its main purpose was to review the Council's policies and arrangements against best practice standards and to provide recommendations that assist with ensuring compliance, protecting our workforce from harm, and reducing the risk of incidents.

A key recommendation of the Review was the introduction of a Driving at Work Policy with embedded Driver Agreement which provides "clear unambiguous expectation as to driving standards". The Driving at Work – Council Fleet Policy is one of a suite of initiatives aimed at standardising recording and compliance across the vehicle fleet and achieving driving standards which improve driver and passenger safety, the number of fleet related incidents and accidents. Other initiatives include the introduction of a driver training e-learning module and robust checking systems for vehicles and licences.

The Driving at Work – Council Fleet Policy introduces;

- Driver/Plant Operator Agreement to be signed on an annual basis;
- The requirement to inform their manager of any change in health or physical/sensory impairments and an annual health assessment
- With-cause drug and alcohol testing

- Employee paying up to £250 contribution to insurance excess costs, following a disciplinary procedure, if the damage is caused as a result of their negligence or driving without due care and attention

Driving at Work - Use of Private Vehicle (Grey Fleet) Policy

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy set out the expectations of those employees who use their private vehicle for Council business purposes. An e-learning module will also be developed to complement the policy.

The Driving at Work – Use of Private Vehicle (Grey Fleet) Policy introduces;

- Private Vehicle User Declaration to be signed on an annual basis;
- The requirement to inform their manager of any change in circumstances which may affect the use of a private vehicle for work purposes
- With-cause drug and alcohol testing
- Employee confirming that their vehicle is roadworthy, is MOT certificated (where appropriate) and correctly insured for business purposes.

Wellbeing of Future Generations:

Has an Integrated Impact Assessment been completed? Yes
If, not, please state why -

Summary:

Long term:

Collaboration:

Involvement: The policy has been developed in collaboration with colleagues in Highways and Environmental Services, Insurance, Health and Safety team. Under the collective agreement the local trade unions have provided feedback on the policy during the consultation period

Prevention: The introduction of the policy aims to set the expected standards required of drivers, to improve driver behaviour and as a result reduce the risk and number of fleet vehicle related incidents and accidents

Integration:

Recommendation(s):

- 1) To approve the Driving at Work – Council Fleet Policy
- 2) To approve the Driving at Work – Use of Private Vehicle (Grey Fleet) Policy

Reasons for decision:

- 1) To ensure compliance, protecting our workforce and wider community from harm, and supporting driver behaviour which reduces the risk of incidents

Overview and Scrutiny: Corporate Resources Overview and Scrutiny Committee
27/10/2021 & 13/01/2022

Policy Framework:

Corporate Priorities: Boosting the Economy
Investing in People's Future

Finance and Procurement implications:

Legal Implications:

Staffing implications: None

Property / asset implications: None

Risk(s):

Statutory Powers:

Background Papers:

Appendices: Driving at Work – Council Fleet Policy
Driving at Work – Use of Private Vehicle (Grey Fleet) Policy

Corporate Lead Officer: Geraint Edwards

Reporting Officer: Geraint Edwards

Date: 13/01/2022



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

DRAFT

Driving at Work – Council Fleet Policy



www.ceri.ceredigion.gov.uk

Version Control

Version	Date	Author	Comment
1.0			

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1. Policy statement

This Driving at Work – Council Fleet policy clearly sets out the expectations on those with managerial or supervisory responsibility for drivers as well as individual drivers. It is important that all managers / supervisors and drivers adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

2. Scope

This policy applies to all Ceredigion County Council employees and agency staff who drive the Council's Fleet as part of their duties.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">• Required to drive a vehicle supplied by the Council for some or all of their role. <p>This policy applies to this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">• Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>See <i>Driving at Work – Use of Private Vehicles Policy</i> for this category of driver</p>

The policy does not apply to commuting prior to the driver starting work, unless they are driving a vehicle provided by the Authority.

3. Roles and responsibilities

3.1 Elected Members

- Are advised on this Policy by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to mitigate foreseeable risks to our employees, and agency staff who drive the Council's Fleet as part of their duties.
- An elected member with sufficient knowledge and experience is appointed the Council's health and safety champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of the responsible portfolio Cabinet members.

3.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that the Council's Driving at Work policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving undertaken on behalf of the Authority as part of their duties.
- Ensuring the participation, commitment and involvement at all levels in the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring that systems are in place to comply with Driving at Work – Council Fleet policy and associated arrangements.

3.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Assist with monitoring and auditing the unannounced fleet vehicle checks carried out by the Fleet Management Team.
- Following the completion of an incident management investigation by a line manager / supervisor, will review the investigation and if deemed appropriate also undertake further investigation into driving incidents and/or potentially dangerous near- misses at work.
- Assist with complex/high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a contributing factor.

- Report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

3.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. There is also an expectation that from the head of the Council down, individuals should lead by personal example and follow the guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely and responsibly.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

3.5 Trade Union Safety Representatives

Safety Representatives have an important role in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues relating to driving at work that have identified, or brought to their attention, to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, to refer them to the Health and Safety Representatives meeting or the Health and Safety Team, and if not resolved in a timely manner, to escalate to the Union for further consideration.
- Leading by personal example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

3.6 Managers and Employee's responsibilities

Driving at work activity	Supervisors / Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the driver agreement policy on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERI system. • Ensure that their drivers have a valid licence for the category of vehicle they drive at work. • Carry out risk assessments related to driving activities and communicate these to their teams. • Ensure drivers report driving incidents via the Council's Incident Management process. • Carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Monitor the health and behaviour of their drivers including incident numbers, feedback from gate checks and complaint reports etc. and take appropriate action where necessary. • Monitor the health and wellbeing of their drivers through supervision, annual appraisals and Occupational Health support where required • Advise the Fleet Management team if a driver's licence is suspended or revoked and seek specialist advice from their HR Advisor on the issue. • Work alongside HR recruitment process to ensure the job description and person 	<ul style="list-style-type: none"> • Read, understand and sign the driver agreement on appointment and annually thereafter. • Comply and co-operate with the controls and measures put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the current laws of the road and Highway Code (e.g. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (e.g. medical condition, taking medication etc.), they must inform their supervisor / line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol test requests as outlined in the Driver's agreement. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their supervisor / line manager immediately. • Comply with the Council's smoke free policy • Complete and record, the daily vehicle checks prior to first use each day and report any defects identified by the check or which

	<p>specification are met (e.g. the checking of driving licences prior to appointment).</p>	<p>arise whilst in use where appropriate.</p> <ul style="list-style-type: none"> • Notify their supervisor/line manager of any unspent driving convictions/ penalty points or any pending prosecutions / charges for driving related offences. Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date and attending any medicals where required to renew the licence. • Comply with any restrictions related to their licence. • Notify their supervisor/line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving Council Fleet</p>	<ul style="list-style-type: none"> • Ensure their drivers have attended all relevant training e.g. CDAT and MiDAS updates, H&S update training, vehicle familiarisation sessions and toolbox talks relevant to their duties. • Ensure their driving staff have attended Fleet and job specific training prior to starting their driving duties • Ensuring drivers provide driving licence and Driver CPC card (where appropriate) details every 6 months to enable checks to confirm or reaffirm eligibility to drive. • Ensure drivers complete their daily driver checks prior to first use; that they are recording these and reporting defects. • Notify Insurance Section of any driver who reports that they have 	<ul style="list-style-type: none"> • Complete and record the daily vehicle defect book and report any defects immediately to their supervisor / line manager. • Attend any additional training required (MiDAS, CDAT, etc.) for the type of fleet they drive at work and ensure they are up to date. Where required, to undertake the 37 hours of driver CPC training over a 5-year period in line with the Council's Driver CPC programme. Where required carry their Driver CPC card at all times whilst driving Council Fleet. • Take the breaks from driving as required by current legislation.

	received a driving conviction / endorsement to ensure continuation of cover.	
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3.7 Fleet Management

The Council's Fleet Management Service is responsible for the management of the Council's owned, leased and hired fleet. This involves:

- Ensuring compliance with relevant health and safety and Fleet / driving related legislation,
- Complying with its obligations as an Operator's Licence holder,
- Developing and reviewing its Safe Systems of Work and Risk Assessments in liaison with the Corporate Health and Safe Unit,
- Undertaking audits of compliance with Fleet related management and driving requirements,
- Providing or arranging for the provision of Fleet driver training e.g. Driver CPC, MIDAS, CDAT and Infringement training,
- Management and supervision of Fleet Management related contractors on site,
- Management of fuel stocks,
- Operation of the Council's Transport Maintenance Units (TMUs) which are situated at Glanyrafon Depot, nr. Aberystwyth and Penrhos Depot, nr. Llandysul whose work includes:
 - Planning and undertaking scheduled inspections, maintenance and preparation for MOT / Annual testing,
 - Diagnosing faults and identifying defects; undertaking or arranging repairs where necessary
 - Responding to / recovering fleet involved in accidents or which have broken down (including on call out of hours)
 - Undertaking Class 4 and 7 MOTs,
 - Management of parts and consumables,
 - Operation of activities in line with Safe Systems of Work and Risk Assessments.

4. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

How the success of the policy will be measured

The success of this policy will be measured by the increase or decrease in:

- The number of driving related incidents reported.

- The number of reportable driver related incidents that are deemed to be avoidable.
- The number of traffic infringements received.
- The number of notices of intended prosecutions of drivers received in relation to vehicles of the Council's Fleet.
- The costs of repairs and maintenance of the Fleet.
- Other financial costs associated with vehicle use.
- The average cost of vehicle-related employee compensation claims.

5. Appendices

Appendix 1	Driver/Plant Operator Agreement
Appendix 2	Driving Incident – Reporting Flow Chart

Ceredigion County Council

Driver/Plant Operator Agreement

This agreement sets out the expectations, requirements and conditions of all employees who are required to drive or operate any Fleet item within the course of their duties.

Definitions

<i>Council Fleet</i>	<i>All vehicles, plant and trailers owned, leased or on hire to the Ceredigion County Council</i>
<i>Drivers</i>	<i>All employees who are required to drive and/or operate an item of the Council Fleet during the course of their duties</i>
<i>Employees</i>	<i>Any permanent, temporary, casual, relief or agency staff employed by or working on behalf of Ceredigion County Council</i>

All employees must agree and fully adhere to the following conditions, failure to do so may result in the revocation of the right to drive/operate a Ceredigion Council vehicle and disciplinary action.

Employee personal responsibilities:

- Employees must inform their supervisor / line manager if they have any new or existing underlying health conditions or any other physical or sensory impairments that may affect their ability to drive / operate their vehicle / plant safely. They must present themselves when requested to do so for an annual health assessment to assess, wellbeing and fitness to drive/operate Council Fleet.
- Employees must hold a valid licence to drive or operate the vehicle, plant or trailer they use.
- Employees must notify their manager of any unspent driving convictions/ penalty points.
- Employees must obey road/ traffic regulations and drive with due care and attention at all times.
- Employees must have completed the Ceredigion Driver Awareness Training (CDAT), MIDAS (Minibus Driver Awareness Scheme) training (where applicable) and vehicle familiarisation (where appropriate) for the vehicles, plant or trailer they use.
- Drivers must ensure that they, and all passengers under the age of 14 years old, are wearing seatbelts as required by law and Council policy.
- Drivers must remind all passengers 14 years or older of their personal responsibility to wear seatbelts as required by law and Council policy.

- Employees involved in any vehicle / plant related incident must report this to their line manager immediately, irrespective of whether anyone was hurt or not, and no matter how insignificant the damage to the vehicle or plant. Drivers must follow the incident reporting procedure as outlined in the incident reporting flow chart.
- Employees must not interfere with or modify any risk mitigating equipment (including dash cameras & telematics).
- Employees must report to their line manager if they are taking any prescribed (or over the counter) medication that may affect their ability to drive / operate their vehicle / plant safely.
- Employees are required to comply with all requirements related to maintaining their driving licence entitlement including but not limited to:
 - renewing their licence at the required intervals specified on their licence in accordance with their age and / or medical conditions; and
 - notifying the DVLA of any new reportable medical conditions or changes to existing medical condition which may affect their ability to drive.
- Employees must not smoke or use electronic cigarettes in vehicles.
- Employees who are required to hold a Drivers CPC card must undertake the 37 hours of driver CPC training where relevant over a 5 year period. Drivers must carry their CPC cards with them at all times whilst driving vehicles / plant where driver CPC is required.
- The employee must submit their licence and CPC card details on an 6 monthly basis; when requesting a new defect check book or drivers hours book; or as required by their manager.
- Employees must only use the vehicle for work purposes (some employees may be permitted to take vehicles home; in which case, Council vehicles must not be used for domestic / personal purposes).

Drug and Alcohol Testing

- Employees must not drive / operate any vehicles or any equipment if they are under the influence of illegal substances or alcohol.
- To ensure the effective implementation and operation of this agreement and the Driving at Work Policy, the Council reserves the right to require Employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are reminded that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will need to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they so wish, to have it independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

Employee vehicle / plant responsibilities:

- Drivers must ensure that they complete their daily checks prior to first use of a vehicle, plant or trailer each day and record this in their Driver’s Daily Check.
- Drivers must report any defects identified as part of their daily check, or any which arise during use, to the Transport Maintenance Unit immediately and follow any instruction given.
- The employee is responsible for ensuring the vehicle / plant is kept in a clean, usable condition.
- The employee is required to present the vehicle / plant / trailer for inspection at the required intervals.

IMPORTANT

This list is not exhaustive; all drivers must ensure they comply with all legal and employment requirements.

Employees who are found to have caused damage to either an item of the Council Fleet, third party vehicle or property through negligence or driving without due care and attention may be liable, following a disciplinary hearing, for an amount of up to £250 as a contribution to insurance excess costs.

EMPLOYEE DECLARATION

I have read, understand and agree to comply with above conditions authorising me to drive/operate Ceredigion County Council Fleet

I understand and specifically authorise Ceredigion County Council to deduct from my pay or other payments due to me any money which I may owe to the Council under the terms of this Agreement.

Employee signature:.....

Print name:.....

Employee number:

Date:

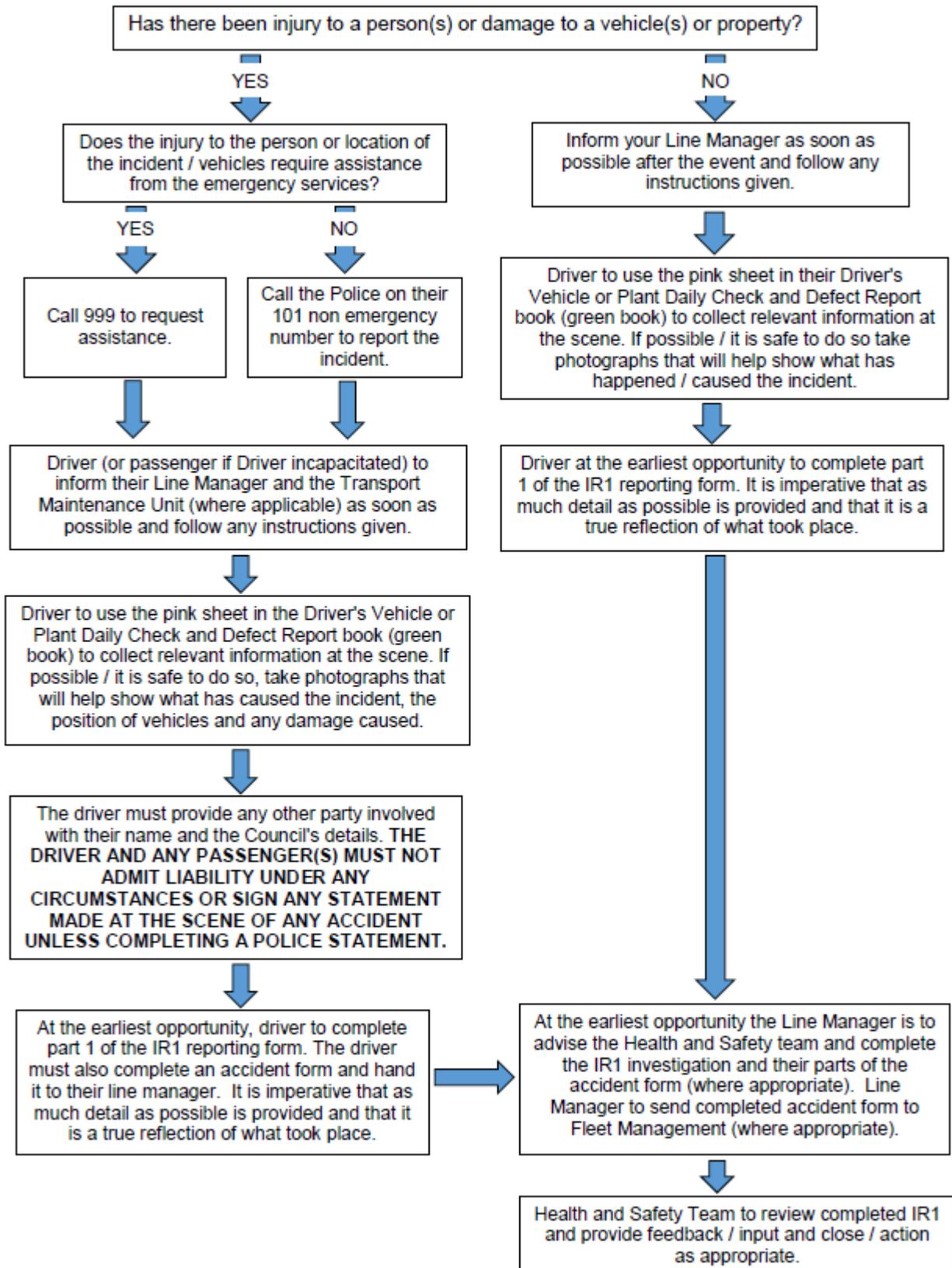
Job Title:.....

Manager signature:

Print name:.....

Date:.....

Driving Incident - Reporting Process Flow Chart





Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

DRAFT

Driving at Work – Use of Private Vehicles (Grey Fleet) Policy



www.ceri.ceredigion.gov.uk

Version Control

Version	Date	Author	Comment
1.0			

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1. Introduction

The Council has a responsibility to its employees and others who may be affected by their actions. To ensure it fulfils this duty of care the Council is required to comply with legislative requirements when employees use their own vehicles for work related business. There are a number of risk implications of this for both the Council and its employees which have to be managed such as welfare, health and safety, transport, and insurance.

An employee's own vehicle is deemed to be a *place of work* when it is being used on their employers' business, and therefore there are responsibilities which fall on employers in terms of assessing any risks and taking reasonable, practicable precautions.

These risks include the drivers being unlicensed or uninsured, or the vehicles being un-roadworthy or unsuitable for the purpose, which could lead to the risk of accidents and injuries, potentially followed by compensation claims and prosecutions under road traffic law or health and safety legislation.

2. Policy statement

This policy clearly sets out the expectations on those employees who use privately owned vehicles for Council business and the expectations on their line managers. It is important that all managers and employees who use a private vehicle for work purposes adhere to this policy and the procedures, which adopts the Health & Safety Executive's (HSE) safe driving risk-management guidance covering:

- **Safe driver:** are staff fit and competent to drive safely?
- **Safe vehicle:** are vehicles fit for purpose and in a safe road-worthy state?
- **Safe journey:** are journeys necessary and are they planned?

It is everyone's duty when at work:

- To take reasonable care of our own safety
- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate and adhere to the Council's policies so that we can all comply with our legal duties and obligations

3. Scope

This policy applies to all Ceredigion County Council employees, school employed staff, governors, elected members, volunteers and agency staff who drive their own private vehicles or a hired vehicle which has been arranged through the Council's Procurement Team on work business.

The table below describes the two main driver categories in the Council:

Council fleet driver	<ul style="list-style-type: none">Required to drive a vehicle supplied by the Council for some or all of their role. <p>See <i>Driving at Work – Council Fleet Policy</i> for this category of driver</p>
Grey fleet driver	<ul style="list-style-type: none">Required to drive for work reasons and paid mileage using a private vehicle or has use of a day hire vehicle arranged through the Council's Procurement Service. <p>This policy applies to this category of driver</p>

The policy does not apply to commuting prior to the driver starting work

4. Roles and responsibilities

4.1 Elected Members

- Are advised on this Policy by Council Officers and have the responsibility to ensure adequate resources are available to enable the implementation of this policy and all other necessary measures to mitigate foreseeable risks to our employees, governors, elected members, volunteers and agency staff who drive their own private vehicles or privately hired vehicles on work business
- An elected member with sufficient relevant knowledge and experience is appointed the Council's Health and Safety Champion and will oversee the development of this policy and bring driver and vehicle safety matters to the attention of the responsible portfolio Cabinet members.

4.2 Chief Executive

The Chief Executive has the overall responsibility for ensuring that this Driving at Work – Use of Private Vehicles policy is implemented and maintained. The Chief Executive will facilitate the provision of systems to carry out the following:

- The Chief Executive is directly responsible for the health, safety and wellbeing of all employees and any others who may be affected by any driving

undertaken on behalf of the Authority when driving their own private vehicles or privately hired vehicles on work business

- Ensuring the participation, commitment and involvement at all levels of the Council in improving the safety of our employees, governors, elected members, volunteers and agency staff who drive for work.
- Ensuring that systems are in place to comply with Driving at Work – Use of Private Vehicles policy and associated arrangements.

4.3 Health and Safety Team

The Health and Safety Manager and team will be responsible for the preparation and review of this policy. They will also:

- Following the completion of an incident management investigation by a line manager / supervisor, review the investigation and if felt appropriate undertake further investigation into driving incidents and potentially dangerous near- misses at work.
- Assist with complex/ high risk driving at work risk assessments.
- Assist the learning and development team to develop a driving safely at work e-learning programme.
- Work in collaboration with the relevant Service area and HR in the event of driving at work incidents where reckless behaviour, drugs or alcohol are believed to be a contributing factor.
- Where appropriate, report RIDDOR reportable incidents to the HSE and liaise with the HSE, Police and other external enforcing agencies where required.

4.4 Corporate Directors and Corporate Lead Officers

Corporate Directors and Corporate Lead Officers have the general responsibility for compliance with the health and safety within their service areas. They are also expected to lead by example and follow the requirements and guidance in this policy, both in the way they drive themselves and in encouraging colleagues and employees to drive safely and responsibly.

A Corporate Director will undertake the role of Health and Safety Champion bringing driver, Grey Fleet and Council Fleet safety matters to the attention of Leadership Group.

4.5 Trade Union Safety Representatives

Safety Representatives have an important role in ensuring employees are fully consulted on and engaging with the Council's policies on safe driving, updates on driving and health at work and encouraging open communication between managers, unions and employees. Safety Representatives help by:

- Attending Health and Safety Representatives meetings and cascade information to the workforce and collect feedback.
- Reporting concerns / issues relating to driving at work that have identified, or brought to their attention, to their supervisor / line manager or the relevant service area in the first instance. If these are subsequently not resolved, to refer them to the Health and Safety Representatives meeting or the Health and Safety Team and if not resolved in a timely manner, to escalate to their Union.
- Leading by example.
- Highlighting driving at work concerns from an operational level.
- Offering feedback and contributing to the review of this policy.

4.6 Managers and Employee's responsibilities

Driving at work activity	Line Managers must:	Employees must:
Council Fleet and personal vehicles	<ul style="list-style-type: none"> • Ensure their employee has read, understood and signed the Private Vehicle User declaration on appointment and annually thereafter. • Enter the employee's driving licence details onto the CERL system. • Ensure drivers report driving incidents via the Council's Incident Management process. • Where relevant, carry out thorough investigation of driving related incidents at work through the Council's Incident Management process. • Ensure their staff are aware of the policies and procedures relevant to driving at work, including the Alcohol and Drug Misuse policy, Sickness Absence policy, H&S policy, Lone-working requirements etc. • Seek advice from their HR Advisor if a driver's licence is suspended or revoked. • Work alongside HR recruitment process to ensure the job description and person specification are met (such as the checking of driving licences prior to appointment). 	<ul style="list-style-type: none"> • Read, understand and sign the Private Vehicle User declaration on appointment and annually thereafter. • Comply and co-operate with the controls and measures put in place regarding driving safely at work. • Hold a valid driving licence for the category of vehicle they drive at work. • Drive in accordance with the laws of the road and Highway Code (i.e. traffic signs and signals, speed restrictions, use of seat belts, satellite navigation, action to take following incidents on the road, etc.). • Ensure that any loads in the vehicle are securely stowed. • Be fit to drive. If fitness to drive is impaired (e.g. medical condition, taking medication etc.), they must inform their line manager immediately and notify the DVLA as required. • Comply with any drug and alcohol screening requests as outlined in the Private Vehicle User Declaration. • Ensure that their eyesight meets the minimum requirements for driving and wear prescription glasses or corrective lenses if needed at all times whilst driving. • Not use any electronic devices including mobile phones when driving or when the vehicle is running. • Report any incidents whilst driving at work to their line manager immediately. • Comply with the Council's smoke free policy • Notify their manager of any unspent driving convictions or any pending

		<p>prosecutions / charges for driving related offences.</p> <ul style="list-style-type: none"> • Notify their supervisor / line manager immediately of any reason, which may lead to the suspension or revocation of their licence in full or in part. • Carry out all actions required to maintain their driving licence entitlement including but not limited to renewing their licence by the expiry date. • Comply with any restrictions related to their licence. • Plan their journeys taking into account weather, time of day and where relevant, time constraints e.g. meeting start time. • Attend any training required to reduce risk, maintain competency and put this training into effect.
<p>Driving personal vehicles</p>	<ul style="list-style-type: none"> • Ensure that their drivers are aware of the requirements for their vehicles to be roadworthy at all times, be taxed, have a current MOT (where applicable) and be appropriately insured for business use including, where relevant, carrying service users and/or where any expenses claims are made. 	<ul style="list-style-type: none"> • Carry out regular vehicle condition / defect checks and ensure the servicing, repair and maintenance of their own vehicle. • Ensure that their vehicle is taxed, has a current MOT and is appropriately insured for business use including, where relevant, carrying service users, and/or where any expenses claims are made. Keep their vehicle details updated on the CERI system (self-service). • Keep their electronic diaries up to date to ensure their colleagues and line manager know their whereabouts for lone working / safety reasons.

5. Business travel

- 5.1** The Council is responsible for meeting the cost of travel by its employees on official business. Official travelling means necessary travel for the purpose of:
- attendance at meetings in pursuit of official Council's business
 - attendance at training courses
 - journeys made on work related business

- 5.2** Official travelling does not include travel from home to normal place of work and the return journey. See Officer Travelling & Subsistence guidance on CeriNet for further details

6. Revision of policy

The Council will review and update this policy as required to reflect changes in legislation, processes, post-incident recommendations and case law.

7. Appendices

Appendix 1 Private Vehicle User Declaration

Ceredigion County Council

Private Vehicle User Declaration

I understand the Driving at Work – Use of Private Vehicles Policy and the requirements relating to the use of a private vehicle at work. I acknowledge that it is my responsibility, whilst using a private vehicle for work purposes, to ensure that:

- I am correctly licensed to drive it and have the correct vehicle permissions.
- I will produce my driving licence when requested by my line manager
- The vehicle is serviced and maintained in a roadworthy condition as required by road safety legislation and is suitable for the task.
- I will produce, upon request, my MOT certificate (where required).
- My use of the vehicle is covered by an appropriate insurance policy which includes the use for business purposes including, where relevant, carrying service users, and I will produce the insurance certificate when requested by my manager.
- I will bring to my line manager's immediate attention any change in circumstances which may affect the use of a private vehicle for work purposes, including any conviction for a traffic offence, onset of a medical condition, illness, injury or impairment affecting my ability and fitness to drive.

Notes

Insurance policies for Social, Domestic and Pleasure use typically only permit travel to the normal place of work from home and back again. Individuals must ensure that their intended use of a privately owned vehicle is covered for business use, for the period their vehicle is to be used. If in doubt individuals should check with their insurance company to establish if their existing insurance policy provides cover for the intended use before using a private vehicle for Council business use. In addition, claims for damages or injuries remain a personal responsibility.

Drivers are expected to ensure they have checked their vehicle for roadworthiness prior to use on council business.

Drug and Alcohol Testing

Employees must not drive any vehicle if they are under the influence of illegal substances or alcohol.

- To ensure the effective implementation and operation of this declaration and the Driving at Work Policy – Use of Private Vehicles, the Council reserves the right to require employees to undertake alcohol and/or drug tests when it is suspected that they are under the influence of drugs or alcohol.
- Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
- Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of this agreement and may lead to disciplinary action being taken.
- Tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it

independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

- When testing for alcohol, a blood-alcohol level of 80 mg of alcohol per 100 ml of blood or above will usually lead to disciplinary action.

EMPLOYEE / DRIVER DECLARATION

I have read, understand and agree to comply with above conditions

Signature:.....

Print name:.....

Personal reference number (Ceri):

Date:

Job Title:.....

Manager signature:

Print name:.....

Date:.....

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 01 02 2022

LOCATION: Virtual Meeting

TITLE: HR Policies: (1) Driving at Work – Council Fleet and (2) Driving at Work – Use of Private Vehicles (Grey Fleet) policies

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 27 October 2021 and 13 January 2022

BACKGROUND:

Following initial consideration by Members of the Corporate Resources Overview & Scrutiny Committee on 27 October 2021, both policies were redrafted to incorporate a number of suggested amendments made at that meeting.

Geraint Edwards, Corporate Lead Officer, thanked Councillor Keith Evans, Committee Member, for his time, assistance and advice with redrafting the policies.

- The Committee considered the revised policies at its 13th January 2022 meeting and agreed to recommend that Cabinet approve the:
(1) Driving at Work – Council Fleet Policy; and
(2) Driving at Work – Use of Private Vehicles (Grey Fleet) Policy.

Councillor Ivor Williams
Chairman of the Corporate Resources Overview and Scrutiny Committee

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 1st February 2022

Title: Amendments to the Private Sector Housing Grants and Loans Financial Policy for Ceredigion

Purpose of the report: For Elected Members to be aware of and comment on the amendments to the policy document for issuing of grants and loans for private sector housing improvement

For: For decision

Cabinet Portfolio and Cabinet Member: Cllr Dafydd Edwards

In March 2021 Welsh Government announced that all small and medium sized disabled adaptations would be available for all, that is, for the removal of the Test of Financial Resources. The Private Sector Housing Grants and Loans Financial Policy is amended to reflect Welsh Government's recommendation. Due to an increase in materials and labour, the maximum available assistance for both the small disabled adaptations (formally known as the Safe, Warm and Secure grant) and the Emergency Repair Assistance is increased to reflect this.

In addition to this, Welsh Government has increased the maximum amounts for the interest free loans administered by the Local Authority, and more detailed information on the interest free loans has been included.

In cases of Discretionary Disabled Grant top-ups that were greater than £15k, and special or unique circumstances, they were discussed at a Grants Panel Meeting. This has been amended to the decision being made in accordance with the delegated powers granted to the Corporate Lead Officer (as referenced within the Constitution) in consultation with the relevant Cabinet portfolio Member (pages 11, 16, 22 and 23).

These amendments have been included in the policy and are summarized as follows:

1. Amendments

- Page 9 – segregating the large DFG mandatory grant and the small and medium DFG discretionary grants
- Page 10 and 11 – segregating the large DFG mandatory grant and the small and medium DFG discretionary grants with maximum grant amounts
- Page 12 – Emergency Repair Assistance maximum assistance is increased from £3,000 to £5,000 plus VAT and fees
- Page 13 and 14 – Houses into Homes and Home Improvement Loan maximum value increased from £25,000 to £35,000 per unit, with conditions
- Pages 17 – As both small and medium adaptations will be discretionary funding, this will be closely monitored with Occupational Therapist or Occupational Therapist Assistant to use a priority system
- Pages 20 – details what works are considered as large type works
- Page 23 and 24 – introduces the DFG medium sized works, listing type of work, eligibility and conditions that apply.
- Page 24 and 25 – introduces the DFG small (formally known as Safe, Warm and Secure) sized works, listing type of work, eligibility and conditions that apply
- Page 28 and 29 – maximum assistance available for Emergency Repair Assistance increased
- Page 31 and 32 – Home Improvement Loan – maximum available amount increased with conditions in relation to rent for landlords
- Page 36 – Houses into Homes – maximum available amount increased with condition
- Page 38 onwards – Local Authority Loan Procedure attached

Note: There are no repayment conditions for both the small and medium sized adaptations. The adaptations involved in these grants, e.g. stairlift, level access shower, grab rails, ramps, do not tend to increase the value of the property.

	Has an Integrated Impact Assessment been completed? Yes If, not, please state why Summary: Long term: Collaboration: Involvement: Prevention: Integration:
Wellbeing of Future Generations:	
Recommendation(s):	Members are asked to consider and agree to the proposed changes to the Private Sector Housing Grants and Loans Financial Policy for Ceredigion.
Reasons for decision:	To ensure the effective implementation of the Private Sector Housing Grants and Loans Financial Policy for Ceredigion.
Overview and Scrutiny:	

Policy Framework:	This Policy report aligns to priorities included within: Ceredigion Local Well-being Plan 2018 - 2023; Corporate Strategy 2018 - 2022; Housing For All: A Local Housing strategy for Ceredigion
Corporate Priorities:	Boosting the Economy Enabling Individual and Family Resilience
Finance and Procurement implications: Legal Implications:	Specific Capital Grant allocated
Staffing implications:	None
Property / asset implications:	None
Risk(s):	None
Statutory Powers:	Housing Grants, Construction and Regeneration Act 1996 (as applicable to DFGs), and the Regulatory Reform Order (Housing Assistance) (England & Wales) Order 2002 related to provision of financial assistance to private sector homeowners and tenants.
Background Papers:	None
Appendices:	
Corporate Lead Officer:	Donna Pritchard
Reporting Officer:	
Date:	18.02.2022



Cyngor Sir
CEREDIGION
County Council



Housing Grants and Loans Financial Assistance Policy

December 2021



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1 INTRODUCTION

In July 2002 the Government made significant changes to housing grant legislation, introducing the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002. This order allows local authorities to formulate their own flexible financial assistance policies to target their funding to address specific local needs and strategic priorities.

Disabled Facilities Grants now remain the only national mandatory grant, with all other types of assistance being at each Council's discretion.

With the introduction of the Regulatory Reform Order, before a Local Authority can provide any assistance under the order, an Authority must have adopted a policy for the provision of assistance, and give public notice of the policy¹. In addition, they must ensure that a full copy of the policy is available at all reasonable times and available by post on payment of a reasonable charge. Any assistance must then be provided in accordance with the policy. Consequently, it is incumbent upon Local Authorities to ensure that their financial assistance policy is updated to reflect the terms of this scheme and any other assistance they offer.

The purpose for which assistance may be provided is set out in Article 3 of the order. That is for the purpose of improving living conditions in their area and Authorities may provide direct or indirect assistance to a person for the purpose of enabling him:

- to acquire living accommodation (whether within or outside their area) - only where the Authority has acquired or proposes to acquire (compulsory or otherwise his existing living accommodation) or are satisfied that the acquisition of other living accommodation would provide for that person a benefit similar to that which would be provided by the carrying out of work to his existing accommodation;
- to adopt or improve living accommodation (whether by alteration, conversion or enlargement);
- to repair living accommodation;
- to demolish buildings comprising or including living accommodation;
- where buildings comprising, or including, living accommodation have been demolished to construct buildings that comprise, or include, replacement living accommodation.

'Living accommodation' is defined in Part 2 of the Order as a building or part of a building, a caravan, a boat or similar structure, occupied or available for residential purposes.

The Order further states² that the 'assistance' may be provided in any form and may be unconditional or subject to conditions, including conditions as to the repayment of the

¹ Article 4 Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

² Article 3 Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work.

With the introduction of the **Wellbeing of Future Generations (Wales) Act 2015**, there is an increased focus on the local authority to improve the economic, social, environmental and cultural well-being of its residents. Through enabling the provision and improvement of housing, the local authority is therefore contributing towards a number of the seven wellbeing goals, including a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, and a Wales of cohesive communities.

A key new legislation that impacts on those who need assistance is the **Social Services and Well-being (Wales) Act** that came into force on 6 April 2016. The Act provides the legal framework for improving the well-being of people who need care and support, and carers who need support, and for transforming social services in Wales. The fundamental principles of the Act are:

Voice and control – putting the individual and their needs, at the centre of their care, and giving them a voice in, and control over reaching the outcomes that help them achieve wellbeing.

Prevention and early intervention – increasing preventative services within the community to minimise the escalation of critical need.

Well-being – supporting people to achieve their own well-being and measuring the success of care and support.

Co-production – encouraging individuals to become more involved in the design and delivery of services.

In addition, the Local Government Act 2000 created a discretionary power referred to as ‘the well-being power’ which enables Local Authorities to do anything that they consider is likely to promote or improve the economic, social or environmental well-being of their area and / or persons in it, provided that they are not restricted from doing so by other legislation³.

However, Section 2 does not enable a Local Authority to do anything which they are unable to do by virtue of any prohibition, restriction or limitation on their powers which is contained in any enactment (whenever passed or made)⁴.

Therefore, Local Housing Authorities must have regard to Section 24, Local Government Act 1988⁵, (subject to Section 25) which provides the Local Housing Authority with the power to provide any person with financial assistance for the purposes of, or in connection with, the acquisition, construction, conversion, rehabilitation, improvement, maintenance or

³ Section 2, Local Government Act 2000

⁴ Section 3, Local Government Act 2000

⁵ Section 24, Local Government Act 1988

management (whether by that person or by another) of any property, which is or is intended to be privately let as housing accommodation.

Private let as housing accommodation is defined 'at any time when it is occupied as housing accommodation in pursuance of a lease or licence of any description or under a statutory tenancy and the immediate landlord is a person other than a Local Authority'.

Section 25, Local Government Act 1988, states that consent from the Secretary of State or Minister is required for the provision of financial assistance, unless⁶ the assistance or benefit is provided in exercise of any power conferred by Article 3 of the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002⁷.

Consequently, the broad nature of the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 and the general 'well being' powers contained in the Local Government Act 2000, means that Local Authorities will be able to provide financial assistance through the provision of discretionary grants and loan schemes to the full range of applicants and can attach such conditions or terms that they consider appropriate in the circumstances.

2 PURPOSE OF THE POLICY

The purpose of this policy is to identify priorities for housing capital investment, and to demonstrate how this investment will assist in contributing to the vision contained in the Council's Housing Strategy, Public Services Board Wellbeing Plan and the council's Corporate Strategy as well as any regional plans at both Mid Wales and/or West Wales level e.g. Growing Mid Wales (for regeneration) and/or West Wales Regional Planning Board (for Health and Social Care).

This Policy should be read in conjunction with these strategic plans and any other related documents.

Therefore this Policy provides information to the residents of Ceredigion on the financial assistance and advice service that may be available from the Council to ensure that housing is provided that is safe to live in, is energy efficient, and helps maintain residents' health and wellbeing. This policy is available to housing developers, private sector homeowners and tenants (subject to certain criteria) throughout the county.

This Policy will describe in detail:

- The full range of assistance that may be made available
- Who is eligible for this assistance
- The level of assistance being offered
- Legal conditions attached
- How they should make an application

⁶ Section 25 (1)(f) Local Government Act 1988

⁷ National Assembly of Wales Circular 20/02, Renewal Guidance

Assistance will be targeted at those households who by virtue of their age, disability or financial disadvantage or focused to targeted areas as defined by the Council as being in most need.

The intention with this policy therefore, is to outline the mandatory and discretionary grants and loans available from the local authority including the eligibility criteria, terms and conditions that the local authority places on those wishing to access this funding.

This Policy will replace those policies already in place for existing grants and loans the local authority currently offers, and will become operational from the 1st January 2022.

3 POLICY OBJECTIVES

This policy aligns with the strategic aims of the local Housing strategy which provides a firm foundation for dealing with the challenges facing housing and housing related services in Ceredigion. This Strategy recognises that good quality, affordable, and sustainable housing has the potential to make a positive and lasting impact on the health, economic vibrancy and community sustainability of Ceredigion. The strategy also sets out the current situation in terms of need, supply, access and affordability, as well as looking at housing standards, and Ceredigion's future requirements. Furthermore, this financial assistance policy enables the delivery of activities that contribute to the council's Corporate Strategy priorities specifically related to Enabling Individual and Family Resilience by 'promoting the wellbeing of individuals and families within safe, affordable and accessible homes.'

Therefore the key objectives of the Council's Financial Assistance Policy for Housing Grants and Loans are:

- To improve the condition and safety of housing in the County with the primary aim of improving the health and wellbeing of residents.
- To increase the provision of housing through improvement or conversion of existing buildings to residential use.
- To promote independent living by adapting properties within the County, enabling people with disabilities to remain in their own homes.
- To enable warmer and safer homes that a greater number of elderly and vulnerable residents of the County are able to remain in.
- To assist in reducing the number of households in fuel poverty by improving energy efficiency of home, whilst working on behalf of residents to attract external funding from a variety of sources (Welsh Government, Energy Suppliers etc) to minimize the cost of energy efficiency measures for homeowners .
- To make the best use of resources available to deliver housing improvements to those in most need.

4. KEY ISSUES

Culture Change – Due to diminishing capital funding available from Welsh Government in recent years, the availability of funding for housing grants has significantly reduced and ended in most circumstances. Therefore in order to maximise the available funding so as to ensure the continued improvement of housing stock within the county, there is a recognition that a more sustainable and effective use of scarce resources is needed. This policy therefore confirms the need to change the culture of grant aid by encouraging homeowners to maintain and repair their own homes, first and foremost, by their own means, using assistance from home improvement loans where available, and in particular circumstances for the vulnerable and/or elderly through the availability of grant aid.

Introduction of ENABLE – Support for Independent Living – From April 2016, Welsh Government launched ENABLE which brings together the current arrangements for delivering adaptations by building on the existing range of individual programmes and funding streams. It is designed to deliver the same simplified adaptations and a standardised service to individuals irrespective of their tenure. It does this by approaching the concept of delivering home adaptations to the user/client as falling into three broad categories or types – small, medium and large. Irrespective of tenure or how the adaptations are funded, the basic way in which the user will experience the delivery of their needed adaptations will follow one of these categories. Works defined within each category of adaptations include: There are three broad categories of assistance:

- “Small” e.g. grab rails and stair rails, lever taps. There will be no means test applied for this grant
- “Medium” e.g. adaptations such as walk-in showers, stair lifts and ramps. There will be no means test applied for this grant
- “Large” e.g. adaptations which require major structural changes to a property and/or extensions to it. There will be a means test applied to this grant

This policy amendment therefore incorporates these new categories of adaptations.

Loan Fund - WG support and encourage these innovative approaches including grant/loan mixes, loans and equity release. The provision of home improvement loans will provide valuable income, which can be reused by the Authority on repayment of the loan. Welsh Government supports this approach and has made available a number of loan products – Town Centre Loans, Houses into Homes, and Home Improvement Loans. These Schemes are seen as a way of providing additional finance to individuals and businesses for home improvements and conversions, which will contribute to the overall programme of improving the quality of homes and increasing housing supply. These funds are seen as a new way of providing finance to local authorities, instead of providing traditional grant funding. Local Authorities can borrow the funding from Welsh Government via ‘financial transaction’ funding that must be repaid to WG in an agreed period of time.

Safety Net - It is recognised that some form of direct financial assistance will be required where clearly vulnerable homeowners cannot help themselves by their own financial means. Direct financial assistance will be applicable for disabled facilities, and in order to deal with

emergency repair issues including works in default where the local authority has needed to step in to carry out works on behalf of the occupant/property owner.

Through Age Wellbeing Model - development of prevention and early intervention services – with the development and formalisation of integrated services for social care and health services, there is increasing focus being placed on ensuring that people are able to remain in their homes where possible. With this in mind, the suitability of these properties for householders in terms of adaptability and condition becomes increasingly important. This is being further reinforced by the duties contained within the Social Services and Wellbeing Act 2015.

The Council is currently pursuing large scale change to a new Through Age and Wellbeing Model. The vision of the model is 'To ensure every child, young person and adult in Ceredigion will be able to reach their full potential. To ensure fair access for all to excellent universal and targeted services that supports the health and wellbeing of all citizens. To develop skills and resilience that will last a lifetime and enable individuals to cope well with the challenges and pressures that they may face.' This further reinforces the focus on improving independence and access to services.

Empty Properties - There is a significant percentage of empty properties within the County. Empty properties are a wasted resource. A key proposal of the Council's Housing Strategy is to work closely with a partner to purchase, renovate and/or rent former empty properties.

Area based regeneration and/or energy efficiency schemes - It is clear that there are areas within the county that require a more strategic approach with regard to improving housing. Periodically, funding is made available such as Arbed Warm Homes that is aimed at improving the energy efficiency of the housing stock or in recognition of housing's key impact on area regeneration. The local authority endeavours to proactively apply for such funding in order to ensure that funding continues to be drawn into the area for housing and / or regeneration capital improvement.

5 FINANCIAL ASSISTANCE AVAILABLE AND CONDITIONS ATTACHED

The Council has a duty to consider all applications for Mandatory Disabled Facilities Grants (DFG) which are administered under the Housing Grants, Construction and Regeneration Act 1996 (as amended) and specific details of the grant are contained within that Act of Parliament and associated guidance. The council also provides four other grants for disabled facilities – a Disabled Facilities Assistance, a Relocation Grant, Disabled Facilities Grant (Medium works) and Disabled Facilities Grant (Small works). All applications for assistance will be subject to an assessment of need by members of the Council's Porth Cynnal and Porth Gofal. This policy provides criteria to ensure grants are awarded fairly and consistently.

The local authority is committed to ensuring recognition of the needs of ex-service personnel. This Policy for Disabled Facilities Grants will ensure that priority will be provided to those applications received from ex-service personnel where their disability is as a result of service in the Armed Forces.

Furthermore, to realise the objectives of this policy and thereby the wider strategic aims of the local authority's Corporate Objectives and Public Service Boards Wellbeing Plan and associated documents, the Council provide the following grant and loan assistance (those that are labelled 'discretionary' are subject to budget availability).

ENABLE – Large Adaptations (mandatory funding)

- Disabled Facilities Grant (Large)

ENABLE – Medium and Small Adaptations (discretionary funding)

- Disabled Adaptations Assistance
- Disabled Adaptations Grant (Medium)
- Disabled Adaptations Grant (Small)
- Relocation Grant

Emergency Home Repair (discretionary)

- Emergency Repair Assistance
- Lifetime Loan
- Health and Housing Ancillary Assistance

Housing Improvement Loans (discretionary)

- Home Improvement Loan (Safe Warm Secure)
- Houses into Homes Loan (Empty Property Loan Scheme)

The availability of all Grant or Loan assistance will be subject to the Council's annual budget setting procedure. All non-mandatory grants/loans are offered at the Council's discretion and the framework for these grants/loans is subject to this Policy.

Details of each grant/loan are attached in the Appendices.

Some grants and/or loans are awarded on condition that the applicant will repay the grant/loan amount in full to the Council if the property is sold or not occupied as intended within an agreed time period. Full details of the grant/loan conditions are issued direct to applicants, in writing, at the time that a grant/loan is approved.

The grant/loan condition period starts on the date that work is completed to the satisfaction of the Council. Dependent on the type of grant or loan product, charges are lodged with the Land Registry prior to the approval of a grant/loan or as a Local Land Charge when work has been completed (dependent on type and value of grant/loan).

A Local Land charge is registered against the property in respect of Grants and Loans less than £5,000 when work has been completed. This land charge will secure the funds provided by the local authority, and will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land

Registry. Any grant/loan paid over £5,000 will be registered directly as a Legal Charge with the Land Registry.

In certain circumstances waiver of grant/loan conditions can be considered. Decisions on any waiver of repayment are made by the Team Manager for housing grants and loans with agreement from the appropriate Corporate Lead Officer and Cabinet Member in conjunction with Financial Services; with discretion to take these decisions to a relevant Grants/Loan Panel when appropriate.

Disabled Facilities Grant conditions imposed under this Policy remain as defined in the Housing Grants, Construction and Regeneration Act 1996 and any associated Regulations made under this Act as well as detailed within this Policy. Whilst this Policy gives a guide to the conditions, detailed guidance and a statement of law is available with reference to this legislation.

For certain types of discretionary grants and loans, conditions are placed on grant/loan either through a local land charge or a full Legal Charge with the Land Registry, depending on the value of the loan/grant. The powers that enable the local authority to secure these charges are defined within the Regulatory Reform Order 2002, and will be outlined to grant/loan applicants within the Grant/Loan Offer letter/agreement. The offer of the grant/loan will be subject to the applicant agreeing that a local land charge or legal charge is secured on the property and any successors in title if repayment has not been made prior to this time.

5.1 Table of the Grant/Loan Conditions Grant Type	Condition Period	Grant/Loan Conditions
ENABLE ADAPTATIONS		
Mandatory Disabled Facilities Grant (Large)	10 years	Maximum Grant = £36,000 Applicant must remain living at the property as his her only residence for the duration of the grant condition. The services of the in-house home improvement service must be used for all mandatory DFGs. Adaptation assistance must be supported by an Occupational Therapist assessment and recommendation.

<p>Disabled Adaptations Assistance (Discretionary)</p>	<p>On sale/transfer/disposal of the property</p>	<p>Maximum financial assistance £15,000 (with discretion to increase on agreement of the Grants Panel). NB this is not grant aid, but financial assistance provided for the duration of the recipient's occupancy of the property.</p> <p>Financial assistance repayable on sale/transfer of the property. Land Registry Charge will apply. The services of the in-house home improvement service must be used although exemptions may be considered.</p> <p>Adaptation assistance must be supported by an Occupational Therapist assessment and recommendation.</p>
<p>Discretionary Disabled Facilities Grant (Medium)</p>	<p>No condition</p>	<p>Maximum Grant = £36,000</p> <p>The services of the in-house home improvement service must be used for all discretionary DFGs.</p> <p>Adaptation assistance must be supported by an Occupational Therapist, Occupational Therapist Assistant or Trusted Assessors assessment and recommendation.</p>
<p>Discretionary Disabled Facilities Grant (Small)</p>	<p>No condition</p>	<p>Maximum Grant = £5,000</p> <p>The applicant must live in the dwelling as their only or main residence.</p> <p>Adaptation assistance must be supported by an Occupational Therapist, Occupational Therapist Assistant or Trusted Assessors assessment and recommendation.</p>

Relocation Grant	10 years	<p>Maximum Grant = £10,000</p> <p>There is a presumption against the allocation of a Disabled Facilities Grant where the property is unsuitable in the long term to the applicant's needs.</p> <p>To assist the disabled person to move to a more suitable property where it is more cost effective than adapting the current home consideration will be given to meeting legal and removal costs in addition to adaptation costs.</p>
Emergency Repair Assistance (Discretionary)		
Emergency Assistance	Repair On sale/transfer/disposal of the property	<p>Maximum financial assistance = £5,000. NB this is not grant aid, but financial assistance provided for the duration of the recipient's occupancy of the property.</p> <p>The applicant must live in the dwelling as their only or main residence and have an owner's interest in the dwelling, or be a tenant of the dwelling alone or jointly with others and have a 'duty or power' to carry out the works in question (e.g. in the case of tenants, the landlord usually has the duty or 'repairing obligation' and not the tenant), or occupy the dwelling under a right of exclusive occupation granted for life.</p> <p>In respect of a mobile home the occupier must also satisfy a 3 year residential qualifying period.</p>
Lifetime Loan	On sale/transfer/disposal of the property	<p>Maximum loan = £15,000</p> <p>For loans up to £5,000 a local land charge will be secured on the property that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p>

		For loans over £5,000 a Land Registry Legal Charge will be lodged.
Health and Housing Ancillary Assistance	On sale/transfer/disposal of the property	<p>No maximum but availability is funding dependent.</p> <p>For loans up to £5,000 a local land charge will be secured on the property that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p> <p>For loans over £5,000 a Land Registry Legal Charge will be lodged.</p>
Grants no longer available although grant conditions are still in force:		
<p>Special Initiative Grants (Aberystwyth Renewal Area only)</p> <ul style="list-style-type: none"> a. Energy efficiency b. Conversion – single household use c. Conversion – self contained flats 	10 years	The grant amount will be placed as a Local Land Charge on the property for a term of 10 years.
LOANS		
Houses into Homes (Empty Property Loan Scheme)	For the duration of the loan	<p>Maximum loan = £25,000 per unit of accommodation</p> <p>Loans will be secured as first or second charge against the Land Registry Title.</p> <p>Maximum loan for where rents are based on the Local Housing Allowance Rate = £35,000 per unit of accommodation.</p>

Home Improvement Loan	For the duration of the loan	<p>Maximum loan = £35,000 per unit of accommodation</p> <p>For loans up to £5,000 a local land charge will be secured on the property that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p> <p>For loans over £5,000 a Land Registry Legal Charge will be lodged.</p>
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5.2 Waiver of the Grant/Loan Conditions

In certain circumstances, the Council can exercise its discretion and can waive repayment of a grant/loan. Each case is considered on its own merits and it is the responsibility of the grant/loan applicant to prove that there are legitimate reasons why the conditions cannot be adhered to. A decision will be made by the Corporate Manager responsible for adaptations grants and loans in conjunction with the appropriate Corporate Lead Officer and Cabinet Member in conjunction with Financial Services upon receipt of a written request accompanied by the required supporting documents.

Copies of the grant/loan conditions can be obtained from the Housing Service under Postbox Gofan and are specific to the type of grant/loan received.

Specific considerations made by the Council prior to enforcing repayment of large disabled facilities grant include that we are satisfied that it is reasonable to require the repayment and will consider the following in line with Housing Grants, Construction and Regeneration Act 1996/Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008): -

- the extent to which the recipient of the grant would suffer financial hardship were the recipient to be required to repay all or any of the grant;
- whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of the recipient's employment;
- whether the disposal is made for reasons connected with the physical or mental health or physical or mental well-being of the recipient of the grant or of a disabled occupant of the premises; and
- whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or where the person to whom the recipient of the grant has moved to live with him or her intends to provide care of which the recipient of the grant is in need by reason of disability or infirmity.

- Furthermore, for discretionary DFGs consideration will be given on application by the applicant/member of the family if the conditions of the grant were enforced which would lead to unnecessary financial hardship; the disposal is made for reasons connected with the physical or mental health or physical or mental well-being of the recipient of the grant or of a disabled occupant of the premises/member of the family.

6 HOME IMPROVEMENT AGENCIES

It can often be difficult to locate a reliable building contractor, obtain estimates and commission plans. The Council therefore encourages grant/loan applicants to engage the Housing Service Supervisory Service, or Wales and West Care and Repair to help them through the grant process. Both the Council and Care and Repair can appoint contractors and oversee any grant aided work for clients to make the grant process as easy as possible.

Alternatively, suitably qualified architects or building surveyors can provide this service privately for grant applicants. Supervisory service fees (up to a maximum level) can be considered a grant eligible expense and included in the overall grant award amount.

6.1 Ceredigion Home Improvement Supervisory Service

To ensure services are accessible and enable effective take up of grants for all households including vulnerable and/or elderly households the Council offers a full in-house Supervisory service.

The majority of grant applications made to the Council are from elderly or vulnerable households and opting for the Council's Supervisory Service removes the worry and stress which might be experienced in applying for a grant and in supervising the work of a builder as work progresses.

In recent years, a high number of grant applicants have engaged the services of the Supervisory Service to act on their behalf. Staff will arrange proof of ownership, drawing of plans, making of statutory Planning and Building Regulation applications and carrying out all the formalities of appointing (on the residents behalf) a suitable building contractor. Building work is carried out to an agreed timescale and is supervised by our qualified surveyors until it is completed to a satisfactory standard.

6.2 West Wales Care and Repair

The Council works closely with West Wales Care & Repair, which exists to assist older and disabled people to repair and improve their homes. Care and Repair specialises in helping residents over 65 years of age to access a variety of services. They also administer the Rapid Response Adaptations Programme, a Home Safety scheme, the Handyperson Scheme and they offer help and advice about benefits, home maintenance and potential benevolent funding.

Care & Repair also submit grant enquiries for their clients and can in some circumstances offer a service to appoint and oversee contractors who can carry out privately funded work.

The Council is pleased to be working in partnership with the Care and Repair Agency which provides valuable referral, information and advocacy services, integral to the aims of this policy. For further details please contact Care & Repair on 01970 639920.

7. GRANTS/LOANS CONSIDERED IN SPECIAL CIRCUMSTANCES

The Council recognises that there will be occasions when its general policy will not provide a framework for special or unique circumstances which arise. In such circumstances, it may be necessary to consider providing assistance outside the scope of the policy. Examples of when special circumstances may occur include improvement and repair of adjoining properties, adaptations, conversions, extensions, energy efficiency housing improvement schemes and rebuilding of retaining walls. Financial assistance awarded in special circumstances will be on officer recommendation only and must be agreed in advance via the Council's agreed Cabinet decision process by delegated authority contained within the Council's Constitution to the appropriate Corporate Lead Officer and/or Corporate Manager responsible for housing adaptations and loans; and the appropriate Cabinet Members for these services.

8. GRANT/LOAN ELIGIBLE WORK IN CEREDIGION

All grant/loan eligible work is determined by the Council's Housing Adaptations and Improvement, Housing Standards and Energy Efficiency Officers, who will produce a specification of eligible works in each individual case. The cost of work will be determined by using a standard schedule of rates, and comparing this with the receipt of builder estimates for this work. This will form the basis of the grant/ loan award. The exception to this is for Disabled Facilities Grants, where eligible works is recommended by an Occupational Therapist, Occupational herapist Assistant or Trusted Assessors in accordance with the needs of the applicant. In the delivery of Disabled Facilities Grants, the Council has undertaken a procurement process whereby all DFG are delivered by a dedicated corporate Minor Works Framework contract which is reviewed every two years. This enables the

Council to employ a dedicated contractor with the expertise and sensitivity required in carrying out the DFG's, which in turn ensures prompt delivery of a high standard of customer service. Where applicable, client contribution towards the cost of works will be calculated and notified in the approval process. The contributions will be collected in advance of the contract start, and held by the Council, to ensure swift payment upon completion of works.

In most cases only eligible work can be considered for grant/loan aid, and Council officers will be able to give applicants advice specific to their individual grant application dependent on property condition.

The homeowner can commission non grant/loan aided work at the same time, but would have to fund these costs themselves. The Council will not be responsible for any works carried out alongside, but not paid for by a grant or loan.

All work must be carried out to the specifications set out by the local authority and to the required standard in accordance with Building Control standards.

Energy efficiency works may be offered with other types of grant/loan assistance if appropriate, and works identified may attract grant/loan aid either from the Council, or via external funding sources which the Council may be able to identify and claim any funding available on the residents behalf. Advice will be given in each individual case.

Grant aid is **not** available toward the cost of furniture removal and storage, temporary alternative accommodation costs or redecoration such as wallpapering and painting or for replacement of decorative coving, dado rails, ceiling roses etc. following completion of essential repairs. The only exception to this is the Relocation Grant which can cover the cost of furniture, removal and storage.

Applicants need to consider any of these extra costs that they will be liable for before accepting the offer of grant and proceeding with the grant aided work.

9. FUNDING

Discretionary funding will be closely monitored and only available subject to available budget. Where the Occupational Therapist/Occupational Therapist Assistant has provided a recommendation, they will stipulate whether this is 'routine' or 'priority'. Schemes will be prioritised on this basis.

10. FEES & CHARGES

When making an application for grant assistance, applicants will incur fees and charges.

Fees and charges can include any fees the Council deem appropriate and include:

- planning and building control fees
- the preparation of plans
- structural surveys
- legal services

Fees for services will only be eligible for grant assistance if those services are essential to enable the formal grant approval to be completed.

When considering an application for assistance for discretionary grants, all appropriate and eligible expenses will be considered. In the case of the discretionary grants, maximum limits refer to the cost of works and appropriate fees will be awarded in addition to the total cost of works. In the case of the mandatory Disabled Facilities Grant, fees must be included in the maximum grant amount. The cost of work and all fees cannot exceed the grant maximum allowed for a mandatory grant.

Applicants must note that any fees, charges or expenses they incur as part of the grant application process will not be reimbursed unless appropriate invoices are provided and the grant application progresses through to completion of the works.

The Council also have discretion to only grant aid fees deemed reasonable, and may not cover the full cost if unreasonable or excessive fees are charged.

An applicant will be liable for any costs incurred if a grant application does not progress to completion.

With the introduction of Safe, Warm or Secure Home Improvement Loans, as part of these national schemes, the council is able to charge an administration fee for setting up and administering the loan (the value of this administration fee will be included in the council's fees and charges document published on the council's website for Home Improvement & Houses into Homes loans).

In order to encourage owner-occupiers to take up the Home Improvement loan product, it is intended that this fee will be paid by the local authority as a Loan Application Grant. This incentive will be dependent on availability of local authority funds for this purpose, and may be withdrawn at any time. In circumstances where landlords are also keen to work with the local authority in increasing the availability of affordable rental properties, an incentive is also available whereby fees for landlords will be waived if the property is offered for rent at the Local Housing Allowance rate for the duration of the loan period, and the landlord rents the property to tenants from the Council's Affordable Housing Register or otherwise a tenant who would be eligible to be on this Register. The landlord will be required to enter into a 'Nomination Rights' agreement.

Further information on fees, charges, further qualification requirements and conditions and a Loans Procedure are included with the respective details included in Appendices A-C below.

11. COMPLAINTS

The Council aims to meet the needs of all its customers. However, there may be times when a person may feel that he is not satisfied with the service he or she has received or the manner or decision taken with regard to their application. In such circumstances, complaints may be made through our formal complaints procedure either through social services or the Corporate Complaints Policy for further investigation and response. The intention is to proactively deal with complaints and seek early resolution where service users are dissatisfied with the outcome of our decision/action. As such, all complaints will receive a formal reply, in writing.

12. TRANSITIONAL ARRANGEMENTS & PREVIOUS POLICY

Full grant applications which have been formally approved or submitted to the Council to be determined prior to 1st January 2022 will be subject to the Policy in operation at the time that the grant was approved (Housing Grants and Loans Financial Assistance Policy April 2018 with amendments in subsequent years to reflect changes in policy).

Grant/loan enquiries that have been surveyed, a schedule of eligible works issued and a formal full grant application* invited prior to 1st December 2021 will be subject to the eligibility criteria of the previous policy. Enquiries in this category for all grants (other than Disabled

Facilities Grants) that do not submit all the required documentation to constitute a full application by the 1st January 2022 will be cancelled and will have to re-apply under the terms and conditions of this Policy.

Enquiry forms for all discretionary Grants that are accepted by the Council prior to 1st December 2021, but where no schedule has been issued will be subject to the eligibility criteria, terms and conditions of this Policy.

* A 'full grant application' is considered to be all the documentation required to allow the Council to formally determine (approve or refuse) the application. This documentation can include (where applicable) the application form, evidence of all income and savings, proof of ownership, future occupation certificate, contractors estimate, drawings etc together with any other specific information requested relating to the specific enquiry.

13. FURTHER POLICY DEVELOPMENTS

It is the intention of the Council to regularly review this policy to ensure that maximum benefits are delivered from the financial assistance made available by ensuring 'added gain' from the capital housing programme and loans funds made available from Welsh Government. This includes seeking all external investment opportunities, working with partners and providing financial assistance that achieves the maximum outcomes in the most cost effective manner.

Regular reviews will take into account changes in national and local strategic housing priorities, the uptake of grants and budgetary constraints.

Grants will also be evaluated to include Integrated Impact Assessments to identify the 'added gain' from the contribution to wider strategic objectives of the Council.

The Council is committed to continuous improvement within the existing/foreseeable financial constraints that are being imposed on the Local Authority.

**APPENDIX A – ENABLE – Support for Independent Living
DISABLED FACILITIES GRANTS AND SAFE, WARM AND SECURE**

MANDATORY DISABLED FACILITIES GRANT (DFG - Large)	
Purpose/key outcomes	<p>DFGs are available for large works to adapt a property to suit the particular needs of a disabled person who resides at the property. Assistance is given to:</p> <ul style="list-style-type: none"> • Facilitate access • Provide suitable facilities • Make a building safe for use • Make environmental improvements to enable the disabled person to safely live in their home. <p>Large works include (but is not limited to):</p> <ul style="list-style-type: none"> • Extension to the original property • External lifts • Works where there is structural works to the property including requirement for Building Regulations and Planning
Eligibility criteria (applicant)	<p>To be offered grant aid:</p> <p>Owner Occupiers: must be a freeholder or leaseholder with at least 10 years of the lease remaining and the dwelling must be your only or main residence.</p> <p>Tenants: any tenant may apply for a disabled adaptation (subject to landlord consent).</p> <p>Landlords: where a tenant makes an application for a DFG, the landlords must be, or will be, a freeholder or leaseholder with at least 10 years of the lease remaining and the dwelling(s) is/are to be let on a permanent residential basis and not as a holiday home.</p> <p>A disabled person may make an application for a grant even if they fall outside the definitions above: each individual circumstance will be considered for grant assistance subject to an assessment of need from an occupational therapist and on application for grant assistance.</p> <p>Financial Resources</p> <p>Owner Occupiers and Private Tenants - The Statutory Test of Financial Resources as retained for Disabled Facilities Grants (HRGR 1996) applies. The amount of grant allocated will be the difference between the amount the applicant is assessed as being able to afford and the total cost of the eligible works.</p>

	<p>The total of the incomes of all the persons who are relevant to the application will be taken into account.</p> <p>Grants for children are not subject to a test of parents' financial resources.</p> <p>It is the disabled adult person residing at a property who is subject to the means test where they share that residence with an owner-occupier (who may/may not be related).</p> <p>The age of the applicant will not be taken into account.</p>
<p>Eligibility criteria (works)</p>	<p>Works of adaptation required to enable the occupier to remain within their home. Assistance is given to:</p> <ul style="list-style-type: none"> • Facilitate access • Provide suitable facilities • Make a building safe for use • Make environmental improvements to enable the disabled person to safely live in their home. <p>Eligible works will be determined subject to an assessment of need by the Council's Occupational Therapist.</p>
<p>Conditions</p>	<p>For all DFGs the local authority will place a local land charge on the property in accordance with the <i>Housing Grants, Construction and Regeneration Act 1996: General Consent 2008</i> that will remain in place for 10 years following the completion of the grant works.</p> <ul style="list-style-type: none"> ▪ Relevant Disposal <p>When applying for a grant or loan the applicants will be required to sign a Certificate of Intended Occupation stating that throughout the grant condition period of 10 years, the applicant or a member of the family intends to occupy the dwelling as his/her only or main residence</p> <p><u>Or</u></p> <p>If the applicant is a landlord, that he/she intends to let the dwelling as a residence to someone unconnected with him/her and is in agreement with the works.</p> <p>There is a presumption that grant aid will be recovered in full by the local authority where this condition is breached. This is subject to, delegated authority vested in the Corporate Lead Officer, to</p>

	<p>potentially waive repayment within the condition period in certain justifiable cases.</p> <p>Scheduled works included in the grant approval must be completed within 12 months of the approval date.</p> <p>Additional Grant Conditions - Authority is delegated to the Corporate Lead Officer to determine whether whole or part of a grant repayment is justified in specific instances of non-compliance based normally on a percentage reclaim relative to the time remaining of the grant condition period. The Corporate Lead Officer also has further authority to determine whether a fraud investigation is warranted. In cases of suspected fraud or deception - It is the policy of the authority to actively pursue, identify and investigate suspected instances of fraud and deception.</p> <p>The Council advises that this grant is only available through the services of the Council's Adaptations In-house supervisory service.</p>
Maximum	The maximum grant assistance available is £36,000.

DISCRETIONARY DISABLED ADAPTATIONS ASSISTANCE	
<p>Purpose/key outcomes</p> <p>Please note:</p> <p>This funding is not grant aid, but financial assistance provided for the duration of the recipient's occupancy of the property and becomes repayable on sale/transfer of the property.</p>	<p>To provide top-up funding for works of adaptation that have resulted in the maximum limit of the DFG being exceeded. This can also be used instead of a mandatory DFG for those not qualifying for mandatory DFG due to failing the means test (or not being able to afford their contribution), but ineligible for HILs.</p> <p>This funding is available only in exceptional circumstances and by agreement by the council's Grants Panel in cases where a report and officer recommendation is for discretionary top up funding exceeding £15,000 where works are deemed essential to provide the necessary adaptations above the mandatory DFG limit. For top funding of less than £15,000, delegated powers is provided to the Corporate Manager Housing Services to consider each case.</p>
Eligibility criteria (applicant)	As for mandatory DFGs but also may include those failing means test but not able to service home improvement loan repayments
Eligibility criteria (works)	As for mandatory DFGs, and on recommendation of the council's Occupational Therapist and Corporate Manager Housing.
Conditions	For all discretionary grants a Land Registry Legal Charge will be lodged to become repayable on sale or transfer of the property, for whatever reason, at whatever point in time.

	The Council advises that this grant is only available through the services of the Council's Adaptations In-house supervisory service.
Maximum	£15,000 (with the discretion to increase this in exceptional circumstances by consideration of the Grants Panel)

DISCRETIONARY DISABLED FACILITIES GRANT (DFG - Medium)	
Purpose/key outcomes	<p>Discretionary DFGs are available for medium works to adapt a property to suit the particular needs of a disabled person who resides at the property. Assistance is given to:</p> <ul style="list-style-type: none"> • Facilitate access • Provide suitable facilities • Make a building safe for use • Make environmental improvements to enable the disabled person to safely live in their home. <p>Medium works include (but is not limited to):</p> <ul style="list-style-type: none"> • Level access showers • Stairlifts • Ramps (moderate ramps where Building Control and Planning is not required)
Eligibility (applicant) criteria	<p>To be offered grant aid:</p> <p>Owner Occupiers: must be a freeholder or leaseholder with at least 10 years of the lease remaining and the dwelling must be your only or main residence.</p> <p>Tenants: any tenant may apply for a disabled adaptation (subject to landlord consent).</p> <p>Landlords: where a tenant makes an application for a DFG, the landlords must be, or will be, a freeholder or leaseholder with at least 10 years of the lease remaining and the dwelling(s) is/are to be let on a permanent residential basis and not as a holiday home.</p> <p>A disabled person may make an application for a grant even if they fall outside the definitions above: each individual circumstance will be considered for grant assistance subject to an assessment of need from an Occupational Therapist, Occupational Therapist Assistant or Trusted Assessor and on application for grant assistance.</p>

	<p>Financial Resources</p> <p>Owner Occupiers and Private Tenants – This will not be subject to a Test of Financial Resources.</p>
Eligibility criteria (works)	<p>Works of adaptation required to enable the occupier to remain within their home. Assistance is given to:</p> <ul style="list-style-type: none"> • Facilitate access • Provide suitable facilities • Make a building safe for use • Make environmental improvements to enable the disabled person to safely live in their home. <p>Eligible works will be determined subject to an assessment of need by the Council's Occupational Therapist, Occupational Therapist Assistance or Trusted Assessor.</p>
Conditions	<p>The Council advises that this grant is only available through the services of the Council's Adaptations In-house supervisory service.</p> <p>There will be no repayment conditions on this grant.</p>
Maximum	<p>The maximum grant assistance available is £36,000.</p>

Discretionary Disabled Facilities Grant (Small) - SAFE, WARM AND SECURE ADAPTATION GRANT

Purpose/key outcomes	<p>Safe Warm and Secure /Minor Adaptations: The Council aims to facilitate quick easy access through the grant system for the provision of minor and/or emergency adaptations.</p> <p>Small works include (but is not limited to):</p> <ul style="list-style-type: none"> • Grab rails • Handrails • Paths • Level access door thresholds • Steps • Lever taps • Repairs to existing adaptations.
Eligibility criteria (applicant)	<p>Safe Warm and Secure Grants are non means tested up to £5,000 (plus VAT and fees) for all clients.</p> <p>The Council cannot pay for the same adaptations/work twice.</p>

	The Council cannot pay for extending a service contract beyond the initial period, or for carrying out a replacement of equipment where servicing and maintenance has not been kept up to date.
Eligibility criteria (works)	<p>Safe Warm and Secure Assistance – Minor Adaptations could help provide the following:</p> <p>Minor adaptations such as grab rails, steps and ramps, lever taps, repairs to existing adaptations.</p> <p>Any other works of assistance at the discretion of the Council.</p> <p>Grant is available on the recommendation of Occupational Therapists, Occupational Therapist Assistants, Community Care Workers or trusted assessors.</p>
Conditions	<p>The Council advises that this grant is only available through the services of the Council's In-House supervisory service or on application by the applicant, consideration will be given to waive this condition.</p> <p>There will be no repayment conditions on this grant.</p>
Maximum	Up to £5,000 plus fees plus VAT

RELOCATION GRANT (DFG)	
Purpose/key outcomes	<p>There is a presumption against the allocation of a Disabled Facilities Grant where the property is unsuitable in the long term to the applicant's needs.</p> <p>The Authority will also offer assistance towards the relocation of a disabled person in appropriate circumstances i.e. where a property's adaptation costs are not reasonable or practicable, or else where adaptation of the existing property may not adequately meet the needs of the disabled person or their family/carer.</p> <p>Therefore, sometimes an Occupational Therapist may identify a homeowner whose needs cannot be met within their existing home. Adaptations at certain properties may not be practicable and this decision will be made in conjunction with the disabled adaptations service. In these circumstances, a client may be eligible for financial assistance to move from their current home to a more suitable property, which is either adapted to meet their needs or, where adaptations are practicable.</p>

<p>Eligibility criteria (applicant)</p>	<p>For owner occupiers a Relocation Grant will be offered alongside a DFG which will be subject to the same eligibility criteria, means test and post completion conditions as apply to the discretionary/mandatory Disabled Facilities grant.</p> <p>In determining the level of assistance consideration will be given to the feasibility and cost of adapting both the current and proposed property, and the market value of each of the properties.</p> <p>The disabled person and their spouse would be subject to a test of their financial resources to determine their financial contribution.</p> <p>In cases where the disabled person is a child, the parents or guardian who will have an owner's interest in the relocation property will be subject to the test of resources calculation.</p>
<p>Eligibility criteria (works)</p>	<p>The grant offered will not exceed the cost of adapting the current property.</p> <p>For private sector tenants assistance with removal expenses will be considered in cases of hardship.</p> <p>The grant can only be used to cover the costs related to moving house, for example:</p> <ul style="list-style-type: none"> • estate agent's fees • solicitor's fees • removal costs • essential utility connection costs • deposit for a privately rented property <p>In some cases, we may also consider helping with the cost of carpets and curtains and replacement of certain appliances. However, this will depend on the individual circumstances of each case.</p> <p>An assessment of the new property will be carried out by the Occupational Therapist in order to determine if the disabled person's daily living needs could be met at that property. In liaison with a Housing Adaptations and Improvement Officer, a determination of the cost of any adaptations necessary at the new property will be made.</p>
<p>Conditions</p>	<p>A charge will be lodged at the Land Registry on the new property as soon as possible after purchase of the property.</p> <p>In the event of a disposal of the property, within 10 years of the payment of the grant award, the grant will be repayable in its entirety.</p>
<p>Maximum</p>	<p>The maximum grant assistance available is £10,000.</p>

APPENDIX B - DISCRETIONARY MAINTENANCE AND REPAIR ASSISTANCE GRANTS AND LOANS

Poor housing conditions are a major factor in older and/or vulnerable people suffering poor health and becoming dependent on community care.

However, with limited capital resources as a local authority, and an increasing elderly population, it is not possible to assist every older or vulnerable person.

Some older persons will have the ability and/or means to pay for maintenance of their own homes. With this in mind, grant and / or loan assistance will be targeted at those in greatest need. The Emergency Repair Assistance can assist elderly and /or vulnerable people with no other financial means to do so, to carry out essential repairs to their home. Furthermore, more recently funding has been made available to local authorities through the Home Improvement Loan and Houses into Homes Loan Schemes as a way of providing additional finance to individuals and businesses for home improvements, which will contribute to the overall programme of improving the quality of homes and increasing housing supply.

Furthermore, with the introduction of the WG Vibrant Viable Places regeneration programme, Town Centre Loans have been made available in order to target the number of vacant, underutilised and redundant sites and premises in town centres and to support the diversification of town centres by encouraging more sustainable uses for empty sites and premises. A specific housing element is included in this scheme to support the conversion of properties into living accommodation.

EMERGENCY REPAIR ASSISTANCE	
Purpose/key outcomes	<p>Emergency Repair Assistance: The Council aims to provide financial emergency repair assistance to help with urgent works of repair, for the vulnerable and/or elderly.</p> <p>Please note: This funding is not grant aid, but financial assistance provided for the duration of the recipient's occupancy of the property and becomes repayable on sale/transfer of the property.</p>

<p>Eligibility criteria (applicant)</p>	<p>For people over 65 years</p> <ul style="list-style-type: none"> - Owner occupiers over 65 years with savings of less than £15,000, - Tenants over 65 years with life interest or have a long lease in a property with savings of less than £15,000, OR - Owner occupier or tenants who are in receipt of a means tested benefit (or equivalent) - Clients needing palliative care and/or to enable early release from hospital. <p>-</p> <p>People over 18 and under 65 years of age - will also be eligible to apply if they meet the following criteria:</p> <ul style="list-style-type: none"> - Owner occupier, OR - Tenant who has a long lease, AND - be in receipt of a means tested benefit including: Income Support, income based Job-Seeker’s Allowance, Income based employment and support allowance, Guaranteed Pension Credit, Housing Benefit, Council Tax benefit, Child Tax Credit or Working Tax Credit for which his/her income has been calculated to be less than the sum determined annually by DWP for means-tested purposes (currently £15,860 for 2011/12) or Universal Credit. OR - Applicants whose primary place of residence is at the property, but not in receipt of the income-related benefits above, will be subject to the <i>Reduction in Grant Regulation</i> ‘means test’. Applicants whose contribution is calculated as less than £1,000 (one thousand pounds) will be eligible and will contribute the calculated amount towards the cost of the works. <p>-</p> <p>The applicant must live in the dwelling as their only or main residence and have an owner’s interest in the dwelling, or be a tenant of the dwelling alone or jointly with others and have a ‘duty or power’ to carry out the works in question (e.g. in the case of tenants, the landlord usually has the duty or ‘repairing obligation’ and not the tenant), or occupy the dwelling under a right of exclusive occupation granted for life.</p> <p>In respect of a mobile home the occupier must also satisfy a 3 year residential qualifying period.</p> <p>A check will be carried out as to whether any relevant grants have been paid previously to ensure that not more than £5,000 plus fees plus VAT is given in any three year period for each type of grant (Emergency Adaptation and Emergency Repair) (subject to exceptions below). The Council cannot pay for the same work twice.</p>
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Eligibility criteria (works)	<p>Repair works for serious, unexpected, and potentially dangerous situations requiring immediate action to a dwelling such as:</p> <ul style="list-style-type: none"> - securing the basic fabric of the property from the entry of wind or rain - protecting the occupants from immediate exposure to danger - repairs to windows and doors - defective drainage - dangerous wiring <p>Any other works of assistance at the discretion of the Council.</p>
Conditions	<p>This financial assistance becomes repayable on sale or transfer of the property.</p> <p>A local land charge will be placed that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p> <p>The Council advises that this financial assistance is only available through the services of the Council's Home Improvement Supervisory service or on application by the applicant, consideration will be given to waive this condition.</p>
Maximum	Up to £5,000 plus fees plus VAT in a 3 year period.

HOME IMPROVEMENT LOANS

Purpose/key outcomes	<p>These Home Improvement Loans are made available to support the following elements:</p> <ul style="list-style-type: none"> • Substandard Housing (Cat 1 / Cat 2 Hazards / Welsh Housing Quality Standard); • Repair, Fire Safety or Security; • Empty Homes (Renovation / Conversion);
	<ul style="list-style-type: none"> • Energy Efficiency (ECO top up); • Group Repair Schemes / Envelope Schemes; • Private Rented Sector (Access Schemes); • Aids and adaptations for older or disabled people or DFG top up. <p>This is not an exhaustive list and if the works contribute to making the property warm safe or secure, then it will fall within the terms of the scheme.</p>

<p>Eligibility criteria (applicant)</p>	<p>Owners of substandard houses and includes:</p> <ul style="list-style-type: none"> • Owner occupiers • Landlords • Developers • Charities / Third Sector <p>Priority must be given to homeowners and landlords. Priority must be given to landlords that offer affordable / social housing / nomination rights over market rent.</p> <p>The applicant must be able to afford the monthly loan repayments and will be subject to a financial assessment.</p> <p>Applicants must not:</p> <ul style="list-style-type: none"> • Have adverse credit history which may include: • County Court Judgements (CCJ) • Individual Voluntary Arrangements (IVAs) • Debt Relief Order (DRO) • Bankrupt (within last 6 years) • Company Insolvency / Liquidation <p>Owe any outstanding debt to the Local Authority at the time of making an application</p> <p>Applicants must not:</p> <ul style="list-style-type: none"> • Have adverse credit history which may include: • County Court Judgements (CCJ) • Individual Voluntary Arrangements (IVAs) • Debt Relief Order (DRO) • Bankrupt (within last 6 years) • Company Insolvency / Liquidation <p>Owe any outstanding debt to the Local Authority at the time of making an application</p>
<p>Eligibility criteria (works)</p>	<p>Any loan requiring works must contribute to making the property Warm, Safe or Secure. There is no requirement that the property must meet all of these criteria. The loan could be targeted at one key element.</p> <p>The loan scheme could be used to support the following elements:</p> <ul style="list-style-type: none"> • Substandard Housing (Cat 1 / Cat 2 Hazards / Welsh Housing Quality Standard); • Repair, Fire Safety or Security; • Empty Homes (Renovation / Conversion); • Energy Efficiency (ECO top up); • Group Repair Schemes / Envelope Schemes; • Private Rented Sector (Access Schemes); • Aids and adaptations for older or disabled people or DFG top up.

<p>Eligibility criteria (works)</p>	<p>This is not an exhaustive list and if the works contribute to making the property warm safe or secure, then it will fall within the terms of the scheme.</p> <p>There must be no Category 1 hazards (as defined by Housing Health and Safety Rating System HHSRS) after completion of works if the loan is a Landlord Loan, ie. The property is a rented property.</p> <p>Officers from the local authority will visit each property to determine eligible work and discuss the loan application process with the applicant.</p>
<p>Maximum Loan Periods</p>	<p>Owner Occupiers - maximum loan period up to 10 years; Landlords / Developers / Charities - maximum loan period up to 5 years.</p> <p>Loan period will be agreed on application, and will depend on the value of the loan and applicant's financial ability to repay.</p>
<p>Repayment terms</p>	<p>Loan repayment will be by monthly direct debit payments unless otherwise agreed during the application process.</p> <p>For owner-occupier loans the repayment period will be set to ensure a minimum repayment of £50/month with a repayment period agreed during the application process (up to a maximum of 10 years).</p>
<p>Conditions</p>	<p>Any loan offered, taking into account any existing mortgage cannot exceed 80% of the current property value. It is possible in certain cases for another property to be used as security for the loan.</p> <p>For loans up to £5000 a local land charge will be secured on the property that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p> <p>This local land charge will also apply to those owner occupiers who receive the Loan Application Fee Grant and this charge will bind the applicant and any successors in title until such time as the loan is repaid.</p> <p>For loans over £5000 a Land Registry Legal Charge will be lodged that will bind the applicant and any successors in title.</p> <p>The property must remain fully insured against loss or damage, to full reinstatement value.</p>
<p>Maximum</p>	<p><u>Owner Occupiers</u> Min £1,000 up to a Max £35,000 per unit</p>

	<p><u>Landlords</u> Min £1,000 up to a Max £25,000 per unit – market rent Min £1,000 up to a Max £35,000 per unit – rents are based on the Local Housing Allowance Rate.</p>
<p>Loan Application Fee Grant for owner-occupiers</p>	<p>This can include the use of the supervisory service to oversee the works. Provided there is no default on the loan, or breach of grant conditions, the grant will not be repayable. The local authority has discretion to only approve the Loan Application Fee Grant in certain circumstances on consideration by the Corporate Manager and Corporate Lead Officer.</p>
<p>Loan Fee Charges/cost</p>	<p>A one-off administration fee will apply that may be paid over the term of the loan or paid up front.</p> <p>All fees are subject to change annually in line with the Council's Fees and Charges Policy. Fees correct at time of Policy approval, January 2022.</p> <p>Owner Occupiers Loan up to £5000 – fee of £650 Loan £5001 to £35,000 – fee of £1000</p> <p>In the event of Loan Application Fee Grant not being available a maximum of £500 will be charged to the applicant.</p> <p>Landlords Loan up to £10,000 – fee of £1035 Loan £10,001 - £35,000 – fee of £1555 Loan over £35,000 – fee of £2278</p> <p>These fees for landlords will be waived if the property is offered for rent at the Local Housing Allowance rate for the duration of the loan period, and the landlord rents the property to tenants from the Council's Affordable Housing Register or otherwise a tenant who would be eligible to be on this Register by entering into a Nomination Rights Agreement.</p> <p>Supervisory Service</p> <p>The Local Authority can provide a supervisory service for building works to ensure consistency in standards of workmanship and timely delivery of works. This will include measuring up the property to produce a scheme of work, including drawings where necessary, obtain quotes for the work, including for specialist equipment, and sort out any issues as they arise. The applicant may choose this service if they so wish at a charge of 10%.</p>

	Alternatively the applicant is at liberty to secure their own contractors for the works. In this circumstance, the local authority will not be liable for the quality of the workmanship or follow up on defects following completion of the works.
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LIFETIME LOANS	
Purpose/key outcomes	There may be occasion when a property is in such a condition (Cat 1 hazards) that it is not reasonable for the Council to allow the occupier to remain without works being undertaken. The Council has discretion to offer a Lifetime Loan for Category 1 hazards within the property.
Eligibility criteria (applicant)	Owner occupiers who cannot meet the affordability check for Home Improvement Loans but who do not qualify for Emergency Repair Assistance or have already been awarded the ERA maximum. Where eligible benevolent funding must be sought
Eligibility criteria (works)	Repair works for serious, unexpected, and potentially dangerous situations requiring immediate action to a dwelling such as: <ul style="list-style-type: none"> - securing the basic fabric of the property from the entry of wind or rain - protecting the occupants from immediate exposure to danger - repairs to windows and doors - defective drainage - dangerous wiring <p>Works will be Category 1 (HHSRS) hazards only.</p> <p>Any other works of assistance at the discretion of the Council. Officers from the local authority will visit each property to determine eligible work and discuss the loan application process with the applicant.</p>
Repayment terms	This financial assistance becomes repayable on sale or transfer of the property or if the applicant ceases to reside at the property. A local land charge or full legal charge will be placed that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry. The Council advises that this financial assistance is only available through the services of the Council's In-house supervisory service

	<p>or on application by the applicant, consideration will be given to waive this condition.</p> <p>The loans are interest free until the time that they become repayable.</p> <p>Where any sum is required to be paid, but is not repaid in accordance with the loan conditions, a breach of conditions will have occurred. In such instances Ceredigion County Council may demand immediate repayment of the loan and interest will be charged at 5% above the Bank of England base rate.</p>
Conditions	<p>The Council may consider the availability of equity in the property when determining the amount of loan to award.</p> <p>For loans up to £5,000 a local land charge will be secured on the property that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p> <p>For loans over £5,000 a Land Registry Legal Charge will be lodged that will bind the applicant and any successors in title. This charge will be registered in the local land charges register and thereafter registered with the Land Registry.</p>
Maximum	£15,000 inclusive of VAT (with the discretion to increase this in exceptional circumstances by consideration of the Grants Panel)
Loan Fee Charges/cost	No administration fee will be charged for this Loan.

HOUSES INTO HOMES (EMPTY PROPERTIES) LOAN	
Purpose/key outcomes	<p>Houses to Homes is a Welsh Government initiative designed to bring empty homes (min 6 months empty) back into use for sale or rent.</p> <p>Finance may be used for:</p> <ul style="list-style-type: none"> • loans to return a property to use to sell - these loans would have a maximum 2 year repayment period • loans to return a property to use for rent - these loans would have a maximum 5 year repayment period
Eligibility criteria (applicant)	<p>Loans can be offered to individuals (expected 3 months pay slips), charities (3 years accounts), companies/ businesses (3 years accounts).</p> <p>Loans are not available for people wanting to renovate the property and live in it as their principal home (see Home Improvement Loans).</p>

<p>Eligibility criteria (works)</p>	<p>Works required for the renovation and improvement of single properties or the conversion of empty properties into a number of units, so that they are suitable for use as residential accommodation.</p> <p>Funding will be available up front before works start, providing owners with working capital.</p>
<p>Repayment Terms</p>	<p>This will depend on what is the intention with the property on completion of the works.</p> <ul style="list-style-type: none"> • If renovating a single property, which is to be sold, the loan must be repaid when the property is sold or up to two years from the date of the loan approval, whichever is the sooner. • If converting a property into a number of units, which are to be sold on completion of the works, it is expected that the loan must be repaid on sale of the first unit, or two years, whichever is the sooner. However we will endeavour to arrange a mutually agreeable repayment schedule. • If the property/units are to be made available for letting the loan must be repaid within 3 years from the date of the loan approval. • All loans can be repaid earlier if the applicant wishes to do so. <p>The loans are interest free, providing there is no default on the loan.</p> <ul style="list-style-type: none"> • Where any sum is required to be paid, but is not repaid in accordance with the loan conditions, a breach of conditions will have occurred. In such instances Ceredigion County Council may demand immediate repayment of the loan and interest will be charged at 5% above the Bank of England base rate.
<p>Conditions</p>	<p>Loans will be secured as first or second charge against the Land Registry Title.</p> <p>Loans can only be made available for properties that have been empty for at least six months or more.</p> <p>Any loan offered, taking into account any existing mortgage cannot exceed the following Loan to Value rates. Up to £25,000 loan - 80% LTV £25,001 - £100,000 loan – 75% LTV and £100,001 - £250,000 loan – 70% LTV.</p> <p>The Council may give consideration in certain cases for another property to be used as security for the loan.</p> <p>Applicant must carry out the conversion/repair works within an agreed time period.</p>

	<ul style="list-style-type: none"> • The property/units must be marketed for sale or for let within a reasonable period of time after completing the works (12 weeks). If the property/units are available for rent and are not occupied within this time period, then the loan may become repayable. • The loan must be repaid either on or before the date as specified in your Loan Facility Agreement. <p>The property must remain fully insured against loss or damage, to full reinstatement value.</p>
Maximum	<p><u>Market rent properties</u> Min £1,000 up to a Max £25,000 per unit.</p> <p><u>Local Housing Allowance rent properties</u> Min £1,000 up to a Max £35,000 per unit. Landlord will need to enter into a Nomination Rights agreement or the PRS Lease scheme.</p>
Loan Fee Charges	<p>All fees are subject to change annually in line with the Council's Fees and Charges Policy. Fees correct at time of Policy approval, January 2022.</p> <p>Loan up to £10,000 – fee of £1035</p> <p>Loan £10,001 - £35,000 – fee of £1555</p> <p>Loan over £35,000 – fee of £2278</p> <p>These fees for landlords will be waived if the property is offered for rent at the Local Housing Allowance rate for the duration of the loan period, and the landlord rents the property to tenants from the Council's Affordable Housing Register or otherwise a tenant who would be eligible to be on this Register by entering a Nomination Rights Agreement.</p> <p>Supervisory Service</p> <p>The Local Authority can provide a supervisory service for building works to ensure consistency in standards of workmanship and timely delivery of works. This will include measuring up the property to produce a scheme of work, including drawings where necessary, obtain quotes for the work, including for specialist equipment, and sort out any issues as they arise. The applicant may choose this service if they so wish at a charge of 10%.</p> <p>Alternatively the applicant is at liberty to secure their own contractors for the works. In this circumstance, the local authority</p>

	<p>will not be liable for the quality of the workmanship or follow up on defects following completion of the works.</p> <p>Building/planning fees and RICS evaluation fees (if required) are not included and should be paid by the applicant.</p>
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HEALTH AND HOUSING ANCILLARY ASSISTANCE	
Purpose/key outcomes	<p>Discretionary assistance to enable independent living where other grant and loan products do not cover costs due to limitations in criteria.</p> <p>Financial assistance is dependent on availability of appropriate funding avenues such as Integrated Care Funding.</p> <p>Examples of qualifying items include;</p> <ul style="list-style-type: none"> - clearance of property in hoarding cases - temporary accommodation to facilitate works - connection of services - other public health matters <p>This funding is offered at the discretion of the Team Manager only.</p> <p>Please note: This funding is not grant aid, but financial assistance provided for the duration of the recipient's occupancy of the property and becomes repayable on sale/transfer of the property.</p>
Eligibility criteria (applicant)	Vulnerable clients who cannot access other funding sources.
Eligibility criteria (works)	<p>Works which are necessary for the health/ safety of the occupant or other persons in proximity to the deficiency identified but cannot be fulfilled by other grant and loan products.</p> <p>Officers from the local authority will visit each property to determine eligible work and discuss each case with Team Manager.</p>
Conditions	Local Land Charges or Land Registry Legal Charge will be lodged to become repayable on sale or transfer of the property, for whatever reason, at whatever point in time.
Maximum	Subject to available funding.

Local Authority Loans



Powers to award loans

The Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 allows Local Authorities to formulate funding policies to address specific local needs and strategic priorities in improving living conditions. A policy must be in place/ adopted before any assistance can be issued.

Assistance may be provided in any form and may be unconditional or subject to conditions, including conditions as to the repayment of the assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work. (As set out in local policy).

In addition the Local Government Act 2000 created a discretionary power referred to as 'the well-being power' which enables Local Authorities to do anything that they consider is likely to promote or improve the economic, social or environmental well-being of their area and / or persons in it, provided that they are not restricted from doing so by other legislation.

Consequently, the broad nature of the Regulatory Reform (Housing Assistance)(England and Wales) Order 2002 and the general 'well-being' powers contained in the Local Government Act 2000, means that Local Authorities will be able to provide financial assistance through Loan Schemes to the full range of applicants and can attach such conditions or terms that they consider appropriate in the circumstances.

Further information including eligibility can be found in the Housing Grants and Loans Financial Assistance Policy as agreed by cabinet 8th May 2018.

Financial Conduct Authority

The FCA regulates the provision of mortgages and conduct of parties engaged in regulated mortgage activity. Local Authorities are excluded from needing FCA permission for most consumer credit activities, but may still need permission for some types of lending.

Securing a 'land mortgage' over the property, either by legal charge registered with the District Land Registry or a local land charge (ie. a regulated mortgage) puts the regulation of the service under the Financial Services and Market Act 2000.

However, under the Financial Services and Market Act 2000 (exemption) (Amendment) (No.2) Order 2003 Local Housing Authorities offering mortgages have been exempt from the FCA regulatory regime, on the basis that a comparable quality service is provided to the client.

To ensure that Local Housing Authorities are able to meet the requirement of providing a comparative service, the LA should seek to follow the National Assembly of Wales issued Circular 20/02 (Renewal Guidance) and the Mortgage Sales Guidance for Local Authorities and Housing Associations 2000.

Distance selling

Where an LA provides a loan/ mortgage without any face-to-face contact with the customer at any stage this is classed as 'distance selling' and further information and regulations apply. *As set out in Distance Marketing Directive and incorporated within UK legislation via the Financial Services (Distance Marketing) Regulations 2004.*

In order to ensure this is not applicable, the LA must have a face-to-face meeting with the customer to discuss the loan/ mortgage.

Mortgage Administration Standards

1. Lending business must be conducted in an honest and responsible way, with due care and skill.
 - a. LA's should have in place a policy identifying eligibility criteria and produce a document clearly showing this for customers.
 - b. Lending procedure must be undertaken by a trained member of staff.
 - c. Interview methods must not leave customers feeling pressurised into taking out a mortgage to fund home improvement works.
 - d. Lending procedures must not result in any unfair treatment of customers.
 - e. Lending procedures must not give rise to any conflict of duty with customers.
 - f. Before giving any assistance the LA must be satisfied that the person has received appropriate advice or information about the extent and nature of any obligation (financial or otherwise) that they will be taking on.
2. Lending procedures must recognise the interests of the customer and treat them fairly.
 - a. Clear information on the terms of the loan should be given in advance.
 - b. Customers should be given time to consider whether this product is right for them, before signing documents.
 - c. LA must be satisfied that customers are fully aware of any financial commitment they are entering into
3. All contact and communication with customers must be clear, fair and not misleading.
 - a. Contact includes oral and written, telephone calls, face to face and correspondence (letters, emails).
 - b. Customer should receive written information about the product being offered. (Guidance document) This should include; who is providing the loan/ mortgage; fees; refund policy; complaint procedure. (Prescribed information).
 - c. Guidance document should be given at an early stage/ first contact.
 - d. Includes the availability of the loan or other products available through the lender which may be suitable.
 - e. On offer of loan/ mortgage, the customer should be given Mortgage Offer Document. This should include; customer name; date it was produced and how

long the offer is valid for; how to accept; what assistance has been given; fees applicable; amount of mortgage; repayments; value of property for security; interest rate; disposal terms/ risks; length of mortgage; total cost of mortgage; contact details. (Prescribed information)

4. Reasonable care must be taken to ensure that any mortgage offered to the customer is suitable for them, based on their needs and circumstances.
 - a. The LA must take reasonable steps to obtain from a customer all information necessary to assess whether the loan is suitable. Eg. Ownership capacity (personal/ business etc.), other secured debt, financial situation of applicant etc.
 - i. Customer can afford to take out the loan/ mortgage, consider income/ expenditure and likely changes in the future
 - ii. Loan/ mortgage meets customers needs and circumstances
 - iii. Customer meets eligibility requirements
 - iv. For Lifetime Loan, customers future needs and plans eg. Moving, or his/ her wishes for the estate.

Please refer to the National Assembly of Wales issued Circular 20/02 (Renewal Guidance) and the Mortgage Sales Guidance for Local Authorities and Housing Associations 2000 for more information.

State Aid

State Aid should only need to be considered for Landlord loans. The current de minimis thresholds are EUR 200,000 (approx. £163,500) over a three year period. The aid component is not the loan itself (which must be repaid) but the advantage conferred on the borrower through not having to pay interest on the loan. Consequently, the amount of aid for each transaction would be counted as the present value of the interest that would be charged by a commercial lender. Provided that figure, plus the amount of any other state aid received by the borrower in the three years before the aid is given, does not exceed 200,000 Euros / £163,500 from all sources of public sector aid, then the de minimis rules can apply. The benefit of such a loan under these schemes is well below the current threshold.

Statement of state aid implications should be given to landlord/ developer applicants.

Current Loan Products

This procedure can be adapted to include new loan sources should the Local Authority be in a position to offer them.

Current products include:

- Emergency Repair Assistance
- Home Improvement Loan
- Houses into Homes Empty Property Loan
- Lifetime Loan

Process steps

	Emergency Repair Assistance	Lifetime Loan	Home Improvement Loan	Houses into Homes Loan	Town Centre Loan (not currently available)
Enquiry received.					
Initial letter or email sent including conditions/ info. (Guidance document)	X		X	X	
Visit to property to determine works and chat through loan face to face. Discussion should take place with applicant to confirm when the finance is repayable. Explain the process of application and securing the charge. Confirm ownership.	X	X	X	X	
HHSRS carried out at the dwelling to identify Cat 1 hazards	X	X			
Schedule of works to remedy Cat 1 hazards at dwelling. Source quotations using Councils Minor Works Framework.	X	X			
Complete application form with applicant	X	X			
Application received					
Check proposed works match purposes	X	X	X	X	
Verify application ¹ (first officer) (refer to financial assessment stages)		X	X	X	

Verify application ⁸ (second officer) (refer to financial assessment stages)	X	X	X	X	
Ownership status should be confirmed with Land Registry Title and consideration given to any other charges (mortgages) secured on the dwelling.	X	X	X	X	
Company applications to be referred to Finance for assessment.			X	X	
Check property insurance in place			X	X	
Approval of Loan to take place.	X ⁹	X ²	X	X	
Legal Charge document to be drawn up.		X	X	X	
Loan agreement document to be drawn up.			X	X	
Documents ¹⁰ to be sent to applicant, with cover letter of further explanation. Applicant to be encouraged to source independent advice. Signing of Documents will need to be witnessed by third party.		X	X	X	
Obtain signed agreement from Corporate Managers Housing and Finance		X	X	X	
Returned documents ¹¹ to be sent up to Legal for signing/ sealing on behalf of Council and registration of charges. Once this is in place, return one copy to applicant for safe keeping.		X	X	X	
Instruct contractor and check works on completion before payment.	X	X	X ¹²		
Register costs with Local Land Charges	X	X ¹³			
Payment to be sent to Finance. Copies of documents to be saved in shared folder. Finance will monitor repayments etc.	X	X	X	X	

⁸ Check ownership, costs of work, financial assessment, ID forms, viability/ due diligence, security options, debts with CCC, fee recieved. See financial assessment stages for further information.

⁹ Approval document to contain conditions, and reference to the approval being subject to charges being secured.

¹⁰ Mortgage Offer Document, Loan Agreement, Legal Charge, Direct Debit

¹¹ Legal Charge, Loan Agreement, Land Registry Title, ID1 form, Mortgage company agreement/ Deed of priority, Manager agreement document. Legal services to register Land Registry charge and Companies House, if applicable.

¹² Only instruct contractor for Home Improvement Loan if Supervisory Service is used.

¹³ Where costs are under £5000

NOTE: Loans above £100,000 should be subject to a Panel assessment protocol, to include input from Corporate Managers; Housing and Finance and assessing officers in both services.

Financial assessment stages

In order to minimise risk and carry out due diligence in assessment of applications for loan funding a stepped approach to financial assessment is carried out in line with the below.

Owner occupier application - Loan amount up to £25,000 Home Improvement Loan	
Affordability form	Check against bank statements and wage slips provided to ensure the additional loan payments can comfortably be met. (Responsible lending) If not, consider altering loan amount, repayment time frame or alternative financing.
Loan to Value	Maximum 80% (using current value and accounting for other mortgage/ secured lending)
Security	First or second charge on property being renovated
Insurance	Check house insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Payment of funds	On Invoice, after works, stages if required
Repayment	Monthly at min £50/ month over max 10 years

Individual Landlord - Loan amount up to £25,000 Home Improvement, Houses into Homes	
Affordability form	Home Improvement Loan Check against bank statements and wage slips provided to ensure the additional loan payments can comfortably be met. (Responsible lending)

	<p>If not, consider altering loan amount, repayment time frame or alternative financing.</p> <p>Houses into Homes Empty Property Loan</p> <p>Equity check</p> <p>Ability to complete scheme</p>
Loan to Value	Maximum 80% (using current value and accounting for other mortgage/ secured lending)
Security	First or second charge on property being renovated or alternative property where ownership is the same.
Insurance	Check property insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Payment of funds	<p>Home Improvement Loan</p> <p>On Invoice, after works, stages if required</p> <p>Houses into Homes Empty Property Loan</p> <p>Up front after loan secured</p>
Repayment	<p>Home Improvement Loan</p> <p>Monthly at min £100/ month over max 5 years</p> <p>Houses into Homes Empty Property Loan</p> <p>Lump sum at end of term. (2y sale, 5y rent)</p> <p>Or upon sale if earlier</p>

Individual /Landlord - Loan amount £25,001 - £100,000	
Houses into Homes	
Affordability	Houses into Homes Empty Property Loan

	Equity check Ability to complete scheme
Loan to Value	Maximum 75% (using current value and accounting for other mortgage/ secured lending)
Security	First or second charge on property being renovated or alternative property where ownership is the same.
Insurance	Check property insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Payment of funds	Houses into Homes Empty Property Loan Up front after loan secured, but release in stages/ tranches along with progress
Repayment	Houses into Homes Empty Property Loan Lump sum at end of term. (2y sale, 5y rent) Or upon sale if earlier

Individual /Landlord - Loan amount £100,001 - £250,000 Houses into Homes	
PANEL ASSESSMENT	
Affordability	Houses into Homes Empty Property Loan Equity check Ability to complete scheme
Loan to Value	Maximum 70% (using current value and accounting for other mortgage/ secured lending)
Security	First or second charge on property being renovated or alternative property where ownership is the same.

Insurance	Check property insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Payment of funds	Houses into Homes Empty Property Loan Up front after loan secured, but release in stages/ tranches along with progress
Repayment	Houses into Homes Empty Property Loan Lump sum at end of term. (2y sale, 5y rent) Or upon sale if earlier Ability to require staged repayments is necessary

Business/ Company application - Loan amount up to £25,000 Houses into Homes	
Accounts	Finance to carry out assessment of business/ company to include a review of the two most recent full year Statement of Accounts, to include a full Profit & Loss account and Balance Sheet. The assessment will aim to ensure the business is sustainable, has the capacity to undertake the proposed development, ability to service the loan and doesn't have any cash flow issues. Where possible a Dun & Bradstreet Business Credit report will be also be used in conjunction with the Statement of Accounts to evaluate the financial health of the business. Where a business is a registered limited company information available from Companies House and any other public source will also form part of the assessment.
Loan to Value	Maximum 80% (using current value and accounting for other mortgage/ secured lending)

Security	First or second charge on property being renovated or alternative property where ownership is the same.
Insurance	Check property insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Companies House	Charge registered against business entity with Companies House
Payment of funds	Houses into Homes Empty Property Loan Up front after loan secured
Repayment	Houses into Homes Empty Property Loan Lump sum at end of term. (2y sale, 5y rent) Or upon sale if earlier

Business/ Company application - Loan amount £25,001 - £100,000	
Houses into Homes	
Accounts	<p>Finance to carry out assessment of business/ company to include a review of the two most recent full year Statement of Accounts, to include a full Profit & Loss account and Balance Sheet. The assessment will aim to ensure the business is sustainable, has the capacity to undertake the proposed development, ability to service the loan and doesn't have any cash flow issues. Where possible a Dun & Bradstreet Business Credit report will be also be used in conjunction with the Statement of Accounts to evaluate the financial health of the business.</p> <p>Where a business is a registered limited company information available from Companies House and any other public source will also form part of the assessment.</p>

Loan to Value	Maximum 75% (using current value and accounting for other mortgage/ secured lending)
Security	First or second charge on property being renovated or alternative property where ownership is the same.
Insurance	Check property insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Companies House	Charge registered against business entity with Companies House
Payment of funds	Houses into Homes Empty Property Loan Up front after loan secured Staged payments as works progress
Repayment	Houses into Homes Empty Property Loan Lump sum at end of term. (2y sale, 5y rent) Or upon sale if earlier

**Business/ Company application - Loan amount £100,001 - £250,000
Houses into Homes**

PANEL ASSESSMENT

Accounts	Finance to carry out assessment of business/ company to include a review of the two most recent full year Statement of Accounts, to include a full Profit & Loss account and Balance Sheet. The assessment will aim to ensure the business is sustainable, has the capacity to undertake the proposed development, ability to service the loan and doesn't have any cash flow issues. Where possible a Dun & Bradstreet Business Credit report will be also be used in conjunction with the Statement of Accounts to evaluate the financial health of the business.
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	Where a business is a registered limited company information available from Companies House and any other public source will also form part of the assessment.
Loan to Value	Maximum 70% (using current value and accounting for other mortgage/ secured lending)
Security	First or second charge on property being renovated or alternative property where ownership is the same.
Insurance	Check property insurance in place, against loss or damage, to full reinstatement value
Debt check	Carry out debt check with debtors and council tax in relation to applicant and property. Debts must be resolved prior to approval.
Companies House	Charge registered against business entity with Companies House
Payment of funds	Houses into Homes Empty Property Loan Up front after loan secured Staged payments as works progress
Repayment	Houses into Homes Empty Property Loan Lump sum at end of term. (2y sale, 5y rent) Or upon sale if earlier Ability to require staged repayments is necessary

To further mitigate risk against non-repayment/ default, a buffer is to be maintained of £100,000 across loan pots, from the original grant funding.

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Housing Grants and Loans Financial Assistance Policy
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Service Area	Housing	Corporate Lead Officer	Donna Pritchard	Strategic Director	Caroline Lewis
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Name of Officer completing the IIA	Alwen Edwards	E-mail	Alwen.Edwards@ceredigion.gov.uk	Phone no	01545 572183
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Please give a brief description of the purpose of the proposal

This Policy includes the details for the Grants and Loans delivered by the Housing Service. These include external and internal funded grant and loans assistance and the conditions that apply to each. We are seeking to update the policy to include additional details on the loans and in line with the Welsh Government requirement to remove the Test of Financial Resources for small and medium sized grants. By removing the Test of Financial Resources this may have an impact on the number of clients eligible for the grant.

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

This will directly affect the general public who require disabled adaptations in order for them to remain living independently in their own homes.

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
Alwen Edwards	Overview and Scrutiny	1	16/12/2021	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the Economy	The Policy will have a positive impact on the local construction industry providing job opportunities due to the potential increase in the number of residents eligible for housing adaptations. Contractors from the CCC Minor Works Framework currently deliver housing adaptations and there is a potential for additional adaptations to be approved and undertaken. In addition to this with elderly clients living in their own homes there will be an increase in the reliance on local carers calling several times a day – local employment.
Investing in People's Future	The Policy will provide the opportunity for disabled and elderly residents to remain living within their homes through timely adaptations enabling them to live within their communities and with their families enhancing their health and wellbeing.
Enabling Individual and Family Resilience	By providing disabled adaptations to elderly and disabled clients, this enables clients to remain living independently within their homes and communities and with their families for longer.
Promoting Environmental and Community Resilience	By providing disabled adaptations to elderly and disabled clients, this enables clients to remain living independently within their homes and continue to be a part of their community. In building extensions and undertaking other adaptations within the home, the latest Building Regulations are adhered to ensuring that energy efficiency measures are installed within the structures. Local contractors who are on the CCC Minor Works Framework are used to deliver the works with the use of local Building Merchants reducing travel costs.

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NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*



- *Comparisons with similar policies in other authorities*
- *Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.*
- *Welsh Language skills data for Council staff*

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
<p>Long Term Balancing short term need with long term and planning for the future.</p>	<p>The Policy will be amended on a regular basis depending on changes in law, guidance and local circumstances.</p> <p>The removal of the Test of Financial Resources (TFR) for small and medium size grants will result in an increase of clients eligible for adaptations and these clients will remain living independently in their own homes reducing the need for them to move into hospital/care homes. This will reduce the need to expand the capacity of both establishments.</p>	<p>In the 4 years pre-Covid (i.e. 2016-17 to 2019-20) on average 115 DFG adaptations were delivered annually. Of these, on average 16 clients annually were as a result of hospital discharge.</p> <p>There are no figures available to demonstrate the number of clients who were not eligible due to having a high contribution on the Test of Financial Resources.</p> <p>There are no figures for residents who undertake adaptations without contacting the LA.</p>	<p>N/A</p>



	<p>More properties will be adapted and these adaptations can be used by other family members, or sold to owners who may require the adaptation.</p>	<p>Of the 357 completed and returned Satisfaction Questionnaires (2016-17 to 2019-20), 354 were satisfied or very satisfied with the adaptation.</p> <p>17% of households on the Ceredigion Housing Register have requested an adapted property, thus creating the Accessible Housing Register</p>	
<p>Collaboration Working together with other partners to deliver.</p>	<p>The LA are working in collaboration with Welsh Government to deliver their requirements of removing the TFR for small and medium sized Adaptations.</p> <p>The Policy has been developed in conjunction with the relevant Partners, i.e. OTs from Social Service and the Health Board, Wales and West Care and Repair Service and local RSLs.</p>	<p>WG have requested this amendment for each authority in Wales.</p> <p>In order to effectively deliver disabled adaptations, Occupational Therapists (OTs) working for Social Services and the Health Board submit recommendations to the Section for elderly/disabled service users in the County.</p> <p>– Annually an average of 178 recommendations have been received based on the figures for the 4</p>	<p>N/A</p>



		<p>years pre-Covid (i.e. 2016-17 to 2019-20)</p> <p>The LA work in collaboration with Wales and West Care and Repair Agency to deliver the small sized adaptations and they act as Agents in a number of schemes delivering medium sized adaptations.</p> <p>An OT Liaison meeting is held regularly with the partners, minutes are provided for these meetings.</p> <p>Third Sector Organisations, i.e. Age Concern, CAVO, British Red Cross inform elderly/disabled/vulnerable residents of the availability of grant aid for adaptations within the home and act as advocate for them.</p>	
<p>Involvement Involving those with an interest and seeking their views.</p>	<p>The following stakeholders were consulted with in developing the Policy: Ceredigion County Council -</p> <ul style="list-style-type: none"> i) Housing Adaptations Section ii) Housing Strategy and Enabling Service iii) Social Services – OTs; 	<p>The Policy has been discussed and views sought through the OT Liaison Meetings. Minutes of these Meetings can be provided</p>	<p>N/A</p>



	<p>Health Board – i) OTs Wales and West Housing Association - i) Care and Repair ii) Housing Team Barcud Housing Association Strategic Housing Partnership Group</p> <p>The views of the stakeholders were sought early in the process especially as the change will impact on each Service, i.e. OTs, C&R, Housing Adaptations.</p> <p>OT Liaison Meetings are held every couple of months with representations from Social Services OTs, Hospital OTs, Care and Repair, Barcud and Wales and West Housing Associations.</p>	<p>Minutes of the Meetings can be provided</p> <p>Minutes of the Meetings can be provided</p>	
<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<p>This is a requirement from WG to remove the TFR for small and medium sized adaptation grants. It is envisaged that there will be</p> <ul style="list-style-type: none"> i) an increase in enquiries received by Social Services OTs, ii) an increase in recommendations coming through to the Housing Adaptations Section; iii) an increased number of schemes for the contractors on the Minor Works 	<p>Although it is not recorded or the number collected for those who enquire for a grant and are unsuccessful as their contribution towards the cost of the scheme is greater or equal to the cost of the work, these Service users will be eligible for grant aid once the TFR has been removed for small and medium sized grants.</p>	<p>N/A</p>



	<p>iv) Framework to deliver within a specified timeframe and an increase in the required budget to deliver the schemes.</p> <p>v) All the above timescales feed into our Performance Indicators for the time it takes to deliver a DFG adaptation from time of first contact to completion of the adaptation.</p> <p>The Financial Assistance Policy will address these issue by taking into Account –</p> <ul style="list-style-type: none"> i) Applying a maximum financial limit to small sized grants; ii) Applying a maximum financial limit to the medium sized grant; iii) Introduce a Priority List system 	<p>Those who believe that their contribution towards the cost of the works will be too high do not contact SS for an OT visit, therefore once the means test is removed for small and medium sized grants all will be eligible. The actual extent of the increase in the number of enquiries that will be received is unknown at present.</p>	
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<p>This Policy will affect Social Service – OT Section as well as the Housing Adaptations Section. The two sections work closely together and hold OT Liaison Meetings every couple of months addressing problem cases, workloads, financial situation of the grant budget, policies and procedures. The requirement as laid out from WG</p>	<p>The changes to the policy has been developed with partners and we will continue to monitor the delivery of the service through the OT Liaison meetings.</p>	<p>N/A</p>



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	<p>was shared with the stakeholders early on.</p> <p>This could positively impact the</p> <ul style="list-style-type: none"> i) Economy – additional work for local contractors; ii) Environment – keeping service users in their homes will reduce the number of beds required in hospitals/care homes. All adaptations and new builds are done up to Building Control standards, this usually includes for insulation measures. 		
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3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.			
Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p>3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>	<p>The Policy positively contributes to a prosperous Wales, through opportunities for local procurement, community involvement, jobs and/or apprenticeships and green enterprise. There is a CCC Minor Works Framework where the contractors are sourced and with an increased number</p>	<p>Minor Works Framework requirement for local contractors.</p>	<p>N/A</p>



	of schemes being delivered this will increase the opportunity for local tradesmen.		
<p>3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change).</p>	<p>All works undertaken are to the requirements as set by Building Control, this includes insulation measures, specially for new builds.</p> <p>Service users can remain within their homes and within their communities, strengthening the communities. By ensuring that service users can remain living independently within their homes without the need to be admitted into hospitals or care homes, this will reduce the amount of additional pressure on the capacity of both limiting the number/size of new homes/hospitals having to be built to accommodate them.</p>	Requirements of Building Control Regulations.	N/A
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p>Service users physical and mental wellbeing is maximised by providing the adaptation to those that previously would not have been eligible and ensuring that they can live independently within their homes and communities surrounded by family and friends.</p> <p>Along with the impact to the Housing Adaptation Service, the Social Services OT section and Wales and West Care and Repair Service will have an increase workload if a greater number</p>	Of the 357 completed and returned Satisfaction Questionnaires received following a disabled adaptation within their home, 354 were satisfied or very satisfied with the adaptation. (Figures based on 4 years pre-Covid i.e. 2016-17 to 2019-20).	N/A



	<p>of residents within the county are eligible for grant aid for adaptations.</p> <p>The living environment of the service user will be improved and by keeping their independence and remaining to live within their home, among their family and friends, this will improve the person's quality of life.</p>		
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>	<p>The Policy will have a positive impact on service users, as they will be able to remain living within their communities instead of being admitted to hospital/care home and live among their family and friends within the safety of their own home following the adaptation.</p>	<p>Enabling local people to remain living in their communities, will contribute towards sustaining cultural heritage and language.</p>	N/A
<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>	<p>There is a positive impact for a globally responsible Wales through ensuring that residents remain living independently within their own homes without the need to move into a Care Home or be admitted to hospital reducing the number of spaces required in both.</p> <p>Building works undertaken will be to Building Regulations requirements reducing people's carbon footprint.</p>	<p>Requirements of Building Control Regulations.</p>	N/A



<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i> Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>																
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 997 786 1469"> <thead> <tr> <th></th> <th>Positive</th> <th>Negative</th> <th>None/ Negligible</th> </tr> </thead> <tbody> <tr> <td>Children and Young People up to 18</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>People 18-50</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Older People 50+</td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> </tbody> </table>		Positive	Negative	None/ Negligible	Children and Young People up to 18	✓			People 18-50	✓			Older People 50+	✓			<p>Currently children under 18 year are eligible for a Disbaled facilities grant and is not subject to the Test of Financial Resources – therefore no change.</p> <p>Test of Financial Resources apply to all clients 18 and over. If the client is on a means tested benefit or on a low income they would qualify for a disabled facility grant with either no contribution having to be paid or a low contribution – therefore no change.</p>	<p>Ceredigion’s population is expected to age over the coming years, with significant increases in the numbers of people aged 65 and over, and more particularly in the 85+ age group. As life expectancy increases, the demand for housing which is suited to the needs of the elderly is likely to increase further.</p>	<p>N/A</p>
	Positive	Negative	None/ Negligible																
Children and Young People up to 18	✓																		
People 18-50	✓																		
Older People 50+	✓																		



				<p>If the client is working/has a pension or substantial savings which is in excess of the income/savings thresholds as prescribed for a disabled facilities grant, their contribution could be high. Their contribution could be greater than the cost of the adaptation or they would be unable to fund the contribution and would not be able to receive the adaptation – if the Test of Financial Resources would be removed for small and medium sized grants, all client would be eligible to small and medium sized disabled facility grant and receive the adaptations that are required in their home. Larger grant would still be subject to a Test of Financial Resources.</p>		
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Disability				<p>Currently children under 18 and adults 18 and over who are on a means tested benefit or on a low income will be eligible for a disabled facilities grant.</p>	<p>All residents will now be eligible for housing adaptations regardless of their financial circumstances.</p> <p>The 2011 Census identifies 21% of the population as having a long term health</p>	N/A
Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)						
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					
	Positive	Negative	None/			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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Physical Impairment	<input checked="" type="checkbox"/>		Negligible	Following the removal of the Test of Financial Resources all clients will be eligible to receive small and medium sized disabled facilities grants regardless of their income/pensions and savings.	problem or disability which limits their day to day activities.	
Visual Impairment	Positive	Negative	None/ Negligible			
	<input checked="" type="checkbox"/>					
Learning Disability	Positive	Negative	None/ Negligible			
	<input checked="" type="checkbox"/>					
Long Standing Illness	Positive	Negative	None/ Negligible			
	<input checked="" type="checkbox"/>					
Mental Health	Positive	Negative	None/ Negligible			
	<input checked="" type="checkbox"/>					
Other	Positive	Negative	None/ Negligible			
Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick <input checked="" type="checkbox"/>)				The Policy aims to suit all individual needs, there will be no differential impact on transgender persons.	Figures on gender reassignment are difficult to establish since most people experiencing gender dysmorphia are likely to wish to remain undetected.	Council Staff will be provided training on the Codes and Practices of the Equality Act 2010.
Transgender	Positive	Negative	None/ Negligible	Individual needs are identified through the application and recommendations received from OTs and these are addressed accordingly.	A report from the Home Office suggests that Organisations should consider that 1% of their employees and service users may experience some degree of gender variance.	
	<input checked="" type="checkbox"/>					
Marriage or Civil Partnership						

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Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The Policy aims to suit all individual needs, there will be no differential impact based on marital status.	According to 2011 Census Reports, the proportion of married people is at 42.8%, which is almost four percentage points lower than in England. The proportion of a same-sex civil partnership is at 0.2%, which compares fairly with England.	Council Staff will be provided training on the Codes and Practices of the Equality Act 2010.
Marriage	Positive	Negative	None/ Negligible			
	✓					
Civil partnership	Positive	Negative	None/ Negligible			
	✓					

Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The Policy aims to suit all individual needs, there will be no differential impact based on whether the applicant is pregnant or on maternity leave.		Council Staff will be provided training on the Codes and Practices of the Equality Act 2010.
Pregnancy	Positive	Negative	None/ Negligible			
	✓					
Maternity	Positive	Negative	None/ Negligible			
	✓					

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				Customs, beliefs and traditions within diverse communities will be respected. Citizens who have migrated into the area, where another language is their primary language, and where they have limited or no	From the Census returns, 2,196 of the citizens of Ceredigion reported that their main language was other than Welsh or English. The largest group of main language speakers after English and Welsh was Polish with 663 individuals. Ceredigion is also offering support to the Syrian	The use of WITS interpretation service might be required for service users who are migrants and have limited or no Welsh/English language skills.
White	Positive	Negative	None/ Negligible			
	✓					
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
	✓					

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An integrated tool to inform effective decision making



Asian / Asian British	Positive ✓	Negative	None/ Negligible	Welsh/English language skills, may require a translation service.	Refugee Project, where there could be a number of speakers who do not have neither English or Welsh language skills.
Black / African / Caribbean / Black British	Positive ✓	Negative	None/ Negligible		
Other Ethnic Groups	Positive ✓	Negative	None/ Negligible		

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				Customs, beliefs and traditions within diverse communities will be respected.	The majority of the population of Wales describe themselves in the 2011 Census as Christian i.e. 59%. In Wales, 31% said they have no religion and 9% declined to answer. Muslims are the next largest group in Wales with 521 members representing 0.7% of the population, followed by Buddhists (0.5%).	Council Staff will be provided training on the Codes and Practices of the Equality Act 2010.
Christian	Positive ✓	Negative	None/ Negligible			
Buddhist	Positive ✓	Negative	None/ Negligible			
Hindu	Positive ✓	Negative	None/ Negligible			
Humanist	Positive ✓	Negative	None/ Negligible			
Jewish	Positive ✓	Negative	None/ Negligible			
Muslim	Positive ✓	Negative	None/ Negligible			
Sikh	Positive	Negative	None/ Negligible			

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	✓					
Non-belief	Positive	Negative	None/ Negligible			
	✓					
Other	Positive	Negative	None/ Negligible			
	✓					

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				The Policy aims to suit all individual needs, there will be no differential impact based on sex of the applicant.	According to the 2011 Census the proportion of males and females are fairly equal in Ceredigion.	N/A
Men	Positive	Negative	None/ Negligible			
	✓					
Women	Positive	Negative	None/ Negligible			
	✓					

Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				The Policy aims to suit all individual needs, there will be no differential impact based on sexual orientation.	Information on sexual orientation is not gathered by the Census. Almost 170,000 people responded to the question on sexual identity in the ONS Integrated Household Survey 2013. In Wales, 93.5% were heterosexual, 1.4% gay, lesbian or bisexual, 0.4% other and answered 'don't know' or decline to respond. A further 1.8% provided no response at all. The ONS are using the estimate of 5-7% of	N/A
Bisexual	Positive	Negative	None/ Negligible			
	✓					
Gay Men	Positive	Negative	None/ Negligible			
	✓					
Gay Women / Lesbian	Positive	Negative	None/ Negligible			
	✓					
Heterosexual / Straight	Positive	Negative	None/ Negligible			

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	✓				the population who are lesbian, gay or bisexual, these figures are also accepted by Stonewall. (Stonewall is a lesbian, gay, bisexual and transgender (LGBT) rights charity in the United Kingdom).	
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Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

The Policy will help promote equality of opportunity for all residents to be obtain an adaptation to enable them to remain living within their own homes.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impeded you in making reasonable adjustments

The Policy helps to eliminate discrimination by being accessible to all groups, and by making reasonable adjustments whenever required.

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to: ● Tackle prejudice ● Promote understanding

No group is shown favour and the policy encourages inclusivity. We aim to provide adaptations to all those in needs taking into account their language needs, age, disability, gender assignment, Marriage or Civil Partnership, Pregnancy or Maternity, Tace, Religion or Non-belief, Sex, Sexual Orientation, and to encourage and support community cohesion within diverse communities.

Having due regard of the Socio-Economic Duty of the Equality Act 2010.

Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.

As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.



3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal? Describe why it will have a positive/negative or negligible impact.
The outcome of this Policy will have a positive impact on the socio-economic disadvantage and inequalities as the policy is inclusive.
What evidence do you have to support this view?
The Policy improves the health and wellbeing of residents by providing Adaptations and improving their living conditions.
What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?
N/A

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i>				Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
Will the proposal be delivered bilingually (Welsh & English)?	Positive	Negative	None/ Negligible	The Policy will be available in both Welsh and English	Bilingual copies of the final Policy will be available on the corporate website in accordance with full compliance with the Council Welsh Language Standards.	N/A
	✓					
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	The impact of the Policy is positive. Communities are changing in Ceredigion, and this is having an effect on language use. The Policy will enable local residents to remain living within their own homes and within their communities for longer through the installation of adaptations.	Ceredigion Welsh Language Profile, 47% (approx. 35,000) of the population over 3 years old are Welsh speakers according to Census 2011 returns. We record applicants language of choice on applications.	N/A
	✓					
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	The impact of the Policy is positive. Service users may access the service in	Applicants can apply in either Welsh or English and receive a full service in their language of choice.	N/A
	✓					

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				Welsh or English in accordance with the Council's language policy.		
How will the proposal treat the Welsh language no less favourably than the English language?	Positive ✓	Negative	None/ Negligible	The Policy and relevant documents will be available in both languages. We are always mindful of language and culture and seek to provide adaptations to homes for local people to have the opportunity to remain living independently within their own homes and within their communities in order for the language to thrive.	The Policy and relevant documentation are available through the medium of Welsh and English.	N/A
Will it preserve promote and enhance local culture and heritage?	Positive ✓	Negative	None/ Negligible	The Policy will aim to have a positive effect on local culture and heritage as it aims to keep elderly and disabled residents living within their homes and communities.	Actions will address the needs of local residents which includes language needs and protecting cultural heritage of the county.	N/A



4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
To ensure that all staff members are aware of and adequately trained in Equality Act and Welsh Language Measures.	Ongoing	Senior Housing Adaptations and Energy Efficiency Officer	
The use of WITS interpretation service might be required for serve users who are migrants and have limited or no Welsh/English language skills.	Ongoing	Senior Housing Adaptations and Energy Efficiency Officer	

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

See above

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

The impact and effectiveness of the delivery of the Policy will be monitored through regular Team Meetings, OT Liaison Meetings and Finance meetings.

5. RISK: What is the risk associated with this proposal?

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur
Risk Description	Impact (severity)		Probability (deliverability)		Risk Score
Increase in the number of enquiries and adaptations	3 Medium		3 Even chance of occurrence		3 x 3 = 9
Insufficient budget for delivery of all adaptations	3 Medium		4 Higher than average chance of occurrence		3 x 4 = 12
Does your proposal have a potential impact on another Service area?					
This policy has a potential impact on the OT service both within the Council and Hospital setting.					

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6. SIGN OFF			
Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer			
Strategic Director			
Portfolio Holder			

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Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 01 02 2022

LOCATION: Virtual Meeting

TITLE: Amendments to the Private Sector Housing Grants and Loans Financial Policy for Ceredigion

PURPOSE OF REPORT: To provide feedback from the Healthier Communities Overview and Scrutiny Committee held on 31st January 2022

BACKGROUND:

At its 31st January 2022 meeting, Members of the Healthier Communities Overview and Scrutiny Committee considered the Private Sector Housing Grants and Loans Financial Policy for Ceredigion.

The Private Sector Housing Grants and Loans Financial Policy 2014 (the Policy) was considered by the Healthier Communities Overview and Scrutiny Committee on the 11th June 2015. In March 2021, Welsh Government announced that all small and medium sized disabled adaptations would be available for all, that is, for the removal of the Test of Financial Resources. This Policy has been amended to reflect Welsh Government's recommendation.

Officers presented the proposed changes to Committee Members.

RECOMMENDATION/S:

Following discussion, Committee Members agreed to recommend that Cabinet:

- Approve the proposed changes to the private Sector Housing Grants and Loans Financial Policy for Ceredigion.

The Chairman suggested, and Committee Members agreed, that an updated report be presented to Committee once sufficient time has been allowed for the impact following the policy implementation be assessed.

Councillor Bryan Davies
Chairman of the Healthier Communities Overview and Scrutiny Committee

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 01/02/2022

Title: Active Travel Network Mapping (ATNM) Review

Purpose of the report: To advise the Cabinet of the arrangements for the preparation of Active Travel Network Maps (ATNM), and to seek approval for submission of the ATNM to Welsh Government. Cabinet to endorse the future expansion of the Highway network and Asset management responsibilities in connection with Active Travel provision.

For: Decision

Cabinet Portfolio and Cabinet Member: Highways and Environmental Services, Housing and Customer Contact – Cllr Dafydd Edwards

BACKGROUND:

The operative provisions of the Active Travel (Wales) Act 2013 commenced on 25 September 2014. The Act placed a number of statutory duties on Ceredigion County Council including:

- Preparation of existing routes maps (Section 3 of the Act)
- Preparation of integrated network maps (Section 4 of the Act);
- Securing continuous improvement of active travel routes; and
- Annual reporting to Welsh Government.

The Active Travel (Wales) Act 2013 defines Active Travel as a walking or cycling journey '*...made to or from a workplace or educational establishment or in order to access health, leisure or other services or facilities*'.

Active travel can play a well-documented and significant role in supporting a number of key Welsh Government and County Council plans and policy objectives including economic development, health and well-being, land-use planning, equalities, air quality and carbon reduction.

Ceredigion's Existing Route Maps (ERM) were approved by the Minister in August 2016 and the first Integrated Network Maps (INM) gained Ministerial approval in February 2017. These maps are publicly available to view on the County Council's website at:

<http://www.ceredigion.gov.uk/resident/travel-roads-parking/active-travel/>

Members will be aware that under the provisions of the Act, the Welsh Government designated three Ceredigion settlements as 'Designated Localities' for active travel - these being: Aberystwyth, Cardigan and Lampeter.

There is a statutory requirement for the next edition of the INM (now known as Active Travel Network Maps showing 'Future Routes') - along with updated Existing Route Maps - to be submitted by local authorities three years following the previous edition with a revised submission date of 31 December 2021 (subsequently amended to 31 March 2022). This is a rolling 3 year review process as stipulated in the Act.

Re-Submission of Route Maps

In 2021/22, the County Council was awarded £200,000 by the Welsh Government as ATF Core Allocation funding to enable development and design work, land acquisition and minor works.

A proportion of this ATF Core Allocation was directed at meeting the requirement to prepare and submit Active Travel Network Maps, which required a review and audit of the current routes and public and stakeholder engagement to develop new or improved routes.

A Stakeholder Engagement Plan was developed by Sustrans to demonstrate inclusivity in line with corporate policy, and this was submitted to Welsh Government at the end of August 2020.

The engagement and consultation process was an opportunity for issues and barriers to making active travel journeys to be highlighted and also identify potential new active travel routes which could be added to the '*Future Routes Map*' for Ceredigion.

The first phase of the ATNM consultation in Ceredigion ran for six weeks between 26 November 2020 and 6 January 2021 and was accessible through the online engagement platform Commonplace. (Welsh Government had stipulated that all Welsh local authorities should use the 'Common Place' mapping tool for the community engagement work.)

In total, the consultation saw:

- 675 people actively participating
- 2663 individual visitors
- 505 individual comments
- 1619 agreements with existing comments

The second phase of the consultation sought to obtain public feedback on the proposed Active Travel Draft Network Map. The second phase received a lower number of responses but still demonstrates considerable levels of engagement. Again, the Phase 2 consultation was made available through Commonplace and it was online for 3 weeks from 3 to 22 March 2021.

In total, the consultation saw:

- 328 people actively participating
- 1533 individual visitors
- 273 individual comments
- 716 agreements with existing comments

All Local Members were notified of the above consultations via Ceredigion Press Office and also via e-mail from Sustrans and were invited to contribute to the consultation.

Officers are aware that there will be significant expectations raised as part of the public engagement process and that there will be a need to manage those expectations.

The statutory 12 week public consultation period on the final draft ATNM commenced on 27.08.2021, and closed on 19.11.2021 and was again made available online through Commonplace: <https://ceredigion3.commonplace.is/>

In total the consultation saw:

- 92 people actively participating
- 1371 individual visitors
- 84 individual comments
- 89 agreements with existing comments

Amendments made to the ATNM following statutory consultation are referred to in Appendix **:

All the Future Routes were given a draft priority rating by Sustrans following use of a matrix provided by WG. These were subsequently reviewed by CCC Highways Officers based on local knowledge, risk factors and corporate objectives – these are referred to in Appendix 6. Proposed Future Routes are listed according to anticipated timeframe for delivery i.e. short / medium / longer term.

The deadline for submission of Active Travel Network Maps was originally scheduled for 27 February 2021, the Deputy Minister initially wrote to local authorities advising them of a revised submission date of 30 September 2021, due to delays caused by the accumulated impacts of the Covid-19 pandemic elections and delays to the availability of the new Welsh Government Active Travel Mapping Platform.

On 14 October 2020, the Deputy Minister subsequently wrote local authorities to inform them that the submission date had been further revised to 31 December 2021 to allow effective engagement in recognition of the continuing Covid-19 impacts and arrangements around the Senedd elections in May 2021.

Following representation made by the Welsh Local Government Association expressing concerns that Local Authorities were struggling to meet the deadline, the Welsh Government wrote to all Local Authorities on 11 October 2021 to offer an extension to 31 March 2022, if considered necessary. CCC requested this submission extension and this was approved by the Deputy Minister.

Has an Integrated Impact Assessment been completed? If, not, please state why	No No changes to service provision are planned as part of this activity.
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Wellbeing of Future Generations:

Summary:
Long term: n/a
Collaboration: n/a
Involvement: n/a
Prevention: n/a
Integration: n/a

Recommendation(s): Cabinet is requested to endorse the Active Travel Network Mapping (ATNM) Review and future expansion of the Highway network and Asset management responsibilities in connection with Active Travel provision.

Reasons for decision: To enable the Council's statutory duties under the Active Travel (Wales) Act.

Overview and Scrutiny: Thriving Communities

Policy Framework: Joint Mid Wales Local Transport Plan
'Llwybr Newydd' Wales Transport Strategy 2021

Corporate Priorities: Boosting the Economy
Investing in People's Future
Enabling Individual and Family Resilience
Promoting Environmental and Community Resilience

Finance and Procurement implications: The Welsh Government typically provide Capital Grant funding opportunities to LA's for the construction and installation of new Active Travel infrastructure and this also includes funding for scheme development and land purchases. However, the Welsh Government does not provide Revenue funding assistance towards ongoing maintenance costs – this is the responsibility of LA's under the terms and conditions of accepting Capital grant funding from WG.

Legal Implications: Active Travel (Wales) Act 2013

Staffing implications: Development of Active Travel schemes, grant applications and management of delivery. Inspection and maintenance of an expanding network of Active Travel routes and infrastructure.

Property / asset implications: Increasing Local Highway Authority network of Active Travel routes and infrastructure to the Highways Asset Management Plan (HAMP)

Risk(s): Active Travel Wales (Act) 2013 and associated statutory duties placed on Local Authorities.

Statutory Powers: Road Traffic Regulation Act 1984
Highways Act 1980
Cycle Tracks Act 1984

Background Papers: Thriving Communities Overview & Scrutiny Committee
01.11.2021

Active Travel Act Guidance:
https://gov.wales/sites/default/files/publications/2021-12/active-travel-act-guidance_0.pdf

- Appendices:**
1. Letter from Minister confirming submission extension.
 2. ATNM Report to Thriving Communities Overview and Scrutiny.
 3. List of amendments made to the ATNM following statutory public consultation.
 4. List of INM Routes removed from Map.
 5. Future Route Prioritisation list.
 6. Future Route Maps.

Acronyms:

- Active Travel Network Maps (ATNM)
- Existing Route Maps (ERM)
- Integrated Network Maps (INM)
- Welsh Government (WG)

Corporate Officer: **Lead** Rhodri Llwyd

Reporting Officer: Steve Hallows

Date: 01.02.2022

Cyngor Sir CEREDIGION County Council

REPORT TO:	Thriving Communities Overview and Scrutiny Committee
DATE:	1 November 2021
LOCATION:	
TITLE:	Active Travel Network Mapping (ATNM) Review
PURPOSE OF REPORT:	To advise the Committee of the arrangements for the preparation of Active Travel Network Maps (ATNM), and to inform the Committee of the increasing Local Highway Authority network of Active Travel routes and infrastructure to the Highways Asset Management Plan (HAMP) which is likely have additional resource implications to enable ongoing maintenance.
REASON SCRUTINY HAVE REQUESTED THE INFORMATION:	<p>To review and approve the Ceredigion ATNM prior to submission to Welsh Government (WG) at end of December 2021.</p> <p>Public consultation ends 19th November 2021 and public comments will be reviewed with possible amendments to be made to the draft map prior to submission to WG.</p>

BACKGROUND:

The operative provisions of the Active Travel (Wales) Act 2013 commenced on 25 September 2014. The Act placed a number of statutory duties on Ceredigion County Council including:

- Preparation of existing routes maps (Section 3 of the Act)
- Preparation of integrated network maps (Section 4 of the Act);
- Securing continuous improvement of active travel routes; and
- Annual reporting to Welsh Government.

The Active Travel (Wales) Act 2013 defines Active Travel as a walking or cycling journey '*...made to or from a workplace or educational establishment or in order to access health, leisure or other services or facilities*'.

Active travel can play a well-documented and significant role in supporting a number of key Welsh Government and County Council plans and policy objectives including economic development, health and well-being, land-use planning, equalities, air quality and carbon reduction.

Ceredigion's Existing Route Maps (ERM) were approved by the Minister in August 2016 and the first Integrated Network Maps (INM) gained Ministerial approval in February 2017. These maps are publicly available to view on the County Council's website at: <http://www.ceredigion.gov.uk/resident/travel-roads-parking/active-travel/>

There is a statutory requirement for the next edition of the INM (now known as Active Travel Network Maps showing 'Future Routes') - along with updated Existing Route Maps - to be submitted by local authorities three years following the previous edition with a revised submission date of **31st December 2021**. This is a rolling 3 year review process as stipulated in the Act.

Members will be aware that under the provisions of the Act, the Welsh Government appointed three Ceredigion settlements as 'Designated Localities' for active travel - these being: **Aberystwyth, Cardigan and Lampeter**.

The Welsh Government had produced the following documents and guidance for local authorities when planning and delivering active travel improvements:

- Statutory Guidance for the Delivery of the Active Travel (Wales) Act 2013; and
- Design Guidance Active Travel (Wales) Act 2013.

These 2 documents mentioned above have now been superseded – on 16th July 2021 the Welsh Government have issued a revised 'Active Travel Act Guidance' document:

[Active Travel Act guidance \(gov.wales\)](http://gov.wales)

Planning and Delivery of Active Travel Schemes in Ceredigion

The development and construction of most active travel infrastructure schemes in Ceredigion is almost exclusively funded from applications to access Welsh Government capital grants, mainly Active Travel Fund and to a lesser extent Safe Routes in Communities.

The Welsh Government does not provide ring-fenced revenue funding assistance towards the maintenance and upkeep of new infrastructure, and it is a condition of accepting capital grant funding that the County Council becomes responsible for any future maintenance costs which clearly carries implications for service budgets.

All capital grant funding applications for active travel schemes are subject to a competitive application process, which are subject to application guidance and a Welsh Government assessment process based on a matrix for scoring against various criteria.

New routes predominantly for leisure/recreation purposes and routes outside of the three designated settlements and immediate active travel catchment area are thus likely to be unsuccessful and fail to attract funding.

During the last 2 years, there has been a greater Ministerial expectation that schemes deliver high levels of active travel use in order to achieve a substantial modal shift from car usage.

This provides a significant challenge to rural local authorities with low population numbers such as Ceredigion in so far as being able to demonstrate the high numbers that appear to be required for this purpose and may impact on the success of active travel grant applications.

Therefore, in order to meet the statutory duty to demonstrate continuous improvement, County Council capital funding budgets may be required to supplement external grant funding in the future.

Design and construction of new active travel infrastructure must comply with the Welsh Government's Active Travel Design Guidance.

This has implications in respect of wider footway standards and possible reallocation of road space in favour of pedestrians and mobility users and wider shared use path / cycle lane standards requiring a larger land take area and possible reallocation of road space in favour of pedestrians, mobility users and cyclists.

Scheme deliverability (including costs) may also be influenced on a location-by-location basis by security/ safety considerations, recently introduced SUDS Approval Body (SAB) drainage requirements and environmental and biodiversity mitigation measures.

The outcome of active travel scheme monitoring is reported to the Welsh Government on an annual basis and published on the County Council's website at:

<http://www.ceredigion.gov.uk/resident/travel-roads-parking/active-travel/>

This links clearly to the attached Draft HES Level 3 Business Plan Objective 4 – Maximise external Funding for Active Travel, Local transport and Highways Refurbishment (Ref: CS1, CS4, G1-G4) and making this sustainable needs to be addressed.

Re-Submission of Route Maps

In the previous Financial Year, the County Council was awarded £200,000 by the Welsh Government as ATF Core Allocation funding to enable development and design work, land acquisition and minor works.

A proportion of this ATF Core Allocation has been directed at meeting the requirement to prepare and submit Active Travel Network Maps. The process requires a review and audit of the current routes and public and stakeholder engagement to develop new or improved routes, and to this end, the Council procured Sustrans to assist with these activities.

A Stakeholder Engagement Plan was developed to demonstrate inclusivity and in line with corporate policy and guidance and this was submitted to the Welsh Government at the end of August 2020.

The Welsh Government has stipulated that all Welsh local authorities should use the 'Common Place' mapping tool for the community engagement work.

The engagement and consultation process is an opportunity for issues and barriers to making active travel journeys to be highlighted and also identify potential new active travel routes which could be added to the 'Future Routes Map' for Ceredigion.

The first phase of the ATNM consultation in Ceredigion ran for six weeks between 26 November 2020 and 6 January 2021 and was accessible through the online engagement platform Commonplace. In total, the consultation has seen:

- 675 people actively participating,
- 2663 individual visitors,
- 505 individual comments,
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The second phase of the consultation sought to obtain public feedback on the proposed Active Travel Draft Network Map. The second phase received a lower number of responses but still demonstrates considerable levels of engagement. Again, the Phase 2 consultation was made available through Commonplace and it was online for 3 weeks from 3rd to 22nd March 2021. In total, the consultation has seen:

- 328 people actively participating,
- 1533 individual visitors,
- 273 individual comments,
- 716 agreements with existing comments.

All Local Members were notified of the above consultations via Ceredigion Press Office and also via e-mail from Sustrans and were invited to contribute to the consultation.

Whilst not wishing to dismiss valid and helpful contributions, officers are aware that there will be significant expectations raised as part of the public engagement process and that there will be a need to focus contributions and manage those expectations.

The statutory 12 week public consultation period commenced on 27.08.2021 and will close on 19.11.2021: <https://ceredigion3.commonplace.is/>

The deadline for submission of Active Travel Network Maps was originally scheduled for 27th February 2021, but on 30th April 2020, the Deputy Minister wrote to local authorities advising them of a revised submission date of 30th September 2021, due to delays caused by the accumulated impacts of the Covid-19 pandemic elections and delays to the availability of the new Welsh Government Active Travel Mapping Platform.

On 14th October 2020, the Deputy Minister wrote to inform local authorities that the submission date had been further revised to 31st December 2021 to allow effective engagement in recognition of the continuing Covid-19 impacts and arrangements around the Senedd

elections in May 2021.		
WELLBEING OF FUTURE GENERATIONS:	Has an Integrated Impact Assessment been completed? If, not, please state why.	No. No changes to service provision are planned as part of this activity.
	Summary:	
	Long term:	n/a
	Integration:	n/a
	Collaboration:	n/a
	Involvement:	n/a
	Prevention:	n/a
RECOMMENDATION (S):		
Committee is requested to recommend that Cabinet endorse the ATNM Review and future expansion of the Highway network and Asset management responsibilities in connection with Active Travel provision.		
REASON FOR RECOMMENDATION (S):		
To enable the Council's statutory duties under the Active Travel (Wales) Act.		
Contact Name:	Steve Hallows	
Designation:	Service Manager – Highways Development	
Date of Report:	04.11.21	
Acronyms:	Active Travel Network Maps (ATNM) Highways Asset Management Plan (HAMP) Existing Route Maps (ERM) Integrated Network Maps (INM) Welsh Government (WG)	
Appendices:	1. Letter dated 14th October from Deputy Minister. 2. Direction amending timescales for the resubmission of existing route maps and Integrated Network Maps. 3. Overview of Maintenance issues. 4. Sustrans Report.	



Ein cyf / Our ref: MA-LW-3196-20

Local Authority Leader

14 October 2020

Active Travel (Wales) Act 2013 – Submission of Integrated Network Maps

I wrote to you on 30 April to change the date of submission of the integrated network maps to 30 September 2021 and asked you to submit your outline plan for consultation and engagement in this process by the end of August 2020. I am pleased that I received stakeholder plans from each local authority and these have been reviewed by my officials.

Local authority officers have raised concerns that they will be unable to consult on their next round of maps during the pre-election period for the Senedd elections in May 2021, which severely constrains the time available to undertake consultation before finalising the maps in time for the September deadline. This is exacerbated by the ongoing challenge of restrictions linked to Covid-19.

As full and meaningful engagement with current and, more importantly, non- or infrequent users of active travel is at the heart of creating walking and cycling route networks that are resulting in a change in travel behaviour and mode shift, I am therefore issuing the attached direction to change the date by which integrated network maps need to be submitted to Welsh Ministers to 31 December 2021.

Officials have already put in place an on-line engagement platform, Common Place, which will be made available to all local authorities in the coming weeks and to which local authority officers were introduced in recent seminars. During this Autumn and Winter additional resources and engagement and communications support will be developed, and this will come on line in Spring 2021. I ask that your engagement plans are now revised to take advantage of the extra months and resources which will now be available for involving the whole breadth of potential active travel users thoroughly after May 2021.

Yours sincerely,

Lee Waters AS / MS
Dirprwy Weinidog yr Economi a Thrafnidiaeth
Deputy Minister for Economy and Transport

Canolfan Cyswllt Cyntaf / First Point of Contact Centre:
0300 0604400

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Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

Direction amending the timescale for the submission of integrated network maps (with a consequential change in the date for submitting further existing routes maps) under the Active Travel (Wales) Act 2013

The Active Travel (Wales) Act 2013

To all county and county borough councils in Wales

Direction amending timescales for the resubmission of existing route maps and integrated network maps

The Welsh Ministers, in exercise of the powers conferred on them by section 4(6)(b) of the Active Travel (Wales) Act 2013 (“the Act”), make the following Direction.

Statutory background

Section 3(10) of the Act provides that once an existing routes map prepared by a local authority has been approved by the Welsh Ministers, the local authority:

- (a) must keep it under review,
- (b) may revise it, and
- (c) must submit it to the Welsh Ministers for approval on each occasion on which the local authority’s integrated network map is submitted for approval under section 4.

Section 4(1) of the Act provides that each local authority must:

- a) prepare an integrated network map, and
- b) submit it to the Welsh Ministers for approval.

Section 4(6) of the Act provides that a local authority must submit its integrated network map to the Welsh Ministers for approval:

- a) before the end of the period of 3 years beginning with the day on which this section comes into force, or
- b) if the Welsh Ministers by direction given to the local authority specify a date after the end of that period as the date by which it must be submitted to them, no later than that date.

The operative provisions of the Act were commenced on 25 September 2014 by the Active Travel (Wales) Act 2013 (Commencement) Order 2014. Under Direction from the Welsh Ministers the first edition of the existing route maps was submitted on the 22 January 2016, and the first integrated network maps on 03 November 2017.

Section 4(6)(a&b) of the Act requires that the next edition of the integrated network map should be submitted by local authorities three years following the previous edition, or no later than a date specified by the Welsh Ministers under Direction.

In view of circumstances beyond the control of local authorities at this time, Ministers consider it appropriate to extend the previously communicated date for submission of the next round of integrated network maps and updated existing routes maps. This is dealt with by the following Direction.

The Direction

In exercise of their power under section 4(6)(b) of the Act, the Welsh Ministers direct that the integrated network map required to be submitted by each local authority under section 4(6) of the Act to the Welsh Ministers for approval must be submitted to the Welsh Ministers for approval no later than **31 December 2021**. When submitting their integrated network map for approval by this date, each local authority must submit at the same time to the Welsh Ministers for approval the existing routes map required by section 3(10)(c) of the Act.



Signed by.....

Lee Waters MS, Deputy Minister for Economy & Transport, on behalf of the Welsh Ministers

Date: 14 October 2020

Maintenance of Active Travel Routes in Ceredigion – Overview Report

1. Introduction / Background

The Welsh Government introduced the **Active Travel (Wales) Act 2013** on 4th November 2013 and the Act commenced on 25th September 2014. The Act places a requirement on local authorities to continuously improve facilities and routes for walkers and cyclists and to prepare maps identifying current and potential future routes for their use. The Act also requires new road schemes to consider the needs of pedestrians and cyclists at design stage.

On 7th October 2014 the Welsh Government issued a document titled 'Statutory guidance for the delivery of the Active Travel (Wales) Act 2013.

In December 2014 the Welsh Government issued a document titled 'Design Guidance' which is a supplementary document of the Act.

It is a term and condition of acceptance of Active Travel Fund / Safe Routes in Communities / Road Safety Grant / Local Transport Fund grant awards from the Welsh Government that all schemes must be designed in accordance with this Design Guidance.

These 2 documents mentioned above have now been superseded – on 16th July 2021 the Welsh Government have issued a revised 'Active Travel Act Guidance' document:

[Active Travel Act guidance \(gov.wales\)](https://gov.wales)

“Active travel is a key priority in the Welsh Transport Strategy – Llwybr Newydd – and is identified at the top of the sustainable transport hierarchy that guides all our transport activities.

Consequently, Llwybr Newydd the new Wales Transport Strategy sets a mode share target of 45% of journeys to be made by walking, cycling and public transport by 2040.”

Lee Waters MS
Deputy Minister for Climate Change

2. Current Scenario / Issues

- Maintenance issues – vegetation creep and overgrowth – path width reduced and route signage / safety signage is obscured – photo examples are shown below
 - Figures 1 – 4:** Show the Ystwyth Trail (Ceredigion's 'flagship' cycle route) where vegetation has grown over the years to the extent that the route now appears enclosed and uninviting for users.
 - Figures 5 – 7:** Show the Ystwyth Trail where vegetation creep has reduced path width to less than 2m, though the path was constructed to 3m width.
 - Figures 8 – 9:** Show the Rheidol Trail with overhanging branches and vegetation reducing available path width.
- Currently Active Travel / Cycle routes receive a single swathe cut back a year. This does not address vegetation creep over path edges or clearing vegetation at height which is a potential user safety issue. Vegetation at height also obscures route direction and safety / warning signage.
- A private contractor has the maintenance contract for some routes, however some active travel route maintenance is also undertaken internally when resources allow. There is potential flexibility to undertake additional maintenance work during winter months, subject to increased resource which is likely to require additional funding

- CCC Highways Maintenance have limited resources and specialist equipment to deal with reactive maintenance issues on cycle routes, particularly leaf-fall, fallen branches / trees and vegetation creep, and a pro-active maintenance programme could help prevent issues reaching the scale of intervention required at present.
- Public consultation responses – both Active Travel consultations undertaken to date (2016 and 2021) received responses highlighting lack of maintenance on cycle routes.
- There is inevitably an additional / increasing path network and associated Active Travel facilities and infrastructure to maintain e.g. cycle shelters, public bike repair stations and cycle pumps etc. (**Figures 13 – 18**).
- The Highways network is increasing annually (Active Travel and Safe Routes, sections of new footway serving new developments and in particular estate Section 38 adoptions) – yet the maintenance budget and resource has reduced and has not kept pace with the expanding network. The Highways Asset Management Plan (HAMP) should reflect this and highlights additional resource that is required.
- As an example of the expanding network, in recent years the following new paths were constructed:

Rhiwgoch Footway	950 metres of new footway added to Public Highway
Bow Street to Penrhyncoch	2km of new shared use path added to Public Highway
Llanbadarn to Penweddig School	275 metres of new shared use path added to Public Highway

Responses received as part of the current Active Travel Network Mapping Review has led to the following proposed Future Routes added to the Network which represent a very significant increase to be added to Public Highway for future inspection and maintenance:

Waunfawr to IBERS	Approximately 2km's
Llandre to Borth	Approximately 3km's
Llechryd to Cardigan	Approximately 2km's
Lampeter to Llangybi	Approximately 6km's

The Council has recently submitted an application to the Department for Transport (DfT) 'Levelling Up Fund' for an ambitious programme of several long distance rural cycle routes – enhancement of existing routes (e.g. The Ystwyth Trail) as well as new or extended routes (e.g. The Llanerchaeron Trail, connecting Aberaeron with the new Dyffryn Aeron School in Felinfach measuring approximately 11km's).

3. Matters for Consideration

Active Travel is at the forefront of the current Welsh Government agenda to achieve modal shift from car usage to contribute to the decarbonisation of travel and transport, promote healthier and more active lifestyles, contributing towards cleaner air and the various issues associated with Climate Change.

There are a number of actions that may be considered, such as:

- Dedicated Maintenance resource to maintain Primary Active Routes on a more regular cyclical basis and Secondary Routes on a less frequent cyclical basis. There is potential for this work to remain 'in-house' or be allocated to an external contractor.
- CCC Parks and Gardens have potential flexibility to undertake additional maintenance work during winter months, subject to increased resource.
- Maintaining cycle infrastructure i.e. Cycle Shelters (includes annual washing / cleaning) and Bike Repair Stations & Cycle Pumps.

Active Travel routes must be constructed to WG Active Travel Design Standards e.g. minimum 500mm gap between street furniture to the back edge of shared use paths; minimum 2.4m mounting height for signage – maintenance needs to ensure these standards are maintained to ensure people are encouraged to use these routes safely under the Active Travel and Climate Change agenda.

The Committee is asked to note the Report and the steps that Officers are taking to address implications of the expanding Active Travel network. The existing budgets for Highways Maintenance (Revenue) may be insufficient to maintain the existing network to the expected standards, noting the future and expanding network as highlighted in this report. Without further resources, the condition of existing routes will deteriorate further, thus rendering them less usable, unsafe and not fit for purpose to encourage increased levels of Active Travel and meet the Council's duties under the Active Travel Act.

Gari Jones

Engineer – Safe & Active Travel

Highways & Environmental Services

12.08.21

Revised 05.10.21

Figure 1: Ystwyth Trail at Rhydyfelin May 2013:



Figure 2: Ystwyth Trail at Rhydyfelin July 2021:



Figure 3: Ystwyth Trail at Rhydyfelin May 2013:



Figure 4: Same location July 2021:



Figure 5: Ystwyth Trail July 2021:



Figure 6: Ystwyth Trail July 2021:



Figure 7: Ystwyth Trail near Tynygraig Jun 2013

This section was originally constructed as a 3 metre wide path provision, yet lack of adequate and regular maintenance has reduced this to single-track, because continual vegetation creep has forced users to the middle of the trail:



Figure 8: Rheidol Trail June 2021:



Figure 9: Rheidol Trail June 2021:

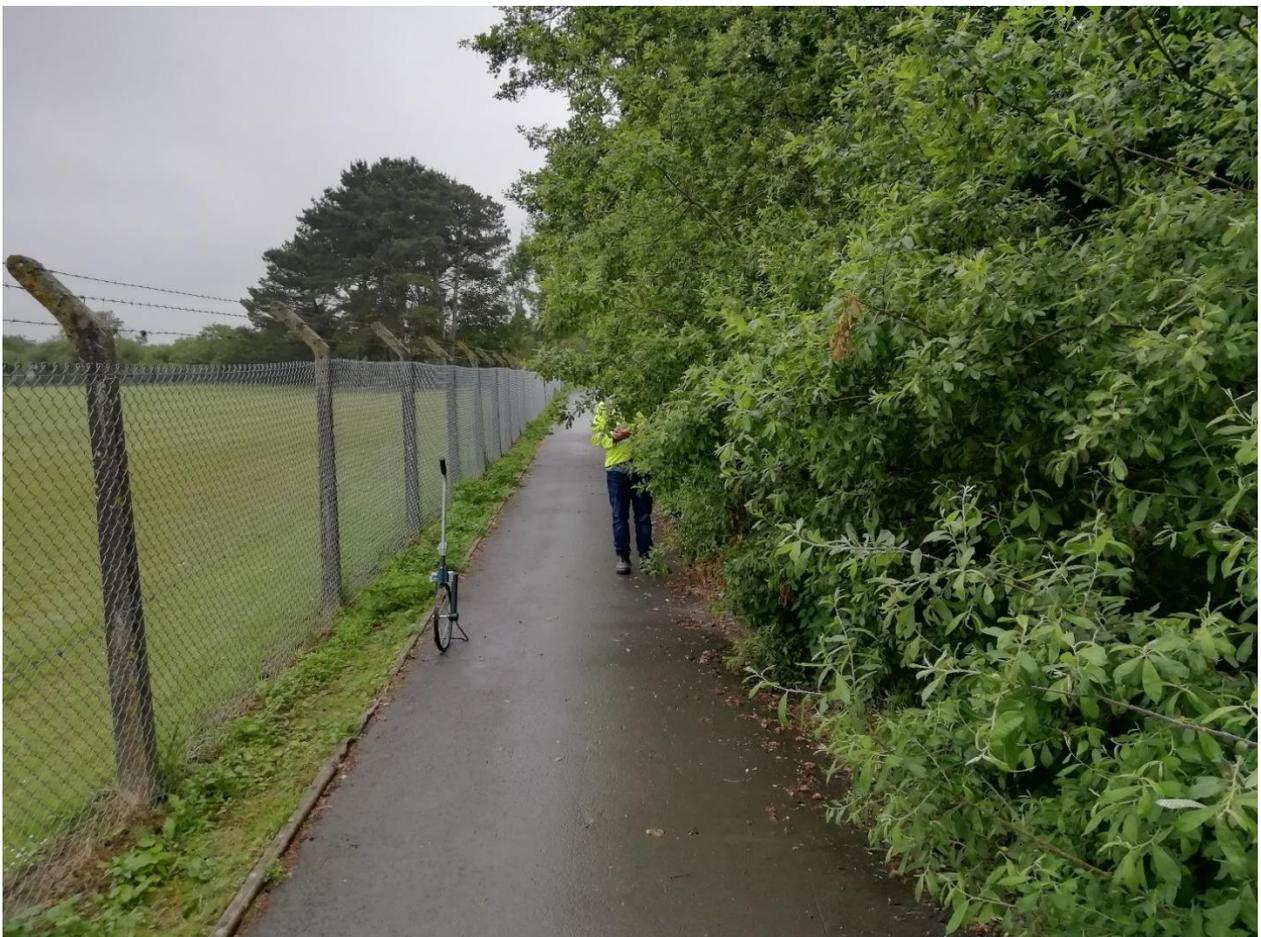


Figure 10: Bow Street to IBERS Shared Use Path

May 2021 - This path was constructed in early 2019 and is already showing signs of vegetation creep over the path edges:



Figure 11: July 2019 – Path edging visible below:



Figure 12 IBERS to Penrhyncoch Shared Use Path

Photo below demonstrates how quickly vegetation creep can occur as this path was recently constructed in 2020.



Figure 13: Cycle Shelter and Public Bike Repair Station and Cycle Pump near Aberystwyth Rail Station – May 2018:



Figure 14: June 2020:



Figure 15: Queen's Road, Aberystwyth Cycle Shelter – May 2018:



Figure 16: July 2021:



Figure 17: July 2021:



Figure 18: Baker Street Cycle Rack and Cycle Pump:



End.

Ceredigion Active Travel Network Maps Consultation

Pre-Statutory Report for Elected Members and Internal Stakeholders



Sustrans yw'r elusen sy'n ei gwneud yn haws i bobl gerdded a beicio. Rydym yn cysylltu pobl a llefydd, yn creu cymunedau byw, yn trawsnewid y daith i'r ysgol ac yn hwyluso taith hapusach ac iachach i'r gwaith.

Ymunwch â ni ar ein siwrne.

Sustrans is the charity making it easier for people to walk and cycle. We connect people and places, create liveable neighbourhoods, transform the school run and deliver a happier, healthier commute.

Join us on our journey.

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Glossary of Key Terms

Key Term	Description
Active Travel	Active travel is a term used to describe walking and cycling for purposeful journeys. According to the Active Travel Act Wales 2013, 'walkers and cyclists' include disabled people and mobility users.
Active Travel Network Maps (ATNMs)	Under the Active Travel Act, Local Authorities have a duty to map Existing and Future routes for walking and cycling within localities specified by Welsh Government.
Basic Network	A term used to describe all routes within an area available to walkers and/or cyclists.
Commonplace	Welsh Government provided online engagement platform.
Designated Localities/Towns	Built up areas defined by Welsh Government for which the mapping duty applies.
Existing Route	Refers to a route that has been audited against a set of Welsh Government specified criteria and deemed suitable for walking, cycling or both.
Future Route	Previously referred to as Integrated Network Routes (at 2017) and now referred to as 'Future Routes'. These refer to routes that either do not yet meet the threshold of the Welsh Government specified criteria, do not yet exist, or have not yet been audited.
Mesh Network Density	Welsh Government outline an aim for 'comprehensive' networks within the designated towns within 15 years. If a town is imagined as a grid, comprehensive is described by the Welsh Government as an Active Travel Standard route for every 250m (in addition to the Basic Network of available routes).
Propensity to Cycle Tool (PCT)	It is an online and interactive planning support tool to provide an evidence base to inform investment in cycling.

WeITAG	An appraisal process for transport projects in Wales that considers the problem and assesses potential options that could provide a solution against a range of criteria.
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Part 1: Overview

Dear Elected Member/Stakeholder,

Ceredigion County Council (CCC) commissioned Sustrans Cymru to undertake a review of the Active Travel Network Maps (ATNMs) in Ceredigion, in accordance with the duties outlined within the Active Travel (Wales) Act 2013¹ (referred to as the Act).

CCC has undertaken Stages 1 and 2 of the engagement process, and are preparing for the statutory element of the process, as required under the Duties of the Act.

Aim of this Update

This update aims to provide Members and internal colleagues with results from Phase 2 of the Engagement process, and incorporation of recommendations for Active Travel Route proposals to be taken to Statutory Consultation as a result of Phases 1 and 2 (recommended routes for addition are discussed in Part 4 of this report).

The Active Travel (Wales) Act 2013

'Active Travel', as defined within the Act, refers to walking and cycling for everyday utility journeys (e.g. journeys to places of education, the shops or to work). The scope of routes considered under the Act therefore do not apply to recreational and leisure routes, unless they also provide sufficient evidence as a utility journey.

Designated localities/towns are covered under the Active Travel (Wales) Act 2013, and in Ceredigion these have been identified by Welsh Government as:

- Aberystwyth
- Cardigan
- Lampeter

(This can include nearby settlements where there is clear potential and evidence for Active Travel journeys to the nearby designated towns).

The maps applying to the above towns aim to show a proposed comprehensive network of active travel routes for walking and cycling modes – which under the statutory duties of the Act must be submitted to Welsh Government in late 2021 for approval.

¹ <https://www.legislation.gov.uk/anaw/2013/7/contents/enacted>

As a minimum, routes must connect to all existing and planned schools within the areas cited above. Routes should be well justified against robust evidence sources (described in further detail within Part 3).

It is the Council's understanding that routes included on the map approved by Welsh Government, will be eligible for applications for funding to the Welsh Government's Active Travel Fund (although the successful outcome of applications for funding will be subject to providing sufficient evidence to support a 'Case for Change'). Some routes identified may be dependent on developer contributions, or liaison with external parties such as the Welsh Government and its Trunk Roads Agent and/or landowner agreements.

The proposals show existing routes that are currently suitable for active travel use, as well as those that have potential to meet the minimum active travel standards with improvement.

The process so far has included extensive (Phase 1 and 2) public and stakeholder engagement, desktop study and site visits/audits of the proposed routes and related facilities to produce a draft network for submission. This report is split into four sections:

Part 1 provides a brief introduction to Active Travel and scope of this review.

Part 2 provides an overview on the engagement activities undertaken by CCC to obtain broad feedback from communities, stakeholders, delivery partners and members of the public.

Part 3 describes the process undertaken to get to the networks to be presented at the statutory consultation.

Part 4 describes the recommendations for updates to the proposed network (compared to that proposed at Phase 2) for CCC consideration.

Where are we in the process?

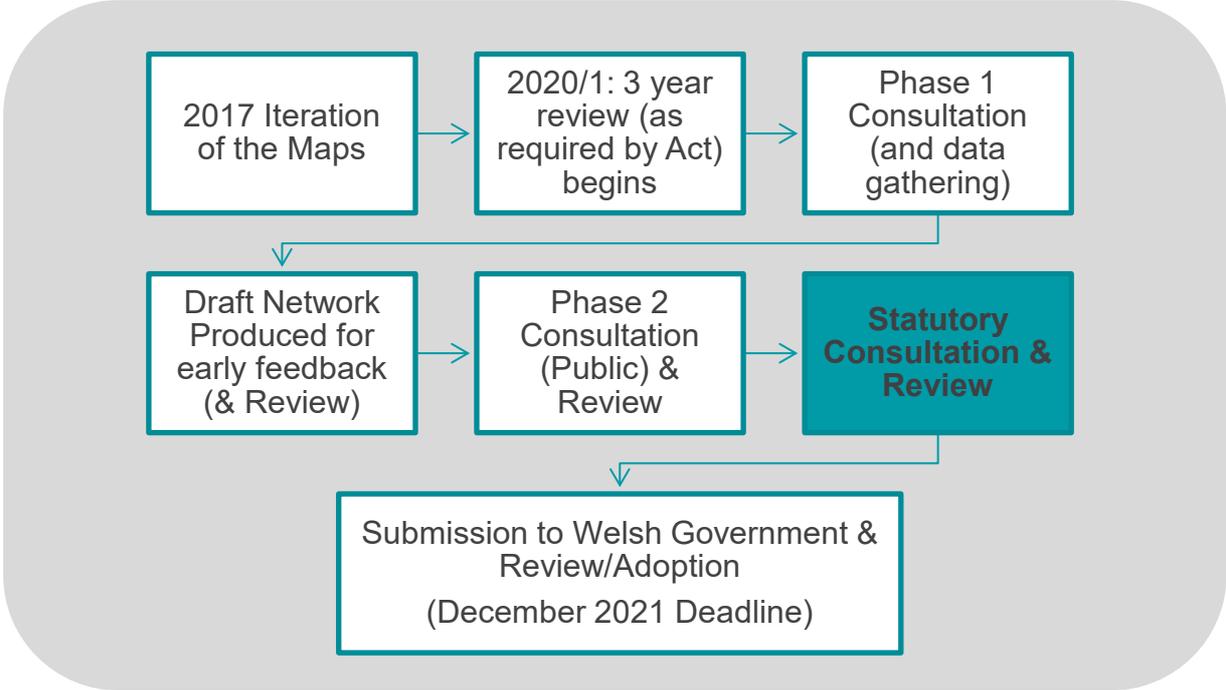


Figure 1: Process development stages

Part 2: Engagement Summary

The Importance of Engagement

Amendments to the Welsh Government's Draft Active Travel Delivery Guidance² place an emphasis on the importance of consultation and engagement in the development of Active Travel Network Maps (ATNMs).

The principles embedded within the guidance consider that Active Travel Networks developed with communities and by existing and future users, are more likely to be used and therefore the impact of any infrastructure delivered is likely to be greater.

The guidance suggests a multi-phased approach to engagement, with the first opportunity being at route identification stage. A second opportunity for engagement should take place following completion of the outline design to provide stakeholders a further opportunity to refine the scheme design. For ATNM's developed under the Active Travel Act, there must be a statutory 12 week public consultation period.

Multi-phased Engagement Process

So as to ensure delivery of a rigorous and meaningful engagement process, Ceredigion County Council began a delivery of engagement during November 2020, being the first Local Authority (LA) to launch the public consultation through the Welsh Government provided platform 'Commonplace'.

In order to receive reliable feedback and to give people the opportunity to stay involved throughout all stages of the consultation process, Ceredigion chose a multi-phased approach of engagement. This goes beyond the minimum requirements of the Active Travel Delivery Guidance, but this approach was considered highly desirable so as to demonstrate that Ceredigion County Council had followed a fully inclusive process.

² <https://gov.wales/active-travel-guidance>



*Figure 2: Online Engagement Platform
(<https://ceredigion.commonplace.is/> screenshot 6.1.2021)*

The first phase of the ATNM consultation in Ceredigion ran for six weeks between 26 November 2020 and 6 January 2021 and was accessible through the online engagement platform Commonplace. The initial consultation asked specifically about barriers people face on their everyday journeys when walking or cycling.

The initial phase has seen a significant response rate, especially when considering the difficult circumstances for public engagement due to Covid-19 restrictions. In total, the consultation has seen:

- 675 people actively participating,
- 2663 individual visitors,
- 505 individual comments,
- 1619 agreements with existing comments.

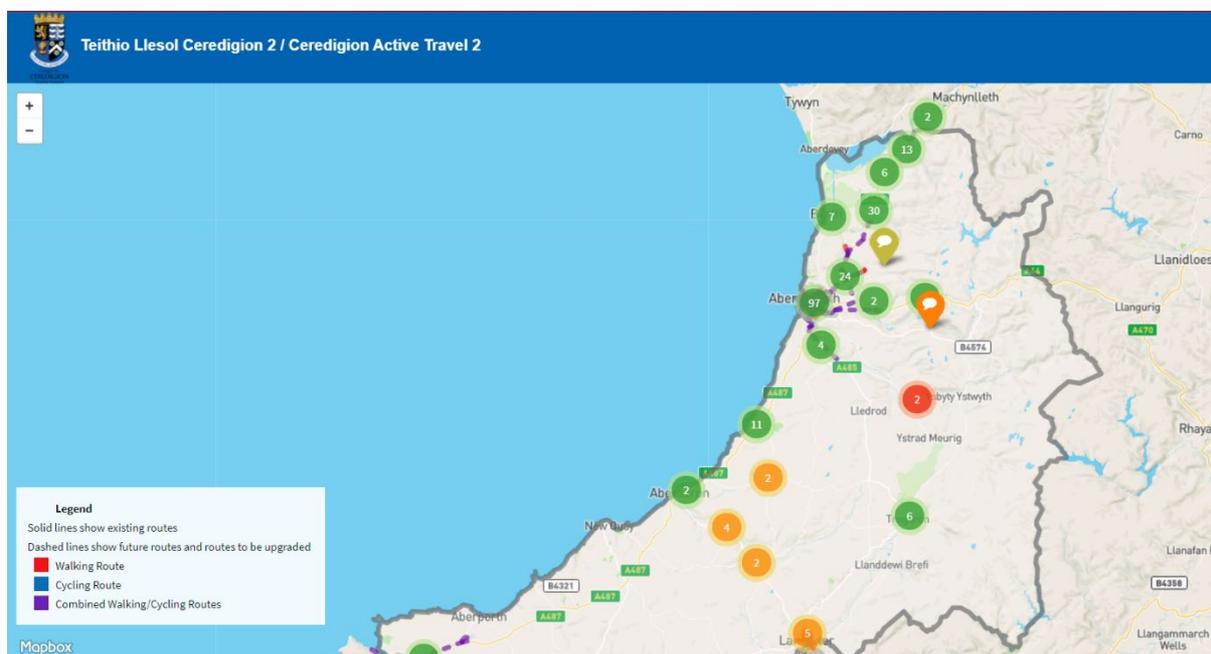


Figure 3: Commonplace Phase 2, Feedback on the Active Travel Draft Network Map (<https://ceredigion2.commonplace.is/>, screenshot 22.3.2021)

The second phase of the consultation sought to obtain public feedback on the proposed Active Travel Draft Network Map. The second phase received a lower number of responses but can still demonstrate considerable levels of engagement. Again, the Phase 2 consultation was made available through Commonplace and it was online for 3 weeks from 3rd to 22nd March 2021. In total, the consultation has seen:

- 328 people actively participating,
- 1533 individual visitors,
- 273 individual comments,
- 716 agreements with existing comments.

Stakeholder mapping

An in-depth stakeholder mapping process formed the starting point of the consultation to make sure all audiences suggested within the Active Travel Delivery Guidance were included (i.e. children and young people, seldom heard groups, groups with protected characteristics, people who feel unable to travel actively now, as well as key stakeholders, delivery partners, wider public and persons that had requested to be consulted). An anonymised version of the stakeholder list was shared with the local Sustrans volunteer network in Ceredigion to identify missing stakeholder groups.

Engagement Activities

Email Campaign

To accompany the launch of the consultation an email campaign reached out to over 240 local groups, community hubs, charities, sports clubs, businesses, adjoining local authorities, police stations, Elected Members, Community and Town Councillors, etc. (Complete list of groups contacted is listed in Appendix A).

Social media

The launch was promoted through a press release across print and online media in Ceredigion and across the Sustrans social media channels (Twitter and Facebook) through repeated media posts (2.12.2020, 17.12.2020, 6.1.2021, 8.1.2021, 3.3.2021, 4.3.2021).

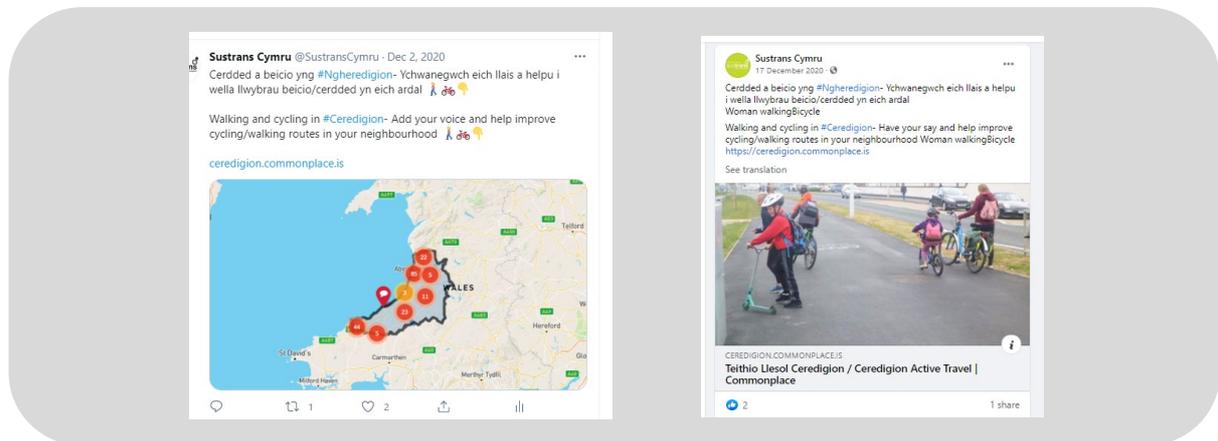


Figure 4: Phase 1 consultation: Facebook/ Twitter posts via Sustrans Cymru, Screenshots Dec 2020

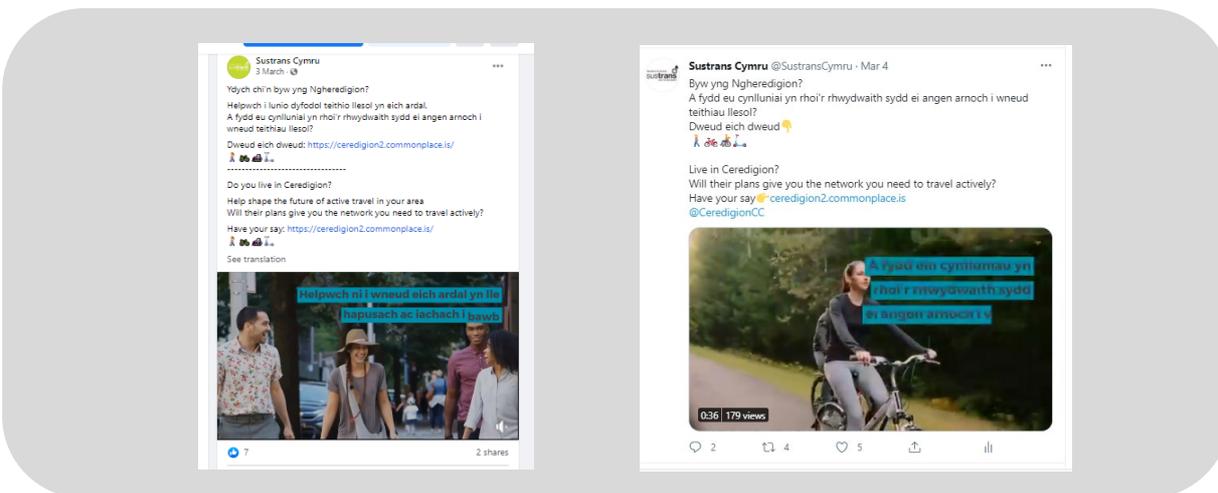


Figure 5: Phase 2 Consultation: Twitter/Facebook posts via Sustrans Cymru, Screenshots March 2021

Over 25 local groups were contacted directly through personal messages via Facebook.

Paper copies of Consultation map and survey

To ensure accessibility of the consultation for as many people as possible, a paper version of the consultation map and survey in both English and Welsh was made available here through mail to individuals upon request.

CEREDIGION ACTIVE TRAVEL NETWORK MAPPING

<p>Where have you placed your comment? Eg. street name, school name</p> <hr/> <p>What is your connection to this place?</p> <p>Go to school here Come shopping here Live here Work here As a transport interchange/hub Go to College/University</p> <p>Other: _____</p> <p>What are you commenting on?</p> <p>Road Pavement/footpath Cycle lane (on road) Cycle parking Cycle path (off road) Junction Walking & Cycling shared path (off road) Crossing</p> <p>Other: _____</p> <p>What is the issue you are commenting on?</p> <p>Lack of safe route for walking Street furniture Hard to cross the road Poor lighting Behaviour of road users Poor air quality Lack of secure bike parking Pavement parking Behaviour of other path users Heavy traffic Lack of safe route for cycling Barriers to access Poor signage/route hard to find Speeding</p> <p>Other: _____</p> <p>What is the issue you are commenting on?</p> <p>Improve path surface Add dropped kerbs Add cycle parking Slow down traffic Connect pavements Repaint lane stripping More seating Better enforcement Remove barriers More cycle lanes Restrict traffic or close road Better signage More facilities for disabled Pedestrianise Widen footpath/pavement Add/improve crossing Remove pavement clutter Safer junction</p> <p>Other: _____</p>	<div style="background-color: #92d050; padding: 2px; text-align: center; font-weight: bold;">Mark a location on the map where you want to comment.</div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Any other comments?</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div>
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Figure 6: Example of paper map and survey questions, sent out to individuals on request.

Printed Posters

Printed posters were distributed to the main post offices, libraries, and bicycle shops in the designated settlements.

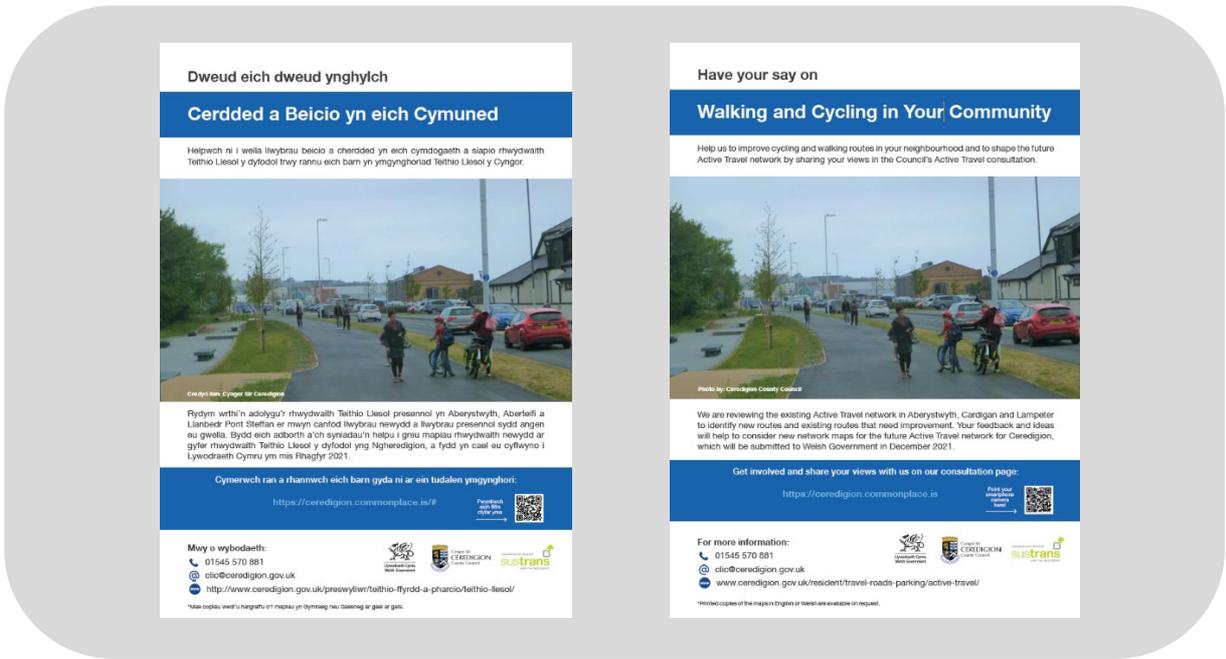


Figure 7: Consultation poster (print version and digital flyer in Welsh and English), distributed to libraries, post offices, and bike shops.

Engagement with Elected Members, Town and Community Councils

In order to obtain early feedback on the draft route maps, stakeholders were invited to preview the draft ATNM after Phase 1 consultation before they were released to public in consultation Phase 2 on 3 March 2021. The draft maps could be accessed online and internal stakeholders were encouraged to view and comment on the proposed route maps.

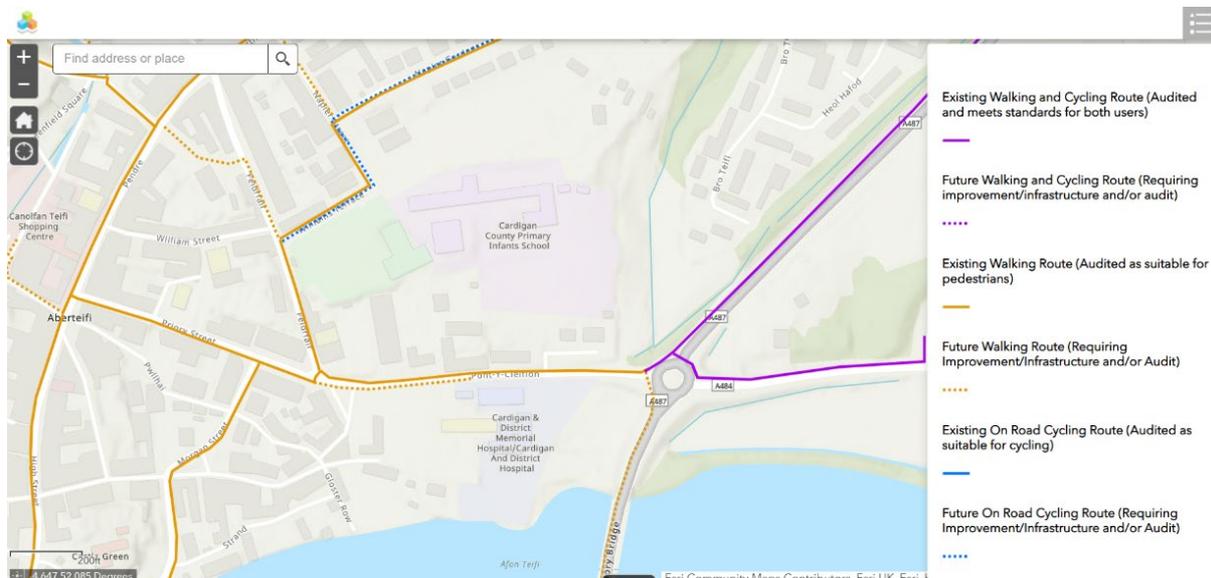


Figure 8: Draft route map for walking & cycling, accessible for all Internal Stakeholders through GIS-based online map. Screenshot, 20.02.2021

An interim report was shared with the internal stakeholders at the same time, providing an overview of the ATNM process, an update on the consultation and giving guidance on how to view and provide feedback on the draft network maps of Ceredigion. The report was shared with all Elected Members on 18 February 2021.

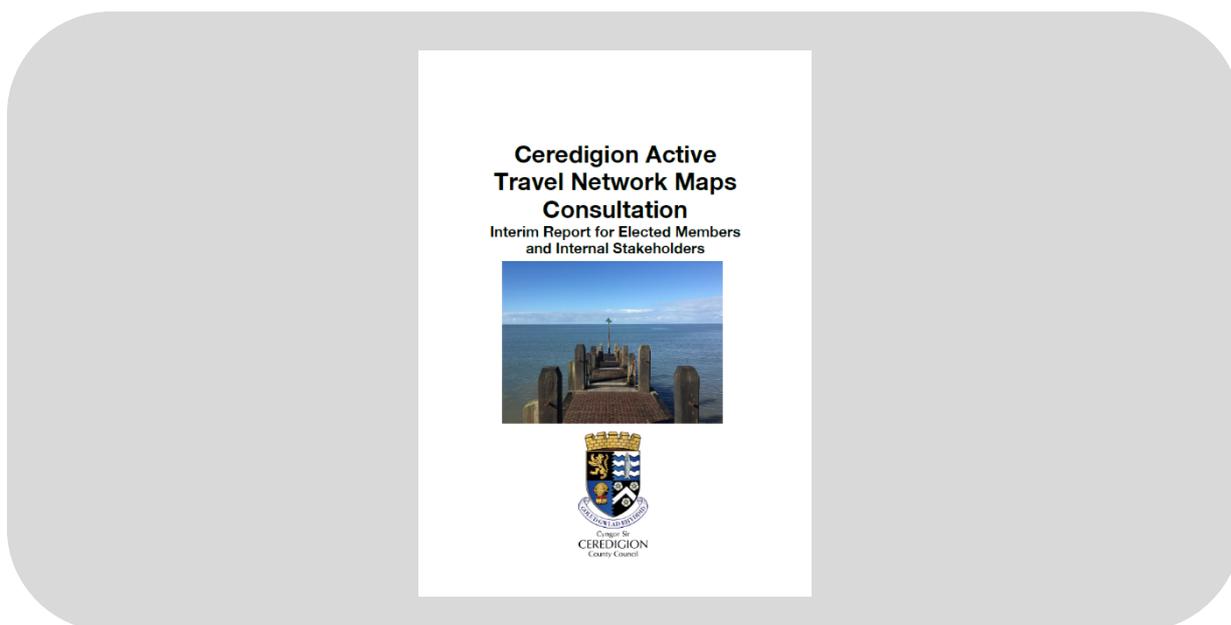


Figure 9: Interim report for Elected Members and Internal Stakeholders

Engaging people with protected characteristics

On behalf of Ceredigion Council, Sustrans reviewed the demographic, geographic and equalities data on respondents after the first phase of engagement, matching them with Census 2011 data in order to identify underrepresented groups/areas to help focus further engagement activities during statutory consultation. The results showed overall good matches between respondents and population data, with only small discrepancies in the engagement levels of people under 24 and people aged 65 and over. As a result, engagement activities in Phase 2 focused more on these underrepresented groups.

The Royal Institute for the Blind, Guide Dogs Cymru and the Welsh Council for the Blind were consulted with on several occasions to provide opportunities for **visually impaired people** to give their feedback. Coordinated through the Wales Vision Forum, people with sight loss gave their feedback through an online questionnaire, by post, at virtual member forums and over the telephone. To receive specific feedback on barriers that **people who are living with deafblindness** face, direct conversations took place with a member of Deafblind Cymru.

To promote the consultation among **young people** and **vulnerable groups**, conversations and meetings took place with the Future Generations Commissioner for Wales, the Children's Commissioner for Wales and the Council for Voluntary Youth Work.

In addition to this, a promotional video targeted at young audiences was made and shared through social media specifically with groups and organisations working with young people, such as Ceredigion Youth Service, Aberystwyth University, University of Wales Trinity Saint David, Coleg Ceredigion, Urdd Ceredigion, Youth Forum Penparcau, etc.



Figure 10: Promotion video on the consultation targeted at young people, shared through Twitter/Facebook. Screenshot 3.3.2021

To promote engagement among **young and older people** as well as **women**, a bilingual flyer and poster was shared specifically with groups with a focus on young people and on older people, such as the Age Cymru Dyfed, U3A local groups, Merched Y Waw, West Wales Care Partnership, Ceredigion 50+, etc.



Figure 11: Flyers/Posters for Phase 2 Engagement, focused on groups with protected characteristics

Please see Appendix A for a full list of groups contacted and directly involved in this consultation.

Focused engagement in Lampeter

The commonplace Phase 1 datasets showed a very low level of feedback from Lampeter residents. Based on this, an additional 30 groups and organisations in Lampeter were contacted with launch of the Phase 2 consultation. The local ward members were also contacted directly and encouraged to promote the consultation on the draft network in Lampeter.

Sustrans Cymru recommends that engagement activities in Lampeter should be extended during statutory consultation, e.g. through letter drops or face-to-face engagement in the town centre of Lampeter, if permitted - dependent upon Covid restrictions.

Engagement with schools

Engagement with schools was undertaken and it combined a variety of activities: 14 Primary Schools, 3 Secondary and 1 '3 to 19' School within and adjoining the three designated settlements were contacted in an initial email campaign with follow-up phone calls and emails. Students of Y5 and older, families and carers were invited to provide their input through an online survey, which was individualised for each school. The school survey was live for five weeks from 20th April to 28th May 2021.

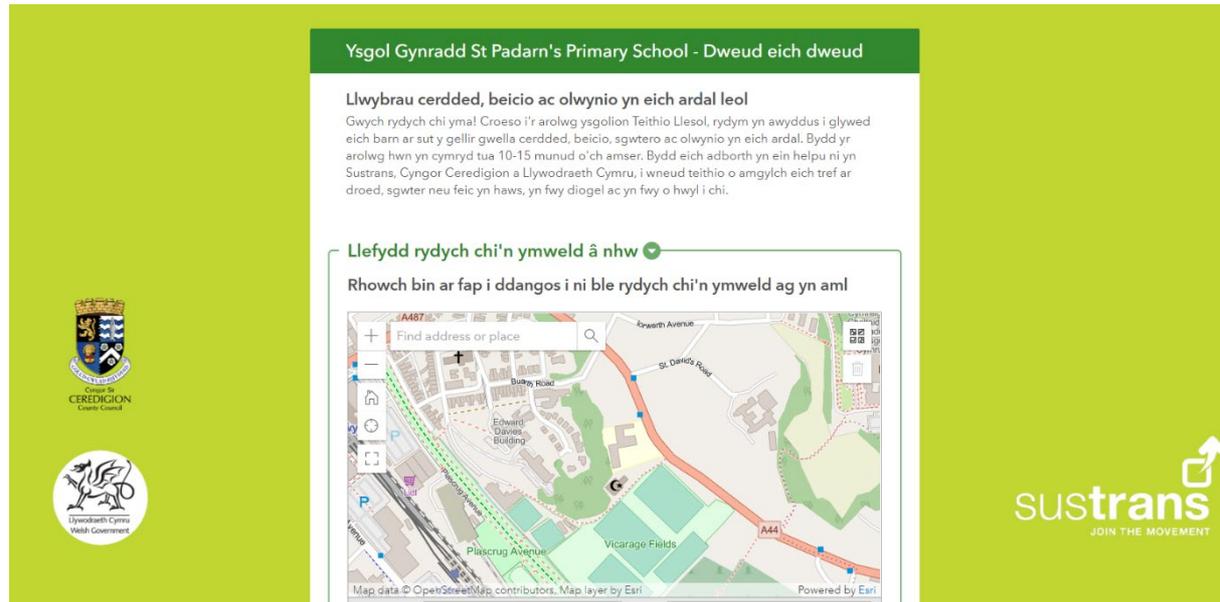


Figure 12: School specific online survey, example of Ysgol Gynradd St Padarn's Primary School, screenshot 20.4.2021.

If teachers wished to expand on the consultation and Active Travel in general during their lessons, they were provided with additional material, such as a bilingual lesson plan on Active Travel and the ATNM consultation, a home learner guidance (guidance for students currently unable to attend school) as well as bilingual instructional/informative videos that could be shown in the classroom. Two schools were provided with further resources and follow up activities upon their request.

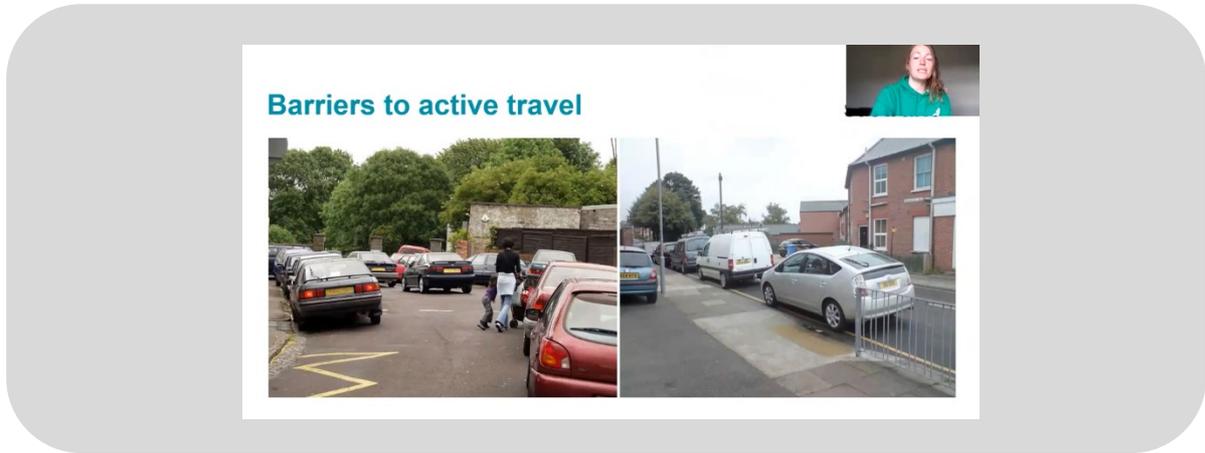


Figure 13: Instructional video on Active Travel and the ATNM Consultation, Screenshot YouTube 25.5.2021

The online survey was completed by 252 students from 9 different schools:

Schools	Respondents
Ysgol Gymunedol Talybont - Welsh Survey	14
Ysgol Comins Coch – English Survey	19
Ysgol St Padarn’s – English Survey	6
Ysgol Plascrug – English Survey	33
Ysgol Gynradd Llechryd - Welsh Survey	52
Ysgol Gynradd Llechryd – English Survey	8
Ysgol Gymraeg - Welsh Survey	51
Ysgol Gyfun Gymunedol Penweddig – Welsh Survey	19
Ysgol Gynradd Llanilar - Welsh Survey	44
Ysgol Gynradd Penllwyn - Welsh Survey	6

Table 1: Schools’ Survey responses

Part 3: Developing the Network & Draft Maps

The network development process has begun from a base of the 2017 iterations of the network maps submitted to, and accepted by, Welsh Government (provided on the CCC webpages via this link: <https://www.ceredigion.gov.uk/resident/travel-roads-parking/active-travel/>). Please note the maps are being updated as part of this process, and those accepted at 2021 will supersede the previous versions. To develop this network for the 2021 iteration, we have investigated three main sources of evidence, outlined within Table 2.

Activity	What has this involved?	Why is this useful for network development?
Desktop Study	Collating data to help justify route alignments, including (but not limited to): <ul style="list-style-type: none"> - Locations of key trip attractors - Locations of potential barriers - Commute flows - Ward statistics (including population density) - Identifying new developments since 2017 	This has allowed us to identify likely priority routes (in associated with site visits and engagement feedback) for consideration. This has also allowed us to support alignments with a robust evidence base that will aid in justifying the route alignments when presented to Welsh Government for approval.
Site Visits	Visiting routes during 2020 (outside of lockdown restrictions) to record existing and potential for improvements.	Has allowed us to ensure the 2017 iteration of the map is still valid (e.g. routes are still suitable for walking/cycling), and explore any alignments that justify addition. This also, in combination with desktop study and engagement feedback, highlights any deliverability constraints for proposed routes.

Activity	What has this involved?	Why is this useful for network development?
Engagement Feedback (process described within Part 2)	Commonplace Data, ongoing liaison with stakeholder groups and school-specific engagement via the Sustrans West and Mid Wales Active Journeys Officer.	Key to the network development as feedback from everyday users (e.g. may identify considerations missed at time of site visit)

Table 2- Activities Undertaken to Develop the Network

Mapping systems have allowed datasets to be collated for each of the designated towns in Ceredigion. Snapshots of the network are shown within the following Figures (note: for clarity, not all layers considered are shown on these examples).

A Basemap showing key destinations and settlements was used to then overlay with suitable data, as shown in Figure 14.

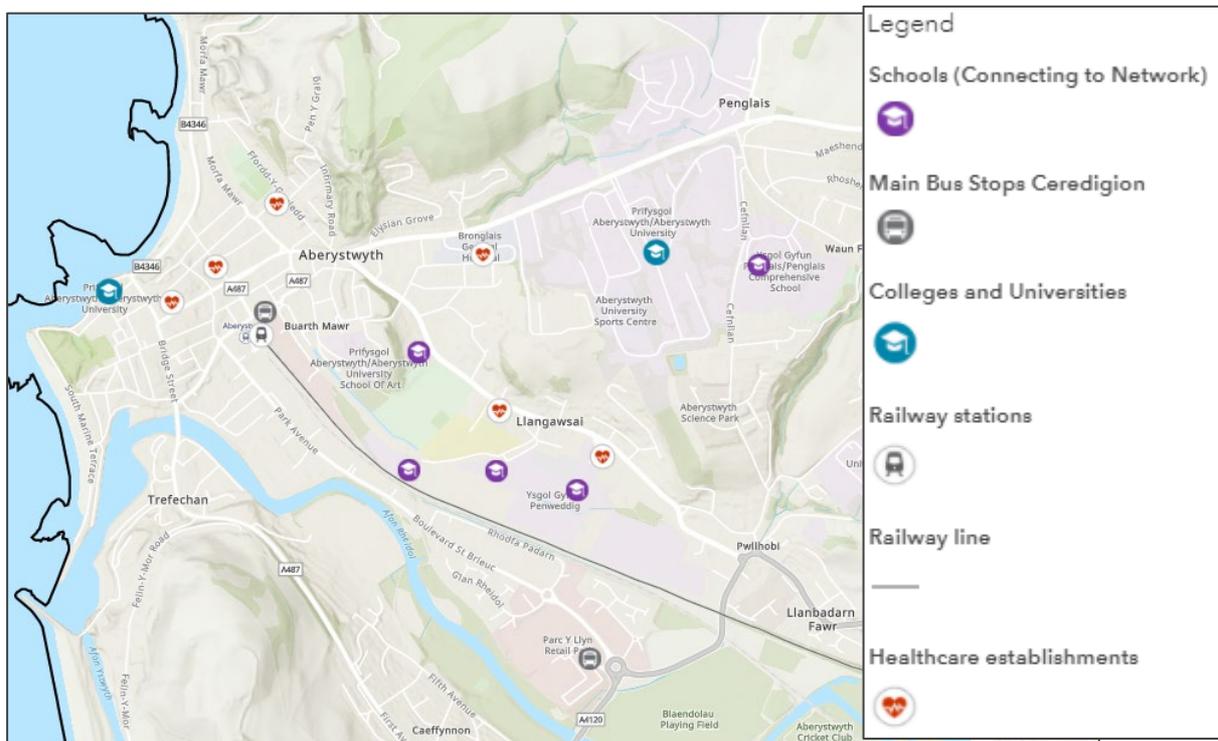


Figure 14 -Example of Overlaying Data

The route map that was published in 2017 showing the Existing and Future (previously 'integrated') routes identified for walking and cycling is shown in Figure 15.

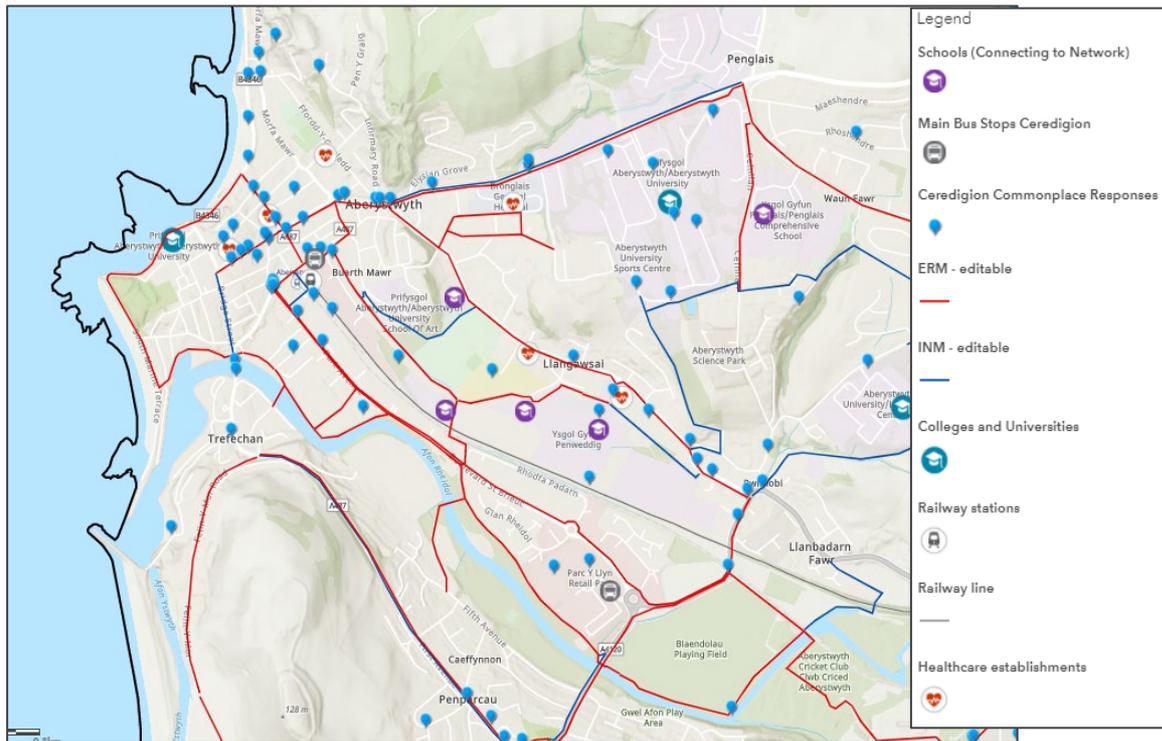


Figure 15 - Overlay of existing network routes (2017 iteration)

Future routes have been identified based on a combination of desktop study, site visits and engagement feedback, and shown in Figure 16.

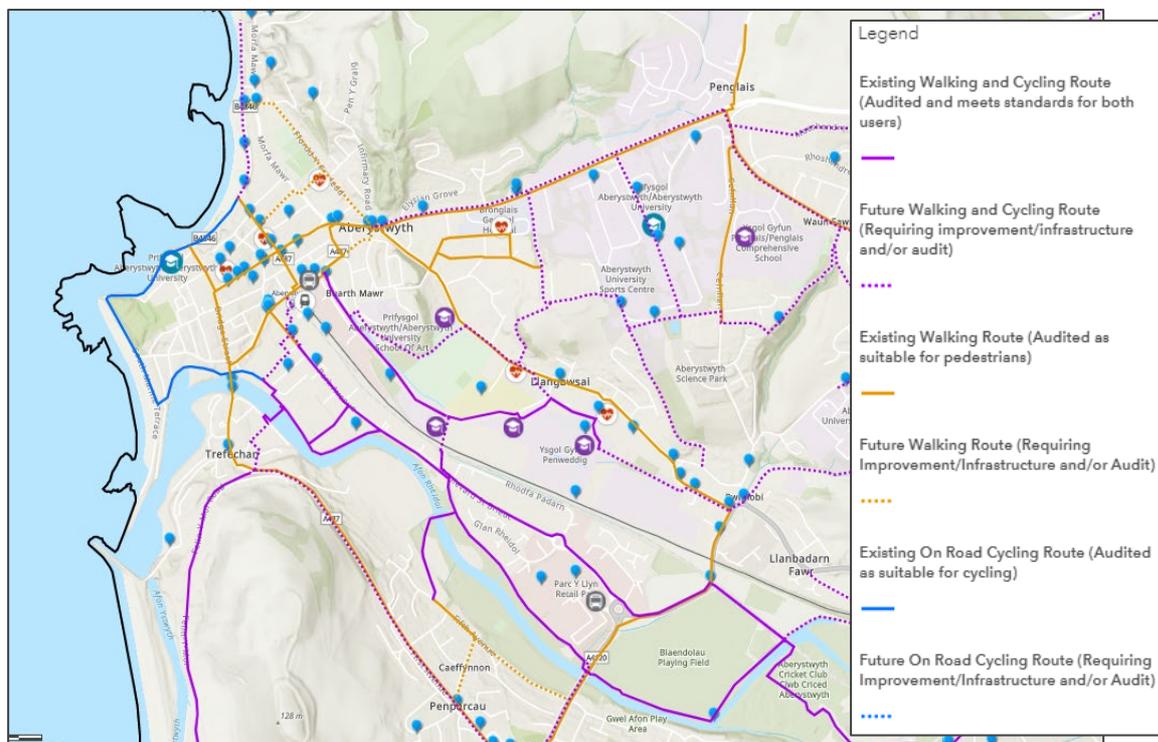


Figure 16 - Addition of Routes for Consideration in 2021 update (Phase 2)

These draft routes proposals were then submitted for a Phase 2 review, to ensure the map accurately reflected the engagement feedback from Phase 1. Detailed results from Phases 1 and 2 are described within Part 2 of this report.

To ensure the comments were taken into account, they were added to a GIS mapping system, with the previously proposed routes overlaid.

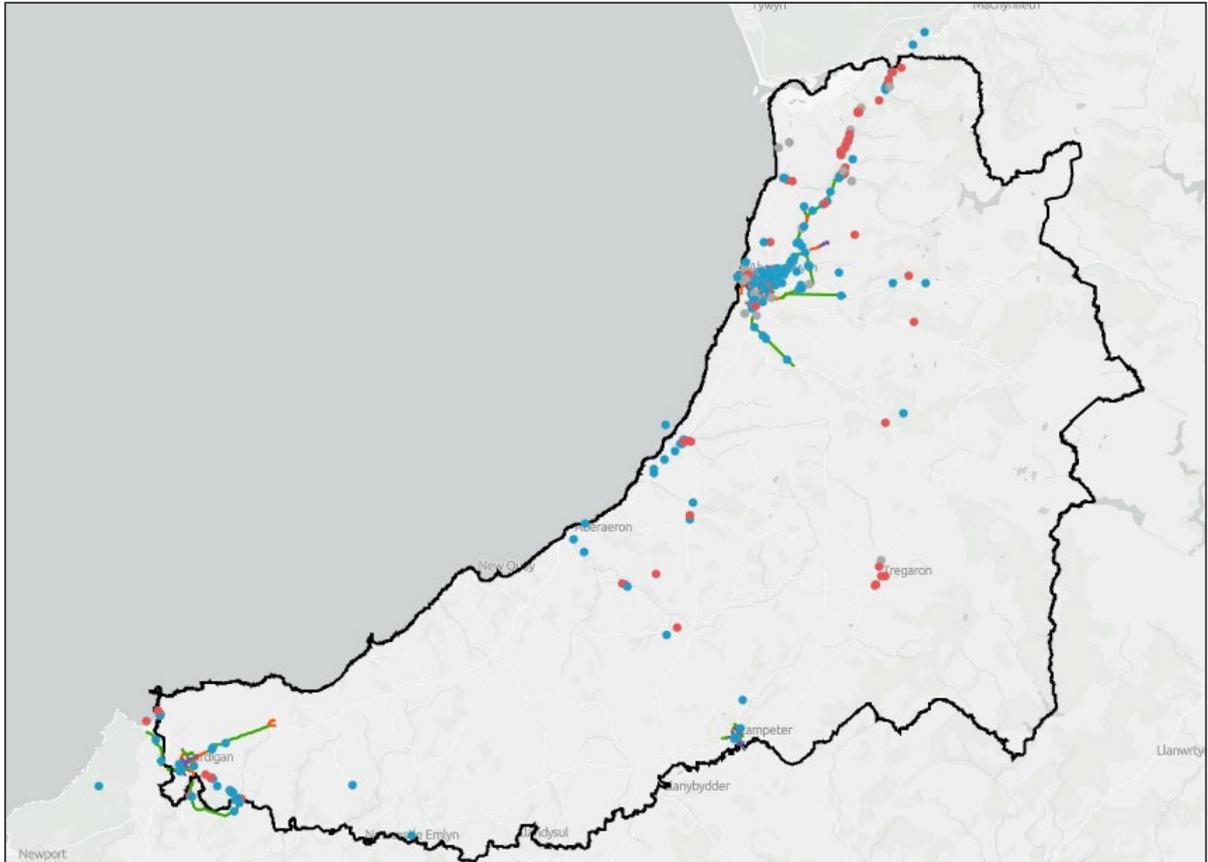


Figure 17 – Comments overlaid against network proposals (and in process of review)

Overall, respondents were found to agree with the route proposals where they were commenting upon a route already identified, although suggestions for specific designs to consider along certain route sections were received and should be considered at the detailed design stage.

Part 4: Network Recommendations

As a result of the feedback received throughout Phases 1 and 2 of the engagement, as well as site visits and desktop study, the following recommendations are proposed.

Recommendation 1: Routes already identified on the Map proposed at Phase 2 remain for the Statutory Consultation.

Overall 69% percent of respondents agreed or strongly agreed that the overall proposed network as presented on the Map would enable them to walk/cycle more for everyday journeys.

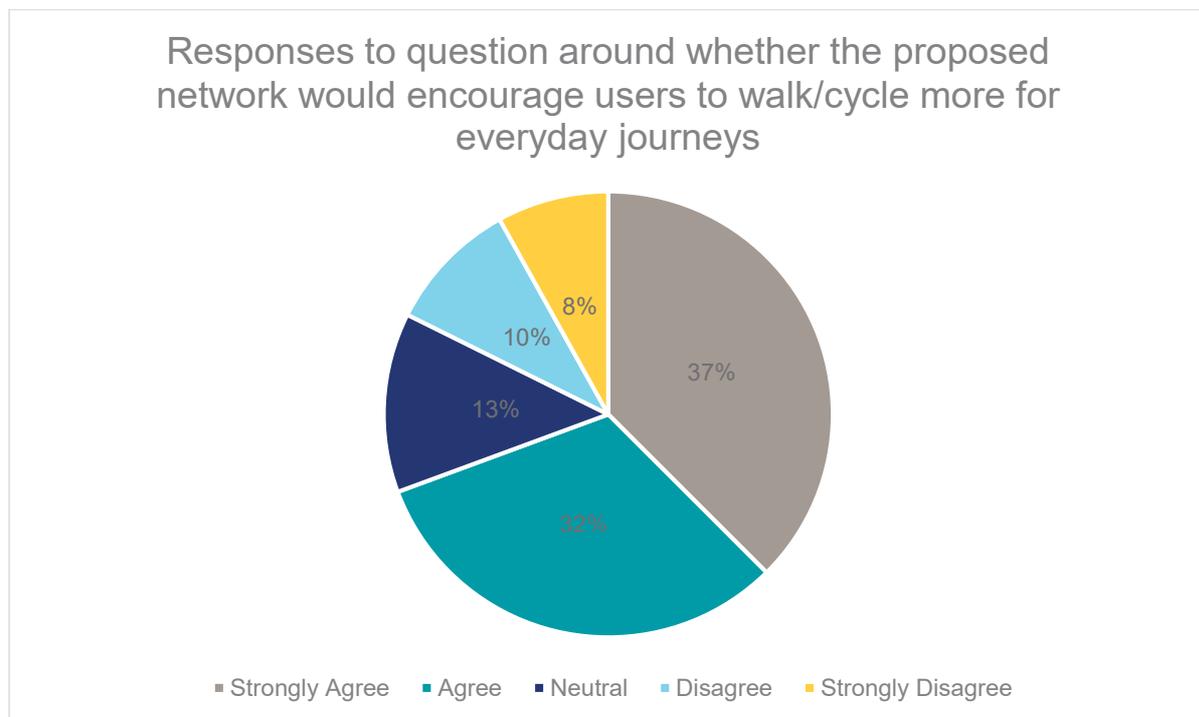


Table 3 – Percentage of respondents to question if the proposed network would encourage them to walk/cycle more for everyday journeys.

Some routes have been recommended for realignment, although the start/end point remains (see recommendation 2).

The audit score sheets associated with the Existing Routes have been provided within a separate excel spreadsheet to CCC.

Respondents were also asked if their comment related to a 'Missing Route'. These were subsequently reviewed and recommendations as to whether they should be included were made (see Recommendation 2).

The comments resulted in the following route sections being reviewed, with recommendations for addition/realignment as follows.

Recommendation 2: Addition of the following 'missing' routes onto the map proposed for Statutory Consultation.

- CER-FR-AB-642: Marine Terrace & North Road

- This route aims to address comments received about a need to improve network connections within the Town Centre area for cyclists and pedestrians, most likely via separated footway and possibly on carriageway cycleway provision, subject to measures which ensure traffic flows and speeds are appropriate.
- The benefits of inclusion of this route include enabling walkers and cyclists to connect to the existing routes on the seafront, with proposed/existing routes along Penglais Hill towards the Waunfawr area. The route would also connect Aberystwyth University sites, health clinic, the Bandstand, tennis courts and high density residential area of the town. It would also connect to the starting point of a popular recreational route to Constitution Hill (enabling potential recreational route users to undertake the 'utility' section of the journey as a pedestrian or cyclist rather than using the car).
- At the Welsh Government review stage, the network will be assessed to ensure coherence, particularly within built up areas with high potential for modal shift. Without inclusion of the CER-FR-AB-642 route, there is a risk associated within the town centre section of Aberystwyth that the proposed network will be rejected on the basis that it is not deemed coherent enough (particularly for the cycle network, where the previous proposals ended at the bottom of Penglais Hill and the junction of Marine Terrace and Terrace Road). The inclusion of CER-FR-AB-642 will allow CCC to bid for funds to investigate improvements in more detail to connect the existing/future sections.

- CER-FR-AB-643: Penglais Hill to Aberystwyth Station (Rear) via Poplar Row

-
- This route aims to address comments received concerning the need to improve network connections between proposed routes and key trip attractors and onward routes within the town centre area, specifically linking up Penglais Hill proposals with the Station area (and onward routes to the Ystwyth and Rheidol Trails). Some of this route is already considered as 'Existing' for pedestrians, however, if accepted, provision on the future route map would indicate a desire to improve the situation for pedestrians, and provide a connection for cyclists.
 - Other benefits are that the route will support other aspirations in the area, such as by illustrating a desire to connect the Penglais Hill/Waunfawr/IBERs proposals eventually into the transport interchange, enabling more attractive multi-modal journeys and promote better access to passenger transport services.
 - Exact design options will require further study, but the route has significant potential for modal shift. Route options will require liaison with the Welsh Government Trunk Road Agent.
 - At the Welsh Government review stage, the network will be assessed to ensure coherence, particularly within built up areas with high potential for modal shift. Without inclusion of CER-FR-AB-643 there is a risk associated within the town centre section of Aberystwyth that the proposed network will be rejected on the basis that it is not deemed coherent enough (particularly for the cycle network, where the previous proposals ended at the bottom of Penglais Hill, the end of Park Avenue and the end of Plascrug Avenue). The inclusion of CER-FR-AB-643 will signify to Welsh Government a desire to improve provision for walkers/cyclists along the TRA487 sections, and allow CCC to bid for suitable design improvements for the Poplar Row sections.

- **CER-FR-AB-645: Talybont to Ceredigion/ Powys County Boundary**

- The route has been added in response to strong support received during the Phase 2 consultation, as well as a separate petition which has been sent to CCC in support. The route alignment aims to connect settlements along the TRA487 North of Aberystwyth to the Powys county boundary (linking to the Powys Network), complementing shorter-term proposals to link IBERs with Waunfawr. The route is likely to be a longer-term aspiration due to the length and likely deliverability challenges, which will require liaison with the Welsh Government Trunk Road Agent which manages the road.

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- If this route is not included, then there may be a risk encountered at the public statutory consultation stage, where strong support has already been evidenced as part of earlier informal stages of the consultation.

- **CER-FR-AB-646A & 646B: Borth to Llandre**

- This proposal has been split into two sections to acknowledge recent footway improvements between the TRA487 Junction and Lon Glan-Fred (the future route provision is therefore classified as both walkers and cyclists from Lon Glan-Fred to Borth, and for cyclists only from Lon Glan-Fred to the start of the shared use facility to the South (this is to account for the fact that the route is already existing for pedestrians)).
- Proposal would connect Borth with recently improved provision between Llandre and Bow Street, to connect into the IBERs route (and onwards via proposals to Aberystwyth). Benefits to this route are that it would connect Borth (population approximately 1400) with the network. There are also significant seasonal fluctuations to help justify inclusion due to Bryn Owen Park and other trip attractors along the seafront to the North. The Propensity to Cycle Tool (PCT) supports the inclusion of the route (with a potential 34% rise in cyclists under the E-Bike scenario, if appropriate provision is built).
- The proposal may also support future bids for the proposed Waunfawr to IBERs connection, as for this route (646A/B) to realise full potential, it should be considered as part of an area-wide intervention to improve connections from settlements to the North into the nearest service settlement of Aberystwyth.
- The most direct route would be along the B4353, although this may prove challenging to deliver due to width constraints, however, a public right of way also exists North of the B4353 which may provide a suitable option for a section of the route (this would require further study through the WeITAG Stages).

- **CER-FR-CA-020 – CER-FR-CA-024 Cardigan Town Routes**

- These route proposals have been added in response to overall comments received about the coherence of the network within the town centres (the comments specifically reference Aberystwyth routes, but a review of the network for similar opportunities also identified cycling connections within Cardigan to ensure coherence for cyclists to reach key trip attractors).

-
- The most likely provision for cyclists along these town centre routes would be on carriageway, however the addition onto the ATNM would enable CCC to bid for funding to improve road safety for active travel users in this area. The town centre network would enable connections from the Future Route proposals to trip attractors within the town (including the shops, leisure centre, primary school, health centre, bus station, market and recently installed cycle parking facilities at the Mwldan Theatre and Cinema).
 - If this route is not included, then there may be a risk encountered at the Welsh Government review stage, where the network will be assessed to ensure coherence, particularly within built up areas with high potential for modal shift. Without the network of routes associated with CER-FR-CA-020/021/022/023/024 there is a risk associated within the town centre section of Cardigan that the proposed network will be rejected on the basis that it is not deemed coherent enough (particularly for the cycle network, where the previous proposals ended at the Pont-y-Cleifion roundabout, Bridge Street and Rhodfa'r Felin).
- **Realignment of proposed route into Llechryd to allow CCC to apply for Welsh Government funding to investigate most appropriate routing in further detail (e.g. via A484 or Cilgerran) (CER-FR-CA-013)**
- This route proposal has been realigned based on feedback received during Phase 2 of the consultation. Previously this was shown as a connection via Cilgerran, however, comments alluded to the indirectness of the proposal, particularly for pedestrians. The addition of this route allows for CCC to bid to WG for funds to appraise route options.

A number of comments were also received that did not relate to specific route alignments, but related facilities that also help to enable Active Travel, for example, cycle parking, which should be considered alongside future route improvements.

In accordance with the Active Travel Act Guidance, the routes proposed have been classified into **Primary, Secondary and Local Routes** - see Table 4 below - with their classification status available on the DataMapWales system.

Route Classification	Definition (as outlined within the Active Travel Act Guidance 2020) for Walking	Definition (as outlined within the Active Travel Act Guidance 2020) for Cycling
Primary	Busy urban shopping and business areas and main pedestrian routes	The key corridors between neighbourhoods/ residential areas and a town or city centre; routes between districts and neighbourhoods; cycle routes which are (or will be) used by a great many cyclists. Links to main public transport interchanges.
Secondary	Medium usage routes through local areas feeding into primary routes, local shopping centres etc.	The links between the primary routes; links to trip attractors such as schools, colleges, employment sites; cycle routes which are an attractor for a more limited range of users; routes which may cater for fewer cycle journeys than the primary routes but are still of strategic importance within the network. Links to local public transport interchanges and stops.
Local Routes (Cycling) Linking/Local Access Routes (Walking)	Linking local access footways through urban areas and busy rural footways. Footways associated with low usage, short estate roads to the main routes and cul-de-sacs.	All other all-purpose roads, greenways and bridleways that are not necessarily part of a designated route (e.g. many residential streets). This basic network of local routes (see para 14.4), although lower in the hierarchy, forms an important part of the cycle network, providing secondary and tertiary routes connecting to the strategic routes.

Table 4 –Primary/Secondary and Local Route Classifications

Routes have also been prioritised into Short, Medium and Longer term aspirations depending on the classifications above and a number of criteria as outlined within the Active Travel (Wales) Guidance.

[To include Table 5 once prioritised]

Appendix A: List of Groups Contacted

Stakeholder	Group	Phase 1	Phase 2	Engagement Activity
CCC Public Rights of Way Team	CCC	✓	✓	email
CCC Planning Development Section	CCC	✓	✓	email
CCC Highways Maintenance Section	CCC	✓	✓	email
WG Network Management officers for Active Travel on Trunk Roads	CCC	✓	✓	email
North and Mid Wales Trunk Road Agent officers for Ceredigion	CCC	✓	✓	email
Pembrokeshire County Council (in respect of the county border town of Cardigan)	CCC	✓	✓	email
Carmarthenshire County Council (in respect of the county border town of Lampeter))	CCC	✓	✓	email
Ceredigion Youth Service	CCC	✓	✓	email
UN LLAIS CYMRU / ONE VOICE WALES	CCC	✓	✓	email
Local Access Forum	CCC	✓	✓	email
All Elected Members (42)	CCC	✓	✓	email campaign/ letter/ Interim Report
All Town and Community Councils (51)	CCC	✓	✓	email campaign/ Interim Report
Protected Characteristics				
Ceredigion 50+ Forum	Age	✓	✓	email campaign
Age Cymru Dyfed	Age	✓	✓	email campaign

Care Society	Age	✓	✓	email campaign
Ceredigion Disability Forum	Disability	✓	✓	email campaign
Disabled People Together	Disability	✓	✓	email campaign
DASH Ceredigion	Disability	✓	✓	email campaign
West Wales Care Partnership	Disability	✓	✓	email campaign
West Wales Intergrated Autism Service	Disability	✓	✓	email campaign
Autism Initiatives Ceredigion	Disability	✓	✓	email campaign
Aberystwyth Town Football Disability	Disability	✓	✓	email campaign
Accessibility Aber Uni	Disability	✓	✓	email campaign
Cymdeithas Ceredigion i'r Deillion/ Ceredigion Association for the Blind (Aberystwyth and Cardigan)	Disability	✓	✓	email campaign
Disability Wales	Disability	✓	✓	email campaign
Snap Cymru	Disability	✓	✓	email campaign
Wales Council for Deaf People	Disability	✓	✓	email campaign
Stroke Association Ceredigion	Disability	✓	✓	email campaign
Royal National Institute of Blind Cymru	Disability	✓	✓	liaison through RNIB
Wales Council of the Blind	Disability	✓	✓	email & meeting
Guide Dogs Cymru	Disability	✓	✓	email & meeting
Aberystwyth Wheelchair Basketball Club	Disability	✓	✓	email campaign
Welsh Vision Forum	Disability	✓	✓	liaison through RNIB
Bi Cymru	Diversity	✓	✓	email campaign
Race Council Cymru	Diversity	✓	✓	email campaign
Stonewall Cymru	Diversity	✓	✓	email campaign
West Wales Anti-Racism Network	Diversity	✓	✓	email campaign
Ceredigion Women's Institute	Gender	✓	✓	email campaign
Merched Y Wawr Aberystwyth	Gender	✓	✓	email campaign
Mind Aberystwyth	Health	✓	✓	email campaign

Hafal Ceredigion	Health	✓	✓	email campaign
Peoples Practise Aberystwyth	Nature	✓	✓	email campaign
Ceredigion Local Access Forum	Nature	✓	✓	email campaign
Starlings Aberystwyth	Other	✓	✓	email campaign
Gweini	Religion	✓	✓	email campaign
Aberystwyth Masjid Mosque	Religion	✓	✓	email campaign
Lampeter University Mosque	Religion	✓	✓	email campaign
CAVO	Volunteering	✓	✓	email campaign
Wales Council for Voluntary Action	Volunteering	✓	✓	email campaign
University Aberystwyth Student Union	Young People	✓	✓	email campaign
University of Lampeter Student Union	Young People	✓	✓	email campaign
Family Information Service Ceredigion	Young People	✓	✓	email campaign
Ceredigion Youth Service (Youth Clubs in Cardigan and Lampeter)	Young People	✓	✓	email campaign
Active Young People (part of Ceredigino Actif)	Young People	✓	✓	email campaign
Children's commisisoner for Wales	Young People	✓	✓	email campaign
Scouts Ceredigion	Young People	✓	✓	email campaign
Youth Parliament	Young People	✓	✓	email campaign
Yr Urdd Comms	Young People	✓	✓	email campaign
Yr Urdd Llangrannog	Young People	✓	✓	email campaign

Shelley Childs at Aber Cycle Fest / Ystwyth CC	Young People	✓	✓	email campaign
Extinction Rebellion Aberystwyth (620 members)	Young People	✓	✓	email campaign
Aberystwyth University	Young people	✓	✓	email campaign
Shelley Childs at Aber Cycle Fest / Ystwyth CC	Young people	✓	✓	email campaign
Primary/Special Schools, all (45)	Young people		✓	Online survey for schools
Secondary Schools, all (8)	Young people		✓	Online survey for schools
Groups/ Organisations/ Businesses				
Advancing Aberystwyth (BID group)	Business	✓	✓	email campaign
Wales TUC Cymru	Business	✓	✓	email campaign
South Wales Chamber of Commerce	Business	✓	✓	email campaign
Chamber of Commerce Aberystwyth/ Cadw Calon Aberystwyth	Business	✓	✓	email campaign
Health Challenge Wales	Health	✓	✓	email campaign
Planet Health Cymru/ Institute of Welsh Affairs	Health	✓	✓	email campaign
Bronglais Hospital	Health	✓	✓	email campaign
Civic Society Aberystwyth	Other	✓	✓	email campaign
Wales & West Housing Ass.	Housing	✓	✓	email campaign
Ceredigion Housing Options	Housing	✓	✓	email campaign
Tai Ceredigion Cyf	Housing	✓	✓	email campaign
Mid-Wales Housing	Housing	✓	✓	email campaign
The Wildlife Trust North Ceredigion	Nature	✓	✓	email campaign
The Wildlife Trust, Aberystwyth Botanical Society	Nature	✓	✓	email campaign
The Wildlife Trust South Ceredigion	Nature	✓	✓	email campaign
Woodland Trust Wales/ Coed Cadw	Nature	✓	✓	email campaign

NRW	Nature	✓	✓	email campaign
Open Spaces Society Wales	Nature	✓	✓	email campaign
Bwlch Nant yr Arian	Nature	✓	✓	email campaign
Dyfed Powys Police	Public body	✓	✓	email campaign
Aberystwyth Police Station	Public body	✓	✓	email campaign
Cardigan Police Station	Public body	✓	✓	email campaign
Lampeter Police Station	Public body	✓	✓	email campaign
Mid & Westwales Fire Rescue Services	Public body	✓	✓	email campaign
Hywel Dda University Health Board	Public body	✓	✓	email campaign
The National Library of Wales	Public body	✓	✓	letter & printed poster
Aberystwyth Town Library	Public body	✓	✓	letter & printed poster
Cardigan Library	Public body	✓	✓	letter & printed poster
Lampeter Library	Public body	✓	✓	letter & printed poster
Lampeter (University of Wales Trinity Saint David)	Public body	✓	✓	letter & printed poster
Aberystwyth Main Post Office	Public body	✓	✓	letter & printed poster
Cardigan Main Post Office	Public body	✓	✓	letter & printed poster
Lampeter Main Post Office	Public body	✓	✓	letter & printed poster
Ceredigion Actif	Sports	✓	✓	email campaign
West Wales Cycling Racing Team Aberaeron	Sports	✓	✓	email campaign
British Athletics Club Aberystwyth	Sports	✓	✓	email campaign
Sarn Helen	Sports	✓	✓	email campaign

Aberteifi/ Cardigan running Club	Sports	✓	✓	email campaign
Clwb Athletau Aberystwyth	Sports	✓	✓	email campaign
Aberystwyth Harriers Athletic and Running Club (Uni)	Sports	✓	✓	email campaign
Ceredigion Footpath Working Party	Sports	✓	✓	email campaign
Plascrug Leisure Centre Aberystwyth	Sports	closed due to Covid 19		
Leisure Centre Cardigan	Sports	closed due to Covid 19		
Leisure Centre Lampeter	Sports	closed due to Covid 19		
Community Transport Association (Wales)	Transport	✓	✓	email campaign
Bus users Cymru	Transport	✓	✓	email campaign
Wales Council for Voluntary Action	Volunteering	✓	✓	email campaign
Sustrans Network of volunteers in Ceredigion	Volunteering	✓	✓	email campaign
Living Streets Cymru	Walking & Cycling	✓	✓	email campaign
BikeBikeBike Cardigan	Walking & Cycling	✓	✓	letter & poster
Cyclemart Lampeter	Walking & Cycling	✓	✓	letter & poster
Cycle Works Aberaeron	Walking & Cycling	✓	✓	letter & poster
Summit Cycles Aberystwyth	Walking & Cycling	✓	✓	letter & poster
Afan Outdoor Leisure	Walking & Cycling	✓	✓	letter & poster
Halfords Aberystwyth	Walking & Cycling	✓	✓	letter & poster
Ramblers Aberystwyth	Walking & Cycling	✓	✓	email campaign
Ramblers Cardigan	Walking & Cycling	✓	✓	email campaign

Ramblers Lampeter	Walking & Cycling	✓	✓	email campaign
Velo Teifi	Walking & Cycling	✓	✓	email campaign
Cycling UK Tallardd Cyclists	Walking & Cycling	✓	✓	email campaign
West Wales Walking for Wellbeing	Walking & Cycling	✓	✓	email campaign
Ystwyth Cycle Club	Walking & Cycling	✓	✓	email campaign

Social Media

Stakeholder	Group	Phase 1	Phase 2	Engagement Activity
Aberystwyth Wheelchair Basketball Club	Disability	✓	✓	facebook message
Lampeter University Mosque	Diversity	✓	✓	facebook message
West Wales Anti-Racism Network	Diversity	✓	✓	facebook message
Merched Y Wawr Aberystwyth	Gender	✓	✓	facebook message
Ceredigion Ladies Football League	Gender/ Sports	✓	✓	facebook message
Lampeter Ladies' Football Team	Gender/ Sports	✓	✓	facebook message
Breeze Ceredigion	Gender/ Sports	✓	✓	facebook message
Visit Lampeter	Other	✓	✓	facebook message
Love Lampeter	Other	✓	✓	facebook message
What's on in Ceredigion	Other	✓	✓	facebook message
Aberissues	Other	✓	✓	facebook message
WE SAY NO TO CARDIGAN TOWN TRAFFIC DIVERSION	Other	✓	✓	facebook message
Lampeter Round Table	Other	✓	✓	facebook message

Cardigan Wales Community	Other	✓	✓	facebook message
Lampeter Rugby Club	Sports	✓	✓	facebook message
Clwb Seiclo Caron Cycling Club	Walking & Cycling	✓	✓	facebook message
Cycling UK Tallardd Cyclists	Walking & Cycling	✓	✓	facebook message
West Wales Walking for Wellbeing	Walking & Cycling	✓	✓	facebook message
Ystwyth Cycle Club	Walking & Cycling	✓	✓	facebook message
Sarn Helen Running and Cycling Club	Walking & Cycling	✓	✓	facebook message
Lampeter Ramblers	Walking & Cycling	✓	✓	facebook message
Exstinction Rebellion	Young People	✓	✓	facebook message
Lampeter Rainbows, Brownies, Guides, Rangers	Young People	✓	✓	facebook message

Focused Engagement Phase 2

	Group	Phase 1	Phase 2	Engagement activity	Group actively promoting consultation
National Groups					
Older People's Commissioner	Age	✓	✓	personal email	✓
Age Cymru	Age	✓	✓	personal email	
Disability Wales	Disability	✓	✓	personal email	☐
RNIB	Disability	✓	✓	personal email & meetings	✓

Welsh Guide Dogs	Disability	✓	✓	personal email & meetings	✓
Welsh Council of the Blind	Disability	✓	✓	liaison through RNIB	✓
Wales Vision Forum	Disability	✓	✓	liaison through RNIB	✓
Leonard Cheshire	Disability	✓	✓	personal email	
Diverse Cymru	Diversity	✓	✓	personal email	✓
Ramblers	Walking & Cycling	✓	✓	personal email	✓
Living Streets Cymru	Walking & Cycling	✓	✓	personal email	✓
Future Generations Officer	Young People	✓	✓	personal email	✓
Children's Commissioner	Young People	✓	✓	personal email	✓
Council for Voluntary Youth Work	Young People	✓	✓	personal email	
Welsh Youth Parliament	Young People	✓	✓	personal email	
Tros Gynnal Plant / Plant a Theuluoedd	Young People	✓	✓	personal email	
Ceredigion Safe Stars	Young People	✓	✓	personal email	
Children in Wales	Young People	✓	✓	personal email	
Local groups					
West Wales Care Partnership	Age	✓	✓	personal email	
Age Cymru Dyfed Cardigan/ Aberystwyth	Age	✓	✓	personal email	
Ceredigion 50+	Age	✓	✓	personal email	
Côr Meibion Cwmann	Age		✓	personal email	
Corisma	Age		✓	personal email	

U3A Cardigan	Age	✓	✓	personal email	
U3A Cardigan	Age		✓	personal email	✓
U3A Aberystwyth	Age	✓	✓	personal email	
U3A South Wales network	Age		✓	personal email	
Lampeter Chamber of Trade	Business		✓	personal email	
Dewis Cymru	Health		✓	personal email	
Hafal Crossroads	Health		✓	personal email	
African Community Centre	Diversity		✓	personal email	
Race Council Cymru	Diversity	✓	✓	personal email	✓
Ethnic Minorities and Youth Support Team Wales	Diversity	✓	✓	personal email	✓
Travelers/ Gypsy liaison officer	Diversity		✓	personal email	
Diverse Cymru WestWales	Diversity	✓	✓	personal email	
Custard Queens Women's Institute	Gender		✓	personal email	
Merched y Wawr	Gender		✓	personal email	
Ceredigion Ladies Football League	Gender		✓	personal facebook message	
Lampeter Ladies' Football Team	Gender		✓	personal facebook message	
Longwood Community Woodland	Nature		✓	personal facebook message	
Lampeter Community Hall	Other		✓	personal facebook message	
Royal British Legion	Other		✓	personal facebook message	
Lampeter Classics Society	Other		✓	personal facebook message	
Lampeter Round Table	Other		✓	personal facebook message	
Lampeter Motor Club	Other		✓	personal facebook message	

Lampeter 41 Club	Other		✓	personal facebook message	
Rotary Club	Other		✓	personal facebook message	
Transition Llambed	Other		✓	personal facebook message	
Lampeter Agricultural Society	Other		✓	personal facebook message	
Amnesty International Lampeter Group	Other		✓	personal facebook message	
Lampeter Town Twinning	Other		✓	personal facebook message	
Muslim Community (Mosque)	Religion		✓	personal facebook message	
Lampeter Bowls Club	Sports		✓	personal facebook message	
Lampeter Football Club	Sports		✓	personal facebook message	
Sarn Helen Running and Cycling Club	Sports		✓	personal facebook message	
Lampeter Rugby Club	Sports		✓	personal facebook message	
Lampeter Fencing Club	Sports		✓	personal facebook message	
CAVO	Volunteering	✓	✓	personal email	
Lampeter Ramblers	Walking & Cycling		✓	personal facebook message	
Ceredigion Youth Service	Young People	✓	✓	personal email	✓
Ceredigion Youth Service	Young People	✓	✓	personal email	✓

Lampeter Cubs	Young People		✓	personal facebook message	
Family Centre and Toy Library	Young People		✓	personal facebook message	
Gwerin y Coed	Young People		✓	personal facebook message	
Ysgol Bro Pedr	Young People		✓	personal facebook message	
Extinction Rebellion Aberystwyth	Young People			personal facebook message	
Youth Forum Penparcau	Young People		✓	personal facebook message	
Area 43, Cardigan	Young People			personal email	
Coleg Ceredigion	Young People	✓	✓	personal email	✓
Coleg Ceredigion	Young People	✓	✓	personal email	✓
Uni Aberystwyth	Disability	✓	✓	personal email	
Uni Aberystwyth	Sports	✓	✓	personal email	✓
Uni Aberystwyth	Young People	✓	✓	personal email	✓
Uni Aberystwyth	Young People	✓	✓	personal email	
CFFI Ceredigion Young Farmers	Young People		✓	personal facebook message	
Urdd Cymru / LINK	Young People		✓	personal email	
Urdd Ceredigion	Young People	✓	✓	personal email	✓
Lampeter Rainbows, Brownies, Guides, Rangers	Young People		✓	personal facebook message	

Lampeter Uni	Young People	✓	✓	personal email	✓
Lampeter Uni	Young People	✓	✓	personal email	
Lampeter Uni	Young People	✓	✓	personal email	✓
Scouts Ceredigion	Young People	✓	✓	personal facebook message	

Amendments made to the ATNM following Statutory Public Consultation (which closed on 19th November 2021)

Routes Added:

Future Route Reference	Location	Notes
CER-FR-AB-641B	Llanilar to Tregaron – Ystwyth Trail	Extension of the Future Route proposal already shown to Llanilar, showing aspirations of this Authority to improve The Ystwyth Trail and NCN Route 82 connection to Tregaron, which currently has several on-road sections, raising long-standing road safety concerns from the public.
CER-FR-AB-647	Piercefield Lane to Maescrugiau Estate	Short link to this housing estate added.
CER-FR-AB-648	Plascrug Footbridge	Scheme development work underway to enhance this very popular bridge connection to the network of schools on Plascrug Avenue.
CER-FR-AB-649	Felin y Mor link to Ystwyth Trail traffic free section.	Final section of Felin y Mor is narrow carriageway only, where pedestrians and cyclists must share road space with vehicles (though volumes are low). Explore potential new path provision.
CER-FR-AB-650	Southgate to Rhydyfelin	Following draft ATNM feedback review meeting with WG and TfW. Likely to fail route audit as an Existing Route due to traffic volumes and steep gradient with footway directly adjacent to TRA487.
CER-FR-LA-317	Aberaeron to Felinfach (extension of Llanerchaeron Cycle Trail)	Lots of requests made by the public during the consultations. Following a review this was added as it could link into the new Aeron Valley School in Felinfach.
CER-FR-LA-317B	Felinfach to Lampeter	An extension of the above route proposal to link Lampeter with Aberaeron.
Existing Route Reference	Location	Notes
CCC-ABER45-FW	Footway outside IBERS at Plas Gogerddan to A4159 crossroads.	Route added following draft ATNM feedback review meeting with WG and TfW.
CCC-LAMP01-FW	Bridge St, Lampeter route extended from Cooperative Store entrance to County boundary to show connection between the settlements of Lampeter and Cwmann.	Amendment following draft ATNM feedback review meeting with WG and TfW. Liaised with Carmarthenshire CC to request that they show Existing Route footway connection on their side of the border.

Ceredigion ATNM Submission 2021 – Integrated Network Map* Routes removed following construction since INM submission in Nov’17 (*now known as ‘Future Routes’)

Designated Settlement and INM Route Reference	Existing Route Reference	Location	Brief Summary
Aberystwyth			
CER-INMAB-605	CCC-ABER03A-SUP CCC-ABER33-SUP	Boulevard St Brieuc – Park Avenue	Construction of enhanced wider shared use path and new Toucan crossing installed. Footway widened to shared use path provision from Police Station along Park Avenue.
CER-INMAB-606	CCC-ABER35-SUP	Boulevard St Brieuc link to Rheidol Trail	Footway widened to shared use path provision by Housing Association under planning conditions.
CER-INMAB-607	CCC-ABER35-SUP	Boulevard St Brieuc link to Rheidol Trail	Footway widened to shared use path provision.
CER-INMAB-616	CCC-ABER36-SUP	Llanbadarn to Penweddig School	Construction of new shared use path (footway adjacent to TRA44 widened).
CER-INMAB-617	CCC-ABER37-SUP	Bow Street to IBERS	Construction of approx. 1km new shared use path.
CER-INMAB-618	CCC-ABER38-SUP	IBERS to Penrhyncoch	Construction of approx. 1.2km new shared use path.
CER-INMAB-623		National Library of Wales	New cycle wheel ramp installed.
Cardigan			
CER-INMCA-004	CCC-CAR18A-FW	Bathhouse Road (Mwldan)	New footway installed following carriageway width reduction by implementation of new One Way system.
CER-INMCA-005	CCC-CAR19-FW	Pont y Cleifion Road (Finch’s Square to TRA487 roundabout	Footway widened and resurfaced following carriageway width reduction, with provision of new dropped kerb and tactile paving crossings.
CER-INMCA-006	CCC-CAR20-SUP	Pont y Cleifion roundabout to Parc Teifi Business Park entrance (A484).	Footway widened to shared use path provision. Improved, wider refuge installed for crossing over TRA487.
CER-INMCA-009	CCC-CAR22-FW	Maes yr Haf	Footway widened and resurfaced following carriageway width reduction by implementation of

			new One Way system, with provision of new dropped kerb and tactile paving crossings.
Lampeter			
CER-INMLA-300	CCC-LAMP03-FW	North Road (A482)	Footway widened and new dropped kerb and tactile paving crossings installed.
CER-INMLA-301	CCC-LAMP13-FW	North Road footway link to Maes y Felin Estate	Footway resurfaced with improved wider entrance. Installation of new bollards in Rugby Club car park to segregate path to improve pedestrian safety.
CER-INMLA-303	CCC-LAMP14-FW	Market Street link	Pedestrian area resurfaced and new build-out installed (reallocation of carriageway) to ensure pedestrian and mobility user access to the Library, public toilets and superstore.
CER-INMLA-304	Carmarthenshire CC to upload onto DMW.	Cwmann – within Carmarthenshire: Adjacent to A485 from junction of A482 towards Llanybydder.	Carmarthenshire CC installed new footway provision.
CER-INMLA-308	CCC-LAMP15-FW	Maes y Felin Estate	New raised tables and speed hump installed to improve pedestrian safety and access. New dropped kerb and tactile paving installed in the Estate.
CER-INMLA-310	CCC-LAMP16-FW	Llanfair Clydogau Road – from junction of Bridge St to new housing estate.	Housing Association constructed new footway and footbridge under planning conditions. CCC have subsequently installed bollards to prevent footway parking and improved dropped kerb and tactile paving access at the western extent of the route.

Gari Jones
Sustainable Infrastructure Engineer
Highways & Environmental Services

December 2021



Route Reference	Route	Priority	Comments
CER-INMAB-600	Piercefield Lane - subject to Housing development	Med	Proposed link between Penparcau and Ystwyth Trail has been included as planning condition of potential housing development. Planning permission recently extended for fu
CER-INMAB-601	Piercefield Lane - junction (Tollgate site?)	High	Development of housing site currently underway with new Active Travel paths included as planning conditions.
CER-INMAB-602	Heol y Bont	Med	Proposed footway widening to shared use path standard, to connect Penparcau Park / Hub / underpass to Primary School with Rheidol Trail. Majority of land acquisition comp
CER-INMAB-603	TRA487 Ystwyth trail link to Spring Gardens Jctn	High	Trunk Road interface. Explore potential improvements to this Ystwyth Trail crossing over the TRA487.
CER-INMAB-604	TRA487 link to Trefechan	Med	Trunk Road Scheme. Central section has very wide carriageway lending itself to cyclelane or path widening potential, however both extents of the scheme have some constr
CER-INMAB-608	Cwrt yr Onnen link to Rheidol Trail	Med	Proposed upgrade of link between Llanbadarn and Rheidol Trail. Engineering challenges due to constraints and proximity of the River Rheidol and crossing over Vale of Rheid
CER-INMAB-609	Glanyrafon	Med	Explore potential improvements to widen footway provision and traffic free connectivity of the Rheidol Trail within Glanyrafon Industrial Estate. Liaise with WG who own the si
CER-INMAB-610	Penygraig Lane to Waunfawr	Med	Proposed upgrade of Public Right of Way path link between Waunfawr and Llanbadarn. Noting the section of steep, narrow carriageway which presents engineering challeng
CER-INMAB-611	Waunfawr link to Penygraig Lane	Med	This section is carriageway only and does not currently have path provision and is therefore proposed as continuation of route 611.
CER-INMAB-612	Hafan y Waun - Housing development	Med	Potential Hafan y Waun site housing development.
CER-INMAB-612A	Primrose Hill / Coleg Ceredigion	Med	Subject to potential Hafan y Waun housing development i.e. coordinate with route 613.
CER-INMAB-613	Primrose Hill / Coleg Ceredigion	Med	Subject to potential Hafan y Waun housing development i.e. coordinate with route 612.
CER-INMAB-614	Uni / Cwmpadarn Lane / Hafan y Waun	Med	Subject to potential Hafan y Waun housing development - with link to Cwmpadarn Lane proposed (onward to Aberystwyth University Penglais for potential Campus to Campu
CER-INMAB-615	Llanbadarn to Uni Sports Cage	Med	Proposal to upgrade Right of Way path. Some scheme development work undertaken, however drainage and environmental concerns identified.
CER-INMAB-619	Lovesgrove / Capel Dewi	Low	Proposal is now lower priority following advancement of Waunfawr to IBERS link subsequently identified (FR-631).
CER-INMAB-620	Glanyrafon to Capel Bangor (Rheidol Trail)	Med	Explore potential traffic-free provision for the Rheidol Trail because the route is currently on-carriageway.
CER-INMAB-621	TRA487 link to Talybont	High	WG Trunk Road Scheme. Shared use path scheme between Bow Street and Dole junction currently in progress with land negotiations. This would still leave a missing link tow
CER-INMAB-622	Plascrug Link to TRA44 via Vicarage Fields	High	Proposal to improve connectivity between Town Centre and St Padarns School, Bronglais Hospital and NLW. Partial Trunk Road interface required. Discussions with Aberystwy
CER-INMAB-624	Alexandra Road / Train Stn	High	Link from Train Station to Tesco's / Glyndwr Way and connectivity towards Rheidol and Ystwyth Trails (NCN82), via recent development of Yr Hen Ysgol Gymraeg site.
CER-INMAB-625	Waunfawr Road	Med	Potential scope to widen footways to shared use path provision at eastern extent and tie into potential Hafan y Waun development. Constraints for the remainder of Waunfa
CER-INMAB-626	Southgate to Midfield - Housing development	Med	Potential housing development site included within the LDP, but yet to come forward by developer.
CER-INMAB-627B	TRA487 Bow Street - Phase 2	High	WG Trunk Road Scheme. Footways to be widened to shared use provision. Engineering challenges at southern extent due to width constraints of properties adjacent to carri
CER-INMAB-628	TRA44 Capel Bangor Rheidol Trail connection	Med	WG Trunk Road. The Rheidol Trail joins the TRA44 at junction on an uphill slope and limited visibility.
CER-INMAB-629	TRA487 Penglais Hill	High	WG Trunk Road Scheme. CCC commenced initial scheme development work to consider cyclelane provision. Complex scheme due to traffic volumes, with turning lanes to Br
CER-INMAB-630	Great Darkgate Street	Low	WG Trunk Road. Included on the initial INM as potential pedestrianisation proposal. However this is unlikely due to local opposition experienced during Safe Zone implement
CER-FR-AB-631	Waunfawr to IBERS - Sections A to E	High	Proposed shared use path scheme with Trunk Road liason required. Priority scheme development work underway. Section B traffic free alignment is preferred to Section E w
CER-FR-AB-632	Penrhyncoch - housing development site.	Med	Site included in LDP for potential housing development - potential opportunity to extend new shared use path provision.
CER-FR-AB-633	National Library of Wales (NLW) to TRA44	High	Trunk Road interface. Potential offline proposal due to complexity of TRA487 Penglais Hill proposal. Partership woring with NLW and Aberystwyth University required as the
CER-FR-AB-634	NLW to Uni link	High	Continuation of route 633 to link with Penglais Campus.
CER-FR-AB-635	Uni Campus Penglais	Med	Network mesh density proposal - subject to development of proposed linking routes i.e. 614 and 629.
CER-FR-AB-636	Portland St - Loveden Rd (Walking)	High	Network mesh density proposal - feasibility work required
CER-FR-AB-637	Glyndwr Way link	High	Network mesh density proposal. Link between Rail Stn and Rheidol & Ystwyth Trail (NCN82).
CER-FR-AB-638	A487 Ystwyth Trail Gerddi Rheidol link	High	Trunk Road interface. Potential for improved Ystwyth Trail link across TRA487 to be explored.
CER-FR-AB-639	Third Avenue Penparcau	Med	Network mesh density proposal - feasibility work required
CER-FR-AB-640	Fifth Avenue Penparcau	Med	Network mesh density proposal - feasibility work required
CER-FR-AB-641	Ystwyth Trail to Llanilar	High	Explore options at on-road section in Rhydyfelin and crossing over TRA487 in Llanfarian requiring Trunk Road interface. Potential surfacing improvements between Llanfarian
CER-FR-AB-641B	Ystwyth Trail - Llanilar to Tregaron. Route added.	Med	Proposals to extend traffic-free sections of this route due to safety concerns regarding current on-road provision. Potential for use of former railway track, but landowner disi
CER-FR-AB-642	North Road + Prom	High	Network mesh density proposal - feasibility work required
CER-FR-AB-643	Poplar Row to Train Stn	High	Network mesh density proposal - feasibility work required
CER-FR-AB-644	A487 Bow St to Talybont	Med	WG Trunk Road Scheme. Explore potential upgrade of existing shared use path and connectivity into Talybont at northen extent where cyclists and pedestians must use carri
CER-FR-AB-645	A487 Talybont to Powys border	Med	WG Trunk Road Scheme. Explore proposals to link up existing sections of shared use path provision.
CER-FR-AB-646A	Llandre	Low	Consider cyclist provision and connectivity within Llandre. Little scope to widen existing footway provision and there is a lengthy vehicle priority system in the village posing cl
CER-FR-AB-646B	Llandre to Borth	Low	Shared use path proposal with engineering challenges due to alignment of adjacent Network Rail track and NR bridge on the B4353.
CER-FR-AB-647	Piercefield Lane to Maescrugiau Estate	Med	Shared use path proposal to link this housing estate (as extension of route INMAB-601 which is subject to planning condition).
CER-FR-AB-648	Plascrug Footbridge	High	Proposal to enhance footbridge to wider bridge to accommodate shared use provision. Very busy route to access schools and leisure facilities on Plascrug Avenue. Scheme de
CER-FR-AB-649	Felin y Mor link to Ystwyth Trail traffic free section.	Med	Explore possible path provision as pedestrians and cyclists currently shared road space with vehicles, though low volumes. Land negotiations required.
CER-FR-AB-650	A487 Rhydyfelin to Southgate	Med	WG Trunk Road Scheme. Explore footway widening and dropped kerb crossing provision in Rhydyfelin.
CER-INMCA-001A	TRA487 Cae Morgan Rd to Penparc missing link.	High	WG Trunk Road Scheme. Priority scheme development work underway between CCC and NMWTRA for surveys, detailed design and land negotiations, for this missing link be

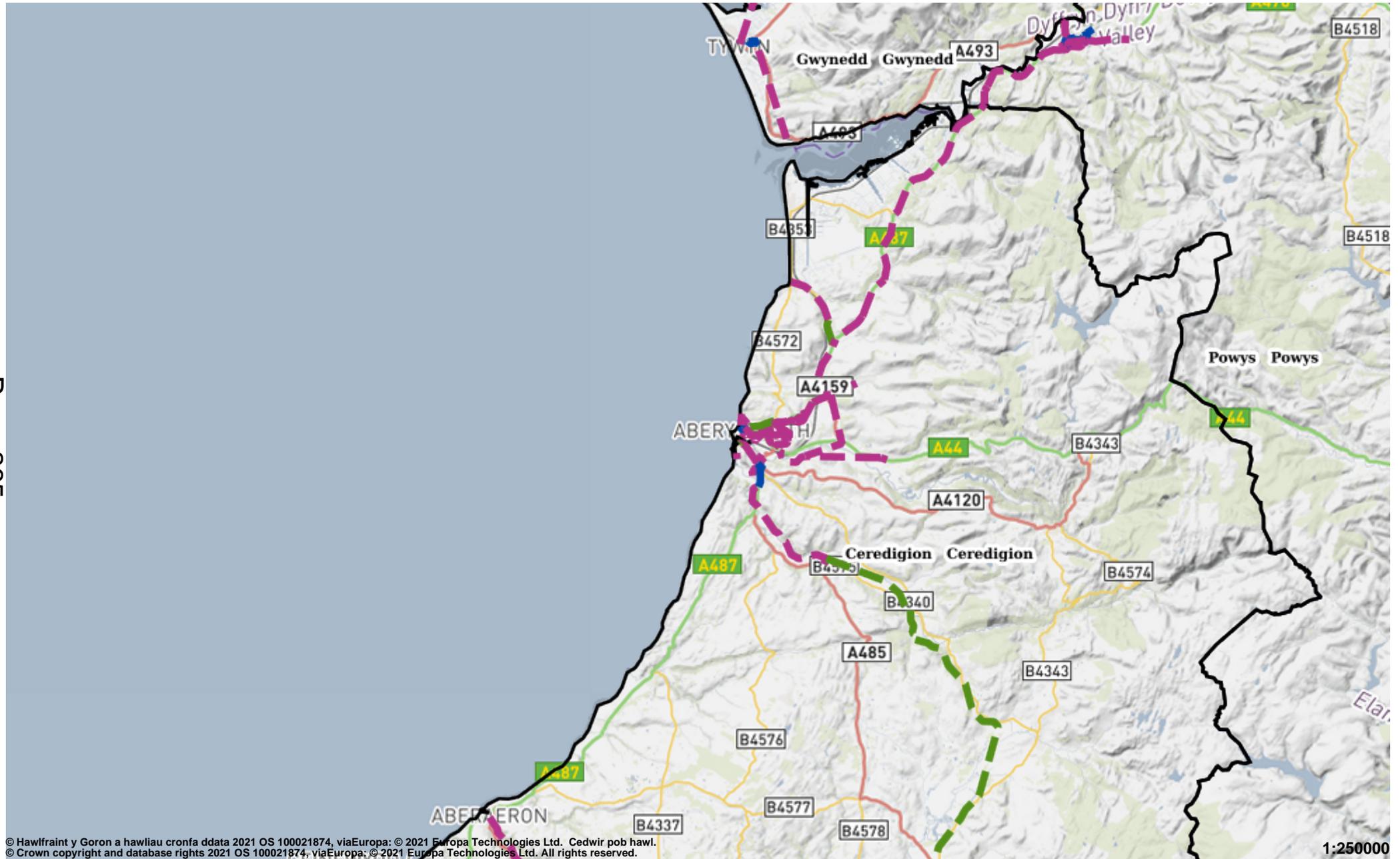
CER-INMCA-002B	Gwbert Road west of roundabout	High	There are 2 short sections of footway due to be widened as part of ATF FY21-22 grant scheme, following landowner dedications secured. Utility pole relocations (x2) to be ex
CER-INMCA-003	College Row	Med	Proposed One Way system in order to accommodate new footway where provision does not exist at present.
CER-INMCA-007	St Dogmaels Road	High	Priority scheme development underway includes detailed design for new footway provision, new 20 mph zone and traffic calming with land negotiations required. Challengin
CER-INMCA-008	Cardi Bach Trail behind business park	Low	Included as aspirational for potential widening of shared use pat which is narrow in places, near to the Town, and busy at times. Path is directly next to riverside therefore lar
CER-INMCA-010	Napier St	Low	Narrow footways, with one side below level of carriageway requiring pedestrian guardrailing. Already within 20 mph zone and engineering solutions are challenging due to c
CER-INMCA-011	Feidr Fair via former Health Centre	Med	Development site presentign opportunity to request footway link as planning condition.
CER-INMCA-012	Cardi Bach steps link up to TRA487	Med	WG Trunk Road Scheme . Installation of wheel ramp to be considered to assist cyclists connectivity to from Cardi Bach Trail? However no cycllane provision on A487.
CER-FR-CA-001B	TRA487 Penparc to Aberporth roundabout	Med	WG Trunk Road Scheme . Explore opportunites to improve existing provision to meet AT Design Guidance. Links to Tremain Primary School and beyond to Qinetiq and Aberp
CER-FR-CA-013	Llechryd to Cardigan	Med	Explore proposals for shared use path link to Cardigan. Engineering challenges for A484 alignment with cooperation of several landowners required. May need to consider alt
CER-FR-CA-014	Maes / Feidr Henffordd link to A487	High	Network mesh density proposal - feasibility work required
CER-FR-CA-015	Cnwc y Dintir / Maesglas / Feidr Henffordd (walking)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-016	Finch's Square Bus Interchange (walking)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-017	A487 Cardi Bach link to Pont y Cleifion (walking)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-018	Pendre to roundabout (cycling)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-019	Feidr Fair (cycling)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-020	Pont y Cleifion (cycling)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-021	The Strand / Cardigan High St (cycling)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-022	Castle St bridge (cycling)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-023	Priory St (cycling)	High	Network mesh density proposal - feasibility work required
CER-FR-CA-024	Williams Terrace / Napier Gardens (cycling)	High	Network mesh density proposal, noting 20 mph zone already in situ.
CER-INMLA-302	Mill Street	High	Footway has been resurfaced to improve user comfort levels. Further minor works required to improve dropped kerb and tactile paving provision, potentially in Q4 FY21-22 a
CER-INMLA-305	Cwmman Link - Carms CC	Med	Within Carmarthenshire CC. Narrow, below standard footway between the main settlement of Cwmman and Lampeter. CCC undertook detailed design and forwarded detail:
CER-INMLA-306	Maestir Road	Med	Proposal to install new footway provision, but a vehicle priority system also possibly required due to constraints.
CER-INMLA-307	Drovers Road	Med	Narrow footways, but deliverability of footway widening is challenging due to constraints. Within 20 mph zone.
CER-INMLA-309	Forest Road - subject to Housing Development	Med	Site included in LDP for potential housing development.
CER-INMLA-311	Maes y Deri - subject to Housing Development	Med	Site included in LDP for potential housing development.
CER-INMLA-312	Lampeter University RoW path upgrade	High	Due for construction in Q4 this FY21-22 via ATF grant funding.
CER-FR-LA-313	University to Business Park	Med	Proposed active travel link from Town Centre to the Business Park, partly along former railway track alignment.
CER-FR-LA-315	Station Terrace link (walking)	Med	Footway provision is below standard and would need to be included within scheme proposal 313 to ensure access connectivity.
CER-FR-LA-316	Lampeter to Llanybi - route added.	Med	Proposed shared use path scheme along the old railway track alignment. Local community group recently relinquished funding due to landowner difficulties.
CER-FR-LA-317	Aberaeron to Felinfach - route added.	Med	Proposed extension of Llanerchaeron Cycle Trail along former rail track alignment with potential connectivity to new Aeron Valley School in Felinfach. Negotiation with sever:
CER-FR-LA-317B	Felinfach to Lampeter - route added.	Low	Continuation of route 317 to connect with Lampeter along former railway track alignment. Negotiation with several landowners will be required.

Key

Yellow highlighting indicates routes added to ATNM following Statutory Public Consultation

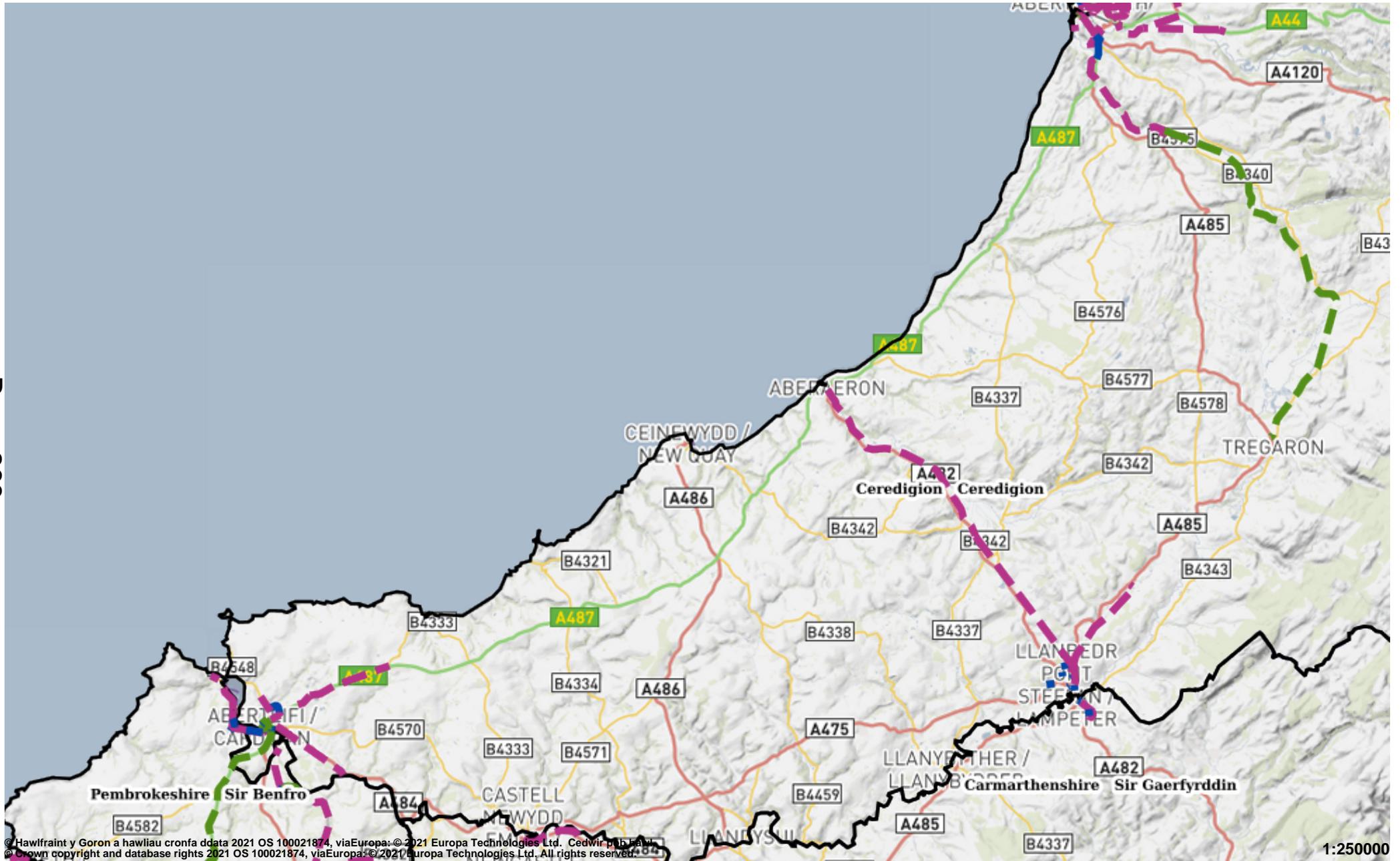
Llwybrau'r Dyfodol / Future Routes

Gogledd Ceredigion North



Llwybrau'r Dyfodol / Future Routes

De Ceredigion South

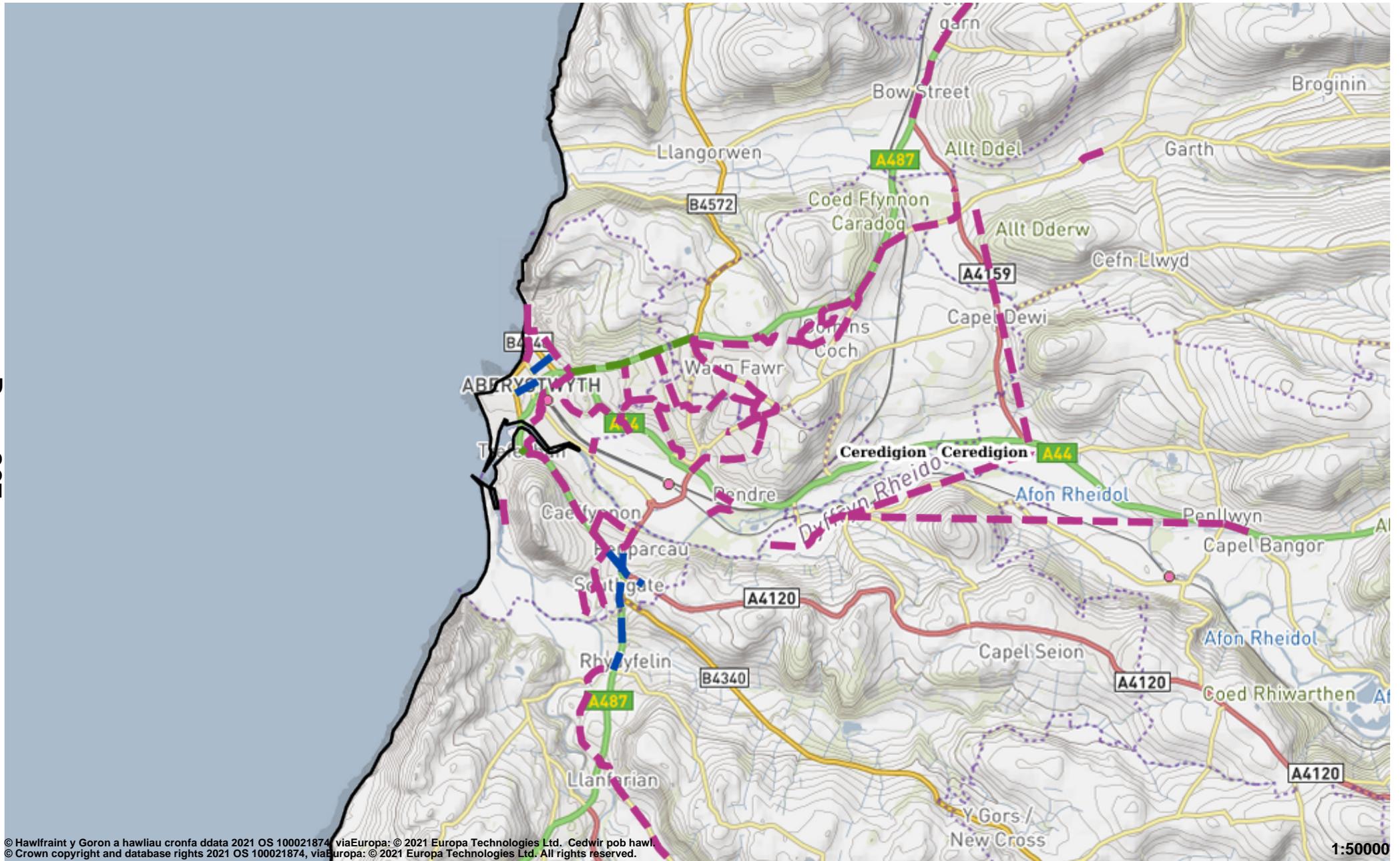


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Llwybrau'r Dyfodol / Future Routes

Aberystwyth

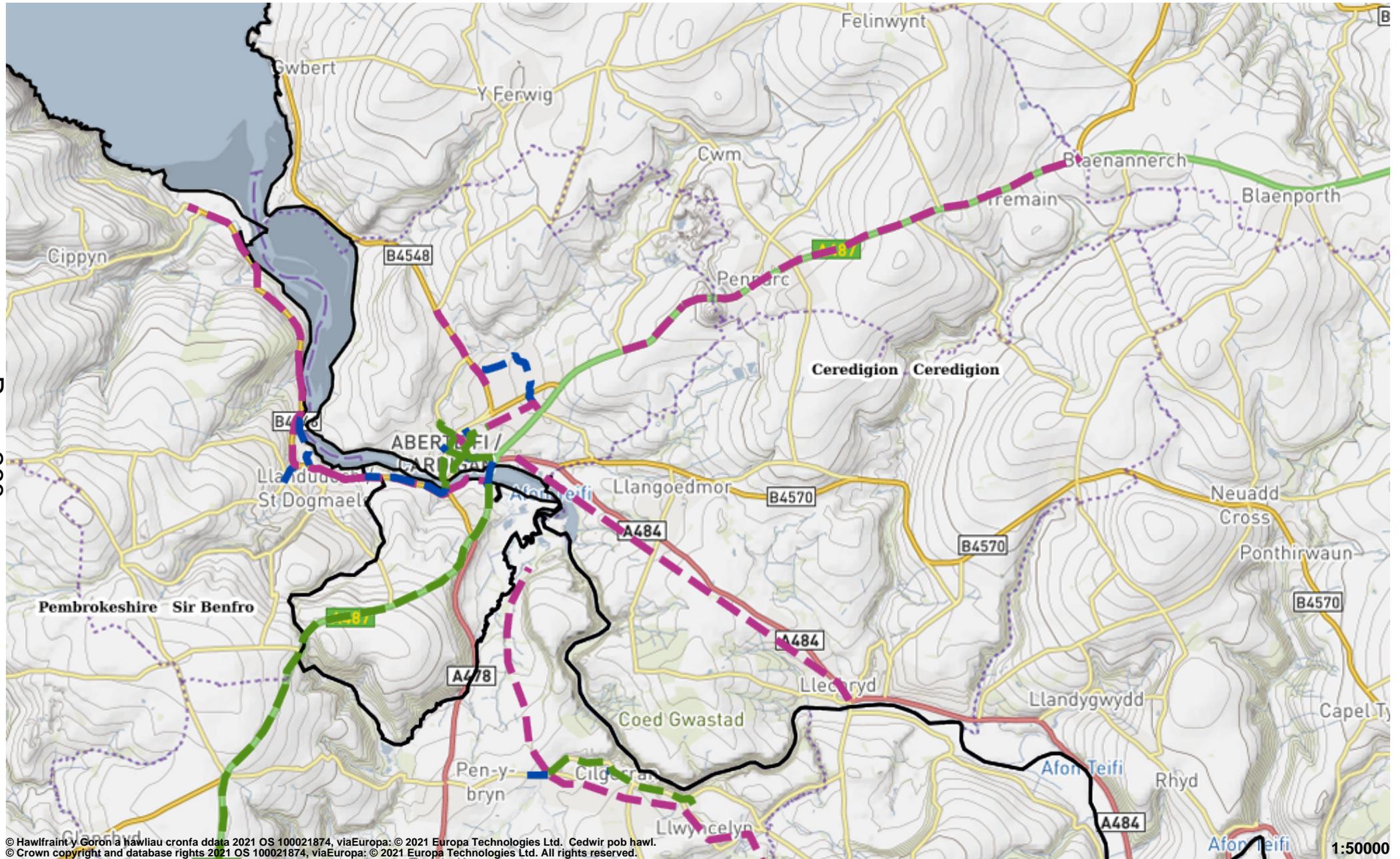
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Llwybrau'r Dyfodol / Future Routes

Aberteifi - Cardigan

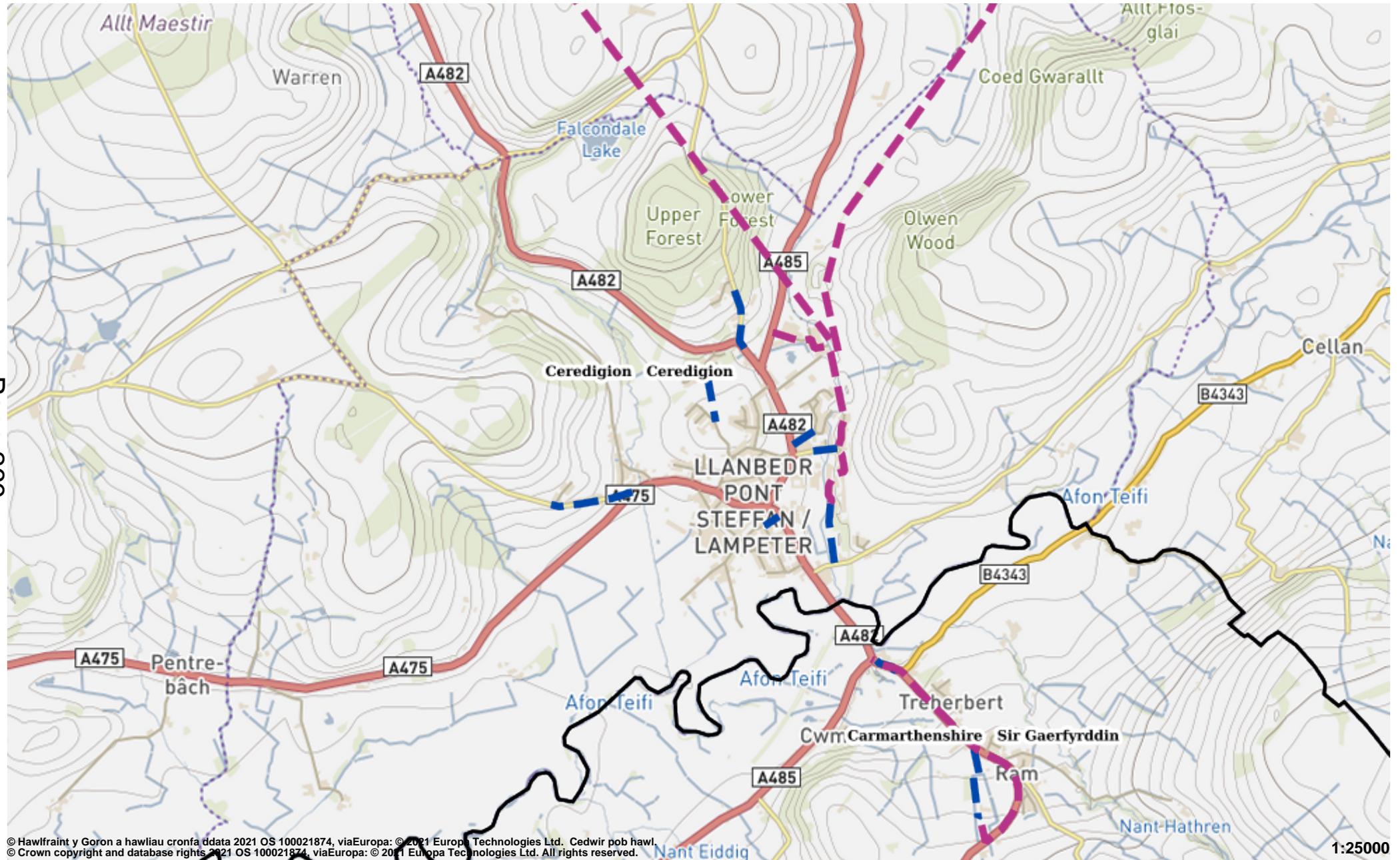


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Llwybrau'r Dyfodol / Future Routes

Llanbedr Pont Steffan - Lampeter



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Future Routes

 Walking

 Cycling

 Shared Use

 Other

Local Authorities - High Water mark



Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 1 February 2022

LOCATION: ZOOM

TITLE: Feedback from the Thriving Communities Overview and Scrutiny Committee on the Active Travel Network Mapping (ATNM) Review

PURPOSE OF REPORT: To provide feedback from the Thriving Overview and Scrutiny Committee held on 1st November 2021

The Committee were informed of the increasing Local Highway Authority network of Active Travel routes and infrastructure to the Highways Asset Management Plan (HAMP), which they advised is likely to have additional resource implications for ongoing maintenance.

Officers advised the Committee that development and construction of most active travel infrastructure schemes is almost exclusively funded from applications to access Welsh Government Capital Grants, mainly Active Travel Fund and to a lesser extent safe routes in Communities. mainly Active Travel Fund and to a lesser extent safe routes in Communities. Officers advised that it is a condition of Welsh Government grant funding that schemes must be designed and constructed in accordance with the WG Active Travel Design Guidance. In reply to a question, Officers confirmed that Welsh Government do not provide ring-fenced revenue funding assistance towards the maintenance and upkeep of new infrastructure, and it is a condition of accepting capital grant funding that the Authority becomes responsible for any future maintenance costs which clearly carries implications for service budgets.

New routes predominantly for leisure/recreation purposes and routes outside of the three designated settlements and immediate active travel catchment area are likely to be unsuccessful and fail to attract funding. This caused concern amongst Committee Members as Ceredigion has many rural villages and Towns.

In response to a question, Officers confirmed that Landowners play a large part in this process and if their consent is not provided then the Active Travel Scheme cannot proceed. Their cooperation is therefore crucial.

Following a request from a Committee Member, assurance was given that officers would contact Carms officers to ask them if they had any intention of improving the A484/B4333 between Newcastle Emlyn and Carmarthen.

RECOMMENDATION

Members agreed to recommend that Cabinet endorse the ATNM Review and future expansion of the Highway network and Asset management responsibilities in connection with Active Travel provision.

CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 01/02/22

Title: Experimental Traffic Regulation Orders -Retaining elements of the Temporary Traffic Regulation Orders (TTROs) in towns in Ceredigion

Purpose of the report: To seek authorisation to make two Experimental Traffic Regulation Orders required for the process for retaining selected parking and traffic flow elements installed temporarily in response to the Covid-19 pandemic

For: Decision

Cabinet Portfolio and Cabinet Member: Highways and Environmental Services, Housing and Customer Contact – **Cllr Dafydd Edwards**

A number of traffic management measures were introduced via Temporary Traffic Regulation Orders (TTROs) in the above mentioned towns in order to facilitate social distancing during lockdown restrictions associated with the Covid-19 pandemic. TTROs last a maximum of 18 months, and those currently in force begin to expire from October 2022. They can be extended with appropriate permission but only if the rationale behind their creation is still relevant and valid. The restrictions associated with the initial lockdown and subsequent alert level conditions are not in force at this time.

As Requirements for social distancing have been eased in Wales, there is no longer a need for some or all the measures introduced to continue. However, it is recognised that some of the elements have demonstrated a wider benefit to society and there is a justification for starting the legal process required to consider retaining some of these elements.

It is recommended that this process be best undertaken through the making of two Experimental Traffic Regulation Orders (ETROs).

One ETRO will manage the parking restrictions regulations that will entail amending the existing Countywide Parking Traffic Order, whilst the other ETRO will manage the 'moving' regulations including one way traffic flows, prohibitions of right/left turn, no entry etc.

Comparing the ETRO process with the more traditional Permanent Traffic Order process, there is no requirement for a 3 week public consultation phase. Instead, after the publication of a Notice of Intent in the local press, members of the public are granted a six month period during which they may submit formal objections to the ETRO process.

An ETRO can remain in force for up to 18 months. After the end of the initial six

month period for objections (Autumn 2022), the Authority can decide to either revoke, amend, or make permanent the ETRO as outlined in this report. Using ETROs as the process for retaining these features, and adjusting them where necessary, thus allows for a longer period over which effects can be monitored, and members of the public can express any suggestions or objections to introducing the Permanent Traffic Regulation Orders.

The report sets out the proposals for elements to be retained/amended on county roads in Cardigan, New Quay, Aberaeron and Aberystwyth, which are currently contained within the current TTROs but are proposed to be included in the new ETROs with a view to making them permanent, subject to the outcome of the six month periods for consultation, suggestions and objections.

Those measures and/or regulations not included in the proposed ETROs which were introduced by way of the current Temporary Traffic Regulation Orders as part of the 'safe zones' will be revoked, and will revert to what was included in pre-covid19 Permanent Traffic Regulation Orders.

There are no proposals at this time to introduce an ETRO in relation to the measures introduced in Borth due to them being localised in nature which were not the subject of a TTRO, and therefore there is no requirement to formalise them following easing of restrictions.

The proposed measures in each town are provided in the *Thriving Communities Overview and Scrutiny Report Dated 08/11/2021* – see **Appendix A**

Following lengthy discussion at that meeting, the recommendation from the Committee was: *It is recommended that these proposals, and any amendments to them deemed necessary following discussion at the Thriving Communities Overview and Scrutiny Committee held on the 8th November, and after consultation with Local Members be approved for submission to Cabinet to seek authorisation for the making of the necessary Experimental Traffic Regulation Orders and the publishing of a Notice to that effect in the local press and revoke all other measures associated with the Safe Zone Temporary Traffic Orders.*

In accordance with the ETRO process, consultation has been undertaken with the Emergency Services, Local Members, relevant Town Councils, Bus companies, Road Hauliers Association. Six responses were received and a summary of these are included along with Officers recommendations in **Appendix B**

Following consideration of the feedback from the Thriving Communities Overview and Scrutiny (8th November 2021), and the subsequent consultation process, two further amendments are proposed, these being:

- *to introduce a new Prohibition of Right Turn from Bath Street into Terrace Road'.*
As the existing one way system on Bath Street, Aberystwyth is being retained, this proposal has now been removed from the list of proposals.

- *‘to retain the Disabled Badge Holders Only parking, 9am to 5pm, 2 hours no return within 2 hours temporarily introduced to Laura Place on its western side adjacent to St Michael’s church, but to amend the timing to 9am to 5pm, 2 hours no return within 2 hours.’*

Following further discussion it is recommended that the Disabled Badge Holders Only parking spaces on Laura Place are not included within the ETRO.

- *‘to retain the One Way traffic flow temporarily introduced on Baker Street, from the direction of its junction with Portland Street towards its junction with North Parade/Great Darkgate Street.’*

Following further consideration it is recommended that Baker Street reverts to its previous direction of travel away from Owain Glyndwr Square.

No further changes are proposed for the reasons outlined in Appendix B.

Information and plans setting out the proposed changes to the recommendations put forward in the report to the Thriving Communities Overview and Scrutiny Committee meeting on 8 November 2021, are shown at **Appendix C**.

Has an Integrated Impact Assessment been completed? If not, please state why No, the impact of the various measures to be introduced will be assessed during the 6 month period for objections following implementation of the proposed ETROs. An IIA at that stage will then inform any decision to make the proposed ETROs permanent

Wellbeing of Future Generations:
Summary:
Long term:
Collaboration:
Involvement:
Prevention:
Integration:

Recommendation(s): **IT IS RECOMMENDED THAT Cabinet approve:**
1) the making of the following Experimental Traffic Regulation Orders:
 i) To amend the existing Countywide Parking Traffic Order, the Ceredigion County Council (Prohibition and Restriction of Waiting and Loading and Unloading) Order 2019
 ii) To manage the ‘moving’ regulations including one way traffic flows, prohibitions of right/left turn.
2) the publication of subsequent Notices of Making in the press.

Reasons for decision: • **To enable the legal process behind the Experimental Traffic Regulation Orders to**

- **proceed to implementation.**
- **To enable implementation of the said Orders.**
- **To manage the ‘moving’ regulations**
- **To manage the parking restrictions regulations**

Overview and Scrutiny:	Thriving Communities
Policy Framework:	Producing better and safer roads.
Corporate Priorities:	Boosting the Economy Investing in People’s Future Enabling Individual and Family Resilience Promoting Environmental and Community Resilience
Finance and Procurement implications:	To be confirmed
Legal Implications:	To ensure compliance with legislation
Staffing implications:	N/A
Property / asset implications:	The necessary signs and road markings will become highways assets
Risk(s):	Cabinet will be required to consider and determine the outcome of any objections received.
Statutory Powers:	Road Traffic Regulation Act 1984 Local Authorities’ Traffic Orders (Procedure) (England and Wales) Regulations 1996.
Background Papers:	None
Appendices:	Appendix A – Thriving Communities & Overview Scrutiny Report 08/11/2021 Appendix B – Summary of consultation correspondence received and Officers recommendations Appendix C – Changes to the recommendations put forward in the report to the Thriving Communities Overview and Scrutiny Committee
Corporate Lead Officer:	Rhodri Llwyd
Reporting Officer:	Tom Delph-Janiurek
Date:	21/01/2022

Cyngor Sir CEREDIGION County Council

REPORT TO:	Scrutiny
DATE:	8 November 2021
LOCATION:	Aberaeron, Aberystwyth, Cardigan and New Quay
TITLE:	Retaining elements of the Temporary Traffic Regulation Orders (TTROs) in towns in Ceredigion
PURPOSE OF REPORT:	To present proposals for Experimental Traffic Regulation Orders as part of the process for making selected parking and traffic flow elements installed temporarily in response to the Covid-19 pandemic to be made permanent features
REASON SCRUTINY HAVE REQUESTED THE INFORMATION:	At the Thriving Communities Overview and Scrutiny Committee meeting on 1 October 2021, members requested a further report on the proposed ETRO following the conclusion of further discussions with Local Members, prior to a paper on the ETRO being presented to Cabinet for consideration.

BACKGROUND:

A number of traffic management measures were introduced via Temporary Traffic Regulation Orders (TTROs) in the above mentioned towns in order to facilitate social distancing during lockdowns restrictions associated with the Covid-19 pandemic. TTROs last a maximum of 18 months, and those currently in force begin to expire from October 2022. They can be extended with appropriate permission but only if the rationale behind their creation is still relevant and valid. The restrictions associated with the initial lockdown conditions are not in force at this time.

CURRENT SITUATION

Since requirements for social distancing have been eased in Wales, there is no longer a need for some or all the measures introduced to continue. However it is recognised that some of the elements have demonstrated a wider benefit to society and there is a case for starting the legal process to consider making these more permanent.

It is advised that this process be best undertaken through the making of two Experimental Traffic Regulation Orders (ETROs). One to deal with parking restrictions that will amend the existing countywide Parking Traffic Order, and one to deal with the 'moving' regulations such as one way traffic flows, prohibitions of right/left turn, no entry etc.).

Comparing the ETRO process with the more traditional permanent Order process, there is no requirement for a 3 week public consultation phase. Instead, after the publication of a Notice of Intent in the local press, members of the public are granted a six month period during which

they may submit formal objections to the ETRO process.

An ETRO can remain in force for up to 18 months. After the end of the initial six month period for objections, the Authority may decide to either revoke, amend, or make the ETRO permanent. Using ETROs as the process for making features permanent, and adjusting them where necessary, thus allows for a longer period over which effects can be monitored, and members of the public can express any objections to introducing permanent Traffic Regulation Orders.

This report sets out the proposals for elements to be retained/amended on county roads in Cardigan, New Quay, Aberaeron and Aberystwyth, which are currently contained within the TTROs but are proposed to be included in the new ETROs with a view to making them permanent, subject to the outcome of the six month period for objections.

There are no proposals at this time to introduce an ETRO in relation to the measures introduced in Borth due to them being localised in nature which were not the subject of a TTRO, and therefore there is no requirement to formalise them following easing of restrictions.

Discussions will continue outside the ETRO process in relation to requests for alterations to potential improvements at other locations.

The proposed measures to retain/amend are as follows:

Cardigan

In addition to the ETRO's outlined below it is advised that the widened sections of footway at the following locations be kept. These are located on:

- High St (nr Belottis)
- Guild Hall
- Pendre (nr Chip Shop)
- Priory St (Crwst)

It is proposed to include the following parking measures in the ETROs:

- To introduce a new 12 metre length Loading Bay, Monday to Saturday, 8am to 5pm 20 minutes no return within 20 minutes on High Street opposite the bus stop (which will be reinstated) to the south of the Shire Hall. This will replace the temporary Loading Bay that was introduced at the site of the bus stop. The new Loading Bay will replace part of the limited waiting bay that was on the opposite side of the road prior to the introduction of the safe zone.
- To introduce new Disabled Badge Holders Only parking, 8am to 6pm, 3 hours no return within 3 hours adjacent to the new Loading Bay above in i) to take up the rest of the former limited waiting bay.
- To introduce a new Prohibition of Waiting At Any Time on High Street from the northern end of the bus stop to the south of the Shire Hall to the junction with Market Lane (just beyond Belotti's delicatessen)

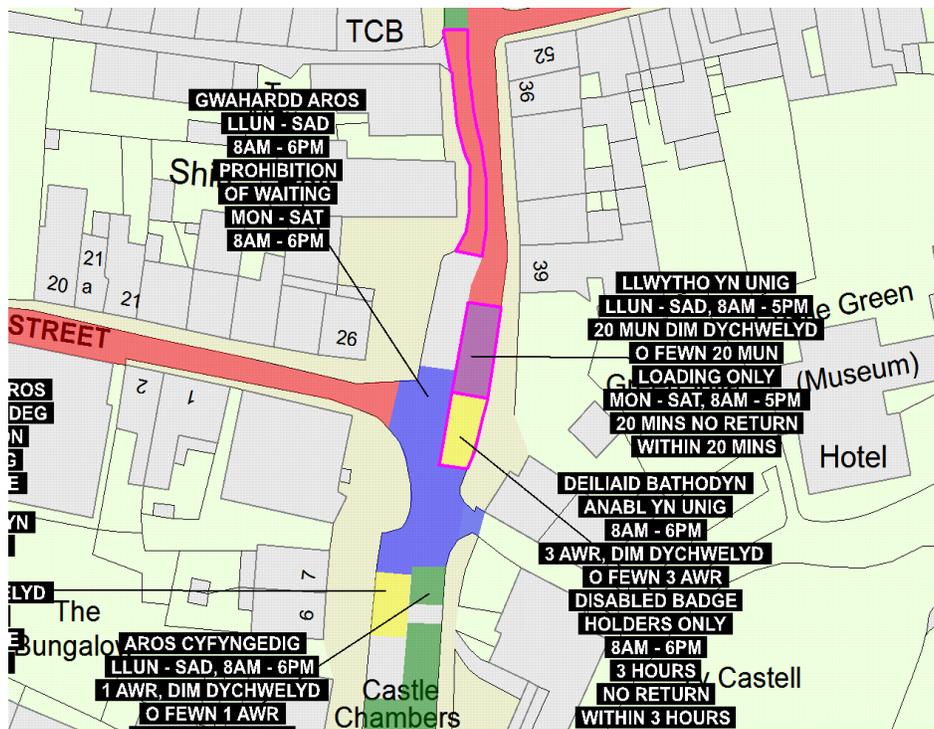


Figure 1: New loading bay (i), extended Disabled bay (ii) and Prohibition of Waiting at any time (iii)

- iv) To retain the temporarily introduced section of Prohibition of Waiting At Any Time on Priory Street by Crwst, where a new build out has been installed.
- v) To retain the temporarily introduced section of Disabled Badge Holders Only, 8am to 6pm, 3 hours no return within 3 hours parking by the Foot Clinic on the opposite side of Priory Street.



Figure 2: Retained Prohibition of Waiting At Any Time (iv) and Disabled Bay (v)

- vi) To retain the temporary Prohibition of Waiting At Any Time on Pendre from Mundos/Food for Thought Café to the junction with Bathhouse Road adjacent to Pendre Café and Fish & Chip Shop.

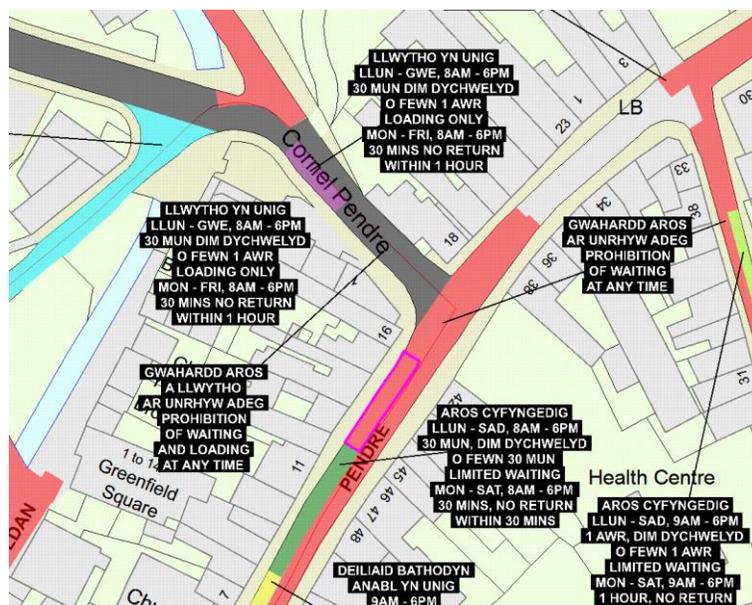


Figure 3: Prohibition of Waiting At Any Time (vi)

It is proposed to include the following Moving Prohibitions in the ETROs:

- i) To retain the One Way traffic flow that was introduced temporarily on College Row (from High Street to Queen's Terrace/Middle Mwldan by Greenfield car park).
- ii) To introduce a new Prohibition of Left Turn from Upper Mwldan [the car park] onto College Row
- iii) To introduce a new Prohibition of Right Turn from Middle Mwldan onto College Row
- iv) To introduce a new One Way traffic flow on Pwllhai from Cardigan Antiques Centre to its junction with High Street (east to west).
- v) To introduce a new One Way traffic flow on Chancery Lane from the direction of St Mary Street to High Street (south to north).



Figure 4: Proposed One Ways and Prohibited Turns, Cardigan (i, ii, iii, iv and v)

New Quay

It is proposed to include the following parking measure in the ETROs:

- i) To retain the Disabled Badge Holders Only parking 9am to 5pm, 3 hours no return within 3 hours that was temporarily installed on the seaward side of Glanmor Terrace in the bay opposite the Penwig.
- ii) To introduce a new Prohibition of Parking At Any Time on South John Street on its western side both sides of its junction with White Street to join up with the existing Prohibitions of Parking At Any Time.
- iii) To introduce a new Prohibition of Parking At Any Time on South John Street from the end of the existing Prohibition of Parking At Any Time by the property known as The Marina to the property boundary on the landward side of Ty Glyn at Glyn Square opposite the junction with Wellington Place.

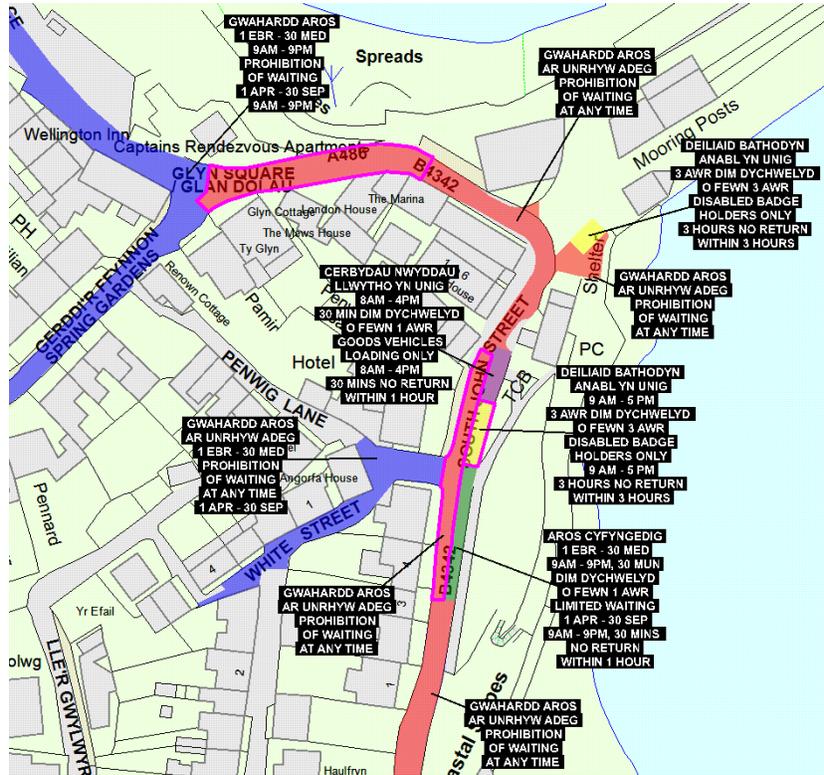


Figure 5: Retained Disabled Bay (i) and new Prohibition of Waiting At Any Time (ii and iii)

It is proposed to include the following Moving Prohibition in the ETROs:

- i) To retain the section of One Way traffic flow on Water Street from its junction with Albion Terrace travelling north - east to its junction with High Street.
- ii) To introduce a new Prohibition of Right Turn from Marine Terrace onto Water Street.
- iii) To introduce a new Prohibition of Left Turn from High Street onto Water Street



Figure 6: One Way on Water Street (i) with supporting Prohibited Left and Right turns (ii and iii)

Aberaeron

In addition to the ETRO's outlined below it is advised that the widened section of footway at the following location be kept. These are located on:

- Market St (nr Cadwgan Pub, Celtic, Costcutters)

It will be recommended to the Welsh Government/NMWTRA that the widened section of footway by Ambassadors on the A487 be removed and this revert back to limited waiting, and that the section of double yellow lines by the junction of the A487 and Alban Square by The Royal Oak be retained.

It is proposed to include the following parking measures in the ETROs:

- To retain the southern half (towards the A487 Trunk Road) of the Disabled Badge Holders Only parking, 2 hours no return within 2 hours temporarily introduced to the bay on the opposite side of the road to Costcutter on Market Street. The northern half of the bay (towards the harbour) will revert back to being Limited Waiting, Monday to Saturday, 9am to 6pm, 1 hour no return within 1 hour.
- To retain the section of Prohibition of Waiting At Any Time opposite the above Disabled and Limited Waiting bays (i) outside Costcutter to coordinate with the (retained) widened footway.

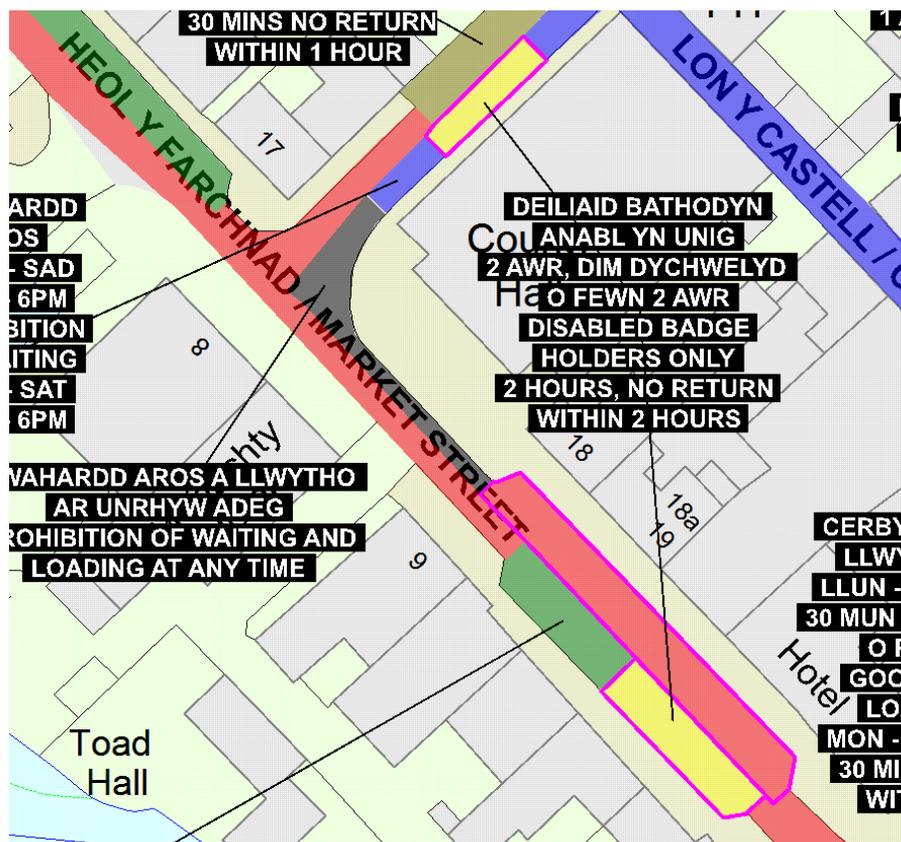


Figure 7: Retained Disabled Bays (i above and iv below) and Prohibition of Waiting At Any Time (ii)

- iii) To retain the section of Prohibition of Waiting At Any Time temporarily installed on Cadwgan Place on the side adjacent to Pwll Cam from its junction with Market Street/Tabernacle Street to its junction with Drury Lane, and to extend this to the junction with Quay Parade by The Hive and to cover the access to the harbour quayside.

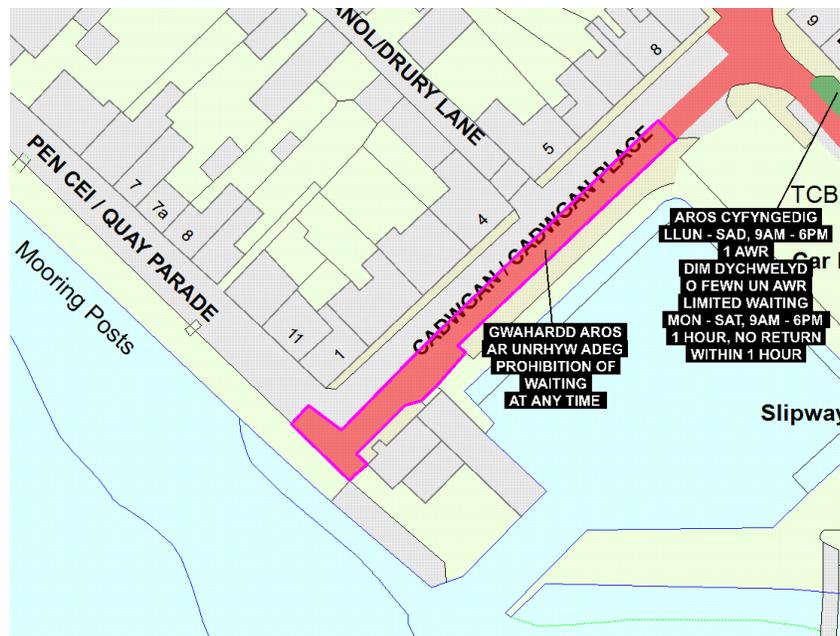


Figure 8: Prohibition of Waiting At Any Time (iii)

- iv) To retain the section of Disabled Badge Holders Only parking, 2 hours no return within 2 hours parking temporarily introduced on the south side of Victoria Street by County Hall.
- v) To introduce a new Goods Vehicle Only Loading Bay, Mon – Sat, 9am – 5pm, 30mins no return within 1 hour, 12m in length on the western side of Alban Square on the western side of the road.
- vi) To introduce a new Disabled Badge Holders Only bay 6.6m length, on the western side of Alban Square on the western side of the road.

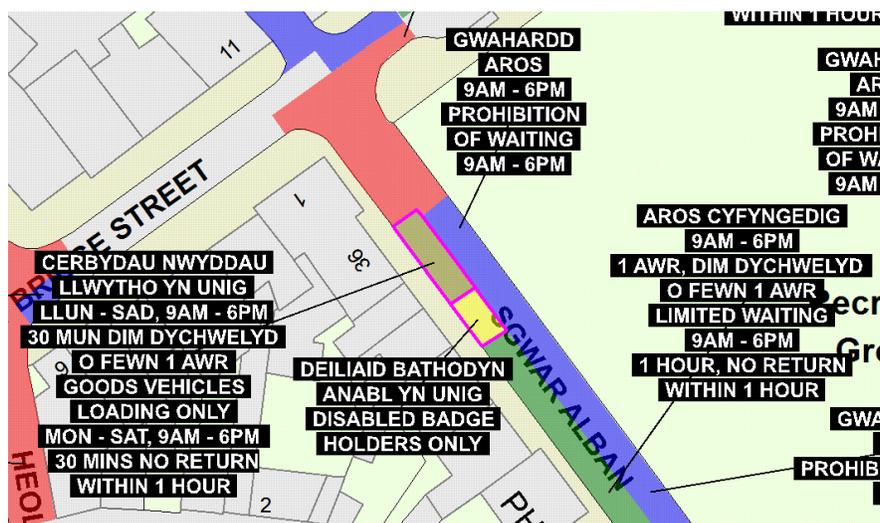


Figure 9: New Loading Bay (v) and Disabled Bay (vi)

It is proposed to include the following Moving Prohibitions in the ETROs:

- i) To retain the One Way traffic flow temporarily introduced on Lower Regent Street from north of the pay and display car park, to the seafront, along the seafront and onto Tabernacle Street and then Market Street.
- ii) To introduce a new Prohibition of Left Turn from Waterloo Street onto Tabernacle Street.
- iii) To introduce a new Prohibition of Right Turn from Glan y mor onto Tabernacle Street.

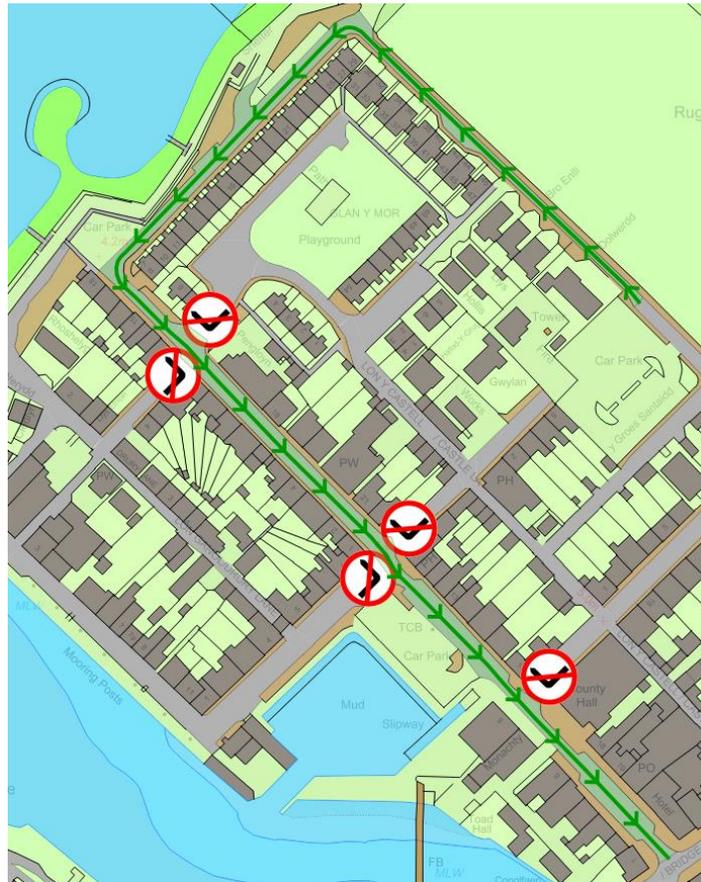


Figure 10: One way system and supporting Prohibited turns, Aberaeron

Other prohibitions of vehicle movement in Aberaeron may also be included, these will be presented at the meeting of Scrutiny.

Aberystwyth

In addition to the ETRO's outlined below it is advised that the widened sections of footway at the following locations be kept. These are located on:

- Pier St (nr Sports Direct and Cactws)
- Chalybeate St (nr Evola)
- Terrace Road (nr Stars and Boots)

It is proposed to include the following parking measures in the ETROs:

- i) To remove the existing Disabled Badge Holders Only parking, 2 hours no return within 2 hours (2-3 spaces) on Market Street and replace with a Prohibition of Waiting At Any Time.
- ii) To retain the Prohibition of Waiting At Any Time temporarily introduced on the western side of Pier Street between its junctions with New Street and King Street. (This replaced a single yellow line 9am to 6pm Prohibition of Waiting).

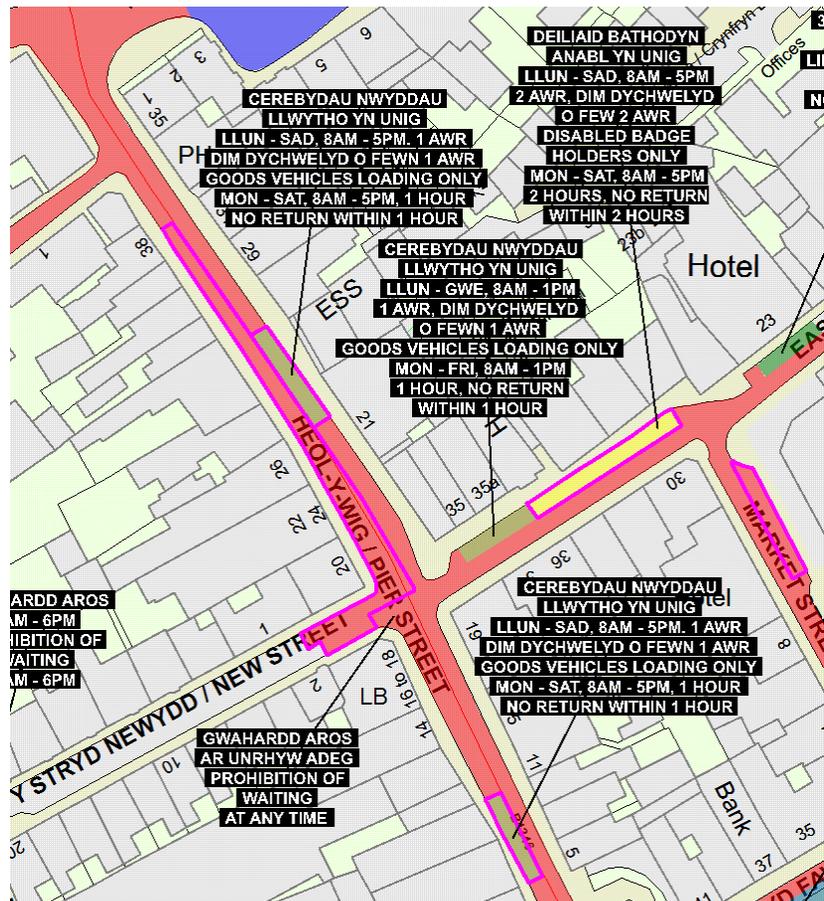


Figure 11: Removed Disabled Bay (i), Retained Loading Bays (x and xi below), Retained Disabled Bay (vii below) and Retained Prohibition of Waiting At Any Time (ii)

- iii) To retain the Goods Vehicles Only Loading Bay, Monday to Saturday, 8am to 6pm, 1 hour no return within 1 hour temporarily introduced on Chalybeate Street on its eastern side outside Evola hairdressers and Rattray Butchers.
- iv) To retain the Prohibition of Waiting At Any Time temporarily introduced to replace a Loading Bay and Limited Waiting on its western side of Chalybeate Street opposite the new Loading Bay in ii) above.
- v) To retain the Disabled Badge Holders Only parking 11am to 6pm, 2 hours no return within 2 hours temporarily introduced on the western side of Chalybeate Street by The Care Society etc. but to adjust the timing to 9am to 5pm, 2 hours no return within 2 hours.

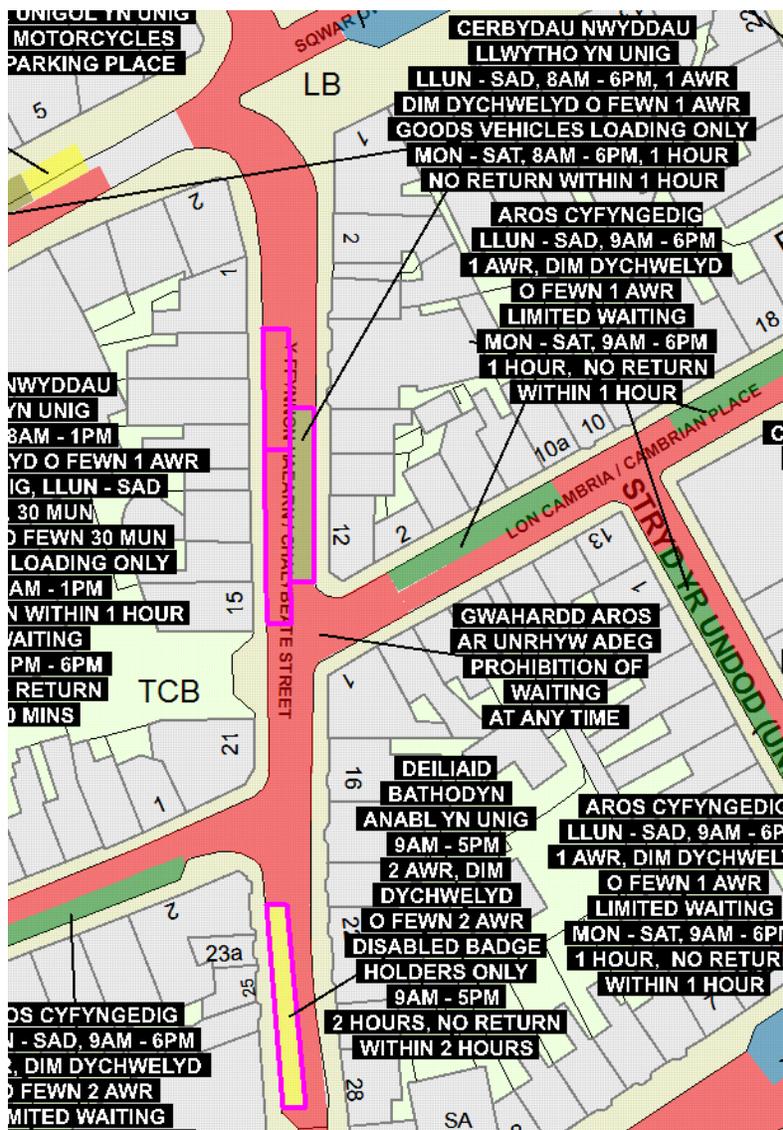


Figure 12: Retained Loading Bay (iii), Prohibition of Waiting At Any Time (iv) and Disabled Day (v)

- vi) To retain the section of Disabled Badge Holders Only parking, Monday to Saturday, 9am to 5pm, 2 hours no return within 2 hours temporarily introduced on Baker Street, on its western side (the bay on the eastern side of Baker Street will revert back to being a Loading Bay, Monday to Saturday, 8am to 1pm, 1 hour no return within 1 hour: Limited Waiting, Monday to Saturday 1pm to 6pm, 30 minutes no return within 30 minutes).

- ix) To retain the Disabled Badge Holders Only parking, 9am to 5pm, 2 hours no return within 2 hours temporarily introduced to Laura Place on its western side adjacent to St Michael's church, but to amend the timing to 9am to 5pm, 2 hours no return within 2 hours.

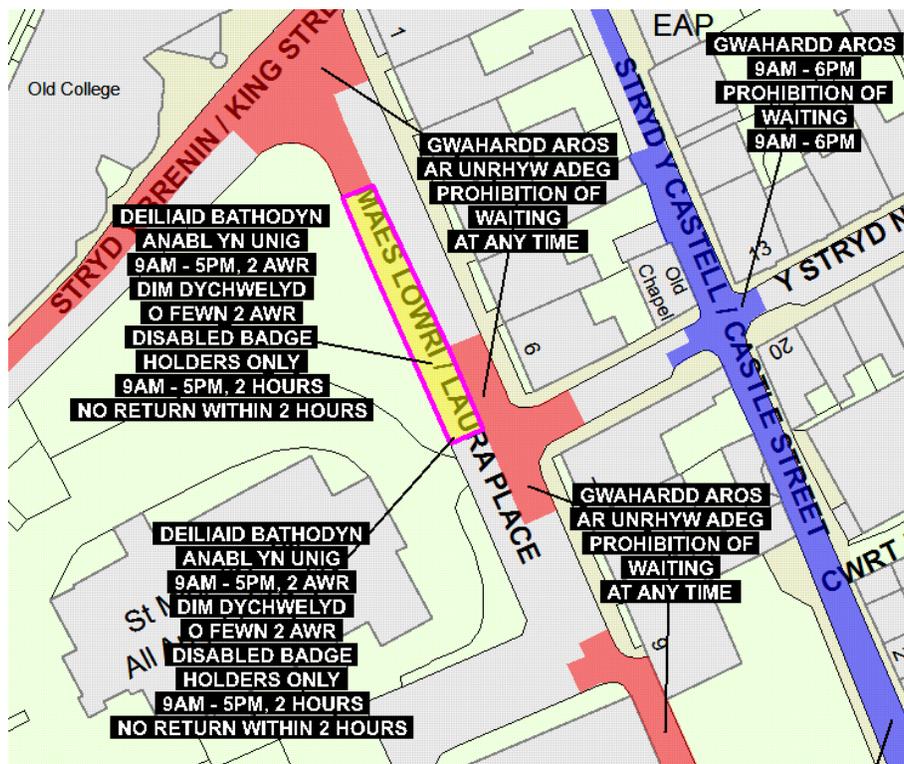


Figure 15: Retained Disabled Bay (ix)

- x) To retain the Goods Vehicle Only Loading bay Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour outside No. 8 to No. 10 for 14.6 metres temporarily introduced on the western side of Pier Street (adjacent to Sports Direct)
- xi) To retain the Goods Vehicle Only Loading bay Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour temporarily introduced outside Cactws for 12 metres on the eastern side of Pier Street.
- xii) To retain the Goods Vehicle Loading Only bay, Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour temporarily introduced on Terrace Road on its western side by Stars.

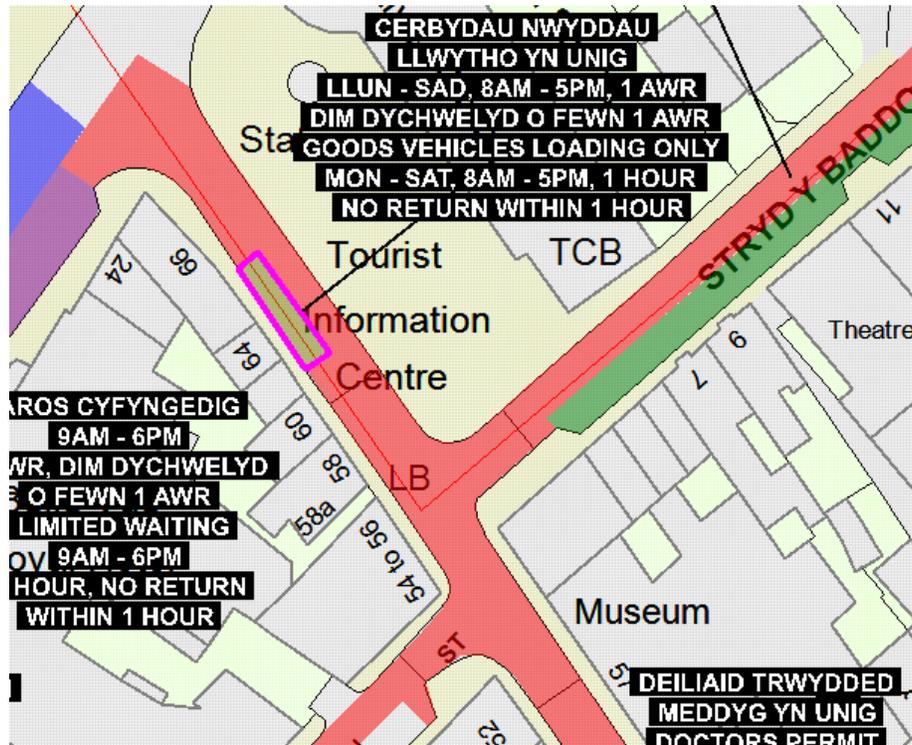


Figure 16: Retained Loading Bay (xii)

It is proposed to include the following Moving Prohibitions in the ETROs:

- i) To retain the One Way traffic flow temporarily introduced on Pier Street (south to north from Great Darkgate Street to New Promenade/Marine Terrace).
- ii) To introduce a Prohibition of Left Turn from Eastgate onto Pier Street, to support the one way on Pier Street.
- iii) To introduce a new Prohibition of Right Turn from King Street onto Pier Street.
- iv) To retain the One Way traffic flow temporarily introduced on Terrace Road from the seafront at Marine Terrace to its junctions with Portland Street.
- v) To introduce a new Prohibition of Right Turn from the eastern arm of Portland Street onto Terrace Road.
- vi) To introduce a new Prohibition of Left Turn from the western arm of Portland Street onto Terrace Road.
- vii) To introduce a new Prohibition of Right Turn from Portland Road onto Terrace Road.
- viii) To retain the One Way traffic flow temporarily introduced on Baker Street, from the direction of its junction with Portland Street towards its junction with North Parade/Great Darkgate Street.
- ix) To introduce a new Prohibition of Right Turn from Bath Street into Terrace Road.
- x) Retain the One Way traffic flow temporarily introduced on Bath Street.
- xi) To introduce prohibitions of turn (left and right) from Queens Road into Bath Street

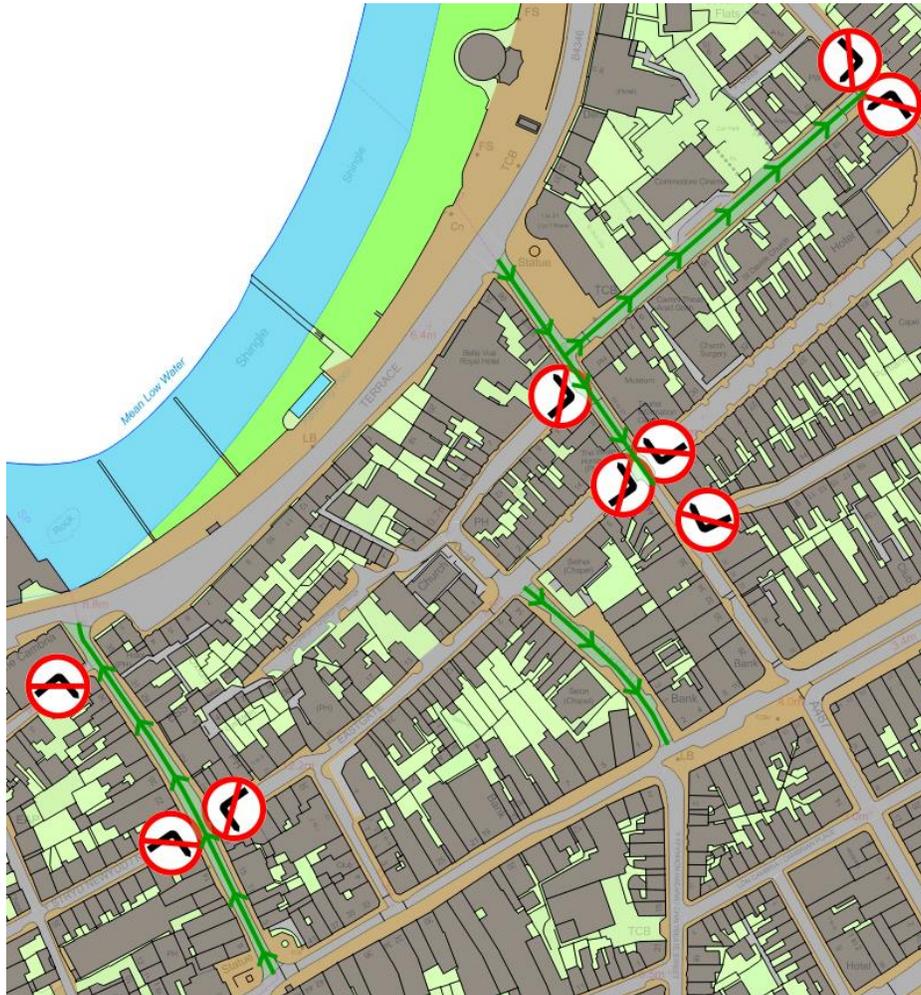


Figure 17: Aberystwyth proposed One Ways and supporting Prohibited turns

Has an Integrated Impact Assessment been completed? If not, please state why.

No, the impact of the various measures to be introduced will be assessed during the 6 month period for objections following implementation of the ETROs. An IIA at that stage will then inform any decision to make the ETROs permanent

WELLBEING OF FUTURE GENERATIONS:

- Summary: N/A**
- Long term: N/A**
- Integration: N/A**
- Collaboration: N/A**
- Involvement: N/A**
- Prevention: N/A**

RECOMMENDATION (S):

It is recommended that these proposals, and any amendments to them deemed necessary, be approved for submission to Cabinet to seek authorisation for the making of the necessary Experimental Traffic Regulation Orders and the publishing of a Notice to that effect in the local press and revoke all other measures associated with the Safe Zone Temporary Traffic Orders.

REASON FOR RECOMMENDATION (S):

So that the benefits afforded by some elements of traffic management in the aforementioned towns be investigated/monitored and considered to be made permanent, and to provide a baseline traffic management network to assist in development of future proposals for the four towns.

Contact Name: Steve Hallows
Designation: Service Manager Highways Development
Date of Report: 22/10/2021
Acronyms:

APPENDIX B

Summary of consultation correspondence received (*in italics*) and Officers
recommendations (**in bold**)

Responses were received from Mid and West Wales Fire and Rescue Service, Cllr. Elaine Evans, Cllr. Endaf Edwards, Cllr. Ceredig Davies, Aberystwyth Town Council and Aberaeron Town Council during the consultation period, and these have been grouped by location below:

GENERAL

1. *Correspondence was received from the Mid and West Wales Fire and Rescue Service but contained no objection to any of the measures in the proposed ETROs.*

CARDIGAN

2. *Did not object to any of the proposals but requested a drop-off bay be installed on the High Street, Cardigan, by the Factory Shop. She was informed that although the location is currently covered by a permanent prohibition of Waiting and Loading At Any Time, it is still legal for vehicles to stop there to allow passengers to board or alight. Installing a formal bay would place a considerable burden on Parking Services, since a Civil Enforcement Officer would have to witness a vehicle being left in contravention of the time limit placed on the bay. **It is suggested that time be given for the effects of the proposed ETROs to be assessed before considering any additional measures.***

ABERYSTWYTH

3. *The changes in highways arrangements that were introduced in towns in Ceredigion were composed and introduced 'on the hoof' in response to the unprecedented circumstances of the Covid-19 pandemic. There are differing opinions on the effectiveness of them, and unintended consequences which persist for residents and businesses in town centres. The proposals in the ETROs are not based on prior studies, merely being a continuation of measures that have been in place for over 12 months that are being proposed to justify their temporary introduction and which will be in place over another summer season. **Multiple measures introduced 12 months ago are to be amended/removed. The ETRO process allows a minimum of 6 months for the effects of the introduction of the proposed measures and the revocation of some of the measures that were temporarily introduced to be evaluated. Following the initial 6 month period during which objections can be received, amendments can be made and a different set of measures evaluated if there is sufficient, appropriate justification.***
4. *The impression given by the leader of the council was that the streets would revert to how they were once the summer season was over. It is now evident that officers differ in their view and are not proposing the removal of the extended pavements. **The measures included in the proposed ETROs include only a part of the overall measures that were introduced for the 'safe zone' in Aberystwyth, and they include none of the road closures, which were removed after the summer season.***

5. *To remove the existing Disabled Badge Holders Only parking, 2 hours no return within 2 hours (2-3 spaces) on Market Street and replace with a Prohibition of Waiting At Any Time. There is no justification in the consultation document for the removal of the disabled parking in Market St and as a consequence disabled parking should remain. It was put there originally, following extensive consultation, in order that those with a Blue Badge had somewhere close to park for Great Darkgate St. The need for such spaces has not gone away and the spaces created in Eastgate in the vicinity of Downies is that much further away from GDS and further than the 50 metre walking distance, a criteria for obtaining a Blue Badge. Creating disabled parking in the vicinity of Downies impacts on nearby businesses with the deliveries and pick-ups. There is the need to retain the ability of Pantyfedwen staff to exit with their vehicles on to Market St. **The proposal to remove all parking on Market Street permits vehicle and pedestrian provision to be reviewed and the existing problem with obstruction of the access to Pantyfedwen to be addressed. Under what is proposed, the nearest disabled parking provision to Market Street is only approximately 8 metres away in Eastgate. Disabled parking spaces on Market Street are already more than 50 metres away from the majority of shops on Great Darkgate Street, and spaces are already provided on Great Darkgate Street itself.***

6. *To retain the Goods Vehicles Only Loading Bay, Monday to Saturday, 8am to 6pm, 1 hour no return within 1 hour temporarily introduced on Chalybeate Street on its eastern side outside Evola hairdressers and Rattray Butchers. The creation of extended pavements and as a consequence the loss of parking has impacted on blue badge holders but also on the less mobile who do not have a blue badge. Chalybeate St, western side, has always provided parking for those accessing banks and businesses in and around Sgwar Owain Glyndwr. Whilst it was not “legal” parking it was a great boon to those who literally used the parking for a matter of minutes. **The proposals will introduce more disabled parking in central Aberystwyth than previously. The proposed measures re-balance pedestrian provision on narrow streets, traffic flows, and on street parking provision. There is no means within current legislation to create parking specifically for those without blue badges who may nevertheless be less mobile, other than to increase parking provision at the expense of provision of footways. The Authority cannot be seen to be encouraging illegal parking, restrictions are imposed on the basis they are enforced and that drivers respect them.***

7. *To retain the Disabled Badge Holders Only parking 11am to 6pm, 2 hours no return within 2 hours temporarily introduced on the western side of Chalybeate Street by The Care Society etc. but to adjust the timing to 9am to 5pm, 2 hours no return within 2 hours. This should read eastern side of Chalybeate St. Willing to accept this as part of the ETRO. **The bay referred to is correctly noted as being on the western side of Chalybeate Street.***

8. *To retain the section of Disabled Badge Holders Only parking, Monday to Saturday, 9am to 5pm, 2 hours no return within 2 hours temporarily*

*introduced on Baker Street, on its western side (the bay on the eastern side of Baker Street will revert back to being a Loading Bay, Monday to Saturday, 8am to 1pm, 1 hour no return within 1 hour: Limited Waiting, Monday to Saturday 1pm to 6pm, 30 minutes no return within 30 minutes). Parking along the “even numbered side”, referred in the report as the western side, should revert to what was there previously in order to provide parking for residents and the less abled, without blue badges, in order that they could access banks and other services in and around Sgwar Owain Glyndwr. This view is reinforced by the loss of parking in nearby Chalybeate St. Support the recommendation to revert the “odd side”, referred as the eastern side in the report, to how it was as a loading bay. **The proposals address the relatively low level of disabled parking provision during the daytime in this part of Aberystwyth. They introduce and maintain a mixture of parking (i.e. loading, limited waiting, disabled parking, motorcycle parking and unrestricted parking overnight for residents).***

9. *To retain the Disabled Badge Holders Only parking, Monday to Saturday, 8am to 5pm, 2 hours no return within two hours on Eastgate on its northern side outside Downies Vaults/Fusion King etc. The temporary disabled bay outside Downies should be removed and returned to a time limited parking bay as was. The reason being that a disabled bay at this point is too far away from most of the services that blue badge holders would want. Disabled parking bays here impact on local businesses, a white goods retailer, a public house and two carpet shops. This proposal is only being made due to the suggestion that disabled parking was being removed from Market St. **The proposals will lead to a net increase in disabled parking provision. The locations of disabled parking in central Aberystwyth have been chosen to provide opportunity to allow short walking distances to most of the shops and facilities serving the town.***

10. *To retain the Goods Vehicles Loading Only bay, Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour that was temporarily introduced on Portland Street on its northern side by its junction with Terrace Road, outside the minor entrance to Boots pharmacy. If the extended footways along the section of Terrace Rd between Bath St and Portland St are to be retained then this recommendation is inevitable. How effective will it be in practise is another thing as the delivery to Boots is early morning when our parking enforcement team are usually undertaking other duties. The loading bay in Portland St does not meet the needs of The White Horse public house which has its cellar entrance in the middle of the extended pavement section between Bath St and Portland St. The dray wagon when delivering to The White Horse blocks off this section of Terrace Rd during their delivery as a consequence cars drive against the one way system up Corporation St risking colliding with vehicles coming around the corner next to Kane’s Bar. **This loading bay was introduced temporarily earlier in the year in line with requests from nearby businesses. The temporary one way system on Corporation Street and Alfred Place is to revert back to how it was prior to alteration.***

11. *To retain the Disabled Badge Holders Only parking, 9am to 5pm, 2 hours no*

*return within 2 hours temporarily introduced to Laura Place on its western side adjacent to St Michael's church, but to amend the timing to 9am to 5pm, 2 hours no return within 2 hours. Of all the recommendations in the report this one seems to be the most indefensible. Laura Place is a long way from the centre of town. When Laura Place was used earlier in the pandemic it was little used but had a negative impact on parking for residents living in Laura Place, New St, King St, Castle St, Eastgate and now Pier St. Laura Place should return to how it was. **Correspondence has been received in support of the proposal to retain the disabled parking provision that was temporarily introduced in central Aberystwyth. This particular provision can be reviewed following the initial six month period to allow for any objections to be received to the proposed ETROs.***

- 12.** *To retain the Goods Vehicle Only Loading bay Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour outside No. 8 to No. 10 for 14.6 metres temporarily introduced on the western side of Pier Street (adjacent to Sports Direct) To retain the Goods Vehicle Only Loading bay Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour temporarily introduced outside Cactws for 12 metres on the eastern side of Pier Street. In response to the recommendations, the extended pavements are to be retained there is the need for delivery parking but their effectiveness is only as good as the authority's ability to enforce. With ever increasing on line shopping the number of delivery vehicles in our towns is increasing. With limited opportunities to park these vehicles often park on the extended footways where they can or simply block the road whilst delivering. **These comments are noted and will be passed onto Parking Services.***
- 13.** *To retain the Goods Vehicle Loading Only bay, Monday to Saturday, 8am to 5pm, 1 hour no return within 1 hour temporarily introduced on Terrace Road on its western side by Stars. If the extended pavements are to be retained there is the need for delivery parking but the effectiveness of any such bays is dependent on its enforcement. **These comments are noted and will be passed onto Parking Services.***
- 14.** *Corporation Street is not included [in the list of proposed prohibitions of movement], but should have its traffic flow reversed. **Corporation Street is not included because it will revert back to how it was prior to temporary measures being introduced.***
- 15.** *To retain the One Way traffic flow temporarily introduced on Pier Street (south to north from Great Darkgate Street to New Promenade/Marine Terrace). As these are experimental traffic orders there is an opportunity here to trial Pier St being one way, the other way. i.e. from the Pier towards Great Darkgate St. We could then glean information as to which direction of traffic would be the better. What is being proposed will continue the problem with traffic congestion around Castle Point, South Road, High St, Princess St and Queen St. I acknowledge that if Pier St's traffic flow was turned there could be an impact on the northern side of town but unless we trialled the alternative we would not know which flow created the biggest positive / negative impact. **The impact of the current arrangement temporarily introduced on Pier***

Street has not been assessed during a summer season whilst Market Street and Great Darkgate Street have been open to traffic. However, we have also received support for the temporarily introduced one way system on Pier Street that is included in the proposed ETROs. Traffic modelling will be undertaken to assess the impact of various configurations of One Way systems within central Aberystwyth, including Pier Street. Using traffic modelling to investigate the changes to traffic flow has less impact to people in Aberystwyth than trialling the proposals on the ground. If the modelling suggests that there would be no significant and unintended consequences for residents and vehicle flows, then they can be trialled as part of the ETRO process.

16. *To retain the One Way traffic flow temporarily introduced on Terrace Road from the seafront at Marine Terrace to its junctions with Portland Street. Whilst the extended pavements are in place this proposal is inevitable but there is the need to improve the signage. **Signage provision will be reviewed alongside any other measures introduced to support the provisions of these proposed ETROs.***
17. *To introduce a new Prohibition of Right Turn from the eastern arm of Portland Street onto Terrace Road. This recommendation naturally follows the previous recommendation, but again signage must be adequate and possibly more than what appears as adequate on paper. **Signage provision will be reviewed alongside any other measures introduced to support the provisions of these proposed ETROs.***
18. *To introduce a new Prohibition of Left Turn from the western arm of Portland Street onto Terrace Road. By western arm I presume that the author of the report means Upper Portland St. If the current traffic flow is maintained then Upper Portland St is one way from Terrace Road towards Eastgate and no traffic should be coming down Upper Portland St towards Terrace Road. **The section of Portland Street between Terrace Road and the junctions with Alfred Place/Eastgate/Baker Street (Upper Portland Street) is currently two way. Therefore the proposal is appropriate.***
19. *To introduce a new Prohibition of Right Turn from Portland Road onto Terrace Road. There has been a long standing prohibition of right turn when exiting Portland Road on to Terrace Road. **Currently there is a 600mm round blue sign with a white arrow indicating the one way system on Terrace Road for drivers emerging from Portland Road, however for consistency with other nearby junctions and to reinforce the one way flow, a no right turn TRO is proposed.***
20. *To retain the One Way traffic flow temporarily introduced on Baker Street, from the direction of its junction with Portland Street towards its junction with North Parade/Great Darkgate Street. Traffic flow along Baker St should be returned to being away from Sgwar Owain Glyndwr towards Eastgate. The No Entry from Sgwar Owain Glyndwr is being flouted on an hourly basis. With the current traffic flow large delivery vehicles have difficulty exiting from Baker St into Sgwar Owain Glyndwr. Reversing Baker to what it was reduces traffic*

being diverted around town i.e. along North Parade, Queens Road, Portland St, Upper Portland St to get to Baker St. Access to the motorcycle parking bay again means going a long way around town. **This is noted, particularly regarding problems for larger vehicles. The proposal aimed to discourage drivers circling the busiest part of Aberystwyth searching for on street parking, and arrangements at the junction with Owain Glyndwr Square were to be reviewed, along with signage and other measures introduced to support the provisions of the proposed ETROs. Following further consideration it is recommended that Baker Street reverts to its previous direction of travel away from Owain Glyndwr Square.**

21. *In addition to reversing the traffic flow in Baker St, Corporation St should be reversed to how it was. If this was done, traffic blocked off delivery vehicles outside of The White Horse could exit via Corporation Street. With Terrace Rd blocked outside of The White Horse vehicles at present either drive against the traffic flow in Corporation St or reverse into traffic flow coming off Marine Terrace in order to access Bath St, both dangerous practises for vehicles and pedestrians. **Corporation Street will revert back to how it was prior to temporary measures being introduced.***
22. *To introduce a new Prohibition of Right Turn from Bath Street into Terrace Road. If traffic flow in Bath St is retained as being one way from Terrace Road towards Queens Road is there a need for this recommendation? **Since the existing one way system on Bath Street is being retained, this proposal is rightfully questioned. It has now been removed from the list of proposals.***
23. *Retain the One Way traffic flow temporarily introduced on Bath Street. I will defer to the local member who I believe is in favour of this proposal. I would though suggest a one way sign to be erected on a light column in the vicinity of Arad Goch to direct vehicles coming out at the Kings Hall shops that they need to turn left down Bath St. **Signage by egresses to private car parks is not usually provided, and in this case drivers will be aware of the one way system having driven past a one way road sign to access the car park. However, signage provision to reinforce the proposed one way system on Bath Street will be considered along with other measures introduced to support the provisions of the proposed ETROs.***
24. *Residents have noted that having a Disabled Parking Area in Laura Place is not useful, as it is far away from where disabled people would use such an area, in comparison with, for example, Baker Street. **Correspondence had been received in support of the proposal to retain the disabled parking provision that was temporarily introduced in central Aberystwyth. However, following further discussion it is recommended that the Disabled Badge Holders Only parking spaces on Laura Place are not included within the ETRO.***
25. *Prohibition of traffic along Pier Street in the direction of the Prom could have the effect of reducing the number of visitors to the Harbour (there is a sign to*

the Harbour on the Prom, intended for vehicles travelling along Pier Street in the direction of the Prom). **The proposed one way system on Pier Street is in the direction of the prom, so retaining the flow that was temporarily introduced.**

- 26.** *Residents of the South Road area and surrounding streets wish to keep the Princess Street - Queen Street - Chalybeate Street - Mill Street - Trefechan Bridge area open to make for an easier route south.* **There are no proposals to change any traffic flows in this area, temporary road closures have been removed.**
- 27.** *Market Street and Baker Street need to go in opposite directions due to distances needing to be travelled in the current configuration. Baker Street should be reverted to its original direction of travel.* **This is noted. Whilst the proposal aimed to discourage drivers circling the busiest part of Aberystwyth searching for on street parking following further consideration it is recommended that Baker Street reverts to its previous direction of travel away from Owain Glyndwr Square.**

ABERAERON

- 28.** *A request for the reintroduction of limited waiting on both sides of Market Street.* **The proposals allow for a mix of limited waiting and disabled parking on the southern side only. However, consideration for pedestrian need and parking on both sides of Market Street will need to be undertaken together and changes presented and agreed during the ETRO period. Additional parking provision on the northern side of Market Street can be introduced if the need is considered to be appropriate.**
- 29.** *Regarding raised pavement on the A487 on the northern side of Alban Square, that the raised pavement be removed and the limited parking layby be reintroduced.* **This has been recommended to the Welsh Government/NMWTRA since it involves the TRA487 trunk road.**
- 30.** *In addition to providing sufficient short-term on-street parking, the Council is still strongly of the opinion that the Regent Street car park should be short-term, with reduced parking fees, and has continually supported County Councillor Elizabeth Evans in her representations on this matter. Long-term parking needs can be met at the South Beach and North Beach car parks.* **This request is beyond the scope of the proposed ETROs, and will have to be considered separately.**
- 31.** *To support extending the loading bay at the western side of Alban Square in order to alleviate congestion on the A487.* **The proposed loading bay on Alban Square is of minimum length and situated as close to the Trunk Road as possible without interfering with bus turning movements**
- 32.** *To request that the built-up pavement at the junction of Alban Square and North Road be extended to the junction with Darkgate Street in order to*

improve visibility at this junction. This will have to be recommended to the Welsh Government/NMWTRA since it involves the TRA487 trunk road.

33. *To support the reintroduction of a two-way traffic system in Queen Street. This is included in the proposals.*

Appendix C - Changes to the recommendations put forward in the report to the Thriving Communities Overview and Scrutiny Committee

1. Proposal ix) below relating to the prohibition of right turn from Bath Street is to be removed as the existing one way system on Bath Street, Aberystwyth is to be retained:

ix) To introduce a new Prohibition of Right Turn from Bath Street into Terrace Road.

2. The proposal below to retain disabled parking spaces along Laura Place, Aberystwyth is to be removed:

'to retain the Disabled Badge Holders Only parking, 9am to 5pm, 2 hours no return within 2 hours temporarily introduced to Laura Place on its western side adjacent to St Michael's church, but to amend the timing to 9am to 5pm, 2 hours no return within 2 hours.'

and therefore the parking restrictions along Laura Place will revert to those which were in place prior to the implementation of the TTRO in July 2020.

3. The proposal below to retain the current direction of traffic flow along Baker Street, Aberystwyth is to be removed:

'to retain the One Way traffic flow temporarily introduced on Baker Street, from the direction of its junction with Portland Street towards its junction with North Parade/Great Darkgate Street.'

and therefore an amended Figure 17 plan (referred to as Figure 17a) is to be included:

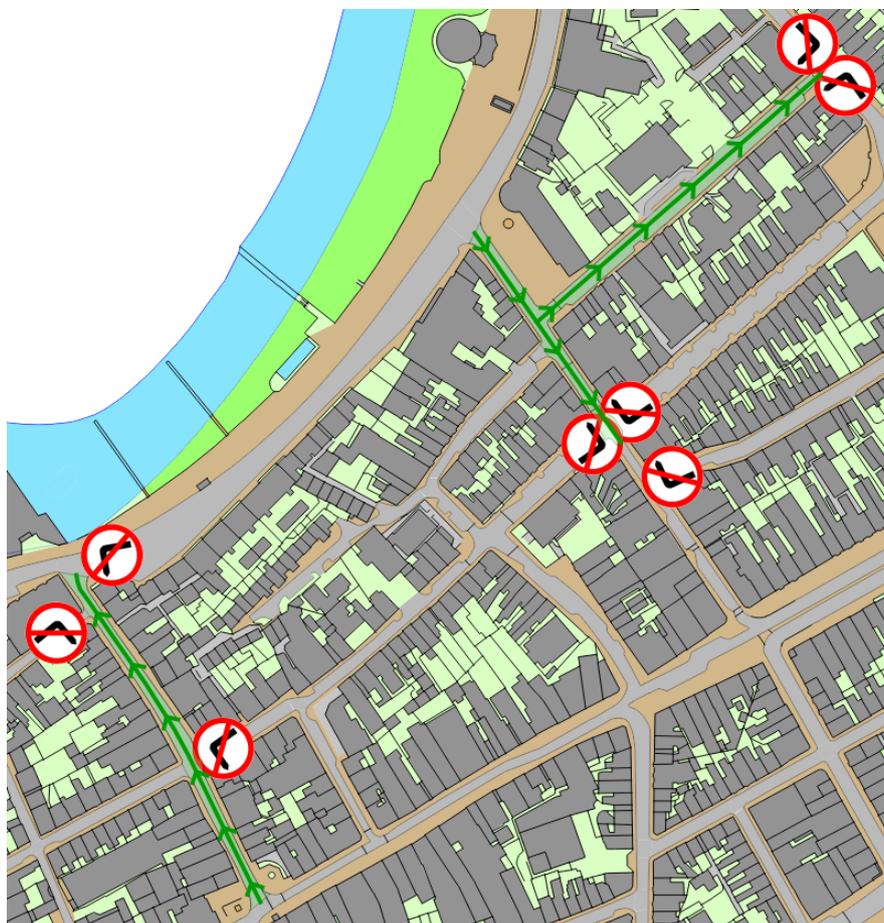


Figure 17a: Aberystwyth proposed One Ways and supporting Prohibited turns

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 11.02.2022

LOCATION: ZOOM

TITLE: Feedback from the Thriving Communities Overview and Scrutiny Committee on Retaining elements of the Temporary Traffic Regulation Orders (TTROs) in towns in Ceredigion

PURPOSE OF REPORT: To provide feedback from the Thriving Overview and Scrutiny Committee held on 8th November 2021

The Committee Members had a re-cap of the information presented to the Committee on the 1st October 2021. Reference in particular to the next steps which included engagement with Local Members and Cabinet Members in October, followed by a report to Scrutiny today, which would be presented to Cabinet in January 2022. If supported, he confirmed that an Experimental Traffic Regulation Order (ETRO) would be introduced which involves an on-going six month consultation period for public views.

Officers presented the proposals for Experimental Traffic Regulation Orders (ETRO), as part of the process for making selected parking and traffic flow elements installed temporarily in response to the Covid-19 pandemic, to be made permanent features. The Officer reiterated that several traffic management measures were introduced via the Temporary Traffic Regulation Orders (TTRO's) in Aberaeron, Aberystwyth, Cardigan and New Quay, to facilitate social distancing during lockdown restrictions during the Covid-19 pandemic. TTRO's have an 18-month life span and some of those currently in force, will expire in October 2022. These can be extended with appropriate permission providing the rationale is still relevant and valid, which is unlikely to be the case currently given the relaxation of initial lockdown restrictions.

It was stated that the review of the temporary arrangements has recognised that some of the elements implemented gave rise to wider benefits to society, and that there is a case for commencing a legal process for possibly making these permanent, by making two ETRO's. One for parking restrictions that will amend the existing countywide Parking Traffic Order and the other for 'moving' regulations such as one-way traffic flows, prohibitions of right/left turn, no entry etc.

The process that following the publication of a Notice of Intent was explained, members of the public are granted a six month period during which formal objections may be submitted to the ETRO process. He also explained that an ETRO can remain in force for up to 18 months. After the end of the initial six month period, the Authority may decide to either revoke, amend, or make the ETRO permanent. Using ETROs as the process for making features permanent, and adjusting them where necessary, thus allows for a longer period over which effects can be monitored, and members of the public can contribute their views prior to introducing permanent Traffic Regulation

Orders.

The proposed measures to retain/amend were then presented to the Committee.

Members asked many questions relating to their area of interest, which were answered in turn by Officers.

Members asked that consideration be provided to those who are elderly and infirm and do not have a blue badge to whom parking within close proximity of town is of great importance. In response, it was confirmed that the study undertaken looked at each town individually.

In response to a question, Officers confirmed that they would need to investigate the blue badge allocation hours that a Member referred to as having decreased from 3 hours to 2 hours as the Member considered that the original 3 hours should now be reinstated in all affected locations.

In response to another question, Officers confirmed that pooling of water had been an issue at some locations and that where it is an issue it is easily rectifiable.

It was confirmed following a query that licensing fees would be applied from 2022, and that the reason for not applying charges until then was to support Ceredigion's Traders during an extremely difficult challenging period.

It was confirmed following a question that parking for members of the public is available for 30 minutes at Baker Street, Aberystwyth from 1pm until 6pm daily. It was also reiterated that as the consultation will be over a 6-month period, all comments, suggestions, views would be considered in relation to these, and any other, arrangements

Regarding Cardigan Town Council, following a question, it was confirmed that the loading bay near the Castle has been located as close as it could be in order for traffic to pass comfortably. It was also requested that Officers investigate a request for signage to warn lorries that a particular road is unsuitable for large loads. A request was made for increased traffic warden presence on Pendre.

Committee Members agreed that the notice of intent, which will be submitted to press in February 2022 with information regarding the 6-month consultation period, needs to be highlighted and communicated to the public.

Committee Members agreed that easy access for everyone is key and that the older and infirm (those without blue badges) need to be accommodated too. A recommendation was made that when the car park charging fees are set that they are affordable for all so that residents can continue to shop in their local towns.

In response to a question regarding the proposed timetable for implementation, These are Officer proposals that will require Cabinet ratification.

A Committee Member raised concerns that he has received many complaints from his constituents who reside out of Aberystwyth Town that they are no longer comfortable with shopping in town due to the road closures and the one-way systems. An Officer confirmed that the safe zones was a separate issue and moving forward under these experimental

orders, the public have an opportunity to express their views for future consideration. Committee Members welcomed this consultation opportunity.

The Chairman then gave non-Committee Members an opportunity to speak and concerns were raised as follows:

- Parking for residents has been extremely difficult and the impact on those individuals should be considered;
- Traffic Flow efficiency should be considered;
- A full report on economic impact would be beneficial;
- It was suggested that a drop-off point should be considered outside the Factory Shop in Cardigan;
- Extended pavements have seen increased flooding in Pendre, Cardigan.

Following a lengthy discussion, Committee Members were asked to consider the following recommendation:

RECOMMENDATION:

It is recommended that these proposals, and any amendments to them deemed necessary, be approved for submission to Cabinet to seek authorisation for the making of the necessary Experimental Traffic Regulation Orders and the publishing of a Notice to that effect in the local press and revoke all other measures associated with the Safe Zone Temporary Traffic Orders.

Committee Members AGREED to recommend the following amended recommendation (changes highlighted in bold) to Cabinet:

It is recommended that these proposals, and any amendments to them deemed necessary **following discussion at the Thriving Communities Overview and Scrutiny Committee held on the 8th November, and after consultation with Local Members** be approved for submission to Cabinet to seek authorisation for the making of the necessary Experimental Traffic Regulation Orders and the publishing of a Notice to that effect in the local press and revoke all other measures associated with the Safe Zone Temporary Traffic Orders.

Councillor Marc Davies
Chairman of the Thriving Communities Overview and Scrutiny Committee

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CEREDIGION COUNTY COUNCIL

Report to: Cabinet

Date of meeting: 1st February 2022

Title: River Teifi Nutrient Management Board

Purpose of the report: To seek Cabinet approval to set up a Nutrient Management Board and subsequent Plan for the Afon Teifi Special Area of Conservation

For: Decision

Cabinet Portfolio and Cabinet Member: Economy and Regeneration, Cllr Rhodri Evans

In January 2021, Natural Resources Wales (NRW) published a report which assessed compliance with revised phosphorus targets for Welsh Riverine Special Areas of Conservation (SACs). Of the 107 water bodies assessed, 61% failed. This includes the River Teifi SAC.

In light of the above, NRW issued interim planning guidance (updated May 2021) advising competent authorities to undertake a Habitats Regulations Assessment (HRA) prior to determining any planning application that would generate an increased volume or concentration of wastewater to ensure that the design will not contribute to increased phosphate levels in the SAC. Therefore, any development that increases phosphate levels in the SAC is not acceptable under the Habitats Regulations Assessments.

Natural Resources Wales have requested that Ceredigion County Council establish a Nutrient Management Plan Board for the River Teifi SAC. The role of the River Teifi SAC Nutrient Management Plan Board would be to identify and deliver actions to achieve the conservation targets of the Teifi Riverine SAC. The primary mechanism for achieving this would be through the delivery of the Nutrient Management Plan. It is proposed that the Teifi SAC Nutrient Management Plan

Board would be supported by two additional groups – A Technical Officers Group and a Stakeholder Group.

This report seeks Cabinet approval for the establishment of a Nutrient Management Plan Board for the River Teifi Special Area of Conservation. The attached report sets out the reasons as to why such a Board should be established alongside the likely role and structure of the Board.

Has an Integrated Impact Assessment been completed? If, not, please state why

No not for the establishment of the Board but it is likely an IIA will be required for the plan which results from the board

Wellbeing of Future Generations:

Summary:

Long term:

Collaboration:

Involvement:

Prevention:

Integration:

Recommendation(s):

It is recommended that Cabinet agrees to the establishment of a Nutrient Management Board, with further work to be undertaken on collaboration with neighbouring authorities.

Reasons for decision:

To allow for further work to be undertaken around the phosphate and other nutrients situation in the Afon Teifi

SAC and the creation of a plan to manage water quality improvements

Overview and Scrutiny:

The report has not been to Scrutiny

Policy Framework:

Ceredigion Local Development Plan 2007-2022 and Ceredigion replacement Local Development Plan 2018-2033.

Corporate Priorities:

Corporate Priority 1- Boosting the Economy.

1.1 Promote and provide employment opportunities for the citizens of Ceredigion.

1.3 Develop 21st Century Infrastructures across the County.

Corporate Priority – 2 Investing in People’s Future.

2.4 Promote and facilitate the distinct and vibrant bilingual culture and identity of Ceredigion.

Corporate Priority -3 Enabling Individual and Family Resilience.

3.1 Promote the well-being of individuals and families within safe, affordable and accessible homes.

Corporate Priority 4 – Promoting Environmental And Community Resilience.

4.1 Actively engage in programmes to deal with the effects of climate change.

4.2 To improve infrastructure to facilitate future development to meet community needs.

4.3 To help and assist communities to become more self-resilient.

Finance and Procurement implications:

It is likely there will be cost implications in establishing the board and preparing and delivering the plan. The regional authorities with responsibility for NMB’s are working closely with NRW and WG to establish what if

any resources are available including but not limited to a joint NMB officer / coordinator.

Legal Implications: None

Staffing implications: None

Property / asset implications: None

Risk(s): As outlined in report

Statutory Powers:

Background Papers: None

Appendices: None

Corporate Lead Officer: Russell Hughes Pickering

Reporting Officer: Sarah Groves- Phillips

Date: 1-2-2022

River Teifi Special Area of Conservation Nutrient Management Plan Board

Cabinet Report January 2022 Ceredigion County Council

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1. Introduction

- 1.1 This report seeks Cabinet approval for the establishment of a Nutrient Management Plan Board for the River Teifi Special Area of Conservation. The following sections will set out the reasons as to why such a Board should be established alongside the likely role and structure of the Board.

2. Background and Context

- 2.1 The River Teifi is designated as a Special Area of Conservation (SAC) under the Conservation of Habitats and Species Regulations 2017 (as amended). Within this area are various locations of national and international significance for wildlife.
- 2.2 Following the consideration of new evidence about the environmental impacts of phosphate, the Joint Nature Conservation Committee (JNCC) recommended that UK nature conservation organisations adopt tighter targets. Consequently, Natural Resources Wales (NRW) introduced new phosphate standards for riverine SACs in Wales.
- 2.3 In January 2021, NRW published a report which assessed compliance with the revised phosphorous targets for Welsh river SACs. Each river was divided into water bodies (river sections). In total, 125 water bodies were in scope. A thorough quality assurance process was carried out on the data. Of the 107 water bodies that were assessed, 39% passed the new targets and 61% failed. Most failing water bodies were in mid and south Wales. This includes the River Teifi SAC.
- 2.4 Though phosphorus is an essential and potent plant nutrient which is critical for ecosystems, the presence of this in high quantities in a system causes problems. Such problems include an increased risk of algal blooms, loss of important species such as water crowfoots and it can also cause river gravels to become deoxygenated, killing river invertebrates. High phosphate levels are

also often a marker for other water quality problems such as ammonia or low oxygen.

- 2.5 Though phosphate is naturally occurring and released from natural sources at low levels, phosphate can also enter rivers from land management practices, sewerage and foul water that can contain detergents and food waste. Sources of phosphorus include agricultural fertilisers, animal manure, foul flows from developments and domestic products such as toothpaste and dishwasher tablets.
- 2.6 In light of the above, NRW issued interim planning guidance advising competent authorities to undertake a Habitats Regulations Assessment (HRA) prior to determining a planning application that may give rise to additional phosphates within the catchment areas.
- 2.7 In its role as competent authority, Ceredigion County Council must carry out a HRA on any relevant planning applications that fall within the boundary and catchment areas of the Teifi SAC. Where there is a 'Likely Significant Effect', the Council must carry out an 'Appropriate Assessment' in order to determine, with scientific certainty, that there would be no 'Adverse Effect on Integrity' on the designated site from the plan or project, either alone or in combination with other plans and projects. The council takes this into account when considering whether planning permission can be granted. If it cannot be proven that there would not be an adverse effect on integrity, then planning permission cannot be granted without further stringent consideration under the Habitats Regulations.
- 2.8 Local Planning Authorities (LPAs) must have regard to the advice given by NRW when making planning decisions for both individual developments and Local Development Plans (LDPs). NRW's advice should be given considerable weight, but competent authorities are entitled to depart from it where they can give cogent reasons for doing so.

3. Implications

- 3.1 In practice, NRW's Interim Planning Guidance means that where development proposals are located within the Teifi SAC catchment, and the wastewater treatment works does not have phosphate stripping in place, the foul flows of the development are deemed to have an unacceptable potential impact on the SAC. Therefore, the development is not acceptable under the Habitats Regulations Assessments. The new guidance, therefore, affects any proposals for new development that involve foul flows such as new homes and employment and tourism sites.
- 3.2 The catchment area of the Teifi SAC encompasses 44.6% (806km²) of the total land area of Ceredigion. Within said area are 48 settlements named under the adopted Ceredigion LDP. This includes the 4 'Urban Service Centres' of Lampeter, Llandysul, Tregaron and Adpar (Newcastle Emlyn), 2 'Rural Service Centres' and 44 'Linked Settlements'. At present, only the wastewater treatment works serving the 'Linked Settlement' of Llanddewi Brefi has phosphate stripping, however, Dŵr Cymru are currently reviewing all permits and as yet we have not been advised if the permit for Llanddewi Brefi would allow additional discharges. There are unadopted plans by Dŵr Cymru for phosphate stripping improvements at the Tregaron Wastewater Treatment Works under AMP 8 (2026-2030). No other settlements in Ceredigion are presently identified in the draft plans.
- 3.3 A total of 14 sites allocated for housing under the adopted LDP are currently constrained by phosphates. This equates to 572 houses, 114.4 of which were expected to be affordable. Moreover, some 5 employment allocations equating to 39.25ha and 2 mixed use allocations equating to 55.89ha are also impacted. All of the impacted allocations are within 'Urban Service Centres' and 'Rural Service Centres'.
- 3.4 The current phosphate issues on the Teifi SAC also has major implications on the preparation of the Replacement LDP. The Planning (Wales) Act 2015 requires LDPs to be in general conformity with the National Development

Framework (Future Wales: The National Plan 2040). Future Wales: The National Plan 2040 identifies the Teifi Valley, this includes the settlements of Lampeter, Llandysul and Newcastle Emlyn, as one of two 'Regional Growth Areas' in Ceredigion which, through specific policies in Strategic and Local Development Plans, should retain and enhance the commercial and public service base that make them focal points in their areas.

- 3.5 The Replacement LDP will be unable to articulate national policy as the development embargo will mean that development has to be directed away from the Teifi Valley. Not only would this put a burden on Ceredigion's other 'Regional Growth Area', Aberystwyth, but it could also give rise to potential housing provision being located away from the areas of greatest need.
- 3.6 The progression of a Replacement LDP which excludes the Teifi Valley would not meet the needs of the entire County and thus not meet the 'tests of soundness'. This would result in the Replacement LDP failing at examination. It is anticipated that the Replacement LDP will be significantly delayed as the preparation process is now on formal pause to allow essential evidence and data to be gathered and mitigation options to be devised.
- 3.7 It should be noted that there are likely to be similar implications to those mentioned above with regards to the preparation of the Mid Wales Strategic Development Plan (SDP). However, as the Mid Wales Strategic Planning Region also encompasses Powys and the Brecon Beacons, the situation is more complex as similar phosphate failures in the River Wye SAC and River Usk SAC will have implications on its preparation.
- 3.8 Regarding planning applications, there was a total of 49 applications located within the catchment of the Teifi SAC as of September 2021. This equates to 55 housing units, of which 5 are affordable, 3 commercial developments, 7 tourism developments and 5 agricultural developments impacted.
- 3.9 A number of the Council's projects are also affected by the current phosphate issues. This includes the Cylch Caron Integrated Care Centre as a new

planning application is likely to be required, strategic projects such as the Food Manufacturing Innovation Centre in Llandysul and Canolfan Tir Glas in Lampeter, as well as a number of allocated and potential projects under the Transforming Towns Grant.

4. Actions

4.1 A number of actions are being undertaken to improve the River Teifi SAC and riverine SACs across Wales. These include:

- Dŵr Cymru undertaking apportionment research in order to establish the sources of phosphates at various sections of the Teifi SAC. Dŵr Cymru are expect to report their work in January 2022 which is still awaited at the time of writing. This information will feed into their AMP 8 investment programme which is due to be announced in January 2022. AMP 8 will commence in 2025.
- NRW are undertaking a range of technical work to inform responses and are investigating nutrient offsetting mechanisms and tools. They are also developing a regulatory position for constructed wetlands.
- The Leader of the Council has wrote to Mark Drakeford, Julie James, Vaughan Gething and Lesley Griffiths requesting a balanced and nuanced approach with local factors, in particular the realistic causes of the failure, to be taken into account in revised guidance for each specific SAC catchment area. This is so a fairer and balanced decision can be made about the genuine impacts of some developments on the phosphate load of the Afon Teifi SAC and other SACs with varying and different problems.
- Welsh Government have established an Oversight Group and there is an officer level All Wales Planning Sub-Group attended by Ceredigion County Council which is sharing information and best practice.

- 4.2 A key action identified by the Planning Sub-Group is for the development of local strategy, the delivery of which is to be progressed through the creation of Nutrient Management Plan Boards. This is based on the experiences of the River Wye SAC where Herefordshire County Council established such a board in 2016 when faced with similar issues. In England it is Natural England who are responsible for delivering the Nutrient Management Plan (NMP), we are still awaiting confirmation as to where the exact legal responsibilities lie in delivering NMPs in Wales.
- 4.3 Natural Resources Wales have requested that Ceredigion County Council establish a Nutrient Management Plan Board for the River Teifi SAC. The role of the River Teifi SAC Nutrient Management Plan Board would be to identify and deliver actions to achieve the conservation targets of the Teifi Riverine SAC. The primary mechanism for achieving this would be through the delivery of the Nutrient Management Plan.
- 4.4 Whilst Ceredigion County Council would be the lead authority, and would chair and offer secretariat for the Teifi SAC Nutrient Management Plan Board, there is an expectation that other stakeholders who have a local interest would have a role. The Board itself would comprise of those bodies with a regulatory responsibility for the condition of the Teifi SAC. Such bodies include Ceredigion County Council, Carmarthenshire County Council, Pembrokeshire County Council, NRW and Dŵr Cymru.
- 4.5 It is proposed that the Teifi SAC Nutrient Management Plan Board would be supported by two additional groups – A Technical Officers Group and a Stakeholder Group.
- 4.6 The former is to consist of technical officers from the regulatory bodies who will be responsible for identifying and analysing options to deliver improvements to Water Quality. This will result in the Technical Group presenting options and recommendations to the Board.

- 4.7 Regarding the Stakeholder Group, this will comprise of representatives from interested groups such as the National Farmers' Union, the Farmers' Union of Wales and Afonydd Cymru for example.
- 4.8 It is proposed at this time that a joint technical and stakeholder group could be established across a number of Nutrient Management Boards. This would make the meetings less resource intensive as often the issues and solutions would be very similar across Pembrokeshire, Carmarthenshire and Ceredigion. Neighbouring authorities are also working closely with NRW and WG to establish what resources are available to support this work including but not limited to a joint post of NMB coordinator.
- 4.9 It is proposed that a formal Delivery Agreement, setting out timescales, resources and community engagement, alongside an agreed monitoring framework, will be produced for the plan.
- 4.10 There will be costs associated with officer time and operating as a secretariat for the Board. There may be additional costs associated with research necessary to support the work of the Board and development of the plan. A breakdown of potential costs has been requested from NRW but as yet no further information has been forthcoming.
- 4.11 Further discussions remain ongoing at the Planning Sub-Group of the Phosphates Oversight Group as to a joint initial meeting of the proposed regional Nutrient Management Plan Boards to agree regional terms of reference, board structures and to prepare an agreed Delivery Agreement. Therefore, until such discussions are resolved it would not be prudent to undertake the first meeting – it is expected a decision on this point will be taken in January 2022.
- 4.12 This report seeks delegated authority for the Cabinet Member for Economy and Regeneration to establish a Nutrient Management Plan Board for the Teifi SAC and to undertake, in conjunction with said Board, the preparation of a Nutrient

Management Plan for the Teifi which is to be brought back for endorsement by Cabinet.

5. Conclusion

- 5.1 To conclude, the current levels of phosphates present in the River Teifi SAC are above the newly amended targets set by NRW. As a result of new guidance published by NRW in light of this, the LPA is unable to grant planning permission for developments which would otherwise be considered acceptable.

- 5.2 The Local Authority is currently working collaboratively with key stakeholders in numerous ways to address the current phosphate issues. However, it is proposed that the establishment of a Nutrient Management Plan Board would be a useful addition. Cabinet support for the establishment of such a Board is,

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	1st February 2022
Title:	Gypsy and Traveller Accommodation Assessment 2022
Purpose of the report:	To seek Cabinet approval for the submission of the GTAA to Welsh Government for ministerial approval
For:	Decision
Cabinet Portfolio and Cabinet Member:	Highways and Environmental Services, Housing and Customer Contact, Cllr Dafydd Edwards

BACKGROUND:

The assessment of Gypsy and Traveller accommodation needs, and the duty to make provision for sites where the assessment identifies need, became statutory requirements under Section 101 of the Housing (Wales) Act 2014.

The purpose of a Gypsy Traveller Accommodation Assessment (GTAA) is to ensure Local Authorities better understand how many Gypsy and Traveller pitches are required in their area, and should form a robust evidence base for local planning policies which meet those needs.

The GTAA must be carried out at least every five years and in this context Welsh Government published 'Undertaking Gypsy and Traveller Accommodation Assessments Guidance' (2015) to assist Local Authorities in producing a robust assessment of Gypsy and Traveller accommodation needs in their area.

Ceredigion County Council submitted a GTAA to Welsh Government in January 2020, and received feedback requesting further work be undertaken on the potential need for transit site in the county. However following this advice, the Covid 19 pandemic emerged and this made engagement very difficult. Thus, Welsh Government provided an extension to all LPAs to undertake their GTAA until February 2022, in order to allow sufficient engagement with the GT community to be undertaken. The GTAA has been prepared in consultation with the Gypsy Traveller Steering Group.

CURRENT SITUATION:

This report presents the results of the 2022 Gypsy and Traveller Accommodation Assessment (GTAA) undertaken by Ceredigion County Council (CCC) with the aim of establishing the need for transit, temporary or permanent pitch provision over the next five years and over the fifteen-year period of the replacement Local Development Plan (LDP) 2018-2033.

Currently there are no local authority Gypsy Traveller sites and only one authorised private site in the county. Nor is there any permanent provision for Showmen. New Travellers are believed to be present in the county but the Council holds no records of their location. Since June 2016, ethnicity has been included in the housing register application process which identified four members of the Gypsy Traveller community, three of whom are not currently living in Ceredigion and one who lives in bricks and mortar accommodation. There are two further members of the Gypsy Traveller community who have been housed in bricks and mortar accommodation for a number of years and prior to the ability to identify ethnicity through the housing register application process.

As expected, it has proved extremely difficult to locate the target population for this assessment. Data from the 2011 Census and relevant information gathered from Council departments including Education, Schools and Housing, other public bodies and third sector organizations were pooled to try to create the best possible sample frame, but only 5 potential households were identified and unfortunately 4 of these were unwilling to take part in the survey. The Showmen's Guild of Great Britain were contacted but no responses were received from them.

The assessment is based on responses received from a survey completed by members of the Gypsy and Traveller communities, which highlights whether they need permanent/transit accommodation or not. Due to the low numbers of Gypsy and Travellers in Ceredigion, every effort was made to try and engage with the community to encourage them to complete the questionnaire and take part in the assessment, however the response was limited.

In 2016, the Caravan Count reporting system became a live system, the results of which have been considered in detail. The Caravan Count only identifies one outstanding record for 6 caravans on a site in Plwmp, the site is currently not occupied.

Following advice from WG who requested further engagement was undertaken on whether a transit site is required in the county, the GTAA steering group has (once covid relaxations allowed) undertaken a number of site visits and discussions with relevant parties. This further engagement has revealed the temporary residents at the Plwmp site have a historic link to this particular site and landowner and would not be interested in utilizing a transit site if one were provided.

Therefore, from the very small number of questionnaires returned and interviews/site visits carried out, and discussions with WG the assessment concludes that there is no need for a permanent residential Gypsy Traveller site in the county, and following further engagement with the landowner and residents of the site in Plwmp no need for a transit site. However further work with the landowner and residents is required to formally arrange for a 'tolerated site' approach allowed under the WG guidance and consideration of potential improvements.

Following approval of the GTAA 2022 by Welsh Government, another GTAA will be required in 5 years time.

**Wellbeing
of Future**

**Has an
Integrated**

No. The GTAA is not developing proposals, making policy decisions, reviewing existing

**Generations
:** **Impact
Assessment
been
completed? If,
not, please
state why**

policies, or proposing a reduction or closure of service. The GTAA is not identifying a need for a site. The LDP Preferred Strategy has been subject to an IIA. Any future proposals for the development of a Gypsy Traveller site would also be subject to IIA at the time. The GTAA has been prepared in accordance with Welsh Government guidance on Undertaking GTAA published in 2015. This guidance was subject to an Equalities Impact Assessment which is available here:

<https://gov.wales/sites/default/files/publications/2019-03/undertaking-gypsy-and-traveller-accommodation-assessments-impact-assessments.pdf>

Summary:

Long term:

Collaboration

:

Involvement:

Prevention:

Integration:

Recommendation(s): It is recommended that Cabinet agrees to the submission of the GTAA to Welsh Government for ministerial approval

Reasons for decision:

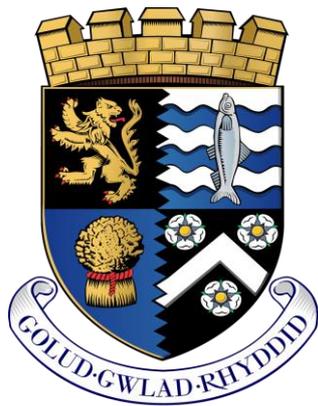
- **To ensure that the authority meets the requirement under the Housing (Wales) Act 2014 to prepare a GTAA at least every 5 years.**
- **To ensure an up to date and comprehensive evidence base is in place to inform the preparation of the replacement Local**

**Development Plan 2018-2033 when formal
pause of the LDP ends.**

Overview and Scrutiny:	The report has been to Thriving Communities Scrutiny
Policy Framework:	Housing Wales Act 2014 Ceredigion Local Development Plan 2007-2022 and Ceredigion replacement Local Development Plan 2018-2033.
Corporate Priorities:	Corporate Priority 1- Boosting the Economy. 1.1 Promote and provide employment opportunities for the citizens of Ceredigion. 1.3 Develop 21 st Century Infrastructures across the County. Corporate Priority – 2 Investing in People’s Future. 2.4 Promote and facilitate the distinct and vibrant bilingual culture and identity of Ceredigion. Corporate Priority -3 Enabling Individual and Family Resilience. 3.1 Promote the well-being of individuals and families within safe, affordable and accessible homes. Corporate Priority 4 – Promoting Environmental And Community Resilience. 4.1 Actively engage in programmes to deal with the effects of climate change. 4.2 To improve infrastructure to facilitate future development to meet community needs. 4.3 To help and assist communities to become more self-resilient.
Finance and Procurement implications:	None
Legal Implications:	None
Staffing implications:	None

Property / asset implications:	None
Risk(s):	As outlined in report
Statutory Powers:	
Background Papers:	Gypsy Traveller Accommodation Assessment 2022
Appendices:	None
Corporate Lead Officer:	Russell Hughes Pickering
Reporting Officer:	Sarah Groves- Phillips
Date:	1-2-2022

January 2022



Cyngor Sir
CEREDIGION
County Council

GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT

2022

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1. Summary

This report presents the results of the 2019 Gypsy and Traveller Accommodation Assessment (GTAA) undertaken by Ceredigion County Council (CCC) and relevant updates to January 2022. With the aim of establishing the need for transit, temporary or permanent pitch provision over the next five years and over the fifteen-year period of the replacement local development plan (LDP) 2018-2033.

The covid pandemic in 2020 has hampered the Local Authority's ability to engage with the GT community however where it has been possible since the easing of restrictions engagement is noted in the appendices.

Currently there are no local authority Gypsy Traveller sites and only one authorised private site in the county, nor is there any permanent provision for Showmen. Historically, it has been challenging to contact New Travellers as the Council holds no records of their location. Since June 2016, ethnicity has been included in the housing register application process which identified four members of the Gypsy Traveller community, three of whom are not currently living in Ceredigion and one who lives in bricks and mortar accommodation. There are two further members of the Gypsy Traveller community who have been housed in bricks and mortar accommodation for a number of years prior to the ability to identify ethnicity through the housing register application process.

As expected, it has proved extremely difficult to locate the target population for this assessment. Data from the 2011 Census and relevant information gathered from Council departments including Education, Schools, Planning and Housing, other public bodies and third sector organisations were pooled to try to create the best possible sample frame, but only 5 potential households were identified and unfortunately 4 of these were unwilling to take part in the survey. The Showmen's Guild of Great Britain were contacted but no responses were received from them.

One individual did respond stating that they weren't satisfied with their current accommodation. However, prior to finalising the assessment, the individual moved out of County.

From the very small number of questionnaires returned and interviews/site visits carried out, particularly those following the Covid 19 pandemic it would appear that there is no need for a permanent or transit site within the County.

2. Introduction

Gypsies and Travellers are one of the most disadvantaged groups in Welsh society, suffering from social exclusion and racism, educational disadvantage and shorter life expectancy than the settled community. The health impact of their living conditions is explored in a report by the Traveller Movement, commissioned by the National Inclusion Health Board, which was published on 8 January 2016¹. The report found that:

- two-thirds of Gypsies and Travellers reported poor, bad, or very bad health
- the living conditions of Gypsies and Travellers significantly contribute to their physical and mental health
- the poor health of Gypsies and Travellers is made worse by their living environment, accommodation insecurity and community discrimination
- A closer partnership working across health and other interests to address these issues is needed.

Welsh Government is trying to improve the relationship between Gypsies and Travellers and the settled community and promote better understanding between communities. Rather than

“ living in agitation at the presence of the other, [the settled and Gypsy Traveller (GT) community] can live as cohesive communities, accepting differences, but not allowing these differences to define the nature of interaction between groups.”²

The Gypsy Traveller Accommodation Assessment (GTAA) is an integral part of this vision.

¹ 'Impact of insecure accommodation and the living environment on Gypsies' and Travellers' health' available at <https://www.gov.uk/government/publications/gypsy-and-traveller-health-accommodation-and-living-environment>

² 'Travelling to a better future', available at <http://www.romaniarts.co.uk/wp-content/uploads/2012/06/110928gypsytravelleren.pdf>

3. Regulatory framework

Legislation and guidance

The Welsh Government's (WGs) 'Enabling Gypsies, Roma and Travellers (June 2018) replaces 'Travelling to a Better Future: a Gypsy and Traveller Framework for Action and Delivery Plan' (2014) and sets Wales' vision for the inclusion of these communities in Welsh society. The Framework seeks to ensure the needs of Gypsies and Travellers are assessed, planned for and implemented more strategically and their access to services improved. It includes a commitment from the Welsh Government to work with Local Authorities to seek to facilitate the Gypsy Traveller way of life and therefore improve access to services for Gypsy and Traveller households, and where a need is identified, to deliver new Gypsy and Traveller sites which sits alongside the WG's Sites Capital Grant programme.

The assessment of Gypsy and Traveller accommodation needs, and the duty to make provision for sites where the assessment identifies need, became statutory requirements under Section 101 of the Housing (Wales) Act 2014. The Gypsy Traveller Accommodation Assessment (GTAA) must be carried out at least every five years and in this context Welsh Government published 'Undertaking Gypsy and Traveller Accommodation Assessments Guidance'³ to assist Local Authorities in producing a robust assessment of Gypsy and Traveller accommodation needs in their area.

The Housing (Wales) Act 2014 consolidated the definition of 'Gypsies and Travellers' with the Mobile Homes (Wales) Act 2013 as:

- (a) Persons of a nomadic habit of life, whatever their race or origin, including:
 - (i) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and
 - (ii) Members of an organised group of travelling show people or circus people (whether or not travelling together as such); and
- (b) All other persons with a cultural tradition of nomadism or of living in a mobile home⁴.

This means that all such individuals should be considered as having 'Gypsy Status' in planning terms. There is a full summary of definitions in Table in [Annex 1](#).

Section 56 of the Mobile Homes (Wales) Act 2013 provides additional safeguards for those living on and running Local Authority Gypsy and Traveller sites as well as an outline of the mechanisms through which a Local Authority can comply with the new

³ Available at <https://gov.wales/sites/default/files/publications/2019-03/undertaking-gypsy-and-traveller-accommodation-assessments.pdf>

⁴ "mobile home" ("*cartref symudol*") has the meaning given by section 60 of the Mobile Homes (Wales) Act 2013.

requirement under the Housing (Wales) Act 2014 to meet any identified need. These mechanisms are summarised below.

- 1) Providing Local Authority Gypsy and Traveller sites.
- 2) Supporting households to develop viable private sites
- 3) Supporting households to develop viable community-led approaches such as Community Land Trusts.

The option of providing a Local Authority Gypsy and Traveller site offers the Council opportunities to control the allocation of pitches, in accordance with the Mobile Homes (Wales) Act 2013 and housing allocation policies. Welsh Government also provide a Sites Capital Grant which will be available to local authorities for the purpose of creating and developing sites of up to £1.5million per site.

When committing to the duty to make provisions for any identified accommodation need, the Local Authority must also follow the advice set out in Planning Circular WGC 016/2014 'The Use of Planning Conditions for Development Management' in respect of the Gypsy and Traveller community and Welsh Government Circular 005/2018: Planning for Gypsy, Traveller and Showpeople Sites which has replaced Circular 30/2007 'Planning for Gypsy and Traveller caravan sites', Welsh Office Circulars 78/91 'Travelling Show People' and 2/94 'Gypsy Sites and Planning'.

Welsh Government's 'Designing Gypsy and Traveller Sites' guidance provides the practical advice required to assist Local Authorities to ensure their sites are fit-for-purpose. The guidance is designed to assist Local Authorities and others in the development and improvement of Gypsy and Traveller sites in their area, and compliance with it will form part of Welsh Government's assessment of applications for Sites Capital Grant funding in relation to Gypsy and Traveller sites.

The requirements for assessing accommodation needs and identifying Gypsy Sites set out above are echoed in Para 4.2.35 of Planning Policy Wales (Edition 10, December 2018) which states: *'Local authorities are required to assess the accommodation needs of Gypsy and Traveller families and to allocate sites to meet the identified need. Where a Gypsy and Traveller Accommodation Assessment (GTAA) identifies an unmet need, a planning authority should allocate sufficient sites in their development plan to ensure that the identified pitch requirements for residential and/or transit use can be met. Planning authorities will need to demonstrate that sites are suitable for development and deliverable in the identified timescales.'*

Welsh Government issued guidance in May 2020 in relation to moving Gypsy and Travellers from unauthorised sites during the Covid 19 Pandemic which the Local Authority took into consideration. The guidance outlined the increased difficulties the Gypsy and Traveller community could face as a result of the pandemic which led to changes to the usual guidance that was in place. The Local Authority were notified that they should not evict unauthorised encampments unless there was a significant risk to the public arising from their continued occupation. If eviction was the only option it was the Local Authority's duty to find an alternative location for the Gypsy and Travellers. The welfare of the Gypsy and Traveller community was a priority too as the guidance referred to increased toilets and shower blocks being provided as

well as ensuring welfare checks were carried out within 24 hours of being notified of the encampment. The space between trailers was also an important aspect to consider during the pandemic, the guidance refers to needing a gap of 6 meters to ensure that residents could isolate.

Local Development Plan

The Ceredigion Local Development Plan 2007-2022 (LDP) was adopted in April 2013. LDP Policy LU04: 'Meeting a Range of Housing Needs' sets out the criteria to be used to determine planning applications for new Gypsy Traveller sites or extensions to existing sites. The policy recognises the need:

“to permit new gypsy and traveller sites and the accommodation of Gypsy and Traveller caravans where there is evidence of the need for permanent or temporary stay sites, subject to the availability of access and utilities infrastructure, located so as to afford access to education and health services and to ensure the safety of occupants, and constructed in accordance with the standards set out for Gypsy and Traveller sites”
(Ceredigion County Council, 2013, Volume 1, p77)

Because the Gypsy Traveller needs assessments conducted in 2011 and 2015/16 found no evidence of need for a public site in Ceredigion, nor of sufficient populations travelling through Ceredigion to justify the development of a permanent transit site, there are currently no site specific allocations in the LDP. The LDP therefore applies criteria through policy to proposals for Gypsy and Traveller sites.

In terms of the LDP, the channels through which accommodation assessments should inform the planning process are outlined in Figure 1 below.

Diagram 1 - Planning for Gypsy, Traveller and Showpeople Caravan Sites

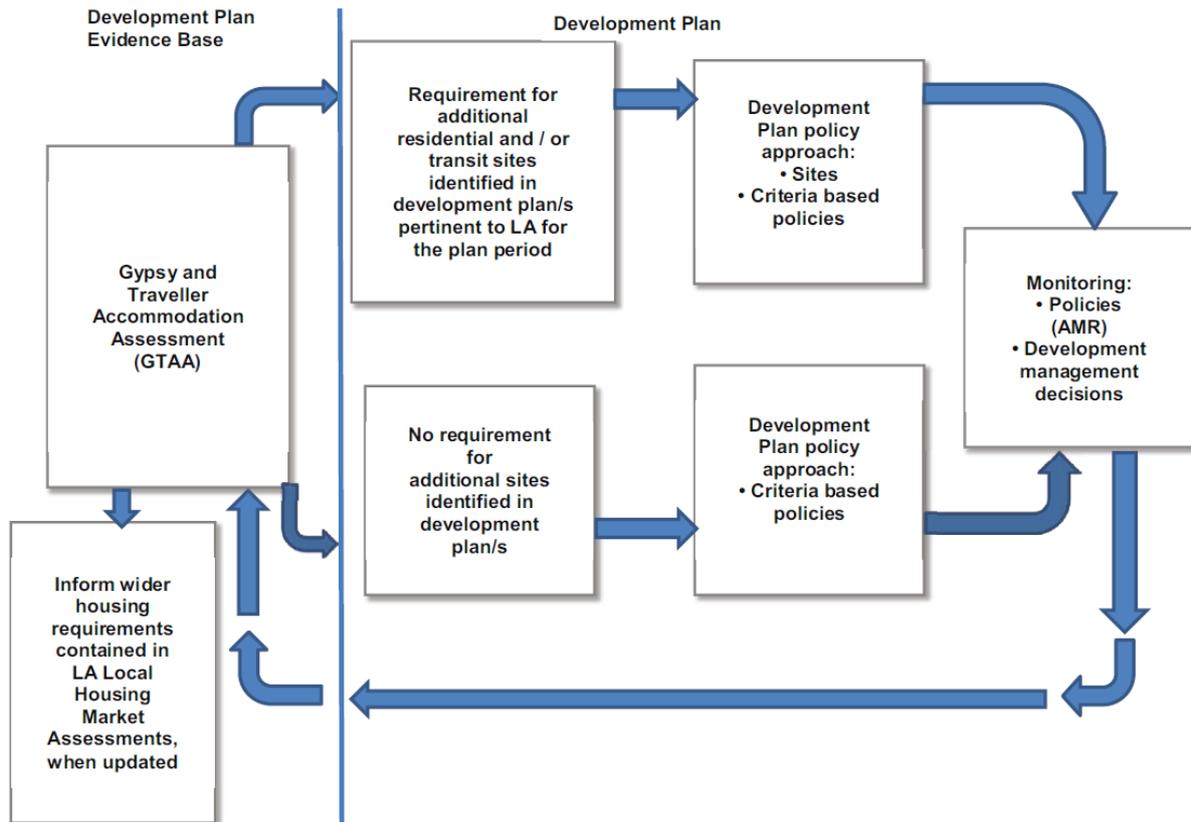


Figure 1: Planning for Gypsy Traveller and Showpeople Sites (2018 WG Circular)

This assessment will inform the preparation of a replacement Ceredigion LDP for the period 2018-2033. Planning Policy Wales (Edition 11, February 2021) para 4.2.35 states that; ‘...In drawing up policies planning authorities should consult providers of social housing, representatives of Gypsies and Travellers communities and landowners in areas likely to be appropriate for site provision. The consultation should be undertaken in a manner that is consistent with the planning authority’s Community Involvement Scheme.’

This assessment has not identified a potential need for a Gypsy Traveller site.

Should a need arise during the plan period, proposals will be considered for compliance with Policy LU04. The authority has reviewed LDP policy LU04 and considers it still fit for purpose.

Policy LU04:

Meeting a Range of Housing Needs

The LDP provides for a range of housing needs based on an overall assessment of those needs by:

1. Permitting new gypsy and traveller sites and the accommodation of gypsy and traveller caravans:

i. where there is evidence of the need for permanent or temporary stay sites;

- ii. subject to the availability of access and utilities infrastructure;*
- iii. located so as to afford access to education and health services and to ensure the safety of occupants; and*
- iv. constructed in accordance with the standards set out for Gypsy and Traveller sites.*

The replacement plan 2018-2033 is currently on hold in Ceredigion due in part to the impact of the Covid 19 pandemic and more recently to the interim planning guidance issued by NRW in relation to phosphates on the river Teifi SAC⁵. Effectively this guidance places an embargo on future developments across the affected area of the county 44.6% of the land of Ceredigion and on any developments, which could increase waste water, including but not limited to GT sites. At present the LDP team are focussing on developing a Nutrient Management Board and seeking solutions and mitigations for Phosphates and other nutrients county wide.

⁵ [Natural Resources Wales / Advice to planning authorities for planning applications affecting phosphorus sensitive river Special Areas of Conservation](#)

4. The current situation

The current accommodation provision in Ceredigion is as follows:

- There are no local authority sites for Gypsies, Travellers or Showmen in the county.
- There is one consented privately-owned site with space for five caravans, all of which will provide for the emerging additional needs within the family for the period through to 2033.
- There are three known Gypsy Traveller households whose accommodation needs are currently being met by bricks and mortar accommodation.
- There is one unauthorised site which when periodically visited had two static caravans and two touring caravans, but according to the caravan count has been occupied by a maximum of up to 13 caravans in prior monitoring years. The influx in caravans is mainly during the period March-October.
- There are occasional unauthorised encampments as groups of Travellers pass through Ceredigion though this is sporadic in nature and has been very limited due to the Covid 19 pandemic over the last two monitoring years.

5. Study Methodology

Given the lack of identified need in previous assessments, establishing contact with households who might agree to be interviewed in the 2019 GTAA was challenging. A series of steering group meetings took place throughout 2019 and attendees included:

Corporate Manager Housing Services, Ceredigion County Council
Housing Strategy and Monitoring Officer, Ceredigion County Council
Ceredigion County Council Councillors/Cabinet members for the following portfolios:

- Highways and Environmental Services together with Housing
- Economy and Regeneration (which includes Planning)
- Finance and Procurement Services and Public Protection Services

Engagement and Equalities Officer, Ceredigion County Council
Development Management Assistant (Compliance), Ceredigion County Council
Development Management Team Leader (Compliance), Ceredigion County Council

Environmental Health Officer responsible for the caravan count, Ceredigion County Council

Performance and Research Manager, Ceredigion County Council

Research Officer, Ceredigion County Council

Research Assistant, Ceredigion County Council

Planning Policy Officer, Ceredigion County Council

Planning Policy Manager, Ceredigion County Council

Corporate Manager Planning Services, Ceredigion County Council

Service Manager (Development Management), Ceredigion County Council

Solicitor, Ceredigion County Council

Regional Community Cohesion Co-ordinator

A representative from Hywel Dda Health Board

A representative from Travelling Ahead

A representative from the GT Community from Pembrokeshire

A representative from the Dyfed Powys Police Force

Unfortunately, no members of the local Gypsy Traveller community within Ceredigion were willing to take part in the steering group meetings. A representative from the GT Community in Pembrokeshire attended the meetings to provide insight but unfortunately wasn't aware of a contact within Ceredigion that we could approach to attend.

All parties that were involved with the engagement process of the GTAA were understanding of the Housing Acts Definition of the GT community. They were all included in the GT steering group and were involved in the preparation of the assessment, particularly around utilising planning information.

Ceredigion County Council committed to updating the study in-house, on the basis of the skills & expertise of staff having undertaken previous assessments and the existing GTAA steering group and regular dialogue across relevant stakeholders in Ceredigion. Regular contact with the neighbouring authorities was maintained,

particularly Carmarthenshire and Pembrokeshire. The Regional Community Cohesion Co-ordinator attended the steering group for Ceredigion and was able to provide an overview for Mid and West Wales.

Data sources

A desk top study was carried out to assess all secondary sources of data which might help in identifying potential contacts and, as further possibilities emerged, the scope of the study was extended.

2011 Census

Although it provides no information on New Travellers or Show People, in 2011 for the first time the ethnic group choices in the Census included the category 'White: Gypsy or Irish Traveller' and this provided the starting point for assessing the potential size of the target population in the county. In total, 74 individuals usually resident in Ceredigion identified themselves as Gypsies or Irish Travellers and Table 1 and Figure 2 below show the breakdown of this population by ward.

Since Ceredigion is a sparsely populated rural county, wards tend to cover relatively large areas and there is no obvious concentration of the target population in any one location. The largest number of individuals recorded in any ward in the county was 12, while 23 wards recorded five or fewer residents in this ethnic group and 14 of the 40 wards had none.

Table 1: Number of individuals identifying as Gypsy or Irish Traveller by Ward

2011 ward	All usual residents	White: Gypsy or Irish Traveller
W05000357 : Aberaeron	1,422	0
W05000358 : Aberporth	2,374	7
W05000359 : Aberteifi/Cardigan-Mwldan	1,784	0
W05000360 : Aberteifi/Cardigan-Rhyd-y-Fuwch	1,226	0
W05000361 : Aberteifi/Cardigan-Teifi	1,174	1
W05000362 : Aberystwyth Bronglais	2,075	1
W05000363 : Aberystwyth Canol/Central	2,471	4
W05000364 : Aberystwyth Gogledd/North	2,641	4
W05000365 : Aberystwyth Penparcau	3,122	0
W05000366 : Aberystwyth Rheidol	2,731	1
W05000367 : Beulah	1,627	0
W05000368 : Borth	2,078	0
W05000369 : Capel Dewi	1,293	0
W05000370 : Ceulanamaesmawr	1,910	1
W05000371 : Ciliau Aeron	1,974	1
W05000372 : Faenor	2,545	1
W05000373 : Lampeter	2,970	12
W05000374 : Llanarth	1,616	1
W05000375 : Llanbadarn Fawr-Padarn	1,042	1
W05000376 : Llanbadarn Fawr-Sulien	2,338	1
W05000377 : Llandyfriog	1,835	1

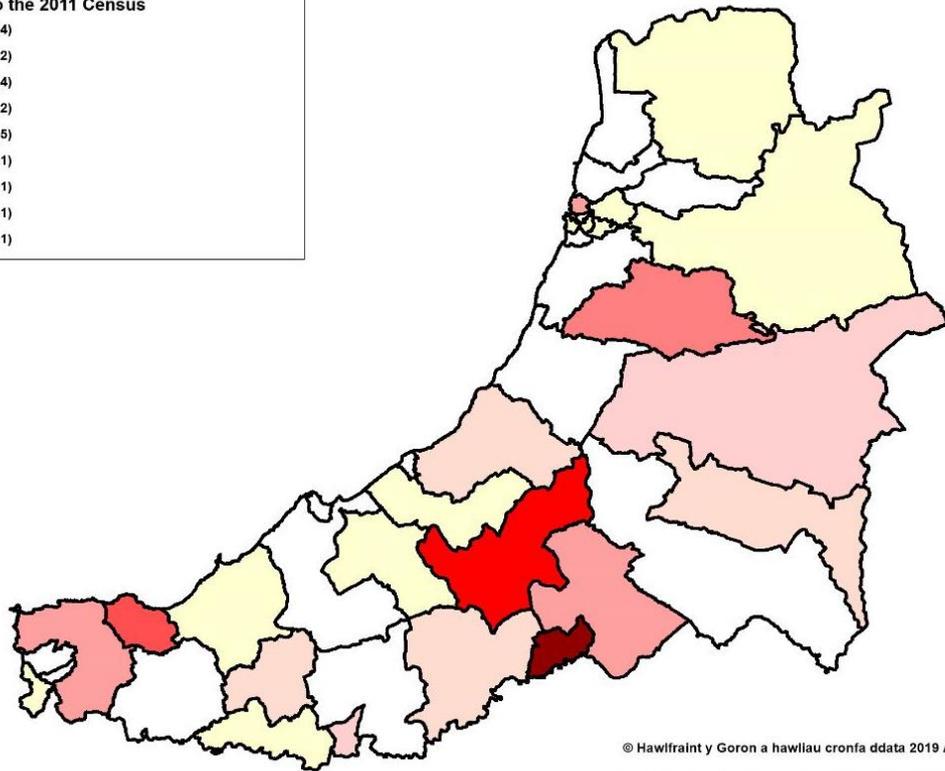
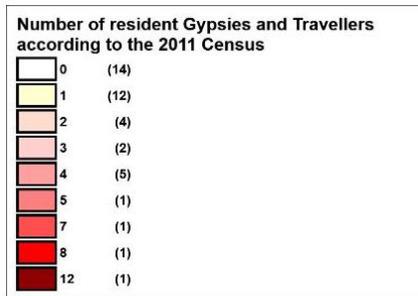
2011 ward	All usual residents	White: Gypsy or Irish Traveller
W05000378 : Llandysilio-gogo	1,979	0
W05000379 : Llandysul Town	1,439	3
W05000380 : Llanfarian	1,541	0
W05000381 : Llanfihangel Ystrad	2,037	8
W05000382 : Llangeitho	1,459	0
W05000383 : Llanybi	1,484	4
W05000384 : Llanrhystyd	1,562	0
W05000385 : Llansantffraed	2,386	2
W05000386 : Llanwenog	1,854	2
W05000387 : Lledrod	2,209	3
W05000388 : Melindwr	2,020	1
W05000389 : New Quay	1,082	0
W05000391 : Pen-parc	2,308	4
W05000390 : Penbryn	2,045	1
W05000392 : Tiryrynach	1,901	0
W05000393 : Trefeurig	1,771	0
W05000394 : Tregaron	1,213	2
W05000395 : Troedraur	1,310	2
W05000396 : Ystwyth	2,074	5

NB: In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly small counts at the lowest geographies.

Source: ONS 2011 Census

These 74 individuals are recorded in 29 households, of which 21 were living in houses or bungalows, 5 in flats, maisonettes or apartments and only three in caravans or other mobile or temporary structures. However, it is widely recognised for a variety of reasons that the Census figures underestimate the total population.

It is important to note that most of the Gypsy and Irish Traveller population were not living in caravans. In the county as a whole the 2011 Census records 389 households living in a caravan or other mobile home. Although it may be tempting to equate living in a caravan with having a nomadic way of life or a cultural tradition of nomadism, the evidence from the Census does not bear this out. In Ceredigion it is quite commonplace to live in a caravan on site whilst building a home and there are also a number of caravan sites where there are permanent residents who do not declare themselves to be members of the Gypsy and Irish Traveller population.



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Source: ONS 2011 Census

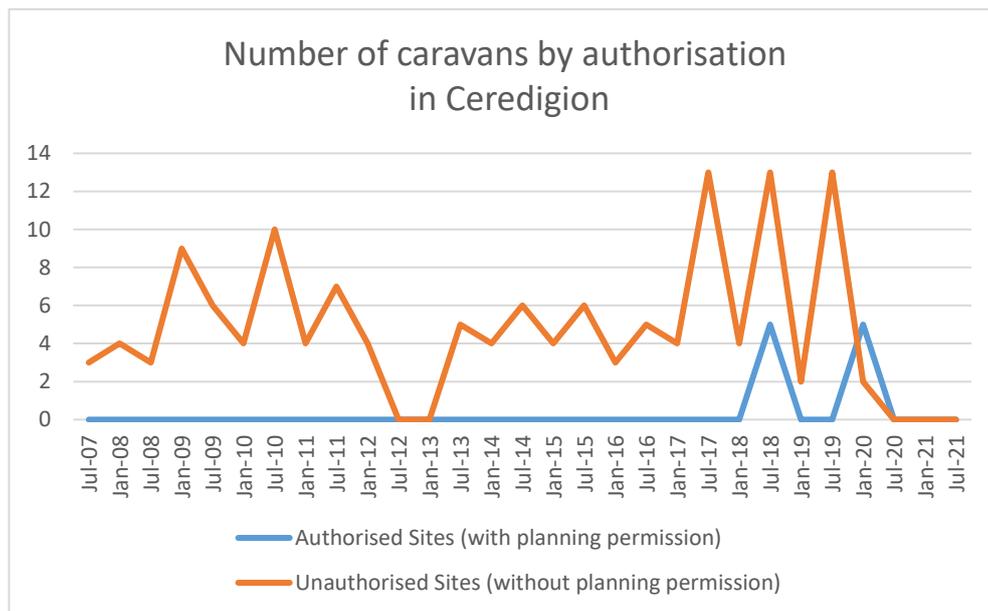
Figure 2: Distribution of Gypsy or Irish Travellers by Ward from 2011 Census

The Bi-annual Caravan Count

The bi-annual caravan count is conducted by all local authorities in Wales on a specific date in January and July of each year. The most recent return for July 2021 indicated no caravans on authorised sites or on unauthorised site. Since July 2007 a maximum of 10 unauthorised sites have been identified in any one count, which provides some indication of trends in transit need. Since 1991 no more than thirteen caravans have been recorded in any one year and in several years there were none at all.

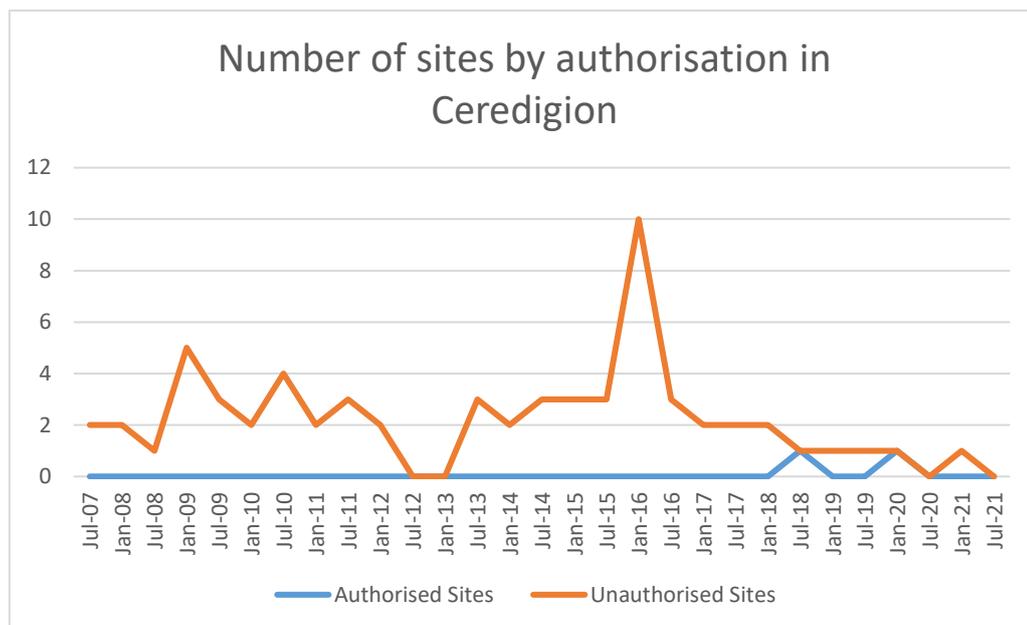
The following graph shows the number of caravans on both authorised and unauthorised sites in Ceredigion between July 2007 and July 2021. It is clear from the graph that there are no authorised sites in Ceredigion except for the one which has planning permission for 5 pitches, which was counted during the July caravan count in 2018. It's evident that there was an increase in the number of caravans on unauthorised sites between 2016 and 2017 as the number of caravans during the summer increased from 5 to 13 and has remained consistent at 13 during the following two summers. The number of caravans on unauthorised sites in Ceredigion

has previously been a similar figure back in July 2009 and July 2010 with 9 and 10 caravans counted respectively. Although, since January 2020 there was a sudden decrease in the number of caravans on unauthorised sites, it decreased to 2 and then was 0 for the following 3 counts. The difference between the number of caravans counted on unauthorised sites during the count in January and July highlights their seasonality in travelling patterns to Ceredigion during the summer as the numbers tend to peak in July when the Royal Welsh show is held in Builth Wells. Although, the relatively low numbers of caravans counted on unauthorised sites since 2007 highlights the fact that the number of members from the Gypsy Traveller community in Ceredigion is low and this corresponds with the lack of responses we have received to our attempts at engagement.



Source: Welsh Government Caravan Count (2007 – 2021)

This graph shows the number of authorised and unauthorised Gypsy and Traveller sites in Ceredigion between July 2007 and July 2021. The one authorised site which was recorded in the count during July 2018 corresponds with the 5 caravans parked in the pitches at the private site with planning permission. Whilst assessing the change in the number of unauthorised encampments, this graph highlights the fact that the 13 caravans on the unauthorised sites shown in the above graph are all located on one site due to the fact that only one unauthorised site was documented during the July 2018 and July 2019 count. The number of sites in Ceredigion has been consistently low since 2017 but has decreased further to only 0 site since July 2021.



Source: Welsh Government Caravan Count (2007 – 2021)

However, since the caravan count records only those encampments of which the authority is aware and is limited to two days per year, it cannot be considered to provide an accurate assessment of accommodation need nor of travelling patterns. Since it records caravans rather than households it cannot identify any cases of overcrowding. Nor does it normally require engagement with the occupants and therefore some encampments may not actually involve the Gypsy Traveller community at all.

Live Caravan Count System

Since the last assessment in 2015 the online live caravan system has been developed and has provided better means of monitoring patterns of Gypsy and Traveller migrations as encampments are recorded in real time rather than at fixed points in the year. Monitoring the encampments also provides the Council with a more comprehensive picture of when, how and by whom transit routes are used (annex 5).

Whilst assessing the live caravan count numerous entries were recorded in Llanybi Common. These entries correspond with two individuals who lived in unauthorised encampments on the Common for many years. They moved into social housing in April 2016 and the entry was consequently closed on the system in 2017. Llanybi layby is also entered in the system, this layby was often occupied by one of the caravan owners who was recorded as staying on the common. They would occasionally travel up to Aberystwyth so would sometimes decide to camp in the layby rather than return to the common.

Corner Wood was entered as a record into the system numerous times. It was noted as an unauthorised encampment but after further investigation it was understood that the occupants do not claim Gypsy or Traveller status, therefore this encampment was discounted from the assessment. There is a long history of enforcement on the site which is still ongoing after a request for planning permission on the site was refused.

A group of travellers were recorded in Cardigan, Quay Street Car Park on the 15/06/2017 which had 8 caravans and 5 vans. They were waiting for another group to arrive from Anglesey and later moved onto Llandysul Business Park. The entry referring to Llandysul states that the number of caravans recorded were 16, it's therefore likely that the group mentioned above had been joined by the individuals from Anglesey when they moved to Llandysul. They were only on the site from the 13/07/2017 to 20/07/2017 and were only travelling through which highlights transit patterns rather than a need for an authorised site in Ceredigion.

There were three separate entries which highlight the fact that there may be a need of a transit site in Ceredigion rather than a permanent residential site.

- 11 caravans were recorded on Parc Teifi land on the 21/07/2017, although the record was closed on the 3rd August 2017 so it's likely that they were just passing through and are not in need of an authorised site. The industrial estate they were staying on is Welsh Government land.
- 11 caravans were recorded on Penweddig Playing fields on the 25th July 2018 but was vacated within a week following a court hearing on August 1st. The occupants of the caravans were likely to just be passing through as it was around the time of the Royal Welsh Show so could be heading to Builth Wells.
- It was noted that 6 caravans were recorded at Lampeter Rookery Car Park for 4 days on the 3rd September 2018. As the caravans were on site for such a short amount of time it would suggest that they were only passing through Lampeter as they travelled on to another location.

The only active unauthorised encampment on the live system is located in Plwmp. 13 caravans were counted on site in July 2018 but they had left by October 2018. Since 2018 it is only encampments on the Plwmp site which has been recorded on the live caravan count. 8 caravans were recorded on the site in 2019, the number then fell to 0 in 2020 until July 2021 – this could be due to the Covid-19 pandemic. By August 2021 6 caravans were recorded on the site although they have since left as 2 tourers were present when the Housing Officer visited in October 2021 but no one was on site. The reason provided for them being in the area is to attend cultural events and therefore the fact that they are here for a few months highlights the potential need for a transit site for people who do attend events to be able to stop for a period of time. Although, it is clear that they are there for an extended number of months as another record in March 2019 states that 8 caravans were on site, this could mean that a transit site would not be considered appropriate as they are on site for longer than 3 months. Although, it is believed that various members of the family come and go and therefore may be on the site for less than 3 months, if an authorised transit site was developed the members on site could be monitored through a contract between the council and the residents. Further engagement with the residents of the site at the end of July 2021 indicates that they would not be interested in using a transit site as they have always come to Plwmp and would not want to stay at any other location. Discussions have been ongoing with the temporary residents and landowner which has yielded little in regularising the site. The GT community vary and differ over the summer in essence using the site as a holiday type pitch with multiple families using the site at different times, the landowner has been in ill health and has attempted to lessen the number of visitors

but is unwilling at the present time to regularise the site through the planning system expressing a strong desire to lessen use over time.

Overall, the locations of the encampments indicates that the majority of the need for a transit site could potentially be in the south of the county. Notwithstanding the views of the GT community who have made it expressly clear that if a site were provided, they would choose not to use it as they visit the specific location in Plwmp in a historical context and are not seeking a formal arrangement for an alternative site with the Local Authority.

Findings of the 2015/16 Gypsy and Traveller Accommodation Needs Study

Following the introduction of the Housing (Wales) Act 2014 statutory requirement to produce a Gypsy and Traveller Accommodation Assessment, and assessment was commissioned in 2015 and delivered in 2016. No evidence of need for a permanent or transit site to be provided by the local authority was established by the study. Indeed, the study found that Gypsies and Travellers living in the area had often moved to Ceredigion to have more freedom and therefore would not wish to live on a public site alongside other families. Also, while unauthorised encampments do arise in the county, particularly around the time of the Royal Welsh Show, there was no clear evidence of sufficient need to justify the development of a permanent transit site.

The study did identify a need in the immediate five year period for two private sites, each capable of accommodating one family. One private site with space for five pitches had been granted planning permission at the end of 2010 for a Gypsy Traveller family but restrictive personal and temporary conditions had been imposed. These conditions were rescinded through the appeals process in 2013 and the site is currently occupied by the family under standard GT conditions.

The occupants of the other site did not identify as Gypsy or Travellers and were therefore discounted from the assessment.

Housing and Homelessness

Since the previous Gypsy and Traveller accommodation assessment, progress has been made in the recording of ethnicity whilst monitoring affordable housing in Ceredigion. As a result of this we were able to contact the housing department to try and identify Gypsy and Traveller households in bricks and mortar accommodation. Unfortunately, of the four individuals which were identified in our system, 3 were currently living out of county and therefore were unlikely to have any need for accommodation within Ceredigion and one elderly individual was contacted but had previously registered a need for sheltered bricks and mortar accommodation.

One respondent who is living in a substandard private rented caravan accommodation has registered a need for bricks and mortar accommodation which is being followed up by the Housing / Homelessness Service. It was unclear whether the respondent did meet the Gypsy and Traveller definition in the housing Act. Therefore, checks were carried out to try and determine this by confirming whether there was a history of nomadism etc, and the LA were in the process of seeking a legal opinion when the individual left the county.

Unfortunately, New Age Travellers do not have a defined class in our registers thus do not show as a specific group in our records and therefore are very difficult to engage with countywide. Furthermore there is not a representative body to facilitate engagement, Travelling ahead officers haven't been able to identify any opportunities. We therefore tried to reach out to New Travellers through publicity such as advertising the assessment on social media and placing posters in public places, however this proved futile. Further analysis of the Councils planning system to identify unauthorised caravans was compounded by incomplete data and a significant amount of caravans' complaints being undefined in terms of occupied, tourism based, touring, static, temporary. permanent etc. Thus no formal mechanism exists to filter out potentially unidentified New Age travellers.

Education

There are currently no traveller education services operating in Ceredigion: no applications have been made for the relevant funding in recent years on the basis of the very small number of children from families identifying as Gypsy or Traveller in the county. As part of the GTAA,

- Letters were sent out to every school in the county requesting posting of posters in the schools or discreet information to any known families to advise of the assessment.
- Family Centres in Ceredigion were contacted in a bid to gain information about any Gypsy and Traveller families who may want to be part of the assessment but unfortunately, we received no response from them.
- A representative from GO Wales, NERS and Youth Services were contacted as they might know of Gypsy and Traveller community members within the education system, but this did not provide any new leads.

Planning and Enforcement

Development Management and Enforcement Officers were asked to provide guidance on travelling patterns and planning applications. Planning colleagues are aware of the Act and the definition through involvement in the assessment preparation and being members of the GT Steering group.

Records were looked at in a systemic way to try and determine if any particular sites need to be investigated further. Meetings were set up with the Development Management team to discuss their knowledge of Gypsy & Traveller related cases and determine whether any need could possibly be determined. As a constituent part of the steering group and following extensive investigation of the council's data systems it was determined that it wasn't feasible to review every case relating to a caravan given the sheer volume of caravan sites and associated applications and enforcement complaints in Ceredigion. However, the internal planning system was queried for a 5-year period relating to 2016 – 2021 for terms relating to Caravan and the following results returned:

1. 105 planning applications - the majority relating to siting of temporary residential caravans whilst undertaking building works, providing caravans as auxiliary accommodation to a dwelling or business-related activity relating to caravans. There were a small number of certificates relating to retention of caravans as residential accommodation (Non identifying as GT).

2. 111 enforcement queries relating to the term caravan, activity on such cases may well be ongoing, but known deficits in our enforcement resource mean cases are prioritised into high, medium and low, and only those in the high priority category are followed up.
3. 3 appeals in relation to caravans.

The Development Management Service Manager, Senior officers, and planning officers many of whom are chartered town planners and have over 50 years' experience between them were interviewed. These interviews were undertaken to ascertain in their collective experience whether they could identify any cases (planning, enforcement and appeals over the previous 5 years) that may be relevant and consider the definition of GT including that of New Age travellers as outlined in the Housing (Wales) Act 2014 to flag up potential cases, this has to date yielded no further identification of GT/ New Age community in the county.

The main outcome from the meeting with Development Management was historical information in that they were able to provide background information on the authorised private site which was granted permission in December 2010. A subsequent application for the variation of conditions was refused by the authority, but allowed on Appeal in March 2013.

An enforcement notice was served in 2001 on the unauthorised development which had 8 caravans on site in the summer in Plwmp, however no further action has been pursued. The Council is not seeking to pursue further action until the apparent needs arising from the site have been addressed, in many ways it may be prudent to pursue a 'tolerated site' approach.

Other Agencies

Travelling Ahead is a Welsh project with the overall aim of working alongside Gypsy, Roma and Traveller communities to ensure that they have the opportunity to express their needs, as well as providing them with advice on their rights. Since their remit includes the Gypsy Traveller community in Ceredigion, researchers contacted them directly. However, although project staff were able to act as intermediaries to facilitate site visits, they were unable to provide any additional contacts with the Gypsy Traveller community within the county. The Travelling Ahead staff visited two households alongside the Research Assistant with the aim of completing the questionnaires, although one visit was unsuccessful as the Travellers weren't on the site at the time.

The Showmen's Guild of Great Britain was contacted to establish a formal line of communication with this group, but with no response and therefore no new leads.

Conducting the assessment

The assessment was conducted in accordance with Welsh Government guidance as outlined above.

The caravan count offered an obvious starting point for the survey and our aim was to conduct as many interviews as possible at the same time as the July 2019 count. During the July count only one unauthorised encampment was identified in

Ceredigion and unfortunately the women on the site were unwilling to speak to the Environmental Health Officer responsible for doing the caravan count therefore no questionnaires were completed. The Research Assistant then attempted to visit the site again alongside representatives from Traveling Ahead but the site was empty during that visit. Initially the interview period was expected to last from July to October 2019 but this was extended twice until the end of November 2019 because of the very poor response levels. Following advice from WG further engagement was sought, however due to the Covid 19 pandemic this was hampered by the restrictions in place. Since restrictions have eased 2021 site engagement has been more fruitful and details of the visits and conversations are included in Annex 2 and 3.

Assessment Publicity

Publicity for the assessment was crucial. The lack of previous positive engagement between the Local Authority and community members was clearly a particular problem.

Bilingual posters and flyers (see annex 4) were produced which provided an outline of the purpose of the assessment, a contact telephone number, a contact e-mail address specific to the project and a QR code link to the Council's website which highlighted the aim of the assessment. These materials were distributed to all GP surgeries, schools and Council offices in Ceredigion with a request to display the information and to pass on to the project team the contact details of any individuals who requested further information or were interested in participating.

A bilingual webpage was created on the Ceredigion website, as shown in Figure 3 below. The main aim of the webpage was to provide further information about the assessment to potential respondents. A link to the previous Gypsy Traveller Accommodation Assessment conducted in 2015 was also included on the webpage. The CCC bilingual Twitter feed and Facebook pages also carried information about the assessment. Posters were also sent to a representative at the Romani Cultural & Arts Company for their inclusion on their social media.

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Resident / Housing / Gypsy and Traveller Accommodation Assessment (GTAA) 2019

Gypsy and Traveller Accommodation Assessment (GTAA) 2019

Your Future, Your Say
To speak with the Council, please telephone 01545 570881
E-mail: gt@ceredigion.gov.uk
or visit one of the Council offices

Part 3 of the Housing (Wales) Act 2014 requires local authorities in Wales to undertake a Gypsy and Traveller accommodation assessment and, where an unmet need is identified, to make provision for residential site pitches. We therefore need to talk to the Gypsy, Traveller and Travelling Showpeople communities to find out whether your family needs a residential pitch, house or transit site.

The definition of the target community as it appears in Section 108 of the Housing (Wales) Act 2014 is:

Persons of a nomadic habit of life, whatever their race or origin, including:

- persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and
- members of an organized group of travelling show people or circus people (whether or not travelling together as such); and
- all other persons with a cultural tradition of nomadism or of living in a mobile home.

The assessment is meant to be carried out every 5 years but Ceredigion Council are conducting ours earlier in relation to the development of the Local Development Plan (LDP).

We are hoping to talk to as many families and individuals as possible before the 12th November 2019 in order to produce a robust evaluation of need in Ceredigion. Information collected during the survey will be used to determine how many pitches are needed within the county, both now and in the future. Any personal data gathered will be held under our privacy notice which is available on our website: [Privacy Notice](#).

The GTAA will be carried out in accordance with statutory guidance issued by Welsh Government available at: [Gypsy and traveller accommodation assessments: guidance](#).

If you have any further questions about the assessment, or if you would like to take part in the survey, please email gt@ceredigion.gov.uk or telephone 01545 570881.

Gypsy and Traveller Accommodation Assessment 2015-16

Ceredigion County Council undertook a Gypsy and Traveller Accommodation Assessment (GTAA) in 2015-16 with the aim of establishing the need for transit, temporary or permanent pitch provision over the next five years and over the fifteen year period of the local development plan (LDP) 2007-2022. The report can be found [here](#).

[Gypsy and Traveller Accommodation Assessment 2015-16](#)

Contact

[Our Online Contact Form](#)

[Online Form](#)

[Full contact details Community Wellbeing Team](#)

You are in

- ▲ Housing
- ▶ Empty Properties
- ▶ Financial Assistance
- ▶ Homelessness
- ▶ Homeowner Zone

Figure 3: Ceredigion County Council GTAA web page

Dyfed Powys Police, Hywel Dda, Ceredigion Council Youth Officers and Ceredigion NERS officers were contacted to enquire if they knew of any Gypsy and Travellers who may be in need in Ceredigion but they did not provide any new leads.

Assessment Approach

The preference was to undertake face to face interviews, however where these or telephone interviews were declined questionnaires were sent by post and email which resulted in two responses. The methods of engagement and the responses received can be found in the interview log (annex 2).

A member of the Gypsy Traveller community who has been re housed in bricks and mortar since the last assessment was happy to take part in an interview and a questionnaire was filled in on their behalf by the Research Assistant as the interview was being conducted. Members of Travelling Ahead were also present as they were

known to the contact and therefore provided reassurance to the interviewee. The outcome of this questionnaire response was that their accommodation needs are being met through bricks and mortar. Unfortunately Travelling Ahead had very few contacts within Ceredigion although working with them did help to broker trust and maximise respondent engagement.

A completed questionnaire was returned to us from an individual currently living in a privately rented caravan. A site visit and a telephone interview was offered but the interviewee wanted to fill in the questionnaire himself.

If the conversation around the questionnaire strayed onto other topics, respondents were encouraged to explore any themes that might enhance CCC's comprehension of their needs. In particular, officers probed for more information on transit patterns to gauge where and when need might arise and why the interviewee considered that there was an unmet need.

Effort was made to follow up with the contact that now lives on a private site with planning permission but we received no response which leads to us assuming that they are currently happy with their accommodation needs and do not require an authorised site.

Names and addresses were recorded so that those that wished to be kept up-to-date could be contacted but all responses are confidential and have been anonymised in this report.

Constraints to respondent engagement

The primary obstacle to be overcome was making initial contact with the target population. Thereafter, the intention was to use snowballing techniques to widen the reach of the survey. However, several major constraints were recognised at the outset:

- The difficulty involved in identifying Gypsies and Travellers living in bricks and mortar
- Relatively low literacy rates within the Gypsy and Traveller communities
- The poor history of engagement between Ceredigion County Council and the Gypsy and Traveller community
- No recent engagement with New Travellers
- Limited representatives for the Gypsy Traveller community operating in Ceredigion

6. Survey Findings

Despite considerable efforts, we only received formal responses from two households, but did engage with a third household following easing of covid restrictions in 2020. A deliberate attempt to avoid making the information about such a small number of people disclosive has been made. There is no doubt anyone with a strong desire to do so could identify individuals from the information currently provided in this document and we believe this is inappropriate. It is not our intention to provide any more than the minimum of information which might be used for this purpose.

Table 2 below shows the number of responses by type of accommodation.

Table 2: Number of respondents by dwelling type

Type of accommodation	Households contacted	Completed questionnaires
Council residential site	0	0
Council transit site	0	0
Private site:		
– with planning permission	1	0
– without planning permission	0	1
- subject to appeal	0	0
Residential Caravan Park	0	0
Unauthorised encampment	1	0
Bricks and mortar	3	1
- socially rented	3	1
- privately rented	0	0
- tenure unknown	0	0
- owner-occupied	0	0
No fixed abode – currently travelling	0	0
Homeless Hostel	0	0
Total	5	2

The ethnicity of respondents is shown in Table 3 and the age profile is shown in Table 4 below.

Table 3: Ethnic breakdown of respondents

Ethnicity	No. of individuals
'Romani'/ 'Romani Gypsy'/ 'Romani Traveller'/ 'Welsh Romani'/ 'British Romani'	1
'Irish Traveller'	0
'New Traveller'	0
'English Traveller'	0
Gypsy Traveller	0
'Traveller'/ 'Welsh Traveller'/ Old Traveller	0
'Showperson' / 'Welsh British Showperson'	0
'Roma Gypsy'	0
'Gypsy'/ 'Welsh Gypsy'/ Welsh British Gypsy	0
White British/ White Welsh British	1
'Other'/ Non response	0
Non Gypsy Traveller	0
Total	2

Table 4: Age profile of respondents

Age	Frequency
0 < 10	0
10 < 20	0
20 < 30	0
30 < 40	1
40 < 50	0
50 < 60	0
60+	1
No response	0
Total	2

Given the poor response rate, it is not possible to infer robust or meaningful conclusions regarding the demographic profile of the Gypsy and Traveller community in the county.

Table 5: Number of households satisfied with accommodation

Type of accommodation	No. of households satisfied with accommodation	No. of households dissatisfied with accommodation	Percentage of households satisfied w. accommodation
Local Authority residential site	-	-	-
Council transit site	-	-	-
Private site			
- with planning permission	-	-	-
- without planning permission	-	-	-
- subject to appeal	-	-	-
Unauthorised encampment	0	1	0%
'Bricks and mortar'	1	0	100%
- socially rented	1	0	100%
- privately rented	-	-	-
- owner-occupied	-	-	-
Homeless hostel	-	-	-
No fixed abode – currently travelling	-	-	-
Total	1	1	50%

It is evident from the table that most of the known Gypsy Traveller community in Ceredigion is satisfied with their current accommodation.

The only exception was the individual who came forward stating that the caravan he currently resides in is inadequate, although he has since left the county and we are therefore assuming that his need has been met elsewhere.

Needs calculations

The calculation of the overall residential need takes into account the number of households who are likely to be seeking pitches, and the expected number of pitches likely to become available. The calculation is composed of the following elements:

Spaces that will become available:

- Current empty pitches
- New sites or site extensions which are likely to gain planning permission
- Migration away from the area
- Movement to bricks and mortar
- Dissolution of households

Groups of people:

- seeking permanent site accommodation in the area
- on unauthorised encampments
- on unauthorised developments for which planning permission is not expected
- on a currently overcrowded pitch
- new households expected to arrive from elsewhere
- new family formation from within existing households
- in housing but with a need for site accommodation

Residential need

The interview conducted with a member of the Gypsy Traveller community who now resides in bricks and mortar reported that she was happy with her current accommodation.

A respondent staying in a privately rented caravan identified as a New Traveller and stated that his current accommodation was unsatisfactory which highlights a need for accommodation. However following further enquiries, we were investigating whether the individual qualifies for inclusion in this assessment. To try and determine whether this individual did meet the criteria we did try and discuss his background and patterns of nomadism with him. We were in the process of discussing the matter with the legal department but prior to the assessment finalisation, we were informed that the individual has left the County and is currently living in Carmarthenshire.

Welsh Government Guidance on undertaking the GTAA advises using a growth rate derived from the survey process and sense-checked against research literature in order to calculate the necessary site provision required over the fifteen year period of the LDP. However, with only three years of the current LDP left to run and the extremely low number of responses, it is impossible to derive a robust average growth rate from the survey.

Since there are no Local Authority pitches, there is no information from which to calculate an estimated pitch turnover rate. On the basis of the survey information, the one private site in the county which is currently occupied by a single household, we do not anticipate that any of these pitches will become available in the foreseeable future. They did not respond to the survey and therefore it is not possible to know the number of new households which may form in the next five to ten years but the five pitches on the current site should be able to accommodate any such growth.

A summary of identified need is provided in Table 6 below.

Table 6: Residential need by type of pitch

Current residential supply	No. of pitches / (households)
A. Occupied Local Authority pitches	0
B. Occupied authorised private pitches	5 (1)
Total	5 (1)

Planned residential supply	No. of pitches
C. Vacant Local Authority pitches and available vacant private pitches	0
D. Pitches expected to become vacant in the near	0
E. New Local Authority and private pitches with planning permission	0
Total	0

Current residential demand	No. of pitches
F. Unauthorised encampments	0
G. Unauthorised developments	6 (3)
H. Overcrowded pitches	0
I. Conventional housing	0
J. New households to arrive	0
Total	6 (3)

Current households	Future households (at year five)	Future households (Plan period 2033)
K. 0	0	0
L. Total additional pitch need	0	0

Unmet need	Need arising	Need accommodated
M. Current residential demand	0	–
N. Future residential demand (five-year)	0	-
O. Future residential demand (Plan period to 2033)	0	-
P. Planned residential supply	0	-
Q. Unmet need (five-year)		0
R. Unmet need (Plan period 2018-2033)		0

Following consideration of the survey responses and all other data resources, No need for permanent residential site provision has been identified.

Transit Need

The caravan count indicates some transit movements occurring in the spring and summer months, in particular around Plwmp where eight caravans were present at the end of July 2019. Although since, the start of 2020 it appears that the activity at this site has decreased dramatically as the number of caravans on site were 0 up until the caravan count in July 2021. The caravans on this particular site seems to be a seasonal encampment, primarily occupied in the summer months as the number of caravans is much higher in July than in January. This encampment is associated with the annual horse sales in Carmarthen, summer holidays and with working locally. This encampment is on private land owned by a third party, is occupied without planning consent and has been subject to past enforcement action.

It would appear that transit patterns in Ceredigion tend to be associated with the Royal Welsh Show, seasonal self-employment and pastoralist traditions. Although one respondent stated that they believed that a transit site is needed in Ceredigion as they tend to stay in one place for 1-2 weeks. If they were to do so on an unauthorised encampment they would risk being asked to leave the site. Although the latest entry from the caravan count system indicated 0 caravans on the unauthorised development, up to 13 caravans have been recorded at the site in the past. In addition, there appears to be a few unauthorised encampments in the south of the County some years. Together, this could indicate a need for transit site provision. According to the designing gypsy traveller site guidance, transit site pitches should be capable of accommodating two touring caravans per pitch. It is therefore considered that a transit site for potentially up to 10 pitches would accommodate the needs of those at the unauthorised development as well as those of any other ad hoc short term unauthorised encampments in the County.

Further engagement with the residents at Plwmp occurred during the travelling season of 2021 whereby the group outlined that they had a historic connection with this landowner having visited this site to assist on the farm since the 1940's. However, they now did little in the way of farm work, considering this visit more of a summer holiday to visit old friends. It has come to the Local Authorities attention that the previous landowner has passed away and the new landowner is keen to lessen the use and length of the season. Thus, in the 2021 travelling season the site was occupied for fewer weeks by women and children only, it is clear the landowner has a strong intention to lessen its use and manage the site better and the GT community appear to be mindful of this. No complaints have been received by the LA during this travelling season. The maximum number of caravans on site during this season was 6. The housing officer carried out welfare checks on the site and tried to engage with the residents on numerous occasions. The leader of the group did engage with the housing officer and advice was provided re sightseeing locations and covid vaccinations, the GT community present stated that they would not be interested in using a transit site in Ceredigion as they had historically visited the Plwmp site.

The LA have considered a variety of options for the Plwmp site previously engaging with the prior owner as to regularising the site through planning and highways, however the previous owner was reluctant to engage with the LA. The new owner whilst not formally wanting to regularise the site through a planning application, is hoping to minimise use. Thus, now is an opportune time to work with the landowner to come to a mutually agreeable solution for all parties.

Ceredigion currently has no resident Show People and only has regular visits in July for the New Quay fair and in November for the Aberaeron, Aberystwyth and Cardigan fairs. An attempt to engage the Showmen's Guild to assess whether they had further accommodation needs received no response.

Difficulties encountered

Establishing contact with the target community continues to prove difficult.

Since we were able to contact only one household living in conventional housing, we have no more information on the views of the Gypsy Traveller community in this situation.

Another obstacle was the Covid-19 pandemic as it made engagement with the Gypsy Traveller community impossible during the travelling season of 2020 due to strict restrictions. As restrictions eased a little during 2021, the Housing Officer was able to visit the site more freely and was able to engage. Unfortunately, a representative from Travelling Ahead was not able to visit the site too as they still didn't have the authority to approach sites due to the pandemic.

7. Conclusions and Recommendations

The survey was undertaken between July 2019 and October 2021, following Welsh Government guidance and using methodology agreed by the Steering Group. The survey period was extended beyond its original planned deadline because of the disappointing response rate, and the covid 19 pandemic and every effort was made to contact members of the Gypsy Traveller community and travelling show people. However, success was very limited: no Gypsy Traveller households living in caravans completed the survey; only one community member living in bricks and mortar completed a questionnaire; members of a travelling circus and Show People at the local fairs all declined to take part in the assessment; one New Traveller was identified but later left the authority area.

Based on the evidence gathered, there is no need for permanent residential provision, however, a potential need for transit provision has been identified over the replacement LDP period which ends in 2033. However, this is provisional in the sense engagement with the GT community who visit Ceredigion during the summer has revealed a strong preference to continue using the unauthorised site and no desire to use a formal transit site. Therefore, the local authority proposes to work with the new landowner of the site on potentially developing a memorandum of understanding regarding enforcement action and work towards the site becoming a formally 'tolerated encampment' in line with the provisions as set out in the WG Guidance on managing Unauthorised Camping 2013. Whilst the landowner for their part works to lessen the use of the site as they have demonstrated they are able during this past travelling season.

The reasons for this are two-fold – firstly in understanding the historic connection the GT community have with this particular location the LA would not want to disrupt a generational gathering on private land without exceptional reasons and secondly the new landowner has not had sufficient opportunity to regularise the use as they so wish to do. Adopting such an approach during the next GTAA period would allow further monitoring of the site, engagement with the residents and outcome of discussions to be realised, if however, use increases and enforcement action becomes inevitable this will be reported in the next GTAA and a transit site solution may need to be found.

It is the intention of the LA to work with the landowner on agreeing a 'Negotiated Code of Conduct for tolerated stopping', alongside formal acceptance that enforcement proceedings will not be brought subject to the code of conduct being met. The LA will also consider options around site safety in conjunction with the highway's authority.

It may be that the current lack of sites and lack of engagement are deciding factors in the decision to travel or to live in Ceredigion, but unless a dialogue between the Council and the target community can be established, assessing need will continue to be extremely challenging.

With the help of Travelling Ahead representatives, the authority will closely monitor encampments and again explore opportunities to engage with the Gypsy Traveller

community during the next travelling season, so that a better understanding of their specific needs can be obtained. The LA will also work with organisations outside of the county namely CAT the Centre for Alternative Technology to better understand the needs of any New Age Travellers in the county for whom we as well as Travelling Ahead have also struggled to identify and engage with.

Beyond 2022

Ceredigion County Council is committed to equality and community cohesion. Going forward, the priority must be to develop mutual understanding and to improve community engagement. It would appear that the majority of the Gypsy Traveller community has integrated into the settled community but the Council will continue to monitor the situation.

The authority regularly sends representatives to the All Wales Gypsy and Traveller Accommodation Forum. The Council is actively developing its equality agenda in response to the 2010 Act and recognises Gypsy Traveller ethnicity as a protected characteristic.

The Council is supported by a Regional Community Cohesion Co-ordinator who is currently working to a regional Action Plan. Within the Regional Plan which runs until the end March 2021 there is an objective which states that they:

- Have a dedicated team and assigned officer to support Gypsy and Traveller community.
- Are actively developing a new site for Llanelli in addition to the existing one.
- Will provide cohesion support around proposed and approved Gypsy and Traveller Accommodation sites, including promoting the needs of Gypsy and Traveller communities in the site selection process.
- Will support media strategies and community engagement in relation to sites.
- Will support Elected Member training regarding their duties and planning processes in relation to sites.

Officers will work to ensure the one identified site which is used for a few weeks a year is regularly monitored and welfare checks are completed. Officers will engage with the landowner and residents where possible to work towards a mutually agreeable solution. The LA will also publish its decision making in this regard to ensure openness and transparency for the public.

Officers will work with the planning and enforcement sections to better capture data on caravans that could potentially be GT or New Age Travellers to strengthen the evidence base in the next 5-year GTAA period.

Given the introduction of The Corporate Joint Committee (General) (No.2) (Wales) Regulations 2021 coming into force and the requirement under said regulations to undertake a Strategic Development Plan, officers will work on establishing and addressing cross border GTAA needs.

Officers will continue to update the caravan count system as it provides a better means of monitoring patterns of Gypsy and Traveller migration by recording encampments in real time rather than at fixed points in the year. This will offer the opportunity for Council officers to interact more effectively with the travelling population and to build up a more comprehensive picture of when, how and by whom transit routes are used.

With a better grasp of the size and location of the target population, it will be possible for the Council to provide more effective support to the community, e.g. if literacy is a barrier to accessing services then appropriate assistance can be provided. This may make the planning process easier to navigate and facilitate the provision of private sites both now and in the future.

Working more closely with Travelling Ahead and other similar bodies may eventually open doors to the Gypsy Traveller population within the county as the tenor of Welsh Government policy on their particular needs becomes more widely known and accepted.

Annex 1: Definitions

Table 7: Summary of definitions

Gypsy and Travellers	<p>(a) Persons of a nomadic habit of life, whatever their race or origin, including:</p> <ul style="list-style-type: none">(1) Persons who, on grounds only of their own or their family's or dependant's educational or health needs or old age, have ceased to travel temporarily or permanently, and(2) Members of an organized group of travelling show people or circus people (whether or not travelling together as such); and <p>(b) All other persons with a cultural tradition of nomadism or of living in a mobile home.</p> <p>Source: Section 108, Housing (Wales) Act 2014</p>
Residential site	<p>A permanent residential site can be privately owned or owned by the Local Authority. This site will be designated for use as a Gypsy and Traveller site indefinitely. Residents on these sites can expect to occupy their pitches for as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013. Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary residential site	<p>These sites are residential sites which only have planning permission or a site licence for a limited period. Residents on these sites can expect to occupy their pitches for the duration of the planning permission or site licence (or as long as they abide by the terms of their pitch agreements, under the Mobile Homes (Wales) Act 2013 – whichever is sooner).</p>
Transit site	<p>Transit sites are permanent facilities designed for temporary use by occupiers. These sites must be designated as such and provide a route for Gypsies and Travellers to maintain a nomadic way of life. Individual occupiers are permitted to reside on the site for a maximum of 3 months at a time.</p> <p>Specific terms under the Mobile Homes (Wales) Act 2013 apply on these sites. Working space may also be provided on, or near, sites for activities carried out by community members.</p>
Temporary Stopping Place	<p>Also known as a 'stopping place', 'Atchin Tan', or 'green lane', amongst other names. These are intended to be short-term in nature to assist Local Authorities where a need for pitches is accepted, however, none are currently available. Pro-actively identified temporary stopping places can be used to relocate inappropriately located encampments, whilst alternative sites are progressed.</p> <p>Temporary stopping places must make provision for waste disposal, water supply and sanitation at a minimum.</p>

Residential pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes indefinitely (unless stated in their pitch agreement). Typically includes an amenity block, space for a static caravan and touring caravan and parking.
Transit pitch	Land on a mobile home site where occupiers are entitled to station their mobile homes for a maximum of 3 months. Transit pitches can exist on permanent residential sites, however, this is not recommended.
Unauthorised encampment	Land occupied without the permission of the owner or without the correct land use planning permission. Encampments may be tolerated by the Local Authority, whilst alternative sites are developed.
Unauthorised development	Land occupied by the owner without the necessary land use planning permission.
Current residential supply	The number of authorised pitches which are available and occupied within the Local Authority or partnership area. This includes pitches on Local Authority or private sites.
Current residential demand	Those with a need for authorised pitches for a range of reasons, including: <ul style="list-style-type: none"> • an inability to secure an authorised pitch leading to occupation of unauthorised encampments; • an inability to secure correct planning permission for an unauthorised development; • households living in overcrowded conditions and want a pitch; • households in conventional housing demonstrating cultural aversion; • New households expected to arrive from elsewhere.
Future residential demand	The expected level of new household formation which will generate additional demand within the 5 year period of the accommodation assessment and longer LDP period.
Overall residential pitch need	The ultimate calculation of unmet accommodation need, which must be identified through the Gypsy and Traveller accommodation assessment process. This figure can be found by adding the immediate residential need to the future residential demand. The overall residential need will capture the needs across the 5 year period within which the accommodation assessment is considered to be robust.

Planned residential pitch supply	The number of authorised pitches which are vacant and available to rent on Local Authority or private sites. It also includes pitches which will be vacated in the near future by households moving to conventional housing or in other circumstances. Additional pitches which are due to open on private sites likely to achieve planning permission shortly should be included as planned residential supply.
Household	This refers to individuals from the same family who live together on a single pitch / house / encampment.
Concealed or 'doubled-up' household	This refers to households which are unable to achieve their own authorised accommodation and are instead living within authorised accommodation (houses or pitches) assigned to another household. This may include adult children who have been unable to move home or different households occupying a single pitch.
Household growth	Household growth is defined by the number of new households arising from households which are already accommodated in the area.

Extract from Mobile Homes (Wales) Act 2013

60 Meaning of “mobile home”

- (1) In this Act “mobile home” means any structure designed or adapted for human habitation which is capable of being moved from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer) and any motor vehicle designed or adapted for human habitation, but does not include—
- (a) any railway rolling stock which is for the time being on rails forming part of a railway system, or
 - (b) any tent.
- (2) A structure designed or adapted for human habitation which—
- (a) is composed of not more than 2 sections separately constructed and designed to be assembled on a site by means of bolts, clamps or other devices, and
 - (b) is, when assembled, physically capable of being moved by road from one place to another (whether by being towed, or by being transported on a motor vehicle or trailer), is not to be regarded as not being (or as not having been) a mobile home for the purposes of this Act by reason only that it cannot lawfully be moved on a highway when assembled.

- (3) For the purposes of this Act “mobile home” does not include a structure designed or adapted for human habitation which falls within subsection (2)(a) and (b) if its dimensions when assembled exceed any of the following limits, namely—
- (a) length (exclusive of any drawbar): 20 metres,
 - (b) width: 6.8 metres, and
 - (c) overall height of living accommodation (measured internally from the floor at the lowest level to the ceiling at the highest level): 3.05 metres.
- (4) The Welsh Ministers may by order substitute for any figure mentioned in subsection (3) such other figure as may be specified in the order.

Annex 2: Activity Log

Code	Type of tenure	Interview attempts			Engagement techniques used	Questionnaire completed or refusal?	Reasons for refusal?
GTA A_1	Unauthorised encampment	x	x	x	Knocked on door/Visit	refusal	Only women were present on the site when the Officer responsible for the caravan count visited and they refused to interact with him. Site was empty when the Research Assistant and Representatives from Travelling Ahead visited. Multiple attempts made by the housing officer to engage throughout 2021 but individuals on site made it clear that they wouldn't be interested in a transit site.
GTA A_2	Bricks and Mortar	x			Arranged a home visit	completed	Happy with current accommodation
GTA A_3	Private Authorised Encampment	x	x		Sent out a questionnaire, email	completed	Discussed the assessment with the individual and they showed an interest in taking part. A questionnaire was sent out alongside the offer of a site visit or completing the questionnaire over the phone. A completed

Code	Type of tenure	Interview attempts	Engagement techniques used	Questionnaire completed or refusal?	Reasons for refusal?
					questionnaire was posted back.
GTA A_4	Private Authorised Site	x	Sent out a letter	refusal	No response but have received no further planning applications and therefore assuming there's no further need.

Annex 3: Interview Log

Date of engagement	Type of Tenure	Number of Caravans Present	Discussion
Jul-19	Unauthorised Encampment - Plwmp Site	13	Officer responsible for the caravan visited the Plwmp site - only women were present on the site and they refused to interact with him.
29.10.19	Private Authorised Encampment	5	Sent a letter to a private authorised encampment but didn't receive a response, haven't received any further planning applications and therefore assuming there's no further need.
07.11.19	Unauthorised Encampment - Plwmp Site	0	Site was empty when the Research Assistant and Representatives from Travelling Ahead visited.
07.11.19	Bricks and Mortar	0	Visited an individual who lived in bricks and mortar who we identified by using the housing register with representatives from Travelling Ahead. A questionnaire was completed and the individual was happy with their current accommodation.
14.11.19	Private Authorised Encampment	0	Discussed the assessment with an individual who made contact and identified themselves as a traveller. They showed an interest in taking part, therefore a questionnaire was sent out alongside the offer of a site visit or completing the questionnaire over the phone. A completed questionnaire was posted back.
20.01.21	Unauthorised Encampment - Plwmp Site	0	Housing Standards Officer passed the site and the site was closed and no caravans present.
17.05.21	Unauthorised Encampment - Plwmp Site	0	Housing Standards Officer visited the site and the site was still closed and no caravans present.
03.07.21	Unauthorised Encampment - Plwmp Site	0	Housing Standards Officer passed the site and the site was closed and no caravans present.
End of July	Unauthorised Encampment - Plwmp Site	0	Housing Standards Officer visited the site 5 times over the summer, the Gypsy and Traveller community arrived on site at the end of July.
3.08.21	Unauthorised Encampment - Plwmp Site	6	Visited the Plwmp site, however, only women and children were present and therefore, decided not to

			approach and return later on in the month.
12.08.21	Unauthorised Encampment - Plwmp Site	6	Visited the Plwmp site, still only women and children present. Engaged with the community to carry out a welfare check – confirmed that everyone is well and satisfied. 6 touring caravans were present on site (women and children only). There is access to two toilets, access to water, access to showers (included within the caravans), and refuse and recycling is being collected by CCC. The caravans also have electric hook-ups. A discussion was had on providing covid-19 vaccinations to the community, a follow up visit will be undertaken next week with some further information on covid-19 vaccinations and pregnancies. The community are returning to Ireland in two weeks' time.
17.08.21	Unauthorised Encampment - Plwmp Site	5	5 touring caravans on site. Visited the site to provide further information on the Covid-19 vaccines. Housing Standard Officer spoke to the NHS and it was suggested that there was little point in the community getting vaccinated here as different vaccines are used in Ireland. Details of the nearest covid-19 centre was provided as a negative covid-19 result is a requirement to return back to Ireland. As the community was concerned about the vaccine myths, details on the vaccine was provided. Contact details of the housing Standards Officer was given to the community if they wanted to engage any further. Questions were asked re: need for transit site, they stated that they were not interested as they only came historically to the Plwmp site.
07.09.21	Unauthorised Encampment - Plwmp Site	4	4 Touring Caravans present, however, no one on site. Housing Standards Officer will continue to monitor the site to see if the community have returned to Ireland.
06.10.21	Unauthorised Encampment - Plwmp Site	4	4 Touring Caravans present and one small white van (Renault Kangoo), however no one on site.

13.10.21	Unauthorised Encampment - Plwmp Site	2	2 tourers and 1 old rusty grey ford, nobody on site.
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SECTION A – YOUR HOME

A1 Where do you live now?

Local Authority (“Council”) residential site	
Council transit site	
Private site with planning permission	
Private site currently without planning permission	
Unauthorised encampment	
Bricks and Mortar – Socially Rented	
Bricks and Mortar – Privately Rented	
Bricks and Mortar – Owner Occupied	

A2 Are you satisfied with your current accommodation?

Yes	
No	
Prefer not to say	

If ‘no’ please explain what could be improved:

A3 Can you tell me why you live here?

Local connections (family or work)	
No alternative authorised pitch	
Can’t find a house to move into	
Health or age reasons	
Prefer houses to caravans	
Other:	

A4 How long have you lived here?

Less than 1 month	1–6 months	7 – 12 months	1 - 2 years	2-5 years	Over 5 years

A5 If you have moved within the last year, was your last home in this Local Authority?

YES / NO

Please give details below:

Type of accommodation	Did it have planning permission?	Which Local Authority was it in?	Why did you leave?

A6 How long do you think you'll stay here?

1 or 2 days	3 – 28 days	1 – 3 months	3 months – 2 years	2 – 5 years	Over 5 years	Do not intend to move	Don't know

A7 Would you stay longer if changes or improvements were made to your current accommodation?

(Note: The Local Authority may not be able to make these improvements but understanding the problems with your accommodation may help)

YES

NO

Reason	Tick
Repairs needed	
Site made bigger	
Accommodation made safer	
Planning permission granted	
Adaptations needed (please state below)	

Reason	Tick
Just passing through	
Want authorised pitch in other area	
Want to move into housing	
Relationships broken down	
Prefer living in caravan	

Other:

SECTION B – YOUR FAMILY

	Relationship to respondent (eg. Spouse, son/daughter etc)	Age	Gender	Romani / Irish Traveller / New Traveller / Showperson / Roma / Other (Self-ascribed)	Are there any reasons why you cannot continue to live in this accommodation? (give details)
Respondent					
Person 2					
Person 3					
Person 4					
Person 5					
Person 6					
Person 7					
Person 8					
Person 9					
Person 10					
Person 11					
Person 12					

If not living in caravans proceed to B4.

B2 If living in caravans, are there enough sleeping areas for all residents?

YES / NO

B3 Is there room on the pitch for additional trailers to prevent overcrowding?

(Note: guidance suggests that there should be 6 metre gap between trailers and 3 metre gap to boundaries to be safely accommodated on pitch)

YES / NO

If yes, how many additional sleeping areas can be added?

B4 Would anyone in your family like to join the Local Authority waiting list for pitches or housing?

YES / NO

Please provide address for application pack to be posted to below:
Please state if already on a waiting list and which.

SECTION C – YOUR PLANS

C1 Are you planning to move into other accommodation?

Yes	Go to C2	
No	Go to D1	
Prefer not to say	Go to D1	

C2 Where are you planning to move to?

Within the Local Authority	
Another Local Authority in Wales – please state which:	
Somewhere else in the UK	

C3 Why are you planning to move?

Need more space	
Need different facilities	
Local connection (family or work)	
Need to be closer to services – schools etc (Please give details below)	
Employment opportunities	
Other (Please specify below)	

Services:

Other:

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C4 What type of accommodation are you planning to move to?

1. Site	
Council / Social rented	
Private site owned by self	
Private site owned by other	

2. Bricks and Mortar	
Owner / occupied	
Rent from Council / Housing Association	
Rent from private landlord	

C5 Do you own land in the Local Authority which you would like to be considered as a possible future site?

(Note: Interviewer to explain that there is no guarantee that the site will be allocated or developed but planning officers may contact respondent to discuss their situation and offer support)

Yes	<i>Give details below</i>	
No	<i>Go to C6</i>	
Prefer not to say	<i>Go to C6</i>	

If you like the Local Authority to discuss these plans with you, provide contact details below:

		YES	NO
C6	If you are looking for an authorised pitch, would you live on a site managed by the Local Authority if offered one?		
C7	If an authorised pitch was available in another Local Authority, would you consider moving there? If ' yes', which Local Authorities?		

SECTION D - FAMILY GROWTH

D1 Is anyone in your household likely to want to move to their own home in the next 5 years?

Yes	<i>Go to D2</i>	
No	<i>Go to D4</i>	
Don't know	<i>Go to D4</i>	
Prefer not to say	<i>Go to D4</i>	

D2 Will this be in this Local Authority?

Yes	<i>Go to D3</i>	
No	<i>Go to D4</i>	
Prefer not to say	<i>Go to D4</i>	

D3 How many new households will there be and when will these be needed?

	Type of accommodation (LA site; private site; B&M housing)	No. of people	Now	Within a year	1-2 years	2-5 years
Household 1						
Household 2						
Household 3						
Household 4						

D4 Do you have family members living outside this area who camp in this Local Authority regularly?

Yes	<i>Go to D5</i>	
No	<i>Go to E1</i>	
Don't know	<i>Go to E1</i>	
Prefer not to say	<i>Go to E1</i>	

D5 If they would like to be interviewed about the need for pitches, provide their contact details and Local Authority where they currently live below:

SECTION E - TRANSIT SITES

E1 Have you camped by the roadside / on an unauthorised encampment / on a transit site in Wales while travelling in the past year?

(Prompt: this information is only to be used to understand if more transit sites are needed)

Yes	Go to E2	
No	Go to E4	
Prefer not to say	Go to E4	

E2 In which Local Authority areas have you camped?

Prefer not to say	
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E3 How long would you usually stay in one place whilst travelling?

1 – 2 days	3 days – 1 week	1 – 2 weeks	2 weeks – 1 month	1 – 3 months

E4 Do you think there is a need for more transit sites in Wales?

Yes	Go to E5	
No	Questionnaire ends	
Prefer not to say	Questionnaire ends	

E5 Where are they needed?
(Probe for Local Authorities and specific locations)

Prefer not to say	

Questionnaire ends.

A law called the Housing (Wales) Act 2014 means that Councils must assess and make provision for the accommodation needs of Gypsies and Travellers in their area.

The Council would like to speak with all Gypsies and Travellers living in the county or travelling through it to find out whether your family requires a residential pitch or a yard.

Gypsy and Traveller Survey



Your Future, Your Say

To speak with the Council, please telephone 01545 570881



e-mail: gt@ceredigion.gov.uk

or visit one of the Council offices



We would like to speak to you before the 12th of November 2019

Mae Deddf Tai (Cymru) 2014 yn ei wneud yn ofynnol i bob awdurdod lleol asesu anghenion llety Sipsiwn a Theithwyr a darparu safleoedd priodol pan nodir bod yna anghenion llety sydd heb eu diwallu.

Mae'r Cyngor eisiau siarad gyda'r holl Sipsiwn a Theithwyr sy'n byw yn y sir neu'n teithio drwyddi er mwyn darganfod os oes angen llain breswyl neu iard ar eich teulu.

Aseiad o Lety Sipsiwn a Theithwyr



Eich Dyfodol, Eich Barn

I siarad gyda'r Cyngor, ffoniwch 01545 570881

e-bostiwch: gt@ceredigion.gov.uk

neu gallwch alw mewn i un o swyddfeydd y
Cyngor



Hoffwn siarad â chi cyn y 12^{fed} o Dachwedd 2019

Annex 6: Live Caravan Count System

Auto-pan

Table		Map					
Name	Local Authority	Caravans	Residential	Transit	Authorised	Updated	
Plwmp 2021 (August)	Ceredigion	6	0	0	✘	16/08/2021	Actions ▾
Plwmp 2021 (July count)	Ceredigion	0	0	0	✘	13/07/2021	Actions ▾
Plwmp 2021	Ceredigion	0	0	0	✘	24/05/2021	Actions ▾
Plwmp 2019	Ceredigion	8	0	0	✘	08/12/2020	Actions ▾
Plwmp	Ceredigion	13	0	0	✘	03/12/2018	Actions ▾
Lampeter Rookery Car Park	Ceredigion	6	0	0	✘	08/10/2018	Actions ▾
Penweddig Playing Fields	Ceredigion	11	0	0	✘	28/08/2018	Actions ▾
Coedmore Cardigan	Ceredigion	2	0	0	✘	06/10/2017	Actions ▾
Parc Teifi	Ceredigion	11	0	0	✘	26/07/2017	Actions ▾
Cardigan, Quay Street Car Park	Ceredigion	8	0	0	✘	18/07/2017	Actions ▾
Llandysul Business Park	Ceredigion	16	0	0	✘	18/07/2017	Actions ▾
Llangybi	Ceredigion	2	0	0	✘	08/02/2017	Actions ▾
Furnace	Ceredigion	1	0	0	✘	08/02/2017	Actions ▾
Croes y Llan	Ceredigion	1	0	0	✘	08/02/2017	Actions ▾
Coedmore	Ceredigion	1	0	0	✘	08/02/2017	Actions ▾
Llangybi layby	Ceredigion	1	0	0	✘	08/02/2017	Actions ▾
Llangybi common	Ceredigion	1	0	0	✘	08/02/2017	Actions ▾
Cardigan	Ceredigion	2	0	0	✘	26/09/2016	Actions ▾

Disclaimer : The Caravan Count System should not be used to track the movements of individuals or households from place to place. Using the system in this way could be a breach of the Human Rights Act 1998 or Data Protection Act 1998. The Welsh Government accepts no liability for personally identifiable information inputted on the system. Users should be aware that their data is accessible by all other Local Authorities and Police forces in Wales. Other public bodies or organisations may be added in time but this will not be done without consultation with all existing users.

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Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 1 Chwefror 2022

LOCATION: ZOOM

TITLE: Feedback from the Thriving Communities Overview and Scrutiny Committee on the Gypsy and Traveller Accommodation Assessment 2022

PURPOSE OF REPORT: To provide feedback from the Thriving Overview and Scrutiny Committee held on 20th January 2022

The draft Gypsy Traveller Accommodation Assessment (GTAA) 2022 was considered by the Committee on 20th January 2022. Following consideration of the report the Committee agreed to the following recommendation.

RECOMMENDATION

The Committee recommends to Cabinet that the GTAA 2022 is submitted to Welsh Government for Agreement

Councillor Marc Davies
Chairman of the Thriving Communities Overview and Scrutiny Committee

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