CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET: THURSDAY, 16 NOVEMBER 2017 at 2.00 PM

A Cabinet Meeting will be held in Committee Room 3 at County Hall on 16 November 2017 at 2.00 pm

A G E N D A

1   Minutes of the Cabinet Meeting held on 2 November 2017 *(Pages 1 - 2)*

Clean Streets, Recycling & Environment

2   Cabinet Response to the Environmental Scrutiny Committee Report entitled 'Restore Our Rivers' *(Pages 3 - 20)*

Culture & Leisure

3   Euros 2020 Fast Track Bid Submission *(Pages 21 - 74)*

Education, Employment & Skills

4   School Admission Arrangements 2019/20 *(Pages 75 - 174)*

5   School Organisation Proposals: The provision of English-medium primary school places in the Adamsdown and Splott wards *(Pages 175 - 180)*

Finance, Modernisation & Performance

6   Senior Management Arrangements *(Pages 181 - 198)*

7   Month 6 Budget Monitoring Report *(Pages 199 - 258)*

8   Quarter 2 Performance Report *(Pages 259 - 316)*

Housing & Communities

9   Delivering a Safe and Welcome Night time Economy *(Pages 317 - 340)*

10   Development of a City Wide Employability Provision and a New Approach to Building Resilient Communities *(Pages 341 - 430)*

Strategic Planning & Transport

11   British Cycling and HSBC Core Cities Cycling Partnership: Cardiff Programme *(Pages 431 - 462)*

Strategic Planning & Transport and Culture & Leisure

PAUL ORDERS
Chief Executive

CARDIFF COUNCIL
CYNGOR CAERDYDD

MINUTES

CABINET MEETING: 2 NOVEMBER 2017

Cabinet Members Present:	Councillor Huw Thomas (Leader)
	Councillor Peter Bradbury
	Councillor Susan Elsmore
	Councillor Russell Goodway
	Councillor Graham Hinchey
	Councillor Sarah Merry
	Councillor Michael Michael
	Councillor Lynda Thorne
	Councillor Chris Weaver
	Councillor Caro Wild
Observers:	Councillor Joe Boyle
	Councillor Adrian Robson
Officers:	Paul Orders, Chief Executive
	Christine Salter, Section 151 Officer
	David Marr, for Monitoring Officer
	Joanne Watkins, Cabinet Office

39   MINUTES OF THE CABINET MEETING HELD ON 12 OCTOBER 2017

RESOLVED: that the minutes of the Cabinet meeting held on 12 October 2017 be approved

40   SHARED REGULATORY SERVICES ANNUAL REPORT

The Cabinet received the Shared Regulatory Services Annual report for 2016-17. The report outlined the decisions taken by the Shared Regulatory Services Joint Committee duuring the year together with the performance and financial position of the Shared Regulatory Service.

RESOLVED: that the Shared Regulatory Services Annual Report 2016-17 be noted

41   CARDIFF COUNCIL ANNUAL COMPLAINTS REPORT 2016 - 17

A report outlining details of corporate complaints and compliments received by the Council during 2016-17 was received by the Cabinet. It was reported that complaints had decreased by 23.5% compared to the previous year whilst compliments had increased by 43.1%.

RESOLVED: that the contents of the report be noted

42   **TREASURY MANAGEMENT MID YEAR REPORT**

Annexes A & B to Appendix 1 to this report are not for publication as they contain exempt information of the description in Paragraphs 14 and 21 of Schedule 12A of the Local Government Act 1972.

The Cabinet considered the Mid-Year Treasury Management Report which provided a summary of the Council's treasury management activities since 1 April 2017.

RESOLVED: that the report be noted and Council be recommended to note the Treasury Management Mid Year Report 2017-18 (Appendix 1)

43   **2018/19 BUDGET PROPOSALS FOR CONSULTATION**

Cabinet received a report containing an update on the Budget reduction requirement for 2018/19 which reflected details of the provisional local government settlement. It was reported that the provisional settlement set out a cash increase on AEF of 0.2% which included a new responsibility relating to homelessness prevention. The report outlined details of the current budget reduction requirement of £22.8 million which would need to be met by a combination of budget savings, caps to schools' growth, increases in Council Tax and use of reserves. It was proposed that consultation take place on proposed budget savings and a programme of consultation and engagement was contained within the report.

 RESOLVED: that

(1) the budget savings proposals as attached at Appendix 2 to the report be agreed as the Cabinet's Budget Savings Proposals for Consultation.

(2) It be noted that the formal budget consultation will commence on the 2 November 2017 and run until 14 December 2017. The results of the consultation process will be considered by Cabinet as part of preparing their final 2018/19 budget proposal.

(3) It be noted that the Chief Executive as Head of Paid Service will be issuing all necessary statutory and non-statutory employment consultations in respect of the staffing implications of the proposals.

(4) authority be delegated to the Corporate Director for Resources, in consultation with the Cabinet Member for Finance, Modernisation and Performance, to make minor amendments to the typographical text and supporting statistics in the "Changes for Cardiff" Consultation document prior to publication for formal consultation.

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING:16 NOVEMBER 2017

CARDIFF
CAERDYDD

CABINET RESPONSE TO THE ENVIRONMENTAL SCRUTINY COMMITTEE REPORT ENTITLED 'RESTORE OUR RIVERS'

CLEAN STREETS, RECYCLING & ENVIRONMENT (COUNCILLOR MICHAEL MICHAEL)

AGENDA ITEM: 2

DIRECTOR OF CITY OPERATIONS

Reason for this Report

1.   To respond to a report published by Environmental Scrutiny Committee in January 2017 entitled "Restore Our rivers"

Background

2.   August 2016 a Task and Finish Group was established to consider a range of options and initiatives for improving the quality of rivers and water courses in Cardiff and the wider Sooth East Wales River Basin.

3.   To deliver this report partners were co-opted from Dwr Cymru, Natural Resources Wales, Keep Wales Tidy, South East Wales Rivers Trust, Cardiff Rivers Group, Glamorgan Anglers and Groundwork Wales. The group met on a regular basis between August and December to discuss a wide range of river issues, including pollution prevention, sustainable drainage, environmental improvement, delivering a united communications message, working with volunteer groups and building a regional or catchment based approach. At the end of the enquiry, the work was summarised to create the Restore Our Rivers report. The report makes 20 recommendations

Issues

4.   The report has been compiled to detail how we can improve water quality in the Severn Estuary, notably the River Taff, River Ely and the River Rumney that discharge into the estuary in Cardiff. The quality of rivers are measured by standards set out within the Water Framework Directive.

5.   Overall, many of the recommendations can be supported in principle. However, it is important to highlight the limited regulatory or operation controls that Cardiff Council possess on these matters. The primary role

for the coordination and communication of the approach in Wales rests with Natural Resources Wales, as the designated responsible body, through the development of the River Basin Management Plans. These three Main Rivers are the jurisdiction of Natural Resources Wales.

6. Nonetheless, there is already a significant amount of ongoing good work by the City of Cardiff Council through such schemes as Greener Grangetown and the production of the Sustainable Storm Water Management Guidance for developers, for example, and many of the recommendations are coincidently implementing variations of the recommendations, within the report. Also, some are moving forward.

7. It should be noted that many of the recommendations however deal with the practical enforcement of landowners where pollution incidents arise. In such circumstances, Natural Resources Wales have the regulatory powers for discharge consents and enforcement capabilities.

8. The report made 20 recommendations under the following headings:

    - Measurement and benchmarking
    - Prevention opportunities
    - Educational opportunities
    - Improvement opportunities
    - Regional opportunities.

9. These 20 recommendations have been fully or partially accepted. Full details of the recommendation and response are contained in Appendix A.

10. It is agreed that the City of Cardiff Council will write Natural Resources Wales as the competent body to request their views on the Restore our Rivers report and identify any actions they intend to make.

Reason for Recommendations

11. To enable the Cabinet to respond to the report published by the Environmental Scrutiny Committee in January 2017 entitled "Restore Our rivers"

<u>**Financial Implications**</u>

12. There are no direct financial implications arising from this report

<u>**Legal Implications**</u>

13. There are no direct Legal implications arising from this report

<u>**HR Implications**</u>

14. There are no direct HR implications arising from this report

RECOMMENDATIONS

Cabinet is recommended to agree the response to report of the Environmental Scrutiny Committee entitled Restore our Rivers (Appendix)

ANDREW GREGORY
Director
10 November 2017

The following appendix is attached:

Appendix A: Cabinet Response to the Report published by Environmental Scrutiny Committee in January 2017 entitled "Restore Our Rivers"

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CABINET RESPONSE TO THE REPORT OF THE ENVIRONMENTAL SCRUTINY COMMITTEE ENTITLED "RESTORE OUR RIVERS"

MEASUREMENT & BENCHMARKING

Recommendation 1

Cardiff Council's Scrutiny Research Team has created a report to support this task & finish exercise titled 'River Pollution in Cardiff: Background on the Ely, Rhymney and Taff'. This report documents the current condition of the three rivers (particularly the Ely) and highlights the issues that they currently face. The task group recommends that this report is used as a starting point against which the achievements of the Restore Our Rivers task & finish exercise can be measured.

RESPONSE: The principle of the recommendation is accepted

Whilst the principle of this recommendation is supported, it is not clear who will lead with taking the findings of the report forward but the production of a report reviewing the specifics of the River Basin Management Plan for the Severn Estuary in Cardiff is welcomed.

It is not considered that the City of Cardiff Council have a requirement to input into this recommendation. However, prioritised support will be offered where finances and resources permit.

PREVENTION OPPORTUNITIES

Recommendation 2

The partners involved with the task & finish exercise and other public bodies need to work closely with Dwr Cymru to raise the profile of pollution issues by supporting the following campaigns:

- *'See it – Report it – Stop it' – a campaign aimed at raising the profile of self-reporting on misconnections, sewer abuse and other pollution incidents;*

- *'Let's Stop the Block' – a campaign which raises the profile of what can and can't be flushed down the toilet;*

- *'ConnectRight' – a campaign which raises the profile of ensuring that properties are properly connected to the drainage system;*

- *'Restore Our Rivers – River Ely Survey & Clean' – a survey and clean of the River Ely which is to be led by Keep Wales Tidy and supported by the partners involved with the task & finish exercise*

It was felt that a partnership approach which integrated the voice of all the task & finish exercise partners and other public bodies would be the best way to project these messages to the largest possible audience. In particular, integrating the messages through the communications functions of all of the bodies was seen as essential; they would all be able to use existing systems to share the messages through formats like social media, email networks, internal publications, press briefings and websites.

RESPONSE: The principle of the recommendation is accepted

Partnership working is welcomed as it has proven to be an effective tool and this is supported by the Council. This would need sign up from all the relevant organisations. A good relationship already exists between the City of Cardiff Council and Dwr Cymru Welsh Water, particularly in regard to misconnections. It is hoped that the findings of this report and this recommendation with further enhance this relationship.

The integration of communications across the relevant bodies is welcomed to increase the audience.

Recommendation 3

Improving the water quality of the rivers in Cardiff involves taking a whole river catchment approach and not just addressing specific problems in Cardiff. As a consequence, the partners involved with the task & finish exercise need to work together to gain the support of all of the local authorities within the South East Wales River Basin, i.e. Cardiff, the Vale of Glamorgan, Rhondda Cynon Taff, Merthyr Tydfil and Caerphilly. Only by working across the whole South East Wales River Basin can real long term improvements be achieved. Working in this type of collaborative way would help build connections and enhance the multi-agency working approach.

RESPONSE: The principle of the recommendation is accepted

A collaboration approach is supported and welcomed by the City of Cardiff Council. The status of the Main Rivers in Cardiff are inherently affected by processes in the upper catchment areas within the South East Wales Valleys Catchment. Therefore, the City of Cardiff Council and their partners need the support and action from bodies situated in the upper catchment to facilitate improvement in water quality through the South East Wales catchment.

Key finding 8 proposes that the City of Cardiff Council are best placed to develop these relationships; however, this is not supported. As the delegated competent body, it is recommended that Natural Resources Wales initiate these communications and are approached to facilitate this role as they have oversight of the catchment.

Recommendation 4

The partners involved with the task & finish exercise should work to establish a common water pollution contact data base for the whole South East Wales River Basin. This it was felt should improve partnership working and ultimately drive water quality improvements in our rivers. The data base should include details of all key contacts from each of the partners involved with the task & finish exercise and all local authorities within the South East Wales River Basin. Each of the partners and other local authorities should provide a list of relevant staff along with a contact number and address.

RESPONSE: The principle of the recommendation is accepted

A common water pollution contact database is supported to allow rapid dissemination of information and enhance collaboration through the catchment. As the designated responsible body, it is recommended that this is Natural Resources Wales are the custodians of this database. The City of Cardiff Council should provide the relevant contacts to the body tasked with compiling the database.

Recommendation 5

The Swansea Loose Connections Project is an excellent example of how partnership work can improve water quality. Surveying a river system to identify misconnections and then addressing the problems at source is a very effective way to achieve quick improvements in water quality. The partners involved with the task & finish exercise should in part look to copy this approach and conduct a river survey to identify any misconnection issues. Should any misconnections be identified then appropriate action should be taken to address the problem.

RESPONSE: The recommendation is supported but not fully accepted

Currently, dealings with misconnections are dealt with as and when they are identified. The City of Cardiff Council closed the post that investigated misconnections on a pro-active basis and the The City of Cardiff Council no longer have the resources to undertake misconnection surveys on a proactive basis.

The responsibility to identify misconnections rests with Dwr Cymru Welsh Water as the statutory sewerage undertaker. Currently, partnership working between Dwr Cymru Welsh Water and the City of Cardiff Council is already ongoing and adheres to the principles of the *Investigation and rectification of Drainage Misconnections* good

practise document. This process is implemented when a pollution incident is reported and involves DCWW leading the investigation with the Council and NRW providing help where resources permit.

The City of Cardiff Council support the principle of this recommendation should another body be able to undertake these proactive surveys.

Recommendation 6

Dwr Cymru, Natural Resources Wales and the five local authority areas should reinstate the historic quarterly meetings to discuss the issue of misconnections. It was felt that this approach would improve partnership working and help identify problem misconnections.

RESPONSE: The principle of the recommendation is accepted

The partnership working is best advised to be between Dwr Cymru Welsh Water, Natural Resources Wales and individual Local Authority, if resources permit. It should be noted that this would require the attendance of a Council FTE and resourcing would need to be considered.

In accordance with the *Investigation and rectification of Drainage Misconnections* good practise document, it would be recommended that Dwr Cymru Welsh Water initiate such quarterly meetings.

There is already a good relationship between Dwr Cymru Welsh Water and the City of Cardiff Council where specific misconnections have been identified.

Recommendation 7

Councillor awareness around the issue of misconnections, sewer abuse and river water quality should be improved. The partners involved with the task & finish exercise should work together to create a short presentation or training package which could be made available to Councillors in the five local authorities of the South East Wales River Basin. Such a presentation or training package should be made available as part of the 'Member Induction' process which will be rolled out after the local government elections in May 2017. The presentation or training package should also be made available to community councils and planning committees. The profile of misconnections should also be raised within the Building Control teams of local authorities to ensure that drainage plans are properly completed by developers.

RESPONSE: The principle of the recommendation is accepted

This recommendation does not have Cardiff Council involvement and is a commitment for the partnership. Whilst this is not considered a pressing action, the awareness of misconnections for local members would be beneficial.

It is not considered that the City of Cardiff Council have a requirement to input into this recommendation but where required, will aid where finances and resources permit.

Recommendation 8

Dwr Cymru and Natural Resources Wales felt that working closely with local authority environmental health services was a highly effective way of target and deal with misconnections and sewer abuse. The partners involved with the task & finish exercise agreed with this approach. As a consequence, they would like Dwr Cymru, Natural Resources Wales and the environmental health teams of the five local authority areas to discuss the feasibility of:

- *Carrying out a check to ensure that all food establishments have grease / fat traps and enzyme dosing systems in place and to carry out a check for general misconnections – they currently only check to see if used oil is collected and taken away;*

- *Establishing closer working links between Environmental Health Officers and Dwr Cymru Sewer Network Abuse Protection Technicians – in particular around fat oil and grease issues where the Dwr Cymru officers are able to provide valuable support;*

- *Where the need arises, Environmental Health Officers and Dwr Cymru Sewer Network Abuse Protection Technicians carry out joint inspections;*

- *Environmental Health Officers carrying Dwr Cymru 'Let's Stop the Block' literature so that they can provide copies to food establishments where they deem appropriate;*

- *When there is a change of premises use to a class A3 food establishment, the occupants are made aware of their responsibilities in terms of fat, oil and grease management;*

- *Issuing all food establishments with free fat funnels to help increase the recycling of fat, oil and grease.*

RESPONSE: The principles of the recommendation is accepted

The collaborative approach to deal with misconnections is accepted as good practise. Commitment from Cardiff Council's Environmental Health team would be needed. Whilst this collaborative approach is supported, this partnership working is already a requirement of *Investigation and rectification of Drainage Misconnections* good practise document. The City of Cardiff Council already work closely with Dwr Cymru Welsh Water and Natural Resources Wales with regard to misconnections.

The issuing of food establishments with fat free funnels to help increase recycling of fat, oil and grease is not the responsibility of the City Of Cardiff Council.

Recommendation 9

The partners involved with the task & finish exercise agreed with the need to undertake a survey and clean of the River Ely. This exercise should be project managed by Keep Wales Tidy with support being provided by the partner groups associated with the task & finish exercise. Keep Wales Tidy should explore a range of funding options to support this work and engage with volunteer groups to deliver a survey and series of prioritised tasks. The exercise should involve a survey, litter picks, river blockage removals, habitat management work, invasive species management and educational initiatives. The river survey should take place in January / February 2017 and the results from this work should then be used to prioritise tasks for river clean events which should take place in spring 2017.

RESPONSE: The principles of the recommendation are accepted

This recommendation is principally directed at Keep Wales Tidy but a survey and clean of the rivers is welcomed by this authority. The actions listed in the recommendation impact on the Main River and it is advised that Natural Resources Wales are made aware of the actions as they are the statutory body responsible for Main Rivers.

It is not considered that the City of Cardiff Council have a formal requirement to input into this recommendation but where required it will aid where finances and resources permit.

Recommendation 10

All the partners in the task & finish group agreed that promoting best practice in the uses of SUDS (sustainable urban drainage systems) as highlighted in the Welsh Government non-statutory guidance (December 2015), was the best way forward. Projects like Greener Grangetown provided clear evidence of the multi-benefits of using natural vegetation and the environment to better manage surface water. Consistent design standards and achievable maintenance schedules would give greater confidence for local authorities to promote more vegetation based SUDS systems within SPG documents. The group would recommend that all five authorities adopt a consistent approach to SUDS design and management.

RESPONSE: The principles of the recommendation is accepted

This principle of the recommendation are accepted but the development of a consistent SuDS design and management document between the relevant local authorities is not supported. A number of the relevant authorities have already

commenced the production of a guidance at a cost to the authority and there would be no willingness to disregard what has been undertaken to date.

Welsh Government are currently looking to implement Schedule 3 of the Flood and Water Management Aft 2010. This will create a SuDS Approval Body that considers SuDS application and will provide a technical approval. This will be subject to a national guidance and mandatory adoption of the SuDS.

Recommendation 11

The partners involved with the task & finish exercise agreed with the view that it was important to target frequent river users as a valuable source for reporting river pollution incidents. Anglers, canoeists, walkers and volunteer groups were all suggested as a good source for reporting river pollution incidents. The task & finish partners, therefore, recommend that Dwr Cymru and Natural Resources Wales work with the other partners to build up a key stakeholder contact list with a view to using it to distributing regular updates and other information relating to the self-reporting of river pollution incidents. The group also felt that Dwr Cymru should review the potential role of using new technology (for example, smart phones and apps) to make self-reporting quick and easy.

RESPONSE: The principles of the recommendation is accepted

This is considered similar to the principles of Recommendation 4. It is recommended that Natural Resources Wales are approached by the partners to become the custodians of the contact list.

It is not considered that the City of Cardiff Council have a requirement to input into this recommendation but where requested, will aid where finances and resources permit.

Recommendation 12

The River Ely Survey and Clean should be used as a tool to identify and record if there are any farm pollution problems on the river system. If any farm pollution issues are identified, then the task & finish partner organisations should review what can be done to address the problem(s). Any significant farming pollution problems should be reported to Natural Resources Wales who are the best placed organisation for dealing with such problems.

RESPONSE: The principles of the recommendation are not accepted

Natural Resources Wales are the responsible body for enforcing pollution incidents. The use of volunteer partners to investigate farm pollution problems is welcomed given the diminishing resources of Natural Resources Wales.

It is not considered that the City of Cardiff Council have a requirement to input into this recommendation but where required, will aid where finances and resources permit.

EDUCATIONAL OPPORTUNITIES

Recommendation 13

During the task & finish exercise 14 awareness raising campaigns and educational promotions were identified which the group felt could provide additional benefits / support to rivers and watercourses in the South East Wales River Basin. These were:

- *The Yellow Fish Campaign;*

- *The Hydro Power & Schools Campaign;*

- *The Salmon Homecoming Project;*

- *The Eel Programme;*

- *The Natural Resources Wales 'Healthy Rivers Campaign';*

- *The Capital Investment Campaign;*

- *The 'Let's Stop the Block' Campaign;*

- *The 'Clean Water Campaign';*

- *The Keep Wales Tidy 'Great Taff Tidy within Cardiff';*

- *The Ely top to toe survey and river clean;*

- *The Natural Resources Wales 'Slurry Pollution Campaign';*

- *The 'See it – Report it – Stop it' campaign;*

- *The 'Natural Resources Wales' programme.*

All of the task & finish partner organisations and the five local authorities from within the South East Wales River Basin should work together to amplify the key messages of these and other new campaigns across the whole area using a combined and well-structured communications approach, for example, if Dwr Cymru is looking to spread the message of the 'Let's Stop the Block' campaign then they should not do it in isolation. Instead, they should pass the message onto all of the other partner groups for communication across a wide range of distribution channels, for example, social media, internal briefings & messages, websites, press releases, etc..

RESPONSE: The principles of the recommendation are accepted

The recommendation identifies a number of Dwr Cymru Welsh Water campaigns and supports a partnership approach. This recommendation is supported in principle.

It is recommended that the Council's Media department are contacted to agree this recommendation.

Recommendation 14

The task group felt that elements of the Yellow Fish Campaign and messages from the Echo Schools educational programme should be added to the Welsh Baccalaureate curriculum. This they believe would help raise the profile of the importance of maintaining healthy rivers within the younger generation. The task group, therefore, recommends that the partner organisations involved with the task & finish exercise contact the WJEC with a suggested educational proposal based upon healthy rivers and discuss the possibility of having this included as an element within the Welsh Baccalaureate curriculum.

RESPONSE: The principles of the recommendation are accepted

Education is considered to be a critical element in promoting sustainable process with regard to our Main Rivers. The principles of the recommendation are supported and whilst there are no actions on the council, help will be provided where requested and where finances and resources commit.

Recommendation 15

During the task & finish exercise it became clear that a number of different groups and organisations were promoting a diverse range of campaigns and educational initiatives aimed at improving the health of our rivers and watercourses. While all of this work was viewed as positive, there was no single point to gather, distribute and effectively amplify the messages across the whole South East Wales River Basin. As a result, the task & finish exercise recommends that a central website is created to act as a single point of contact for people and groups interested in improving the health of our rivers and watercourses. To ensure that the site website works effectively key features of the site should include:

- *The site should act as a single point of contact to store or signpost visitors to the relevant information or messages provided by each of the partner organisations;*
- *When a partner organisation posts a new message or piece of information it should trigger an automatic notification to the partner organisations informing them of the new posting. This would then allow the partner organisations to circulate the message via their communications function;*

- *That one partner should probably have responsibility for hosting the site, however, all partners should have the ability to upload or post any new information onto the site;*
- *That an information sharing protocol should be established between the partners - any new organisations joining the partnership should also be bound to this information sharing protocol;*
- *That all legalities of establishing such a partnership website should be explored and understood at the outset;*
- *For practical purposes, such a system would need to be cost effective, simple and easy to use*

RESPONSE: The principles of the recommendation are accepted

Whilst the principles of a central website are supported, the reality of maintaining a website means that this is considered an aspiration. All regulatory bodies (NRW, CCC and DCWW) have their own websites and sign post to the relevant body, where relevant. Finance, resourcing and lack of principle website custodian would need to be agreed prior to commitment.

It is not considered that the City of Cardiff Council have a requirement to input into this recommendation but where required, will aid where finances and resources permit.

Recommendation 16

Due to ongoing budget pressures, the task group recommends that the communications functions of each of the partner organisations should use cost effective communications tools to promote information and messages around improving the health of our rivers and watercourses. In particular, each of the groups could use social media, internal publications / communications, organisation websites, media briefings and other stakeholder communication tools.

RESPONSE: The principles of the recommendation are accepted

The promotion of information and initiatives by Dwr Cymru Welsh Water, Natural Resources Wales and the City of Cardiff Council is already undertaken. In conjunction with Recommendation 3, the use of social media would be supported.

This would need agreement from the media team to agree the provision of information from other regulatory bodies.

IMPROVEMENT OPPORTUNITIES

Recommendation 17
Local authorities and the partner organisations associated with the task & finish exercise have in recent years worked well with volunteer groups to deliver a large number of projects aimed at improving local rivers and enhancing the wider natural environment. The task group endorses this work and recommends that even more is done to increase the good work that they deliver. Examples of additional support include:

- *The development of a list of river improvement and environmental habitat improvement projects which as volunteer and supporting resources become available could be allocated to a suitable group, i.e. creating a situation where volunteer groups can be signposted to appropriate projects. Potential projects could be identified from the results of the River Ely survey, which is scheduled for January / February 2017. The identified projects could be collated into a river improvement based action plan.*
- *Publicising the good work of the volunteer groups through the communications functions of the partner organisations of the task & finish exercise. This would help raise the profile of the excellent work that they deliver and potentially encourage other people to follow their example and become volunteers.*
- *Helping the volunteer groups form links with businesses and other organisations able to provide additional support for the work that they undertake. This it is felt would help improve partnership working in this area.*
- *Helping to signpost the volunteer groups towards potential funding sources to help fund the important work that they undertake.*

Creating a group or body to provide the facilitation role for river based improvement work in the South East Wales River Basin. They could develop project ideas and oversee the resources available before arranging for the work to be delegated to the volunteer and other groups

RESPONSE: The principles of the recommendation are agreed

It is considered that volunteer groups contribute a significant amount to improving the river quality. The recommendation does not determine who is the best organisation to lead on this but given that Natural Resources Wales are the regulatory body responsible for Main Rivers, it is considered that they would be best placed to facilitate these groups.

It is recommended that the partnership contact Natural Resources Wales and request that they facilitate the organisation of volunteer groups

Recommendation 18

The Cardiff Scrutiny Research Team produced a report titled 'Restore Our Rivers: Best Practice in Managing Ecological Issues'. This focused on best practice in the management of misconnections; littering & pollution; and enhancing biodiversity & managing alien species. Having reviewed the findings of the report the task group recommends that the following best practice is followed in the South East Wales River Basin and built into the work of the Restore Our Rivers task & finish exercise:

- *Misconnections - That the guidance and resources from the National Misconnections Strategy Group and their public face 'Natural Resources Wales' are followed to help educate property owners and builders about the negative effects of misconnections and how to avoid them.*
- *Misconnections – That the partner organisations associated with the task group work together to raise funds to undertake a survey of the river from its source to identify misconnections and seek rectifications; and consider a 'misconnections amnesty' to achieve widespread corrections.*
- *Litter & Pollution – To make use of community groups and coordinate different volunteer resources to undertake river cleans, starting upstream for most efficient practice.*
- *Enhancing Biodiversity & Managing Alien Species - Investigate the merits and feasibility of planting trees as a cost effective means of stabilising river banks and increasing biodiversity.*
- *Enhancing Biodiversity & Managing Alien Species - Note the guidance given by DEFRA and the Non Native Species Secretariat on preventing the spread of invasive species and use these to educate and inform property owners; and to produce risk assessments and develop codes of conduct to reduce risks.*
- *Enhancing Biodiversity & Managing Alien Species - Engage with landowners or make use of volunteer groups or to carefully treat Himalayan Balsam and Japanese Knotweed by the methods outlined in the Scrutiny Research Best Practice Report.*

RESPONSE: The principle of the recommendation is agreed

Best practise documents have been produced to reflect the current legislative guidance and requirements and look to build on experiences. The partnership working between the City of Cardiff Council, Natural Resources Wales and Dwr Cymru Welsh Water use best practise documents in their management of ecological issues.

The City of Cardiff Council will look to continue partnership working using this best practise document. This recommendation places no formal requirement on the City of Cardiff Council.

<u>**REGIONAL OPPORTUNITIES**</u>

Recommendation 19

A new Regional Development Plan should include consistent supplementary planning guidance to support development across the whole area. The task group believes that this represents a good opportunity to implement a consistent and sustainable approach to development across the region which would support rivers and other watercourses. For example, they felt that significant improvements to rivers could be achieved if supplementary planning guidance stipulated the implementation of sustainable drainage solutions and that the implementation of these was properly monitored.

RESPONSE: The principle of the recommendation is agreed

This principle of the recommendation is accepted. The City of Cardiff Council is already in the process of finalising a Sustainable Storm Water Management SPG to promote sustainable drainage within new developments. The requirement for development to have consideration of the goals of the Wellbeing and Future Generations Act will deliver sustainable development and enhance the environment.

In addition, Welsh Government are currently looking to implement Schedule 3 of the Flood and Water Management Act 2010. This will create a SuDS Approval Body that considers SuDS applications and will provide a technical approval. This will be subject to a national guidance that introduce a number of requirements for sustainable drainage.

Recommendation 20

A South East Wales River Basin working group should be created to oversee the delivery of river and watercourse improvements. The task & finish exercise partners recommend that the group should:

- *Coordinate shared resources, skills and knowledge from across the whole South East Wales River Basin;*

- *Hold a documented summary on the condition of the rivers and watercourses across the whole South East Wales River Basin;*

- *Monitor and document changes across the rivers and watercourses of the South East Wales River Basin;*

- *Coordinate the development of an action plan which would set out work priorities required to drive improvement across the South East Wales River Basin;*

- *Provide a facilitation and allocation role for South East Wales River Basin action plan;*

- *Identify funding sources that can be accessed by group members (or associated stakeholders) to undertake work;*

- *Include representation from the five local authorities (Cardiff, the Vale of Glamorgan, Rhondda Cynon Taff, Caerphilly & Merthyr Tydfil) and significant stakeholders (Natural Resources Wales; Dwr Cymru / Welsh Water; Keep Wales Tidy; South East Wales Rivers Trust; Groundwork Wales; key volunteer groups; key river user groups; The Wildlife Trust & key community groups).*

- *Meet on a quarterly basis, keep operational costs to a minimum and rely on contributions in kind (for example, accommodation and staff costs).*

RESPONSE: The principle of the recommendation is agreed

The implementation of a working group would be supported in principle but consideration to the commitment from the City of Cardiff Council is needed. Given that the South East Valleys Catchment is within the Severn River Basin District, it is recommended that Natural Resources Wales are approached by the partnership to facilitate this as part of a regional consideration.

CONCLUSION

It is agreed that the City of Cardiff Council will write Natural Resources Wales as the competent body to request their views on the Restore our Rivers report and identify any actions they intend to make.

**CARDIFF COUNCIL
CYNGOR CAERDYDD**

CABINET MEETING: 16 NOVEMBER 2017

EURO 2020 FAST TRACK BID SUBMISSION

CULTURE & LEISURE (COUNCILLOR PETER BRADBURY)

AGENDA ITEM:3

DIRECTOR OF ECONOMIC DEVELOPMENT

The Appendices to this report are not for publication under Schedule 12A Part 4 paragraph 14 and Part 5 paragraph 21 of the Local Government Act 1972.

Reason for this report

1.   To obtain urgent approval for Cardiff Council to support the re-submission of the 2014 bid to become a host city for the UEFA European Football Championships Final Tournament in 2020 (EURO 2020)

Background

2.   In 2014 the Football Association of Wales (FAW) approached Cardiff Council, the Welsh Government and the Principality Stadium for their support in submitting a bid to host the UEFA European Football Championship Final Tournament in 2020 (EURO 2020).

3.   The EURO Championships is the third largest sporting event in the world, after the Summer Olympics and FIFA Football World Cup. To celebrate the 60th Anniversary of Euro Champions, UEFA decided to stage the 2020 tournament across 13 different cities (and countries). Their vision is to deliver a tournament for the European family of football that is accessible to all; and for most people, be a once in a lifetime opportunity to experience the EURO Championships near their home.

4.   Cabinet agreed on the 14 April 2014 to support the 2014 bid. In the final UEFA evaluation, Cardiff narrowly missed securing a host city place but did go on to secure the rights to host the UEFA Champions League Final in June 2017.

Issues

5. On the 20 September 2017, due to concerns regarding the completion of the new Brussels Eurostadium in time for the staging of the 2020 tournament, the UEFA Executive Committee took the decision to conduct a "fast-track" process to identify a suitable alternative host venue. UEFA have invited Wembley, Cardiff and Stockholm to enter this process and re-submit their bids to host the four potentially displaced matches. Matches will include 3 group games and a last 16 match.

6. Wembley has been approached as the only EURO 2020 host association with the potential availability to organise the four additional matches. Cardiff and Stockholm have been approached as the only UEFA member associations from the original UEFA EURO 2020 bidding process that were admitted to the voting phase but who were not selected as hosts.

7. In order to meet UEFA's deadline FAW needed to have reviewed the original bid, confirmed that all 18 guarantees and all original legal agreements – such as the Host City Agreement - were still valid and resubmit the original or revised bid by the 3rd November 2017. Following which a full-evaluation of the submitted fast-track dossiers will be undertaken. UEFA will make their final decision on both the Brussels stadium and any replacement host venue on the 7th December 2017.

8. To promptly progress this opportunity the FAW, Cardiff Council, Welsh Government, Cardiff Airport, Principality Stadium and South Wales Police reviewed the original 2014 bid document. This review and the associated detailed discussions have been informed by the benefit of having recently successfully delivered the UEFA Women's and Men's Champions League Final in the city.

9. The economic value to the city of hosting the games in 2014 was estimated at £40m. This figure has now been amended based on the experience of Bordeaux in 2016 where the economic impact was valued at £110m. Bordeaux hosted five games in its 35,000-seat stadium so this is considered to be a conservative estimate for Cardiff and Wales given the larger capacity of the Principality Stadium.

10. Although hosting EURO 2020 does not provide automatic qualification for the host Country, should Wales qualify for EURO 2020 then Wales would, if our bid was successful, play at least 2 out of their 3 group games in Cardiff. UEFA have yet to allocate match packages to any of their 13 host cities but provisional dates span from the 12th June to the 24th June 2020 for the three group stage matches. With the last 16 match taking place between the 27th and 29th June 2020.

11. Cardiff's role as the Host City is critical to the FAW's bid and as a successful Host City; we would be responsible for the delivery of a number of key elements for which financial support will be required. The details of these requirements and the associated costs are captured in the confidential Appendix 2

12.   The Host City Agreement is a joint agreement between UEFA, the Football Association of Wales and Cardiff Council, as the administrative body responsible for the City. However, as many of the UEFA obligations detailed within the agreement fall outside of the Council's responsibility - safety and security being one example, it is important to note that the finance and resource support required to deliver those elements will be met by the FAW, Principality Stadium, the Welsh Government, South Wales Police, the UK Government and other key partners. Cardiff Council's support is contingent on the delivery of that partnership support.

13.   Should the bid be successful all partner agencies will be working closely together to ensure that all resource commitments are agreed and closely monitored, duplication of effort is avoided and associated spending plan commitments are strictly controlled.

Scrutiny Consideration

14.   This matter was considered at the Economy & Culture Scrutiny Committee on 9 November 2017. The letter from the Chair of the Committee is attached at Appendix 1

Reasons for Recommendation

15.   To secure a successful bid outcome and to facilitate the successful staging of the UEFA European Football Championship Final Tournament in 2020 resulting in:

- Significant economic benefits for Cardiff and the City Region estimated at £110m.
- Compliment Cardiff's sporting event portfolio
- Provide an international media platform that promotes the reputation of Cardiff and Wales.
- Supports the development and sustainability of the cultural, creative event and tourism sectors.
- Showcases our heritage, venues, parkland and waterfront
- Support and promotion of the health and wellbeing agenda by expanding the opportunity to participate in sport and physical activity and seeking to significantly increase the number of people wanting to play, coach, or volunteer within Welsh Football.

Legal Implications

16.   The authority has the following relevant powers applicable to the proposed bid:

- Section 144 Local Government Act 1972- power to encourage persons to visit their area for recreation and other persons to provide facilities for conferences.
- Section 145 Local Government Act 1972 – power to do, arrange or contribute to expenditure of doing anything expedient for provision of entertainment of any nature.

- Section 2 of the Local Government Act 2000 – power to do anything likely to promote the social, economic or environmental well-being of their area subject to certain constraints.
- Section 9 of the Local Government (Wales) Measure 2009 – power to provide financial assistance, enter into arrangements, co-operate, provide staff, goods, services or accommodation for the purpose of discharging its duties to continuously improve in the performance of its functions.

17. It will be necessary to enter into the Host City Agreement pursuant to which the Council will undertake significant obligations. It will be reliant in some cases on others to comply with those obligations and it will therefore be necessary to ensure that suitable agreements are developed with bid partner bodies.

18. In respect of requirements which involve financial assistance or support from the Council these will need to be clearly understood and arrangements implemented to ensure that vires, procurement and state aid requirements are satisfied, particularly in connection with support for free transport.

19. The Host City Agreement will also require the Authority to secure agreements with hotels to provide the minimum number and standard of rooms required by UEFA.

Financial Implications

20. The financial implications are at Appendix 5 to this report and contain information which is not for publication under Schedule 12A Part 4 paragraph 14 and Part 5 paragraph 21 of the Local Government Act 1972.

Urgent Decision Exempt from Call-In

21. This decision has been certified by the Chief Executive as urgent because any delay likely to be caused by the call-in process is not in the public interest under section 13 of the Scrutiny Procedure Rules.

22. The decision is urgent as a result of the UEFA Fast Track Bidding process. In order to submit the bid an extensive review of the original bid documentation had to be undertaken and costed so that an informed decision could be made as to whether to enter the bid process. This work, and the associated in principle funding commitments from stakeholder partners, was only finalised and secured in the last week. Failure to submit the bid by the deadline with all associated in principle guarantees would have rendered the Football Association of Wales bid non-compliant. Given that Cardiff had been presented with a second opportunity to secure host city status in 2020, as agreed by Cabinet on 10th April 2014, failure to act promptly would have seriously prejudiced the city's opportunity to secure the event and the associated £110m economic investment.

23.   Furthermore UEFA has stipulated that the Cabinet's decision must be promptly advised following consideration of this report in good time for the UEFA bid selection meeting is on 7 December. Hence a call in of the Cabinet's decision would invalidate the bid

24.   In sum, the Chief Executive has certified that this decision is urgent and therefore the call-in procedure should not apply. The Chair of the Economy & Culture Scrutiny Committee has been consulted in this matter and has agreed that this report should be certified as urgent.

RECOMMENDATION

Cabinet is recommended to support the bid for Cardiff to become one of the 13 Host Cities to host the UEFA European Football Championship Final Tournament in 2020 subject to confirmation of financial support being confirmed by all bid partners.

NEIL HANRATTY
Director
10 November 2017

The following Appendices are attached:

Appendix 1 – Letter from the Chair of the Economy & Culture Scrutiny
                Committee
Appendix 2 - Host City Requirements and Financial Budget
Appendix 3 - Host City Agreement for the UEFA European Football
                Championship Tournament 2020
Appendix 4 - Annex B EURO 2020 Overview and Cost Contributions
Appendix 5 – EURO2020 Overview
Appendix 6 – Financial Implications

The following Background Papers have been taken into account:

UEFA EURO 2020 Host Association Appointment Fast Track Process

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Date: 10 November 2017

Councillor Thomas & Councillor Bradbury
Cabinet Members
Cardiff Council
County Hall
Cardiff
CF10 4UW

Dear Councillor Thomas and Councillor Bradbury,

Economy & Culture and Environmental Scrutiny Committee: 9 November 2017

Thank you for attending Committee to take Members through the confidential report regarding the opportunity to submit a bid to be a host city for Euro 2020. Members recognise that the timeline for the bid submission meant that information was not available to go out with our papers; Members therefore appreciate the Chief Executive, Neil Hanratty and Kathryn Richards taking the Committee through the report and discussing the implications for Cardiff Council and for Cardiff as a whole.

Having considered the evidence presented at the meeting, Members are supportive of the proposal to submit a bid to be a host city for Euro 2020. Members recognise the many benefits that this would bring to Cardiff, in terms of immediate economic benefits and in terms of worldwide exposure.

Members are particularly pleased to hear that city centre businesses will be involved in the local organising committee, with a view to ensuring event planning takes into account their needs and improves communication channels.

As raised at the meeting, major events in the city also have an impact on local residents and communities. Members were pleased to hear you acknowledge this and recognise the need to utilise communications with ward councillors and community organisations. Regular updates will enable ward Members to help to manage residents expectations and highlight the many benefits major events bring to

Cardiff. Members understand that, particularly with regard to security considerations, there may be last minute, unforeseen impacts; however, good event planning with partners will minimise these.

Members also wish to highlight the need for additional policing in those adjacent areas most affected by city centre events, such as areas of Riverside and Grangetown.

Members note that the Council no longer has a Corporate Initiatives budget and that the Council's financial commitment to the Euro 2020 bid will be capped. Members also note that this commitment utilises the delegated flexibility in this regard.

In the event of a successful bid, Members would appreciate as much transparency as possible in the event planning; this Committee will make time in our work programme to scrutinise this.

We wish you well in the bidding process; thank you again for the opportunity to scrutinise the proposals. Given the nature of the item, Committee Members gave their support to my decision to deem this an urgent item, not subject to Call-In.

Yours sincerely,
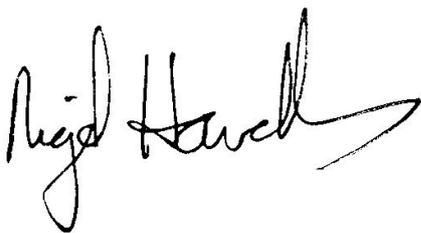
COUNCILLOR NIGEL HOWELLS
CHAIR, JOINT ECONOMY & CULTURE AND ENVIRONMENTAL SCRUTINY COMMITTEE

cc   Members of the Economy & Culture Scrutiny Committee
         Paul Orders   Neil Hanratty   Kathryn Richards
         Rhian Jones   Clair James
         Cabinet Support Office

Cardiff County Council, Atlantic Wharf, Cardiff Bay, CF10 4UW E-mail: nhowells@cardiff.gov.uk

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**CARDIFF COUNCIL
CYNGOR CAERDYDD**

CABINET MEETING: 16 NOVEMBER 2017

SCHOOL ADMISSION ARRANGEMENTS 2019/2020

EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR SARAH MERRY)

AGENDA ITEM: 4

DIRECTOR OF EDUCATION

Reason for this Report

1.   To inform Cabinet of recent research undertaken regarding school admission criteria and proposed changes to Cardiff Council's school admission arrangements in advance of consultation on the Council's School Admissions Policy 2019/20.

Background

2.   In accordance with Section 89 of the School Standards and Framework Act 1998 and the Education (Determination of Admission Arrangements) (Wales) Regulations 2006, Admission Authorities are required to review their School Admission Arrangements annually.

3.   In order to comply, School Admission Arrangements for implementation in the 19/20 academic year (i.e. From September 2019) must be determined on or before 15 April 2018.

Issues

4.   At its meeting on 16 March, 2017, the Cabinet considered a report on 'School Admission Arrangements 2018/2019 and Coordinated Secondary School Admissions 2018-2020'.

5.   This report informed the Cabinet of responses received regarding the Council's consultations on the following:

   - the Council's School Admission Arrangements 2018/19
   - the proposed implementation of Co-ordinated Secondary School Admission Arrangements for the period 2018-2020

6.   Of the 47 responses received to the Council's School Admission Arrangements 2018/19, views expressed largely related to school

catchment areas and the demand for places/oversubscription of some schools in Cardiff.

7.   In total 149 responses were received to the consultation on the proposed implementation of Co-ordinated Secondary School Admission Arrangements for the period 2018-2020. The majority view was one of support for the proposed implementation of a co-ordinated secondary school admissions process for the Year 7 age group intakes.

8.   The Cabinet considered the responses received and resolved to:

•   determine the Council's draft School Admission Arrangements 2018/19 and to agree the Admission Policy 2018/19.

•   authorise officers to consider further the Council's school admission arrangements including wider research into alternative options and the impact of each, in advance of consultation on the Council's School Admissions Policy 2019/20.

•   agree the implementation of Co-ordinated Secondary School Admission Arrangements for the Year 7 age group intakes in September 2018, September 2019 and September 2020.

9.   The Council subsequently engaged Professor Chris Taylor, Wales Institute of Social & Economic Research, Data & Methods (WISERD), Cardiff University, School of Social Sciences to undertake the research as set out in the second recommendation. His full report is attached at Appendix 1.

Catchment area changes and the 21st Century Schools programme

10.   Catchment areas are an issue of concern that was raised during the consultation on admissions arrangements as set out in paragraph 5. It has also been a subject of interest from individuals residing in a few areas of the city since the Council refused a small number of in catchment preferences as part of the annual admissions to Year 7 in 2014.

11.   The configuration of community school catchment areas is an issue that is perceived as being more important by stakeholders in a situation where demand for places either overall or specific to certain schools is high and may exceed supply. Achieving a better match between supply and demand can be achieved through careful consideration of populations relative to the size and location of the schools across the authority.

12.   Any proposed changes to catchment areas require consultation in line with the School Admissions Code 2013. No changes were included as part of the admission arrangements for the 2018/19 academic year.

13.   The Council is committed to making catchment area changes at a point where the future pattern of schools has been determined. The capital bid

for Welsh Government Band B 21st Century Schools Programme containing proposals for school organisation in line with the stated priorities for Cardiff has been submitted to the Welsh Government with the outcome of this process expected in late 2017. Once decisions are communicated officers will be able to bring forward proposals for consultation as agreed by Cabinet.

14. To determine new catchment area arrangements based on current populations and school provisions ahead of any confirmation of projects deemed suitable for funding would be imprudent. Any changes to the sizes of schools as a result of any agreed reorganisation project implementation would likely result in the need to further amend catchments within a short period of time. Furthermore, to do so prior to undertaking any necessary consultation processes that may be associated with certain types of proposals would be injudicious as it could be seen as pre-empting the outcome of the process as set out in the School Organisation Code 2013.

WISERD Report: 'Cardiff Council Admission Criteria'

Overview

15. The research report specific to admissions to schools in Cardiff undertaken by WISERD considered the following:

   - Context for admissions in Cardiff
   - Cardiff's existing admission arrangements
   - Other Local Authorities' arrangements, including 15 other LAs in England, plus Swansea and Newport
   - Published research on admissions arrangements

16. The research report also put forward a number of recommendations regarding potential changes to the arrangements for consideration by the Council.

17. The WISERD research is primarily concerned with admission arrangements specific to Cardiff community schools for which Cardiff Council is the admissions authority. Faith schools and the foundation school (Whitchurch High School) are their own admission authorities and set their own arrangements separate to the Council's process.

18. The report is predominantly focussed on secondary school admissions although any significant deviation from primary was taken into consideration.

19. Since the catchment area for Whitchurch High School is congruent with those of the local authority this school it has been included in some of the analysis undertaken and presented for consideration.

Context for admissions in Cardiff

20. The WISERD report noted the levels of segregation in the authority and the overall impact of the current criteria in terms of balanced cohorts of pupil intake in each school, and it identified the following:

- there are high levels of residential segregation in Cardiff by social class and ethnicity
- these segregation levels are 'higher than the Wales average but largely typical of urban areas which are more residentially segregated to begin with'
- segregation by age is amongst the highest in England and Wales and is exacerbated by the high number of university students in the city
- current oversubscription criteria have done little to create more balanced intakes than might be expected based on where pupils live but they have not contributed toward worsening the underlying levels of residential segregation that exists across Cardiff
- there are wide differences in the socio-economic composition of Community school intakes in Cardiff e.g. the percentage of eFSM pupils in Years 7-11 (2016/17) varies from 5.5% to 46.3%
- in the main Welsh-medium secondary school intakes are 'heavily polarised', particularly in relation to the low number of BAME students on roll and are considerably less likely than most English-medium schools to admit pupils eligible for free school meals
- some schools admit much higher levels of low attaining pupils and are 'losing' potentially higher attaining pupils to alternative schools that are perceived as being more popular/providing a more desirable offer by parents
- there are few schools that appear to take an equivalently lower proportion of low attaining pupils
- controlling admissions based on geography (catchment area or proximity) would have very little difference on the overall levels of segregation in Cardiff'.

Cardiff's School Admission arrangements 2018/19

21. The admission criteria currently operating for admission to nursery, primary and secondary schools in Cardiff can be summarised as follows (full criteria can be found at Appendix 2):

Nursery	Primary	Secondary
SEN Statement	SEN Statement	SEN Statement
Looked After Children / pLAC	Looked After Children / pLAC	Looked After Children/ pLAC
EYAP or CAP funded children	EYAP or CAP funded children	Sibling 'directed'
Sibling*	Sibling 'directed'	Catchment*
Compelling M/S*	Catchment*	Compelling Medical/Social*
Closest proximity	Compelling Medical/Social*	Sibling*
Furthest from alternative	Sibling*	Closest proximity*
	Closest proximity*	Furthest from alternative
	Furthest from alternative	Premature admission
	Premature admission	
9 criteria and sub criteria	19 criteria and sub criteria	18 criteria and sub criteria

*Each of the lower criteria are applied as sub criteria or tie breaker

22. Each of the criteria set out in the table above are considered in further detail together with associated recommendations in Appendix 3.

Other Local Authority Admission Arrangements

23. In addition to considering the arrangements operated by Cardiff Council, the WISERD report also looked at the admission arrangements being implemented by fifteen other local authorities – thirteen from England and two from Wales. It found that 'the extent to which admission arrangements are controlled by the local authority versus school autonomy in setting their own admission arrangements varies considerably…much of this variation is due to the proliferation of Academies and Free Schools in England'.

24. Whilst Cardiff can be considered to have authority-led admission arrangements, there is as much autonomy for faith/foundation schools to set their own admission arrangements as there is in many of the English authorities selected.

25. Of the Local Authorities reviewed:

- All conform with the statutory requirement for first priority to be given to Looked After Children or previously Looked After Children.
- All use catchment areas as a key criterion for allocating oversubscribed places. The report notes that 'even where authorities 'dropped' catchment areas as a criterion in the last twenty years many of them have re-introduced them'.
- Nine, including Swansea, do not use other exceptional grounds (e.g. medical need) as a criterion, with the main justification for this being that if an SEN statement names a school then that pupil must be admitted to the school.
- All use siblings as a key criterion with most giving priority to applicants with siblings living in the catchment area.

- Only one provides any clear guidance that catchment areas can change over time.
- Six give additional priority to pupils attending named feeder schools (sometime referred to as designated primary schools). In all examples, there is greater priority for applicants with siblings and/or who live in the catchment area. This is in contrast to the historic 'feeder school system' that used to operate in many local authorities including Cardiff that gave higher priority to pupils attending designated feeder primary schools.
- All include a tie-break either based on distance (fourteen authorities) or lottery (one authority). Two authorities also use random allocation as a second tie-break where distance alone cannot be used as a tie-break.

26. Some of the other key oversubscription criteria used in these local authorities were the use of banding, pupils eligible for the Pupil Premium (as an indicator of disadvantage eFSM and/or LAC/pLAC) and children of salaried staff. The School Admission Code precludes the use of Banding and salaried staff as a criterion in Wales.

27. The report sets out six other observations from the review of local authority arrangements:

- The easiest set of admission arrangements to understand are those that include a relatively small number of criteria
- The most difficult admission arrangements to understand are those where the oversubscription criteria are presented for each school separately.
- Oversubscription criteria are more difficult to understand when they are presented as groups of priority rather than criteria for prioritisation.
- Oversubscription criteria having equal priority could be considered confusing for applicants when trying to understand how criteria are ranked.
- Several authorities make explicit reference to the admission of children of Service Personnel (e.g. Newport).
- One authority publishes a list of the open evenings/days for all schools in its annual admissions guide which provides a much higher level of openness and transparency that could encourage fair access.

28. The WISERD research report set out 19 recommendations for consideration by Cardiff Council with regard to its admission arrangements and oversubscription criteria. These are set out below with officers' appraisal and response to each in turn in Appendix 3.

Summary

29. Cardiff Council's admission arrangements have remained largely unchanged since the removal of the feeder criterion in 2001.

30. It is apparent from the WISERD report that Cardiff Council's Admission Arrangements have served to provide an effective mechanism for supporting the administration of admissions to Cardiff's community schools despite the challenge of rising demand for places as the populations have grown.

31. Furthermore, the report has demonstrated that the majority of Cardiff Council's admission oversubscription criteria are in line with other Local Authorities arrangements. The Admissions Code 2013 (Wales) prohibits the use of a number of the criteria used in England and therefore they cannot be considered for application in the Cardiff context.

32. Whilst Cardiff Council's admission arrangements have not accelerated the social segregation apparent in the authority it is noted that they have also done little to mitigate disadvantage.

33. The existing criteria used in Cardiff are relatively complex and would benefit from simplification to make them more readily accessible and easily understood.

34. In addition to enabling Cardiff Council to consider the impact of its current criteria and to benchmark them against others based on the evidence and published research, the report also sets out detailed recommendations for consideration as set out in Appendix 3. These are split into three broad types:

   - organisational – these are largely designed to improve the transparency of the criteria so they are better understood by parents applying and focus on the inclusion of additional clarification/information to support decision making
   - substantive change necessitating formal consultation – removal/addition/amendment of criteria
   - legislative - those that are beyond the control of the Local Authority and would necessitate discussion and consideration by other partners including the Welsh Government

Options

35. Appendix 4 sets out the proposed oversubscription criteria options in respect of entry to nursery, primary and secondary education for consideration ahead of stakeholder consultation.

36. The proposed changes are specific to the following criteria:

37. Removal of:
   - Directed sibling
   - Premature admission
   - Nearest to alternative

38. Potential new criteria at secondary:
   - Attendance at in catchment primary school
   - Children with Individual Funded Health Plans (IFHP)

39.   Amendment of:
- EYAP/CAP funding to become IFHP

Reason for Recommendations

40.   The Council is required to review its school admission arrangements annually and the report enables the Cabinet to consider the outcome of the wider research undertaken ahead of consultation.

<u>**Financial Implications**</u>

41.   There are no financial implications directly arising from this report. The funding provided to individual schools, including external grant funding, is largely predicated on the basis of pupil numbers. Therefore, any proposal that results in changes to the number of pupils admitted to an individual school presents the possibility that the budget for a school will increase or decrease. Any changes to the Admissions Policy that results in a change to the school transport provision required will need to be identified and considered as part of the Council's budget planning process and reflected in the Medium Term Financial Plan.

<u>**Legal Implications**</u>

42.   The Council has a statutory obligation under the Education Act 1996 to promote high standards of education for primary and secondary schools in its local authority area. Section 89 of the School Standards and Framework Act 1998 as amended by the Education Act 2002 determines that the Admission Authorities must carry out consultation before determining the admission arrangements which are to apply.

43.   The Education (Determination of Admission Arrangements) (Wales) Regulations 200 set out the procedure which the Admission Authorities should follow when determining their admission arrangements, including the consultation and notification process as well as timescales. In particular, the Admission Authority must determine arrangements in the school year beginning two years before the school year which the arrangements will be for, take all steps necessary to ensure that they will have completed the consultation required by section 89(2) before 1 March and determine the admission arrangements by 15 April. The arrangements must then be published within 14 days of the determination and appropriate bodies must be notified.

44.   The Welsh Government has issued the School Admissions Code, which sets out the process for Local Authorities to follow when determining their admission arrangements. The School Admissions Code requires that no prohibited criteria (as set out on page 12 of the Code) are included in the admission arrangements and gives guidance on using various types of oversubscription criteria. This report reflects these requirements.

45.   The Council also has to satisfy its public sector duties and obligations under the Equality Act 2010 (including the specific Welsh public sector

duties). Pursuant to these legal duties, Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. The Council must also not directly or indirectly discriminate against any pupil in its admission arrangements, this means that no pupil or group of pupils may be treated less favourably based on a protected characteristic. Protected characteristics are:

- Age
- Gender reassignment
- Sex
- Race – including ethnic or national origin, colour or nationality
- Disability
- Pregnancy and maternity
- Marriage and civil partnership
- Sexual orientation
- Religion or belief – including lack of belief

46. The Equality Impact Assessment specifically considers how the proposals may affect pupils with protected characteristics. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The outcome of the consultation will also further inform the Council before a final decision is taken to determine the admission arrangements.

47. In accordance with the Welsh Language (Wales) Measure 2011 and the Welsh Language standards, the Council also has to consider the impact upon the Welsh language any decision that it makes and in accordance with the Well-being of Future Generations (Wales) Act 2015, the Council must consider the impact upon future generations of its decisions. This report reflects those requirements.

48. The Council must also consider its legal obligations under the Well-being of Future Generations (Wales) Act 2015 to 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.

49. There are also legal obligations under the Education Act 1996 which require pupils with statements of special educational needs to be admitted to the school named in the statement and the Education (Admission of Looked After Children) (Wales) Regulation 2009 which requires the Council to admit children who are currently looked after (in accordance with the definition in section 74 of the Social Services and Wellbeing Act (Wales) 2014.

HR Implications

50.   There are no HR implications arising from this report or its recommendations.

Equality Impact Assessment

51.   The Equality Assessment for this report and the proposals contained within it is are set out in full at Appendix 5.

52.   As set out in the EQIA differential impact could occur as the implementation of the School Admissions Policy would allow for priority to be given to applicants where the legislation and protection prescribe the inclusion of specific criteria in relation to Special Educational needs which support pupils with disabilities that are also learning difficulties.

53.   Similarly differential impact could occur as the implementation of the School Admissions Policy would allow for priority to be given to applicants for whom compelling medical and/or compelling social grounds could be evidenced indicating particular needs. This would be a positive impact if the degree of need was such that preferential placement were to apply.

54.   As can be seen from the tables included in 3.6 of the EQIA, differential impact could occur if a feeder criterion is introduced. On average 14.3% of pupils living in their local catchment at the point of transfer to secondary school could be disadvantaged by the introduction of a feeder criterion owing to the fact they moved into catchment later in the primary phase.

55.   Whilst there is not a significant difference between the average and particular groups, the analysis shows Black / African / Caribbean / Black British pupils, Traveller families (although the sample size for this group is small) and other ethnic groups are, on average, less likely to be on roll in a primary school throughout the primary phase (and therefore would potentially be disadvantaged from the feeder criterion should they opt to apply for their catchment school).

56.   The reasons for moving into catchment during the primary phase are varied, these include immigration from outside the city, internal relocation within Cardiff associated with affordability and availability of appropriate properties etc. The employment of a feeder school criterion whilst applying a practice to all pupils equally has the effect of discriminating against populations that experience a higher degree of mobility. If a particular group demonstrating a higher degree of mobility is disproportionately represented as having one of the prescribed characteristics, this group could be judged to be disadvantaged (indirect discrimination).

57.   In order to prevent a differential impact on the basis of length of time pupils have lived in the catchment area and/or whether they were able to secure admission to an in-catchment primary feeder school as a result of

residing in the area at the point of application, the Council could implement admissions criteria as set out in Option A, which relies upon proximity, that is how close a pupil lives to the school.

58.   The Council will therefore consider the outcomes of the consultation before the final admission criteria is determined.

<u>Transport Matters</u>

59.   The City Operations service area is committed to facilitating sustainable transport within Cardiff. One of the most important areas of attention in this regard is with respect to how parents and children travel to and from their school. Encouraging parents and children to adopt sustainable forms of transport has the following benefits (the first two being directly related to the pressure on the highway network).

- Impact on network - Journeys to and from schools using un-sustainable forms of transport (e.g. petrol or diesel powered, private motor vehicles) has a major impact local environment and on the highway network and adds significant pressure to the distributor roads. This causes additional delays to general traffic and, more importantly, to more sustainable forms of transport. It is therefore important that parents and children use sustainable forms of transport in order to minimise this negative affect on the network.
- Habits – Encouraging children to understand the benefits of, and to adopt, sustainable forms of transport creates a mind-set which will continue into the future. It is therefore important that we educate children about the benefits of sustainable transport and encourage them to travel to and from their school with this in mind.
- Health – All forms of sustainable transport tend to involve significantly more physical activity during the journey to and from school. This is particularly relevant for walking and cycling but also applies to the use of public transport (e.g. walking to and from the bus stop). Encouraging children to use sustainable forms of transport will therefore have a direct positive effect on their health as well as the indirect affects that come with the changed general mind-set with respect to modes of travel.

60.   The traffic implications of this proposal is not known. However, it is strongly recommended that serious consideration is given to the ensuring that children are able to travel to and from their school using a sustainable mode of transport. One of the biggest factors that facilitates this, is the proximity of the children to the school. The school should be within walking or cycling distance of as many children as possible. If walking and cycling is not an option then there should be high quality and reliable bus services available. It is recommended that an assessment is made of the comparable benefits of each option in relation to the above aims. Factors such as average pupil distance to the school and reliability and convenience of public transport should be determined. This could be done using the same methods that are used for a Transport Assessments in relation to new developments.

Community Impact

61. There is a need for a fairer, more equitable system of allocating school places in Cardiff without impacting adversely on the community.

62. It is the Council's view that this proposal could have some limited potential negative impact on some communities in Cardiff. Reference is made to the potential impact on certain ethnic groups in the EQIA as attached at Appendix 5 which warrant careful consideration prior to proceeding to consultation.

63. The inclusion of a 'feeder school' secondary school oversubscription criterion would, in areas of popular / fully subscribed primary schools, benefit those families most able to secure a primary school place at their catchment area primary school at an early stage.

64. Furthermore as set out in the table below, when comparing pupils in receipt of free school meals to those who are not, pupils in receipt of FSM are almost three times (29.1%) as likely to transfer from their catchment area school within their primary education as those not in receipt (10.8%), and would therefore be less likely to meet the requirements of a 'feeder school' criterion.

Free School Meals	Rec from Sept 2010	Yr6 from Sept 2016	% Remaining
In receipt of FSM	330	234	70.9%
Not in receipt of FSM	1389	1239	89.2%
Total	1719	1473	85.7%

65. Officers would work with any community group to ensure that the proposal avoids negative impacts wherever possible.

66. The schools subject to the proposal are existing schools which offer a range of after school activities and may have community organisations offering services from the school facilities. It is not anticipated that there would be a negative impact on any of these activities.

RECOMMENDATIONS

The Cabinet is recommended to:

1. authorise officers to consult on the revised admissions oversubscription criteria for admission to nursery, primary and secondary education as included in Appendix 4

2. note that Cabinet will receive a report in Spring 2018 on the outcome of the consultation to support determination of the Admission Arrangements for 2019/20

3.   authorise officers to give further consideration to how alternative admissions criteria may impact positively on diversity and/or socio-economically disadvantaged pupils

4.   note that revisions to school catchment areas will follow the consultations on proposed changes to the existing pattern of school provision arising from the 21st Century School Band B programme.

Nick Batchelar
Director
10 November 2017

The following appendices are attached:

Appendix 1: WISERD Report
Appendix 2: Admission Arrangements 2018/19
Appendix 3: Appraisal of WISERD recommendations
Appendix 4: Admissions criteria for consultation
Appendix 5: Equality Impact Assessment

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Cardiff Council: Admission Criteria

October 2017
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1. Introduction

This research was commissioned following Cardiff Council's Cabinet meeting on 16 March 2017 at which Cabinet authorised officers to consider further the Council's school admission arrangements including wider research into alternative options and the impact of each, in advance of consultation on the Council's School Admissions Policy 2019/20.

Cardiff Council is the admissions authority for all Community schools in Cardiff. For secondary schools, which is the main focus of this research, there are currently nine English-medium Community schools and three Welsh-medium Community schools. In addition to these there are a further six secondary schools – five

faith schools and one Foundation school. These latter six schools are responsible for their own admission arrangements. However, Cardiff Council are responsible for ensuring every pupil (except those excluded twice) must have an allocated school place and to publish the arrangements for admission to all schools. Furthermore, for the next admissions cycle (for Year 7 entry in 2018/19) the local authority is piloting coordinated admission arrangements with three of these schools (Corpus Christi RC High School, St Teilo's CW High School and Whitchurch High (Foundation) School).

This research focusses on the schools and admission arrangements for which Cardiff Council is the admissions authority. However, since the admission arrangements and catchment area for Whitchurch High School are congruent with those of the local authority this school is included in some of the subsequent analysis.

The report is structured in the following way. Section 2 outlines the context for admissions in Cardiff, including the various policies and strategies that underpin Cardiff school admissions. Section 3 then presents the current Cardiff school admission arrangements and oversubscription criteria before Section 4 goes on to analyse the distribution and segregation of pupils to school based on these criteria. Section 5 reviews the admissions criteria of a selected number of local authorities (from England and Wales). This leads to a summary of the key findings from recent studies relating to school admissions in Section 6. The final Section presents conclusions and associated recommendations. These include suggested amendments to existing admission arrangements and oversubscription criteria, consideration of new additional criteria, and recommendations that might require consideration by the Welsh Government.

2. Context for admissions in Cardiff

Admission arrangements in Cardiff must adhere to the Welsh Government School Admissions Code (2013). They are guided by several principles, including:
- Are clear in the sense of being free from doubt and easily understood. Arrangements that are vague lead to uncertainty and this may reduce the ability of parents to make an informed choice for their children.
- Are objective and based on demonstrable fact. Admission authorities and governing bodies must not make subjective decisions, or use criteria which are subjective or arbitrary in nature.
- Are procedurally fair and are also equitable for all groups of children (including those with special educational needs (SEN), disabilities, those in public care, or who may be a young carer).
- Provide parents or carers with easy access to helpful admissions information (Regulations require the LA to produce a composite prospectus that covers admission arrangements for all schools in their area. See paragraph 2.12).
- Comply with all relevant legislation and have been determined in accordance with the statutory requirements and the provisions of this Code. Failure to comply with a statutory requirement or any proposal to use unlawful arrangements can be referred to the Welsh Ministers who may use their intervention powers to make a direction to enforce the statutory requirement or prevent an unlawful act.

The Code includes statutory guidance on the content of admission arrangements (e.g. oversubscription criteria) and how to apply admission arrangements. The key guidance on this is provided in Paragraph 2.25 [their emphasis]:

> All maintained schools in Wales (including schools with a designated religious character), that have enough places available (up to and including the admission number) **must** offer a place to every child who has applied (except where they are twice excluded, see paragraphs 3.58 to 3.60). However, some schools will have more

2

applicants than places. Admission authorities **must** therefore have in place, as part of their admissions arrangements, criteria to determine the allocation of places in the event of oversubscription. Authorities **must** ensure these criteria are reasonable, clear, objective, procedurally fair, and comply with current legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly a child from a particular social or racial group, or a child with special educational needs. It **must** be clear in which order oversubscription criteria will be applied. Admission arrangements **must** include an effective, clear and fair tie-breaker for occasions when it is necessary to distinguish between applicants when the criteria are used. The criteria **must not** require any 'interpretation' and **must** be clear and unambiguous.

<div align="right">Welsh Government (2013: 11)</div>

The statutory guidance also includes 18 examples of oversubscription criteria that *must not* be used by admissions authorities, some of which *are* permitted in the equivalent School Admissions Code in England (DfE 2014). These include: selection on the basis of ability or aptitude, giving priority to children whose parents are current or previous staff at the school, or the use of random allocation. In addition, this guidance states that "reference to straight line […] should not be used as measures of distance" (p.15).

The Education Act 1996 (and the subsequent School Admissions Codes) state that admission authorities must consider parents' preferences and that these preferences must be met unless it would not be deemed an efficient use of resources – primarily where the number of applications exceeds the Planned Admission Number for a school (i.e. the number of places available in a school). In addition, the School Standards and Organisation (Wales) Act 2013 places a statutory duty on local authorities to assess the demand for Welsh-medium education in their area through their Welsh in Education Strategic Plans (WESPs). In line with the Education Act 1996 and the Welsh Language (Wales) Measure 2011 parents therefore have the right to express a preference for Welsh medium education and that this preference must be met unless not deemed an efficient use of resources.

There are currently a total of eighteen Maintained secondary schools in Cardiff (i.e. funded by the Welsh Government). For the purpose of admissions these could be considered to fall into one of three types: faith schools (including Roman Catholic and Church in Wales schools), Welsh-medium Community Schools and English-medium Community Schools. The location of these schools are not evenly distributed across Cardiff and reflect decades of residential growth. In addition to these Maintained secondary schools there are a small number of independent schools (some co-educational and some single-sex schools). These independent schools typically cost between £9,000 and £12,000 per annum per pupil (depending on the school and age of the child). Whilst most independent schools have scholarships available these are predominantly only available to parents who can afford the fees.

Cardiff is the largest city in Wales and is currently the eleventh largest in the UK. As with most urban areas in the UK, Cardiff has a relatively high proportion of ethnic minority families (15.3% in 2011) and pupils eligible for free school meals (22.2% compared to 18.8% for all of Wales in 2014/15). Its population grew by over 18% between 2001 and 2011 and is forecast to grow by a further 26% in the next twenty-five years. Residential segregation in Cardiff by social class and ethnicity is relatively high, and segregation by age and family life-stage is amongst the highest in England and Wales, exacerbated by the numbers of university students in the city (Kingman 2016). This has important consequences on school rolls, the mix of school intakes, and, accordingly, levels of pupil attainment across the city. The city of Cardiff is also heavily constrained by its geography. It is a coastal city, has three major rivers running through it, and seven arterial train routes to the city centre. This has significant implications for journeys to school, and ultimately how much 'choice' of school places for parents there is.

Cardiff Council recently published its 'vision' for education in the authority – *Cardiff 2020: a renewed vision for education and learning in Cardiff*. This sets out a number of aims, outcomes and goals for the coming

years. Most notably it is guided by the stated values of: equality of opportunity; working openly and collaboratively; raising aspirations of, and expectations for learners; and embracing diversity.

Throughout the Cardiff 2020 vision there is a strong emphasis on 'local schools for local children';

> Ensure a balance of Special Educational Needs (SEN) provision across the city so that where possible we have local schools for local children […] continue to provide more Welsh medium school places in line with the Welsh in Education Strategic Plan for Cardiff […and] create a Community Focused Schools approach so that the curriculum can be enriched by local involvement and the use of school buildings can benefit the wider community in Cardiff.
>
> (*Cardiff 2020* p.14)

In relation to school admissions specifically, the local authority also aims to:

- Offer a co-ordinated Admissions process with the voluntary aided sector, which provides parents/carers with a clear picture of the school place choices available to them and the likelihood of securing first preferences.
- Increase the number of pupils securing a school place that meets individual needs, where appropriate in accordance with their first preference.

> (*Cardiff 2020* p.15)

This has implications for the way in which school admissions in Cardiff are organised and how admission arrangements can be changed. Clearly any changes must adhere to statutory guidelines, but they must also consider the geography of Cardiff and the institutional priorities set out by the local authority.

3. Cardiff school admissions

Cardiff Council publishes a School Admissions booklet for parents every year. This sets out admission arrangements for entry to all Maintained primary and secondary schools in Cardiff. The closing date for applications to secondary schools is typically at the beginning of December and the closing date for applications to primary schools is typically at the beginning of January in the academic year before pupils start Year 7 or Reception class respectively.

For admissions to Year 7 in 2018/19 parents can list up to five preferences. These are ranked preferences (i.e. first preference, second preference, etc) but the determination of places against preferences are treated equally (the Equal Preference Scheme). In other words, the rank order of the school is not used as a criterion if the preferred school is oversubscribed. Where there are places available the highest ranked preference must be met. Where there are more applications than places available the use of oversubscription criteria are used to rank order applications.

The published oversubscription criteria for Cardiff Community secondary schools are currently, in rank order:

1. Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)
2. (a) Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates. In addition the younger sibling must be residing in the same address (or an address within the catchment area that was the subject of the change before it was implemented) that the older sibling was living at the time of the original application.

2. (b) Where an older sibling was directed by the Council to an alternative school because no places were available at the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates.

3. Pupils who are permanently resident within the defined catchment area* of the school on the published closing date of 04 December 2017for receipt of preference forms. Evidence of permanent residence of the pupil must be supplied if required. Where preferences exceed places available, priority will be given to multiple birth siblings resident within the defined catchment area. Criteria 4, 5, 6, 7 and 8 will then be applied to decide which other pupils are admitted.

4. Pupils in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified school. Written recommendations from a medical consultant or a social worker or similar professional will be required giving detailed reasons for the pupil's admission to a particular school. Where preferences exceed places available, Criteria 5, 6, 7 and 8 will then be applied to decide which other pupils are admitted.

5. Pupils who have a brother and/or sister who will be on register at the school, in Years 8 to 11, when they are admitted. In considering siblings first priority will be given to applications from multiple birth siblings. Any sibling connection must be clearly stated in the application. Where preferences exceed places available, Criteria 6, 7 and 8 will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

6. In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Where preferences exceed places available, Criteria 7 will then be applied to decide which other pupils are admitted. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

7. In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the

Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

8. Pupils whose premature admission to the school has been approved by the Council.

The most important criteria for admissions in Cardiff are catchment areas. It is useful to note that all the English-medium Community schools (and Whitchurch High School) have congruent catchment areas that cover the entire local authority. Similarly, all three Welsh-medium Community schools have congruent catchment areas that also cover the entire local authority. Therefore, every family lives in two catchment areas – one English-medium school catchment and one Welsh-medium school catchment.

The remaining five faith schools have their own published admission arrangements and oversubscription criteria. These are published in the School Admissions booklet for parents. In the past applications to these schools are made directly to each school. For 2018/19 two of the faith schools are participating in a pilot scheme to coordinate admissions, which means applications to these schools will be incorporated into the main application process used for Community Schools. Although applications to these schools will be incorporated into the Cardiff Council application process these schools are still allowed to choose their own oversubscription criteria.

4. Analysis of Cardiff school admissions

Previous analysis of Cardiff school admissions suggested that open enrolment appeared to have had a detrimental impact on intakes (i.e. greater levels of segregation) in the most unpopular secondary schools (Taylor 2009). However, it did not appear to have had much impact on the more popular schools in the city. This reflects a degree of mobility 'out of catchment' for the least popular schools. It also reflects the inelastic supply of places in the more popular schools, preventing much change in the intake composition of these schools than if pupils just attended their nearest secondary school.

The overall levels of between-school segregation of pupils eligible for free schools between 1991 and 2002 are illustrated in Figure 1. This showed that segregation in Cardiff was higher than the average for Wales, typical for urban areas which are more residentially segregated to begin with. This also showed that segregation was lower between Community schools than it was between all schools (i.e. when including faith schools).

Levels of segregation were then compared against three other methods for allocating school places – by catchment area only, by proximity (i.e. nearest school), and by randomly allocating pupils to schools (Table 3). It is very clear from this how random allocation is the most effective way of ensuring balanced intakes. But the results in Table 1 also showed that there was very little difference in levels of segregation using catchments or proximity; admission to the nearest school would generate the lowest level of segregation, but it is important to note that this analysis does not take into account the Planned Admission Number of each school (i.e. it assumed that every pupil could attend their nearest school irrespective of intake size).

Figure 1. Segregation (S) of pupils eligible for free school meals, 1991–2002 (from Taylor 2009: 557)

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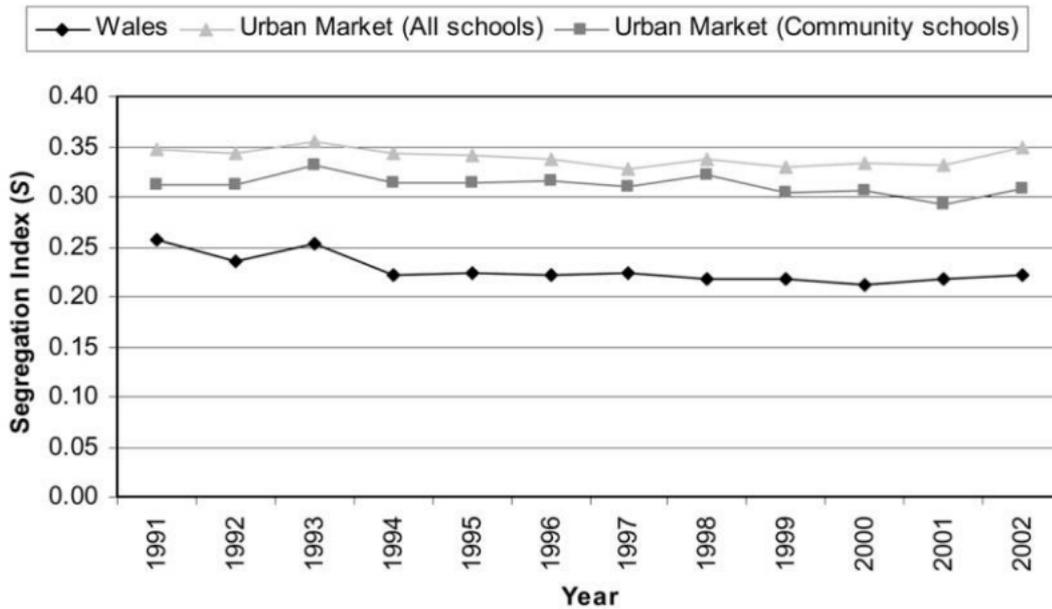
Table 1. Comparative measures of segregation (S) between community schools using individual student data (from Taylor 2009:559)

Intake	*S*
Actual Intake	.27
Catchment Intake	.26
Proximity Intake	.25
Random Intake	.02

This analysis was repeated using individual Year 7 pupil data between 2011 and 2017 (i.e. admissions to secondary schools for the 2010/11 and 2016/17 academic years respectively). Again, this compares levels of segregation based on actual enrolments with predicted levels of segregation based on alternative methods for allocating school places. In this analysis we are able to examine four sets of segregation:

    i.   Pupils eligible for free school meals (eFSM)
    ii.   Pupils with SEN (including those with and without Statements)
    iii.   Pupils from ethnic minority backgrounds (BAME) (i.e. non-White British pupils)
    iv.   Pupils whose main home language is not English or Welsh (EWAL)

As in Taylor (2009), segregation based on actual enrolment is compared against segregation based on pupils attending their designated catchment area and pupils attending their nearest school. Cardiff has three sets of choices in the maintained sector: English medium Community schools, Welsh medium Community schools and faith schools. Since this report is primarily concerned with admission arrangements to Community schools the hypothetical scenarios are only based on Community schools. Since the catchment areas for English-medium Community schools overlap the catchment areas of Welsh-medium Community schools the analysis treats pupils as two groups – those that would be allocated an English-medium Community school (by catchment or proximity) and those that would be allocated a Welsh-medium Community school (by catchment or proximity). Which group a pupil is in is based on their current enrolment preferences for English-medium or Welsh-medium schools. Pupils that attended a faith school are removed from these hypothetical models since it is not possible to predict whether they would have chosen a Community school

under different admission arrangements. This is a more sophisticated analysis than that conducted in Taylor (2009), and hence should be taken into account when comparing results.

First, we consider the overall composition of Year 7 intakes over time (Figure 2). This shows, for example, that the proportion of non-White pupils has risen steadily in recent years from 23.5% in 2011 to 32.2% in 2017. Correspondingly the proportion of pupils whose home language is not English or Welsh has also risen steadily. The overall proportion of Year 7 pupils with SEN has gradually fallen and the proportion of eFSM pupils has remained relatively constant, particularly over the last five years.

Figure 2. Changes in the overall composition of Year 7 pupils between 2011 and 2017
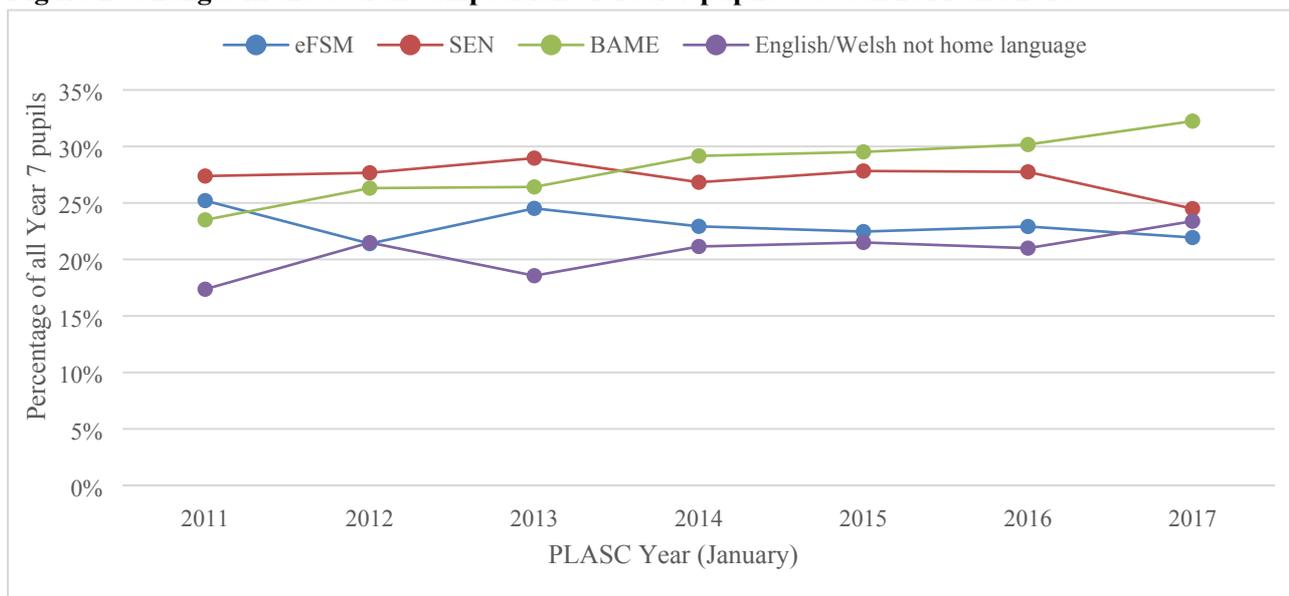
The composition of intakes by school for the most recent year (2016/17) is presented in Table 2. This clearly demonstrates the wide differences in the socio-economic composition of Community school intakes in Cardiff. For example, the percentage of eFSM pupils in Year 7-11 varies from 5.5% to 46.3%. The aggregated demographic data for English-medium Community schools and English-medium faith schools are comparable. Demographic data for Welsh-medium secondary schools differ significantly from the city-wide average on all four measures. Children with a BAME background, for whom English or Welsh is not their home language, and who are eligible for free school meals are far less likely to enrol in Welsh-medium secondary schools than other maintained schools in Cardiff. In the main, Welsh-medium secondary school intakes are heavily polarised, particularly in relation to the low number of BAME students on roll. They are also considerably less likely to admit pupils eligible for free school meals. However, it should be noted here that there is some variation between Welsh-medium secondary schools, and a small number of English-medium Community secondary schools have similar low levels of eFSM pupils. As we will see later, detailed comparison of English-medium and Welsh-medium secondary schools is difficult because they have overlapping catchment areas.

Table 2. Intake composition by school, 2016/17

Secondary Community School	Total Pupils		Percentage of total pupils (Yrs 7-11)			
	Yr 7	Yrs 7-11	eFSM	BAME	SEN	EWAL
Cantonian High School	142	472	41.5%	18.4%	38.8%	11.2%
Cardiff High School	242	1,193	7.9%	40.6%	14.1%	26.2%
Cathays High School	120	607	31.0%	76.4%	35.1%	70.5%
Corpus Christi RC High School	228	1,050	13.1%	34.6%	17.7%	25.7%
Eastern High School	139	700	44.7%	18.4%	31.9%	9.3%
Fitzalan High School	285	1,370	28.4%	83.5%	30.3%	77.2%
Llanishen High School	248	1,261	18.2%	21.3%	26.2%	14.1%
Mary Immaculate High School	163	739	29.0%	31.4%	26.1%	21.7%
Cardiff West Community High School	107	681	46.3%	15.3%	47.4%	9.1%
Radyr Comprehensive School	201	1,025	8.1%	14.0%	13.6%	5.9%
St Illtyd's Catholic High School	206	872	28.7%	27.1%	34.4%	17.7%
St Teilo's C.W. High School	245	1,181	24.6%	27.5%	18.8%	16.4%
Bishop of Llandaff C.W. High School	194	963	9.1%	22.5%	17.2%	10.5%
Whitchurch High School	390	1,815	11.6%	22.3%	17.1%	15.7%
Willows High School	149	554	42.4%	39.4%	41.2%	32.9%
Ysgol Gyfun Gymraeg Bro Edern	131	509	10.2%	10.0%	21.6%	0.2%
Ysgol Gyfun Gymraeg Glantaf	194	849	10.4%	8.2%	20.1%	1.3%
Ysgol Gyfun Gymraeg Plasmawr	176	880	5.5%	10.2%	15.2%	0.5%
English-medium community schools	2,023	9,678	23.3%	35.6%	26.2%	27.7%
Welsh-medium community schools	501	2,238	8.4%	9.4%	18.5%	0.7%
Faith secondary schools	1,036	4,805	20.4%	28.6%	22.2%	18.3%
All mainstream secondary schools	3,560	16,271	20.5%	30.1%	24.0%	21.4%

It is then possible to compare the intake size of each school with the predicted intake size based on pupils attending their catchment school or attending their nearest school (Table 3). The last column in Table 3 gives an indication of the number of net gains or losses of having open enrolment against catchment area size. Six schools have a larger intake than if they only admitted catchment area pupils and six schools have a smaller intake than their catchment area size. The other school, Cardiff High, has approximately the same intake size as it would based on its catchment area. This could be an indication that nearly every pupil in the Cardiff High catchment area attends the school and do not attend an alternative school (in keeping with findings from Taylor (2003) fifteen years ago).

Table 3. Predicted intake sizes based on catchment area and proximity, 2016/17

Schools	Total pupils			Enrolled v catchment net gains/losses
	Enrolled	Catchment	Nearest	
Cantonian High School	142	80	140	62
Cardiff High School	242	244	226	-2
Cathays High School	120	82	187	38
Eastern High School	139	158	196	-19
Fitzalan High School	285	344	291	-59
Llanishen High School	248	291	152	-43
Cardiff West Community High School	107	184	148	-77
Radyr Comprehensive School	201	172	185	29
Whitchurch High School	390	275	234	115
Willows High School	149	177	251	-28
Ysgol Gyfun Gymraeg Bro Edern	131	119	187	12
Ysgol Gyfun Gymraeg Glantaf	194	226	215	-32
Ysgol Gyfun Gymraeg Plasmawr	176	146	85	30

If admissions were based on proximity then some schools could see a significant change in their intake size. For example, Whitchurch and Llanishen could admit 30-40% fewer pupils. Of course, in practice this is unlikely to happen since other schools would not be able to admit all their nearest pupils because of their Planned Admission Number. Nevertheless, this does indicate which schools would have to admit pupils for whom it would not be their nearest school.

Table 3 does provide a good indication as to how 'local' the current catchment areas are. By comparing the intake size based on catchment area and proximity it is easy to note which schools appear to have a 'constrained' catchment area (e.g. Cantonian: 80 pupils in catchment compared to 140 pupils based on proximity; Cathays: 82 compared to 187; and Willows: 177 compared to 251) and those with a 'generous' catchment area (e.g. Llanishen: 291 pupils in catchment compared to just 152 based on proximity; and Plasmawr: 146 compared to just 85).

However, we are also interested in how these different admission arrangements affect the composition of school intakes. Table 4 outlines the differences in the proportion of eFSM pupils and ethnic minority pupils to illustrate the extent to which intake compositions can vary due to different admission arrangements. For example, eight Community schools have a higher proportion of eFSM pupils on roll than they would have if they only admitted pupils from their catchment areas. Similarly, there are eight Community schools (although not the same schools) that have a higher proportion of ethnic minority pupils on roll than they would if they only admitted pupils from their catchment areas.

But, in fact, the size of these differences is relatively small. Only Cantonian admits a significantly higher proportion of eFSM pupils than their catchment area would suggest. And only Cathays admits a significantly higher proportion of ethnic minority pupils than their catchment area would suggest. For all other schools there would appear to be only a small difference in the proportion of eFSM and ethnic minority pupils (although for schools with a relatively low proportion of eFSM and ethnic minority pupils the relative difference could be quite large – see, for example, the ethnic minority composition of Ysgol Plasmawr based on its catchment area compared to its actual enrolment).

Based on these figures it would suggest that controlling admissions based on geography (catchment area or proximity) would have very little difference on the overall levels of segregation in Cardiff. Indeed, this can be clearly seen in Figures 3 to 6. As each Figure illustrates, there would be very little difference in the levels of segregation between schools of the current intakes with intakes based on either catchment areas or proximity. This would suggest that open enrolment and the current oversubscription criteria are not worsening the underlying levels of residential segregation that exists across Cardiff. Equally, however, the current arrangements appear to have done very little to create more balanced intakes than we might expect based on where pupils live.

The results in Figures 3 to 6 also suggest that levels of segregation, certainly by eFSM, SEN and ethnic minority, have fallen over this period (and have fallen compared to levels of segregation in 2002 – see Figure 1). In terms of home language, overall levels of segregation remain at approximately the same level as they did at the beginning of the period (although they have gone up and down over time). Given that levels of segregation by catchment and proximity have also generally fallen over time this would suggest the decline probably relates to an associated fall in levels of residential segregation, rather than anything to do with admission arrangements.

The fall in segregation would suggest that the intake composition of Community schools across Cardiff is getting more 'balanced'. However, Figure 7 illustrates how complex this has been. This shows the Segregation Ratio for each Community school between 2010/11 and 2016/17. The Segregation Ratio gives an indication as to the extent to which the intake of a school is like other schools in Cardiff – a Ratio below 1.0 indicates an under-representation of a particular group, and a ratio of above 1.0 indicates an over-representation of that group. Figure 7 presents the results of this for pupils eligible for free school meals. This clearly shows there are two groups of schools – one with a significant under-representation of eFSM pupils, and the other with an over-representation of eFSM pupils – and that schools are still heavily polarised in terms of their intake composition. It also shows that, on balance, there is an observable closing of the gap between these two sets of schools over time. But it also shows that much of this change has been driven by changes to the intake composition of one or two schools. For example, there has been a sizeable change in the intake composition of Fitzalan and Cathays (fewer eFSM pupils) and Llanishen (more eFSM pupils). It also shows how much variation there can be in each year.

Table 4. Predicted intake composition (pupils eligible for free school meals and non-White British) based on catchment area and proximity criteria

| Schools	eFSM				BAME			
	Enrolled	Catchment	Nearest	Enrolled v catchment	Enrolled	Catchment	Nearest	Enrolled v catchment
Cantonian High School	43.7%	21.3%	30.7%	22.4%	17.6%	16.3%	17.6%	1.4%
Cardiff High School	7.0%	7.8%	12.8%	-0.8%	43.0%	44.3%	43.0%	-1.3%
Cathays High School	28.3%	23.2%	16.6%	5.2%	80.8%	69.5%	80.8%	11.3%
Eastern High School	41.7%	39.9%	43.9%	1.9%	23.7%	29.1%	23.7%	-5.4%
Fitzalan High School	23.9%	25.9%	24.4%	-2.0%	82.8%	79.4%	82.8%	3.4%
Llanishen High School	25.8%	24.7%	17.1%	1.1%	27.4%	26.5%	27.4%	1.0%
Cardiff West Community High School	49.5%	50.5%	50.0%	-1.0%	15.9%	17.4%	15.9%	-1.5%
Radyr Comprehensive School	10.0%	9.3%	10.3%	0.6%	12.9%	11.6%	12.9%	1.3%
Whitchurch High School	12.1%	8.7%	9.0%	3.3%	24.4%	17.8%	24.4%	6.5%
Willows High School	43.6%	41.8%	35.1%	1.8%	44.3%	51.4%	44.3%	-7.1%
Ysgol Gyfun Gymraeg Bro Edern	14.5%	11.8%	13.4%	2.7%	7.6%	7.6%	7.6%	0.1%
Ysgol Gyfun Gymraeg Glantaf	11.9%	11.9%	8.4%	-0.1%	8.8%	11.1%	8.8%	-2.3%
Ysgol Gyfun Gymraeg Plasmawr	2.8%	3.4%	4.7%	-0.6%	10.2%	6.8%	10.2%	3.4%

Figure 3. Segregation between Community schools of pupils eligible for free school meals, 2010/11 to 2016/17
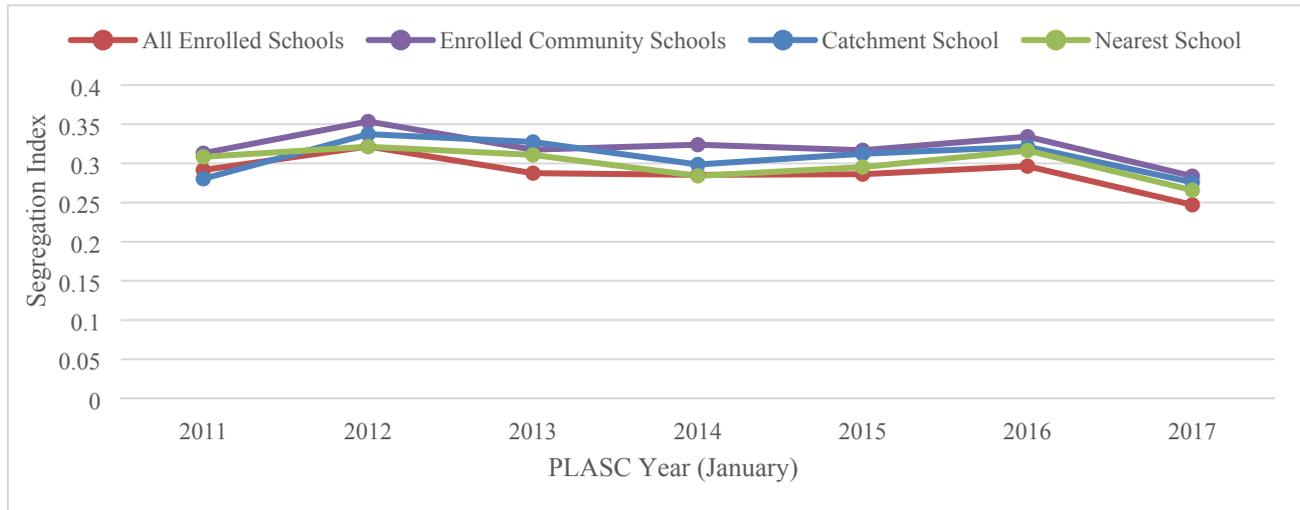

Figure 4. Segregation between Community schools of pupils with special educational needs, 2010/11 to 2016/17
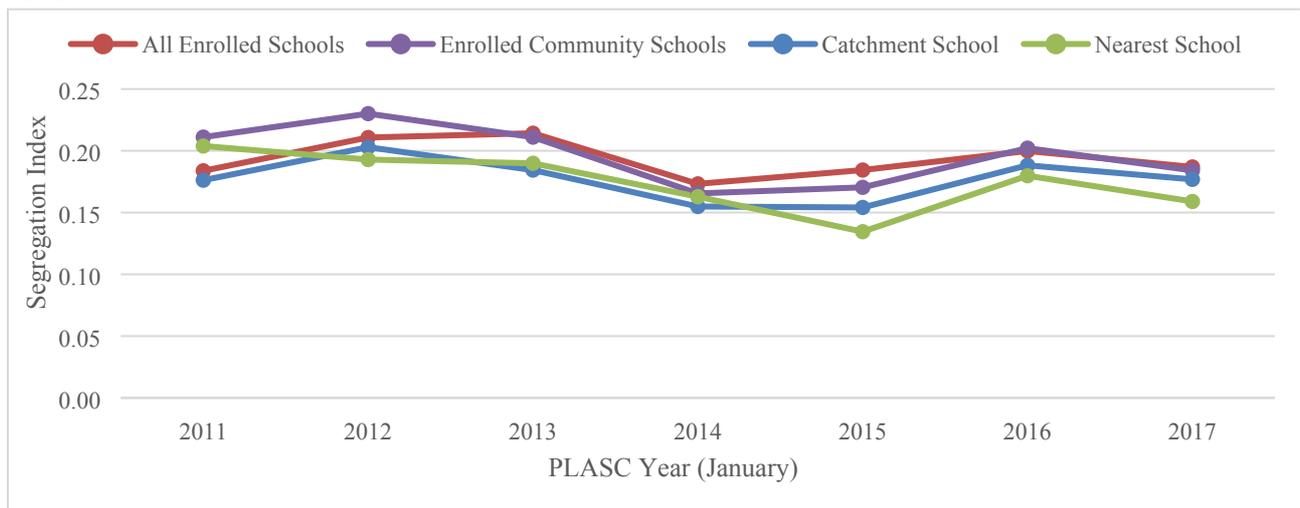

Figure 5. Segregation between Community schools of non-White British pupils, 2010/11 to 2016/17

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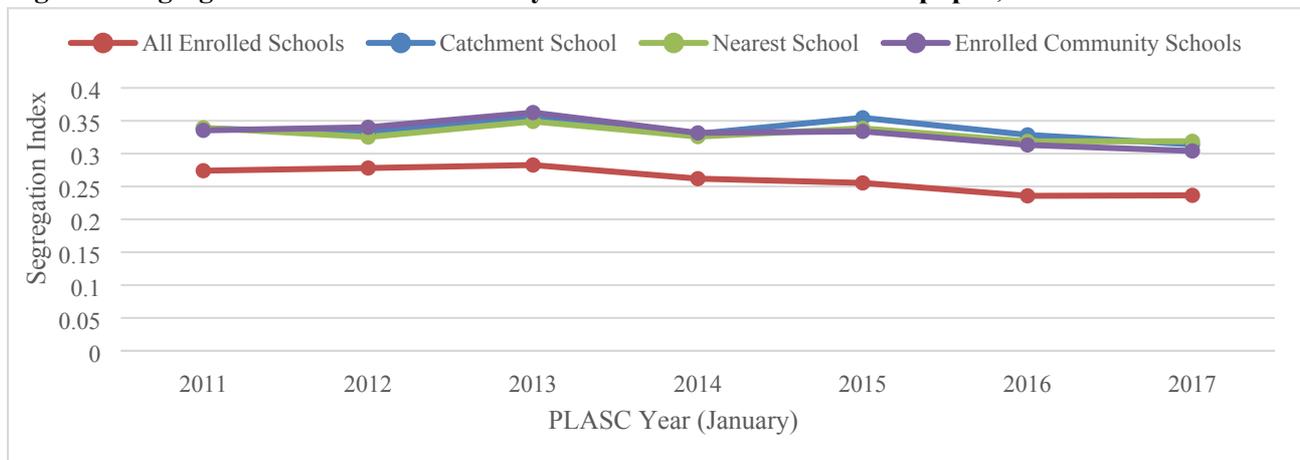
Figure 6. Segregation between Community schools of pupils whose home language is not English or Welsh, 2010/11 to 2016/17
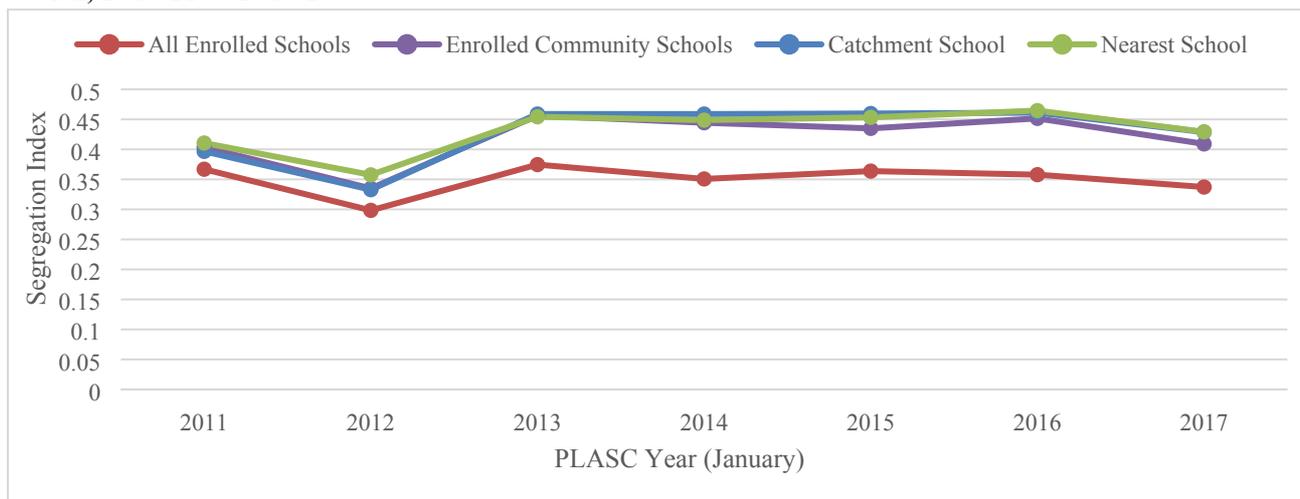
Figure 7. Segregation Ratio of pupils eligible for free school meals by school, 2010/11 to 2016/17
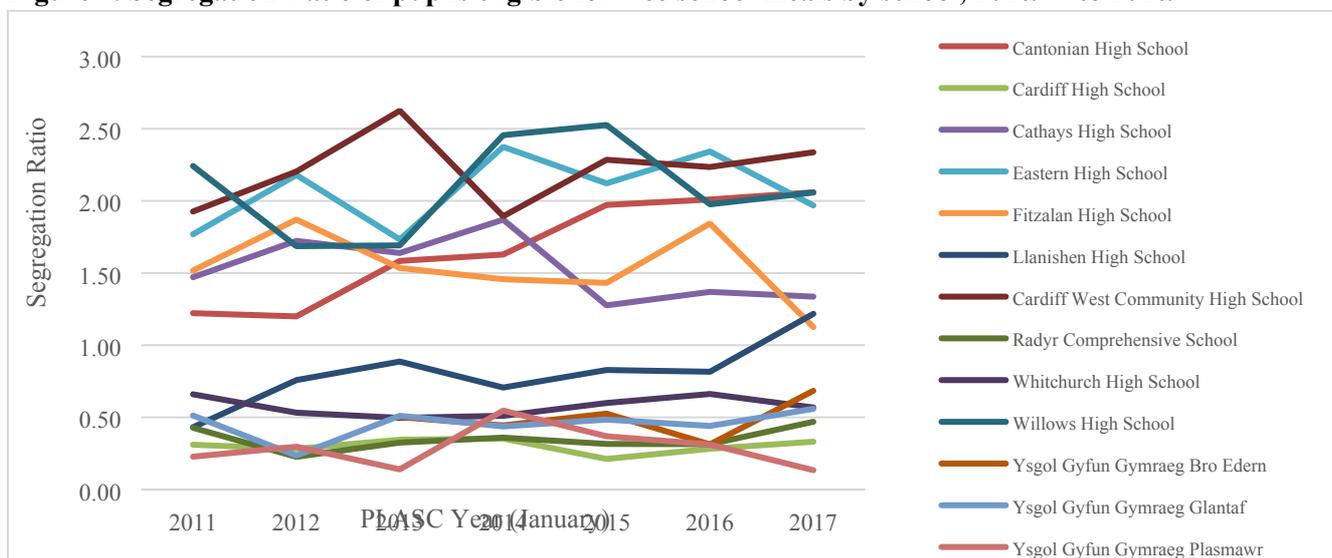

Finally, we consider what the impact of changes to the admission arrangements could be on the distribution of pupils by levels of attainment. Here we examine the proportion of pupils who did not achieve the Core Subject Indicator (CSI) in Key Stage 2 (i.e. at the end of Primary school).

The first thing to note is that levels of low attainment at KS2 have fallen considerably in Cardiff over the last seven years, and this decline appears to have been observed in the intakes of all Community schools (Figure 8).

Table 5 then compares the distribution of low attaining pupils if they had attended their catchment or nearest secondary school. Unlike the distribution of eFSM pupils, ethnic minority pupils, pupils with SEN and pupils whose home language is neither English or Welsh, this shows that levels of low attaining pupils could be considerably different. For example, Table 5 shows that Cantonian, Cathays, Llanishen, Willows and, to some extent, Ysgol Glantaf, all admit a significantly higher proportion of low attaining pupils than we might expect based on either their catchment area or proximity. What is perhaps most striking about this is that whilst there are some schools that admit much higher levels of low attaining pupils there are few schools that appear to take an equivalently lower proportion of low attaining pupils. This would suggest that some schools in Cardiff

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are 'losing' potentially higher attaining pupils. If the admissions criteria were allowing schools to 'select' higher attaining pupils (either directly or indirectly) then we might expect to see significantly lower levels of low attaining pupils on roll compared to their catchment or nearest intakes in some schools. In other words, a small number of schools appear to be either 'attracting' low attaining pupils or, more likely, 'losing' more able pupils to a wide range of alternative schools (as opposed to just the most popular schools).

Figure 8. Percentage of enrolled Year 7 pupils who had not achieved the CSI at KS2, 2010/11 to 2016/17
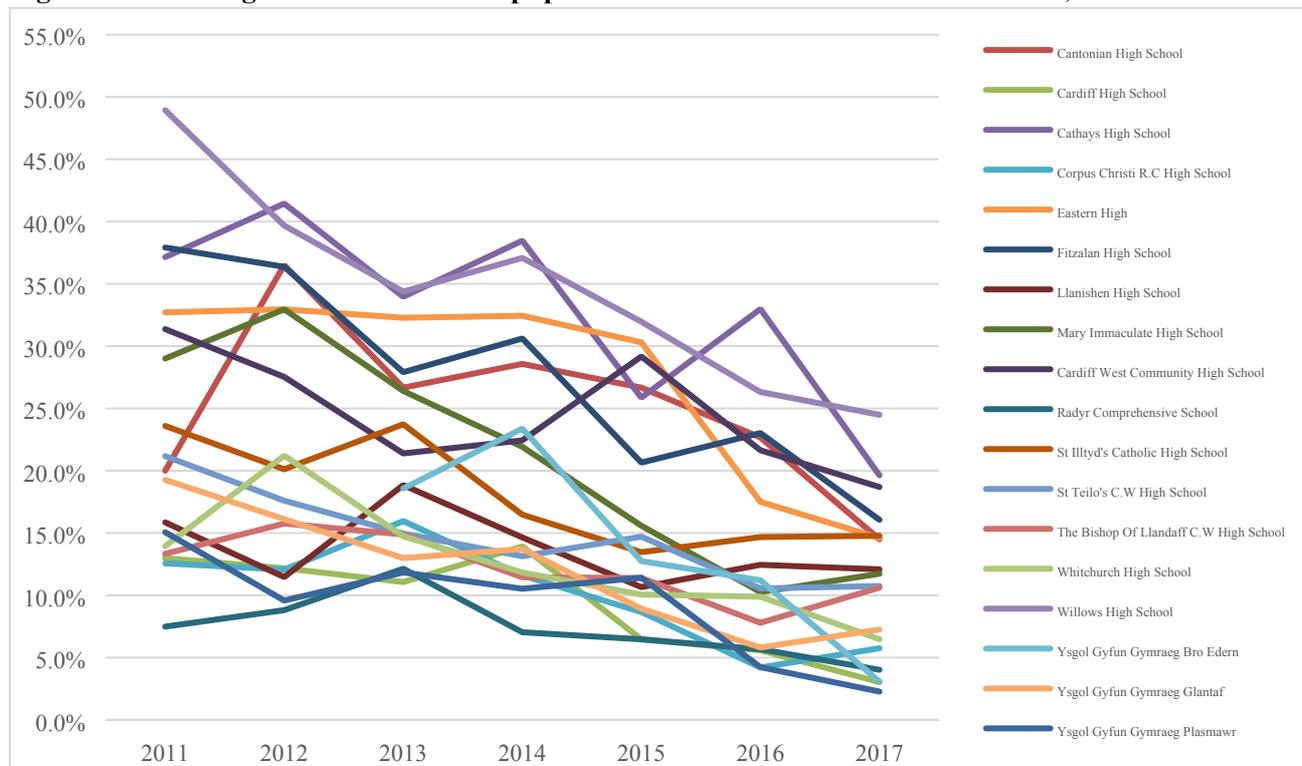
Table 5. Distribution of 2016/17 Year 7 pupils not achieving CSI at KS2

Schools	Percentage not achieving CSI at KS2		
	Enrolled	Catchment	Nearest
Cantonian High School	14.5%	7.6%	9.5%
Cardiff High School	3.0%	2.1%	6.9%
Cathays High School	19.6%	15.4%	9.0%
Eastern High School	14.6%	16.1%	14.7%
Fitzalan High School	16.1%	18.2%	17.5%
Llanishen High School	12.1%	9.2%	6.7%
Cardiff West Community High School	18.7%	18.6%	19.6%
Radyr Comprehensive School	4.0%	6.4%	6.5%
Whitchurch High School	6.5%	5.5%	5.6%
Willows High School	24.5%	20.8%	18.4%
Ysgol Gyfun Gymraeg Bro Edern	3.1%	3.4%	6.4%
Ysgol Gyfun Gymraeg Glantaf	7.3%	5.8%	3.7%
Ysgol Gyfun Gymraeg Plasmawr	2.3%	3.4%	2.4%

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5. Review of other local authority admission arrangements

Fifteen local authorities were purposely selected to review their admission arrangements – thirteen from England and two from Wales. These are listed in Tables 6. Table 7 provides some further information on educational performance in the English local authorities. Generally the review has largely focussed on secondary school admissions, although any important deviation from primary school admissions was considered.

The extent to which there is overall control of admission arrangements by the local authority versus school autonomy in defining their own admission arrangements varies considerably. An attempt to summarise this is presented in the second column of Table 6, helping to differentiate between admission arrangements that are largely determined and presented at the school-level or at the authority-level. Much of this variation is due to the proliferation of Academies and Free Schools in England. In comparison, Cardiff would be considered to have authority-led admission arrangements, but primarily just for its Community (English-medium or Welsh-medium) schools. Even in Cardiff there is just as much autonomy for faith schools to choose their own admission arrangements as there is in many of the English local authorities selected. All of the local authorities in Table 6 operate a coordinated admissions system, whereby the deadlines and allocation of places is heavily coordinated across the authority, to ensure admissions are organised efficiently and fairly (e.g. that an applicant will not be allocated a place in more than one school).

The English local authorities in Table 6 are listed in order of their overall academic attainment (based on the proportion of end of KS4 pupils achieving grade C or above in English and Maths). The overall academic attainment of secondary schools is presented in Table 7. This shows, for example, that Buckinghamshire and Cheshire East have the highest levels of achievement based on this measure, and Nottingham City and Southampton with the lowest. It is also worth noting the overall Progress 8 measure for each authority – this is a combined measure of progress in eight subjects between Key Stage 2 (KS2) and Key Stage 4 (KS4). This is useful since the GCSE measure is not contextualised (i.e. based on the proportion of SEN or eFSM pupils in each authority). Here it is useful to note that, on average, pupils in Cheshire West and Chester make the greatest progress in attainment followed by pupils in Buckinghamshire. Pupils in Nottingham City continue to have the lowest levels of achievement based on this progress measure, followed by South Gloucestershire. The relative size of each authority is also indicated by the number of pupils there were at the end of KS4.

Table 6 then summarises the main oversubscription criteria in each of the 15 local authorities (for secondary school admissions).

All local authorities adhere to the statutory requirement that first priority must be given to looked after children or children previously looked after. Six of the 13 authorities use other exceptional grounds (e.g. medical need), reflecting a decision amongst many to remove this as a criterion. The main justification for this is that if a SEN statement names a school then that pupil must be admitted to that school, thereby by-passing the admissions procedures. For example, in Cheshire West and Chester, the 'exceptional medical or social need' has just been removed from its criteria (following consultation) on the grounds that (a) it affects very few pupils/applications, (b) it is not required by the School Admissions Code (the Code states that authorities *may* include exception medical or social needs as a criterion), and (c) schools are expected to make provisions for SEN irrespective of how the pupil is admitted.

Table 6. Summary representation of oversubscription criteria in selected local authorities (and priority order)

Local authority (3 prefs unless stated otherwise)	Local Authority (LA) or schools (S)	LAC	Other exceptional grounds	Catchment area & sibling	Catchment area	Sibling	Feeder school	Tie-break*	Other† (ranking in brackets)
Buckinghamshire	LA > S	1	2 (medical, social)		3	4		Distance (1), then random	PP (some schools, e.g. Beaconsfield High)
Cheshire East	LA > S	1			3	2	4	Distance (1)	
Gloucestershire (5 preferences)	S > LA	1		2	3	4		Distance (1)	ST, S6
Nottinghamshire	S > LA	1		2	3	5	4 (with sibling), 6 (w/out sibling)	Distance (1)	
Cheshire West and Chester	LA > S	1		2	4	3	5	Distance (1)	
Brighton and Hove	LA > S	1	2 (medical or other exceptional)	3	4 (dual catchment areas)			Random	
Tower Hamlets	LA > S	1	2 (medical, social)			3-4		Distance (2)	B (authority-level)
Coventry	S > LA	1		2	3	4		Distance (1)	
South Gloucestershire	LA > S	1		2	3			Distance (1), then random	
Staffordshire	LA > S	1	2 (medical)		4	3	5	Distance (1)	
Bristol	LA > S	1		2	3	4		Distance (1)	B (school-level e.g. Colston's Girls')
Southampton	S > LA	*			*	*	*	Distance (1) and (2)	
Nottingham City (4 preferences)	S > LA	1	2-7 (medical, mobility or social)	3	4	5		Distance (1)	ST(2), PP(6)
Newport	LA > S	1	2-5 (medical)	3	4	6		Distance (2)	
Swansea	LA > S	1			2	3	4	Distance (2)	

LAC – looked after children or previously looked after

* (1) – straight line; (2) – shortest walking route

† ST – children of salaried staff; S6 – sibling in sixth forms; B – Banding; PP – pupils eligible for the Pupil Premium

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Almost all the local authorities reviewed use catchment areas as a key criterion for allocating oversubscribed places. In some authorities other terms are used, e.g. Areas of Prime Responsibility in South Gloucestershire, but in effect are exactly the same thing. In nine of these, priority was given to applicants living in catchment areas with siblings currently at the school, followed by any other applicants living in the catchment area. Catchment areas have always dominated admissions criteria but it is worth noting that even where authorities 'dropped' catchment areas as a criterion in the last twenty years many of them have now re-introduced them. In this selection of local authorities only Tower Hamlets does not have catchment areas – instead using a combination of banding and distance to determine most of their oversubscribed places.

The main 'deviation' from the standard use of catchment areas has been in a couple of local authorities that have merged several school catchment areas together to create 'dual catchment areas'. In some parts of Brighton and Hove up to three secondary schools can share the same catchment area (for the determination of oversubscribed places). As will be discussed later, this has had the advantage of giving a wider 'pool' of applicants a greater opportunity of getting into a school of their choice, albeit still within a defined geographical area. Perhaps paradoxically, this has had the effect of reducing the chances of a pupils outside these 'dual catchment areas' from being admitted to some of Brighton and Hove's most popular schools. Furthermore, it is worth noting that many secondary schools in Brighton and Hove still have a standard one-school catchment area. In other local authorities, individual schools might share catchment areas or have overlapping catchment areas. For example, in Bristol, a small number of schools have first, secondary and joint priority areas.

In only one authority, Southampton, did there appear to be any clear guidance that catchment areas can change over time,

> Parents are reminded that living within a catchment area does not guarantee a place in any given school. Catchment areas can also be changed over time. Any decision by parents about the purchase or rental of a home based on school catchment areas is taken entirely at their own risk.

The lack of any advice about catchment area boundaries in other local authorities could give the impression that these are unlikely to change, and that if they were changed the admission authority would be responsible for having to mitigate the impact of this on families.

Every local authority includes siblings as a criterion. As noted above, most give priority to applicants with siblings living in a catchment area. However, Cheshire East and Staffordshire appears to give priority to all siblings irrespective of whether the applicant lives in the catchment area or not. Conversely, South Gloucestershire appears to only give sibling priority to applicants from within the catchment areas (i.e. applicants living outside the catchment areas with siblings in the school do not appear to be given any priority).

Five of the thirteen local authorities give *additional* priority to pupils attending named feeder schools (or sometimes referred to as designated primary schools). *Additional* because in all examples there is greater priority for applicants with siblings and/or who live in the catchment area. This is not the same as the now historic 'feeder school system' that used to operate in many local authorities, that gave higher priority to pupils attending designated feeder primary schools. In almost all examples, siblings must be in years 7 to 11. However, Gloucestershire allow applicants with siblings in the school sixth form to be given priority. Four of these five local authorities give priority to pupils attending a feeder school from within the catchment area. Swansea is the exception to this. Its published admission arrangements state that the feeder school priority is given to those living outside the catchment area, implying that pupils in a catchment area are not given greater preference if they attend a feeder school. This is an important distinction if there are more applications from within the catchment area as there are places available.

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Table 7. Overall performance at the end of key stage 4 in 2016 - all pupils

Local authority	No. of pupils at end of KS4	Progress 8 Score	Grade C or better in English and Maths GCSEs	Staying in education or entering employment (2014 leavers)
Buckinghamshire	5622	0.01	73.7%	97%
Cheshire East	3740	-0.15	67.5%	96%
Gloucestershire	6385	-0.05	66.4%	94%
Nottinghamshire	7883	-0.04	65.9%	93%
Cheshire West and Chester	3443	0.04	65.5%	94%
Brighton	2139	0.02	65.4%	93%
Tower Hamlets	2570	0.15	63.3%	93%
Coventry	3461	-0.05	60.8%	92%
South Gloucestershire	2770	-0.23	60.1%	95%
Staffordshire	8757	-0.10	59.7%	96%
Bristol	3138	-0.19	59.5%	91%
Southampton	1952	-0.12	57.1%	90%
Nottingham City	2534	-0.35	50.4%	87%

Progress 8: This score shows how much progress pupils made between the end of key stage 2 and the end of key stage 4, compared to pupils across England who got similar results at the end of key stage 2. This is based on results in up to 8 qualifications, which include English, maths, 3 English Baccalaureate qualifications including sciences, computer science, history, geography and languages, and 3 other additional approved qualifications.

The only other key oversubscription criteria used in these local authorities were: the use of banding – authority-wide in Tower Hamlets and individual school-level in Bristol; pupils eligible for the Pupil Premium – across Nottingham City and some schools in Buckinghamshire; and children of salaried staff (in Nottingham City and Gloucestershire).

Banding is used as a way of attempting to get a balanced intake. For example, in Tower Hamlets applicants are assigned to one of four bands depending on their admissions tests scores. If there are more applications than places then other oversubscription criteria are applied in each band – in the case of Tower Hamlets this is largely based on siblings and then distance between the home and school. It is not clear how the bands are selected or how many places are allocated to each band.

The prioritisation of pupils eligible for the Pupil Premium – essentially pupils eligible for free school meals (see next Section) – is relatively new and appears to have been given encouragement in the (England) School Admissions Code following the introduction of the Pupil Premium in England. Whilst this would immediately give greater choice to pupils from some of the poorest households it is important to note that where this is used as a criterion, it is given quite low priority. This means, for example, that siblings and catchment area pupils still have greater priority than other Pupil Premium pupils.

One issue with this criterion is whether families are aware that their children are eligible for the Pupil Premium, since this is an internal administrative classification. In Buckinghamshire pupils' eligibility for free school meals is clearly defined as the criterion for admission to some schools, but in these cases this only applies to pupils from *within* a designated catchment area (i.e. it gives no priority to eFSM pupils outside the

catchment area). This ensures that low income pupils from within a catchment area are given high priority, but it does very little to open access to low income pupils from elsewhere in the authority.

The priority given to children of salaried staff is also more present than in the past. Some faith schools have historically been using this, but the growth in Academies and Free Schools appears to have led to more widespread use, presumably because this can be used to attract better quality staff to these 'new' schools. However, the Welsh Government School Admissions Code precludes the use of this as a criterion in Wales

All these oversubscription criteria are discussed in more depth in the next Section of the report.

All local authorities include a tie-break, either based on distance (for fourteen authorities) or lottery (for Brighton and Hove). In two local authorities, Buckinghamshire and South Gloucestershire, they also use random allocation as a second tie-break, i.e. where distance alone cannot be used as a tie-break – largely of importance where many applicants may be living in high-rise accommodation who would all be designated as living the same distance from the school.

What might be quite surprising is that the vast majority of local authorities (and their respective admission authorities) use straight-line distance as the tie-break. Only in Tower Hamlets and in some schools in Southampton is the shortest walking distance used as the tie-break. Despite the availability of accurate data and complex Geographical Information Systems to calculate shortest walking distances, many authorities seem content with just using a straight line distance. This may reflect the proliferation of schools as admission authorities – perhaps because schools are not capable of running their own admission allocations using the more sophisticated measuring of shortest walking distance. But it is also possible that the straight-line distance is easier to account for in an appeal. Despite the prevalence of this in England the Welsh Government School Admissions Code states that reference to the use of straight line distance is not permitted as a tie-break.

The admission arrangements for Glasgow were also reviewed. In Glasgow pupils are automatically registered at a local catchment area school. Only if families wish to be considered for an alternative school do they have to make an application. But what is quite unique about Glasgow's oversubscription criteria is that they can give priority to children from single adult households, inviting applicants to make a case for being granted a place because the location of the preferred school "would be advantageous for the care and well-being of the child or young person."

There are six other observations to make from this review of local authority admission arrangements:
  i.   The easiest set of admission arrangements to understand are those that include a relatively small number of criteria.
  ii. The most difficult admission arrangements to understand are those where the oversubscription criteria are presented for each school separately. Whilst this may be a necessity in areas with a high number of Academies and Free Schools, each operating their own admission arrangements, the challenge of reading through multiple sets of oversubscription criteria could be (a) challenging, and (b) cause greater misunderstanding, particularly where most schools seem to have the same criteria (the argument being that potential applicants are less likely to identify deviations from the general rule unless these deviations are flagged or highlighted).
  iii. Some oversubscription criteria are more difficult to understand when they are presented as groups of priority rather than criteria for prioritisation. For example, both Nottinghamshire and Nottingham City rank order different groups of pupils who have greater priority than others. Whilst this may appear to be clearer to applicants (i.e. they can recognise which group and therefore order they fall in to) it is less clear what happens when there are more applicants in each group than there are places available. The tie-break in these authorities is based on distance, but it is not clear whether distance would apply

before some of the other characteristics that define high priority groups of pupils have been applied (e.g. attending a linked primary school).

iv.   A few admission authorities present some oversubscription criteria as having equal priority. In practice this may be entirely appropriate, but it could be considered confusing for applicants when trying to understand how criteria are ranked.

v.   Several authorities make explicit reference to the admission of children of Service Personnel (e.g. Newport). The (England) 2014 School Admissions Code requires admission authorities to allocate places in advance of the admissions process (i.e. before any oversubscription criteria have been applied) to substantiated applications from Service Personnel and other Crown Servants who are due to arrive in the area; in effect giving these pupils equal status to pupils with named schools in their SEN statements.

vi.   Coventry publish a list of the open evenings/days for all schools in its annual admissions guide. All schools have at least one open evening/day during September and October (before the 31st October deadline for applications). Whilst the vast majority of schools will organise open evenings, and many local authorities will encourage families to attend these, the publication of dates for all schools provides a much higher level of openness and transparency that could encourage fair access.

6.   School admissions research

This section discusses findings from research on school admissions in the UK. In particular, it discusses the known advantages and disadvantages of key features of the admission arrangements outlined in the previous section, including the use of different oversubscription criteria.

6.1 Admission authorities
There is strong evidence that regulation of open enrolment, and admission arrangements generally, (e.g. through local authority control or through national School Admissions Codes) has made admissions more efficient and procedurally fair (Gorard *et al.* 2003, Coldron 2015). In addition, 'the requirement to provide school places efficiently and to avoid unreasonable public expenditure' is paramount in any legal challenge of admissions (Clement 2013).

In addition, the School Admissions Codes make it clear that admission authorities must not have admission arrangements that directly or indirectly disadvantage children from particular social or racial groups or children with disabilities or special educational needs (Roberts 2017).

Where schools have autonomy over their own admission arrangements there is widespread international evidence that this can be detrimental (in terms of admissions) to pupils from the most disadvantaged backgrounds. For example, Lubienski *et al.* (2013) demonstrated that autonomous schools in New Zealand created 'priority zones' that precluded admission of the most disadvantaged families.

But as Coldron (2013) concludes, most policy attention has been given to ensuring equality of opportunity in relation to admission procedures. Very little has been achieved in ensuring more balanced school intakes or in redressing the indirect effect of residential segregation or the practical and social difficulties of accessing popular schools.

6.2 School preferences
In terms of preferences, there is strong evidence that parents and pupils tend to prioritise different criteria. Pupils prefer to attend the same school as their close friends (Robinson *et al.* 2016). Parents, however, will often say they prioritise academic achievement (Robinson *et al.* 2016, Coldron 2015) but detailed analysis by

Burgess *et al.* (2015) reveals that socio-economic composition of schools and proximity are also valued by parents.

There is very limited evidence that schools now actively discourage vulnerable groups from applying to particular schools. However, there is evidence that the extent to which schools encourage and promote an inclusive ethos can influence preferences and, ultimately, applications amongst the most vulnerable groups of families (e.g, SEN, ALN, ethnic minorities and low income) (Martin *et al.* 2014). Staff in primary schools generally argue that it is particularly important that vulnerable children remain within their friendship groups (Robinson *et al.* 2016). However, this highlights a tension in school admissions: low achieving vulnerable children have probably the most to gain in terms of attainment from utilising parental preference but the risks of (a) possibly disrupting friendship groups as a result and (b) ghettoising the low performing schools they leave behind, are considerable.

Similarly, the opportunity and ability to 'choose' a school is dependent to some extent on various socio-economic and cultural characteristics that privileges two key groups: high household income families and church-goers (Allen 2013). Higher household income gives greater freedom within the housing market – and since most oversubscription criteria are based on geographical proximity (whether it be through catchment areas, distance to school or even feeder primary schools) this means that affluent families have far greater choice of schools than less affluent families. Similarly, church-goers have access to many alternative schools that are not available to non-church-goers. This can also privilege those families with greater social and cultural capital who are more capable of navigating and meeting the complex ways in which religious attendance/participation is measured in faith schools.

6.3 School choice and attainment

There is only very limited evidence that there is a link between school choice and its intended outcome of increased school competition and school improvement (Coldron 2015). Furthermore, and as Tables 1 and 2 illustrate above, it is difficult to identify any discernible relationship between levels of attainment and different oversubscription criteria.

What appears to be of more importance is ensuring that all children have fair access to the best 'performing' schools. Detailed analysis of pupil attainment and admission arrangements have shown that it is the lowest achieving pupils who have the most to gain from having school choice (Allen 2013). There appears to be no benefit in terms of attainment to high achieving pupils in terms of whether they attend their nearest school, catchment school or if they use parental preference to obtain a place in an alternative school. This fits the large body of research that has shown that on average the choice of school makes very little difference on a pupil's levels of attainment. However, what Allen (2013) is able to demonstrate is that it can actually make a difference for the lowest achieving pupils.

6.4 Catchment areas

Catchment areas have always been the most used oversubscription criteria by admission authorities. They have the advantage of allowing local authorities (and schools) to better plan provision. For example, it is more efficient to make decisions as to how to use capital grants for new school developments based on local, neighbourhood-level, forecasts rather than local authority-wide forecasts. It also helps schools identify their 'local' community when working with families and other stakeholders outside the school. Another advantage of catchment areas is that they are relatively stable and often remain unchanged, giving families and schools a high degree of predictability when it comes to admissions (although the relationship with the housing market can make this problematic). Cardiff also benefits from having 'nested' catchments, where catchment areas for primary schools are congruent to secondary school catchment areas. Whilst feeder schools are not an

oversubscription criteria these nested catchment areas in effect help maintain close relationships between local primary schools and their partner secondary schools.

The disadvantage of catchment areas is that they tend to represent residential segregation within an area. And since houses in the catchment areas of popular schools can attract on average a 13% premium to house prices then can also create or exacerbate residential segregation.

The ability to purchase a house in the catchment area of a desired school is not the only way catchment areas can advantage higher income families. As Robinson *et al.* (2016) reported in their qualitative study of families in Brighton and Hove, a number of families reported other ways they attempted to secure a place in their preferred schools by temporarily renting accommodation, moving in with their parents or giving their parents' address as their own. Whilst giving a false address is fraudulent it does not prevent this from occurring. For example, ITV News reported in 2016 that 582 applications were rejected over a five year period for giving false addresses, data obtained through Freedom of Information requests from just 30 local authorities.

6.5 Feeder schools

Very few local authorities use feeder schools (also referred to as designated primary schools, major contributory primary schools, and partner school designations) as a high priority oversubscription criteria anymore. However, its use amongst school admission authorities is still prevalent. The decision by schools to use this as a criterion has led to an increase in the number of objections to the Office of the Schools Adjudicator (2016). Furthermore, these objections have tended to be upheld – primarily where the distance between the secondary school and the designated primary schools is so far that more 'local' children not attending these designated primary schools have faced a longer or more difficult journey to alternative secondary schools. This appears to have been an issue for Free Schools who have chosen their own designated primary schools for reasons other than being local. The problem is that there is no clear definition of a feeder school in the School Admissions Code. This just states that previous schools attended cannot be used as a criterion unless it is a named feeder school. It does not currently go as far as defining what a feeder school should be. However, the report by the Office of the Schools Adjudicator does give some steer to the notion that feeder schools are primarily to encourage admission to 'local' pupils, or certainly in ensuring that a feeder school criterion does not significantly disadvantage other 'local' pupils. They also go on to recommend that the Department for Education in England,

> "may want to consider the case for guidance to admission authorities on how to maximise the benefits of feeder schools in terms of continuity of education and shared work across schools while ensuring that the selection of feeder schools does not cause unfairness to other local children." (p.7)

6.6 Banding

In a review of school admissions in London between 2001 and 2015 West and Hind (2016) found that an increasing number of admission authorities have introduced banding as a mechanism to create greater academic and socially mixed intakes. Banding is where pupils are tested prior to admission, and schools allocate a proportion of their places to pupils by their test result. The exact proportion of pupils by band can vary considerably. Some schools use an equal proportion per band whilst others will use different proportions for each band. Some schools say they allocate places to be representative of the pupils who applied whilst others say they allocate places to be representative of the national distribution of ability (Morris 2014). Although the 2003 School Admissions Code stated that schools should take an equal proportion of pupils from each band there continues to be diverse practice of this. Furthermore, it should be noted there is no formal guidance as to how pupils should be tested (e.g. some schools use NFER reading and mathematics tests, others, such as in Bristol, use the GL Assessment Non-Verbal Reasoning assessment – all very different measures of 'ability'), or how the bands are to be determined.

Despite a lot of interest in the use of banding and an expectation that it would become widespread to encourage fair access to schools (see Coldron *et al.* 2008), Morris (2014) reports that only four authorities now organise banding on an authority-wide basis (all in London). Indeed, in Greenwich only three schools will continue with banding from 2018 onwards – all Academies – and each will administer their own tests after applications have been made. Interestingly, Morris also reports that one Free School opted out of banding (instead using catchment areas as a key admission priority) in order to benefit from the relatively high number of high ability pupils that were no longer able to get into schools that continued to use banding.

Given the low uptake in the use of banding as an admissions criterion there is very limited evidence of its impact. In three of the early 'adopters' of banding (all in London) Coldron *et al.* (2008) found that they went on to have fewer appeals and lower segregation than other authorities. However, there has been no robust analysis of their impact since then or over a larger scale.

In the last report by the Chief Schools Adjudicator (for England) a number of concerns about the use of banding in oversubscription criteria were highlighted. The first set of concerns related to unnecessary testing of particular groups of pupils. For example, if a school is not over-subscribed then there is no need for the applicants to have sat a test. Similarly, pupils with an SEN statement that named the school, or looked after children and previously looked after children, must be admitted whether they took the test or not. Their other concerns related to procedure – how the test is administered, who administers it and when it is administered.

These concerns are supported by the work of West and Hind (2016) who conclude,

> "One practice that has become especially problematic is that of banding. The arrangements regarding the number of groups/bands and the type of banding implemented vary. Banding also requires pupils to be tested. In some local authorities testing is organised in school time and the results used across schools that use banding. However, a more common pattern is for children to have to take different tests for individual schools on several different days including weekends, making it difficult for parents who have atypical working patterns – e.g., shift work – and increasing stress levels for children and parents." (p.4)

A good example of the complexity in using banding can be found in Colston Girls' School in Bristol. For this school, there are five ability bands (as opposed to four in other schools/authorities). The cut-off for each band is based on ensuring an equal number of applicants in each band – thereby not necessarily being representative of ability range for the wider authority's pupils. So, if only high ability pupils apply, only high ability pupils will be admitted, and so on.

6.7 Random allocation

In England the 2014 School Admissions Code permits the use of a lottery or random allocation in determining admissions but not as the main oversubscription criterion. In Wales the Welsh Government School Admissions Code 2013 does not allow random allocation to be used as an oversubscription criteria. Nevertheless, many analysts see random allocation to provide one of the most effective ways of ensuring balanced intakes. In practice, where random allocation is used by admission authorities in England it serves as a tie-break for where other criteria cannot be used to allocate over-subscribed places, just as distance is often used as a tie-break. This is now quite prevalent in England, but it is in Brighton and Hove where random allocation was first attempted and can play an important role in school admissions. However, the impact of this in Brighton and Hove is not entirely clear. Allen *et al.* (2013), previously proponents of random allocation as a criterion, found that random allocation was associated with greater segregation between schools (albeit a marginal increase). They did find, however, that it led to a reduction in the dependence of location on pupils' attainment. As the authors conclude,

> "it seems unlikely that the reforms are likely to substantially lower social segregation across schools even in the long-run in this city, where differences in the quality of housing stock across areas are deeply entrenched and

the boundaries of the new catchment areas mean that families living in the most deprived neighbourhoods have little chance of accessing the most popular schools in the centre of the city." (p.164)

And as Allen *et al.* (2013) themselves note, much of the advantages of random allocation arose from the redrawing of catchment areas in the authority. Importantly, the creation of 'dual-school catchments' – where up to three schools may share the same catchment area – is where most of the random allocation will occur, since there are many times more pupils living in each catchment area than there are places in each of the secondary schools in that catchment area. But as Robinson *et al.* (2016) observed, this has not caused too much concern amongst parents in these dual-school catchments since they tend to contain the most sought after schools. The more 'unpopular' schools are located elsewhere and have their own catchment areas. Robinson *et al.* actually argue that the creation of dual-school catchments has reduced choice for families who live outside these areas, irrespective of the introduction of random allocation as a tie-break. Robinson *et al.* also highlighted other challenges resulting from the creation of dual-school catchments in Brighton and Hove, such as the transition from primary to secondary schools,

> "Where children from one primary school transferred to several different secondary schools, this created difficulty in building close working relations with relevant staff in secondary schools." (p.7)

6.8 Priority for pupils eligible for free school meals

The 2014 School Admissions Code (England) says that admission authorities may give priority to pupils eligible for the Pupil Premium. This allows priority to be given to pupils eligible for free school meals (and looked after children, but this group must be the first priority anyway). There are an increasing number of examples in England where priority is given to pupils eligible for free school meals. Not only are schools encouraged to prioritise such pupils in their admission arrangements, schools are expected to want to recruit Pupil Premium pupils because of the additional funding they would receive. However, Freeman (2015) has suggested that the uptake has not been as great as anticipated. Freeman also argues that with a greater focus on the Progress 8 measure for schools in England (educational progress from KS2 to KS4 in eight subjects) schools will focus on 'attracting' underperforming children from more advantaged backgrounds.

The Chief Schools Adjudicator for England also highlighted their concern about the mismatch between eligibility for free school meals and low income households. Indeed, Taylor (2017) has shown that 8% of pupils in Wales not eligible for free school meals live in poverty. Given that the proportion eligible for free school meals is approximately 15-17% in Wales this 'missing' group of low income pupils is very sizeable.

The equivalent for the Pupil Premium in Wales is the Pupil Development Grant and the Early Years Pupil Development Grant (previously known as the Pupil Deprivation Grant or PDG).

7. Conclusions and recommendations

In this final section, the report considers possible changes to the Council's admission arrangements, including discussing the advantages and disadvantages of alternative oversubscription criteria. The discussion and subsequent recommendations are organised in the following way. First it discusses the admission arrangements and oversubscription criteria currently being used by Cardiff Council and proposes possible amendments to this. It then considers the advantages and disadvantages of alternative criteria that the Council may wish to consider including. Then it goes on to discuss other possible changes to admission arrangements that may require further direction or guidance from the Welsh Government.

7.1 Changes to current admission arrangements

The main oversubscription criteria used for admission to Cardiff's Community schools is **catchment areas**. The review above has clearly demonstrated that this is also a favoured criterion amongst other local

authorities, including those that did not previously have catchment areas. The advantages and disadvantages of this as a criterion was discussed above. On that basis there does not appear to be a need to remove catchment areas as a criterion.

However, a key challenge the local authority has is that the number of pupils living in a catchment area is, in some areas of Cardiff, greater than the number of places available in the designated catchment area school. This causes significant unhappiness to families who do not get allocated a place in their preferred catchment area school. The temptation in such circumstances is to alter catchment area boundaries, not least to 'reallocate' an appropriate number of pupils living in each catchment area. However, there are a number of significant issues that arise from this. First, changes to catchment areas, even modest ones, can cause significant disruption to local communities, particularly as the location of catchment areas are often used in deciding where to live many years in advance of applying for a school place. Secondly, by changing catchment areas in order to redistribute pupil numbers the local authority would implicitly be suggesting that all catchment area pupils should be able to attend the designated catchment area – precisely the issue that the local authority is attempting to avoid. And third, the number of school-aged pupils in each cohort can change from one year to the next, and it is relatively difficult to predict housing growth and mobility on a small geographical scale. Therefore, in order to distribute pupil numbers appropriately catchment area boundaries are likely to need to be changed on a regular and ongoing basis, causing constant and prolonged discontent amongst local residents.

Another commonly cited reason for changing catchment areas is to increase more balanced intakes (ethnically, socio-economically, etc). Whilst this is a commendable aim, the redrawing of catchment area boundaries is likely to only have a limited short-term impact as the housing market adjusts to these new catchment areas. In order to encourage more balanced intakes there are other, more effective, criteria that could be considered (see later).

However, there will always be circumstances where the redrawing of catchment areas may be strongly justified, such as the construction of new schools and hence the establishment of new catchment areas. Therefore, it is in the interests of the local authority to encourage the perception that (a) living in a catchment area does not guarantee a place in the catchment area school and (b) that catchment areas can change and at any time.

Recommendation (short-term): consider including a statement that says catchment areas may change and that any decision by parents about the purchase or rental of a home based on school catchment areas is taken entirely at their own risk.

Increasingly fewer admissions authorities are using exceptional or **compelling grounds** as an oversubscription criterion. What constitutes 'compelling' is difficult to measure objectively. The current admissions system 'protects' SEN pupils with named schools on their statements and looked after children (including previously looked after children). The inclusion of this as an oversubscription criteria has the potential to give parents 'false hope' in what they may think are reasonable grounds for why their son/daughter should be given priority. The number of places allocated on the basis of this criterion in Cardiff is very small. Often this is dependent upon an applicant being able to provide 'expert' support, such as from a medical consultant. Whilst the application of this criterion by the local authority could be considered to be objective – that is priority is given to applications where such 'expert' support is provided, the objective basis of this 'expert' support is questionable. Furthermore, the most vulnerable children and families are probably the least likely to either request or obtain such support. It is also a valid argument that whatever the exceptional grounds, any school should be able to meet the needs of these pupils. There is no requirement in the School Admissions Code to include this as a criterion.

Currently between a quarter and a third of admissions to Cardiff schools are based on the **sibling** criterion. This is, therefore, an important criterion in allocating places. Indeed, it could be argued that the high priority given to siblings could be at the expense of giving priority to other pupils, such as based on proximity. However, the inclusion of a **sibling criterion** is common to oversubscription criteria in all the local authorities reviewed. There are also very compelling reasons for why siblings should attend the same school – for logistic reasons (e.g. travel to/from school, particularly for younger children), for financial reasons (e.g. recycling of school uniforms) and for educational reasons (e.g. familiarity with the organisation, curriculum and pedagogy of a school). And of course, applicants do not have to make their application on the basis of the sibling criterion if they so wish, e.g. where they want their children to attend different schools based on their individual needs.

However, there are some subtle differences in how the sibling rule could be used alongside other oversubscription criteria. For example, criteria could be adopted that gives priority to applicants with siblings who are resident within the designated catchment area but does not give priority to other applicants with siblings (e.g. South Gloucestershire). Alternatively, criteria could give priority to all siblings, irrespective of whether the applicant lives in a designated catchment area or not (e.g. Cheshire East and Staffordshire). The alternative to these two scenarios are where there are two sets of sibling priorities – one for applicants of siblings living in a designated catchment area and one for applicants of siblings living outside the designated catchment area. For example, both Buckinghamshire and Gloucestershire use the sibling rule in this way, yet their criteria are presented differently.

Whilst the decision to only give priority to applicants of siblings who are living in a designated catchment area can be made, there would seem to be a stronger justification (for educational and social purposes) to give priority to applicants with siblings inside and outside the designated catchment area. The decision as to whether to give greater priority to pupils living in a designated catchment area without siblings versus pupils living outside a designated catchment area with siblings is much less clear. It is useful to note that only three local authorities in Table 1 give greater priority to applicants of all siblings over applicants living in the designated catchment area. The majority of local authorities give greater priority to applicants living in designated catchment areas and then applicants living outside the designated catchment areas without siblings. Although complicated by criteria 2a and 2b this is in effect how the current Cardiff oversubscription criteria operate. However, the prioritisation of applicants living in the designated catchment areas with siblings could be made more explicit, as used in Gloucestershire, Coventry and Bristol.

The definition and presentation of each criterion appears to be excessive in length compared to the definitions of criteria in other local authorities. Also, the list includes 'equal' priority criteria (e.g. 2a and 2b). This can be confusing given criteria are meant to be listed in order of priority.

Cardiff Council use eight criteria (nine if 2a and 2b are included separately). Most other local authorities use just five criteria (see Table 1). The number of criteria seems excessive and the fewer the criteria the easier it is

for parents to understand. The following recommendations, therefore, suggest which criterion could be removed.

Cardiff contains a number of relatively 'unique' admissions criteria. Most notably criteria 2a, 2b, 7 and 8. The first two of these appear to relate to historic decisions to change catchment areas and the Council's attempt to try to 'mitigate' the impact of these changes. It is not clear how necessary this really is or what it achieves.

Criterion 7 uses the 'furthest from the next appropriate alternative school' measure. This is encouraged in the Welsh Government 2013 School Admissions Code. However, it would seem that this is particularly useful in more rural areas, where there could be considerable differences in journey times if priority is not given to more isolated families. The merit of this criterion within the urban area of Cardiff is not clear and perhaps more difficult to justify. It is also a very complex criterion, that is based on various distance measures that any prospective applicant would not be able to calculate for themselves. This would suggest that this criterion does not fulfil the aims of providing greater transparency and encourage fair access through the publication of oversubscription criteria.

The final criterion (number 8 above) is even less clear – this is presented as the least important criteria, coming *after* the *de facto* tie-break criterion (distance to school – criterion 6), so it is very difficult to envisage a scenario where it can be used to differentiate between applicants presumably living the same distance from their preferred school.

Recommendation (short-term): consider removing criteria 2a, 2b, 7 and 8 from the current list of oversubscription criteria

With these proposals the Cardiff oversubscription criteria could be much more easily summarised as:
1. Looked after children and previously looked after children
2. Children permanently resident in the designated catchment area
3. Children with siblings currently registered in Years 7 to 10
Tie-break: shortest walking distance between school and home

It has been somewhat surprising to see that so many admission authorities in England use a straight-line measure for the distance between pupils' homes and schools. Cardiff is one of a seemingly small number of admission authorities to use the shortest walking distance between school and home. The Welsh Government School Admissions Code does not permit the reference to using straight line distance as a criterion, but does not give a justification for this. Given the geography of Cardiff – with its coastal location, rivers and rail lines – it may be more meaningful to use the shortest walking distance as the tie-break than a straight-line distance anyway. However, the prevalence of the latter in England may reflect that the use of the shortest walking distance is prone to more appeals, often because of what constitutes a 'safe walking route'.

Recommendation (medium-term): consider encouraging the Welsh Government to update its School Admissions Code to provide a justification and rationale for its preferred use of shortest walking distance. This may be helpful for admissions authorities in clarifying their use of this as a tie-break and may limit the opportunity for appeals.

Other proposed amendments to the Cardiff school admissions handbook include the following:

Recommendation (short-term): consider publishing dates of open days/evenings for all schools in the admissions handbook.

7.2 Additional oversubscription criteria

Based on the analysis presented in this report there are not strongly compelling reasons to include new additional oversubscription criteria. However, three potential additional oversubscription criteria are considered here that Cardiff Council may wish to consider introducing to address its current admission challenges: residential longevity, feeder schools and dual-school catchment areas.

Length of residence, or **longevity**, has been suggested within Cardiff as a solution to the particular problem of catchment area pupils not getting a place in their catchment area school. The only use of longevity as an admissions criterion, in any of its forms, is amongst a relatively small number of faith schools (e.g. Westminster voluntary-aided schools). This typically involves "the prioritisation of attendance at a named church over a long period of time" (Allen and Parameshwaran 2016:4). However, it is useful to note that this was found to be one of the three most common criteria in what appeared to be the most selective local authorities in Allen and Parameshwaran's recent analysis of between school segregation in England. As the authors discuss, "this favours families who plan primary school choice many years in advance and do not move house" (p.4). As a criterion, it therefore disadvantages mobile families, including migrant families or asylum seekers, which would potentially be in breach of the School Admissions Code to ensure criteria do not disadvantage particular social or racial groups. The use of historical connections to a school was deemed inappropriate in the 2010 School Admissions Code.

The issue of longevity as a criterion is similar to that of the use of **feeder schools** as a criterion. Interestingly the Welsh Government School Admissions Code states: "the use of named feeder primary schools as an oversubscription criterion can allow better continuity for pupils but needs to be used with caution" (Welsh Government 2013:17). The main concern is that a feeder school criterion, just like residential longevity, could be detrimental to mobile pupils. Indeed, feeder schools are rarely used anywhere as a primary oversubscription criteria, except amongst faith schools and a few Academies or Free Schools. So, it is useful to consider the observations made above about feeder schools – particularly in relation to (a) ensuring it does not disadvantage other 'local' children or (b) making an educational case for its use. Whilst it is plausible to make an educational case for the use of feeder schools as a criterion (e.g. to minimise issues of transition, to encourage close cooperation between the primary and secondary school sectors) it is much less clear what educational case could be made for longevity as a criterion.

Instead, a possible compromise is to use catchment areas and feeder schools as oversubscription criteria – just as in Cheshire East and Staffordshire. The order of these two criteria is important, and in both local authority examples the catchment area criterion is ranked higher than the feeder school criterion. This has the effect of giving greater priority to catchment area pupils attending a designated feeder school than catchment area pupils attending a primary school that is associated with a different secondary school (e.g. where the medium of instruction is different or where they are a faith school). An educational case for this could be made. However, some attention would still need to be given to migrant families and the possible impact that this

would have on competition for places in primary schools. But this would be far less significant than adopting a longevity criterion since there would be multiple feeder schools once could attend within a given secondary school catchment area.

Recommendation (short-term): consider adding designated feeder schools as an oversubscription criteria (after sibling and catchment criteria).

Although random allocation is not permitted in Wales, the use of **dual-stream catchment areas**, often used alongside the random allocation tie-break, is worth considering. Despite identifying several limitations of dual-stream catchments in Brighton and Hove, Robinson *et al.* suggest that more choice would be given to families if all catchment areas were shared with at least two secondary schools. This would immediately increase the number of higher priority pupils for each school. However, consideration would need to be given to (a) travel arrangements – since it is more likely that catchment area pupils could be travelling further distances, and (b) what the tie-break would be in the incidence of places being oversubscribed based on the catchment criterion – distance is really the only viable tie-break mechanism in the absence of random allocation and so proximity to each school would still give some pupils greater priority over others. However, there could be three advantages of this approach. First, it could lessen the assumption amongst families that they should automatically get a place in their designated catchment school. Second, it provides an indirect way of encouraging more parents to consider their choice of school, particularly for those families who are the least likely to engage with the admissions process and parental preference. And third, it may also lead to greater collaboration and coordination between secondary schools and in encouraging schools to find ways of distinguishing themselves from one another (e.g. through curriculum, ethos, pedagogy, subject specialisms, etc) to offer a wider 'choice' that better meets the individual needs of learners.

Recommendation (medium-term): consider undertaking further analysis on the implications of creating dual-school catchment areas in Cardiff (i.e. by merging school catchment areas) to give higher priority to a wider 'pool' of prospective applicants.

7.3 Other recommendations

There are two potential benefits of allowing parents to state a preference over which school they wish their children to attend. The first is that it could help better meet the individual needs of pupils. And second, it can increase the opportunity for children to attend better performing schools, particularly those living in disadvantaged areas which can often also have the poorest performing schools. There has also been an indirect benefit of open enrolment, that is the ability of admission authorities to 'manage' the admissions system to achieve other desirable outcomes, such as more socially and ethnically balanced intakes.

The establishment of School Admissions Codes has generally encouraged more equitable access to schools (e.g. through the removal of interviews as a method to determine admissions). However, there is still evidence that stricter regulation of admissions is required, particularly where individual schools have the autonomy to choose their own oversubscription criteria (Allen 2013). A notable example of this in England has been the recent choice of academies and free schools to give priority to children of employed staff in the school. The Welsh Government School Admissions Code already precludes this from being used as a criterion, although current concerns about teacher recruitment in Wales may put pressure on this.

Of more concern in Wales is the continued higher levels of ethnic and socio-economic segregation in areas with faith schools. There are numerous examples of covert and overt selection in the criteria employed by some faith schools in England, and the School Admissions Codes have attempted to incrementally lessen that opportunity. However, there is still evidence that segregation is higher where there are faith schools. Allen (2013) makes the very useful observation that faith-based criteria should be based on a binary criterion of religious adherence (i.e. yes or no) rather than the current form of a 'continuum' approach to religious

adherence (e.g. baptised, regular attendance, attended a faith primary school) that so many faith schools tend to use.

Recommendation (short-term): encourage the Welsh Government to consider updating its guidance on how religious adherence could be objectively measured in a simple and binary form.

Whilst greater enforcement of the current admissions guidance may prevent the use of unfair admission arrangements it is nevertheless also the case that this guidance, and the most commonly used oversubscription criteria that this guidance encourages, have done very little to realise the potential benefits of open enrolment.

A major constraint in Wales is the limited opportunity for schools to be sufficiently distinctive from one another in order to meet the needs of a wider range of pupils. In England, there has been the introduction of city technology colleges, specialist schools, academies and free schools in the last twenty years. Although these schemes have had varying degrees of success, including some notable disadvantages, they nonetheless constitute an explicit attempt to try to widen the range of educational opportunities from which parents can choose from. The growth of Welsh medium and bilingual education in Wales is also an example of this. However, the Welsh Government has been reluctant to consider and encourage other forms of specialism or diversity in provision.

It could be the case that the development and introduction of the new curriculum in Wales could provide the opportunity for greater diversity in curriculum and pedagogy within and between schools. In urban areas such as Cardiff this might mean there is greater distinctiveness between schools.

Recommendation (long-term): consider encouraging the Welsh Government to consider how it might increase the diversity of schools (particularly in urban areas), but without it increasing segregation.

Recommendation (long-term): consider how the new curriculum in Wales might encourage greater diversification in provision between schools and how this could be embodied in future admission arrangements.

Another major constraint is the inelastic supply of school places. However, if open enrolment is to have any benefit in terms of educational experience then there must be the capacity to allow greater movement of pupils between neighbourhoods and schools. Allen (2013) suggests that the main way of offering more choice to parents, and thereby giving greater opportunities for the most disadvantaged families to access better performing schools, is to allow local authorities to increase their surplus capacity to 20% of the planned admission number. This would have significant cost implications, both in terms of capital expenditure (new schools or school expansion) and in recurrent expenditure (since it would explicitly require an inefficient use of resources). The current cost of an additional secondary school place in Cardiff is just under £18,000. Based on current pupil numbers a 20% increase in capacity is the equivalent of an additional 3,600 school places across Cardiff. For Cardiff secondary schools alone this would cost just under £65million over a five year period.

As long as there is limited surplus capacity in schools then families who can afford to pay higher house prices in order to live in popular catchment areas or as near as possible to popular schools will have greater choice than other families.

The only other realistic way of trying to increase equality of opportunity in admissions is to use or create new innovative oversubscription criteria. The most frequently cited examples of this include fair banding, random allocation (Coldron *et al.* 2008) and explicit priority to other vulnerable groups currently not mentioned in the Welsh Government School Admissions Code.

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Banding appears to work well where this is applied across a local authority and where a local authority is responsible for administering the admissions test to all pupils (see West and Hind 2016). However, only a few secondary schools in Cardiff have to apply oversubscription criteria. Therefore, if the local authority were to administer an admissions test for the purposes of banding it would be an unnecessary procedure for the clear majority of children. But administering an admissions test for selected schools only would pose administrative issues that could lead to inequity in its application. For example, if only potential applicants to particular schools are required to sit an admissions test then it is not clear who would administer it. Primary schools would not necessarily administer it if they did not think some or all their pupils were likely to apply to those secondary schools using banding. Furthermore, the authority would have to ensure that all pupils, irrespective of where they live or which primary school they attend, have the opportunity to sit the admissions test. The most likely solution to this is to administer tests at selected locations and out of school time (e.g. weekends). Ensuring equal access to these tests would be very difficult to achieve. There would also be the additional problem of when to administer the test. We have seen examples of where the admissions tests are administered in Year 5 (i.e. the academic year before application) (e.g. Tower Hamlets) and after an admissions application has been made (e.g. Greenwich). If the admission test were only necessary for admission to some schools then a post-application test would be the most appropriate approach. The consequence of this would be that banding could only be based on those that applied to the school (i.e. not necessarily based on the distribution of ability across the authority), that there would be a relatively short time-frame in which to sit the test, and may discourage applicants who might be put off by sitting an admissions test.

In England the Chief Schools Adjudicator (2016) has argued that missing a test during the annual admissions process cannot be grounds for appeal – arguing that this would be detrimental to organising the admissions process efficiently. But this is only likely to increase the level of anxiety about attending or missing an admissions test for pupils and their families.

It is quite revealing, however, that the Chief Schools Adjudicator has argued that having not sat an admissions test should not discriminate against pupils attempting to access a school for in-year admissions. This might explain why in Tower Hamlets banding is not applied to its admission waiting lists between September and December (i.e. in the period leading up to the annual admissions cycle).

The Welsh Government School Admissions Code is not particularly clear about the use of banding in Wales. Whilst the Code provides a definition of banding and notes a few conditions if banding were to be introduced it does not explicitly encourage it. For example, the Code is very clear that selection by ability or aptitude is not permitted but only in a footnote does it say that this does not apply to banding. The Code certainly does not give any advice as to how best to administer a fair banding procedure for admissions.

Recommendation (long-term): continue to monitor the need to introduce banding into Cardiff school admissions, including how this would be administered and encourage the Welsh Government to develop detailed guidance on how banding could be used in Wales.

The Welsh Government 2013 Schools Admissions Code does not currently permit the use of **random allocation** as an oversubscription criteria. Therefore, distance is really the only available option for admission authorities in Wales to use as a tie-break. However, random allocation is amongst one of the most equitable ways of allocating school places. The most obvious use of random allocation would be as a tie-break alongside other criteria, such as catchment areas (e.g. Brighton and Hove). For example, the ability for admission authorities to randomly allocate places where there are more applications from families in catchment areas than there are places available would significantly reduce the inequalities associated with the

use of other criteria such as siblings and distance. Although there are obvious benefits of using random allocation the evidence to support these claims remains limited.

Recommendation (long-term): encourage the Welsh Government to consider the opportunity to include random allocation as an acceptable tie-break criteria in the School Admissions Code.

To provide greater equality of access to schools Allen and Parameshwaran (2016) recommend giving greater priority to children eligible for the Pupil Premium (in England) (i.e. **pupils eligible for free school meals**). It would be possible to give similar priority to pupils eligible for the PDG in Wales. The PDG is not quite seen as 'belonging' to the eligible pupils as much as the Pupil Premium is in England. The alternative would be to give priority to pupils eligible for free school meals (and since looked after children must be given first priority it is this group that would benefit the most). Consideration would need to be given to when an applicant is eligible for free schools – during the previous school year (if applicable), on a given date (e.g. the deadline for admissions applications, e.g. Buckinghamshire) or from a sustained period of time; pupils eligible for free school meals over two years are significantly more likely to have always lived in poverty than pupils who are eligible for free school meals for just one year (Taylor 2017). It should also be noted that this criterion has not been legally tested yet. For example, we know that for every two pupils eligible for free school meals there is one ineligible pupil who also lives in poverty. If this criterion is intended to give greater priority to pupils from low income families then the choice of using eligibility for free school meals will need to be strongly justified.

The use of this as an admissions criterion would not be straightforward for one other reason. If it was given a low priority (i.e. after other criteria have been employed) then it is unlikely to have a major impact on increasing opportunities for some of the poorest families in Cardiff and creating more balanced intakes. If, on the other hand, it was given high priority (e.g. with similar priority to looked after children) there is the real danger that this would allow all pupils eligible for free school meals to access the same schools – thereby increasing segregation between schools.

Recommendation (medium-term): encourage the Welsh Government to consider criteria that gives priority to socio-economically disadvantaged pupils. Such guidance would be useful particularly in relation to how socio-economic disadvantage could be determined (e.g, by stating that the use of eligibility for free school meals would be an acceptable method for this despite its known limitations as a measure of disadvantage).

Finally, every local authority in England operates a **coordinated admissions system**. That is, the local authority coordinates the applications for places in all schools, even if they are responsible for deciding their own oversubscription criteria. This has a number of important benefits. Not least it simplifies the application process for parents (e.g. with one application form and one deadline for applications). It also limits the opportunity for parents to make multiple applications and hence receive multiple offers for places. This is important when the local authority begins to allocate school places and notifies parents of the outcome. Cardiff Council recently invited schools who are their own admission authority to coordinate their admissions, but only three of the six agreed to take part in a pilot exercise. A similar issue applies to applications made to multiple local authorities.

Recommendation: encourage the Welsh Government to introduce statutory guidance for admission authorities to operate coordinated admissions systems. This could also consider the coordination of admissions across local authority boundaries.

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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg.

CARDIFF
CAERDYDD

SCHOOL ADMISSIONS POLICY 2018/2019

THE CITY OF CARDIFF COUNCIL

EDUCATION & LIFELONG LEARNING

THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG LEARNING

SCHOOL ADMISSIONS

The City of Cardiff Council is committed to equality of opportunity and to eliminating unlawful discrimination. In respect of admissions to schools, all pupils and prospective pupils are treated equitably, regardless of gender, race, ethnicity, culture, nationality, language, ability/disability or religious belief. Steps are taken to ensure that admission procedures do not unfairly advantage or disadvantage any groups through the application of rules or conditions that cannot be complied with equally by all.

RELEVANT AREA FOR CONSULTATION

In accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999, the relevant area for community schools in Cardiff is the administrative area of the County Council for the City and County of Cardiff (the County Council). The relevant area for voluntary aided and voluntary controlled primary schools in Cardiff is the radius of 3 miles from the school, and for voluntary aided secondary schools in Cardiff, the relevant area is the administrative area of the County Council for the City and County of Cardiff (the County Council).

Admission Number

All maintained schools must admit pupils up to their published admission number. An admission may not be refused to any school until the admission number has been reached. The published admission number has been calculated in accordance with the Welsh Government's school capacity calculation methodology "Measuring the Capacity of Schools in `Wales". As this number is based on the physical capacity of the school to accommodate pupils it should not be exceeded in normal circumstances.

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THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG LEARNING

SCHOOL ADMISSIONS POLICY: 2018/2019

ADMISSIONS TO NURSERY SCHOOLS AND CLASSES

The Council is the Admissions Authority for all maintained Community Nursery Schools and for Nursery Classes in Community Schools.

Children are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for five half days. There is a facility on the Cardiff Council website for parents to provide their child's details in order to receive information on how to apply for a nursery place at the appropriate time in accordance with the Council's admissions timetable.

In the case of children looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) following consultation on the appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child to the school.

PUBLISHED DATE: Reference to the published date means the date set out in this Policy, in the Notes for the Guidance of Parents and in the Information for Parents Booklet 2018/2019.

The Council will consider each individual application received by the published closing date for a child who must be three years old on its merits, applying the criteria in the following order of priority up to the approved capacity:

1. For applications received by the published closing date of 19 February 2018 for children born between 1 September 2014 and 31 August 2015:

    (a) Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)

    (b) children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel. These multi agency panels allocate funding to an Early Years child with identified significant and/or complex needs, through an Individual Development Plan in order that the child may access their nursery entitlement in a maintained setting.

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(c) children who have a brother and/or sister who will be on register at the school at which the nursery class is based when they are admitted. Any sibling connection must be clearly stated in the application. Where preferences exceed places available, criteria d, e and f will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

(d) children in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified nursery school/class. Written recommendations from a medical consultant, a social worker or similar professional will be required giving detailed reasons for the child's admission to a particular nursery school/class. Where preferences exceed places available, priority will be given to multiple birth siblings.

(e) other children with priority to children living nearest the nursery school/class, as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

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(f) In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

In the case of flats the route assessment is determined from the front entrance to each flat.

2. For applications received by the published closing date of 2 July 2018 for children born between 1 September 2015 and 31 December 2015: (a) to (f) as above

3. For applications received by the published closing date of 3 July 2017 for children born between 1 January 2016 and 31 March 2016: (a) to (f) as above

In all cases evidence of permanent residence of the pupil at time of application must be supplied if required. Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the child's along with their parent's main and genuine principal place of residence on the relevant published closing date i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Following the first round of allocations, late applications will be considered in accordance with the Council's published admissions criteria.

Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

The processing of late applications will normally be done on a monthly basis.

The address of UK service personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

No account is taken of the particular infant or primary school the child is likely to attend subsequently or to the length of time the school has been aware of the parental intention to apply for a place at the school.

Only applications received by the relevant published closing date for receipt of preference forms will be considered in the initial round of allocation of places. Other preference forms received will be considered as late applications.

As nursery education is non-statutory provision, parents have no statutory right of appeal under the School Standards and Framework Act if they are unsuccessful in gaining a nursery place.

Early Years Funding

Where places are unavailable in local community nursery schools or nursery classes within two miles of a child's place of residence, parents may apply for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Group.

Where places are available in local community nursery schools or nursery classes within two miles of a child's place of residence, the Council will only approve applications for nursery education place funding with a recognised provider designated by the Cardiff Early Childhood Group, where there are compelling medical or compelling social grounds which make it inappropriate for the child to attend the nursery provision offered by the Council. Written recommendations from a medical practitioner or social worker or similar professional will be required.

Applications for Early Years Funding should be made in the Term prior to when the child becomes eligible for funding or in the case where a child starts in a nursery with a recognised provider at a later date, applications should be submitted in the term when the admission takes place. The Council will not accept retrospective claims for funding where a place within a Community Nursery would have been available within 2 miles of the child's home address but is no longer available because the parent has delayed in making a claim.

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In addition the Council will not approve applications for Early Years Funding where a place in a Community Nursery School or Class was previously offered by the Council at the time of application but refused by a parent.

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. A new application must be made for Reception Class Places.

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EDUCATION & LIFELONG LEARNING

SCHOOL ADMISSIONS POLICY: 2018/2019

ADMISSIONS TO PRIMARY SCHOOLS

The Council is the Admissions Authority for all maintained Community Infant, Junior and Primary Schools and the Council is committed to providing local schools for local children where possible.

All admissions are approved by the Director of Education & Lifelong Learning.

Children are admitted to reception classes in the September following their fourth birthday. There is a facility on the Cardiff Council website for parents to provide their child's details in order to receive information on how to apply for a nursery place at the appropriate time in accordance with the Council's admissions timetable. Parents who have registered their child's details with the Council will be advised to apply for a place in their preferred schools during the Autumn Term by using the Council's On- Line Application Service or by completing a preference form. Parents who submitted an application by the published closing date of Monday 8th January 2018 will be notified of the result of their application on Monday 16th April 2018.

Attendance at a Nursery Class does not automatically entitle a child to a reception class place in the same school. A new application must be made for Reception Class Places.

Parents have the right to express a preference for their preferred schools which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council applies the criteria set out below in the order of priority shown (1. being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The Council will not normally exceed the school's Admission Number or breach the limitations imposed by statutory maximum class size (30) where this applies.

Where a school is named in a statement of special educational needs, where the Council is the admissions authority the Council has a duty to admit the child to the school.

In the case of children looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) following consultation on the appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child to the school.

PUBLISHED DATE*:* Reference to the published date means the date set out in this Policy, in the Notes for the Guidance of Parents and in the Information for Parents Booklet 2018/2019.

1. Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)

2. Children allocated nursery funding by the Early Years Assessment Panel, or the Case Advisory Panel. These multi agency panels allocate funding to an Early Years child with identified significant and/or complex needs, through an Individual Development Plan in order that the child may access their nursery entitlement in a maintained setting.

3. (a) Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates. In addition the younger sibling must be residing in the same address (or an address within the catchment area that was the subject of the change before it was implemented) that the older sibling was living at the time of the original application.

   (b) Where an older sibling was directed by the Council to an alternative school because no places were available at the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates

4. Pupils who are permanently resident within the defined catchment area* of the school on the published closing date of 8th January 2018 for receipt of preference forms. Evidence of permanent residence of the pupil must be supplied if required. Where preferences exceed places available, priority will be given to multiple birth siblings resident within the defined catchment area. Criteria 5, 6, 7, 8 and 9 will then be applied to decide which other pupils are admitted.

5. Pupils in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified school. Written recommendations from a medical consultant or a social worker or similar professional will be required giving detailed reasons for the pupil's admission to a particular school. Where preferences exceed places available, Criteria 6, 7, 8 and 9 will then be applied to decide which other pupils are admitted.

6. Pupils who have a brother and/or sister of statutory school age who will be on register at the school when they are admitted. In considering siblings first priority will be given to applications from multiple birth

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siblings. Where preferences exceed places available, Criteria 7, 8 and 9 will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

7   In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Where preferences exceed places available, Criteria 8 will then be applied to decide which other pupils are admitted. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

8   In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible.

Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

In the case of flats the route assessment is determined from the front entrance to each flat.

9   Pupils whose premature admission to the school has been approved by the Council.

Only applications received by the published closing date of 9 January 2017 for receipt of preference forms will be considered in the initial round of allocation of places. Other preference forms received will be considered as late applications.

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the child's along with their parent's main and genuine principal place of residence on the published date of 8th January 2018 i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e. 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

A child is not required to start school until the start of the term following the child's fifth birthday. Where a parent is offered a place in a reception class before their child is of compulsory school age, the parents have the option of deferring their child's entry until later in the same school year. The effect is that the place is held for that child and is not available to be offered to another child. The parent would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. It is recommended that any deferment of a place is discussed with the relevant Headteacher.

Waiting Lists
Where a place has been refused, the application will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the end of the Autumn Term 2018. Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in the academic year to which the

application relates. After this time parents will be expected to make a further application for admission.

Late Applications
Following the first round of allocations, late applications will be considered in accordance with the Council's published admissions criteria.

Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.

The processing of late applications will normally be done on a monthly basis.

In Year Applications
In the event of the Council receiving more applications for an age group than the number of places available, places will be filled by using the Admissions criteria above. (Deadline dates refer to the annual allocation of places to the Reception age group in September 2018).

Statutory Appeals
If parents are dissatisfied with the result of an application for a particular Community primary school, an appeal may be submitted to the independent Statutory Appeal Panel, any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year unless the Director of Education & Lifelong Learning determines there are significant and material changes in the circumstances of pupil/parents or school.

Voluntary Controlled Primary School

In the case of St Mellons Voluntary Controlled Church in Wales Primary School, the Council has agreed to delegate responsibility for admissions to the Governing Body. Application should be made therefore directly to the school.

 * Catchment area information is available on the Council website.

**THE CITY OF CARDIFF COUNCIL
EDUCATION & LIFELONG LEARNING**

SCHOOL ADMISSIONS POLICY: 2018/2019

ADMISSIONS TO SECONDARY SCHOOLS

The Council is the Admissions Authority for all maintained Community Secondary Schools. All admissions are approved by the Director of Education & Lifelong Learning.

Children transfer to secondary education in the September following their eleventh birthday.

In the Autumn Term parents of Year 6 pupils in Community Primary Schools are invited to nominate their preferred Secondary Schools either by using the Council's On Line application Service or by completing a preference form. Parents are also informed of their catchment area school. Parents who submitted an application by the published closing date of Monday 4 December 2017 will be notified of the result of their application on Thursday 1 March 2018.

Parents have the right to express a preference for their preferred schools which will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the priorities set by the Council will be applied. In deciding which children to admit to a school, the Council applies the criteria set out below in the order of priority shown (1. being the highest priority) and examines the merits of each case by considering any reasons put forward supporting any expressed preference. The Council will not normally exceed the school's Admission Number.

Where a school is named in a statement of special educational needs, where the Council is the admissions authority the Council has a duty to admit the child to the school.

In the case of children looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13) following consultation on the appropriateness of the named school in light of the child's background and needs, the Council has a duty to admit the child to the school.

PUBLISHED DATE: Reference to the published date means the date set out in this Policy, in the Notes for the Guidance of Parents and in the Information for Parents Booklet 2018/2019

1. Children who are looked after by the Local Authority (as defined by Section 22 of the Children Act 1989) or previously looked after children (as defined by the Welsh Government School Admissions Code document no. 005/2-13)

2. (a) Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates. In addition the younger sibling must be residing in the same address (or an address within the catchment area that was the subject of the change before it was implemented) that the older sibling was living at the time of the original application.

   (b) Where an older sibling was directed by the Council to an alternative school because no places were available at the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school. This applies only where the older sibling is in attendance at the alternative school during the academic year to which the application relates

3. Pupils who are permanently resident within the defined catchment area* of the school on the published closing date of 4 December 2017 for receipt of preference forms. Evidence of permanent residence of the pupil must be supplied if required. Where preferences exceed places available, priority will be given to multiple birth siblings resident within the defined catchment area. Criteria 4, 5, 6, 7 and 8 will then be applied to decide which other pupils are admitted.

4. Pupils in respect of whom the Council judges that there are compelling medical grounds or compelling social grounds for their admission to a specified school. Written recommendations from a medical consultant or a social worker or similar professional will be required giving detailed reasons for the pupil's admission to a particular school. Where preferences exceed places available, Criteria 5, 6, 7 and 8 will then be applied to decide which other pupils are admitted.

5. Pupils who have a brother and/or sister who will be on register at the school, in Years 8 to 11, when they are admitted. In considering siblings first priority will be given to applications from multiple birth siblings. Any sibling connection must be clearly stated in the application. Where preferences exceed places available, Criteria 6, 7 and 8 will then be applied to decide which other pupils are admitted. For admission purposes a sibling is a child permanently resident at the same address as the pupil applying for a place who is the brother/sister, half brother/sister (children who share one common parent), step brother/step sister where two children are related by virtue of their parents being married, co-habiting or in a civil partnership. This definition also includes adopted or fostered children living at the same address.

6.   In determining applications for admission in respect of other pupils the Council gives priority to children living nearest the school as measured by the shortest practicable walking route. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Where preferences exceed places available, Criteria 7 will then be applied to decide which other pupils are admitted. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

In the case of flats the route assessment is determined from the front entrance to each flat.

7.   In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break. The Council uses a Geographical Information System (GIS) to calculate home to school distances in miles to the nearest 2 decimal places. The shortest walking route is calculated using Ordnance Survey (OS) customised route data from an applicant's home address to the nearest open school gate. The co-ordinates of an applicant's home address are determined using the Local Land and Property Gazetteer (LLPG) AND OS Address Point Data. The starting point for a route assessment is determined as the nearest point on the walking route network to the main front entrance of a property. Private driveways and paths are not included in the distance measurement. All routes within the walking network must be publicly accessible and available 24 hours. Cardiff Council has developed a computerised walking route network based on the Welsh Learner Travel Measure Statutory Provision and Operational Guidance June 2014 and this is used to ensure that every pupil is assessed as consistently as possible. Where there is no safe walking route available, the Council will calculate the shortest driving distance from the home address to the nearest open school gate by use of the same Geographical Information System (GIS) used to measure the shortest practicable walking route.

In the case of flats the route assessment is determined from the front entrance to each flat.

8.   Pupils whose premature admission to the school has been approved by the Council

Only applications received by the published closing date of 4 December 2017 for receipt of preference forms will be considered in the initial round of allocation of places. Other preference forms received will be considered as late applications.

Any place approved on the basis of residence will be withdrawn if the pupil is no longer permanently resident at the address at the beginning of the school term to which the application relates (term dates as published in the Admission to Schools Booklet). The home address is considered to be the child's along with their parent's main and genuine principal place of residence on the published date of 4 December 2017 i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship) the friends or relative's address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week then the home address will be determined as the address where the child lives for the majority of the school week (i.e 3 out of 5 days available). Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Children of UK service personnel will be treated as in catchment if their application form is accompanied by an official Ministry of Defence (MOD) letter declaring a definite return date and confirmation of the new address.

Waiting Lists
Where a place has been refused, the application will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the end of the Autumn Term 2018 Applications received outside of the annual allocation of places for in year admissions will remain on the waiting list until the end of the term in the academic year to which the application relates. After this time parents will be expected to make a further application for admission.

Late Applications
Following the first round of allocations, late applications will be considered in accordance with the Council's published admissions criteria.
Applications from the first round of allocations and any subsequent late applications will be considered together for any subsequent available places that may arise.
The processing of late applications will normally be done on a monthly basis.

In Year Applications

In the event of the Council receiving more applications for an age group than the number of places available, places will be filled by using the Admissions criteria above. (Deadline dates refer to the annual allocation of places to the Year 7 age group in September 2018).

Statutory Appeals

If parents are dissatisfied with the result of an application for a particular Community secondary school, an appeal may be submitted to the independent Statutory Appeal Panel, any decision made by the Panel being binding on the Council. If the appeal is not successful, further applications for a place at the same school will not be considered for the same academic year unless the Director of Education & Lifelong Learning determines there are significant and material changes in the circumstances of pupil/parents or school.

ADMISSIONS TO SIXTH FORMS

The Council has agreed to delegate to the Governing Body of Community Schools responsibility for the determination of admission arrangements for sixth forms. Application should therefore be made directly to the school.

- Catchment area information is available on the Council website. The catchment areas for schools providing primary education are grouped together to form the catchment areas of maintained secondary schools in Cardiff.

The Council is also consulting on the co-ordination of secondary school admission arrangements which will apply to Community Schools and Own Admission Authority Schools (Faith/Foundation Schools) in Cardiff whose Governing Bodies adopt the scheme from October 2017 for admission to Secondary education in September 2018.

The regulations require consultation to be completed by 1 March 2017 and arrangements determined by Admission Authorities by 15 April 2017.

The consultation document can be accessed at www.cardiff.gov.uk/admissionarrangementsconsultation

Admission Numbers, **September 2018 (Red font proposed / potential change)**

Community Primary Schools	Admission Number
Adamsdown Primary School	60
Albany Primary School	60
Allensbank Primary School	45
Baden Powell Primary School	60
Birchgrove Primary School	58
Bryn Celyn Primary School	30
Bryn Deri Primary School	30 (1)
Bryn Hafod Primary School	60
Coed Glas Primary School	75
Coryton Primary School	30 (1)
Creigiau Primary School	29
Danescourt Primary School	60
Fairwater Primary School	40
Gabalfa Primary School	30
Gladstone Primary School	30
Glan Yr Afon Primary School	41
Glyncoed Primary School	60
Grangetown Primary School	60
Greenway Primary School	30
Gwaelod-y-Garth Primary School	7
Hawthorn Primary School	30
Herbert Thompson Primary School	60
Howardian Primary School	60
Hywel Dda Primary School	60
Kitchener Primary School	60
Lakeside Primary School	60
Lansdowne Primary School	60
Llanedeyrn Primary School	55
Llanishen Fach Primary School	60
Llysfaen Primary School	60
Marlborough Primary School	60
Meadowlane Primary School	45
Millbank Primary School	30
Moorland Primary School	90 (2)

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Community Primary Schools	Admission Number
Mount Stuart Primary School	60
Ninian Park Primary School	90
Oakfield Primary School	60
Pencaerau Primary School	30
Pentrebane Primary School	30
Pentyrch Primary School	20
Pen-y-Bryn Primary School	30
Peter Lea Primary School	45
Pontprennau Primary School	60
Radnor Primary School	45
Radyr Primary School	60 (3)
Rhiwbeina Primary School	75
Rhydypenau Primary School	60
Roath Park Primary School	58
Rumney Primary School	60
Severn Primary School	60
Springwood Primary School	60
Stacey Primary School	30 (1)
Thornhill Primary School	60
Tongwynlais Primary School	28
Ton-yr-Ywen Primary School	60
Trelai Primary School	60
Trowbridge Primary School	30
Whitchurch Primary School	90
Willowbrook Primary School	60
Windsor Clive Primary School	60
Ysgol Bro Eirwg	60 (1)
Ysgol Coed-y-Gof	60
Ysgol Creigiau	29
Ysgol Glan Ceubal	30
Ysgol Glan Morfa	60
Ysgol Gwaelod-y-Garth	26
Ysgol Hamadryad	60
Ysgol Melin Gruffydd	60
Ysgol Mynydd Bychan	30 (1)
Ysgol Pencae	30 (1)

Ysgol Pen Y Groes	30
Ysgol Pwll Coch	60
Ysgol Treganna	90
Ysgol y Berllan Deg	60 (1)
Ysgol Y Wern	75
Ysgol Nant Caerau	30
Ysgol Pen Y Pil.	30
Voluntary Controlled Primary Schools	**Admission Number**
St Mellons C.W. Primary School	15
Voluntary Aided Primary Schools	**Admission Number**
All Saints C.W. Primary School	30
Bishop Childs C.W. Primary School	30 (1)
Christ The King R.C. Primary School	30
Holy Family R.C. Primary School	35
Llandaff C.W. Primary School	60
St Alban's R.C. Primary School	30
St Bernadette's R.C. Primary School	30
St Cadoc's R.C. Primary School	45
St Cuthbert's R.C. Primary School	22
St David's C.W. Primary School	30
St Fagans C.W. Primary School	30
St Francis R.C. Primary School	55
St John Lloyd R.C. Primary School	45
St Joseph's R.C. Primary School	30
St Mary The Virgin C.W. Primary School	60
St Mary's R.C. Primary School	37
St Monica's C.W. Primary School	20
St Patrick's R.C. Primary School	45
St Paul's C.W. Primary School	30 (1)
St Peter's R.C. Primary School	75
St Philip Evans R.C. Primary School	52
Tredegarville C.W. Primary School	30
Community Secondary Schools	**Admission Number**
Cantonian High School	181
Cardiff High School	240
Cardiff West Community High School	240

Cathays High School	165
Eastern High	240
Fitzalan High School	300
Llanishen High School	300
Radyr Comprehensive School	210
Willows High School	224
Ysgol Gyfun Gymraeg Glantaf	240
Ysgol Gyfun Gymraeg Plasmawr	180
Ysgol Bro Edern	180
Foundation Secondary Schools	**Admission Number**
Whitchurch High School	390
Voluntary Aided Secondary Schools	**Admission Number**
Bishop of Llandaff C.W. High School	180
Corpus Christi R.C. High School	186
Mary Immaculate R.C. High School	159
St Illtyd's R.C. High School	176
St Teilo's C.W. High School	240

It should be noted that in progressing school reorganisation proposals, some admission numbers may need to change.

[1] It is proposed to maintain the current admission number for **2018** as allowed by WG regulations, pending extensive discussions with Head and Governors to agree an appropriate way forward within the context of demand for places and the capacity of the premises.

[2] Approved proposal to enlarge the school to 630 places deferred from September 2017 to September 2018.

[3] Subject to publishing of statutory notice and approval by the Council's Cabinet of the proposal to enlarge Radyr Primary School from September 2017.

NB. It should be noted that some of the above proposals are subject to receiving the relevant planning consent.

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Appraisal of WISERD recommendations

- **Recommendation 1 (short-term): consider including a statement that says catchment areas may change and that any decision by parents about the purchase or rental of a home based on school catchment areas is taken entirely at their own risk.**

Response: The recommendation is accepted.

The Admission to Schools (Information for Parents) booklet includes an explanation that

> "Admission arrangements including school catchment areas are consulted upon annually. When changes to school catchment areas are necessary, these are normally implemented on 1st September at the year of entry".

Giving greater prominence to a more explicit explanation within the published 2019/20 policy and supporting documentation of how catchment areas are subject to change would provide greater clarity and contribute toward managing parent expectations.

- **Recommendation 2 (short-term): consider removing compelling medical or social grounds as a criterion. Removing this as a criterion would also help reduce the number of oversubscription criteria.**

Response: The recommendation is not accepted.

The WISERD Report noted that:

> "Increasingly fewer admissions authorities are using exceptional or compelling grounds as an oversubscription criterion. The inclusion of this as an oversubscription criterion has the potential to give parents 'false hope' in what they may think are reasonable grounds for why their son/daughter should be given priority".

The majority of preferences submitted by parents on the basis of perceived medical or social grounds do not meet the published criterion which requires specific evidence. Implementation of this criterion over years suggests that what constitutes 'compelling medical or compelling social grounds' is misunderstood by parents and often difficult to measure objectively. Assessment by a single medical practitioner or social worker recommending attendance at a particular school can be perceived as being subjective without wider context as pupils without a statement of special educational need medical or educational needs may be met at any mainstream school.

This criterion is only met where there are particularly compelling circumstances that have required the level of support provided by a medical consultant or where the child is being supported by Social Services but not classified as a Looked After Child, and the advice provided by these professionals indicates that such needs may only be appropriately met at the preferred school. Such circumstances include, but are not limited to, children with mental health issues, subject to physical or emotional trauma or domestic violence, and those deemed vulnerable in the context of family issues.

The Council recognises that whilst the inclusion of this criterion may be open to interpretation, this criterion enables appropriate weighting to be given to the circumstances of those children who are amongst the most vulnerable in Cardiff. Additional guidance will be considered for inclusion in the Admission to Schools (Information for Parents) booklet to limit the likelihood of misunderstanding.

- **Recommendation 3: consider adding the criterion explicitly giving high priority to applicants with siblings who are living in the designated catchment area.**

Response: The recommendation is accepted.

The existing oversubscription criteria give additional weighting to children with an older sibling on roll in the school. Children who are resident in the catchment area of their preferred school and who also have an older sibling on roll in the school are given priority by means of a sub-criterion over children resident in the catchment area without an older sibling on roll,

The WISERD Report notes that there are a number of logistical, financial and educational of siblings attending the same school. At all ages these may include enabling parents to re-cycle school uniforms, travel arrangements and the easing of childcare arrangements around school times and INSET days.

The inclusion of a sibling criterion ahead of a proximity criterion may prioritise applicants who live further from the school, but as a consequence such a criterion would also deprioritise those children who are the oldest sibling in the family, and those who are only children.

The prioritisation of the admission of a child over others on the basis they have an older sibling in the school already is arguably one that has different logistical implications relative to the age of the child and phase of education i.e. primary or secondary whether they are within the catchment area of a school or are not.

Pupils in primary education below 10 years of age (Year 5) are not encouraged to access school independently for safety reasons and are usually escorted to school. Whilst many schools have breakfast clubs and/or after school childcare, where

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children from the same family are required to access more than one primary school this creates logistical challenges for the family.

Pupils in secondary education are in the main expected and encouraged to be able to access school independently. In the event the nearest place available is more than 3 miles from a child's home and/or there is no safe practicable walking route the pupil may be eligible for free transport.

The Council has adopted sustainable transport policies which seek to promote sustainable and non-polluting modes of transport and to reduce unnecessary journeys. Prioritising the admission of secondary age children with siblings attending a school over those who live in closer proximity may be perceived to contradict the aims of this policy. However, in practice, where pupils are placed in different secondary schools as a consequence of parental preference, some parents may escort their children to separate schools and in such circumstances the removal of a sibling criterion would increase the length of journeys undertaken.

- **Recommendation 4: consider editing criteria to simple statements, keeping technical detail to a minimum in the main list of criteria; adding clear definitions elsewhere in the handbook (and avoiding duplicating definitions throughout the handbook); and avoid the use of 'equal priority' criteria.**

Response: The recommendation is accepted.

A balance should be struck between simplified arrangements and clear criteria.

The Council will consult on options that implement this change within the published 2019/20 policy and will direct parents to explanatory information in separate supporting documentation.

- **Recommendation 5 : consider removing criteria 2a, 2b, 7 and 8 from the current list of oversubscription criteria**

Response: The recommendation is accepted.

Criteria 2a and 2b within the oversubscription criteria for admission to secondary education are as follows:

"Where an older sibling was directed by the Council to an alternative school because the alternative school was previously the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school"

and

"Where an older sibling was directed by the Council to an alternative school because no places were available at the catchment area school, if the parent desires, the Council will admit younger siblings to the alternative school."

Criteria 2a and 2b are not mentioned in the School Admissions Code, but were implemented by the Council as measures to mitigate the difficulties faced by parents when unable to admit their child to their catchment area school, and to reduce the impact of catchment area changes and/or the outcome of school re organisations.

Few applications were submitted for entry to school in 2017 on the basis of meeting these criteria which may be an indication of the criteria not being sufficiently clear or well understood by parents.

Since these criteria were introduced, there have been a number of developments to the Council's admissions process as a result of changes to the School Admissions Code, including the ability to submit multiple preferences.

Although some pupils benefit by securing places where they meet either of these criteria, these pupils are prioritised over those children currently resident within the catchment area of a school. This causes resource planning issues for some schools, and there is a cumulative effect for those in-catchment pupils who in turn are unable to attend their catchment area school.

The Council's Admission to Schools (Information for Parents) booklet includes an explanation that 'Parents are reminded that living within a catchment area does not guarantee a place in any given school. Catchment areas can also be changed over time. Any decision by parents about the purchase or rental of a home based on school catchment areas is taken entirely at their own risk'. Giving greater prominence to this statement would be of assistance to parents.

Criterion 7, detailed as follows:

"In determining applications for admission in respect of other pupils the Council gives priority to children living furthest away from the alternative school offered by the Council as measured by the shortest practicable walking route as a tie break"

is very rarely required by the Council, only when all criteria met above are matched by two or more pupils. There is no requirement for such a criterion within the School Admissions Code.

The WISERD report states:

"The merit of this criterion within the urban area of Cardiff is not clear and perhaps more difficult to justify. It is also a very complex criterion that is based on various distance measures that any prospective applicant would not be

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able to calculate for themselves. This would suggest that this criterion does not fulfil the aims of providing greater transparency and encourage fair access through the publication of oversubscription criteria".

The improved determination of closest proximity criterion from 2 decimal places to 4 decimal places further decreases the likelihood of this criterion being considered and its inclusion unnecessary.

Criterion 8 refers to the premature admission of children to school. The School Admissions Code states that when considering applications to years other than the normal year of entry, admission authorities will rarely be able to prove 'prejudice' as a ground for refusing an additional pupil while the number of pupils in the year group to which entry is sought remains below the admission number for the school, which applied to that year group when it was the normal year for entry into the school.

Premature admission could reasonably be removed from oversubscription criteria as the admission of such pupils would be considered outside of the normal round of admissions.

- **Recommendation 6: consider encouraging the Welsh Government to update its School Admissions Code to provide a justification and rationale for its preferred use of shortest walking distance. This may be helpful for admissions authorities in clarifying their use of this as a tie-break and may limit the opportunity for appeals.**

Response: The recommendation is accepted

Assessing proximity to school using shortest safe walking route is long established in Cardiff and is consistent with the means by which proximity is considered in other Local Authorities in Wales. In England, many authorities assess direct distance (as the crow flies).

Assessing Shortest Safe Walking route utilising GIS routing software is a fair and easily understood criteria and one which is consistent with the assessment used for determining a pupil's eligibility for free home to school transport.

The Council will request that the Welsh Government provides clarification of the justification and rationale for using this method in any future publication of an Admissions Code.

- **Recommendation 7: consider publishing dates of open days/evenings for all schools in the admissions handbook.**

Response: The recommendation is accepted

The publishing dates of open days/evenings would enable a greater number of parents to visit schools and consider a broader range of information.

The Council will request dates of open days/evenings for all schools in Cardiff, and will include these dates on the Council's website and/ or within the Admission to Schools (Information for Parents) booklet where possible.

The inclusion of this information would provide greater clarity and contribute toward parents' decision making regarding their child's education place.

- **Recommendation 8: consider including a more detailed statement about the admission of children of Service Personnel and other Crown Servants in the admissions handbook.**

Response: The recommendation is accepted

The Admissions Code requires Admissions Authorities to "allocate a school place in advance, if the applicant would meet the criterion when they move to their destination."

Cardiff's Admission to Schools (Information for Parents) booklet includes a statement that "The address of UK Service Personnel will be accepted if their application form is accompanied by an official Ministry of Defence (MoD) letter declaring a definite return date and confirmation of the new address."

The Council will give greater prominence to an explanation of how the admission of children of Service Personnel and other Crown Servants will be administered within the published 2019/20 policy and in supporting documentation.

- **Recommendation 9: consider having an earlier deadline for applications (e.g. 31st October of each year) instead of circa 28th November for secondary school applications and circa 9th January for primary school applications. This would give officers longer to process applications, assess the validity of applications and deal with appeals. The earlier application deadline might also have the additional benefit of discouraging short-term renting of properties nearer popular schools.**

Response: The recommendation is accepted

The Admissions Code specifies that:

> "in order to ensure consistency between admission authorities and avoid confusion on the part of parents, all admission authorities in any LA area must have common dates of return for primary applications and secondary applications for the normal year of entry".

In practice, this means that admissions administered by the Council and by schools for which the Council is not the admissions authority (such as faith schools) must align.

The Council will investigate the logistical implications and the potential benefits or otherwise of implementing an earlier deadline.

- **Recommendation 10 (short-term): consider alternative ways to longevity or length of residence for addressing the short-fall in the number of school places available to pupils living in catchment areas**

Response: The recommendation is accepted

Following a period during which there has been a continued increase in the pupil population within Cardiff primary schools, the impact of a corresponding increase in Cardiff secondary schools will be felt in coming years.

An alternative means to addressing the imbalance between the number of school places and the demand for places within a catchment area would be to revise catchment area boundaries.

Consideration of the revision of catchment areas, and establishment of new catchment areas, will be required to provide a better match in size of catchment areas to the school population within.

Any such proposed changes would be informed by any changes to primary and/ or secondary school provision brought forward via the Welsh Government Band B 21st Century Schools programme.

The Band B programme gives consideration to the sufficiency of school places throughout Cardiff and any proposals to revise existing catchment areas would need to be considered in the context of any changes to school capacities agreed. A decision in principle on the Council's submission is expected in late 2017.

- **Recommendation 11 (short-term): consider adding designated feeder schools as an oversubscription criterion (after sibling and catchment criteria).**

Response: The recommendation is partially accepted

Attendance at a linked feeder primary school operated as an oversubscription criterion in Cardiff but was removed from admission arrangements from the 2001/2002 entry year.

Para 2.63 of the School Admissions Code states:

"The use of named feeder primary schools as an oversubscription criterion can allow better continuity for pupils but needs to be used with caution. Admission authorities should ensure that such arrangements do not unduly disadvantage children who move into an area at a late stage and consider carefully the impact that such arrangements have on the ability of a school to serve its immediate local area."

The attendance of a pupil at a designated feeder school criterion is a clear and easily understood criterion, and there is a benefit of continuity for pupils and for those linked schools in operating this criterion.

The re-introduction of such a criterion in Cardiff may however cause a number of difficulties for parents, particularly those moving into an area after entry to primary education where primary schools are already fully subscribed, or for those pupils resident in catchment area at entry to primary education who have been unsuccessful in their application for admission.

Adding designated feeder primary schools as an oversubscription criteria below residence in the catchment criteria of a school would give priority to a pupil in attendance at such a primary school above a pupil who does not attend such a primary school but lives in closer proximity to the secondary school.

Analysis undertaken on the cohort of pupils who were allocated places in the initial round of admissions for entry to secondary education in 2017 identified how many pupils were allocated by meeting each criterion, and how this may be affected by the inclusion of a criterion to those children who are resident within a school's catchment area and also attending an in-catchment feeder primary school.

For the purpose of analysis, the schools whose catchment area is nested within the catchment area of the secondary school were considered to be the 'feeder primary schools'.

The impact of including a criterion which would have given priority to pupils attending a feeder primary school in the 2017/18 intake would vary, but would have the effect of prioritising some pupils who are resident within the catchment area of the school and attending a feeder primary school over those who reside in catchment but live significantly closer to the school.

All pupils resident within the catchment area of Llanishen High School, and who were not attending a feeder primary school, would have been refused admission to the school in 2017.

Those pupils resident within the catchment area of Cardiff High School, and who were not attending a feeder primary school, would have been refused admission to the school if their home address was more than 0.268 miles from the school in the

initial allocation round for admission (a reduction of 1.347 miles compared to the actual allocation).

Those pupils resident within the catchment area of Fitzalan High School, and who were not attending a feeder primary school, would have been refused admission to the school if their home address was more than 1.278 miles from the school in the initial allocation round for admission (a reduction of 0.552 miles compared to the actual allocation).

The impact of including such a criterion would vary by area and from year to year but the extent of this impact is clearly closely related to the relative capacities of secondary schools and primary schools within their catchment, and the pupil populations within catchment areas.

The Council will consult on an option that includes the criterion within the published 2019/20 over-subscription criteria, and an alternate option that does not include the criterion within the published 2019/20 over-subscription criteria.

- **Recommendation 12 (medium-term): consider undertaking further analysis on the implications of creating dual-school catchment areas in Cardiff (i.e. by merging school catchment areas) to give higher priority to a wider 'pool' of prospective applicants.**

Response: The recommendation is accepted

The use of dual-school catchment areas are not presently used in Wales and only used by operated by one LA (Brighton) in the selected group of LAs within the WISERD report.

It would be prudent for the Council to consider the benefits or otherwise of dual-school catchment areas when undertaking the wider review of catchment areas.

- **Recommendation 13 (short-term): encourage the Welsh Government to consider updating its guidance on how religious adherence could be objectively measured in a simple and binary form.**

Response: The recommendation is accepted

Within Cardiff there are 87 community primary or secondary schools, 28 faith primary or secondary schools and one foundation secondary school. Faith schools and foundations schools determine their own admission arrangements and these vary from school to school.

The Council will encourage the Welsh Government to consider simplified and consistent arrangements with the relevant Diocese stakeholders.

- **Recommendation 14 (long-term):** consider encouraging the Welsh Government to consider how it might increase the diversity of schools (particularly in urban areas), but without it increasing segregation.

- **Recommendation 15 (long-term):** consider how the new curriculum in Wales might encourage greater diversification in provision between schools and how this could be embodied in future admission arrangements.

- **Recommendation 16 (long-term):** continue to monitor the need to introduce banding into Cardiff school admissions, including how this would be administered and encourage the Welsh Government to develop detailed guidance on how banding could be used in Wales.

- **Recommendation 17 (long-term):** encourage the Welsh Government to consider the opportunity to include random allocation as an acceptable tie-break criterion in the School Admissions Code.

Response: The recommendations are accepted

Each of the above recommendations would require analysis of future changes to provision and / or engagement with the Welsh Government on the consideration of changes to the School Admissions Code. Changes to the Code are not within the control of the Council.

The Council will investigate potential measures that may increase the diversity of schools, and will consider the logistical implications and the potential benefits or otherwise of such arrangements.

- **Recommendation 18 (medium-term):** encourage the Welsh Government to consider criteria that give priority to socio-economically disadvantaged pupils. Such guidance would be useful particularly in relation to how socio-economic disadvantage could be determined (e.g, by stating that the use of eligibility for free school meals would be an acceptable method for this despite its known limitations as a measure of disadvantage)

Response: The recommendation is partially accepted

The WISERD report notes that:

> "segregation in Cardiff was higher than the average for Wales, typical for urban areas which are more residentially segregated to begin with… segregation was lower between Community schools than it was between all schools".

It also concludes that:

> "controlling admissions based on geography (catchment area or proximity) would have very little difference on the overall levels of segregation in Cardiff… the current oversubscription criteria are not worsening the underlying levels of residential segregation that exists across Cardiff. Equally, however, the current arrangements appear to have done very little to create more balanced intakes than we might expect based on where pupils live"

There are evidently significant differences in the percentages of pupils in receipt of free school meal between catchment areas, schools, and types of school (English-medium community, Welsh-medium community and faith schools) in Cardiff.

A criterion that gives greater priority to children living in poverty may address some of the segregation issues identified in the WISERD report.

Further consideration to how alternative admissions criteria may impact positively on diversity and/or socio-economically disadvantaged pupils, including discussion with WG regarding the use of the receipt of (or eligibility of) Free School Meals within oversubscription criteria, is required.

- **Recommendation: 19 encourage the Welsh Government to introduce statutory guidance for admission authorities to operate coordinated admissions systems. This could also consider the coordination of admissions across local authority boundaries.**

Response: The recommendation is accepted

Cardiff Council is operating as a pilot authority in Wales for coordinated admissions, in the absence of legislation to enforce such arrangements. There is a statutory requirement for Local Authorities in England to operate coordinated arrangements.

Progress with the implementation of the coordinated scheme will be reported to stakeholders including the Welsh Government.

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Appendix 4: Admissions criteria for consultation

Nursery	Primary	Secondary: Option A	Secondary: Option B
Children in receipt of a Statement of Special Education Need (Statutory requirement for admission			
Looked After Children / Previously Looked After Children	Looked After Children / Previously Looked After Children	Looked After Children / Previously Looked After Children	Looked After Children / Previously Looked After Children
Children in receipt of a Funded Individual Healthcare Plan	Children in receipt of a Funded Individual Healthcare Plan	Children in receipt of a Funded Individual Healthcare Plan	Children in receipt of a Funded Individual Healthcare Plan
Children who have a brother or sister attending the school	Children resident in the school's defined catchment area AND with compelling medical or compelling social grounds	Children resident in the school's defined catchment area AND with compelling medical or compelling social grounds	Children resident in the school's defined catchment area AND with compelling medical or compelling social grounds
Children with compelling medical or compelling social grounds	Children resident in the school's defined catchment area AND who also have a brother or sister attending the school	Children resident in the school's defined catchment area AND who also have a brother or sister attending the school	Children resident in the school's defined catchment area AND who also have a brother or sister attending the school AND in attendance at linked feeder primary school
Other children with priority given to those living nearest the school	Children resident in the school's defined catchment area	Children resident in the school's defined catchment area	Children resident in the school's defined catchment area AND who also have a brother or sister attending the school
	Children with compelling medical or compelling social grounds	Children with compelling medical or compelling social grounds	Children resident in the school's defined catchment area AND in attendance at linked feeder primary school
	Children who have a brother or sister attending the school	Children who have a brother or sister attending the school	Children resident in the school's defined catchment area
	Other children with priority given to those living nearest the school	Other children with priority given to those living nearest the school	Children with compelling medical or compelling social grounds
			Children who have a brother or sister attending the school
			Other children with priority given to those living nearest the school
Tie breaker: priority given to those living nearest the school	**Tie breaker: priority given to those living nearest the school**	**Tie breaker: priority given to those living nearest the school**	**Tie breaker: priority given to those living nearest the school**

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CARDIFF COUNCIL
Equality Impact Assessment
Corporate Assessment Template

| **Policy/Strategy/Project/Procedure/Service/Function Title:** |
| City of Cardiff Council's Schools Admissions Policy 2019/20 |
| **New/~~Existing/Updating/Amending~~** |

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Janine Nightingale	Job Title: Head of School Organisation, Access & Planning
Service Team: School Organisation, Access & Planning	Directorate: Education & Lifelong Learning
Assessment Date: 26/10/2017	

1. Aims and Objectives

What are the objectives of the Policy / Strategy / Project / Procedure / Service / Function?

> To equitably administer the admission of eligible children to nursery, primary and secondary classes/schools based on parent/guardian preference in accordance with the admissions criteria detailed in the City of Cardiff Council's School Admissions Policy 2019/20.

2. Background Information

Please provide background information on the Policy / Strategy / Project / Procedure / Service / Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

> The City of Cardiff Council is committed to equality of opportunity and to eliminating unlawful discrimination. In respect of admissions to community schools, all pupils and prospective pupils are treated equitably, regardless of gender, race, ethnicity, culture, nationality, language, ability/disability or religious belief.

The Council is the Admissions Authority for the following:

- Community Nursery Schools/Nursery Classes in Community Schools
- Community Primary Schools
- Community Secondary Schools

In order to facilitate the admissions process, the Local Authority has to consider:

- Children are entitled to a part-time nursery place from the start of the term following their third birthday and must attend for five half days.
- Children are admitted to reception classes in the September following their fourth birthday.
- Children transfer to secondary education in the September following their eleventh birthday.
- All maintained schools must admit pupils up to their published Admission Number.

Parents have the right to express a preference for their preferred schools; these will be considered individually and complied with wherever possible. Some schools have more requests for places than there are places available. Where a school is oversubscribed preferences will still be considered but the oversubscription criteria set by the Council will be applied. In deciding which children to admit to a school, the Council applies the criteria set out in its Schools Admissions Policy Document and examines the merits to support each case by considering any reasons put forward supporting any expressed preference.

If parents are dissatisfied with the result of an application for a particular School, an appeal may be submitted to the Independent Statutory Appeal Panel, any decision made by the Panel being binding on the Council; school and the appellant. If the appeal is not successful, further requests to appeal for a place at the same school will not be considered for the same academic year unless the Director of Education & Lifelong Learning determines there are significant and material changes in the circumstances of pupil/parents or school. There is no right of appeal for admission to a Community Nursery School/ Nursery Classes in Community Schools.

This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states:
"An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."

3 Assess Impact on the Protected Characteristics

3.1 Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	✔		
18 - 65 years	✔		
Over 65 years	✔		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The nature of the policy is such that it will inherently apply to the 3 - 16 years age group as it targets school and nursery aged children and young adults.   Whilst implementation of this policy would therefore have a differential impact, it would not be regarded as prejudicial to older age groups as they are not part of this educational place provision process.
What action(s) can you take to address the differential impact?
N/A

3.2   Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	✔		
Physical Impairment	✔		
Visual Impairment	✔		
Learning Disability	✔		
Long-Standing Illness or Health Condition	✔		
Mental Health	✔		
Substance Dependence	✔		
Other	✔		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of **disability**; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil." Differential impact could occur as the implementation of the School Admissions Policy would allow for priority to be given to applicants where the legislation and protection prescribe the inclusion of specific criteria in relation to Special Educational needs which support pupils with disabilities that are also learning difficulties. Similarly differential impact could occur as the implementation of the School Admissions Policy would allow for priority to be given to applicants for whom compelling medical and/or compelling social grounds could be evidenced indicating particular needs. This would be a positive impact if the degree of need was such that preferential placement were to apply.
What action(s) can you take to address the differential impact?
N/A

3.3   Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; **gender reassignment**; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil." No differential impact would occur as the implementation of the Schools Admissions Policy would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A

3.4. Marriage and Civil Partnership

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			✔
Civil Partnership			✔

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
No differential impact would occur as the implementation of the Schools Admissions Policy would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A

3.5 Pregnancy and Maternity

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		✔	
Maternity		✔	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; gender reassignment; **pregnancy and maternity**; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."   No differential impact would occur as the implementation of the Schools Admissions Policy would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A

3.6   Race

Will this Policy/Strategy/Project//Procedure/Service/Function have
a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		✔	
Mixed / Multiple Ethnic Groups	✔		
Asian / Asian British		✔	
Black / African / Caribbean / Black British	✔		
Other Ethnic Groups	✔		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Two options are set out for admission to secondary education.

The inclusion of a 'feeder school' secondary school oversubscription criterion in Option B would, in areas of popular / fully subscribed primary schools, benefit those families most able to secure a primary school place at their catchment area primary school at an early stage.   Pupils that move into a catchment area of a fully subscribed school at a later stage may be unable to gain admission to this local school.

Analysis undertaken to compare PLASC data of pupils enrolled in primary school at Reception Year in January 2011 to PLASC data for the Year 6 cohort in January 2017 confirms the relative percentages of groups of pupils that are on roll throughout that period. The relative percentages of groups of pupils on roll in their catchment area primary school in Reception year (the entry year to primary education) who remain on roll in that school in the final year of primary education is as below:

Ethnicity	Rec from Jan 2011	Yr6 from Jan 2017	% Remaining
Asian / Asian British pupils	26	24	92.3%
Black / African / Caribbean / Black British pupils	49	37	75.5%
Mixed / Multiple ethnic groups	14	12	85.7%
Other ethnic groups	365	296	81.1%
White British pupils	1265	1104	87.3%
Total	1719	1473	85.7%

Traveller Family	Rec from Sept 2010	Yr6 from Sept 2016	% Remaining
Total	5	4	80.0%

As can be seen from the tables above, on average 14.3% of pupils living in their local catchment at the point of transfer to secondary school would be disadvantaged by the introduction of a feeder criterion owing to the fact they moved into catchment later in the primary phase.

Whilst there is not a significant different between the average and particular groups, the analysis shows White British pupils and Asian/ Asian British pupils are, on average, more likely to be on roll in a primary school throughout the primary phase (and therefore could benefit from the feeder criterion should they opt to apply for their catchment school).

Black / African / Caribbean / Black British pupils, Traveller families (although the sample size for this group is small) and other ethnic groups are, on average, less likely to be on roll in a primary school throughout the primary phase (and therefore would potentially be disadvantaged from the feeder criterion should they opt to apply for their catchment school).

The reasons for moving into catchment during the primary phase are varied, these include immigration from outside the city, internal relocation within Cardiff associated with affordability and availability of appropriate properties etc. The employment of a feeder school criterion whilst applying a practice to all pupils equally has the effect of discriminating against populations that experience a higher degree of mobility. If a particular group demonstrating a higher degree of mobility is disproportionately represented as having one of the prescribed characteristics, this group could be judged to be disadvantaged (indirect discrimination).

What action(s) can you take to address the differential impact?

In order to prevent a differential impact on the basis of length of time pupils have lived in the catchment area and/or whether they were able to secure admission to an in-catchment primary feeder school as a result of residing in the area at the point of application, the Council could implement admissions criteria as set out in Option A, which relies upon proximity, that is how close a pupil lives to the school.

The Council will therefore consider the outcomes of the consultation before the final admission criteria is determined.

3.7 Religion, Belief or Non-Belief

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		✔	
Christian		✔	
Hindu		✔	
Humanist		✔	
Jewish		✔	
Muslim		✔	
Sikh		✔	
Other		✔	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states:
"An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; **religion or belief**; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."

There are a number of maintained voluntary aided faith schools in Cardiff which are either Roman Catholic or Church in Wales which deal with their own admissions and admit children of those faiths. There are also 3 independent Muslim schools who deal with their own admission arrangements. As a result there may be a lower number of pupils of these faiths within community schools. However, the Council's admission arrangements do not differentiate between applicants of differing belief systems who apply to attend Community Schools.

What action(s) can you take to address the differential impact?

The Council will remain sensitive to the needs of religious communities seeking faith place provision.

3.8   Sex

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		✓	
Women		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; **sex**; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil." All schools to which the Schools Admission Policy applies are non-gender specific in relation to their admissions criteria. No differential impact would occur as the implementation of the Schools Admissions Policy would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A

3.9   Sexual Orientation

Will this Policy/Strategy/Project/Procedure/Service/Function have
a **differential impact [positive/negative]** on the following people?

	Yes	No	N/A
Bisexual		✔	
Gay Men		✔	
Gay Women/Lesbians		✔	
Heterosexual/Straight		✔	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
This proposal has been developed in accordance with the requirements of the Equality Act 2010 throughout and in compliance with the Welsh Government's School Admissions Code E.3 which states: "An admission authority **must not** discriminate on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or **sexual orientation**, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil."   No differential impact would occur as the implementation of the Schools Admissions Policy would not affect this protected characteristic.
What action(s) can you take to address the differential impact?
N/A

3.10 Welsh Language

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		✓	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The Council will continue to implement its Welsh in Education Strategic Plan and will ensure that there are schools to meet the demand for Welsh medium education.
What action(s) can you take to address the differential impact?
N/A

4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

The consultation re: School Admission Policy includes engagement with the following stakeholders:

- All Community; Foundation; Voluntary Controlled and Voluntary Aided School Governing Bodies in Cardiff.
- Cardiff's Diocesan Directors of Education.
- Neighbouring Local Authorities.
- Cardiff Admissions Forum.
- Local Assembly Members.
- Local Members of Parliament.
- Any other interested parties who wish to respond

Consultation on the 2019/20 City of Cardiff Council's School Admission Policy is proposed from 01/12/2017 to 01/02/2018. The Council welcomes all views.

Details of the Schools Admission Policy will be made available on the Council's website:

https://www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Schools/Applying-for-a-school-place

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5. Summary of Actions To Be Taken [from the Actions listed in the Sections above]

These actions should be included in your Directorate's Equality Action Plan for the year, monitored on a regular basis and reported in your Directorate Equality Annual Report.

Groups	Actions
Age	None
Disability	None
Gender Reassignment	None
Marriage & Civil Partnership	None
Pregnancy & Maternity	None
Race	The Council will consider the relative potential benefits/disadvantages to respective ethnic groups prior to taking a decision on this proposal and whether to include a feeder criterion.
Religion/Belief	The Council will remain sensitive to the needs of religious communities seeking faith place provision.
Sex	None
Sexual Orientation	None
Welsh Language	None
Generic Over-Arching [applicable to all the above groups]	None

6. ACTIONS TO BE CONSIDERED IN THE FUTURE

List here any actions that you could not take in the immediate future, but which have arisen as issues to be considered for future service developments

7. Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Ian Warburton	Date: 26/10/2017
Designation: Project Officer	
Approved By: Michele Duddridge Hossain	
Designation: Operational Manager, Planning and Provision	
Service Area: Education and Lifelong Learning Service	

7.1 On completion of this Assessment, please send it to equalityteam@cardiff.gov.uk, who will publish it on the Council's Website.

For further information or assistance, please contact the Equality Team 029 2087 2536 or email equalityteam@cardiff.gov.uk.

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CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

SCHOOL ORGANISATION PROPOSALS: THE PROVISION OF ENGLISH-MEDIUM PRIMARY SCHOOL PLACES IN THE ADAMSDOWN AND SPLOTT WARDS

EDUCATION, EMPLOYMENT & SKILLS (COUNCILLOR SARAH MERRY)

AGENDA ITEM: 5

DIRECTOR OF EDUCATION AND LIFELONG LEARNING

Reason for this Report

1. To enable the Cabinet to consider a recommendation not to progress to implementation an agreed school organisation proposal, which relates to the provision of English-medium primary school places in the Adamsdown and Splott Wards.

Background

2. At its meeting on 21 March 2016, the Cabinet approved without modification proposals to:

    - Increase the capacity of Ysgol Glan Morfa, Moorland Road, Cardiff, CF24 2LJ, from 210 places to 420 places with up to 80 part-time nursery places serving the age range 3-11 from September 2017;

    - Transfer the enlarged Ysgol Glan Morfa to a new build 420 place primary school on a new site at the Maltings from September 2017;

    - Increase the capacity of Moorland Primary School, Moorland Road, Cardiff CF24 2LJ, from 382 places to 630 places, with up to 96 part-time nursery places serving the age range 3-11, utilising the vacated Ysgol Glan Morfa buildings from September 2017.

3. At its meeting on 21 November 2016, the Cabinet considered a recommendation to defer the implementation of the proposal to increase the capacity of Moorland Primary School to 3FE to 2018, as updated pupil projections indicated that demand for English-medium places in the Adamsdown and Splott area would fall.

4. At this meeting the Cabinet authorised officers to:

- Seek the agreement of Welsh Ministers of the proposed modification to an agreed school organisation proposal to increase the capacity of Moorland Primary School from 2FE to 3FE from September 2017;

- Review projections and demand for English-medium primary school places in the area to inform the future progress of the proposed expansion of Moorland Primary School.

5. Implementation of the proposal to increase the capacity of Moorland Primary School from 2FE to 3FE was deferred to September 2018 and the relevant stakeholders were advised in accordance with the requirements of the School Organisation Code.

Issues

6. Projections, based on NHS GP data and PLASC (school census) data , were included in the Cabinet Report of 21st March 2016. This information indicated demand for 400 places overall, including 259 English-medium and 49 Welsh-medium places. These projections reflected the population data and the pupil mobility/in-migration rate in the area. The projections took into account, the forecast increase in demand for places for Welsh-medium schools.

7. In the report of 21st November, the Cabinet were informed that the Council had received updated pre-school population data from the NHS and updated PLASC data via schools. Projections, taking account of this information, indicated that the total demand for primary school places at entry to Reception year in the Adamsdown and Splott area would fall to 370 in September 2017 and the demand for English-medium places would fall to 229 places. Updated projections for the September 2018 intake indicated that demand for English-medium places would fall further to 198 places.

8. The report of 21st November noted that it was unclear whether the reduction in population would continue beyond 2018.

9. Analysis of school allocation data undertaken in August 2017, for entry to Reception year in September 2017, further evidences a fall in demand for English-medium community primary school places and indicates a greater uplift in demand for Welsh-medium places in the Adamsdown and Splott area, compared to the projection data considered in November 2016. Table 1 provides a summary of demand for school places at entry to Reception Year, Adamsdown and Splott: projections as presented in November 2016, compared with places allocated as at 16 August 2017.

Table 1: Summary of Data

Intake year:	English-medium	Welsh-medium	Faith	Total
September 2017 – projection	229	37	104	370
September 2017 – school admissions allocation data (August 2017)	218	43	87	348

10. Since the Cabinet meeting of November 2016, the Council has updated projections to take account of a new pre-school population dataset from the NHS and updated PLASC data via schools. Projections taking account of this information also indicate that the total demand for primary school places at entry to Reception year in the Adamsdown and Splott area will fall to 329 in September 2018, and the demand for English-medium places will fall to 208 places. Projections for the September 2019 intake indicate demand for 209 English-medium places at entry.

Table 2: Projected demand for school places at entry to Reception Year, Adamsdown and Splott

Intake year:	English-medium	Welsh-medium	Faith	Total
September 2018	208	31	90	329
September 2019	209	32	96	337

11. These figures are based on the existing configuration of schools; the Welsh-medium proportionate demand being artificially low because of projections taking into account the 'capping off' of demand for places at Ysgol Glan Morfa in recent years at its Published Admission Number of 30 places. Based on admission allocation information from August 2017, it is anticipated that the forecast demand for Welsh-medium places at Ysgol Glan Morfa would be c15 – 20% greater than the above, and demand for English-medium community school places would be accordingly reduced.

12. All projection data available at present indicates that the 210 English-medium places available at entry to Reception Year is sufficient to accommodate the projected demand.

13. Taking the above information into account it is proposed that the deferred proposal to increase the capacity of Moorland Primary School from 2FE to 3FE from September 2018 is not progressed to implementation.

Future of vacated Ysgol Glan Morfa site

14.   Ysgol Glan Morfa will vacate its existing site in Summer 2018 to transfer to a new build school on Lewis Road. The vacated Ysgol Glan Morfa building and site was proposed to be incorporated within the site of Moorland Primary School to facilitate the enlargement to 3FE.

15.   As there is no longer a requirement to increase the capacity of Moorland Primary School to meet local demand, consideration will be given to the future use of the Ysgol Glan Morfa site.

16.   Furthermore, as the expansion of Moorland Primary School would no longer be funded through the 21st Century Schools Band A scheme, any residual condition and suitability needs identified would therefore be assessed in the context of the prioritisation of city-wide maintenance needs within the education estate.

Local Member consultation

17.   Local Members have been consulted on these proposals.

Reason for Recommendations

18.   To seek Cabinet approval not to progress to implementation an agreed school organisation proposal relating to the provision of English-medium primary school places in the Adamsdown and Splott Wards.

Financial Implications

20.   The realigned 21st Century Schools Band A Programme, totalling £167.6m was approved by Cabinet in March 2015 and submitted to Welsh Government (WG). WG subsequently approved an in-principle, slightly reduced, programme of £164.1 million to be funded equally by the Council and WG. Within that overall funding envelope, there was a commitment to increasing the level of English-medium primary school provision in the Splott area of the city. It was anticipated that Moorland Primary School would be increased by 1 form of entry to accommodate this increased demand.

21.   To date, this project has only Strategic Outline Case / Outline Business Case stage approval, as part a wider business case, which includes other primary school SOP projects in the city. Due to the factors outlined in this report, the project has not been progressed and a Full Business Case not submitted. Therefore, a formal request for budget approval has not been made. As a result, there is no formal approved budget specifically allocated to this project within the overall envelope. The intention is that the indicative funding allocations for this project, effectively released from this decision, will be utilised elsewhere within the overall Band A programme on existing projects.

22.   The report references the potential need to undertake asset renewal or suitability works at the existing Moorland Primary School site. Should this

be required, these works will be funded from within existing allocations for asset renewal and suitability, as outlined in the Council's capital programme, approved in February 2017, or from future allocations. Any works required would need to be prioritised in line with other demands against the budgets for asset renewal and suitability.

Legal Implications

23. Under the Education Act 1996, the Council has a responsibility for education and must provide sufficient school places for pupils of compulsory school age. A local authority can make proposals to make regulated alterations to a community school, which include enlargement of the premises to increase its capacity under section 42 and Schedule 2 of the Schools Standards and Organisation (Wales) Act 2013. The Council is required prior to publishing its proposals to undertake a consultation on those proposals in accordance with section 48 of that Act and the School Organisation Code.

24. As set out above, the Cabinet determined and gave approval for the above proposal on 21st March 2016. Section 6 of the School Organisation Code (Page 46) explains the procedure that must be following in relation to implementation of proposals. In accordance with this procedure, the Cabinet agreed to delay implementation of the proposal on 21st November 2016. The recommendation in this report is to abandon the proposal. If this recommendation is accepted, the Council must notify all relevant parties including the Welsh Ministers, Estyn, the Relevant Transport Consortia, the governing bodies, parents, pupils and staff of the affected schools within 7 days of a determination to delay.

25. The Council has to satisfy its public sector duties under the Equality Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: age, gender reassignment, sex, race – including ethnic or national origin, colour or nationality, disability, pregnancy and maternity, marriage and civil partnership, sexual orientation, religion or belief – including lack of belief.

26. The decision on whether to proceed to publish intention to abandon the proposal has to be made in the context of the Council's public sector equality duties. The report identifies that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty. The decision maker must have due regard to these equality implications in making its decision.

27. In accordance with the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards included within the Council's Compliance Notice issued by the Welsh Language Commissioner, the Council must also consider the consultation must also consider (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language

no less favourably than the English language. The decision maker must also have regard to certain other matters when making its decision as outlined in this report, including traffic and transport issues and community impact.

HR Implications

28. There are no direct HR implications as a result of this proposal. However, HR People Services will continue to support Governing Bodies of Moorland Primary School and Ysgol Glan Morfa in the management of their staffing establishments.

Traffic and Transport

29. There are no highway implications to be considered at this time.

Equality Impact Assessment (EQIA)

30. An Equality Impact Assessment was completed when this proposal was originally planned. Officers have considered the equality implications of abandoning this proposal and no potential for unlawful discrimination and/or low level or minor negative impact has been identified, therefore a full equality impact assessment has not been carried out. If the recommendation is accepted, there will still be sufficient primary school places for all pupils, including any groups of pupils with protected characteristics. Any other reports or proposals relating to the need for additional places, relate to secondary school places or to other areas of the city which are affected by development proposals.

Community Impact

31. The following are taken into account when considering a proposal: Public Open space, parkland, noise and traffic congestion. There will be no impact on the Community as a result of abandoning this proposal, as there will still be sufficient primary school places for all pupils.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Agree that the deferred school organisation proposal to increase the capacity of Moorland Primary School from 2FE to 3FE is not progressed to implementation.

2. Authorise officers to notify all relevant stakeholder in accordance with the requirements of the School Organisation Code.

NICK BATCHELAR
DIRECTOR
10 November 2017

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

SENIOR MANAGEMENT ARRANGEMENTS – UPDATE

FINANCE,   MODERNISATION   AND   PERFORMANCE
(COUNCILLOR CHRISTOPHER WEAVER)

AGENDA ITEM: 6

REPORT OF CHIEF EXECUTIVE

Reason for this Report

1.   To seek the Cabinet's approval of proposals for an amended Senior Management Team model that supports the new Administration's priorities, responds to the pending retirement of the current Director of Social Services and takes account of issues raised during the consultation process.

Background

2.   On 6 July 2017, the Cabinet agreed 'Capital Ambition' – a wide-ranging programme of "commitments for Cardiff" covering the spectrum of Council services, which includes a number of proposals that involve changing and/or improving the way in which the Council delivers services to citizens and communities.

3.   A report on proposed new Senior Management Arrangements to support this policy programme was considered by the Cabinet on 21 September 2017. The proposals sought to address the Council's emerging agenda; strengthening capacity and expertise to deliver key policy priorities, particularly in the areas of social care, streetscene and technology. The Cabinet approved the proposed remodelling of the Senior Management Team on a provisional basis, subject to the outcome of a consultation process that commenced immediately following Cabinet approval, and agreed to consider a further report in November 2017.

Issues

Consultation Process & Responses

4.   As part of the consultation process, those individuals affected directly by the proposals, as well as other employees, elected members and trade unions were provided with the opportunity to express their views. The Chief Executive also invited external advisors to submit comments based on their expertise in the fields of social services and digital services. In

addition, he briefed representatives of the Care and Social Services Inspectorate for Wales (CSSIW) on the proposals.

5. In response to the consultation, comments on the proposed Tier 1 and Tier 2 Senior Management Team structure and details of the services covered by each Director role were received from 34 responses, The Council's Policy Review and Performance Scrutiny Committee also made observations on the proposals; details of which are attached as **Appendix 1** to this report.

6. Details of the consultation responses, and any resulting amendments to the proposed details of services covered by each director role, are summarised as follows:

Evolution of the Senior Team Model

7. In terms of the proposals overall, the consultation revealed a range of perspectives, from submissions welcoming the broad thrust of the proposals to others that expressed concerns about the effects of the proposed restructure on service performance and stability.

8. In response, it needs to be re-emphasised that the proposals represent an evolution of existing arrangements: addressing areas that need strengthening to deliver Capital Ambition and responding to issues that have become increasingly significant for the Council in recent years. The proposals are predicated on simply adapting existing arrangements to the Council's emerging agenda, and seek to strike a balance between retaining existing roles to maintain momentum and stability, and creating new posts that bring together related services to promote integration and cross-service working.

Proposed Corporate Director of People & Communities Post

9. Comments received as part of the consultation process broadly acknowledge the opportunities to build on the positive working arrangements that exist between the current Social Services and Communities, Housing and Customer Services directorates. A number of respondents viewed the proposals as a natural next step for building on current partnerships – acknowledging the positive joint work that has already been undertaken, not least in terms of preventative interventions such as First Point of Contact and the Independent Living Service. An alternative perspective argues for maintaining Social Services as a separate, standalone directorate – acknowledging the progress that has been made in recent years.

10. While the performance of Social Services has demonstrably improved, this does not lessen the case for change. Joint working between directorates has resulted in important improvements in outcomes, particularly in relation to maintaining independence for older people through effective early intervention – thereby, reducing pressure on statutory services. This reinforces the case for increasing integration rather than maintaining existing silos. Moreover, demand pressures are predicted to increase significantly in coming years with fundamental

issues posed for the resilience of council budgets. The Council's response will require services involved with supporting the vulnerable to be closely aligned and deployed in a way that is seamless to meet the needs of the individual and their families.

11. The logic for creating the proposed new Corporate Director People & Communities post is acknowledged by Graham Williams, former head of the Social Services Inspectorate in Wales and peer advisor to the Council, who stated that: *"the creation of the post of Corporate Director for People and Communities is also a positive development which recognises the need to promote more effective joint working between the Authority's housing and social services for adults and children and the services provided by Health and the independent sector"*.

12. In effect, the Corporate Director People & Communities post would make a crucial senior-level contribution towards enabling the Council – and Cardiff more broadly – to respond positively and robustly to fundamental challenges, formulating a cohesive cross-council approach to the development of a change agenda for social services and housing that is vital to the Council's reputation, service delivery role and financial resilience.

13. However, it is also accepted that reporting arrangements for the Statutory Director of Social Services need to be robust. For the sake of clarity, the post-holder will be a member of the Senior Management Team and the definition of roles will be consistent with the requirements of the Code of Practice issued under Part 8 of the Social Services and Well-being (Wales) Act 2014:

    - The Director of Social Services will be the source of professional advice to the Head of Paid Service and to Councillors on all social services matters;
    - The Director will have direct access to the Head of Paid Service, to Cabinet Portfolio Holders and to Councillors; and
    - The Director will be accountable for fulfilling all the responsibilities set out in the Code.

14. The Statutory Director of Social Services Protocol will be updated to reflect new senior management arrangements, outlining in detail how statutory responsibilities and lines of reporting associated with the role will be exercised.

15. In relation to Children's Services, concerns were raised about the deletion of the existing Assistant Director Children's Services role due to the impact on capacity at a time of growing pressures and the imbalance that would be created with Adult Services. This proposal had been shaped by the unsuccessful previous attempts to recruit to this post and included the recruitment of an appropriately qualified and experienced Director of Social Services, supported by a new Corporate Director, followed by a review of operational management arrangements in the new directorate in order to create sustainable capacity. In effect, this was the start of a process that would seek to address an inherently

destabilising dependency on interim cover to discharge the responsibilities of a Head of Children's Services.

16. Feedback also highlighted the continuing increase in the number of Looked After Children, as well as the severity and complexity of cases. With this in mind, it is proposed that the existing post of Assistant Director (Children's Services) should be retained and continue to report to the Director of Social Services. This will include the payment of a market supplement, which has been agreed previously by the Council's Employment Conditions Committee, to ensure the competitiveness of the terms and conditions. Arrangements will be kept under review pending the outcome of a further recruitment process.

Proposed Chief Digital Officer Post

17. Strong support was expressed for the creation of the proposed Chief Digital Officer role. The Council's Policy Review and Performance Scrutiny Committee welcomed the proposed new post, noting that candidates for such a role required good technical knowledge and the ability to lead organisational and technological change. This was further endorsed by David Jones, a leading expert on digitisation, who highlighted the importance of role in terms of technology leadership nationally, organisational transformation and Cardiff's smart city credentials.

Proposed Assistant Director of Street Scene Post

18. Comments were received in relation to the importance of the proposed new Assistant Director post. There was recognition that integrating waste and cleansing aligns with the Council's commitment to developing a 'total street approach', albeit with the post covering a wide span of responsibilities.

Proposed Assistant Director Corporate Landlord Post

19. Feedback received as part of the consultation recognised the positive work that has taken place with regard to asset management in recent months and the need to maintain momentum through bringing together functions relating to the management and maintenance of the Council's property estate.

Proposed Head of Democratic Services Post

20. On 10 October 2017, the Council's Democratic Services Committee reviewed the draft job description for the proposed Head of Democratic Services post. The Committee supported the proposed creation of a new post to undertake this statutory role; however, Members did raise concerns about the ability to fill the post with a suitably qualified candidate. The Policy Review and Performance Scrutiny Committee also discussed this post at its meeting on 4 October 2017 and welcomed the proposed establishment of a new Head of Democratic Services post that would act as an advocate for Scrutiny and Member support.

<u>21st Century Schools</u>

21. The Council will also need to ensure that sufficient capacity exists to deliver successfully the Council's priorities in relation to Band B of the 21st Century Schools Programme. Current staffing arrangements in this area will be reviewed following confirmation by the Welsh Government of the Council's funding envelope.

<u>Amendments to Director Roles – Proposed Details of Services</u>

22. The proposed details of services for each Director role, which were set out previously in Appendix 3 of the report that was considered by Cabinet on 21 September 2017, were not exhaustive and did not cover all areas of management responsibility in precise detail. However, a number of consultation responses requested amendments or further clarification in relation to the proposed services that would fall under the responsibility of certain Directors in the proposed new Tier 1 structure.

Process for Change

23. Details of the existing Tier 1 and Tier 2 Senior Management Team structure are set out in **Appendix 2** to this report.

24. Taking into account the comments received as part of the consultation process, this report reaffirms the proposed Senior Management Arrangements that were considered and approved provisionally by the Cabinet in September 2017, albeit with the proposed retention of the existing post of Assistant Director Children's Services to ensure the continued provision of senior management capacity and expertise in an area experiencing severe demand pressures.

25. Following consultation with affected employees and their representatives, the following roles have been identified as having no, or only minor, changes in responsibilities and, therefore, there would be no change for the current incumbent:

- Director of Social Services
- Assistant Director Children's Services
- Assistant Director Adult Services
- Director Economic Development
- Director Planning, Transport & Environment *(change of job title only)*
- Director Education & Lifelong Learning
- Assistant Director Education & Lifelong Learning
- Director Governance & Legal Services
- Assistant Director Customer Services
- Assistant Director Housing & Communities
- Corporate Director Resources
- Head of Finance
- Chief HR Officer
- Head of Performance & Partnerships

26. The following roles are considered to be new roles and, therefore, will need to be advertised externally:

- Corporate Director People & Communities
- Chief Digital Officer
- Assistant Director Corporate Landlord
- Assistant Director Street Scene
- Head of Democratic Services

27. Details of the proposed new Tier 1 and Tier 2 Senior Management Team structure are set out in **Appendix 3** to this report.

28. Following consideration of specific comments received relating to the proposed changes in management responsibilities, two amendments are proposed below to the services to be covered by each Director role, which are set out in **Appendix 4** to this report:

- Rent Smart Wales would remain the responsibility of the Assistant Director (Customer Services), reflecting the fact that the common technology on which the service rests is the same as that of C2C, with 98% of registrations taking place online.

- Adult Community Learning would fall under the responsibility of the proposed new Corporate Director People & Communities post to ensure alignment with the Council's Into Work Services and proposed Employment Gateway offer.

29. The Standing Orders (Wales) Amendment Regulations 2014 require posts over £100k salary to be publicly advertised. Therefore, this needs to be a consideration in the process for moving from the current structure to the proposed model. As a result of these rules, an Authority cannot ring-fence any vacancies with salaries over £100k or above as 'suitable alternative employment' for redundant employees, but must advertise them externally.

30. Advice has been received which states that it is possible to divide up the duties of one deleted post between other existing post-holders without the need to advertise the receiving posts as there would be no vacancies to advertise. However, the extent to which this can be applied without turning the receiving posts into new posts is not detailed in the Regulations. This report has been prepared on the basis that, as long as any additions to current roles are only minor, then those roles are counted as not changing.

31. Advice has also been provided by the Welsh Government stating that any interim appointment of less than 12 months does not need to go through the public advertisement process.

Decision making process

32. There are a number of stages that will need to be completed in order to make changes to the current Tier 1 and Tier 2 Senior Management Team

structure and these have been added to by the Standing Orders (Wales) Amendment Regulations 2014. The stages that are now required to be followed are:

- Final proposals by the Chief Executive to Cabinet on 16 November 2017 following consideration of feedback from the consultation process.

- Referral to the Council's Employment Conditions Committee on 22 November 2017 for determination of a statement of the duties required for the new posts; the required qualifications or qualities to be sought in the person appointed; the terms & conditions of the new posts, and remuneration, subject to approval by Full Council.

- Report to Full Council on 30 November 2017 seeking approval of the proposed creation of the new post of Corporate Director People & Communities; advertisement of the post and the recommendations of the Council's Employment Conditions Committee.

- Appointments to the new roles to be made by Appointments Committee, which must also make the decision to dismiss redundant Directors/Assistant Directors, if applicable.

Reasons for Recommendations

33.   To formally recognise that the proposed new senior management structure has been further amended to reflect representations made during the consultation period. This has resulted in the Chief Executive being able to bring forward final recommendations to the Cabinet on the proposed model, following which a report on terms & conditions and remuneration will be considered by the Council's Employment Conditions Committee.

<u>**Financial Implications**</u>

34.   The cost of the proposed senior management arrangements set out in this report can be met from within existing budgets for tier 1 and tier 2 posts together with anticipated changes to the operational manager structure. If approved, the proposed structure will be reflected in the Council's 2018/19 budget with any impact in the current financial year dependent on the timing of the changes including recruitment to the new posts identified in the report. There will be costs associated with the advertising and appointment process and in relation to any redundancy or pension costs that may be incurred and these one-off costs will be funded from within existing resources.

Legal Implications

35.   It is the responsibility of the Cabinet to decide on employment strategy and policy in so far as this has not been further delegated. The Cabinet may therefore determine the broad Senior Management arrangements of the Council.

36.   However this is subject to a number of specific requirements set out in the Local Authorities (Standing Orders) (Wales) Regulations 2006, as amended in 2014. These requirements are further set out in the Employment Procedure Rules contained within the Council's Constitution.

37.   Under the Regulations and the Employment Procedure Rules the appointment or dismissal of various officers, including Corporate Directors, Directors, Assistant Directors, and the Head of Democratic Services, must be made by the Council or by a Committee of members delegated by the Council to make the appointment or dismissal, which Committee must contain at least one Cabinet member, but not more than half of the members of that Committee shall be Cabinet members.

38.   The dismissal of any of these officers for redundancy, and appointments to newly created posts, are within the terms of reference of the Appointments Committee.

39.   Furthermore, the Council's Employment Procedure Rules, as required by the Local Authorities (Standing Orders) (Wales) Regulations 2006 (as amended in 2014), state under Rule 2 that:

Rule 2 Recruitment of Chief Officers

(a) A vacancy for the post of Chief Officer must be reported to the Council or body delegated to do so which will consider whether the post should be filled, and if so, subject to Rule 2A, the terms and conditions of employment and method of appointment.

(b) Where the proposed remuneration of the Chief Officer post is £100,000 or more per annum, the Council will arrange for the following to be prepared:-

(i) A statement of the duties of the officer concerned and the required qualifications or qualities to be sought in the person appointed, which is sent to any person on request; and

(ii) Public advertisement of the post to bring it to the attention of people who are qualified to apply, unless the proposed appointment is for a period of 12 months or less.

(c) Following advertisement, the Council will arrange for either all qualified candidates to be interviewed; or a shortlist to be prepared of qualified applicants and those candidates interviewed. If no suitably qualified person has applied, or if the Council decides to re-advertise

the appointment, the post will be re-advertised in accordance with paragraph (b) above.

Rule 2A Remuneration of Chief Officers

Any decision to determine or vary the remuneration of Chief Officers (or those to be appointed as Chief Officers) must be made by full Council.

40. The terms of reference of the Employment Conditions Committee include policy and issues arising from the organisation, terms, and conditions of Directors and Assistant Directors (note that, as stated above, remuneration of Directors is subject the decision of the full Council).

41. Consultation with all affected officers and trade unions has been undertaken as detailed in this Report.

42. Some officers will be displaced in the new structure. Those officers are on JNC Terms and Conditions, which provide that they should be offered any suitable alternative employment that may be available, or which may become available, in consequence of the reorganisation. If no suitable alternative employment is available the Conditions require the Authority to explore the possibility of providing an alternative post.

43. This requirement has become difficult to satisfy since the Local Authorities (Standing Orders) (Wales) Regulations 2006 were amended in 2014. As has been pointed out in the text of the Report, the Regulations now require that posts with a salary over £100,000 should be publicly advertised. It is therefore not possible to ring fence any such new posts to redundant officers.

HR Implications

44. This report contains significant HR implications which will need to be managed in accordance with the recommended legal principles, the employment legislative framework and the requirements set out by Welsh Government. There will need to be ongoing discussions with impacted employees and Trade Union colleagues, with work done to minimise any disruption to the organisation, should Cabinet and subsequently, Employment Conditions Committee be minded to accept these proposals.

45. An Equality Impact Assessment of the restructure has been completed and there are no adverse impacts on any specific groups.

RECOMMENDATIONS

Cabinet is recommended to:

1. having considered the summary of responses received as part of the consultation process, approve the new Tier 1 and Tier 2 Senior Management Team structure as set out in Appendix 3 and the proposed details of services covered by each Director role as set out in Appendix 4 to the report;

2. refer the matter of the statement of the duties required for the new posts; the required qualifications or qualities to be sought in the person appointed; the terms & conditions and remuneration of the new posts to the Council's Employment Conditions Committee on 22 November 2017 for determination as appropriate;

3. refer the proposed creation of the new post of Corporate Director People & Communities and advertisement of the post to Full Council on 30 November 2017; and

4. subject to recommendation (3) above, delegate authority to the Head of Paid Service, in consultation with the Cabinet Member for Finance, Modernisation and Performance, to implement the new Tier 1 and Tier 2 Senior Management Team structure and to allocate managerial resources during the transitional process, as appropriate, in accordance with the principles set out in this report.

PAUL ORDERS
**Chief Executive**
10 November 2017

The following appendices are attached:

Appendix 1:   Letter from the Chair of Policy Review and Performance Scrutiny
                      Committee dated 16 October 2017
Appendix 2:   Existing Senior Management Team Structure
Appendix 3:   Tiers 1 & 2 Senior Management Team Structure (Final)
Appendix 4:   Director Roles – Details of Services (Final)

The following background papers have been taken into account:

•   Cabinet Report, 21 September 2017: 'Senior Management Arrangements'
•   Equality Impact Assessment
•   Senior Management Review – Consultation Feedback

Appendix 2 – Current Structure

Paul Orders
Chief Executive

Christine Salter #
Corporate Director Resources

Andrew Gregory
Director City Operations

Sarah McGill
Director Communities, Housing & Customer Services

Neil Hanratty
Director Economic Development

Nick Batchelar
Director Education & Lifelong Learning

Tony Young
Director Social Services

Davina Fiore*
Director Governance & Legal Services

Jane Thomas
Assistant Director Housing & Communities

Isabelle Bignall
Assistant Director Communities & Customer Services

Tara King
Assistant Director Commercial Services

Jackie Turner
Assistant Director Education & Lifelong Learning

Irfan Alam
Assistant Director Children Services (Interim)

Amanda Phillips
Assistant Director Adult Services

Joe Reay
Head of Performance & Partnerships

Philip Lenz
Chief HR Officer

Ian Allwood
Head of Finance

 # Section 151 Officer

* Monitoring Officer

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CEX Direct Reports - Final Proposal

Chief Executive Cardiff Council
Paul Orders

Corporate Director of People & Communities
New Post

Corporate Director of Resources
Christine Salter
(Section 151 Officer)

Director of Social Services
Tony Young
(Retiring 2018)
#

Director of Economic Development
Neil Hanratty

Director of Education & Lifelong Learning
Nick Batchelar

Director of Planning, Transport & Environment
Andrew Gregory

Chief Digital Officer
New Post

Director Governance & Legal Services
(Monitoring Officer)
Davina Fiore

Assistant Director Housing & Communities
Jane Thomas

Assistant Director Adult Services
Amanda Phillips

Assistant Director Children's Services
Vacant

Assistant Director Corporate Landlord
New Post

Assistant Director Education
Jacqueline Turner

Assistant Director Street Scene
New Post

Assistant Director Customer Services
Isabelle Bignall

* Head of Democratic Services
OM1
New Post

Statutory Director of Social Services

* Statutory role –
Head of Democratic Services

Final Proposal

Resources

**Corporate Director
of Resources**
Christine Salter

**Chief
Digital Officer**

New Post

**Assistant
Director
Customer
Services
Isabelle Bignall**

**Head of
Performance &
Partnerships
Joseph Reay**

**Head of
Finance
Ian Allwood**

**Chief HR
Officer
Philip Lenz**

**Director
Governance &
Legal Services
(Monitoring
Officer)
Davina Fiore**

**ICT
Services
Mgr
OM1
Phil Bear**

**Porgramme
Manager ODP
OM1
Dean Thomas**

**Commissioning
Procurement
OM1
Steve Robinson**

**Health & Safety
OM1
Donna Jones**

*** Head of
Democratic
Services
OM1**

New Post

• Statutory role -
Head of Democratic Services

Appendix 4: Director Roles – Details of Services (Final)

Director of Planning, Transport & Environment
(previously City Operations)

Waste Management
Central Transport Services (CTS)
Sustainability and Energy
Neighbourhood Services
Highways Assets & Operations
Strategic Planning (LDP)
Transport Planning Policy & Strategy
Telematics
Civil Enforcement (CPE), Parking, TRO, Moving Traffic Offences, Road Safety
Trading Standards*
Private Sector Housing*
Bereavement
Registration Services
Cardiff Dogs Home

* Part of Regulatory Collaboration

Director of Education & Lifelong Learning

Achievement & Inclusion including Youth Service, Flying Start and Childcare, and Behaviour Support
Performance, Resources & Services to Schools including Catering, Health & Safety
Schools Organisation, Access & Planning including school admissions
Cardiff Commitment

Corporate Director People & Communities

Strategic Responsibility for Integrating Services to Vulnerable People
Preventative Services including Independent Living Service, Joint Equipment Service, Occupational Therapy, Physical Disabilities Day Service
Cardiff Strategic Housing Functions
Housing Strategy, Development, Enquiries and Advice
Assessment & Support including Benefits, Tenant Support, Homelessness
Landlord Services
Responsive Repairs
Neighbourhood Regeneration & Partnerships
Community Hubs and Libraries
Into Work Service
Adult Community Learning

Appendix 4: Director Roles – Details of Services (Final)

Director of Social Services

Health & Social Care Integration
Safeguarding for Children and Adults
Commissioning for Social Services
Social Services Training & Development
Adults
- Learning Disabilities
- Supported Living
- Mental Health Services
- Assessment
- Home care services
- Hospital Social Workers

Children's
- Early Intervention & Prevention
- Specialist Services including Accommodation, Fostering, Looked After Children
- Targeted Services including Intake & Assessment, Children in Need, Family Intervention Services

Youth Offending Service

Director of Economic Development

Regeneration & Economic Development
Major Projects
City and Commercial Development
Tourism, Culture & Events
Harbour Authority & Parks
Leisure Services #
Arts & Theatres
Marketing & Commercial
Corporate Landlord
Corporate Property & Estates
Property, Design and Development
FM
Pest Control

GLL Contract

Corporate Director Resources

Finance
Commissioning & Procurement
HR People Services
Audit & Risk
Performance & Partnerships including Emergency Planning
Health & Safety
Section 151 Officer

Appendix 4: Director Roles – Details of Services (Final)

Director of Governance and Legal Services
Legal Services
Democratic Services
Electoral Services
Scrutiny
Monitoring Officer
Equalities
Bilingual Cardiff

Chief Digital Officer

Digital First Strategy and Delivery
24/7 Services including ARC/CCTV, Locality Wardens / Concierge, Telecare Services, Community Alarm, Meals on Wheels
C2C
Rent Smart Wales
ICT
Organisational Development Programme
Enterprise Architecture
Smart Cities

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CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

BUDGET MONITORING – MONTH 6 REPORT

FINANCE, MODERNISATION & PERFORMANCE (COUNCILLOR CHRIS WEAVER)

AGENDA ITEM: 7

CORPORATE DIRECTOR RESOURCES

Reason for this Report

1. To provide the Cabinet with an update of the financial monitoring position for the authority based on the first six months of the financial year and as updated for significant movements to date.

Background

2. This monitoring report provides details of the projected outturn for 2017/18 compared with the budget approved by Council on the 23 February 2017.

3. The presentation of surpluses and deficits in this report follows the convention, which shows an excess of expenditure over budget as a positive and additional income over budget as a negative. Conversely, expenditure less than budget would be shown as a negative while income lower than expected would be denoted as a positive. Negative items are shown in brackets.

Issues

Revenue

4. Overall, the month six revenue monitoring for the Council shows a balanced position against budget, an improvement of £883,000 compared to the position reported at month four. The improvement reflects management actions introduced to control expenditure in the current year together with in-year targeted savings identified by directorates. There was also a further increase in NDR refunds on Council properties. The overall position continues to reflect a range of demographic, service and other financial pressures including shortfalls against budget savings targets in directorate budgets and a projected overspend in relation to capital financing costs. These are offset by projected savings in directorate budgets as a result of management actions, a saving on Insurance budgets, the release of contingency budgets, an anticipated surplus on Council Tax collection and NDR refunds on Council properties. Directorate budgets are currently projected to be overspent by £4.956 million with projected overspends in the

Social Services, Economic Development and Education & Lifelong Learning Directorates. These are partly offset by projected underspends in other directorates and by the £3.0 million general contingency budget which was provided as part of the 201718 budget in order to reflect the quantum, risk and planning status of the proposed savings for 2017/18. It should be noted that the 2017/18 Budget reduced the previous general contingency budget by £1 million. A summary of the overall position is attached as Appendix 1 to this report.

5. The projected overspends in directorate budgets include £3.198 million in Social Services, £1.347 million in Economic Development and £1.158 million in Education & Lifelong Learning. This reflects a range of factors including increased demographic pressures in Social Services and Education & Lifelong Learning, particularly in relation to looked after children and children with additional learning needs. There are also significant demographic and cost pressures in Waste Services. The projected overspends also include shortfalls in income and the anticipated failure to fully achieve the savings targets set as part of the 2017/18 Budget together with on-going shortfalls carried forward from the previous financial year.

6. The 2017/18 savings targets for each directorate are set out in Appendix 2(a) to this report together with the projected savings currently anticipated to be achieved. An overall shortfall of £1.954 million is currently anticipated against the £14.157 million directorate savings target with £6.157 million having been achieved to date and a further £6.046 million anticipated to be achieved by the year end. The budget approved by Council on the 23 February 2017 identified red or red / amber achievability risks totalling £6.627 million with £845,000 of the savings proposals still at a general planning stage. These risks are evident in the projected shortfall currently reported as part of the month six monitoring. A projected shortfall of £1.782 million has also been identified in relation to savings targets carried forward from 2016/17 and these are set out in Appendix 2 (b) to this report. Overall, this represents an increase of £267,000 compared to the shortfalls identified in relation to the 2017/18 and carried forward savings as reported at month four. The projected shortfalls are reflected in the directorate monitoring positions although where possible shortfalls have been offset by savings in other budget areas. The £3.0 million General contingency budget which was allocated to reflect the risk and planning status of the proposed savings for 2017/18 is also available to offset the shortfall in the current financial year. Although the projected shortfalls are lower than in recent years, this continues to be a cause for concern given the financial outlook in the medium term and the difficult choices facing the Council in the current budget round.

7. Actions are being taken by those directorates currently reporting a projected overspend to try to resolve the issues that led to the current position or alternatively to identify offsetting savings in other areas of the service. These will be considered as part of the challenge process to review the performance of directorates including the budget monitoring position. These reviews will continue throughout the year and the actions taken will also be discussed in the Chief Executive's monthly meetings with individual directors. In response to the level of financial pressures identified in the current year all directorates have also reviewed their monitoring positions and identified a range of in-year

savings which are reflected in their reported positions within this report. The scope of the review included non-essential third party spend, temporary staff arrangements and opportunities to maximise income. This has enabled a balanced position to be reported at month six.

8. The 2017/18 Budget included specific contingencies of £950,000 to reflect the potential for increased costs in relation to placements for looked after children in Social Services and £350,000 to offset potential income shortfalls in relation to the Material Recycling Facility (MRF) as a result of volatility in the market for recyclate materials. The month four report identified that full allocations would be required in both these areas and this is reflected in the directorate positions within this report. Other contingency budgets include £729,000 in relation to waste disposal reflecting the difficulty of predicting tonnage figures and the consequent impact on disposal costs and £2.244 million to reflect the potential for future growth in the number and value of claims as part of the Council Tax Reduction Scheme (CTRS). Current projections indicate a requirement of £537,000 to support increased tonnages in waste disposal and £522,000 to support CTRS claims in the current year. These are also reflected in the directorate positions within this report. The budget pressures in all these areas will continue to be monitored as the year progresses and any further variations to this position will be identified. The CTRS contingency includes annual uplifts to reflect the potential impact of Council Tax increases on this budget and includes budget carried forward from the previous financial year where this was not required. Given the pressures on the Council's budget and the availability of earmarked reserves to support costs in this area if required, it is therefore considered prudent to assume a saving of £500,000 against this budget and this is reflected within the overall monitoring position as an underspend within the Summary Revenue Account (SRA). This is in line with the position previously reported at month four. A budget of £1.431 million has also been set aside to meet costs arising from the Council's Voluntary Severance Scheme and this is currently anticipated to be fully committed.

9. The Council receives an annual report from its Insurance Advisors assessing the appropriateness of its insurance provisions and reserves for self-insured claims and based on this a significant saving was identified against insurance budgets in the previous financial year. The review is based on the position as at 1 October together with a forecast to the next balance sheet date of 31 March. Whilst the review in the current year has yet to be finalised, indications are that a saving will also be identified this year. Given this and the experience in the previous financial year it is therefore considered prudent to assume a saving of £600,000 against insurance budgets at this stage and for this to be reflected within the overall monitoring position as an underspend within the SRA. This will be further reviewed later in the year following the report from the Council's Insurance Advisors. This is in line with the position previously reported at month four.

10. A financial statement showing the spending position for each directorate is attached as Appendix 1 to this report. Comments on the main variances and any significant issues are as follows:

Capital Financing +£288,000

11.   The Capital Financing Budget continues to show a projected overspend of £288,000. This reflects a combination of factors including £400,000 as a result of an increase in the provision for the repayment of debt following finalisation of the amount of capital expenditure incurred in 2016/17 paid for by unsupported borrowing having taken into account the estimated useful life of the assets funded by this borrowing. The overspend also includes a reduction in the level of interest receivable from the Housing Revenue Account reflecting changes to the overall debt structure and the impact of internal borrowing in reducing the consolidated rate of interest within the overall pool of Council debt.

12.   These additional costs have been partly offset by the assumption that any external borrowing to meet capital expenditure commitments will be deferred to the last quarter of the year. This is consistent with the Council's Treasury Management Strategy approved by Council which recognises the short term savings achievable by utilising existing cash balances rather than taking external borrowing. This is because interest rates on investments are less than interest rates payable on borrowing. The timing of any borrowing decisions will continue to be subject to interest rates and advice from Treasury management advisors.

City Operations (£118,000)

13.   The Directorate is currently forecasting an underspend of £118,000, an improvement of £362,000 compared to the position reported at month four. The improvement reflects opportunities to increase income, delays in filling vacant posts and the identification of efficiencies across the directorate. The overall position includes projected shortfalls against cross-directorate savings targets and overspends within School Transport and Sport & Outdoor Leisure. These are more than offset by underspends across a range of divisions, most notably Energy & Sustainability, Infrastructure Services and Planning & Building Control. Within the overall position is a projected shortfall against 2017/18 savings targets totalling £138,000. In addition, there are projected savings shortfalls of £154,000 in respect of unachieved 2016/17 savings carried forward. The individual variances can be seen in Appendices 2(a) and 2(b) to this report.

14.   The overall position in relation to cross-directorate budgets is an overspend of £132,000. This is due to projected savings shortfalls against proposals for a staffing restructure and income generation. In addition, an overspend of £51,000 is projected within the Sport & Outdoor Leisure budget due to additional costs in relation to toilet maintenance. An overspend of £34,000 is also projected within School Transport, primarily due to it not being possible to achieve a 2017/18 saving proposal relating to transport to the Pupil Referral Unit and additional in-year costs of transport for pupils with additional learning needs. Pressures have also been identified in other divisions, namely energy income shortfalls and a shortfall in SWTRA fee recovery within Infrastructure Services, although these have been more than mitigated by in-year savings.

15. Underspends are currently projected in a number of divisions including Energy & Sustainability, where a £110,000 net underspend is anticipated due to staffing vacancies and recharges. An underspend is also projected within Management & Support totalling £47,000 due to increased staff recharges to externally funded activities. In addition, the Parks budget is projected to underspend by £33,000 due to staffing vacancies and increased recharges. Other divisions, including Bereavement Services, Infrastructure Services, Leisure & Play Services and Planning & Building Control, are reporting underspends totalling £145,000, resulting from a range of management actions including staffing vacancies and additional income. All other divisions are projecting balanced positions. This includes the Civil Parking Enforcement account and the Shared Regulatory Service, where it is assumed that significant income targets will be achieved. In addition, Transport Planning, Policy & Strategy is showing a balanced position despite CCTV contract inflation and increased sickness absence costs.

Communities, Housing & Customer Services (158,000)

16. The overall position indicates an underspend of £158,000 as compared to the balanced position previously reported at month four. The change is primarily due to the identification of additional staffing recharge income. The overall position largely comprises underspends against the Housing & Communities and Neighbourhood Regeneration divisions, partly offset by projected overspends in relation to Customer Services. Current indications are that savings totalling £964,000 will be achieved against the 2017/18 target of £1.083 million, leaving a shortfall of £119,000. In addition, a shortfall of £296,000 is projected in relation to unachieved savings targets brought forward from 2016/17, this relating to projected income shortfalls in relation to the Alarm Receiving Centre. These shortfalls are reflected in the overall Directorate position.

17. The Housing & Communities Division is currently projecting an underspend of £356,000. This includes a £174,000 underspend in relation to Preventative Services, which is mainly due to disabled facility fee income in excess of target and in-year savings due to vacancies. An increased underspend of £132,000 is also projected in relation to Assessment & Support functions, following a review of employee and supplies and services expenditure projections, resulting in the identification of increased recharge income. Included within the position are increased costs for temporary accommodation, increased premises costs relating to the Housing Options Centre, increased drainage costs and utility savings shortfalls relating to the traveller sites. Face to Face Customer Services is projected to underspend by £51,000 due to reduced employee recharges from the Housing Revenue Account for staff employed at hubs. All other budgets within this division are projected to balance, aside from Service Development & Improvement, which is projected to record a minor underspend resulting from vacancy savings within the Housing Strategy Team. Included within the overall position is a projected drawdown of £522,000 from the specific contingency budget set aside to meet increased costs in relation to the Council Tax Reduction Scheme. Further adjustments to this figure may be required as the year progresses, depending upon fluctuations in the number of applications and level of support required.

18.	Customer Services is currently projected to overspend by £294,000, primarily in relation to the aforementioned £296,000 savings shortfall in connection with the Alarm Receiving Centre. A number of income opportunities have been identified, however these will not materialise until after 31st March 2018. In addition, there is a projected shortfall in Telecare fee income, although this particular overspend is more than mitigated by employee savings within the division and additional Meals on Wheels income. The Wales Interpretation and Translation Service (WITS) and Rent Smart Wales are both projecting balanced positions. A £23,000 underspend is projected within Partnership & Delivery, which relates to a savings shortfall, more than offset by managed underspends within supplies and services and a projected underspend against Communities First transition budgets. Neighbourhood Regeneration is currently projected to underspend by £49,000, due to vacancies. An underspend of £24,000 is also projected within Service Management & Support, due to employee savings. The other divisions within the Directorate are reporting balanced positions, including Libraries, where historic income shortfalls and overspends against various budgets are anticipated to be offset by further managed underspends. Both the Supporting People and Communities First grants are forecast to be used in full.

Corporate Management (£52,000)

19.	An underspend of £52,000 is currently projected in relation to Corporate Management, this being in line with the position previously reported at month four. The projected underspend reflects a range of savings including £37,000 due to a reduction in contributions to the Mid Glamorgan Superannuation Fund relating to past employees and £33,000 from bank charges and commission earned. Underspends are also currently projected in relation to senior management budgets and audit fees. These are partly offset by a projected shortfall in the budget for the release of savings through voluntary schemes including the purchase of leave and by an anticipated overspend in relation to payments for the Coroner's Service.

Council Tax Collection (£177,000) and NDR refunds on Council properties (£967,000)

20.	A review of the Council Tax position continues to indicate a potential surplus of £177,000. This is mainly due to a higher than anticipated collection rate which has the impact of reducing the required contribution to the Council Tax Bad Debt Provision. The level of single person discounts is also lower than was anticipated when the Council Tax base report was approved in December 2016. These are partly offset by a reduction in the anticipated number of properties and higher than anticipated level of exemptions mainly in relation to student properties. The surplus represents a variance of 0.1% of the estimated gross debit and may be subject to further fluctuations as the year progresses. A saving of £967,000 is also currently identified in relation to refunds of NDR on Council properties achieved through the appeals process. This will continue to be monitored and may increase as further appeals are taken forward during the year.

Economic Development +£1,347,000

21. An overspend of £1.347 million is currently anticipated, representing a slight improvement on the £1.399 million overspend previously reported at month four. The change is due to increased advertising income and a reduced overspend in relation to Recycling Waste Services, partly offset by overspends within Major Projects, Culture, Tourism & Events and City Centre Management. The overall position includes a significant overspend of £927,000 in relation to Commercial Services, as well as overspends projected within Culture, Tourism & Events, Major Projects, Property and City Centre Management. Projected underspends within Business & Investment and Office Rationalisation have partly mitigated the overall position. Included within the position are anticipated savings shortfalls of £207,000 in respect of 2017/18 and £230,000 in relation to unachieved savings targets carried forward from 2016/17. These shortfalls are reflected in the overall Directorate position.

22. The projected overspend in respect of Commercial Services is predominantly the result of an overspend totalling £765,000 within Recycling Waste Services. This includes a significant overspend within the Materials Recycling Facility (MRF) due to higher third party payments associated with the treatment of recyclates, and the loss of income due to the expiration of the contract with Caerphilly Council. Further overspends have been projected in relation to central transport charges and the use of agency staff to cover holidays and sickness within household waste recycling centres. Some improvement to this position is likely when the Wedal Road site closes, however this is not anticipated in the current financial year. As an in-year mitigation, the intention is to utilise earmarked reserves to offset a proportion of these costs. In addition, savings from non-kerbside recycling processing partly offset these overspends. Elsewhere within Recycling Waste Services an underspend of £199,000 is projected, comprising a significant underspend on bag purchases and additional income from new contracts. The savings shortfall within Recycling Waste Services is projected to total £137,000 and relates primarily to digitalisation.

23. The Council's 2017/18 budget included specific contingencies totalling £729,000 in relation to waste disposal, reflecting the difficulty of predicting tonnage figures and the consequent impact on disposals, and £350,000 to offset potential income shortfalls in relation to the MRF to reflect the volatility in the market for recyclate materials. Having reviewed these areas, as part of the monitoring process, this report recommends that the full contingency budget for the MRF is allocated and an amount of £537,000 is allocated in respect of the impact of increased tonnages. These allocations have been incorporated within the directorate position.

24. Elsewhere within the Commercial Services division, it is anticipated that there will be an overspend of £101,000 in relation to Facilities Management, a deficit of £61,000 within Fleet Services and a balanced position within Construction & Design. Within the Facilities Management position there is a projected overspend in relation to FM Buildings, an overspend within Building Support due to agency staff costs, offset by a surplus on the Accommodation Account. The overspend within Fleet Services includes assumptions that all

savings proposals will be achieved in full and that an overspend on the vehicles holding account will be partly offset by an underspend within the workshop. The balanced position within Construction & Design is based on the assumption that income will fully cover expenditure, albeit there is a risk around progression of some significant fee-earning capital schemes.

25. Other overspends within the directorate include a projected £396,000 overspend in relation to Culture, Tourism & Events. This is largely due to shortfalls against savings targets for St David's Hall and New Theatre, in addition to income shortfalls within Functions Catering, Retail Catering, City Hall Functions and Mansion House, and a deficit within the budgets relating to the Old Library building. With regards to St David's Hall and New Theatre, it is anticipated that a significant part of the savings target will be achieved, however a shortfall of £116,000 is still expected in this financial year. The overall position for these venues assumes a significant amount of income generation later in the year and close monitoring will continue to be required to ensure that this remains achievable. In addition, there is a shortfall against unachievable parks sponsorship income targets, although this is partly offset by underspends within Tourism and Commercial Developments, due to staffing vacancies.

26. An overspend is also projected in relation to Property, where a deficit of £66,000 is the result of shortfalls against rental income targets. Partly offsetting this deficit is an underspend in connection with staff recharges and balanced positions are projected for Cardiff Market and the landlord budget. In addition, an overspend of £71,000 is projected against the City Centre Management budget. This is due to a staffing overspend within the Night Time Economy Service, partly offset by additional banner income. The Major Projects division is also projected to overspend, by £88,000, due to a shortfall in staff recharges to capital schemes. The position in relation to the cessation of the Dr Who Experience is currently under consideration and may result in costs which would need to be accounted for in the current financial year. This will be reflected in future monitoring reports as the position becomes clear.

27. These overspends are partly offset by projected underspends in relation to Business & Investment and Office Rationalisation. The Business & Investment underspend totals £151,000 and is due to additional bus shelter and other advertising income, net of costs incurred in generating the income. The Office Rationalisation underspend totals £50,000 because of premises cost savings in relation to a number of buildings earmarked for vacation during this financial year. Service Management & Support is projecting a balanced position, as is the Workshops account, despite additional repairs and maintenance costs, which are anticipated to be offset by additional rent and service charge income.

Education & Lifelong Learning +£1,158,000

28. The overall position indicates an overspend of £1.158 million, which represents a significant increase on the £724,000 overspend reported at month four. The change is the result of further expenditure in relation to Out of County Placements, the inclusion of a projected deficit in relation to the Music Service and an increase in the projected savings shortfall, partly offset

by a reduction in expenditure against Centrally Held School Funds totalling £182,000 as a result of in-year mitigations identified to improve the position. The overall position includes projected overspends against Out of County Placements & Additional Learning Needs (ALN), Lifelong Learning and Management & Support Services partly offset by savings against the budgets for Centrally Held School Funds, Wellbeing & Compliance and Early Years. Total savings of £2.156 million are currently projected to be achieved against the 2017/18 savings target of £2.471 million, leaving a projected shortfall of £315,000. In addition, there is a projected shortfall of £560,000 against the unachieved savings targets brought forward from 2016/17. These shortfalls are reflected in the Directorate outturn projection.

29. An overspend of £1.041 million is currently projected in relation to the budgets for Out of County Placements & ALN. Of this total, £977,000 relates to the cost of out of county placements, the majority of which is due to a shortfall of £560,000 against savings targets brought forward from 2016/17. Although the intention of the savings proposal was to reduce both the cost and number of placements, increased costs of, and demand for, placements has meant that this has not proved achievable to date and overall, costs have continued to increase. In addition, there is a projected overspend of £15,000 in connection with the budget for the Pupil Referral Unit (PRU), which relates to the 2017/18 savings proposals and the plan to commission a school to oversee the provision from September 2017. Although the commissioning arrangement has been finalised, the residual costs for the first five months of the year have exceeded the available budget. Furthermore, there is a projected overspend of £49,000 against Services of a Specialised Nature, due, primarily, to the one-off costs of digitalisation of records. The budget for the EOTAS tuition service is currently projected to balance, although there are potential challenges around recoupment of costs from schools, which may affect the position later in the year.

30. Further overspends are projected in relation to the central provision element of the Lifelong Learning division. The overspend totals £50,000 and relates to the running costs of the unoccupied space within the Friary Centre from September 2017 to March 2018, for which there is insufficient funding available. The Youth Service element of this division is projected to balance, against the backdrop of significant savings over the last three financial years. A further overspend of £317,000 is anticipated in relation to Management & Support Services. This overspend comprises additional hire costs in relation to temporary accommodation at Cantonian High School, increased agency costs within the Admissions service, and, predominantly, savings shortfalls totalling £300,000 in relation to commercialisation initiatives, partly offset by in-year employee savings due to vacancies.

31. An underspend totalling £100,000 is projected in relation to Centrally Held School Funds, which is despite the Music Service deficit. Savings against this budget include an in-year saving on the budget for reimbursements to schools in respect of trade union duties, estates management and school licences, as a result of the intention to transfer some of this expenditure to the delegated school budget. In addition, an underspend of £100,000 is projected in relation to Early Years & Childcare, mainly as a result of the reduced costs of non-maintained settings. A further underspend of £50,000

is anticipated within Wellbeing & Compliance due to the reduced costs of training provision. The remaining traded services, including Catering and the Outdoor Pursuits Centre, are projecting balanced positions. This is following the decision to remove all subsidies for these services, as part of the 2017/18 budget savings proposals.

Governance & Legal Services (£118,000)

32. The overall position indicates an underspend against budget of £118,000. This reflects an improvement of £50,000 compared to the position reported at month four following the identification of further income and savings on supplies and services expenditure. The overall position includes a shortfall against 2017/18 savings targets of £55,000.

33. The position comprises a projected underspend within Democratic Services of £66,000, primarily due to in-year employee savings resulting from vacancies and recruitment delays. Underspends are also projected in relation to Scrutiny Services and the Monitoring Officer budget. The underspends total £14,000 and £11,000 respectively and are due to a combination of staffing vacancies and reduced supplies and services expenditure. Bilingual Cardiff is now projected to underspend by £27,000 following the identification of further income generation opportunities. Legal Services are currently projecting a balanced position. This includes staffing underspends against the new posts created following the centralisation of legal budgets, although these are more than offset by a projected overspend in relation to external legal costs arising whilst the new posts remain vacant and because of the increase in child care cases and the complexity of these cases. However, earmarked reserve funding is available and may be sufficient to offset these additional costs during this financial year, although this position will continue to be closely monitored. The other budgets within the Directorate are projected to have balanced positions.

Resources (£301,000)

34. The Directorate is currently projecting an underspend of £301,000, an increase of £269,000 compared to the position reported at month four. This reflects actions taken in managing staff vacancies and delaying appointments together with reviewing third party spend including the cost of ICT. The Directorate's 2017/18 savings targets and those carried forward from 2016/17 are all currently projected to be achieved.

35. An underspend of £264,000 is currently projected in relation to Human Resources with savings on employee budgets due to vacancies, a projected underspend on Cardiff Academy, additional income within HR Services and savings on supplies and services and capital financing budgets in relation to HR Systems. A surplus of £45,000 is also currently projected in relation to Cardiff Works which is over and above the budgeted surplus for this service. Other areas currently projecting underspends include Performance & Partnerships, Commissioning & Procurement and ICT. These are mainly due to the identification of targeted in-year savings as set out above.

36. These are partly offset by projected overspends of £61,000 in the Finance Service and £42,000 in Enterprise Architecture. The projected overspend in Finance is mainly due to additional costs and income shortfalls within the Revenues Service including projected overspends on employee and supplies and services budgets and an anticipated shortfall against the income budget in relation to the recovery of penalty charge notices. The projected overspend in Revenues is partly offset by vacancy savings and additional income in other areas of Finance. The projected overspend in Enterprise Architecture is mainly due to an anticipated shortfall in internal income relating to the recovery of costs of supporting projects and other initiatives within the Council. All other areas within the Resources Directorate are currently projecting a balanced position.

Social Services +£3,198,000

37. The overall position for the Directorate shows a projected overspend of £3.198 million, an increase of £40,000 compared to the position reported at month four. This includes a projected overspend of £3.398 million in Children's Services partly offset by an anticipated saving of £200,000 in Adult Services. The projected overspend in Children's Services continues to reflect the impact of demographic pressures with a significant increase in the number of placements and cost for looked after children particularly in relation to external fostering. Although demographic and cost pressures are also evident in relation to Adult Services these are currently contained within the budgets allocated by Council. Additional grant funding from Welsh Government has also been received during the year and is assisting in supporting costs in both Children's and Adult Services. The overall position also reflects a shortfall against budget savings targets both in respect of the 2017/18 budget and in relation to on-going shortfalls against 2016/17 savings targets which have yet to be achieved. Total savings of £3.877 million are currently projected to be achieved against the Directorate's 2017/18 savings target of £4.997 million leaving a projected shortfall of £1.120 million. In addition a shortfall of £542,000 is also forecast against the savings targets carried forward from 2016/17. These shortfalls are reflected in the Directorate outturn projection with details of the individual variances set out in Appendices 2(a) and 2(b) to this report.

38. The current projections make no assumptions in relation to further growth arising from demographic pressures during the remainder of this financial year. Demand for services are needs led and can be volatile and costs, particularly in relation to external fostering, residential, domiciliary and nursing placements can be high. If the levels of demand continue to increase then the overall cost to the Directorate will also increase. This together with the significant level of assumed savings which have still to be achieved during the remainder of the year provides an element of risk that must continue to be closely monitored. Further detail on the individual positions for Children's and Adult Services are provided in the paragraphs that follow.

Adult Services – (£200,000)

39. The Adult Services budget is currently projecting a saving of £200,000 against budget despite on-going demographic and cost pressures particularly

in relation to domiciliary and nursing care. This reflects the significant additional funding provided as part of the Council's 2017/18 Budget including a budget realignment of £2.3 million, funding for demographic and cost pressures of £2.9 million, additional funding set aside to meet fee increases including the impact of the National Living Wage and a number of other specific financial pressures. The allocation of additional Welsh Government grant funding to support fee increases in Adult Services has also provided a degree of flexibility in relation to current costs and commitments. The position has improved since month four reflecting the continued impact of measures and efficiencies introduced by the Directorate to control costs, together with savings on staffing budgets as a result of managing the timing of appointments to vacant posts. The overall position includes a projected shortfall of £880,000 against the savings targets for 2017/18 and carried forward from 2016/17 and this is reflected in the analysis of the variances below.

40. Overall, commissioning budgets are currently reporting a projected overspend of £1.0 million. This includes projected overspends of £904,000 on Services for Older People, £366,000 on People with Learning Disabilities and £51,000 on People with a Physical Disability including alcohol and drugs. The projected overspends include both shortfalls against savings targets and demographic and cost pressures particularly in relation to domiciliary and nursing care. Domiciliary and direct payment care hours for older people for example have increased by 5.6% in the past 12 months resulting in additional costs of £1.0 million. There has also been an increase of around 10% in the price of a nursing bed during this period increasing costs within Services for Older People by £1.7 million. The projected overspend in Learning Disabilities is mainly due to a shortfall against savings targets although there has also been growth in the number of residential and external supported living placements. These overspends are partly offset by a saving of £320,000 in mental health services including a significant reduction in residential MH placements together with lower than anticipated levels of activity in relation to Deprivation of Liberty Safeguards (DOLS).

41. Internal Services are currently projecting an underspend of £1.2 million. This is mainly due to an anticipated saving of £969,000 in Assessment and Care Management reflecting staff vacancies within the service and the use of grant funding in this area, particularly in relation to the Integrated Care Fund. Savings of £217,000 in Internal Support & Management and £156,000 in Day Care and Reablement Services are also forecast. These are partly offset by an overspend of £141,000 in relation to Learning Disabilities Supported Living and Day Care mainly as a result of shortfalls against savings targets in previous years.

Children's Services +£3.398 million

42. The Children's Services budget is currently projecting an overspend of £3.398 million, an increase of £240,000 compared to the position reported at month four. This reflects a further increase in the overspend on external placements for looked after children. The projected overspend takes into account the drawdown of the £950,000 specific contingency budget set aside to meet increased costs in relation to placements for looked after children,

with this drawdown having been incorporated into the Directorate budget position in this report. Although Children's Services received an additional budget realignment of £3.3 million and funding for other specific pressures as part of the 2017/18 budget process, on-going pressures in relation to the increasing numbers of looked after children and subsequently on the budgets for external placements and leaving care support costs have nevertheless led to a projected overspend in the current year. The number of looked after children rose from 690 to 784 in the period 31 December 2016 to September 2017. These pressures have been alleviated to an extent by mitigating actions taken in respect of guardianship allowances and by savings in Child Health & Disability commissioning budgets, In House Fostering & Adoption and Family Intervention, Early Help & Prevention services. The allocation of additional Welsh Government grant funding to support initiatives in Children's Services has also provided a degree of flexibility in relation to current costs and commitments. The overall position includes a projected shortfall of £782,000 against the savings targets for 2017/18 and carried forward from 2016/17 and this is reflected in the analysis of the variances below.

43.   An overspend of £4.198 million is currently projected in respect of external placements for looked after children with on-going pressures on external residential placements and a significant rise in the number of external fostering placements thereby increasing costs in this area. This is after allowing for the drawdown of the £950,000 contingency budget which was set aside specifically to meet increased costs associated with external placements. The projection includes an anticipated shortfall of £612,000 against the budget savings targets in this area with only partial savings likely to be achieved in relation to a number of initiatives including the establishment of an Adolescent Resource Centre. Other projected overspends include £225,000 on leaving care support costs for children aged 16+ reflecting the on-going high cost of supported accommodation and other support for those leaving care and £12,000 on Safeguarding and Child Sexual Exploitation budgets.

44.   A saving of £429,000 is currently projected in relation to guardianship orders with no increase in the level of residential order allowances anticipated to be paid out in this financial year. A saving of £225,000 is also projected in relation to Child Health & Disability commissioning budgets mainly in respect of domiciliary and respite care. This reflects the continuing reduction in expenditure in this area following a process of reviews and a switch to direct payments in recent years. Other underspends include £50,000 in Internal Fostering & Adoption, mainly in relation to savings on fostering expenses and adoption allowances although there have been indications of further pressures in this area in recent months. Family Intervention, Early Help & Prevention budgets are also projecting an underspend of £205,000 partly as a result of the additional grant funding which has offset costs in this area with an underspend of £10,000 also anticipated in relation to Management & Business Support. Social Work budgets are currently projecting an underspend of £120,000 although the final figure will be dependent on the appointment process for new posts.

Civil Parking Enforcement

45. Civil Parking Enforcement (CPE) manages parking, parking enforcement and moving traffic offences throughout the city. The income from these activities is used to support the operational costs with the surplus being transferred to the Parking & Enforcement Reserve. The table below provides a summary of the budget and projected outturn position.

	Budget £000	Projected Outturn £000	Variance £000
Income			
On street car parking fees	(4,425)	(4,563)	(138)
Off street car parking fees	(1,086)	(1,112)	(26)
Residents parking permits	(300)	(300)	0
Penalty charge notices	(2,289)	(2,125)	164
Moving Traffic Offences (MTO's)	(3,656)	(3,775)	(119)
Total Income	**(11,756)**	**(11,875)**	**(119)**
Expenditure			
Operational costs, parking & permits	876	902	26
Enforcement service including TRO	5,164	5,155	(9)
Total Expenditure	**6,040**	**6,057**	**17**
Annual Surplus	**(5,716)**	**(5,818)**	**(102)**

46. The Civil Parking Enforcement budget for 2017/18 assumed a trading surplus of £5.716 million. The current projection indicates this surplus will be £5.818 million, an increase of £102,000.

47. Current forecasts indicate an additional £119,000 of income will be generated against the target. This includes increased income from car parking fees although this is dependent on a tariff increase in November and from MTO's, in particular bus lane enforcement. A shortfall is anticipated from penalty charge notices as workloads are diverted from penalty charge to MTO's. There are some additional operating costs relating to the maintenance of off-street car parks and some one-off purchases relating to the pay and display machines although these are largely mitigated by reduced employee costs as a result of vacancies.

48. The anticipated surplus of £5.818 million will be transferred to the Parking & Enforcement Reserve. This is available to support highway, transport and environmental maintenance and improvements. The table below illustrates the planned movements and forecasted year-end position in the reserve.

Parking & Enforcement Reserve	£000
Balance as at 1st April 2017	351
Forecast contribution from CPE 2017-18	5,818
Total Available	**6,169**
Budgeted contribution to support Highways, Transport & Environmental Maintenance & Improvements	**5,025**
Contributions Agreed in Budget Proposals	
Bus corridor Improvements	335
DFS maintenance/ signs	7
Highways/ Transport/ improvements/ pressures	50
MTO Expansion	230
Additional Proposed Schemes	
20 mph zones Riverside & Canton	200
20 mph zones Cathays	70
Contribution to Bay Edge Walkway	35
HSBC Core Cities Cycling Partnership	50
Total Planned Use	**977**
Balance at 31 March 2018	**167**

49. The brought forward balance in the reserve is £351,000, which together with the forecasted surplus from CPE activities in 2017/18 results in a total sum available of £6.169 million. The anticipated drawdown from the reserve is £6.002 million which would leave a year-end balance of £167,000. At this level of balance it will not be prudent to authorize further spending from the reserve in 2017/18.

50. A number of contributions to schemes and initiatives were approved by Council as part of the 2017/18 Budget and these are set out above. The additional proposed schemes and initiatives have been approved by the Director of City Operations in consultation with the Cabinet Member for Strategic Planning & Transport and on the basis of the current financial projections the proposed allocation from the reserve has been approved by the Corporate Director of Resources. There is the potential for some fluctuations to these figures and this will be reported as part of the year-end position.

Housing Revenue Account

51. The Housing Revenue Account (HRA) is currently projecting a surplus of £1.380 million an increase of £1.050 million compared to the position reported at month four. The change is due to a projected underspend of £1.4 million on the Housing Repairs Account with previous forecasts having anticipated spending in line with budget. This is partly offset by an increase in support

costs and by a reduction in the anticipated surplus on income. Any surplus at the year-end will be utilised to support on-going investment and future housing development costs.

52. The current forecast for the Housing Repairs Account reflects updated service statistics which indicate a reduced demand for works. This may in part be due to the high volume of work undertaken in recent years. This will continue to be kept under review including any impact arising from the demobilisation and transition periods of the contract arrangements for the procurement of a new Building Maintenance Framework.

53. The projected surplus also includes an anticipated underspend of £164,000 on employee costs reflecting vacancies and other savings against the staffing budget with underspends of £66,000 on various premises costs, £26,000 on supplies and services and £21,000 on transport budgets also projected. These are partly offset by an anticipated overspend of £379,000 in relation to support services reflecting higher than anticipated levels of staff and premises recharges within the Communities, Housing & Customer Services Directorate. Income is currently projected to be £82,000 above target mainly due to a lower than budgeted level of void rent loss.

Cardiff Harbour Authority

54. Welsh Government support for Cardiff Harbour Authority is subject to 3-year funding agreements. The Welsh Government advised that they would like an opportunity to review current arrangements and wished to extend the previous business period by twelve months, up until 31st March 2018, during which period such a review will take place. The impact of this arrangement is that for the financial year 2017/18, Cardiff Harbour Authority will operate under the same budget allocation of £5.545 million (excluding asset renewal) as in 2016/17.

55. The current forecast indicates a funding requirement of £5.922 million, representing a full spend of budget.

Heading	Budget £000	Projected Out-turn £000	Variance £000
Expenditure	6,365	6,452	87
Income	(820)	(907)	(87)
Fixed Costs	**5,545**	**5,545**	**0**
Asset Renewal	377	377	0
TOTAL	**5,922**	**5,922**	**0**

56. The overall expenditure is expected to be £87,000 over budget although this is offset by increased income. The increased expenditure includes several additional maintenance and improvement schemes, which have been possible due to a combination of reduced spending against other budget heads and increased income. The additional schemes include the dredging of the river by the Castle and the widening of the coastal path. Furthermore, there are additional essential barrage maintenance costs. Reduced

expenditure include lower groundwater monitoring and control costs, environmental surveys and a general reduction in premises and supplies overheads. The projected income of £907,000 is above target and is generated from car parking fees, harbour dues and water activities.

57.   The Asset Renewal budget is currently indicating a full spend in line with the approved schedule of work including the replacement of a vessel and testing welds and painting of the bascule bridges on the barrage.

58.   The balance in the Project and Contingency Fund at 1 April 2017 was £591,000. This balance will increase following receipt of the additional capital receipt for £320,000 from the 'Bay-scape' development. There are commitments of £214,000 in relation to the final instalment of the Volvo Ocean Race hosting fee and £550,000 as part of the redevelopment work at Alexandra Head. This will leave a balance of £147,000 for further improvement work and as a contingency against future spending.

59.   The Welsh Government is currently in discussion with Cardiff Harbour Authority over the way forward with a view to jointly agreeing a new funding agreement for 2018-21. The Welsh Government have already emphasised the pressures on the budget and indicated that supporting Cardiff Harbour Authority at current funding levels is unsustainable and consequently there is a desire to explore opportunities for savings.

60.   Cardiff Harbour Authority and the Council have responded positively and constructively to this request and plan to work jointly with the Welsh Government on developing an appropriate settlement within the context of a wide-ranging review of the Harbour Authority's activities. Welsh Government are conscious of the Harbour Authority's statutory functions, therefore exploring savings and efficiencies must be undertaken carefully and managed appropriately. This review will to take place over coming months with the aims and objectives contained within an agreed terms of reference.

Capital

61.   The Council in February 2017 approved a new Capital Programme of £132.661 million for 2017/18 and an indicative programme to 2021/22. The budget for the General Fund and Public Housing has since been adjusted to £154.941 million to include actual slippage reported at outturn, incorporation of new grant approvals and confirmation of actual grant awards.

62.   Given the significant capital pressures and reductions in funding seen over the last few years, slippage for annual sums, will not automatically be carried forward.

63.   The month four monitoring report to Cabinet in September gave a comprehensive overview of the schemes included in the 2017/18 programme. The sections below outline the forecast position for 2017/18 for the General Fund and Public Housing, with the focus on key schemes and variances. A detailed list is included in Appendix 3.

General Fund

64. The projected outturn for the year is currently £111.169 million against a total programme of £122.354 million, a variance of £11.185 million. Expenditure at the end of month six was £44.972 million which represents 40% of the projected outturn, half way through the financial year.

City Operations

65. The 2017/18 programme for the Directorate is £27.984 million, with an initial variance identified of £3.111 million. This is primarily in relation to delays in implementation of the Cardiff West Interchange and development of phase two of the energy REFIT scheme.

Energy Projects & Sustainability

66. The Council has secured up to £2.1 million of repayable loan funding from the Welsh Government Green Growth Wales Fund for implementation of a mixture of energy saving technologies under the REFIT framework. Delays in implementation and reduction in the scope of works mean that the first phase of energy saving measures are expected to cost £1.093 million. Repayments of the loan must be made from savings arising from the measures introduced and energy savings are currently expected to be circa £120,000 per annum. Slippage of £1.012 million is shown for development of a second phase of measures subject to approval of a business case.

Regulatory

67. As part of the regionalisation of regulatory services, the Council was required to support the development and purchase of new software, hardware and mobile working solutions to ensure maximisation of efficiencies. This scheme was completed in 2016/17 with no further commitments outstanding. Accordingly the budget of £117,000 has been shown as an underspend.

Parks & Green Spaces

68. A phased programme of flood prevention works has been developed and included investigations at several sites to determine the condition of existing drainage systems and to understand the underlying reasons for the flooding problems. Sites include, Morganstown Park, Hailey Park, Grange Gardens, Parc Coed y Nant, Keyston Road, Hill Snook Park and Craiglee Drive. Delay in implementation of schemes means slippage of £60,000 has been initially identified into next year.

69. The projected expenditure for Parc Cefn Onn in the year has reduced from the month four estimate of £356,000 to £203,000. Asbestos in the roof of the toilets as well as the bespoke nature of some the works such as the raised board walk have delayed the start of improvements until the last quarter of the year.

70. Funding of £300,000 has been allocated in the revenue budget to allow refurbishment of various sports facilities in the city. These include changing

rooms at Rumney, Maes Y Coed, Trelai, Victoria Park and Caedelyn. Subject to ensuring no impact on fixtures, works are expected to be completed by the end of the financial year.

Leisure

71.   The remaining £273,000 budget for priority one works to leisure sites prior to the transfer to Greenwich Leisure Limited (GLL), include completion of lighting, pool and fire alarm works at Pentwyn Leisure Centre and pool lighting at Llanishen Leisure Centre. These are expected to cost £173,000, with the balance of funding being used together with £50,000 from the asset renewal budget towards the costs of addressing roof defects at Llanishen Leisure centre. Costs, phasing and the most effective solution to address priority areas of the roof are currently being determined.

72.   As part of the contract for the transfer of leisure sites to GLL, the capital programme includes a total of £3.5 million invest to save funding for investment in the transferred leisure sites. This is to enable GLL to improve facilities, generate income and reach a zero subsidy position. The first phase of the project includes new Technogym equipment being installed in Llanishen, Maindy, Western and Pentwyn leisure centres, along with an upgrade of the gym facilities. Changing rooms at Llanishen will be refurbished and new studios, including a group cycle room, will be installed. Reception areas at all four centres will also be upgraded. Any investment will be required to be repaid on an Invest to Save basis.

73.   An invest to Save scheme of £500,000 is also included in the programme for Channel View Centre, a site which is retained by the Council. Following approval of a business case, investment has been approved to extend the fitness suite and update equipment in the gymnasium in order to attract new membership and support a reduction in subsidy. Works are proposed to commence in December and be complete in May 2017, so slippage of £100,000 is assumed at this stage.

74.   Gym equipment for STAR centre was initially leased; however, this has been purchased in full at a cost of £106,000 in accordance with the agreement with GLL. Funding was set aside in 2016/17 for this expenditure in an earmarked reserve.

Bereavement & Registration services

75.   The total programme of £300,000 reflects an allocation of property asset renewal for roof replacement of Thornhill crematorium chapel and other site improvements funded by the Bereavement Reserve including; lighting, vehicle and plant replacement, roads and path renewal. Works to the roof are currently the subject of a tender exercise, and currently scheduled for start in February 2018.

Highway Maintenance

76.   Expenditure on the reconstruction of structurally deteriorated roads which are deemed to be a priority is forecast to be £1.430 million. Works completed

include Grand Avenue, Cae Glas Road, Caegwyn Road, Ty Gwyn Road, Llandennis Avenue and Rhydhelig Avenue. Investigations are continuing on further sites which will determine the most appropriate treatment to address condition and form the basis of any further tender exercise.

77.   The balance of Council funded allocations for carriageway and footway resurfacing is £2.007 million. The contract for carriageway preventative works was completed in October 2017, however, the balance of investment proposed in schemes such as carriageway resurfacing, footway resurfacing and footway preventative works are the subject of prioritisation and then a procurement exercise. Full expenditure is currently forecast by the Directorate. As was the case during the previous year, adverse weather during the winter can have a detrimental effect on road surfaces. A contingency should be retained within the budget to manage the worst areas of any deterioration from existing highways budgets.

78.   The Bridges and Structures budget of £1.080 million includes the balance of the Council's agreed £1.628 million contribution to Network Rail towards the cost of the works for Windsor Road Bridge. Although the road reopened in July 2016, a final account is awaited. Other schemes proposed to be undertaken during this year subject to design and procurement are works to North Road flyover, Penarth Road bridge, as well as culverts at Capel Llaniltern, Creigiau and Llandennis,

79.   Funding of £130,000 from the street lighting renewal budget of £358,000 is proposed to be used to replace lanterns at Atlantic Wharf Canalside. The remaining budget is to be utilised for replacement lighting in subways and low level solar powered bollards.

80.   In respect of the LED lighting on principal roads the majority of the circa 13,600 lanterns have been replaced. However further works are required to replace nonstandard lanterns installed in different parts of the city to ensure comprehensive coverage of LED lighting and control of that lighting from the new Central Management System. Additional works include lighting in subways, heritage lighting such as in St Mary's Street and high mast columns in Gabalfa and St Mellons. A variation of £377,000 has been made to the LED contract to include these items, whilst ensuring that the overall cost remains within the £5.5 million limit approved by Cabinet. Any such variations will need to be managed in line with business case for the scheme and paid back from energy savings.

81.   The Greener Grangetown scheme is being undertaken with funding partners Dwr Cymru and Landfill Community fund. The scheme aims to retrofit sustainable drainage systems and in the process improve the public realm such as road and footpath resurfacing. It is expected to be complete in December 2017 and whilst the total cost of the scheme was initially estimated to be £2.5 million, given the risks of any infrastructure scheme, it is forecast to be circa £380,000 higher. This will be managed by value engineering within the scheme and any overspend will be sustained within existing Directorate budgets.

Traffic & Transportation

82.   The asset renewal telematics budget of £390,000 allows the completion of fan replacement in Butetown Tunnel.

83.   In 2017/18, the annual sum for cycling development was increased by £400,000 per annum to £800,000. This is proposed to be used for the design of primary routes of the network linking the City Centre to other areas such as University Hospital Wales, Cardiff Bay and strategic sites in the Local Development Plan. Works include upgrades to areas of the Taff Trail, currently being developed, and upgrades from North Road to Western Avenue business park and university campuses, which will be constructed in the new year. Full expenditure is forecast, including use of £38,000 slippage from 2016/17.

84.   A sum of £375,000 Council match funding is included in the Capital Programme to help secure a range of Welsh Government grants where match funding is required. Together with slippage from 2016/17 this is to complete a range of schemes for Local Transport, Safe Routes in Communities and Road Safety. Welsh Government terms and conditions require all grant to be utilised by 31 March 2018.

85.   The Welsh Government allocation to Cardiff for the Local Transport Fund is £1.264 million. The fund supports development of integrated, effective, accessible, affordable and sustainable transport systems. Schemes bid for and approved this year include Eastern Corridor Active Travel (£184,000); Western Corridor completion of strategic cycle network route 6 (£227,000); to develop a cycle route running parallel with the A469 (£475,000) and further active travel and bus improvements on the A4119 (£378,000).

86.   A Welsh Government Road Safety grant of £505,000 will support capital projects that reduce road casualties. Schemes to be undertaken include safety improvements at the junctions of Western Avenue / Excelsior Road, Newport Road / Wentloog Road and replacement of safety cameras at various locations.

87.   Safe Routes in Communities Grant (£475,000) aims to improve accessibility and safety and encourage walking and cycling in communities. There is particular emphasis on improving routes to and from schools with works proposed for St Mary's at Wyndham Crescent and schemes in the Fairwater area.

88.   In relation to moving traffic offences, expenditure of £230,000 is to be incurred from the Parking reserve to implement measures which would benefit from additional enforcement. Expenditure of £200,000 is also proposed on an invest to save basis for the replacement of aged pay and display machines, to be repaid from future parking and enforcement income.

89.   Other proposed bus corridor improvements funded from £335,000 of the Parking Reserve include, the balance of payments due under contracts for A469 and A470 bus corridor improvement and design works for various schemes to support future grant bids to Welsh Government.

90. As part of Cabinet's approval to construct the new bus interchange at Waungron Road in the West of the City in February 2017, Council annual sum allocations for bus Corridor improvements in the 5 year programme were brought forward and reallocated to allow the interchange scheme to proceed. However, slippage of £1.4 million has been identified for this scheme as it is deemed more effective to undertake the works at the same time as housing development on the site. Any works are unlikely to take place until 2018/19.

91. Funding of £862,000 is proposed for upgrades to the CCTV Control Room to replace aged equipment and unsupported software, as well as control systems for the tunnel and traffic management. Specifications have been developed to allow tender exercises to be undertaken, with installation now anticipated in January. Full spend is currently predicted.

Harbour Authority

92. The Harbour Asset Renewal budget approved for 2017/18 is £377,000. It includes various barrage structural works and £300,000 for the replacement of a sailing vessel. Full spend is projected for this Welsh Government grant.

Communities, Housing & Customer Services

93. The 2017/18 programme for the Directorate is £13.178 million, with an initial variance identified of £1.919 million in relation to the timing of implementation of the neighbourhood regeneration schemes, disabled facilities service and development of a domestic abuse centre.

Citizen Hubs

94. The remaining schemes included in the current programme allow completion of the Hubs strategy approved by Cabinet. There are unforeseen cost increases on projects and mitigating opportunities are being sought for external grant funding in order to remain within the overall budgets allocated. This position will continue to be reviewed.

95. Phase 2 of the planned extension of St Mellons Hub is to be complete in May 2018. There have been initial issues with ground conditions, and the total costs of the scheme are estimated at £4.1 million, which includes a £950,000 contribution from Housing Revenue Account over the two years 2017/18 and 2018/19.

96. Llanishen Hub is on schedule to open in November and includes the conversion of the ground floor of Llanishen Police Station to accommodate a library, training and interview spaces. The estimated costs of the scheme are £555,000, which includes a £55,000 contribution from Housing Revenue Account in 2017/18.

97. Llandaff North & Gabalfa Hub opened in May 2017 at a total cost of £1.385 million. This involved the refurbishment and re-modelling of the library and

day centre to accommodate a wider range of community services and activities.

98.   The Llanedeyrn Hub opened in July 2017 and final account negotiations are underway with finalised scheme at a total cost of circa £1.966 million. The Hub is an extension to the Powerhouse community centre incorporating hub, library and café on the ground floor and police office accommodation on the first floor.

Neighbourhood Regeneration

99.   The neighbourhood renewal schemes budget is £541,000 and allows completion of remaining schemes in the programme. Play area improvements have been completed at Heol Y Delyn, while Coed Y Gores and improvements to Burnham Avenue shops are in progress. Slippage of £91,000 is shown for footpath and access improvements at Hendre Park, whilst details of a wider improvement scheme are developed.

100.   The local shopping centre improvements budget of £574,000 includes owners' contributions estimated at £17,000 and slippage from 2016/17 of £214,000 for commercial property shop front improvement works in the Clare Road/ Penarth Road district shopping centre. Slippage of £179,000 is currently assumed, with additional properties requesting to join the scheme being added to the existing contract for works.

101.   The Maelfa regeneration scheme includes the redevelopment a new retail parade of 9 units which is expected to be completed in Autumn 2018 at a total cost of £2 million on an invest to save basis, when they will revert to the Council to manage. Expenditure of £1.201 million is forecast for the year primarily towards the retail units, but also towards some predevelopment works. Slippage of £107,000 is assumed this year.

102.   The Alleygating budget of £65,000 will allow further gates to be installed in prioritised lanes in Plasnewydd, Riverside and Ely. Schemes are subject to resident consultation and legal procedures and £15,000 of slippage is anticipated in year.

Housing (General Fund)

103.   The Disabled Facilities Service budget includes mandatory and discretionary grants to housing owner occupiers to enable a person to continue living in their own home as well as administration costs for the grants. The total budget of £4.405 million includes £605,000 slippage from 2016/17. In addition, a Welsh Government Intermediate Care Fund Enable grant of £399,000 has also been awarded to the Council which requires the Council to work in partnership with Health, Social Care and the independent sector to support independent living. Slippage of £500,000 is assumed at this stage, as whilst expenditure may be committed, all works will not be completed at the end of the year and priority will be given to ensure grant funding is utilised by its deadline of 31 March 2018.

104. To facilitate comprehensive regeneration schemes, the estate environmental improvements capital allocation supports the costs of works to owner occupier properties on housing and estate improvement schemes. It includes the development of a scheme for energy wall insulation at Llandaff North and Rumney, for which a grant application is now to be made to Welsh Government, the outcome of which is expected in January. Full slippage of £427,000 is shown against these schemes.

105. The 2017/18 Capital Programme included an allocation of £1.2 million for the development of a Domestic Abuse Centre, £400,000 of which was assumed in 2017/18. Works are in partnership with the University Health Board and delivery is contingent on the timing of improvements to the fabric of the Cardiff Royal Infirmary building. Options for an interim facility in the short term are being considered to allow the service to operate, however projected spend this year is £100,000 on design and development costs, with anticipated slippage of £300,000 into 2018/19.

Economic Development

106. The 2017/18 programme for the Directorate is £19.461 million, with an initial variance identified of £729,000 predominantly in relation to the timing of development of the International Sports Village temporary car park and a £528,000 overspend on the Lamby Way household waste recycling centre.

Business and Investment

107. Having already supported the Tramshed development, Welsh Government has provided an additional £1.5 million repayable loan funding over a 15 year period for town centre loan schemes as part of its vibrant and viable places programme. Funding totalling £2 million is now available with the focus being the regeneration of listed buildings within the Grangetown and Butetown wards to bring derelict spaces back into use. Subject to due diligence, proposed loans of up to £770,000 are assumed to be made in 2017/18 for the regeneration of the unused listed train station in Bute Street and the restoration of Cory's buildings for residential units.

108. The Council has developed a joint investment fund in Small to Medium Enterprises with S4C. The £150,000 investment has now been fully spent with funding allocated to three companies. In addition the remaining funding for the Social Innovation Fund providing grant to new or expanding social enterprises is to be fully utilised.

City Development & Major Projects

109. In 2016/17, budget of £12.075 million in relation to the Central Enterprise Zone (CEZ) was brought forward to purchase land at Dumballs Road. Options are currently being considered for the site together with the development partner Vastint to redevelop the area through a residential-led mixed-use development delivering up to 2000 new homes, including affordable homes, commercial and community uses. The remaining capital allocations of £2.925 million invest to save funding and £1.6 million for

additional land purchase to be met by earmarked capital receipts are currently assumed to be required and spent this financial year.

110. In July 2017, Cabinet re-iterated the commitment to deliver a new bus interchange at Central Square. Outstanding pre development costs relating to a new Bus Interchange development including design, planning and site preparation costs of £6 million, have now been paid to the developer and in order to facilitate this payment, £500,000 in approved capital funding was required to be brought forward from future years into 2017/18.

111. Current forecasts are for building works to start on site in January 2018, although this will be subject to the development proposal being submitted and agreed by the Council. Should additional pre development costs or land assembly expenditure be required in 2017/18, additional budget will need to be brought forward from future years, subject to this being within the agreed financial envelope. The cabinet report highlighted a number of risks including the level of receipts, timing and also the need for a contribution being realised from Welsh Government.

112. Central Square public realm design has now been finalised, with the developer delivering the scheme over the next two years with any Council contribution anticipated at circa £9 million in total. Including slippage, the amount included in the 2017/18 programme is £2.903 million, and so subject to progress on site and phasing of any council contribution, budget may need to be brought forward from future years.

113. Subject to approval of a business case, the Capital programme included £1.3 million (including £57,000 Section 106 funding) for the creation of a temporary car park at the International Sports Village Site. This was to meet parking obligations to the International Pool whilst releasing other areas of land for development. Any scheme is subject to there being no additional cost to Council in excess of resources available from capital receipts and other external contributions, however work has now been delayed until Spring 2018 pending a strategic review of the whole ISV site. It has therefore been assumed at this stage that there is full slippage on the scheme.

114. As part of proposals for further development of the House of Sport in Leckwith, the Council has agreed to provide funding of £150,000 for allotment works. This amount is payable on completion of legal agreements and repayable as part of an option agreement to undertake a lease for land.

Commercial Services

115. The new household waste recycling centre opened in July 2017. Previous monitoring reports highlighted that the costs had increased and this is primarily due to an increase in size of the recycling facility in order to future proof the requirement, the addition of a canopy to keep recycling streams dry, adverse exchange rates and additional costs in relation to civil engineering works. The total cost is estimated to be £2.770 million with funding for these additional costs during 2016/17 and 2017/18 to be managed from within the overall capital programme and earmarked revenue reserves set aside towards these costs.

116. A sum of £650,000 has been allocated following approval of an invest to save business case to upgrade the waste materials recycling facility at Lamby Way in order to reduce manual handling and increase recycling rates. The works have been tendered and are to be implemented by the end of the year with savings arising used to repay the initial investment.

117. Property Asset Renewal works for administration buildings of £783,000, includes works at County Hall to complete disabled access works and improvements to health and safety. City Hall works include replacement of stone balustrades on the roof, replacement of electronic bollards and improved security.

118. Final capping and restoration is being undertaken of the remaining 12 hectares of the Lamby Way landfill site following its closure. This will complete works to the landfill site as per the licence requirements of Natural Resources Wales and the original planning permission. A two phase contract with an initial value of £1.985 million was awarded in 2016/17. Works are expected to be complete by November 2017, but will be at least £550,000 in excess of the initial contract value with a further £400,000 of potential additional costs to be reviewed by the Council and contractor. Additional costs are due to the need to procure additional soil, filling in voids and confirming locations of the various underground capping layers. A provision for future landfill costs was set up in 2013/14 so additional costs will need to be managed within the provision which is not shown in the Capital programme. In accordance with best practice, the level of the provision is to be reviewed during this year.

Venues and Cultural Facilities

119. The property asset renewal budget of £252,000 along with £159,000 slippage is for various works including replacement of CCTV at St David's Hall, Building Management systems, including ventilation chillers in New Theatre and resurfacing of war time tunnels at Cardiff Castle.

120. A further £115,000 remains to allow completion of roofing works at New Theatre with the £306,000 slippage for priority one works at both these sites carried forward until a detailed plan for use is determined.

Property

121. The property asset renewal budget of £60,000 is proposed to be spent on the replacement of heating controls at the Old Library in the Hayes.

122. The budget allocated for Office Accommodation Rationalisation is £200,000 which will be utilised to support the efficient use of administrative buildings as outlined in the original business case for this project. Expenditure in 2017/18 includes the acquisition of Action for Children's freehold share of the John Reynolds Centre and provide a simultaneous community asset transfer of the whole building to Llanrumney Phoenix Boxing Club (£51,000) and £20,000 to refurbish Cord House. Slippage of £100,000 is currently shown.

123. The Community Asset Transfer budget can provide up to £25,000 for improvement works to buildings being taken on by third party organisations. Slippage of £50,000 is shown, with expenditure to date in 2017/18 including support for Friends of Llwynfedw Gardens at Llwynfedw Pavilion and Cardiff Beach Volleyball at Victoria Park Pavilion.

124. In accordance with the strategy for investment property approved by Cabinet in November 2015, two opportunities that are currently in progress are the purchase of property at Womanby Street and Senlan Industrial Estate. A total of £655,000 has been included in the capital programme subject to legal completion of the purchases. Expenditure is paid for from the disposal proceeds from investment properties which are earmarked for re-investment.

125. An allocation of £300,000 was included in the Financial Resilience Mechanism towards a partial refurbishment of the Central Market roof in order to prevent water ingress. This is currently the subject of a tender exercise with works expected to be completed by 31 March 2018.

Education and Lifelong Learning

126. The 2017/18 programme for the Directorate is £57.650 million, with an initial variance identified of £4.589 million at month six. The variance relates to a re-profiling of future years allocations in relation to ICT infrastructure, slippage of capital receipts and a projected overspend against Schools Asset Renewal budgets.

Schools - General

Asset Renewal - Buildings

127. Total schools Asset Renewal allocations for 2017/18 are £4.764 million. This includes significant specific allocations for schemes at Willows High School (£1.5 million) and Fitzalan High School (£2.0 million) both of which are currently anticipated to be delivered on budget.

128. As a result of significant overspends in 2016/17 requiring resources to be brought forward from 2017/18, there are limited resources available in 2017/18 to address Asset Renewal schemes outside of the specifically funded schemes at Willows and Fitzalan discussed above. These available resources have been fully allocated to deliver prioritised schemes in 2017/18. The emergence of unplanned schemes to address urgent needs which have been identified during the year to date, and are expected to be required throughout the year are anticipated to require an additional £1 million. This potential overspend will be managed by bringing forward this sum from the 2018/19 budget allocation.

Asset Renewal – Suitability and Sufficiency

129. Suitability budgets for the financial year 2017/18 total £1.040 million. The allocation has been fully allocated to the installation of demountable units to support capacity in schools which require it for 2017/18.

Whitchurch High DDA

130. The budget of £0.975 million for DDA required adaptations at Whitchurch High School represents slippage from the Capital Programme allocation for this purpose from 2016/17. It is anticipated that this budget will be fully utilised for this purpose in 2017/18.

Flying Start Grant

131. The budget for Flying Start Capital schemes for the year totals £117,000. This is made up of slippage of £40,000 in relation to the St Cadoc's scheme from 2016/17 plus £77,000 of new approvals for several small schemes in 2017/18. All allocations are expected to be utilised in full during 2017/18.

Schools Organisation Plan – 21st Century Schools

132. In March 2015 the Authority submitted a re-aligned 21st Century Schools Programme (Band A) for investment totalling £164.1 million which was subsequently approved by Welsh Government and now forms the basis for the Authority's Schools Organisation Programme going forwards until 2019.

133. 21st Century Schools expenditure anticipated for the 2017/18 Capital Programme totals £49.954 million. The projected outturn expenditure at month six amounts to £44.115 million, with slippage of £5.839 million identified to date. This will need to be carefully monitored as the financial year progresses with so many large schemes running concurrently during 2017/18.

134. The largest anticipated spend in 2017/18 relates to the new Eastern High School project. This project is currently on target for a December 2018 completion date and expenditure on the project during 2017/18 is projected to be £18.9 million.

135. In addition to ongoing schemes, several large value expenditure schemes have or will be commencing on site construction during 2017/18. These include the new Cardiff West Community High School (£8 million), new Howardian Primary School (£4.4 million), new Ysgol Glan Morfa (£4.4 million), new Ysgol Hamadryad (£1.9 million) and the new Gabalfa / Ysgol Glan Ceubal Primary (£4.0 million).

Resources

136. The 2017/18 programme for the Directorate is £1.724 million, with spend of £1.665 million predicted. Details of schemes within the Directorate are shown below.

Technology

137. The main priority for the Modernising IT to Improve Business Processes budget in 2017/18 is to support key ongoing projects in the Organisational Development Programme and the digitisation of business services utilising modern technology. Given previous levels of slippage on this budget heading,

the budget has been profiled at £980,000 for this year and includes expenditure on the Electronic Document Management Systems and the Cardiff App. Future investment will be targeted towards projects being developed to support the Council's Digital vision.

138. The £419,000 budget for ICT refresh is to be used on a range of projects to support resilience, capacity and capability. This includes additional storage units, flash storage appliances and replacement of other unsupported hardware. Slippage of £59,000 is forecast this year due to slower than anticipated spend.

Corporate

139. In respect of the contingency budget of £200,000, given that it is early in the financial year this is shown projected to be fully required, although as the year progresses, any under spend will be used to reduce the level of borrowing assumed in the Capital Programme.

140. The £500,000 invest to save budget has been partially utilised (£375,000) towards Salix schemes for energy reduction measures with the remainder assumed to be fully spent.

Social Services

141. The 2017/18 programme for the Directorate is £2.357 million, with a variance of £778,000 represented by slippage on building works proposed on various schemes to improve service delivery. Details of schemes within the Directorate are shown below.

Adult Services

142. Integrated Care Fund (ICF) grant funding of £50,000 has been awarded for a refurbishment of the Tremorfa Day Services centre in addition to a £250,000 allocation of Council funding. Works proposed include an external canopy and refurbishment of toilets which are to be the subject of a tender exercise. Slippage of £225,000 is assumed at this stage, with the use of external grant prioritised first.

143. In order to support the Day Centre Opportunities Strategy and reconfiguration of day services for older people, improvement works at Minehead Road Day Centre were completed in May. The Grand Avenue scheme is due to start on site in November 2017. A total of £1.167 million has been allocated by the Council with an approved Welsh Government Integrated Care Fund Grant of £330,000 required to be spent by 31 March 2018. With grant to be utilised first, slippage of £397,000 is anticipated in year.

Children's Services

144. A new accommodation strategy was approved to include the refurbishment of Gabalfa House to facilitate the relocation of Youth Offending Service from Penhill. The refurbishment of Gabalfa House will include a new activity area and an IT breakout zone for the direct benefit of the young people at an

estimated cost of £329,000. These capital works will facilitate the disposal of Penhill during October which will generate a capital receipt to support the affordability of the council's capital programme.

145. Further ICF funding of £300,000 has been awarded to refurbish and enhance Trelai Youth Centre, making it available for children with learning disabilities and complex needs for classroom and out of school activities. It would be accessible for use by Ty Gwyn and neighbouring special schools. Subject to the outcome of tenders, an estimate of expenditure incurred during the year is £75,000. Given that works will not be complete by 31 March 2018, slippage of £225,000 is shown whilst confirmation is sought to determine whether grant can be carried forward. The scheme will only progress if this is the case.

Capital Receipts

146. The 2017/18 Capital Programme included an assumption of £2.0 million non-earmarked capital receipts net of fees to pay for the Capital Programme. To date the only disposal relates to the sale of the former library in Trelai (£80,000). Planned disposals in the year include the Youth offending service site at Penhill in Llandaff and the Howard Gardens former bowls green and pavilion in Adamsdown.

Cardiff City Region City Deal

147. At its meeting of 14 July 2017, Cardiff Capital Region City Deal (CCRCD) Joint Committee approved investment proposals in respect of the Compound Semi-Conductor (CSC) project. The project has purchased and is fitting out facilities for the manufacture of compound semi-conductor wafers also enabling significant private sector investment in the region. The project is being delivered by a special purpose vehicle (company), wholly in the ownership of the ten partnering local authorities. The total expenditure approved for the CSC project is £38.5 million and is to be fully funded from City Deal grant receivable from H.M Treasury (HMT) in the current and next three financial years. However, as expenditure is profiled to be fully incurred over two financial years, there is a potential short-term cash requirement of £5.4m in 2017/18 and £4.6m in 2018/19.

148. It is proposed that Cardiff Council would make available a short term bridging facility to the company until HMT grant is received in 2019/20 and 2020/21, at which point the grant will be used to repay any loan provided directly by this Council. The shareholders agreement includes a number of protections in respect of the bridging loan including, security against company assets and back to back agreements with the other nine partnering authorities, in the unlikely event that full loan is not recovered. The first priority as future tranches of HMT grant are received will be the bridging loan and therefore the risk to Cardiff of the loan not being fully recovered is deemed to be minimal. The actual timing of the loan is subject to detailed monitoring of cash flows, due diligence and Cabinet and budgetary framework approvals being in place. This will require Cabinet and Council reports in January 2018, or will alternatively form part of the budget proposals report in February 2018 to secure inclusion in the Capital Programme.

Public Housing (Housing Revenue Account)

149. The revised Capital Programme for Public Housing is £32.587 million with a projected outturn of £29.562 million. The Directorate should ensure that procurement and contracts are in place to fully utilise the Major Repairs Allowance (MRA) Grant in 2017/18 as well as other grants received.

150. The Housing Development budget of £1.5 million will be used on several schemes including; the conversion of the former children home at 150 Thornhill Road into older person "independent living" accommodation (£180,000); £591,000 for Edinburgh Court improvements, and South Morgan Place balcony improvements. These schemes aim to encourage ownership of the estate and help to avoid anti-social behaviour.

151. The estate regeneration and stock remodelling projected costs for the year are circa £1.612 million in 2017/18 and include a range of schemes including; garage and courtyard improvement schemes (£850,000) and a number of schemes to improve the energy efficiency of blocks (£500,000). A variance of £1.388 million is forecast this year due to slippage of Channel View (£624,000), Belmont Walk (£200,000) and Anderson Place (£200,000) projects delayed due to slower design and consultation processes than initially planned.

152. A sum of £12.602 million is expected to be spent on external and internal improvements to housing stock for boiler replacement, heating, roofing, rewiring, underpinning of properties where subsidence issues have been found, front door upgrades to flats and works to maintain the Welsh Housing Quality Standard. This includes kitchens and bathroom upgrades when properties become vacant prior to re-letting. Some of the larger schemes include; £2.2 million for roof replacements, £1.9 million for fire door upgrades to flats and £1.3 million for rewiring works in all types of council dwellings.

153. The allocation of £2.3 million to provide adaptations and associated improvements to the homes of disabled people in HRA properties is currently forecast to be fully spent.

154. Phase 1 of the Cardiff Living Programme is currently underway with the Willowbrook West and the Braunton and Clevedon schemes on site and progressing well. Enabling work has commenced on the Llanrumney Depot site. The anticipated spend is £6.984 million this financial year (in addition to £2.309 million relating to section 106 contributions).

155. As part of the Housing Revenue Account Outturn for 2016/17, a new earmarked reserve of £2.582 million was created in order to purchase private sector properties for sale that would help address affordable housing need and support the development of existing schemes such as Cardiff Living. Total spend of £2 million is expected to be utilised in year, with five properties purchased to date with a further two offers being accepted.

Section 106 schemes and Other Contributions

156. The table below shows the Section 106 and other contributions forecast to be spent at the time of setting the budget. This has been reviewed by directorates and is reflected in the projection at month six:

	Budget	Projection at Month 6	Variance
	£000	£000	£000
Regulatory Services	0	12	12
Parks & Green Spaces	884	968	84
Traffic & Transportation	458	718	260
Strategic Planning	93	190	97
Neighbourhood Regeneration	276	64	(212)
Economic Development	486	73	(413)
Education & Lifelong Learning	218	259	41
Public Housing (HRA)	2,309	2,309	0
Total	**4,724**	**4,593**	**(131)**

157. Some of the schemes included in the profile above are:

- Parks and Green Spaces – Schemes are proposed to be undertaken in a number of areas including; Llandaff Fields, Trelai Park and Hailey Park play areas, public realm and footpath improvements in Butetown, Paget Street, Parc Tredelerch, Dorchester and Winchester Avenues.
- Traffic & Transportation – public transport improvements, junction improvements, bus stops and bus borders; installation of CCTV and real time information, telematics and transportation schemes including the provision of bus routes in the City and strategic transport initiatives.
- Strategic Planning – public realm improvements at Newport Road and City Road.
- Neighbourhood Regeneration - Improvement of community facilities.
- Economic Development – Support for small to medium enterprises in Adamsdown.
- Education & Lifelong Learning – Howardian Primary School and Cardiff West Community High School.
- Public Housing – development of new Council housing as part of the Cardiff Living Project.

Reasons for Recommendations

158. To consider the report and the actions therein that forms part of the financial monitoring process for 2017/18.

Legal Implications

159. It is a Council responsibility to set the budget and policy framework and to approve any changes there to or departures there from. It is an Executive responsibility to receive financial forecasts including the medium term financial strategy and for the monitoring of financial information.

Financial Implications

160. The month six revenue monitoring for the Council shows a balanced position against budget, an improvement of £883,000 compared to the position reported at month four. The improvement reflects management actions introduced to control expenditure in the current year together with in-year targeted savings identified by directorates. There was also a further increase in NDR refunds on Council properties. The overall position continues to reflect a range of demographic, service and other financial pressures including shortfalls against budget savings targets in directorate budgets and a projected overspend in relation to capital financing costs. These are offset by projected savings in directorate budgets as a result of management actions, a saving on Insurance budgets, the release of contingency budgets, an anticipated surplus on Council Tax collection and NDR refunds on Council properties. Directorate budgets are currently projected to be overspent by £4.956 million however it is anticipated that management actions will enable this to be reduced by the year end. The directorate overspends are partially offset by the £3.0 million general contingency budget which was provided as part of the 201718 budget in order to reflect the quantum, risk and planning status of the proposed savings for 2017/18.

161. The projected overspends in directorate budgets include £3.198 million in Social Services, £1.347 million in Economic Development and £1.158 million in Education & Lifelong Learning. This reflects a range of factors including increased demographic pressures in Social Services and Education & Lifelong Learning, particularly in relation to looked after children and children with additional learning needs. There are also significant demographic and cost pressures in Waste Services. The projected overspends also include shortfalls in income and the anticipated failure to fully achieve the savings targets set as part of the 2017/18 Budget together with on-going shortfalls carried forward from the previous financial year.

162. The potential overspend includes a projected shortfall against the savings identified for each directorate as part of the 2017/18 budget together with any shortfalls against savings targets carried forward from the previous year. An overall shortfall of £1.954 million is currently anticipated against the £14.157 million directorate savings target with £6.137 million having been achieved to date and a further £6.066 million anticipated to be achieved by the year end. A projected shortfall of £1.782 million has also been identified in relation to savings targets carried forward from 2016/17. The projected shortfalls are reflected in the directorate monitoring positions although where possible shortfalls have been offset by savings in other budget areas. The July Cabinet meeting approved the Budget Strategy Report for 2018/19 and identified the significant financial challenges that the Council faces in the medium term. The projected under-achievement of identified savings in 2017/18 together

with those carried forward from the previous year continues to underline the difficulties of achieving year on year savings across the Council.

163. The projected overspend in directorate budgets and in particular the shortfalls against savings targets represent a continuing cause for concern. Actions are being taken by those directorates currently reporting a projected overspend in order to try to resolve the issues that led to the current position or alternatively to identify offsetting savings in other areas of the service. This will be reviewed throughout the year as part of the overall challenge process to review the performance of directorates including the budget monitoring position. In response to the level of financial pressures identified in the current year all directorates have also reviewed their monitoring positions and identified a range of in-year savings which are reflected in their reported positions within this report. The scope of the review included non-essential third party spend, temporary staff arrangements and opportunities to maximise income. This has enabled a balanced position to be reported at month six.

164. The 2017/18 Capital Programme is £154.941 million of which £122.354 million is in respect of General Fund schemes and £32.587 million is in relation to the Council's Public Housing schemes. Against this, the projected outturn for 2017/18 is £140.731 million resulting in a total variance of £14.210 million.

165. Where there is a risk of slippage, directorates, need to address any obstacles promptly to ensure budgets allocated are spent in a timely manner. Where this is not possible, early reporting of issues should take place and robust profiles of expenditure should be developed for future years.

166. The Capital Programme update includes a number of schemes planned to be funded by external grants that have strict deadlines for expenditure having to be incurred. It is essential that directorates ensure that opportunities for utilisation of such funding are not lost to the Council by ensuring appropriate resources are directed to these schemes and that consideration has been given to all steps required to ensure contracts are in place and to meet the terms and conditions of such funding.

167. The 2017/18 Capital Programme included an assumption of £2.0 million non-earmarked capital receipts net of fees as part of the funding for the programme. As at month six actual receipts totalled £80,000. Further planned disposals are being progressed and it is essential that these are completed in the second half of the year in order to provide the required level of funding.

RECOMMENDATIONS

The Cabinet is recommended to:

1. Note the potential outturn position based on the first six months of the financial year and the management actions taken in support of this.

2.   Reinforce the requirement for all directorates currently reporting overspends as identified in this report to put in place action plans to reduce their projected overspends.

CHRISTINE SALTER
Corporate Director
10 November 2017

The following appendices are attached:

Appendix 1   – Revenue position
Appendix 2 (a) – Budget Savings position – 2017/18 Savings
Appendix 2 (b) – Budget Savings position – 2016/17 Savings
Appendix 3   – Capital Programme

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REVENUE 2017/2018

Service Area	CASH LIMIT BUDGETS			PROJECTED OUTTURN			VARIANCES		
	Gross Controllable Budget £000's	Income £000's	Net Expenditure £000's	Gross Controllable Spend £000's	Income £000's	Net Expenditure £000's	Gross Expenditure £000's	Income £000's	Net Expenditure £000's
City Operations	85,685	(51,092)	34,593	87,567	(53,092)	34,475	1,882	(2,000)	(118)
Communities, Housing & Customer Services	236,190	(192,725)	43,465	236,066	(192,759)	43,307	(124)	(34)	(158)
Corporate Mgt	26,146	(41)	26,105	26,122	(69)	26,053	(24)	(28)	(52)
Economic Development	63,428	(50,427)	13,001	64,815	(50,467)	14,348	1,387	(40)	1,347
Education & Lifelong Learning	322,424	(73,227)	249,197	323,907	(73,552)	250,355	1,483	(325)	1,158
Governance & Legal Services	7,204	(1,032)	6,172	7,288	(1,234)	6,054	84	(202)	(118)
Resources	30,349	(10,802)	19,547	30,258	(11,012)	19,246	(91)	(210)	(301)
Social Services	177,111	(23,730)	153,381	181,058	(24,479)	156,579	3,947	(749)	3,198
Capital Financing	38,036	(4,319)	33,717	38,337	(4,332)	34,005	301	(13)	288
General Contingency	3,000	0	3,000	0	0	0	(3,000)	0	(3,000)
Summary Revenue Account	4,456		4,456	3,356		3,356	(1,100)	0	(1,100)
Discretionery Rate Relief	350	0	350	350	0	350	0	0	0
Total	994,379	(407,395)	586,984	999,124	(410,996)	588,128	4,745	(3,601)	1,144
Council Tax Collection	0	0	0	0	(177)	(177)	0	(177)	(177)
NDR refunds on Council properties	0	0	0	0	(967)	(967)	0	(967)	(967)
Total	994,379	(407,395)	586,984	999,124	(412,140)	586,984	4,745	(4,745)	0

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DIRECTORATE SAVINGS 2017/18   **APPENDIX 2(a)**

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
1	City Operations	**Realignment of Public Transport Income Budget** To reflect existing income levels identified in the 2016/17 monitoring position.	130	130	130	0	The new concessionary fares regional administration process has delivered this saving.
2	City Operations	**Commercialisation - improved charging and income generation projects** Increased fees and charges across city operations and improved collaboration with the directorate's advertising partner.	187	49	117	70	The income targets have been apportioned across various activities throughout the directorate based on achievability. This currently leaves a balance of £70,000 and, whilst the directorate are striving to achieve this, it is currently shown as unachieved.
3	City Operations	**Contract Rationalisation & Improved Business Process Efficiencies (Electrical and Structure & Tunnels)** Full Year effect of savings generated in 2016/17 following implementation of new contracts and efficiencies.	67	67	67	0	The new contractual arrangements were introduced in 2016/17. This saving represents the full year effect so is achieved.
4	City Operations	**Maintenance Operations - Develop Asset Management System & Shared Depots** Allows scheduling of work to reduce travel time and associated cost.	20	10	20	0	The phased programme of reviewing depot requirements is still to take place but it is anticipated to be achieved.
5	City Operations	**Review the Delivery of Maintenance Work Currently Undertaken by External Companies in Areas Including Housing and Parks** Work to improve performance in order to enable additional work to be undertaken internally, bringing external contracts back in-house for Infrastructure & Maintenance.	50	18	50	0	An internal project board has been established to ensure delivery of the saving.
6	City Operations	**Directorate Transport - Vehicle Reduction/Rationalisation** Working with Central Transport Services to release under utilised vehicles & plant.	25	0	25	0	This saving is dependent on reaching an agreement with CTS and must be in addition to the corporate vehicle utilisation saving target being driven by CTS.
7	City Operations	**Street Lighting Recharging** Maximising opportunities for recharging both design and inspection to Capital and Section 278 budgets, and increasing charges for these services to external companies.	10	3	10	0	A new procedure was introduced in April 2016 to ensure staff time is accurately recorded to enable the costs to be recharged to external bodies.
8	City Operations	**Transportation Policy - Improved Recharging** Maximising opportunities for recharging for services and a set income target for Road Safety, Transport Assessments & Pre-Planning Applications.	32	9	32	0	Revised procedures are in place to achieve the income target
9	City Operations	**Planning Fee Income** Maximising additional planning fee income from an anticipated increase in the volume of Planning Applications.	100	50	100	0	Planning income is in line with the profile and is projected to achieve its target of £2.340 million.
10	City Operations	**Parks - Plant Production Nursery (Retail / Wholesale Sales)** Generate additional income by expanding customer base to increase sales of bedding plants, hardy nursery stock and horticultural sundries.	10	0	10	0	A supply contract has been won with the Business Improvement District which will achieve the saving.
11	City Operations	**Parks - Tree Management** Generate additional income by expanding customer base to increase sales of both Technical and Professional elements of the service (surveys & works).	15	4	15	0	The financial performance in 2016/17 suggests this saving will be achieved.
12	City Operations	**Parks - Outdoor Sports** Reflects savings made through reduction in operational expenditure in 2016/17.	25	25	25	0	The saving has been realised from a reduction in the Sports Development budget.
13	City Operations	**Parks - Royal Horticultural Show** Subsidy removed due to the ability of the event to be financially sustainable without financial support from the Council.	25	15	15	10	The saving relied on the continuation of sponsorship. Unfortunately no sponsor could be identified for the 2017 show. However due to good attendances, early indications suggest the subsidy requirement from the Council will be £10,000.
14	City Operations	**Registration, Births, Deaths & Marriages** Generate additional income through a combination of volume and price increases.	10	5	10	0	New fees and charges were introduced in April 2017. A number of new initiatives are being introduced to ensure this target is achieved.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
15	City Operations	**New Operating model for Leisure Centres** Result of the procurement exercise and transfer of the operation of Cardiff Council's Leisure Centres to the new operator.	**414**	414	414	0	The contract arrangements with the new leisure operator have delivered this saving.
16	City Operations	**Improve Driver Training & Awareness within Cleansing** Resulting in a reduction in accident and damage claims.	**22**	0	22	0	On-going training is being provided and is expected to deliver the saving.
17	City Operations	**Regulatory Collaboration** Reflects a further year's saving for Cardiff from the creation of a single shared service for Environmental Health, Trading Standards and Licensing functions of Cardiff, Bridgend and the Vale of Glamorgan Councils under a single management structure.	**47**	47	47	0	The saving has been achieved in line with the agreed incremental reduction in the payment to the SRS.
18	City Operations	**Additional Learning Needs - Review of Transport for Pupils Within 2/3 Miles (Primary/Secondary)** Review and challenge transport for statemented pupils who live within 2 miles from primary school and 3 miles from secondary. This will be done on an individual case basis, to take into account the individual child's needs based on the Additional Learning Needs transport policy.	**38**	0	38	0	Procedures are in place to achieve this saving, however the impact won't be seen until part way through the autumn term.
19	City Operations	**School Transport - Replace Taxis/Buses with Bus Passes (Cardiff IFF cards) for Pupil Referral Units - Phased Approach** Pilot scheme to run at Greenhill School initially and if successful transfer to other PRU areas.	**48**	0	0	48	The pressure to maintain this service at current levels means that this saving is unlikely to be achieved.
20	City Operations	**Introduce Travel Support Allowance - Pilot Scheme** Replace taxi/bus provision with an advanced payment to parents. Parents would then be responsible for pupils' transport to school. This will be provided on a termly basis.	**100**	0	100	0	This is dependent upon parents taking up this option. The scheme is being advertised and in the process of being opened up to more parents. An indication of success will emerge later in the year.
21	City Operations	**School Transport - Phased Increase in cost of Bus Passes** Continuation of the phased increase in cost of bus passes to ensure actual costs match the provision.	**5**	0	5	0	A price increase scheduled for September 2017, which should enable this saving to be achieved.
22	City Operations	**School Transport -Additional Learning Needs Route Optimisation and Retendering of Routes/Mergers** Reviewing on a case by case basis, working closely with Education and individual schools. Review and challenge current transport provision to ensure it fits the needs of pupils.	**189**	0	189	0	Procedures have been put in place to ensure the achievement of this saving. An indication of success will emerge later in the year.
23	City Operations	**Renewable Energy Generation** Income will be derived from a number of renewable energy schemes through incentives related to energy generation (Feed In Tariffs, etc.), the sale of energy to the grid and/or other rental income.	**10**	0	0	10	The current projection indicates a shortfall against the total Renewable Energy income target so it is assumed this saving will not be achieved.
24	City Operations	**Energy - Change in Energy Procurement Strategy** Currently energy is procured through Welsh Purchasing Consortium arrangement with 16 other Welsh Authorities. A change to this arrangement would allow a flexible approach that is tailored to the City of Cardiff's requirements, including the ability to purchase energy directly from the renewable generation capacity that the Council and others are installing in Cardiff, in turn generating savings.	**20**	0	20	0	The new energy procurement and sale opportunities are anticipated to deliver this saving.
25	City Operations	**Energy Efficiencies Within Council Buildings** Identify projects through use of the RE:Fit framework for complete building energy retrofit as well as alternative external funding for individual projects.	**30**	0	30	0	Contracts have been finalised and details of the delivery programme indicate that this saving will be achieved in full.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
26	City Operations	**Energy - Reduction in bills across the estate through improved management and behaviour change (Carbon Reduction Strategy)** The approved Carbon Reduction Strategy sets out a series of actions that will manage and reduce the Council's energy consumption. Part of this strategy relates to better management of energy consumption and behaviour change amongst building managers and other staff.	40	40	40	0	Multiple actions including smaller scale (non Re-Fit) measures have achieved this saving.
27	City Operations	**Street Lighting - Conversion to LED** Replace main route lighting with LED to reduce long term energy expenditure. Start date Mid November 2016.	60	30	60	0	A project plan is in place to be completed in November 2017 and should deliver the saving.
28	City Operations	**Traffic Signals/Bollard - Conversion to LED** Replace traffic signals and bollard lighting with LED to reduce long term energy expenditure. Start date January 2017.	20	10	20	0	The contractor has completed the work of converting 7 sites so the saving should be achieved.
	City Operations Total		1,749	926	1,611	138	
29	Communities, Housing & Customer Services	**Grants Review** A review of the current grants process including externally funded programmes to identify areas where delivery can be joined up together with a review of grants to realign costs and/or realise efficiencies is being undertaken.	176	176	176	0	Following a consultation process with the organisations concerned, budgets were subsequently reduced and this saving has been achieved in full.
30	Communities, Housing & Customer Services	**Additional income in relation to Adult Community Learning** In future, to ensure the service operates at nil subsidy, only courses funded by WG grant or those that are self financing will be delivered.	49	0	49	0	This saving will be achieved in full as all Adult Community Learning courses offered this year will be self financing or fully grant funded, ensuring the service operates at a nil subsidy.
31	Communities, Housing & Customer Services	**More effective library stock management** New technology has enabled delivery of stock direct to branch and reduces the need for a central warehouse. This has prompted a full review of the Dominions Way facility, which the Council currently leases. The new purchasing software enables more intelligent led purchasing of books to ensure user requirements are met more effectively, to reflect the library strategy that includes the aim of addressing the digital literacy needs of our users.	200	200	200	0	This saving will be achieved in full due to the planned recharging for space utilised at the Central Library by other users.
32	Communities, Housing & Customer Services	**Into Work Services - grant funded delivery** In future the outcomes of the Into Work services will be funded from Universal Credit, Face to Face Services and grant funding and the alignment of the Adult Community Learning (ACL) Grant.	193	111	193	0	£111,000 of this saving has been achieved to date with the remainder expected from the European Social Fund in relation to match funded posts. This saving is therefore expected to be achieved in full.
33	Communities, Housing & Customer Services	**Commercialisation** Initial income target in relation to additional income opportunities within the Directorate, including - commercial sponsorships and partnerships - utilising the assets within the Directorate more commercially - sale of current services to realise additional income	46	0	0	46	This saving is not anticipated to be achieved this year. It will however be encompassed and taken forward as part of the overall commercialisation considerations to be undertaken by the directorate.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
34	Communities, Housing & Customer Services	**New Approach to Locality and Neighbourhood Service Delivery** At present the Council provides funding for a team of Neighbourhood Partnership Officers, and a separate fund for small scale projects led by community groups. This has enabled the Council and its partners to work more effectively together. The next step is to integrate services from the point of view of the citizen, so that main budgets are used in a fully joined up way. To achieve this, existing neighbourhood partnership arrangements will be changed to better consult local communities by identifying their priorities and utilise existing local networks which include Neighbourhood Police Teams, Community Hubs, community organisations and Tenant/Residents Groups. This proposal will create Locality Planning and Delivery Officers to better use council and partners time delivering targeted projects.	150	85	105	45	Cabinet are due to receive a report in November proposing a new approach to Building Resilient Communities. Work is taking place to mitigate the in-year position to achieve this saving ahead of the new model.
35	Communities, Housing & Customer Services	**Disabled Facilities Fee Income** The Council is committed to support residents to remain at home and reduce or delay the need for more costly Residential or Nursing Care. As a result more capital finance has been allocated to delivering disabled adaptations and this will be administered within existing resources enabling an increased target for income generation.	114	57	114	0	Disabled adaptations expenditure is expected to increase this year as a result of additional capital financing available. As each adaptation generates an administration fee this saving is anticipated to be achieved in full. This assumption is supported by the total fee income generated in 2016-17.
36	Communities, Housing & Customer Services	**Recharging of utilities at Rover Way & Shirenewton** At the Gypsy & Traveller sites some utilities cannot currently be allocated to actual pitches. Part of this will require the installation of individual water meters, which will enable usage to be charged directly to the users.	100	0	72	28	Electricity meters were installed in July and water meters in October. Delay in the installation have resulted in a forecasted shortfall of £28,000.
37	Communities, Housing & Customer Services	**Llanover Hall - Sub lease** To ensure the long term sustainability of Llanover Hall as a community arts venue and to better utilise the building, the Council wishes to enter into a partnership sub-lease with a partner. The intention is to find a partner that would co-locate and allow the Learning for Life offering to continue in the building; it is hoped that this would also have a positive effect on uptake of Learning for Life courses in Llanover Hall.	55	0	55	0	A decision regarding the agreed partner will be made following the completion of the expression of interest process. This saving is currently expected to be achieved in full.
	Communities, Housing & Customer Services Total		1,083	629	964	119	
38	Corporate Management	**Reduction in the amount available to support events and market the City** Reducing the amount available to support events, market the City and take advantage of opportunities presenting themselves during 2017/18. However, the City may begin to benefit from activities supported specifically by the Business Improvement District or through a potential new Destination Marketing organisation.	84	42	84	0	It is anticipated that this saving will be achieved in full.
39	Corporate Management	**Precepts and Levies** Achievement of the 1% targeted reduction in precepts and levies as set out in the Budget Strategy Report.	8	8	8	0	It is anticipated that this saving will be achieved in full.
40	Corporate Management	**Insurance** In line with recent claims experience following Ministry of Justice reforms in 2013.	135	68	135	0	It is anticipated that this saving will be achieved in full.
	Corporate Management Total		227	118	227	0	
41	Economic Development	**Increase in Income - Economic Development** Generate additional income through advertising sites within the City's infrastructure.	178	89	178	0	It is currently anticipated that this saving will be achieved in full through bus shelter advertising income to be generated within the service.
42	Economic Development	**Increase in Income - Tourism** Generate additional income through tourism related commissions and progression of the marketing plan.	56	20	56	0	It is currently anticipated that this saving will be achieved in full through attracting businesses to membership of the Visit Cardiff Network with sales of related membership fees based on product offer but involving social media inclusion and networking events.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
43	Economic Development	**Increase in Income - Culture, Venues and Events Management** Generate additional income across the portfolio of cultural venues through reflecting current income streams, increasing footfall and planned new attractions.	473	235	443	30	Although this savings target is considered largely achievable in year, it is proving challenging. The situation will be continually reviewed and updated as the year progresses and income figures can be firmed up.
44	Economic Development	**St. David's Hall** Review of costs, income and service delivery	215	0	157	58	There is currently a projected shortfall of £116,000 in relation to St David's Hall and the New Theatre combined. This reflects the outcome of the Arts Management competitive dialogue procurement process as reported to Cabinet on 16th February 2017. This report indicated the level of savings in respect of the annual revenue subsidy to the cultural venues which was considered achievable through either the competitive dialogue process or the proposed internal programme of improvement referred to as the 'Enhanced In House Model'. The current projection is consistent with this position but will be ultimately reliant upon various factors including the timing of the proposed service restructure but also the service performance and any mitigation possible in the way of additional retained income above target.
45	Economic Development	**New Theatre** Review of costs, income and service delivery	201	0	143	58	There is currently a projected shortfall of £116,000 in relation to St David's Hall and the New Theatre combined. This reflects the outcome of the Arts Management competitive dialogue procurement process as reported to Cabinet on 16th February 2017. This report indicated the level of savings in respect of the annual revenue subsidy to the cultural venues which was considered achievable through either the competitive dialogue process or the proposed internal programme of improvement referred to as the 'Enhanced In House Model'. The current projection is consistent with this position but will be ultimately reliant upon various factors including the timing of the proposed service restructure but also the service performance and any mitigation possible in the way of additional retained income above target.
46	Economic Development	**Increase in Income - Strategic Estates** Increase income from the investment portfolio and operational estate	105	53	105	0	This saving is expected to be achieved in full based on additional rental income due to be received in respect of proposed rent reviews, lease re-gears, new lettings, acquisitions and licence income due this year.
47	Economic Development	**Increase in Rental Income - Strategic Estates**	90	15	29	61	This saving is expected to be partly achieved through additional rental income in respect of proposed rent reviews, lease re-gears, new lettings, acquisitions and licence income due this financial year. This position will be monitored closely and projections will be updated accordingly throughout the year where new income streams are identified.
	Economic Development		**1,318**	**412**	**1,111**	**207**	
48	Economic Development	**Materials Recycling Facility Auto sorter for plastics or plastics and paper (Treatment & Disposal)** Further automate areas of recycling processing plant and increasing capacity for further trading.	138	0	138	0	Tenders are currently being assessed by the directorate with the expectation that the autosorter will be operational in late 2017. At this stage it is still anticipated that the saving will be achieved in full.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
49	Economic Development	**Treatment & Disposal - Increase in productivity** Improving maintenance regimes and work schedules to remove down time and loss of productive time.	**70**	35	70	0	The processes have been reviewed and plans are in place to deliver the saving.
50	Economic Development	**Domestic - Round Performance Management** Includes the introduction of new 'in cab' technologies to remove errors, wasted journey time and improve efficiencies. Further round balancing to improve efficiencies in resources and vehicle configurations.	**170**	0	170	0	The saving relies on the introduction of 'in cab' technology, the change to working patterns and vehicles. Any significant delay could lead to a shortfall against the target. At present it is anticipated to be achieved.
51	Economic Development	**Waste - Third Party Treatment** Additional income generated from waste transfer treatment facilities.	**50**	25	50	0	It is too early to determine if the revised income targets will be achieved and this will need to be monitored during the year. However, based on last year's performance and the improved facilities at Lamby Way it is currently assumed the target will be met.
52	Economic Development	**Domestic Waste Collection - Improve Attendance at Work** Reduce dependency on agency across the recycling and waste service team.	**50**	25	50	0	The directorate continue to pro-actively improve attendances which will drive down the reliance on agency staff. This will need to be monitored during the year but is currently assumed to be achieved.
53	Economic Development	**Commercial Trade - Expanding markets** Continuing to grow the Council's market share in Cardiff and exploring opportunities of working in partnership. This will generate additional income of £200k with an associated cost of £100k.	**100**	50	100	0	It is too early to be sure if the additional customers will generate the increased income. It is currently projected to achieve but this needs to be closely monitored during the year.
54	Economic Development	**Pest Control - Expanding Market Share** Exploring opportunities for expanding the Council's market share through exploring opportunities for working with the private sector and other public bodies.	**20**	0	20	0	The performance achieved in 2016/17 and the continuous capture of additional customers suggests this increased income target will be achieved. A better indication of this will emerge as the year progresses.
55	Economic Development	**Commercialisation - improved charging and income generation for Security Services** Will be delivered through improved security services and income via internal and external bodies	**44**	10	44	0	A review of the Security Service by the Council's Commercial Partner commenced in June 2017. The review will culminate in the implementation of an action plan for improvements in service delivery, operational efficiencies, and opportunities for commercial growth.
56	Economic Development	**Reducing Vehicle Costs in Commercial Services Fleet** Reducing damage and insurance claims through better reporting, monitoring and training, supported by new fleet management system and supported driver training.	**66**	0	66	0	It is anticipated this saving will be achieved in full as a result of the 'in cab' monitoring system being introduced into the waste fleet. The system will better inform managers of the issues that are being encountered by the drivers so that the appropriate training can be provided.
57	Economic Development	**Waste Services - Efficiency Improvements** Back office and scheduling approaches to make further efficiencies through scheduling technology for resourcing support services in addition to the 'In-cab' solutions that is being secured in 2016/17.	**89**	0	89	0	It is anticipated that this saving will be achieved in full as a result of the 'in cab' monitoring system being introduced and in year structural changes being explored by the directorate.
58	Economic Development	**Income generation from Building Cleaning services** To be delivered through a new commercial marketing and service delivery plan.	**20**	10	20	0	The achievement of the savings in relation to Cleaning will be achieved through the implementation of an improvement plan for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers.
59	Economic Development	**Central Transport Services income generation** Utilising capacity in the fleet maintenance facility to insource work and increase external income, supported by new fleet management system.	**75**	0	75	0	It is expected that this income target will achieved by 31 March 2018 through the commercial growth of the Fleet Workshop Services.
60	Economic Development	**Review cost base on external contracts for Building Services** Review opportunities to deliver in house at lower cost.	**50**	0	50	0	The Council's Commercial Partner is in the process of reviewing opportunities and the saving is currently anticipated to be achieved.
	Commercial Services		**942**	**155**	**942**	**0**	
	Economic Development Total		**2,260**	**567**	**2,053**	**207**	

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved 2017/18 (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
61	Education and Lifelong Learning	**Rationalisation of staff and costs centrally retained to provide services of a specialised nature** In 2014/15 the Education Directorate delegated to schools the budget and responsibility for staff employed to support schools in their Special Education Needs provision for pupils. These savings will be achieved by passing onto schools the responsibility for the remaining resources used by these teams.	**140**	140	140	0	The delegation of these additional costs has been undertaken and the saving has been achieved in full.
62	Education and Lifelong Learning	**Rationalisation of costing base for Traded Services** Over the past four financial years the Education Directorate has moved towards a net nil subsidy position for its three traded services: Music Services, the Storey Arms outdoor pursuits centre and, in 2017/18, the School Meals Service. However, in moving towards that position, there is now a requirement for a thorough review and realignment of the support costs attributable to those services, thus releasing budget elsewhere within the Directorate.	**500**	100	200	300	An exercise has been undertaken to ensure that staff recharges are maximised and income is being used to offset other costs wherever possible, however this will not enable the full saving to be achieved in the current year. This will be continued to be closely monitored during the remainder of the year.
63	Education and Lifelong Learning	**Central Staffing Costs** Saving to be achieved through a reduction of staffing following a reorganisation/ rationalisation of the staffing structures within the Directorate - taking into account all opportunities to offset costs through additional income or use of grants. Staffing reductions will be effective from September 2017, with full year effect from April 2018.	**175**	0	175	0	The directorate are currently reviewing the establishment in order to identify options for achieving this saving.
64	Education and Lifelong Learning	**Rationalisation of the costs of the Pupil Referral Unit** The Council has a statutory duty to provide an appropriate quality education to children between the ages of 5 and 16. Where pupils of secondary age are unable to remain in a secondary school due to behavioural issues, the Council has a Pupil Referral Unit based on its Mynachdy site which can cater for pupils at Key Stage 4 (14 to 16) to provide an alternative education provision retaining these pupils in the education system. Although not a school the Pupil Referral Unit is externally inspected by Estyn using the same Inspection Framework as schools. This savings target would be achieved through the delegation of the Pupil Referral Unit facility by commissioning a school to manage the provision. This would enable the financial responsibility for this provision to be passed onto the Schools Delegated budget enabling the realisation of savings from centrally retained budgets. There would be no reduction to the funding level available for the PRU.	**382**	367	367	15	The budget for the PRU has been delegated for the period September 2017 to March 2018, in line with the academic year and the proposal for a secondary school to take responsibility for overseeing the management of the provision. The process for commissioning a school to manage the PRU has been completed. It is currently anticipated that the saving will ultimately be achieved in full. However, despite the commissioning process having been completed, the residual budget for the first five months of the year is insufficient to meet existing expenditure commitments.
65	Education and Lifelong Learning	**Rationalisation of centrally held budgets for school related issues** A reduction in centrally held budgets that fund school initiatives which will fall out in 2017/18. This will include savings identified nationally, through the revision of the All Wales Service Level Agreement with the Welsh Joint Education Committee for the provision of educational services to schools and the current energy efficiency invest to save scheme.	**260**	260	260	0	The costs of various invest to save initiatives have now ended and WJEC subscriptions reduced therefore this saving has been achieved in full.
66	Education and Lifelong Learning	**Reduction in contribution towards the Central South Consortium** The Council currently contributes £1.6m towards the costs of providing an Education School Improvement Service across the Central South region of Wales. This accounts for 35% of the total costs of the service. This saving will be achieved through passing at least a 5% reduction in contribution onto the Consortium.	**80**	80	80	0	A 5% reduction in the overall contributions required from local authorities has been agreed by the Directors' Group and, therefore, this saving should be achieved in full.
67	Education and Lifelong Learning	**Youth Service Budget** This is a continuation of the 2015/16 budget decision to fundamentally change the provision of Youth Services in Cardiff and through this to save £1.7m of revenue budget over the medium term. This third year target of £250k will be achieved through full year staffing savings and finalisation of savings on premises budgets.	**250**	250	250	0	This saving represents the full year effect of savings agreed in previous years and, therefore, this saving has been achieved in full.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
68	Education and Lifelong Learning	**Increase in price of School Meals** This saving will be achieved through an increase of 10p in the price of a school meal from April 2017.	**484**	242	484	0	The 10p increase has been agreed and it is anticipated that this saving will be achieved in full.
69	Education and Lifelong Learning	**Reduction in Central budget for the Education Welfare Team** In recent years much work has been done between schools and the Central Team to improve the attendance service, which has resulted in a significant improvement in pupil attendance across the city. This budget saving will be achieved through a reduction in the staffing capacity within the service.	**100**	100	100	0	A restructure has been completed and this saving has been achieved in full.
70	Education and Lifelong Learning	**School Organisation Plan** Following a review of the latest financial modelling information this amount can be released.	**100**	50	100	0	The reduction has been applied to the budget and it is anticipated that this saving will be achieved in full, however careful monitoring will be required throughout the remainder of the year in case additional cost pressures materialise.
	Education and Lifelong Learning Total		**2,471**	**1,589**	**2,156**	**315**	
71	Governance & Legal Services	**Centralisation of External Legal Spend** Achieve efficiency savings by centralising external legal spend from across the Council	**55**	0	0	55	Projections indicate that there will be an overspend against centralised external spend budgets, due to the time taken to recruit to new posts and the increase in the number and complexity of childcare cases, resulting in the need to use external services in the interim. This shortfall will be offset by a drawdown from earmarked reserves in this financial year.
72	Governance & Legal Services	**Overhead Expenditure** Review of overheads across the service.	**47**	24	47	0	These budget savings have been identified and actioned. Monitoring will be required throughout the financial year to ensure that there are no overspends as a result of these savings but it is anticipated that they will be fully delivered at this stage.
	Governance & Legal Services Total		**102**	**24**	**47**	**55**	
73	Resources	**Automation of forms, E billing and transactional website** To generate channel shift from telephone in respect of Council tax and Non Domestic Rates (NDR) recovery.	**154**	56	154	0	The saving will be achieved through a combination of post deletions and management of vacant posts, increased income from PCNs and reduced costs in relation to postage.
74	Resources	**Business Support Restructure** Will reflect process and technological changes such as flexitime, post room and business support.	**98**	98	98	0	The necessary posts have been deleted and the saving fully achieved.
75	Resources	**Accountancy - Post Reductions** Further reduction in posts in Accountancy following review of responsibilities.	**90**	90	90	0	The necessary posts have been deleted and the saving fully achieved.
76	Resources	**Internal Audit - Review of Staff Resource** Review and reduction of management costs within Internal Audit.	**15**	15	15	0	This saving has been fully achieved.
77	Resources	**Information Governance** Increasing income from services provided.	**10**	0	10	0	This saving will be fully achieved.
78	Resources	**Reduction in external telephony spend** Reduction in spend on telephony licences, network maintenance, and telephony support and maintenance. Replacement of Integrated Services Digital Network (ISDN) telephony with Internet Protocol (IP) telephony. This will include negotiations with suppliers and retendering to drive down costs.	**50**	0	50	0	It is expected that this saving will be fully achieved.
79	Resources	**ICT Staffing Budget** Reduction of one post in ICT.	**35**	0	35	0	It is expected that this saving will be fully achieved.
80	Resources	**External ICT Spend** Reduction in ICT spend through a review of ICT funded licences and support contracts.	**204**	0	204	0	It is expected that this saving will be fully achieved.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
81	Resources	**Review of staff structure in Organisational Development** Achieved through reducing posts that are currently filled on a temporary basis, through an increase in the vacancy provision to reflect staff turnover and through the recovery of staff costs against specific projects where applicable. The implementation of agile working within the team will increase productivity. Where additional resources are required in order to effectively manage the level of support required by the Council then this will be facilitated through the use of reserves.	**172**	172	172	0	The necessary posts have been deleted and the saving fully achieved.
82	Resources	**Income Generation - Enterprise Architecture** Utilising the Enterprise Architecture function to generate income from either delivered internal projects or external services provided to other public sector bodies.	**120**	45	120	0	Achievability will depend on the number of ICT projects requiring EA input in 2017-18. A number of projects have been identified at this stage but do not amount to the total income required. Work is continuing to identify further projects but in the meantime any savings on employee costs will directly offset any shortfall in income.
83	Resources	**Income generation - Cardiff Academy** The total income target will be met from a commercial approach to all external training provision. Income to be delivered through the promotion of the Academy principally to other public sector organisations. This will include the sale of accredited Institute of Leadership & Management and Service Improvement courses. Additional opportunities will come from providing Health & Safety training to employees, but also to contractors working for the Council as well as hiring out the Academy's new and extended facilities for training and/or small conferences.	**46**	25	46	0	A detailed plan is in place to ensure the achievement of this saving.
84	Resources	**Human Resources Business Efficiencies** Deletion of two FTE posts via existing vacancy and possible VS application. Residual resources would need to be realigned to areas of priority to ensure delivery against existing Service Level Agreements (SLAs), some support provided may have to reduce or cease altogether. Savings relate to posts that undertake transactional duties.	**52**	26	52	0	This saving will be fully achieved. One vacant grade 4 post will be deleted. A further post will be deleted following the voluntary severance of the current post holder. Salary costs incurred whilst trialling redeployment will be met by savings from other part year vacancies.
85	Resources	**Policy & Partnerships - Alternative Model for Funding Potential Key Events** This budget is not earmarked for specific events, but provides the flexibility to react to one-off, unplanned events such as sports fixtures/large events in the city centre. Whilst reducing the budget would reduce this flexibility, further work will be undertaken to investigate the possibility of alternative funding being found on an ongoing basis.	**20**	20	20	0	This saving has been fully achieved.
86	Resources	**Reduction in Cabinet Office** Staffing reduction in the Cabinet Office and Policy Team.	**27**	27	27	0	A post has been deleted and the saving fully achieved.
87	Resources	**Emergency Management** Streamlining ICT and other office resource, enhancing remote working practices and targeting income generation from public & private sector bodies.	**5**	5	5	0	This saving has been fully achieved.
88	Resources	**Commissioning & Procurement Local Authority Trading Company** A reduction in the fixed costs of the Strategic Procurement Team through the charging of full costed staff time to the recently approved local authority trading company.	**70**	0	70	0	Work is currently being delivered for other councils with further work anticipated in the second half of the year. On the basis of this it is currrently anticipated that the saving will be fully achieved.
89	Resources	**Savings from reduction in Support Cost for HRPS system** Savings arising from planned reduction in support cost for HRPS IT systems. The costs associated with this were previously funded by post reductions in HR as required in the original business case model.	**100**	100	100	0	This saving has been fully achieved through a reduction in support costs for HRPS IT systems. The costs associated with this were previously funded by post reductions in HR.
	Resources Total		**1,268**	**679**	**1,268**	**0**	

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
90	Social Services	**Locality based service delivery** Mapping on a pilot basis in the current financial year, would appear to indicate opportunities for improved service delivery and reduced costs through service redesign on a locality focused basis. This would include consideration of accommodation models, commissioned services and community opportunities. It is likely however that significant work will be required to implement a revised commissioning model for care services, with a roll out likely to take place over a number of financial years.	250	0	0	250	A pilot scheme was initially implemented, however the outcomes were not as originally anticipated. No specific savings are currently identifiable, however the position may change as the project is reviewed.
91	Social Services	**Adolescent Resource Centre (ARC)** Second year impact of saving proposed for 2016/17. Saving predicated on step downs to lower cost forms of care, shorter stays, quicker return to families, reduced numbers entering care following referral and change in age profile of those in care.	400	0	0	400	This proposal represents the second year impact of a saving initially put forward for 2016/17. Difficulties encountered in 2016/17 meant that a significant unachieved saving was carried forward to 2017/18. This means that although a significant preventative saving is now anticipated in 2017/18 (c£400,000), this will only cover the 2016/17 shortfall and it is not feasible to effectively double the level of saving in the current year. A new location for the ARC has now been identified and a staff group is in place so there is confidence that the shortfall relating to 2017/18 will be achieved in 2018/19.
92	Social Services	**Safer Families Initiative** Second year impact of 2016/17 savings proposal - utilise and encourage volunteering in the community to provide a mentoring service aimed at reducing Looked After Children admissions. Based on pilots in other authorities, it is anticipated that the scheme will reduce the numbers of children coming into the care system.	240	0	110	130	The Safer Families initiative was predicated on a partnership with an external partner but outcomes were not as anticipated. The proposal was subsequently re-focused to pursue a more preventative service with increased emphasis on children on the edge of care. In partnership with Tros Gynnol, an early help model is being developed aimed at reducing the need for referrals. The re-focusing has however meant that the achievement of savings has been subject to significant delay with a resulting shortfall projected for 2017/18.
93	Social Services	**Reduction in the Number of Children Placed in Out Of Area Placements** Second year impact of 2016/17 savings proposal. Aim to move children who are currently in residential care into alternative care settings, including enhanced fostering. Combine with other preventative initiatives aimed at reducing the number of looked after children in external placements.	1,331	629	1,331	0	A significant saving was achieved in 2016/17 in relation to the return of OOC placements to independence or lower cost forms of care. It will be a challenge to identify similar numbers in 2017/18, however a number of potential step downs have been identified. The potential for more locally based, cost effective, residential provision is also being explored. At this stage, therefore, a full saving is projected, however the position will need to be monitored closely through the year.
94	Social Services	**Early Help Strategy** Second year impact of 2016/17 savings proposal. To promote and facilitate early interventions to tackle problems emerging for children, young people and their families. Steering Group developed with partners to establish and develop a multi-agency approach, promoting early support, better outcomes and more cost effective delivery of services. The aim is to reduce demand for external placements over a three year period.	488	100	488	0	Savings were generated in 2016/17 as part of the early help proposals, notably in relation to rapid response and family group conferencing. It is anticipated that further savings will be generated in 2017/18. Savings are however largely cost avoiding in nature and can potentially be offset by overall increases in demand.
95	Social Services	**Remodelling of Children's Services** As part of the remodelling of Children's Services it is proposed that the centralised Family Intervention and Support (FISS) teams are disbanded and merged with the case-management teams in Targeted Services. It is not envisaged that this will reduce the level of service but it will provide an opportunity to make a saving against management and business support costs associated with delivering a central family support service. Separately, this proposal includes the reduction of a Child Health and Disability (CHAD) related home support worker post, reflecting changing workloads resulting from the increased take up of direct payments.	150	150	150	0	A number of posts have been deleted and the saving has been achieved.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
96	Social Services	**Review Emergency Accommodation Service for Learning Disability Service Users** Review the service and consider remodelling the social care crisis service to merge with the reprovision of the respite service.	290	0	100	190	A review of the service has been undertaken and re-modelling options considered. It is proposed that by absorbing similar respite services into the current EAS provision a saving can be achieved. At this stage, however, it is estimated that this will realise a saving of £100,000, leaving a shortfall against the target.
97	Social Services	**Incentivise and work with external providers to improve efficiencies and reduce costs** Utilise the commissioning and procurement process to encourage providers to develop the skills and strengths of people to reduce reliance on services. Also consider block purchasing or internal provision of services utilising appropriate funding streams.	53	53	53	0	Savings have been achieved via a reduction in funding to external organisations.
98	Social Services	**Reinforce process for Continuing Healthcare (CHC) funding where primary health needs have been identified** Reinforce and robustly challenge through the Quality Assurance Process cases that are eligible for CHC funding and work closely with partners to address. In 2017/18 potential CHC funding for older people with particular emphasis on those in the community who have identified primary health needs will be actively pursued.	350	175	350	0	A significant saving was achieved in 2016/17 due to increased CHC (Health) funding for a number of care packages which were previously either wholly or jointly funded by the Council. The process of review is continuing and a number of care packages have been agreed as CHC in 2017/18. At this stage, therefore, it is anticipated that the saving will be achieved.
99	Social Services	**Retender Mental Health (MH) Supported Living Service** Review the specification and retender existing service in order to improve efficiencies and value for money.	150	58	100	50	This proposal initially involved the re-tendering of existing spot contracts for MH supported living. A revised timetable has had to be considered due to the proposed joint commissioning of a service with Health partners. However, existing provision is being reviewed in advance of the wider re-tendering and a number of move-ons and step downs of care packages identified. A related saving is therefore anticipated albeit this will be less than the original target.
100	Social Services	**Retender/reconfigure external provider contract with University Health Board (UHB) for specialised day care** To jointly review with the UHB, the needs of specialist day care services for service users currently utilising external provision and map the needs of young people in transition, to ensure that service delivery is appropriate and proportionate. To enter discussions with providers to deliver care in the most effective and efficient manner.	170	0	100	70	This proposal involves the review of existing day services in learning disabilities and the possible re-commissioning of services with Health. Proposals currently being considered, however it is unlikely a full saving will be realised in 2017/18.
101	Social Services	**Review domiciliary model of delivery** Continue to work closely with providers to identify efficiencies. Also explore different models of service delivery including the introduction of framework contracts etc. The proposal is to review the model of domiciliary care services in order to reduce overall cost. This will include working with care providers looking at a range of issues and service models which impact on the delivery of care.	125	50	125	0	A number of initiatives have been put in place in an attempt to reduce the domiciliary care spend. These include a review of all double handed cases, an informal price ceiling and the continuation of a bridging team which provides an extended reablement service. Indications are that these are impacting both on the hourly rate paid for domiciliary care and the overall level of demand.
102	Social Services	**Reduce and prevent reliance on statutory services utilising Information Advice and Assistance assessment and review** The proposal is to support the enhancement of a model of care which recognises the strengths and skills of individuals requesting care and support, recognises and encourages access to preventative services, to reablement, and recovery models of care and recognise that individuals experience episodes of requiring care. It is proposed that encouraging and supporting individuals in this way will help to reduce over reliance on long term services. This approach will help manage demand and will be in line with the spirit of the Social Services and Well-being (Wales) Act 2014.	250	0	250	0	A strengthened review function has been introduced (including enhanced FPOC) and evidence suggests overall numbers are being controlled. It is however likely that savings generated will be cost avoiding in nature. There are linkages to the initiatives referred to in the above saving and it is considered that the combined saving achieved will be sufficient to meet the targets set for the two proposals.

REF	Directorate 2017/18	Directorate Savings 2017/18	Total Saving (£000)	Savings already achieved (£000)	Projected saving 2017/18 (£000)	Savings unlikely to be achieved in 2017/18 (£000)	Comments
103	Social Services	**Re-modelling of skill mix within Adults Social Work Teams** The proposal is to review the mix of skills within the Adults Social Work teams. This will include consideration of the potential to re-designate some posts from qualified to unqualified positions. The action to be taken will ensure that the proposal will not result in unqualified staff taking on duties which are the responsibility of qualified social workers and currently undertaken by them.	**100**	100	100	0	Posts have been identified for deletion and the saving has been achieved.
104	Social Services	**Review the level of Learning Disability (LD) college placements** Work in collaboration with Cardiff and Vale College and Careers Wales to review all applications for residential college placements.	**100**	50	100	0	There has been increased staff input into collation of information on prospective LD college placements to facilitate challenge. A number of potential applications are being held. It is anticipated that there will be a net reduction in costs associated with college placements compared to 2016/17.
105	Social Services	**Review of Social Work Resource in Hospitals** The proposal is to review the provision of the Hospital Based Social Work Service to identify the potential to change the model to manage resource more effectively, to adjust the skills mix of social work staff and to establish alternative delivery models.	**90**	90	90	0	Posts have been identified for deletion and the saving has been achieved.
106	Social Services	**Review level of third sector expenditure** Review all third sector day spend and consistently apply a percentage reduction to the spend. Work with third sector organisations to develop more sustainable business models for the future utilising other external funding opportunities.	**100**	100	100	0	A reduction in payments to external organisations has been confirmed.
107	Social Services	**Recommission of Children's Respite/Short breaks service** Recommission the current contract for respite care/short breaks at Ty Storrie. New provision to reflect reduced demand for occupancy.	**50**	0	50	0	This saving is anticipated to be achieved though the exact model of service delivery to be determined. Consideration of in-house model is being undertaken.
108	Social Services	**Review level of continuing health care funding for children's placements** Review with health partners, relative contributions to children's residential placements.	**150**	70	150	0	A tri-partite agreement is required for joint funding of placements. Some have already been considered for CHC but rejected. Additional legal advice has been sought. Potentially, however, the saving could be met from just one looked after child transferring to CHC and, therefore, it is assumed to be achievable.
109	Social Services	**Reduce Therapy Costs in Children's Services** The proposal is to work with Health colleagues in the provision of Psychological Services for children and young people. Health have appointed a part time Psychologist specifically to provide services to Looked After Children. The proposal is to work with Health colleagues to negate the need to commission private assessment / therapy providers for a small group of children in long term care.	**30**	0	30	0	There is an agreement with Health to set up a joint team to provide in-house support.
110	Social Services	**Joint commissioning of residential and nursing home beds with Health to create efficiencies** Joint commissioning with Health to create efficiencies through a new procurement model.	**130**	0	100	30	Joint procurement is being considered as part of a Health led integration. It is unlikely that joint procurement will take place in 2017/18. Informal controls are now in place to limit price levels and an enhanced brokerage function is also being established with a view to reducing placement costs.
	Social Services Total		**4,997**	**1,625**	**3,877**	**1,120**	
COUNCIL TOTAL			**14,157**	**6,157**	**12,203**	**1,954**	

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
1	City Operations	**Alternative delivery for Leisure** - a new operating model in Leisure.	850	0	850	850	850	0	A new operator was appointed with effect from 1 Dec 2016. The agreed subsidy payment enables this saving to be realised.
2	City Operations	**New model for Children's Play -** a new delivery model for Children's Play responsive to the needs of children and young people. Play, including after school club activities, will in future be run from a range of community facilities within Neighbourhood Partnership areas.	270	172	98	49	98	0	The delay and complications around the CATs created a shortfall against the overall target. The delivery programme is currently being revised but reduced agency and operational costs in year should enable the saving to be realised.
3	City Operations	**Reshaping of grounds maintenance service** - reshaping of grounds maintenance services to protect core services whilst increasing productivity.	450	395	55	15	55	0	The shortfall relates to CTS vehicle recharges (£40,000) and Parks Catering Concessions (£15,000). The CTS element is dependent on further discussions with CTS to try and seek agreement. The catering element has been reallocated against other income targets throughout the Parks division.
4	City Operations	**Landscape design fees - improve recharging process** - a new mechanism for fees and charges will be introduced as part of a review of the landscape design service.	128	96	32	0	0	32	Whilst a large proportion of the original saving was realised in 2016/17, the sum brought forward was dependent on the transfer of the Parks Landscape Design Team to the Highways Design & Delivery Team. This is yet to take place.
5	City Operations	**New Operating Model for City Operations** - the business case for reshaping services within City Operations.	418	0	418	296	296	122	A detailed delivery plan is in place to achieve this saving which includes staff reorganisation/VS and other non staff savings. However the reorganisation is yet to be approved which may delay a proportion of the saving being achieved.
6	City Operations	**Public Transport -** saving to be realised through transfer of Heliport to new operator.	40	0	40	0	40	0	Whilst a new operator is in place, various liabilities continue to be a burden for the Council. Clarification is needed regarding who should now be managing this site, however the saving is assumed to be achievable.
7	City Operations	**Maintenance Operations -** review of additional staff payments.	50	0	50	0	50	0	Changes have been made to working and supervisory arrangements, improved awareness of the need to work smartly has been acknowledged and the practice of charging to external clients and transferring costs wherever possible to achieve the savings target across the directorate is in place. Whilst this did not deliver any of the saving in 2016/17 this should be delivered in the current year.
8	City Operations	**One Directorate Synergies -** alignment of core processes within the new City Operations Directorate will result in synergies.	157	58	99	99	99	0	A detailed delivery plan is in place to achieve this saving which includes staff reorganisation/VS and other non staff savings.
9	City Operations	**Commercialisation -** improved charging and income generation projects within the Transport Portfolio.	200	110	90	0	90	0	A detailed plan is being developed to improve digitalisation and commercialisation across the directorate. This is likely to require up front funding, the source of which will need to be identified.
10	City Operations	**Improved digitalisation of services and payments** - introduce E-auctioning to all areas of the City Operations directorate.	100	0	100	0	100	0	A detailed plan is being developed to improve digitalisation and commercialisation across the directorate. This is likely to require up front funding, the source of which will need to be identified.
11	City Operations	**Street Lighting Dimming -** The Council approved an invest to save scheme for the dimming of street lights in residential areas. The scheme is to be implemented over three years with a total of approximately 24,000 street lights being dimmed. It is planned to complete the installation of dimming units on 8,000 street lighting units this financial year with the result that savings will start to be made next year.	35	0	35	17	35	0	A project plan is in place to be completed by November 2017. The saving shortfall should be delivered from the consequential reduced energy costs.
12	City Operations	**Street Lighting Conversion to LED -** Replace main route lighting with LED to reduce long term energy expenditure.	150	79	71	36	71	0	A project plan is in place to be completed by November 2017. The saving shortfall should be delivered from the consequential reduced energy costs.
		Total City Operations	2,848	910	1,938	1,362	1,784	154	

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
13	Communities Housing & Customer Services	**Alarm Receiving Centre Additional Income** - further realisation of income opportunities following the creation of the Alarm Receiving Centre.	**300**	0	**300**	0	4	296	Current indications project a £296,000 shortfall in relation to this savings target. The directorate regularly review the projections and any changes to this position will be reflected in future reports.
14	Communities Housing & Customer Services	**Continued roll out of the Libraries/Hub Strategy** - this saving will be delivered through implementing the recommendations of the Cabinet Report in relation to Roath Library and the vacation of the Dominions Way storage facility.	**250**	167	**83**	83	83	0	This saving has been achieved in full.
		Total - Communities, Housing & Customer Services Total	550	167	383	83	87	296	
		Total - Corporate Management	0	0	0	0	0	0	
15	Economic Development	**Capitalisation of posts - Major Projects** - appropriate charging of staffing costs within Major Projects (two full time and one part time post) to reflect capital works undertaken.	**86**	45	**41**	30	30	11	This saving is currently anticipated to be partly achieved. Income of £30,000 has been received in respect of public realm, however, at present, no other schemes have been identified.
16	Economic Development	**Alternative model for the delivery of the Taxi Marshalling service** – release revenue funding through a new approach to funding the taxi marshalling service for night time economy in the city centre on weekends.	**82**	0	**82**	0	0	82	This saving is not anticipated to be achieved this financial year, however further options are being explored and any changes to this position will be updated as new information becomes available.
17	Economic Development	**Increase in City Centre Management Income** - through increased use of activity sites in the city centre.	**45**	0	**45**	0	45	0	It is currently anticipated that this projection will be achieved in full via the introduction of a new German Market at Christmas and other Med Market appearances throughout the year.
18	Economic Development	**Income and Business Process Efficiencies - Strategic Estates** - generate additional rental income from the Council's property estate through the periodic rent review process.	**56**	0	**56**	0	56	0	This saving is expected to be achieved in full based on additional rental income due to be received in respect of proposed rent reviews, lease re-gears, new lettings, acquisitions and licence income due this year.
19	Economic Development	**Office Accommodation** - next phase of savings from the office rationalisation programme. Ensuring more effective use of the Council's existing property estate and considering opportunities to rationalise where possible.	**1,250**	703	**547**	274	547	0	It is anticipated that this saving will be achieved in full following the relinquishment of the lease at Global Link and the disposal of other smaller Council buildings within the Office Rationalisation division. Further disposals are earmarked for 2017-18 and any delays in this regard this may further impact on the position.
		Total - Economic Development	1,519	748	771	304	678	93	
20	Economic Development (Commercial Services)	**One Directorate Synergies** - alignment of core processes within the new City Operations Directorate will result in synergies.	**33**	0	**33**	0	0	33	There is currently no plan in place to deliver this saving and, therefore, it is assumed that it won't be achieved.
21	Economic Development (Commercial Services)	**One Directorate Synergies** - alignment of core processes within the new City Operations Directorate will result in synergies.	**50**	0	**50**	50	50	0	The saving was achieved through a Voluntary Severance request processed at the end of May 2017.
22	Economic Development (Commercial Services)	**Improved automated security at Lamby Way depot** - security operation replaced by CCTV.	**68**	0	**68**	0	34	34	The saving shortfall is caused by the delayed opening of the new HWRC at Lamby Way. The site opened in June 2017, however the saving will not be realised until barriers are in place to secure the site allowing 2 security posts to be released. This work is anticipated to be completed in late 2017 which will release a part year saving in 2017/18. The 2017/18 shortfall on this saving will be mitigated by income received from the continued operation of Lamby Way landfill site until its planned closure.

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
23	Economic Development (Commercial Services)	**Further increasing income opportunity from renewal of landfill gas generator contract** - contract negotiations in place.	100	0	100	100	100	0	The operator has reduced the number of generator's reflecting the lower levels of gas extracted from the landfill. As a consequence this saving cannot be achieved. However the continued operation of the Landfill site for external customers until June 2017 has been sufficient to cover this shortfall in 2017/18. It is hoped that a renegotiation of contract terms with the gas operator due to take place in 2017/18 should enable additional income for future years to enable the savings target to be achieved going forward.
24	Economic Development (Commercial Services)	**Improved digitalisation of services and payments** - introduce E-auctioning to all areas of the City Operations directorate.	100	0	100	30	30	70	Part of the saving has been achieved through the revised 'Tidy Text' facility. The directorate continue to consider how the remainder of this saving can be achieved but as there is no detailed plan it is possible the shortfall will remain.
25	Economic Development (Commercial Services)	**Alternative Delivery Model** - Security and Cleaning.	135	54	81	0	81	0	The Cleaning savings will be achieved through the implementation of an improvement plan for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers. A review of the Security Service by the Council's Commercial Partner commenced in June 2017. The review will culminate in the implementation of an action plan for improvements in service delivery, operational efficiencies and opportunities for commercial growth.
26	Economic Development (Commercial Services)	**Vehicle replacement programme** - efficiencies through procurement.	68	0	68	68	68	0	The procurement changes have been implemented. The leased vehicles that have gone past their expiry date have been re-contracted for another year and the full saving realised.
27	Economic Development (Commercial Services)	**Reduction in Agency (Sickness & General) & General Staffing Savings - CLEANING**	56	8	48	6	48	0	The saving will be achieved through the implementation of an improvement plan for the delivery of cleaning services and also through a reduction in sickness and hence a reduction in usage of agency workers.
28	Economic Development (Commercial Services)	**Vehicle Utilisation**	400	79	321	101	321	0	It is intended that the shortfall will be achieved by March 2018. The Organisational Development Team is now leading on the analysis work required to identify the utilisation saving opportunities across the Council. In November 2017, it is intended to provide to SMT an update on progress and also recommendations on how further savings can be achieved going forward.
		Total - Economic Development (Commercial Services)	1,010	141	869	355	732	137	
		Grand Total - Economic Development	2,529	889	1,640	659	1,410	230	
29	Education & Lifelong Learning	**Reduction in OOC Costs:** Reduction in costs of placements with other Local Authorities Reduction in number of Looked After Children placed Out Of County Reduction in number of new placements	930	370	560	0	0	560	A significant amount of work is still required to achieve this saving. A working group has been established to look at the issue, however this is still in its infancy. Current indications are that the overall cost of Out of County placements will increase compared to 2016/17 and, therefore, at this stage, it is not felt that any of the saving will be achieved.
30	Education & Lifelong Learning	**Reduction in central costs for the Education of Children not in School** - over the past three financial years there has been a reduction in the level of central subsidy for pupils who are not educated in school. This saving will be achieved through the examination of a different delivery model for tuition through the commissioning of an external agency as opposed to direct employment of tutors which will reduce the overall cost of the service. Whilst it is expected that the full saving will be deliverable in this manner any shortfall will be recouped through an additional charge being levied on schools for providing tuition to pupils on roll in a school but educated elsewhere.	149	0	149	0	149	0	A working group has been established and is looking at EOTAS provision across the board, part of which will be a focus on the Tuition Service. A preferred new model of operation has been identified, however this has not yet been implemented. Until that happens, there remains a significant risk to the achievement of this saving, however, for this financial year, it is assumed that an alternative mechanism for achieving the saving can be identified.

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
31	Education & Lifelong Learning	**Reduction in staffing for Performance Management** - the Performance and Information team provide a central resource to gather, analyse and disseminate the relevant pupil led, school level and authority level data necessary to allow the Council to discharge its statutory reporting duties. This saving will be achieved through a restructuring of this team which will align itself with other data functions both inside and outside the Council.	35	0	35	0	35	0	The restructure has taken place but was unable to deliver the required saving without compromising service delivery. The directorate is identifying an alternative saving to offset this issue for 2017/18 and future years.
		Total - Education and Lifelong Learning	1,114	370	744	0	184	560	
32	Resources	**Extension of Income Enforcement Service** - continue with recent changes to bring more of the enforcement of Penalty Charge Notices (PCNs) directly under the control of Local Authority staff. The majority of compliance and enforcement activity required to collect outstanding PCN notices will be carried out by directly employed Council staff.	150	85	65	33	65	0	The volume of PCN fines has increased and recent analysis of income for 2017-18 has indicated that the 2016-17 shortfall will now be achieved.
33	Resources	**Digitalisation**	875	600	275	0	275	0	Work is continuing to identify and realise savings arising from digitalisation in the current year including on-going initiatives to reduce spend on postages, printing and stationery. This is being supported through the Organisational Development Programme. At this stage it is anticipated that the full saving will be achieved but this will continue to be closely monitored during the year.
		Total - Resources	1,025	685	340	33	340	0	
34	Social Services	**Establish an Adolescent Resource Centre** - this is a resource to assist in supporting young people to stay at home. It is based on a model operated in other authorities and will require some initial investment to establish the facility. This proposal is a gross saving with an associated cost included in the financial pressures.	700	218	482	150	400	82	A new location has been identified and will be potentially operational during Q3 2017/18. A staff group is already in place and delivering a service. Some savings have already been identified, albeit these and further savings are likely to be cost avoiding in nature. Significant overall saving are anticipated, however it is thought, at this stage, that this will not be sufficient to fully offset the unachieved saving carried forward from 2016/17.
35	Social Services	**Safer Families Initiative** - utilise and encourage volunteering in the community to provide a mentoring service aimed at reducing Looked After Children admissions. Based on pilot in other authorities, it is anticipated that the scheme will reduce the numbers of children coming into the care system. Research suggests an average saving of £5.4k per child referred. Forty referrals are targeted for 2016/17. This proposal is a gross saving with an associated cost included in the financial pressures.	210	136	74	0	74	0	The Safer Families initiative was predicated on a partnership with an external partner, but outcomes were not as anticipated. The proposal was subsequently re-focused to pursue a more preventative service with increased emphasis on children on the edge of care. In partnership with Tros Gynnol, an early help model is being developed aimed at reducing the need for referrals. A cost avoidance saving sufficient to offset the unachieved saving carried forward from 2016/17 is currently anticipated.
36	Social Services	**Review of Commissioned Services** - a number of commissioning opportunities have been identified by the directorate to be targeted in 2016/17.	1,000	826	174	140	174	0	It is anticipated that this residual saving will be achieved via the full year effect of initiatives that started part way through 2016/17, notably in relation to extracare, CRT and the introduction of a grant funded bridging team offering extended reablement.
37	Social Services	**Review of administrative arrangements for Direct Payments** - This will include the current contract with a support provider. Consideration to be given to alternative service delivery focussing on quality and best use of resources whilst continuing to maintain existing service user support to those receiving a direct payment.	200	0	200	40	120	80	The procurement process has been completed with the new provider having commenced in August 2017. Costings suggest that the carry forward saving can be achieved in a full year. Only a part year saving will however be achievable in 2017/18.
38	Social Services	**Reduction in external legal costs** - Proposed reduction in the external legal advice costs incurred in relation to Children's services, including the examination of alternative internal arrangements.	130	0	130	0	130	0	As part of the centralisation of external legal costs, the budget was transferred to Legal Services and forms part of the overall position within that directorate.

REF	Directorate 2017/18	Directorate Savings 2016/17	Total Saving (£000)	Saving achieved in 2016/17 (£'000)	Balance of savings to be found (£'000)	Saving achieved in 2017/18 (£'000)	Projected savings in 2017/18 (£'000)	Projected Shortfall 2017/18 (£'000)	Comments
39	Social Services	**Locality based service delivery -** initial mapping on a pilot basis would appear to indicate opportunities for improved service delivery and reduced costs through service redesign on a locality focused basis. This would include consideration of accommodation models, commissioned services and community opportunities. It is likely however that significant work will be required to implement a revised commissioning model for care services, with a roll out likely to take place over a number of financial years.	250	124	126	0	0	126	Work is ongoing to establish a pilot scheme and an agency staff group has been appointed. Possible links to be made in relation to housing stock and the streamlining of connectivity to services. No specific savings are currently identifiable, however the position may change as the project develops.
40	Social Services	**Travel/Mileage**	194	8	186	0	0	186	It was anticipated that moves to agile/mobile working would lead to reductions in costs associated with travel and mileage. The assumptions around this proposition have been tested but it is considered unlikely that any further significant savings will be identified, given the context of increased demand and activity.
41	Social Services	**Reduction in Agency (Sickness & General) & General Staffing Savings**	168	0	168	0	100	68	The current plan to re-model the service and enhance the staff resource gives confidence that the level of agency used can be reduced. This will, however, be partly dependent on the market in regard to the recruitment of staff, which is a variable that cannot necessarily be controlled.
		Total - Social Services	2,852	1,312	1,540	330	998	542	
COUNCIL TOTAL			10,918	4,333	6,585	2,467	4,803	1,782	

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CARDIFF COUNCIL CAPITAL PROGRAMME 2017-2018

DIRECTORATE & SCHEME	2017-18 Programme	2016-17 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2017-18	Projected Outturn	(Underspend) / Overspend GF	(Underspend) / Overspend Other	Invest to Save slippage/SOP 'reserve'	Slippage GCF	Slippage Other	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
CITY OPERATIONS													
Energy Projects and Sustainability													
Energy Retrofit of Buildings	2,023	0	82	0	0	2,105	1,093	0	0	(1,012)	0	0	(1,012)
Salix Energy Efficiency Loan Scheme (SEELS)	0	0	0	375	0	375	375		0	0	0	0	0
Total Energy Projects and Sustainability	2,023	0	82	375	0	2,480	1,468)	0	0	(1,012)	0	0	(1,012))
Regulatory													
Shared Regulatory Services	117	0	0	0	0	117	0	(117)	0	0	0	0	(117)
S106 Schemes		0	12	0	0	12	12	0	0	0	0	0	0
Total Regulatory	117	0	12	0	0	129	12)	(117)	0	0	0	0	(117))
Parks & Green Spaces													
Asset Renewal Buildings	75	0	0	0	0	75	75	0	0	0	0	0	0)
Asset Renewal Parks Infrastructure	140	10	0	0	0	150	150	0	0	0	0	0	0)
Play Equipment	90	52	0	0	0	142	142	0	0	0	0	0	0)
Flood Risk Prevention	0	213	0	0	0	213	153	0	0	0	(60)	0	(60))
Parc Cefn Onn	490	28	0	0	0	518	203	0	0	0	0	(315)	(315)
Roath Park	200	0	0	0	0	200	200	0	0	0	0	0	0
3G Pitch - Grange Gardens	0	0	0	0	96	96	96	0	0	0	0	0	0
Refurbishment of Sports Facilities		0	0	0	300	300	300	0	0	0	0	0	0)
S106 Schemes	0	765	119	0	100	984	968)	0	0	0	0	(16)	(16))
Total Parks & Green Spaces	995	1,068	119	0	496	2,678	2,287)	0	0	0	(60)	(331)	(391))
Leisure													
Leisure Centres Priority Works	0	273	0	0	0	273	273	0	0	0	0	0	0
Asset Renewal Buildings	106	0	0	0	0	106	106	0	0	0	0	0	0
Leisure Centres (GLL)	500	1,000	0	0	0	1,500	1,500	0	0	0	0	0	0
Leisure Centres (Channel View)	500	0	0	0	0	500	400	0	0	(100)	0	0	(100)
STAR Centre Equipment	0	0	0	0	106	106	106	0	0	0	0	0	0
Total Leisure	1,106	1,273	0	0	106	2,485	2,385	0	0	(100)	0	0	(100)
Bereavement & Registration Services													
Asset Renewal Buildings	150	0	0	0	0	150	150	0	0	0	0	0	0
Improvements funded by Bereavement reserve	150	0	0	0	0	150	150	0	0	0	0	0	0
Total Bereavement & Registration Services	300	0	0	0	0	300	300)	0	0	0	0	0	0)
Highway Infrastructure													
Highway Reconstruction	300	747	0	383	0	1,430	1,430	0	0	0	0	0	0
Highway Resurfacing	1,950	0	0	(553)	0	1,557	1,557	0	0	0	0	0	0
Footpath Resurfacing	535	0	0	(210)	0	325	325	0	0	0	0	0	0
Footpath Improvements around Highway Trees	125	0	0	0	0	125	125	0	0	0	0	0	0
Bridges & Structures	750	330	0	0	0	1,080	1,080	0	0	0	0	0	0
Street Lighting Column Replacement	270	88	0	0	0	358	358	0	0	0	0	0	0
LED Lighting on Principal Roads (Invest to Save)	2,816	732	0	0	0	3,548	3,548	0	0	0	0	0	0
Greener Grangetown	0	1,775	0	380	0	2,155	2,155	0	0	0	0	0	0
Bute Crane Refurbishment	25	0	0	0	0	25	25	0	0	0	0	0	0
Rhiwbina Flood Defence scheme	0	21	0	0	0	21	21	0	0	0	0	0	0
Total Highway Maintenance	6,771	3,693	0	0	0	10,624	10,624)	0	0	0	0	0	0)
Traffic & Transportation													
Asset Renewal Transport & Traffic Management	335	0	0	0	0	335	335 #	0	0	0	0	0	0
Asset Renewal Telematics/Butetown Tunnel	50	340	0	0	0	390	390	0	0	0	0	0	0
Cycling Development Asset Renewal	800	38	0	0	0	678	678 #	0	0	0	0	0	0
Transport Grant Match Funding	375	250	0	0	0	625	625	0	0	0	0	0	0
Local Transport Fund Grant	1,500	0	(236)	0	0	1,264	1,264)	0	0	0	0	0	0
Road Safety Grant	450	0	0	0	55	505	505)	0	0	0	0	0	0
Safe Routes in Communities Grant	450	0	0	0	25	475	475)	0	0	0	0	0	0
Moving Offences Enforcement - Parking Reserve	430	0	0	0	0	430	430	0	0	0	0	0	0
Bus Corridor Improvements - Parking Reserve	335	0	0	0	0	335	335	0	0	0	0	0	0
Cardiff West Interchange	1,175	350	0	0	0	1,525	125 #	0	0	0	(1,400)	0	(1,400)
CCTV System & Traffic Control Upgrade	525	337	0	0	0	862	862	0	0	0	0	0	0
Hostile Vehicle Mitigation	0	0	0	0	500	500	500	0	0	0	0	0	0
S106 schemes	0	354	104	0	351	809	718	0	0	0	0	(91)	(91)
Total Traffic & Transportation	6,425	1,669	(132)	0	931	8,733	7,242 #	0	0	0	(1,400)	(91)	(1,491))
Strategic Planning													
S106 Schemes	0	111	93	0	(14)	190	190	0	0	0	0	0	0
Total Strategic Planning	0	111	93	0	(14)	190	190)	0	0	0	0	0	0)
Harbour Authority													
Harbour Asset Renewal	380	0	(3)	0	0	377	377	0	0	0	0	0	0
Total Harbour Authority	380	0	(3)	0	0	377	377	0	0	0	0	0	0
TOTAL CITY OPERATIONS	18,117	7,814	159	375	1,519	27,984	24,873 #	(117)	0	(1,112)	(1,460)	(422)	(3,111))

CARDIFF COUNCIL CAPITAL PROGRAMME 2017-2018

DIRECTORATE & SCHEME	2017-18 Programme	2016-17 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2017-18	Projected Outturn	(Underspend) / Overspend GF	(Underspend) / Overspend Other	Invest to Save slippage/SOP 'reserve'	Slippage GCF	Slippage Other	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
COMMUNITIES, HOUSING & CUSTOMER SERVICES													
Citizen Hubs													
St Mellons Hub Phase 2	1,950	748	0	0	0	2,698	2,698	0	0	0	0	0	0
Llanishen Hub	0	436	0	0	0	436	436 #	0	0	0	0	0	0 #
Llandaff North & Gabalfa Hub	0	45	0	0	0	45	45	0	0	0	0	0	0
Llanedeyrn Hub	110	906	(80)	0	0	936	936	0	0	0	0	0	0
Total Citizen Hubs	**2,060**	**2,135**	**(80)**	**0**	**0**	**4,115**	**4,115 #**	**0**	**0**	**0**	**0**	**0**	**0 #**
Neighbourhood Regeneration													
Neighbourhood Renewal schemes	280	261	0	0	0	541	450	0	0	0	(91)	0	(91)
Local Shopping Centre Regeneration	360	214	0	0	0	574	395	0	0	0	(179)	0	(179)
Maelfa Centre Regeneration	1,400	(92)	0	0	0	1,308	1,201	0	0	0	(107)	0	(107)
Alleygating	50	15	0	0	0	65	50	0	0	0	(15)	0	(15)
S106 Schemes	0	0	276	0	(212)	64	64	0	0	0	0	0	0
Total Neighbourhood Regeneration	**2,090**	**398**	**276**	**0**	**(212)**	**2,552**	**2,160)**	**0**	**0**	**0**	**(392)**	**0**	**(392))**
Housing (General Fund)													
Disabled Facilities Service	3,800	605	0	0	0	4,405	3,905	0	0	0	(500)	0	(500)
Enable Adaptations Support for Independent Living	400	0	(1)	0	0	399	399	0	0	0	0	0	0
Estate Environmental Improvements	250	177	0	0	0	427	0	0	0	(427)	0	0	(427)
WG ARBED ECO Grant	0	0	0	0	480	480	480	0	0	0	0	0	0
Domestic Abuse Centre	400	0	0	0	0	400	100	0	0	0	(300)	0	(300)
Total Housing	**4,850**	**782**	**(1)**	**0**	**480**	**6,511**	**4,984**	**0**	**0**	**(427)**	**(1,100)**	**0**	**(1,527)**
TOTAL Communities, Housing & Customer Services	**9,000**	**3,315**	**195**	**0**	**268**	**13,178**	**11,259 #**	**0**	**0**	**(427)**	**(1,492)**	**0**	**(1,919)**
ECONOMIC DEVELOPMENT													
Business & Investment													
Town Centre Loan Scheme	0	0	0	0	770	770	770	0	0	0	0	0	0
Council/S4C Investment Fund	0	50	0	0	0	50	50	0	0	0	0	0	0
Cardiff Social Innovation fund	0	29	0	0	0	29	29	0	0	0	0	0	0
S106 Schemes	0	382	104	0	(355)	131	73	0	0	0	0	(58)	(58)
Total Business & Investment	**0**	**461**	**104**	**0**	**415**	**980**	**922)**	**0**	**0**	**0**	**0**	**(58)**	**(58))**
City Development and Major Projects													
Dumballs Road Regeneration	1,600	0	0	0	0	1,600	1,600	0	0	0	0	0	0
Cardiff Enterprise Zone	2,500	(12,075)	12,500	0	0	2,925	2,925	0	0	0	0	0	0
ISV Temporary Car Park	1,300	113	(170)	0	0	1,243	0	0	0	0	(1,243)	0	(1,243)
Central Square Integrated Transport Hub	5,000	500	0	0	0	5,500	6,000	0	0	0	0	500	500
Central Square Public Realm Detailed Design	2,000	903	0	0	0	2,903	2,903	0	0	0	0	0	0
Leckwith Allotments	0	150	0	0	0	150	150	0	0	0	0	0	0
Total City Development & Major Projects	**12,400**	**(10,409)**	**12,330**	**0**	**0**	**14,321**	**13,578)**	**0**	**0**	**0**	**(1,243)**	**500**	**(743))**
Commercial Services													
New HWRC Lamby Way	0	345	0	0	0	345	873	0	528	0	0	0	528
Plastics Auto Sorter (Invest to Save)	650	0	0	0	0	650	650	0	0	0	0	0	0
Waste Material Recycling Facility Upgrades	45	0	0	0	0	45	45	0	0	0	0	0	0
Asset Renewal Buildings	712	71	0	0	0	783	783	0	0	0	0	0	0
Asset Renewal - Vehicle Replacement	200	(4)	0	0	0	196	196	0	0	0	0	0	0
Total Commercial Services	**1,607**	**412**	**0**	**0**	**0**	**2,019**	**2,547)**	**0**	**528**	**0**	**0**	**0**	**528)**
Venues & Cultural Facilities													
Asset Renewal Buildings	252	159	0	0	0	411	411	0	0	0	0	0	0
New Theatre Roof	0	115	0	0	0	115	115	0	0	0	0	0	0
St David's Hall & New Theatre Priority Works	0	306	0	0	0	306	0	0	0	0	(306)	0	(306)
Total Venues & Cultural Facilities	**252**	**580**	**0**	**0**	**0**	**832**	**526)**	**0**	**0**	**0**	**(306)**	**0**	**(306) #**
Property & Asset Management													
Asset Renewal Buildings	60	0	0	0	0	60	60	0	0	0	0	0	0
Office Accommodation Rationalisation	200	0	0	0	0	200	100	0	0	0	(100)	0	(100)
Investment Property Strategy	0	0	0	0	655	655	655	0	0	0	0	0	0
Community Asset Transfer	50	44	0	0	0	94	44	0	0	0	(50)	0	(50)
Central Market Roof	0	0	0	0	300	300	300	0	0	0	0	0	0
Total Property and Asset Management	**310**	**44**	**0**	**0**	**955**	**1,309**	**1,159)**	**0**	**0**	**0**	**(150)**	**0**	**(150))**
TOTAL ECONOMIC DEVELOPMENT	**14,569**	**(8,912)**	**12,434**	**0**	**1,370**	**19,461**	**18,732)**	**0**	**528**	**0**	**(1,699)**	**442**	**(729) #**

CARDIFF COUNCIL CAPITAL PROGRAMME 2017-2018

DIRECTORATE & SCHEME	2017-18 Programme	2016-17 Slippage	Budget revision	Virements	Changes & New Approvals	Total Programme 2017-18	Projected Outturn	(Underspend) / Overspend GF	(Underspend) / Overspend Other	Invest to Save slippage/SOP 'reserve'	Slippage GCF	Slippage Other	Total Variance
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
EDUCATION & LIFELONG LEARNING													
Schools - General													
Planning & Development													
Asset Renewal Buildings	6,867	(2,103)	0	0	0	4,764	5,688	0	0	0	0	924	**924**
Suitability and Sufficiency	1,040	0	0	0	0	1,040	1,116	0	0	0	0	76	**76**
Early Years - Flying Start	0	64	(24)	0	77	117	117	0	0	0	0	0	**0**
Whitchurch High School	0	975	0	0	0	975	975	0	0	0	0	0	**0**
Total Planning & Development	**7,907**	**(1,064)**	**(24)**	**0**	**77**	**6,896**	**7,896**	**0**	**0**	**0**	**0**	**1,000**	**1,000**
Other schemes													
Schools ICT	100	0	0	0	0	100	500	0	0	0	400	0	**400**
Fire Precautions	250	0	0	0	0	250	250	0	0	0	0	0	**0**
Safeguarding Lobbies	100	0	0	0	0	100	100	0	0	0	0	0	**0**
St Mellons Primary	250	0	0	0	0	250	100	(150)	0	0	0	0	**(150)**
Kitchen Improvements	100	0	0	0	0	100	100	0	0	0	0	0	**0**
Total Other schemes	**800**	**0**	**0**	**0**	**0**	**800**	**1,050)**	**(150)**	**0**	**0**	**400**	**0**	**250)**
Total Schools	**8,707**	**(1,064)**	**(24)**	**0**	**77**	**7,696**	**8,946**	**(150)**	**0**	**0**	**400**	**1,000**	**1,250**
Schools Organisation Planning													
21st Century Schools	49,987	15,022	(15,052)	0	(3)	49,954	44,115	0	0	6,222	0	(12,061)	**(5,839)**
Total Schools Organisation Planning	**49,987**	**15,022**	**(15,052)**	**0**	**(3)**	**49,954**	**44,115**	**0**	**0**	**6,222**	**0**	**(12,061)**	**(5,839)**
TOTAL EDUCATION & LIFELONG LEARNING	**58,694**	**13,958**	**(15,076)**	**0**	**74**	**57,650**	**53,061)**	**(150)**	**0**	**6,222**	**400**	**(11,061)**	**(4,589))**
RESOURCES													
Technology													
Modernising IT to improve Business Processes	(796)	1,776	0	0	0	980	980	0	0	0	0	0	**0**
ICT Refresh	400	19	0	0	0	419	360	0	0	0	(59)	0	**(59)**
Total Technology	**(396)**	**1,795**	**0**	**0**	**0**	**1,399**	**1,340)**	**0**	**0**	**0**	**(59)**	**0**	**(59))**
Corporate													
Contingency	200	0	0	0	0	200	200	0	0	0	0	0	**0**
Invest to Save annual allocation	500	0	0	(375)	0	125	125	0	0	0	0	0	**0**
Total Corporate	**700**	**0**	**0**	**(375)**	**0**	**325**	**325)**	**0**	**0**	**0**	**0**	**0**	**0)**
TOTAL RESOURCES	**304**	**1,795**	**0**	**(375)**	**0**	**1,724**	**1,665)**	**0**	**0**	**0**	**(59)**	**0**	**(59))**
SOCIAL SERVICES													
Adult Services													
Tremorfa Day Services (ICF)	250	0	0	0	50	300	75	0	0	0	(225)	0	**(225) #**
ICF Day Centre Strategy	330	0	0	0	0	330	330	0	0	0	0	0	**0**
Day Centre Opportunities	1,132	35	0	0	0	1,167	770	0	0	0	(397)	0	**(397) #**
Total Adult Services	**1,712**	**35**	**0**	**0**	**50**	**1,797**	**1,175)**	**0**	**0**	**0**	**(622)**	**0**	**(622) #**
Children's Services													
Children's Services Accommodation Strategy	260	0	0	0	0	260	329	0	0	0	69	0	**69**
Trelai Youth Centre (ICF)	0	0	0	0	300	300	75	0	0	0	0	(225)	**(225)**
Children's Services	**260**	**0**	**0**	**0**	**300**	**560**	**404**	**0**	**0**	**0**	**69**	**(225)**	**(156)**
TOTAL SOCIAL SERVICES	**1,972**	**35**	**0**	**0**	**350**	**2,357**	**1,579)**	**0**	**0**	**0**	**(553)**	**(225)**	**(778) #**
TOTAL GENERAL FUND	**102,656**	**18,005**	**(2,288)**	**0**	**3,581**	**122,354**	**111,169 #**	**(267)**	**528**	**4,683**	**(4,863)**	**(11,266)**	**(11,185) #**
PUBLIC HOUSING (HRA)													
Housing Development	1,500	163	(163)	0	0	1,500	1,000	(500)	0	0	0	0	**(500)**
Estate Regeneration and Stock Remodelling	3,000	59	(59)	0	0	3,000	1,612	63	0	0	(1,451)	0	**(1,388)**
External and Internal improvements to buildings	14,250	1,699	(1,699)	0	0	14,250	12,602	(1,148)	0	0	(500)	0	**(1,648)**
Disabled Facilities Service	2,300	71	(71)	0	0	2,300	2,300	0	0	0	0	0	**0**
Cardiff Living New Builds	6,191	0	0	0	0	6,191	6,984	829	0	0	(36)	0	**793**
Property Buybacks	0	2,082	(2,082)	0	2,582	2,582	2,000	0	0	0	(582)	0	**(582)**
Hubs	355	0	0	0	0	355	655	0	0	0	300	0	**300**
Modernising IT to improve Business Processes	100	0	0	0	0	100	100	0	0	0	0	0	**0**
S106 Schemes	2,309	0	0	0	0	2,309	2,309	0	0	0	0	0	**0**
TOTAL PUBLIC HOUSING	**30,005**	**4,074**	**(4,074)**	**0**	**2,582**	**32,587**	**29,562)**	**(756)**	**0**	**0**	**(2,269)**	**0**	**(3,025))**
TOTAL	**132,661**	**22,079**	**(6,362)**	**0**	**6,163**	**154,941**	**140,731**	**(1,023)**	**528**	**4,683**	**(7,132)**	**(11,266)**	**(14,210)**

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

2017-18 QUARTER 2 PERFORMANCE REPORT

FINANCE, MODERNISATION AND PERFORMANCE (COUNCILLOR CHRIS WEAVER)

AGENDA ITEM 8

CORPORATE DIRECTOR RESOURCES

Reason for this Report

1. To present Cardiff Council's Performance Report for Quarter 2 2017-18.

Background

2. The Performance Management Framework includes the production of quarterly performance reports designed to provide an overview of corporate and directorate performance. Effective scrutiny of performance is an important component of the Framework as it provides the opportunity to challenge performance levels, and helps focus on the delivery of Council priorities and targets.

Performance Overview

3. This report provides a summary of the progress, key successes and challenges faced by each directorate in Quarter 2 2017-18.

Report Structure

4. This report consists of:

- Performance Report – This document, which provides an accurate and balanced description of performance across each Directorate.
- Corporate Plan Report – A report on performance against the commitments and measures in the Corporate Plan (Appendix A).
- Directorate Performance Report – A report on the performance of each directorate against their strategic directorate priorities and the related measures and actions (Appendix B).

Overview of Quarter 2 Performance – Corporate Plan

5. Measures in the Corporate Plan 2017-19.

- There are 98 performance measures in the Corporate Plan.
- Many of them have a quarterly target, which allows the use of a RAG rating to show how performance compares to the target.
- For some measures a comparison is not possible because either i) the measure is annual and there is no quarter 2 result or ii) it is a new measure with no quarterly target.
- Here is a summary of performance against target:

	Green (Better than target)	Amber (Close to target)	Red (Worse than target)	Comparison not available	Total
No. of measures	40	5	12	41	**98**
% of all measures	41%	5%	12%	42%	**100%**
% of results available	70%	9%	21%		

6.   Commitments in the Corporate Plan 2017-19.

- There are 73 separate commitments in the Corporate Plan.
- Here are the RAG ratings for those commitments.

	Green	Amber / Green	Red / Amber	Red	Total
No. of measures	44	21	6	2	73
% of all measures	60%	29%	8%	3%	100%

Summary of Directorate Performance

7.   This section provides an update on progress towards delivering the Strategic Directorate Priorities of each of the Council's seven Directorates.

City Operations

Key Areas of Progress

8.   The continued emphasis on street cleanliness in the city continues to drive strong performance in key areas. In Quarter 2, 95.5% of the streets assessed were of a high or acceptable level of cleanliness. This exceeds the target of 90%, and improves on Quarter 1's high performance of 92.8%. The data the assessments provide also helps to target resources. Similarly, 100% of reported fly tipping incidents were cleared within 5 working days, again above the target of 90% and again improving on already strong performance in Quarter 1.

9.   Work to deliver new 20 mph zones in specific areas of the city are progressing well. Installation has taken place in Canton and north Riverside with completion of these programmes anticipated by the end of the financial year.

10. The LDP annual monitoring report was approved at Cabinet in September and will be submitted to Welsh Government in October. Work continues to bring forward the delivery of Strategic New Community Sites allocated in the city's Local Development Plan. Key developments include progress on specific sites, S106 agreements being negotiated, new homes being delivered and Master-planning work is underway.

11. Planning committee member training continued in quarter 2 with follow-up training in September specifically focusing on Parking and Transport. Further training dates and themes will be programmed for members in future quarters.

12. There are a range of developments being progressed to enhance service efficiency and delivery through digitalisation. This includes: data collection for infrastructure assets and highway enforcement; implementation of new parking-related technology including parking sensors, new Pay & Display infrastructure and other facilities (including pay-by-phone) options; and the implementation of on-line applications for parking permits.

13. The promotion and development of volunteer work in relation to "Keep Cardiff Tidy" and "Love Where You Live" continues to be supported. New groups are now supporting the "Love Where You Live" campaign and the first participation meeting was held with 12 different groups across Cardiff represented.

14. Progress against the agreed Action Plan within the Local Sports Plan continues to be strong. The Neighbourhood Sports Boards are running successfully with engagement from all sectors to ensure resources are targeted effectively. Particular emphasis on targeting the hard to reach has meant a slight decline in participant's attendance but overall more sustainable engagements and lifestyle changes in areas such as Women and Girls, BME, Children from areas of deprivation and Disability inclusion.

Directorate Challenges

15. The Capital Ambition has defined a number of important infrastructural challenges for Cardiff, in terms of Highways, cycling, public transport and other asset improvement priorities. It will be essential to have clear, costed programmes and implementation plans/resources to deliver these targets effectively. Ongoing work is taking place to put these programmes and resources in place.

16. The Directorate has a number of challenges in a range of specific areas related to productivity improvement, sickness absence, staff engagement and resourcing. This is in the context of services which are sometimes performing highly on existing measures but where the demand for improvement across Cardiff is strong and firm budget controls are required. A comprehensive programme for service development is being scoped out and is a priority.

Communities, Housing and Customer Services

Key Areas of Progress

17.   Six Adult Community Learning enrolment events were held in the space of a week in September. There were a total of 397 enrolments during the week, an increase in enrolments of 50% compared to this time last year. 47% of the enrolments have come from the bottom two deciles in the city.

18.   The Powerhouse in Llanedeyrn has undergone a major extension and refurbishment to become the city's newest Hub. The new Powerhouse Hub brings together a wide range of services under one roof, and hosts space for housing, benefit and advice services, libraries, Into Work advice and training, community learning, youth provision, community events and a community café. South Wales police also have self-contained offices on the first floor. The Hub, which opened at the end of July, has already proved popular with residents, who have commented positively.

19.   The customer satisfaction rates of visitors to the city's Hubs remain high, with 99% of those surveyed agreeing that the Hub they visited met their requirements/they got what they needed.

20.   Minehead Road Day Centre in Llanrumney has been transformed under a refurbishment programme co-ordinated by the Neighbourhood Regeneration team as part of a strategy to provide quality care settings for clients with high care / support needs by investing in existing day centres. Works have included new windows, roofing repairs, new entrance, accessible toilet and washing facilities, heating and lighting upgrades, internal redecoration and new furniture and fittings. The improved Centre re-opened in July, and reaction from staff and service users has been very positive.

21.   In partnership with Job Centre Plus, The Into Work Service hosted The Big Cardiff Jobs fair. Nearly 2,250 jobseekers came to the event and 45 employers attended offering over 6,000 real job vacancies. Employers included; Marks & Spencer, South Wales Police, Legal & General, Admiral and Lidl showcasing a broad range of employment opportunities in a variety of different sectors. Cardiff Council Adult Community Learning, Corporate Traineeship, Fostering Agency, Social Services and Cardiff Works were all promoting opportunities within the local authority.

22.   The relaunched Meals on Wheels service continues to attract new customers. There are now 221 paying customers at quarter 2 with the service well on the way to achieving its target for the year of 300. Marketing of the service is being continued with a letter drop to the 4,000 existing telecare customers and a pressure bid has been submitted as part of the 18/19 budget setting process to try to secure funding which would allow the service to expand to a 7 day service.

Directorate Challenges

23.	The impacts of Welfare reform continue to have a significant impact on the City. There are 2,446 tenants currently impacted by the size restrictions, of those 196 are on the priority downsizing waiting list. Discretionary Housing Payments are currently paid to 384 individuals and of those 149 are actively working with the Into Work's Back to Work Scheme. From February 2018 Universal Credit will apply to all new claims including those with disabilities and health problems, those who are in work and those with children. The new claims need to be made online and all UC accounts will need to be managed online. With UC being paid in arrears research by Citizens Advice on the pilot areas has shown that a significant number of households have fallen into debt as a result.

24.	The rising numbers of individuals sleeping rough continues to be a significant challenge across the UK, including Cardiff. On average during September there were 90 individuals rough sleeping in Cardiff at any one time. Over this period 49 individuals stopped rough sleeping but unfortunately a further 66 started sleeping out. This increase in new rough sleeping may be due to the publicity about services over the September period. The city continues to draw in people from outside Cardiff and the percentage of rough sleepers with no local connection reached 60% at the end of September. The service has successfully reconnected 68 people with homelessness services in their local area so far this year however this remains a growing challenge. Cardiff Council and its Voluntary Sector Partners have developed robust rough sleeping intervention procedures over a number of years to engage with and link people into accommodation and support services. In addition a large number of new initiatives are being rolled out.

Economic Development

Key Areas of Progress

25.	Following on from the success of the UEFA Champions League finals, work continues to build on Cardiff's reputation as a place to hold internationally-significant events and attract visitors from across the world particularly in relation to the Volvo Ocean race and the Eisteddfod 2018. In addition, working with our multi-agency partners, consideration is being given to the opportunity to become one of the host cities for the UEFA European Championships in 2020.

26.	In quarter 2 over 14 key events have been successfully delivered and/or facilitated. These included Tafwyl, Velothon, International Food & Drink Festival, Speedway, Cardiff Bay Beach, HSBC Bike Ride, Extreme Sailing Series, Harbour Festival, Cardiff Pride Big Weekend, Kidney Wales 10k, Commonwealth Games Queens Baton Relay, OVO Tour of Britain, Snowdogs and Inside Out Festival.

27.	The Corporate Landlord Programme has been established to bring together the management of all the property within the Council into a single entity to create a compliant, uniform, cost effective, and cost efficient service. A programme of school audits has been completed to understand the overall

Statutory Building Equipment maintenance compliance of each school and the audit findings are now being entered onto the RAMIS (H&S risk management tool) to prioritise future planned and preventative maintenance visits. Non-Schools operational estate health and safety audits will commence in Q3. RAMIS software training is ongoing and planned to roll out to schools in Q4.

28.   During quarter 2 the team have supported businesses to secure 327 new jobs and safeguarded 3,534 jobs in the city. This boost in figures is mainly due to the HMRC new regional hub in Central Square.

29.   The Business Improvement District (BID) board has agreed to allocate funding to support the night time economy and are considering a proposal to take responsibility for the taxi marshall service. Funding has also been agreed for additional horticultural street scene and street cleaning. The BID have also agreed to participate in the work to address the growing issue of homelessness in the city.

Directorate Challenges

30.   Development of Cardiff Bus Station is a key issue for the Directorate. Negotiations continue with the developer to agree a financial package that will unlock delivery of the bus station. Based on recent discussions, it is anticipated that the developer will be in a position to present a viable solution in Q3.

31.   The directorate's in-year budget position is a significant challenge with an overspend of £1.3 million being projected at month 6. The biggest contributor to this is commercial services where higher costs for the treatment of recyclates and reduced income are having a significant detrimental impact on the Materials Recycling Facility (MRF) budget. Other areas of the service contributing to the overspend position are deficits relating to the Old Library and savings shortfalls against ST David's Hall and New Theatre.

<u>**Education and Lifelong Learning**</u>

Key Areas of Progress

32.   At Key Stage 4, provisional results show that 57.7% of pupils in Cardiff secondary schools achieved the Level 2+ threshold (5 GCSEs A*-C, including mathematics and English or Welsh). 69.8% of pupils achieved the Level 2 threshold (5 GCSEs A*-C). Early indications suggest that Cardiff is the second highest in the Central South Consortium for the Level 2+ and Level 2 threshold, and performance in both indicators are above the Welsh averages. A full report on the performance of Cardiff schools in 2016-17 will be published in January 2018

33.   School/Business engagement continues to improve in the delivery of the the 'Cardiff Commitment' to youth engagement and progression. 140 Employers in Cardiff have expressed an interest, 75 of which have provided a pledge. A

wide range of engagement activity has taken place in quarter two, including the Cardiff Capital Region 2017 Skills Summit.

34. Schemes under the Band A investment programme are progressing well. The construction of Ysgol Hamadryad, which will increase Welsh medium places in the south of the city, is due to start on schedule. New primary schools for Howardian and Ysgol Glan Morfa are also progressing well. The construction of Eastern High is underway, and a transition plan for learners to the new site has been prepared.

35. Cardiff West Community High School opened on the 4th September. Planning permission has been granted and construction has commenced on the new building. The Creative Education Partnership, which capitalises on the strengths of the "creative economy" has played an important role in the development of the new school. This was recently awarded a partnership award at Cardiff and Vale College.

Directorate Challenges

36. This year saw the introduction of a new set of GCSE qualifications in Wales ((Mathematics, Mathematics–Numeracy, English Language, Welsh Language, English Literature and Welsh Literature). At the same time, new rules were introduced for reporting school performance measures at Key Stage 4, for example in the Level 2 threshold (5 GCSEs A*-C). Consequently, much less importance can be given to comparing performance in the 2016-17 academic year to the 2015-16 academic year.

37. Following the release of provisional 2016-17 Key Stage 4 results, the key areas for further improvement are:

- Performance in the Level 1 threshold is 93% (5 GCSEs A*-G). Early indications show that performance in this indicator is below the Welsh average of 94%.
- Improving outcomes for groups such as EOTAS (Educated Other Than At School) pupils and Looked After Children. Performance of these groups remains too low.
- Reducing the gap in attainment between pupils eligible and not eligible for free school meals..

38. The condition of the school estate is an ongoing concern and many school buildings suffer from a longstanding lack of investment. The Cabinet report 'Developing the Education Estate in Cardiff' (October 2017) outlines the condition of the school estate and it's suitability to meet the demands of 21st Century Learning.

39. The key challenges facing Cardiff in this respect are; Priorities for Band B of the 21st Century Schools Programme and funding for the management and maintenance of the existing education estate. A decision on Band B funding is expected from Welsh Government in quarter 3, and then a further Cabinet report with details of schemes will be published.

40. The Cabinet report also outlines the sufficiency needs of the growing population in Cardiff, particularly in relation to the development of Additional Learning Needs (ALN) provision. There has been a significant increase in the number of young people with ALN, and Cardiff does not have enough specialist provision. As a result, too many young people are not able to access appropriate full time education within the city.

41. The in-year budget position for the directorate continues to be a significant challenge projecting an overspend of £1.16 million at month 6. The majority of this projected overspend relates to the increasing volume and cost of Out of County placements and this links directly to other challenges discussed in this report including sufficiency in ALN provision and Looked After Children.

Governance and Legal Services

Key Areas of Progress

42. The Member Induction Programme continued throughout quarter 2 and essential training is nearly complete for all members. Phase 2 of the training programme is in place for the autumn and WLGA new member training is being promoted to all new members.

43. Welsh language training continues to be promoted and delivered to officers and members. Welsh language awareness training has been arranged for all operational managers and a member of bilingual Cardiff staff continues to provide Welsh lessons for Senior Management. Intensive welsh language lessons for some staff have also started.

44. Bilingual Cardiff successfully supported a successful 'Tafwyl' welsh language festival in July which had over 38,000 visitors / participants. The team also successfully bid for a contract to provide translation services for the Vale of Glamorgan Council.

Directorate Challenges

45. In Legal Services, Scrutiny Services and Member Services workloads are very high and are likely to increase, particularly since the requirement for tribunal applicants against the Council to pay a fee has been found by the courts to be unlawful and been discontinued. This means there is likely to be an increase in employment tribunal actions brought against the Council. The continued need to make savings means that there is a need to identify work that will no longer be carried out. This is problematic as all the work done is either statutory or is enforcement work (prosecutions or debt recovery) or contract or regeneration work aligned to Council priorities.

46. For the first time in this financial year a budget for external legal spend has been brought together centrally within the Legal Services budget. Unfortunately, this is a significantly smaller amount than that spent in the last financial year on external legal services. Staff are being recruited to carry out most of this work internally more cost effectively, but the time taken to recruit means that there is likely to be an overspend on the external legal fees budget for this financial year (2017-18).

Resources

Key Areas of Progress

47.   Work continues on promoting the benefits of being an accredited Living Wage employer; Cardiff currently has 37 Living Wage employers. Commissioning and Procurement are continuing to work with National Federation of Builders (NBF), local builders and the Welsh Government to organise a training event in Quarter 3 aimed at promoting community benefits and the wider social responsibility agenda.

48.   The draft Socially Responsible Procurement Policy was circulated internally for comments during July and a revised draft is now being consulted on with external partners and is scheduled to be considered at PRAP in Quarter 3. The Charter that will support the delivery of the policy is in the final stages of development.

49.   The council has continued to increase the number of paid apprentices and trainees during quarter 2 and is now at 74% of its target for 2017/18. All Corporate apprentice and trainee posts have been assigned to Directorates and support is being provided to complete job descriptions and person specification for recruitment. It is expected that the 33 outstanding against the target for the year will be filled by 31/3/18 at the latest. Applications are being encouraged from a number of underrepresented groups within the Council including those between 16 and 24 years of age, welsh speakers and individuals from our BAME communities. Work is continuing to improve the our work experience process and this together with attendance at schools and careers fairs continues to promote Cardiff Council as a potential employer by young people in Cardiff.

50.   Skype for Business uptake has increased with approx. 8,000 messages being sent each week which is expected to see a reduction in email traffic. Work is being undertaken to develop external Skype access for use in the Digital meeting rooms, along with working through technical issues with connecting externally. Microsoft is working with the Council to resolve this.

51.   The Cloud Infrastructure for the customer app has been built and the project plan for phase 1 one is being finalised. A pipeline is being developed for future phases. The Project mandate was agreed by IRB in September and the business case will be developed during Quarter 3.

Challenges / Issues

52.   Sickness absence projections continue to be a significant concern for 2017/18. The quarter 2 sickness absence figure is 4.97 days lost per FTE, and this is forecasting for an outturn of 10.93 days lost per FTE. In addition to internal communications to managers and minor alterations to Digigov sickness reporting categories, work on the APSE review of sickness absence is progressing. As part of this review, focus groups have been carried out with Head teachers to look at specific areas with high levels of sickness, workshops have been undertaken with Managers and meetings have taken

place with Trade Unions. APSE have presented findings from the review and an Action Plan has been developed to progress the recommendations of the review.

53.   The rollout of CRM is significantly behind its original implementation date due to ongoing performance issues. These performance issues have been improved through ongoing work with our supplier. A meeting took place with the supplier at beginning of quarter 2. Discussions on a way forward continue with SAP.

54.   There are 1,883 people using SharePoint, 741 users live on their team SharePoint sites, 293 in deploy and approximately 849 actively participating in a collaboration or project site. However, these numbers are lower than planned for this stage in the system's rollout and there remains significant work to be done to embed SharePoint across the Council. A business case has been approved at SMT to double the size of the SharePoint Implementation team and recruitment for the training post has taken place.

Social Services

Key Areas of Progress

55.   The implementation of the Signs of Safety approach is ongoing across Children's Services and is on target to meet planned milestones. Advanced training has been identified and has commenced for six Practice Leaders and an electronic Resource Hub for staff has been developed.

56.   Implementation of the regional young carers' action plan that was agreed in Quarter 4 16-17 is ongoing and will facilitate better awareness of the group and the support available to them. Young carers who request an assessment from Children's Services currently receive social work input and a wellbeing assessment is undertaken. The purpose of the change is to provide young carers with a specific assessment that will be more proportionate and applicable to their needs.

57.   Key strategies around communication and engagement have been successfully developed with the Muslim Council of Wales and in partnership with Cardiff and Vale Regional Safeguarding Children's Board. This has led to the publication of 'Safeguarding our Children: A Guidance for Mosque Schools and Islamic Studies Settings'. Copies have been distributed to all mosques in Cardiff and the Vale of Glamorgan and a launch is planned for Quarter 3.

58.   The new direct payments support service commenced during Quarter 2 – 31st July. Transition to the successful provider, Dewis Centre for Independent Living (CIL) has been undertaken and the transition plans implemented. This provides a solid platform for improving performance in keeping with the targets set.

59.   In Quarter 2:

- 835 people were using the Direct Payment scheme
- There were 172 children and 663 adults aged 18+
- 19 adults started Direct Payments and 12 ceased (of which the main reason was deceased)

60. The Disability Futures Strategy is making strong progress in a highly complex partnership environment and is effectively driving the changes needed in relation to models for a Complex Needs Service, regional recommissioning of services, transition, autism services and integrated respite for children. Despite strong performance in relation to the strategy, there has been some slippage against the milestones set out in the Directorate Plan. This is due to project and change capacity within the programme being stretched from the additional services being developed and the advent of a new Integrated Autism Service, as required by Welsh Government.

61. The service are well on course to achieve the 90% target for Carer's being offered a carer's assessment during the year. By the end of Quarter 2, 51.8% of carers were offered an assessment (1,785 offers for 3,447 carers) compared to 47.4% for the same period last year (1,515 offers for 3,198 carers). The number of completed carer's assessments during Quarter 2 is 182 compared to 151 for the same period last year.

62. Progress continues to be made in relation to reducing the number of Delayed Transfers of Care (DToC) due to Social Care reasons. The information reported by the Integrated Health & Social Care Partnership on it's 21st September 2017 census shows significant and sustained improvements. A recent Adult Services benchmarking report has also identified an overall reduction in DToC for social care reasons of 41% in 17-18 compared to July and August last year and the performance indicators in the Q2 report show 0.93 DToC for social care reasons per 1000 of the population compared to 1.40 for Q2 in 16-17.

63. We have achieved 'working towards' Dementia Friendly City status. The final draft of the Cardiff and the Vale of Glamorgan Regional Safeguarding Adults Board (RSAB) action plan 2017/18 will be agreed at the Quarter 3 meeting and will identify the lead and the timeline for the completion of this action. The plan will be monitored and reviewed on a regular basis by the RSAB.

Directorate Challenges

64. Over the last few years there has been a large and sustained increase in the number of looked after children and the number has continued to increase during quarter 2 with 756 looked after children at 30th June 2017 rising to 784 at 30th September 2017. An independent review of decision making for children who were accommodated in May and June has been undertaken which demonstrated that each and every case provides compelling reasons why there was no choice but to accommodate the children and, where age appropriate, care proceedings have been initiated. The service continues to experience relentless demand arising from increasingly complex child protection investigations, including complex and organised abuse affecting multiple children.

65.   Clearly it is important to recognise that the rise in need signals a failure in the overall effectiveness of wider social systems across communities and this impacts adversely on our overall pressures, particularly in budget terms. Nevertheless, it is important that the admission of these children into public care is recognised as the consequence of effective safeguarding practice and as such, understood as a success; children are safe as a result. The rising demand and increased complexity is a consistent trend across Wales. The early help front door and Signs of Safety will help in the longer term, but will not provide a quick fix to the immediate pressures.

66.   The Children's Services budget continues to be a real challenge for the Directorate and is now projecting a £3.3 million overspend at month 6. The need to protect children is paramount and the continuing increase in numbers of Looked After Children is a massive pressure on the service budget in the form of the costs associated with external placements for Looked After Children. Additional cost pressures in relation to leaving care support are also having a negative impact on the budget.

67.   Despite achievement of a vacancy rate of less than 20% for the first time since September 2015, the underlying factors affecting recruitment and retention in children's social work remain a challenge and is a challenge across Wales. Increasing numbers of Social Worker vacancies in Adult Services is an emerging issue and this reflects the national picture. Adult Services are currently recruiting externally to mitigate against the potential risk; this is proving successful.

68.   Managing demand for Adult Social Services is one of the biggest challenges facing the directorate. Sustained austerity, demographic growth, increasing complexity and escalating demand are raising real concerns about the capacity of Adult Services to manage. Adult Services actions to meet these challenges include the establishment and consolidation of the First Point of Contact (FPoC) team, a reablement 'Bridging' Team, the introduction of a Strength's Based approach model, the implementation of the successful Day Opportunities Strategy in partnership with Communities and good performance management arrangements across the Directorate. Increasing numbers of Social Worker vacancies in Adult Services is a national issue adding a further pressure to the system.

69.   Despite strong financial controls that have enabled the Adult Services budget to report an underspend position at Month 6 and the excellent work done with the Institute of Public Care (IPC) to develop a five-year financial strategy in relation to Adult Service's financial sustainability, the underlying pressures in Adult Services remain significant. The consistent and robust application of these measures remain necessary to maintain financial stability.

70.   Capacity in both the domiciliary and residential / nursing care market remains a real concern for Adult Services and it continues to develop new ways of working to increase capacity and develop relationships with the marketplace e.g. Provider forums and the ICF funded Bridging Team. All of these current pressures could, without warning, become acute in the imminent winter months.

Reason for Recommendations

71. To ensure that improvements are made, to allow the culture of managing performance to embed within services and to ensure clear accountabilities are established for the performance of service areas.

Financial Implications

72. There are no direct financial implications arising from this report.

Legal Implications

73. There are no legal implications arising from this report.

HR Implications

74. There are no direct HR implications arising from this report.

RECOMMENDATIONS

Cabinet is recommended to note the current position regarding performance, the delivery of key commitments and priorities as at Quarter 2, and the action being taken to the challenges facing the Council.

CHRISTINE SALTER
Corporate Director
10 November 2017

The following appendices are attached:

Appendix A – Quarter 2 2017-18 Corporate Plan Report
Appendix B – Quarter 2 2017-18 Directorate Performance Report

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Council Overview Scorecard Quarter 2 2017-18

Financial - Tracking financial success and value

Staff Budgets, Overtime & Agency

City Ops [840 FTE]
Coms, H & CS [1,190 FTE]
Econ Dev [940 FTE]
Education [590 FTE]
G & L Servs [95 FTE]
Resources [581 FTE]
Social Services [930 FTE]

0.00% 10.00% 20.00% 30.00% 40.00% 50.00% 60.00%

■ Staff ■ Overtime ■ Agency

Budget Variance in £000s

| City Ops £34.59m | Coms, H & CS £43.46m | Corporate Mgt £26.10m | Econ Dev £13m | Education £249.19m | G & L Services £6.17m | Resources £19.54m | S Services £153.38m |

£3,500
£3,000
£2,500
£2,000
£1,500
£1,000
£500
£-
-£500

-£118   -£158   -£52   £1,347   £1,158   -£118   -£301   £3,198
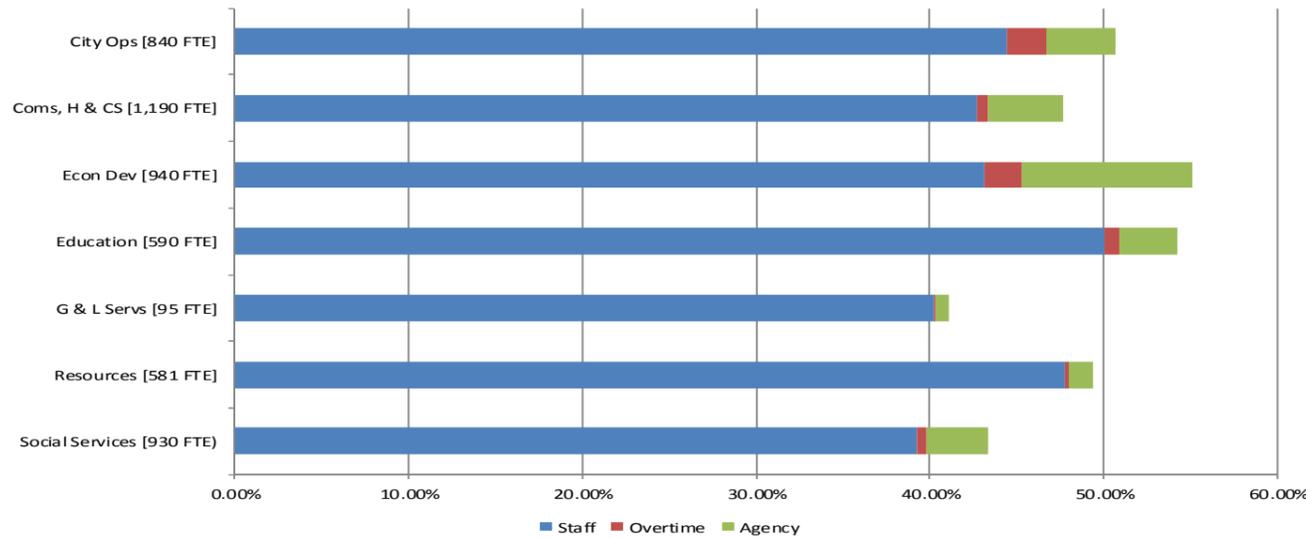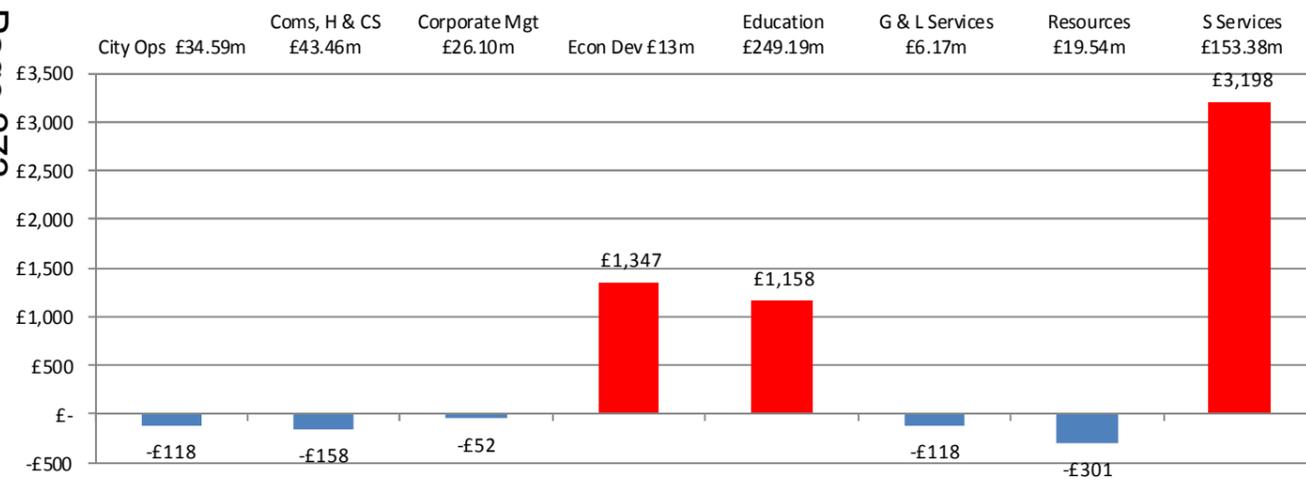
Projected Savings 2017-18 in £000s

6,000
5,000
4,000
3,000
2,000
1,000
0

S Services   Resources   G & L Services   Education   Econ Dev   Corporate Mgt   Coms, H & CS   City Ops

■ Target Savings 2017-18 (£000s)   ■ Projected Savings 2017-18 (£000s)   ■ Projected Shortfall 2017-18 (£000s)
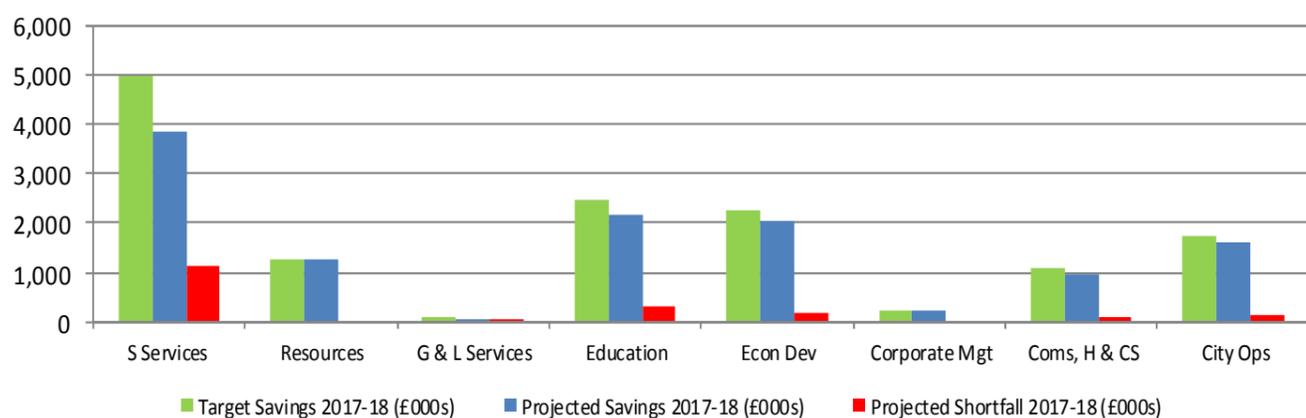
Customer - Providing information, clarity and help to citizens

twitter

Twitter Followers

City of Cardiff
@cardiffcouncil
78,449 (+787)

Dinas Caerdydd
@cyngorcaerdydd
2,394 (+22)

CARDIFF CAERDYDD

Tweet stats from @CardiffCouncil and @CyngorCaerdydd

Customer feedback via twitter

🔍 734 TOTAL RESULTS
📢 33.0M TOTAL REACH
🖱 11.0K TOTAL CLICKS
💬 193 TOTAL COMMENTS
👍 1.6K TOTAL LIKES
↪ 1.9K TOTAL SHARES / RETWEETS

Top tweet via clicks

#GoodMorningCardiff! Please Check Road closures for TODAY! Details HERE: http://socsi.in/VFcnm Sep 10 2017 8:01

148.1k reach 16 re-tweets 4 Likes 342 Clicks

@cardiffcouncil Great thank you. I can see the team there now. Speedy response. Sep 19 2017, 10:17

Huge thanks to @cardiffcouncil - the Taff Trail is now clear of all trees. Sep 21 2017, 08:01

Down at @RubiconDance for my advice surgery. Good to see @cardiffcouncil litter pickers cleaning up Topaz Street. https://t.co/3ntpNnIXjF Sep 29 2017, 10:07

Wedi ei osod pnawn yma ar fedd Dan Issac Davies. Diolch i Rachel Protheroe o @cyngor-caerdydd https://t.co/FWon-2WKeZj Sep 29 2017, 23:54

FFORDD AR GAU ROAD CLOSED

@cardiffcouncil An amazing talk by Matthew at Cardiff Castle. These lectures are always so interesting. https://t.co/Xnyc6KaaL6 Sep 7 2017, 19:54

@cardiffcouncil Can I just say what a breath of fresh air your receptionist is at the main desk City Hall #Smile #Hello #Pleasant #helpful Sep 6 2017, 14:53

Diolch am ddweud yn Gymraeg! Mae rhaid i fi ddweud bod y Cyngor yn wneud ymdrech da dros yr iaith. Sep 15 2017, 20:27

Just looking at the proposed network map going to @cardiffcouncil next week, fully segregated super-highways for #cardiff will be awesome. Sep 17 2017, 12:14

cardiff.gov.uk caerdydd.gov.uk

Access via devices

🖥 42.66% Desktop
📱 45.20% Mobile
📱 12.14% Tablet

(57.34% Combined mobile/tablet usage)

Accessing Services Online

62% Parking Permits

74.5% Recycling and

75.8% Parking charge notices

155,098 calls

» C2C CONNECT TO CARDIFF

C2C (English) 95%

C2C (Welsh) 100%

CUSTOMER SATISFACTION

Hubs 99%

Housing Repairs 98%

Complaints

423 complaints were received during Quarter 2. This is a 3.2% decrease in complaints from Quarter 1(2016-17). 98% of complaints were responded to within 20 days

Information Requests

Compliance for FOI and Data Protection requests during Quarter 2 was slightly below target. In relation to FOI, this is as a result of a number of business changes being made during in the quarter. In relation to Data Protection, there has been an increase in the number of more complex cases, processes are being reviewed as part of the Council's implementation plans for the General Data Protection Regulation.

1

1

Council Overview Scorecard Quarter 2 2017-18

Internal Processes - Transforming the way that we do things

Learning & Growth - Inspired, competent, engaged & aligned workforce

We've gone up again in performance rankings!

Local Authority Performance 2016-17
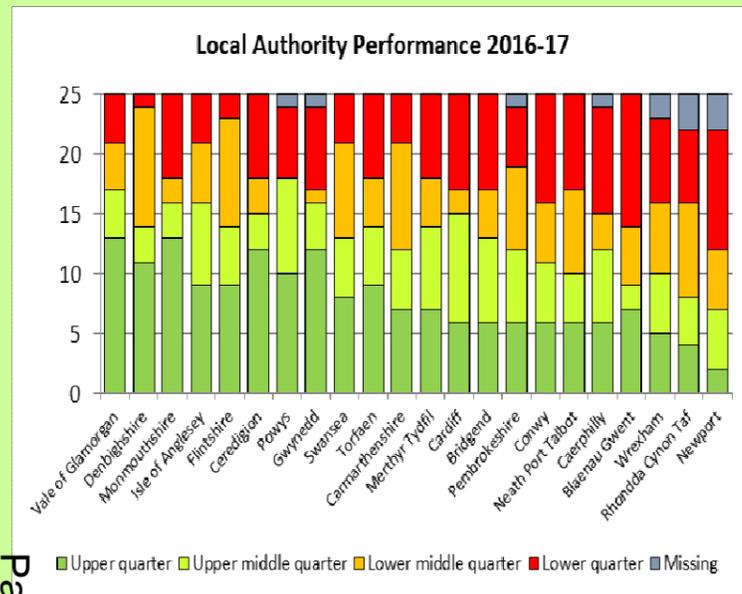
Cardiff's performance **improved** to **13th** (out of the 22 local authorities, in 2016-17

This is the **second year in a row** that we've **moved up** the rankings

The figures show there was an **improvement** in the **performance** of the **13** of our **indicators**

Reference Data Unit's Local Government Performance 2016-17 report

According to the Data Unit report:

- the performance of the **60%** (15 / 25) of our indicators were **better** than the **Wales average**

- the **60%** (15 / 25) of our indicators were in the **top two quarters** of **performance**

Areas of strength in our performance include:
⇒ Education
⇒ the amount of waste sent to landfill
⇒ the removal of fly-tipping
⇒ the time taken to make Disabled Facilities Grant Adaptions
⇒ the number of visits to Libraries (including those in Hubs)

Direction of Travel - NSI and PAM results
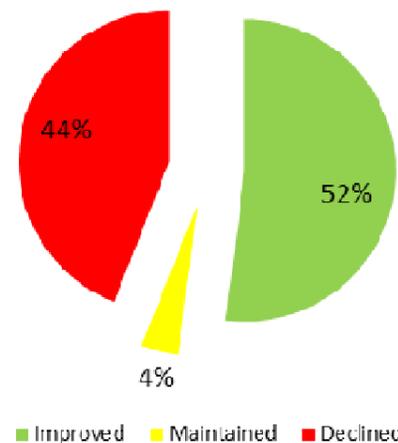
Sickness Absence - FTE Days Lost Per Person
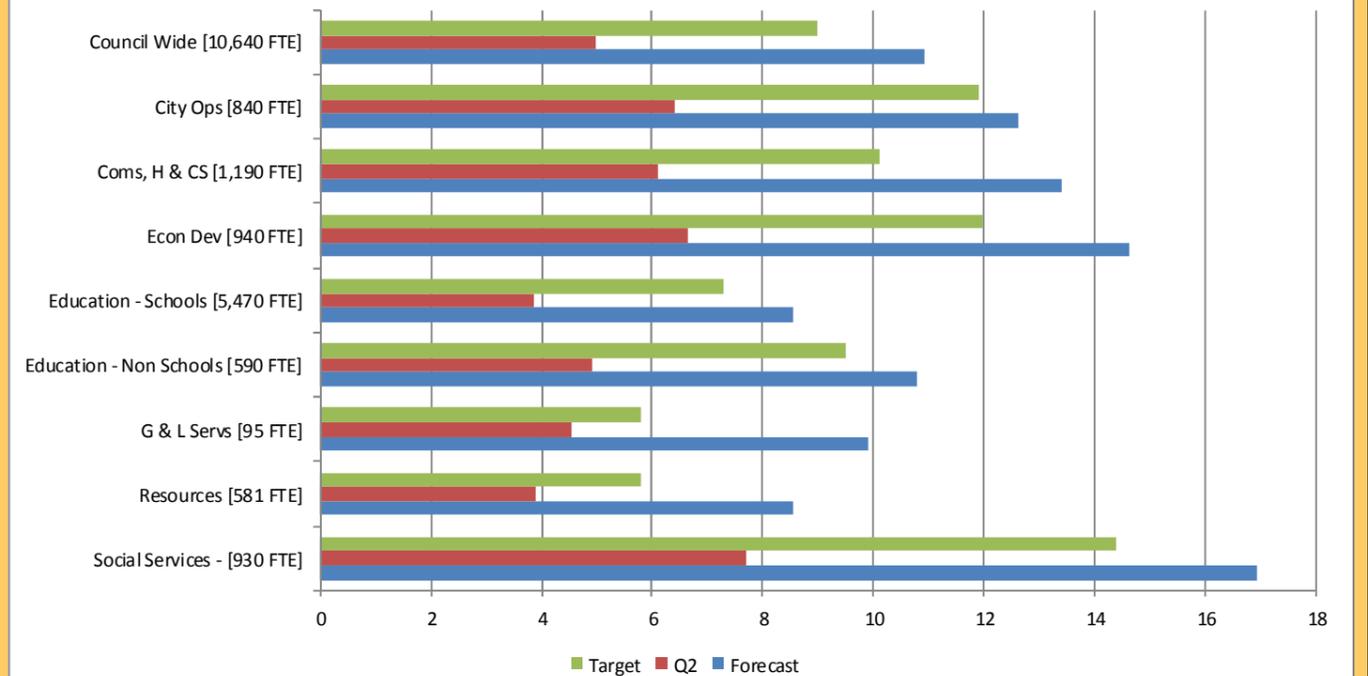
Grades of employees G7 and below enrolled on CMP
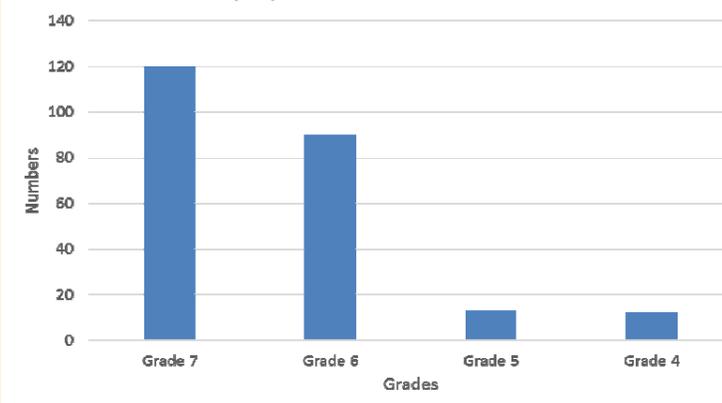
Internal v External Academy Courses		
	2016	**2017**
Internal Courses	48	64
External Courses	18	11
Total	66	75

Academy Attendees		
	2016	**2017**
Attendees	670	840
% Increase		**+25.3%**

Enrolement on the Cardiff Manager Programme Phase 2, Grade 7 and below with Line Management Responsibility

Page 274

2
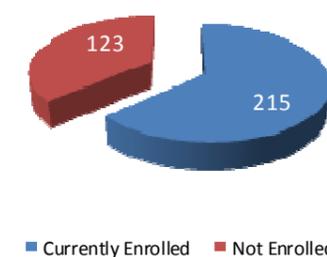
CORPORATE PLAN PRIORITY 1 – BETTER EDUCATION AND SKILLS FOR ALL

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q2 17/18 Actual	Q1 17/18 Actual	Annual 17/18 Target	Q2 16/17 Actual	16/17 Actual
		Q1	Q2	Q3	Q4						
1.1 - Every Cardiff school is a great school	Improve educational outcomes for all children and young people, particularly at Key Stage 4, through improved school leadership, teaching and learning and curriculum development **(ELLL)**	R/A	R/A			% of Cardiff Schools categorised as 'Green' in the annual Welsh Government School Categorisation Process: i) Primary, ii) Secondary, iii) Special **(ELLL)**	**Result available in Q4**	**Result available in Q4**	i) 35% ii) 27% iii) 86%	**Not available**	i) 36% ii) 26% iii) 57%
	Close the attainment gap for pupils from low income families, looked after pupils, pupils educated other than at school and pupils entering Cardiff schools with English as an additional language **(ELLL)**	R/A	R/A			% of pupils achieving the Core Subject Indicator (expected levels in English or Welsh first language, Science and Mathematics) at the end of KS2: i) All pupils, ii) Pupils eligible for free school meals, iii) Pupils **not** eligible for free school meals **(ELLL)**	i) 89.4% ii) 79.1% iii) 92.1%	**Prov. 16/17** i) 89.4% ii) 79.1% iii) 92.1%	i) 90% ii) 80.6% iii) 93%	**N/A**	YE 15/16 i) 89.5% ii) 78.8% iii) 92.5%
	Improve provision for children and young people with additional learning needs, through the implementation of the new Statutory Framework for Additional Learning Needs **(ELLL)**	R/A	R/A			% of pupils in Year 11 achieving the Level 2 + threshold (5 GCSEs at grades A*-C including English or Welsh first language and Mathematics) at the end of KS4: i) All pupils, ii) Pupils eligible for free school meals, iii) Pupils **not** eligible for free school meals **(ELLL)**	i) 57.7% (P) ii) 30.8% (P) iii) 64.5% (P)	**Not comparable**	2016/17 KS4 Targets no longer valid – year 0 due to changes to assessment framework	**Not comparable**	**Not Comparable**
	Ensure there are sufficient and high quality school places to meet the population growth in the city, through planned expansion and the upgrade of the existing school estate via the School Organisation Programme **(ELLL)**	R/A	R/A			% of pupils in Yr 11 achieving Level 2 threshold (5 GCSEs at grades A*- C) at end of KS4 **(ELLL)**	69.8% (P)				
						% of pupils in Yr 11 achieving Level 1 threshold (5 GCSEs at grades A*- G) at end of KS4 **(ELLL)**	93.2% (P)				
						% Attendance at secondary school **(ELLL)**	94.2%	94.2%	95%	94.5%	94.5%
	Recruit, retain and develop the best people to lead and work in our schools and education settings to secure a high quality workforce at all levels **(ELLL)**	A/G	A/G			% Attendance at primary school **(ELLL)**	95%	95.1%	95.5%	95%	95.0%
						The number of pupils enrolled in Welsh medium education aged 4 – 18 years **(NB)**	*Jan 17* 7,272	*Jan 17* 7,272	*Jan 17* 7,222	**Not available**	*Jan 16* 7,010
	Work with the Central South Consortium to further develop the capacity of the school system to be self – improving **(ELLL)**	A/G	A/G			% of children securing their first choice of school placement: i) Primary, ii) Secondary **(ELLL)**	**Sept 2017** 89.75% 76.21%	**1st round of allocations** i) 89.8% ii) 76.2%	**For Sept 2017** i) 80% ii) 70%	**Not available**	**Sept 16** i) 86% ii) 76%
	Build effective partnerships between schools, business, the voluntary sector and wider public services and communities to enrich the school curriculum and strengthen school governance **(ELLL)**	A/G	A/G			% of children securing one of their three choices of school placement: i) Primary, ii) Secondary **(ELLL)**	**Sept 2017** 93.86% 81.82%	**1st round of allocations** i) 94.0% ii) 82.0%	**For Sept 2017** i) 90% ii) 90%	**Not available**	**Sept 16** i) 93% ii) 85%

CORPORATE PLAN PRIORITY 1 – BETTER EDUCATION AND SKILLS FOR ALL (continued)

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q2 17/18 Actual	Q1 17/18 Actual	Annual 17/18 Target	Q2 16/17 Actual	16/17 Actual
		Q1	Q2	Q3	Q4						
1.2 - Looked after children achieve their potential	Deliver the Corporate Parenting Strategy by 2019 to ensure that the Council and partners collectively fulfil their responsibilities to all children and young people who are in their care by seeking exactly the same positive outcomes that every good parent would want for their own children (SS)	A/G	G			% of looked after children returned home from care during the year (SS)	4.5%	3.1%	12%	6.2%	11.6%
						% attendance of looked after pupils whilst in care in primary schools (SS)	Annual	Annual	98%	Annual	96.9%
						% attendance of looked after pupils whilst in care in secondary schools (SS)	Annual	Annual	93%	Annual	94.5%
						% of children looked after on 31 March who had 3 or more placements in the year (SS)	Annual	Annual	9%	Annual	10.90%
						% of children looked after at 31 March who have experienced one or more changes of school, during a period or periods of being looked after, which were not due to transitional arrangements, in the 12 months to 31 March (SS)	Annual	Annual	9%	Annual	13.3%
						% of children looked after by the Council, as at the annual pupil census date, achieving: i) Core Subject Indicator (expected levels in English or Welsh first language, Science and Mathematics) at the end of KS2, ii) Level 1 threshold (5 GCSEs at grades A* - G) at the end of KS4, iii) Level 2 threshold (5 GCSEs at grades A*- C) at the end of KS4 (ELLL)	2017-18 i) 78.26% ii) 52% (P) iii) 26% (P)	Result in Q3	i) 78% ii) 57% iii) 33%	Not available	Year end 15/16 i)70.4% ii)54.3% iii)32.6%
						% of children looked after by the Council, as at the annual pupil census date, achieving the Level 2 + threshold (5 GCSEs at grade A*- C including English or Welsh first language and Mathematics) at the end of KS4 (ELLL)	4% (P)	Result in Q3	7%	Not available	Year end 15/16 15.2%
						% of care leavers in education, training or employment at 12 months after leaving care (SS)	Annual	Annual	60%	Annual	58.5%
						% of care leavers in education, training or employment at 24 months after leaving care (SS)	Annual	Annual	40%	Annual	38.2%
1.3 - Supporting people into work and education	Further develop Adult Community Learning and the Into Work Advice Service to support vulnerable people to maximise their employment opportunities (CHCS)	G	G			The number of people receiving Into Work Advice (CHCS)	10,984	10,504	41,000	10,753	42,579
						The number of people successfully engaging with the Into Work Advice Service and completing accredited training (CHCS)	377	348	1,200	296	1,393
						The number of people who have been affected by the Benefit Cap and are engaging with the Into Work Advice Service (CHCS)	47	196	150	New	New
						Number of Into Work Advice Service customers supported with Universal Credit claims (CHCS)	159	123	800	178	472
						Maintain success rate at or above the Adult Community Learning National Comparator (CHCS)	Annual	Annual	90%	Annual	94%
						Adult Community Learning enrolment rate for learners within deprivation deciles 1 and 2 (CHCS)	Annual	Annual	45%	Annual	45%

CORPORATE PLAN PRIORITY 2 – SUPPORTING VULNERABLE PEOPLE

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q2 17/18 Actual	Q1 17/18 Actual	Annual 17/18 Target	Q2 16/17 Actual	16/17 Actual
		Q1	Q2	Q3	Q4						
2.1 - People at risk in Cardiff are safeguarded	Improve the recruitment and retention of children's social workers, ensuring the Council achieves and maintains a vacancy rate for children's social workers below 18% by March 2018 **(SS)**	R/A	A/G			% of Children's Services social work vacancies across the service **(SS)**	20.3%	26.0%	18%	24.8%	23.3%
	Ensure that Domestic Violence Support Services meet the requirements of new legislation, including the recommissioning of the service by March 2018 **(CHCS)**	G	R/A			% of re-registrations on the Child Protection Register during the year **(SS)**	8.7%	4.1%	N/A	5.6%	3.9%
	Work to make Cardiff a recognised Dementia Friendly City by March 2018 to support those affected by dementia, enabling them to contribute to, and participate in, mainstream society **(SS)**	G	A/G			% of children supported to remain living within their family **(SS)**	51.2%	53.1%	59%	57.3%	55.2%
	Renew the safeguarding vision and strategy across Social Services by March 2018 in order to take account of new national policy and practice guidance currently under development **(SS)**	G	A/G			% of adult protection enquiries completed within 7 working days **(SS)**	99.0%	99.1%	99%	97.6%	98.8%
	Develop and implement a mechanism to improve engagement with communities at large and faith communities in particular by March 2018 to improve the safeguarding of children across the various communities in Cardiff **(SS)**	G	G			% of Council staff completing level 1 of the National Training Framework on violence against women, domestic abuse and sexual violence as a % of all staff **(CHCS)**	3.54%	2.6%	50%	New	New
2.2 - People in Cardiff have access to good quality housing	Implement the Cardiff Housing Strategy 2016-2021 to ensure those in need have access to appropriate, high quality services **(CHCS)** 1,500 new homes (of which 40% affordable) through the 'Cardiff Living' programme. - In addition to the Cardiff Living programme, deliver 100 additional Council properties through a range of capital funding by 2022 - Deliver Independent Living Solutions for Older and Disabled People - A new Homelessness Strategy based on a full needs assessment and review of services - Implement a new Rough Sleeping Strategy to address rough sleeping in the city - Continue to develop joint working to mitigate the issues caused by Welfare Reform	G	G			% of affordable housing agreed at planning stage to be provided in a development on i) greenfield sites and ii) brownfield sites **(CHCS)**	i) 30% ii) 36%	i) 30% ii) 16%	i) 30% ii) 20%	New	
						Number of homes commenced on site through Cardiff Living in year: i) Council Homes and ii) All homes **(CHCS)**	*i) 98 ii) 298*	i) 58 ii) 192	i) 136 ii) 353	New	New
						% of people who experienced successful outcomes through the Homelessness Reconnection Service **(CHCS)**	65%	73%	50%	New	New
						Number of rough sleepers assisted into accommodation **(CHCS)**	53	50	144	New	New
2.3 - People in Cardiff are supported to live independently	Implement the 'Disability Futures' Programme by December 2018 to remodel services for disabled children and young adults aged 0-25 across Cardiff and the Vale of Glamorgan to improve effectiveness and efficiency of services and outcomes for young people and their families **(SS)**	A/G	A/G			% of new cases dealt with directly at First Point of Contact (FPOC) with no onward referral to Adults' Services **(CHCS)**	80%	71%	65%	62%	62%
	Promote and increase the number of adults using the new First Point of Contact Service to access information and signposting to enable them to remain independent in their community and act as a Gateway to accessing advice and assistance **(CHCS)**	G	G			The total number of alternative solutions provided by Independent Living that help people remain independent at home **(CHCS)**	1,702	1,551	3900	New	New
	Work with partners to maintain the reduction in Delayed Transfers of Care for social care reasons during 2017-18 to support more timely discharge to a more appropriate care setting **(SS)**	G	G			% of people who feel reconnected into their community, through intervention from Day Opportunities **(CHCS)**	74%	66%	60%	New	New
	Continue to increase the number of children and adults with care and support needs in receipt of Direct Payments by March 2018 to enable people to make their own choices and take control over the care services they receive **(SS)**	A/G	A/G			% of Assistive Living technology trial participants who think the service helps them remain in their own home **(CHCS)**	Annual	Annual	65%	New	New
						% of Telecare calls resulting in ambulance being called out **(CHCS)**	6%	5.67%	<10%	7%	6%
	Offer a Carers Assessment to all eligible adult carers who are caring for adults during the 2017-18 financial year to ensure they receive the help and support they need, in the ways they need it **(SS)**	G	G			The rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over **(SS)**	0.93	0.64	2.8	1.40	2.38

Commitments	Q1	Q2			Measures	Q2 17/18	Q1 17/18	Annual Target	Q2 16/17	16/17
Undertake a campaign by March 2018 to raise young carers' awareness of their entitlement to a young carers assessment **(SS)**	G	G			Number of children and adults in need of care and support using the Direct Payments scheme **(SS)**	**835**	**812**	**910**	Collated annually in 2016/17	**933**
Implement a new model of Day Opportunities by March 2018 (subject to the completion of major building works which should be substantially completed by this date) to maximise independence for adults with care and support needs **(SS)**	G	G			% of eligible adults who are caring for adults that are offered a Carers Assessment during the year **(SS)**	**51.8%**	**40.7%**	**90%**	**47.4%**	**79.5%**
					% of care leavers aged 16-24 experiencing homelessness during the year **(SS)**	**Annual**	**Annual**	**10%**	**Annual**	**17.3%**
Conclude the implementation of Signs of Safety in Children's Services by March 2020 in order to ensure that all staff within the Directorate are able to engage with families using the Signs of Safety Risk Assessment Framework **(SS)**	G	G								
Further develop the Alarm Receiving Centre including partnership work with stakeholders as well as the use of new technology to assist people to live independently **(CHCS)**	G	G								
Develop Locality Based Working building on the learning of the Older Persons pilot project to effectively integrate services for older people within a geographical location, taking a person centred approach, reducing duplication and improving citizen engagement **(CHCS)**	G	G								

CORPORATE PLAN PRIORITY 3 – AN ECONOMY THAT BENEFITS ALL OUR CITIZENS

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q2 17/18 Actual	Q1 17/18 Actual	Annual 17/18 Target	Q2 16/17 Actual	16/17 Actual
		Q1	Q2	Q3	Q4						
3.1 - Cardiff has more and better paid jobs	Facilitate jobs growth by working with partners to deliver 300,000 square feet of Grade A office accommodation within Central Square by March 2019 **(ED)**	G	G			New and safeguarded jobs in businesses supported by the Council, financially or otherwise **(ED)**	**3,861**	**214**	**500**	**229**	**1,290**
	Work with partners to deliver the Cardiff Capital Region City Deal **(ED)**	G	G			Amount of 'Grade A' office space committed to in Cardiff (sq. ft.) **(ED)**	**96,000**	**96,000**	**150,000**	**161,118**	**317,732**
	Progress delivery of Indoor Arena to attract visitors, overnight stays and increase visitor spend **(ED)**	G	G			Gross Value Added per capita (compared to UK average) **(ED)**	**Annual**	**Annual**	**> Wales Average**	**Annual**	**89.9%**
	Commence delivery of International Sports Village phase 2 by 2018 **(ED)**	G	G								
	Support growth in the creative industries sector through the development of creative hubs **(ED)**	G	G			Unemployment (compared to Wales average) **(ED)**	**Annual**	**Annual**	**< Wales Average**	**Annual**	**4.8%**
	Develop an integrated approach to the management of the city centre with the business community with the Business Improvement District **(ED)**	G	G								
	Implement the Tourism Strategy with a view to attracting more visitors to the city who stay longer and spend more by March 2018 **(ED)**	G	G			Increase number of staying visitors **(ED)**	**Annual**	**Annual**	**2% + pa**	**Annual**	**2,025k (+1.1%)**
	Undertake a detailed feasibility study as the basis for securing investment to enable the maintenance and refurbishment of City Hall **(ED)**	G	G			Increase total visitor numbers **(ED)**	**Annual**	**Annual**	**3% + pa**	**Annual**	**20,380k (-0.7%)**
	Develop a revised International Strategy for Cardiff in 2017-18 reflecting implications of and opportunities from last year's referendum decision for the UK to leave the EU **(ED)**	G	G								

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Steps / Commitments

Objective	Step / Commitment	RAG	RAG
	Work with major contractors and providers to deliver increased social value through Council contracts by creating opportunities for apprenticeships, work placements and employment, with a focus on reducing long term economic inactivity (R)	G	G
	Make Cardiff a Living Wage City by encouraging suppliers, contractors and providers to secure accreditation through the Living Wage Foundation over and above the National Living Wage (R)	G	G
3.2 - Cardiff has a high quality city environment where population growth and transport needs are managed sustainably	Develop a resilience strategy including harmonising other policies in relation to clean air, zero carbon renewal fuels, energy retrofitting and solar projects in line with UK and European best practice by March 2018 (CO)	G	A/G
	Work with developers, transport operators and businesses to deliver a new central transport interchange in Capital Square on agreed programme (CO)	A/G	A/G
	Develop a programme of phased improvements to city wide bus routes (CO)	G	G
	Work with Welsh Government, regional partners and the transport industry to progress proposals for the Cardiff City Region Metro as part of the City Deal (CO)	R/A	R/A
	Adopt the Active Travel Integrated Network Map and the Cardiff Cycling Strategy and deliver a prioritised programme of walking and cycling infrastructure schemes (CO)	A/G	A/G
	Work with partners on developing a public, on street, cycle hire scheme with hire stations at key locations throughout the city (CO)	A/G	A/G
	Develop and deliver aligned spatial planning and transport development programmes for Cardiff Bay and the City Centre (CO)	G	G
	Ensure the delivery of design-led, sustainable, master-planned developments through the Local Development Plan (CO)	G	G
	Achieve the statutory recycling / landfill diversion targets (ED)	A/G	A/G
3.3 - All young people in Cardiff make a successful transition Into employment, education or training	Deliver the 'Cardiff Commitment' to youth engagement and progression by (ELLL): - Ensuring early identification of young people most at risk of disengagement - Deliver stronger tracking systems pre and post 16 to keep in touch with and support young people - Strengthening curriculum and skills pathways - Improving the range of employment, education and training opportunities available to young people across the city - Enabling better brokerage of support and opportunities for young people	A/G	A/G
	Increase provision of apprenticeships, traineeships and work placements for young people and work-based training enabling them to develop appropriate skills, knowledge and experience (R)	G	A/G

Measures

Measure					
People travelling to work by sustainable transport (CO)	Annual	Annual	45.1%	Annual	44.9%
People travelling to work by cycling (CO)	Annual	Annual	11.2%	Annual	10%
% of major applications determined within agreed time period (CO)	76.19%	63.6%	25%	New	New
% of householder planning applications determined within agreed time periods (CO)	95.47%	94.9%	80%	New	New
Capacity (in MW) of renewable energy equipment installed on the Council's land and assets (CO)	Annual	Annual	6MW	Annual	0.698
Maximum permissible tonnage of biodegradable municipal waste sent to landfill (ED)	Awaiting Results	124	37,627t	381	1,356
% of municipal waste collected and prepared for re-use and / or recycled (ED)	Awaiting Results	58.74%	58%	60.98%	58.12%
% of Year 11 leavers making a successful transition from compulsory schooling to education, employment or training (ELLL)	Q3 prov Q4 final	Provisional in Q3	97.5% (2.5% NEET)	N/A	YE 15/16 97% (3% NEET)
% of Year 13 leavers making a successful transition from schooling to education, employment or training (ELLL)	Q3 prov Q4 final	Provisional in Q3	98% (2% NEET)	N/A	YE 15/16 96.9% (3.1% NEET)
Number of young people in Cardiff, aged 16 -18 years old, known not to be in education, employment or training (Careers Wales Tiers 2 & 3) (ELLL)	362 out of 7250	June 17 342	300	N/A	426

CORPORATE PLAN PRIORITY 3 – AN ECONOMY THAT BENEFITS ALL OUR CITIZENS (continued)

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q2 17/18 Actual	Q1 17/18 Actual	Annual 17/18 Target	Q2 16/17 Actual	16/17 Actual
		Q1	Q2	Q3	Q4						
3.4 - The Council has high-quality and sustainable provision of culture, leisure and public spaces in the city	Work in partnership with Cardiff University to deliver the Creative Cardiff initiative (ED)	G	G			% of young people in Cardiff Schools achieving a recognised qualification by the end of Year 11 (ELL)		Available in Q3	99.5%	N/A	99%
	Deliver phased Coastal Risk Management Programme to manage the risks associated with current coastal flood protection conditions (CO)	G	G			Number of apprenticeships, traineeships and work placements opportunities created by the Council in 2017-18 (R)	74	57	100		
	Deliver phased programme of well-maintained highway asset and public realm (CO)	R/A	R			Number of Green Flag Parks and Open Spaces (CO)	Annual	Annual	11	Annual	10
	Deliver improvements in street cleansing, grounds maintenance, highway maintenance and enforcement through our Neighbourhood Services programme (CO)	G	G			% of highways inspected of a high or acceptable standard of cleanliness (CO)	95.52%	92.8%	90%	N/A	76.9%
	Deliver benchmarked improved engagement with citizens with regards to how services are delivered and embrace partnership and volunteer working with Citizen Groups across Neighbourhood Services (CO)	R/A	A/G			% of reported fly tipping incidents cleared within 5 working days (CO)	100%	97.6%	90%	98.16%	98.7%
	Deliver high-quality and well-maintained Bay and water ways at Harbour Authority (CO)	G	G			Number of visits to local authority sport and leisure centres during the year per 1,000 population where the visitor will be participating in physical activity (CO)	Annual	Annual	8266	Annual	7263
	Deliver an updated Parks and Green Spaces Strategy by March 2018 including maintaining and increasing the Green Flag status of parks (CO)	G	G			% of principal (A) roads, non-principal/classified (B) roads and non-principal/classified (C) roads that are in overall poor condition (CO)	Annual	Annual	7%	Annual	6.07%
	Ensure Leisure Centres deliver high-quality service according to contract (CO)	G	G			% of pupils achieving a Level 2 qualification (A*-C grade GCSE) in Welsh first language at the end of Key Stage 4 (Year 11) (ELL)	83.2% (P)	TBC	82%	Not available	79.8%
	Develop a strategy to help modernise and expand a sustainable financing dogs home service to ensure the welfare of animals in our care by promoting and supporting responsible pet ownership, consolidating work with partners, stakeholders and increasing opportunities for further community engagement by March 2018 (CO)	G	G			% of pupils achieving a Level 2 qualification (A*-C grade GCSE) in Welsh second language at the end of Key Stage 4 (Year 11) (ELL)	Not available	TBC	83.5%	Not available	83.2%
	Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government's vision. Key to this will be (GL): - Accommodating the growth projections for children entering Welsh medium education each year and ensuring a good qualification in Welsh for Welsh first language and Welsh second language pupils - Supporting Council employees in undertaking Welsh language training	G	G			The number of Council employees undertaking Welsh language training (GL)	78	6	TBC	New	184

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CORPORATE PLAN PRIORITY 4 – WORKING TOGETHER TO TRANSFORM SERVICES

Well-being Objectives	Commitments (Commitments are not directly related to specific measures. All commitments contribute to the Wellbeing Objective)	Commitment RAG				Measures (Measures are not directly related to specific commitments. All measures contribute to the Wellbeing Objective)	Q2 17/18 Actual	Q1 17/18 Actual	Annual 17/18 Target	Q2 16/17 Actual	16/17 Actual
		Q1	Q2	Q3	Q4						
4.1 - Communities and partners are involved in the redesign, development and delivery of local public services	Continue with the implementation of the peripatetic delivery model for the provision of play services within communities across the city with full implementation by March 2018 (CO)	A/G	A/G			Number of visitors to Libraries and Hubs across the City (CHCS)	1,328,285	633,806	3.2m	1,245,321	3.241m
	Continue to deliver the Community Hubs development programme to provide access to a wide range of services, including advice, support and library provision within communities (CHCS)	G	G			% of customers who agreed with the statement "Overall the Hub met my requirements/I got what I needed" (CHCS)	99%	96%	95%	99%	99%
	Review our Neighbourhood Partnerships to ensure we are working with citizens and partners to address need on a locality basis by March 2018 (CHCS)	A/G	A/G			% of people who feel more informed about their locality as a result of attending a Neighbourhood Partnership Roadshow (CHCS)	Annual	Annual	70%	New	New
	Consider options for a regional Youth Offending Service model by March 2018 in order to better align inter-agency resources (SS)	G	G								
	Implement the Child Rights Partners programme over the three years to March 2020, to work towards Cardiff's ambition to be a Child Friendly City (ELLL)	A/G	A/G								
4.2 - The Council has effective governance arrangements and improved performance in key areas	Implement the new Performance Management Strategy across the organisation to support the Council's continued improvement (R)	A/G	A/G			% of Personal Performance and Development Reviews completed for permanent staff (R)	N/A	95%	95%	N/A	90%
	Further reduce sickness absence by March 2018 through continued monitoring, compliance and support for employees and managers (R)	R	R			Number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence (R)	4.97	2.59	9	4.72	2.43
	Implement refreshed Personal Performance and Development Review (PPDR) scheme by March 2018 to improve staff performance (R)	G	G			The number of 'Live' webcast hits: (GL) i) Full Council Meetings ii) Planning Committees iii) Scrutiny Committees	260 175 7	110 52 8	1200 600 400	648 75 0	639 544 28
	Ensure the Council's decision making process is timely, inclusive, open, honest and Accountable (GL)	G	G			The number of external contributors to Scrutiny meetings (GL)	55	65	TBC	New	New
						% of draft committee minutes published on the website within 10 working days of the meeting being held (GL)	82%	75%	80%	82.6%	75%
4.3 - Our services are transformed to make them more accessible, more flexible and more efficient	Deliver the Council's property strategy for fewer but better buildings (ED)	G	G			Reduce the gross internal area of buildings in operational use Sq / ft (% change reduction) (ED)	6,426 (0.1%)	8,665 (0.1%)	70,000 (1%)	0.90%	7.9%
	Change our way of working through digitalisation, reflecting changes in customer preference by enabling them to interact with our services through their preferred methods, enabling the Council to adopt more efficient working practices (CHCS)	G	G			Customer contacts to the Council using digital channels (CHCS)	157,233	178,865	699,802	New	636,184
	The Council fleet to include 5% alternative fuelled, fuel-efficient vehicles by April 2018, continuing to increase alternative and efficient fuel usage by 10% per annum thereafter (ED)	G	A/G			Reduce the total running cost of occupied operational buildings (ED)	£27,942 (0.1%)	£65,246 (0.2%)	2.8%	2.2%	9.2%
	Commercialise key Council services to increase net gross income (ED)	A/G	G			Reduce the maintenance backlog (ED)	£108,135	£78,525	£1.3m	£3,054,000	£8.8m
	Further develop the Medium Term Financial Plan to inform the Annual Budget Setting Process, ensuring robust decision making which is sustainable in the longer Term (R)	G	G			Capital Income generated (ED)	£80,000	£80,000	£7.3m	Annual	£6m
	Implement the workforce strategy to develop and appropriately skill the workforce to meet the changing needs and demands of the Authority (R)	G	G			Commercial and Collaboration net gross income target (ED)	Annual	Annual	£459k	New	New
	Achieve the Silver Level of the Corporate Health Standard by March 2018 to promote and support the health and wellbeing of employees (R)	G	G			Increase customer satisfaction with Commercial and Collaboration Services (ED)	Annual	Annual	New	New	New
						Maintain customer/citizen satisfaction with Council services (R)	Annual	Annual	80.8%	Annual	68.20%

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QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT			
Directorate: City Operations	**Director: Andrew Gregory**	**Number of Employees (FTE): 840**	**Cabinet Members: Cllrs Bradbury, Wild & Michael**

Strategic Directorate Priority 1 – *To deliver an integrated and connected transport system that offers safe, innovative, efficient and sustainable transport for ALL, where public transport, cycling and walking accessibility provide real and desirable alternatives to car travel which contribute to making Cardiff Europe's most liveable capital city (Paul Carter)*

	Measures	Q2 position against the Headline Actions in the DDP (7)	Red - 0	Red/Amber -2	Amber/Green - 4	Green - 1
Wellbeing objective 3.3 Page 283	All measures have an annual collection and reporting frequency	i. *Work with developers, transport operators and businesses to deliver a new central transport interchange in Capital Square* **(A/G)** Bid submitted (approx. £10M) to Welsh Government for transport implications in relation to the new Central Transport Interchange ii. *Develop a programme of phased improvements to strategic bus routes* **(G)** Tender delayed due to minor design issues, now completed. Funding bid prepared for future schemes. A4119 Cathedral Road Phase 2 scheme programmed for construction after Christmas. A48 bus lane will require significantly more funding than originally anticipated due to the scale of highway works required associated with road safety barriers. Alternative timescales and funding options are being considered. iii. *Work with Welsh Government, regional partners and the transport industry to progress proposals for the Cardiff City Region Metro as part of the City Deal* **(R/A)** The tendering process has commenced. Currently awaiting submissions. iv. *Adopt and deliver the Active Travel Integrated Network Map (INM) and the Cardiff Cycling Strategy and: develop and commence delivery of a prioritised programme of walking and cycling infrastructure schemes* **(A/G)** Final INM approved by Cabinet in Sept 2017, mapping being uploaded to Welsh Government website. On schedule for submission of approved INM to Welsh Government on 3rd November. Concept designs for East/West and North/South cycle superhighways progressing. Public consultation scheduled for early 2018. Further consultant support to be procured for public consultation and design of 1st phases to enable early delivery to commence in 2018/19 v. *Work with partners on developing a public, on street, cycle hire scheme with hire stations at key locations throughout the city* **(A/G)** Additional contact has been made with the identified operator, awaiting for additional information (mid October) after which options will be assessed vi. *City Centre South and East – improving access for active and sustainable modes into the city centre* **(R/A)** The modelling on one section is complete (South Link), 2nd area subject to funding from Capital Bids (cannot go ahead until funds are realised). All future work will now depend on funding allocations. Bid submitted (approx. £10M) to WELSH GOVERNMENT for transport imps in relation to the new Central Transport Interchange. There is a residual risk that the funding for on street highways works is not sufficient. Benefit of schemes is estimated at approximately £200m as identified in the business case vii. *Deliver new 20 mph limit areas in Gabalfa and Grangetown, and install remedial measures identified in the Cathays Pilot area* **(A/G)** Riverside & Canton 20mph in progress, completion due before March 2018. Financial Pressure bid submitted for £320k in 2018/19 to deliver Gabalfa, Cathays and a proportion of Butetown.				

Strategic Directorate Priority 2 – *To effectively bring forward and manage the future growth of the city through a master-planning, infrastructure planning and place-making approach which responds to community needs, accords with the sustainable development principle and delivers a world class liveable city (James Clemence)*

	Measures	Q2 position against the Headline Actions in the DDP (7)	Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 6
Wellbeing objective 4.3	All measures have an annual collection and reporting frequency	i. *Develop and deliver aligned spatial planning and transport development programmes for Cardiff Bay and City Centre* **(G)** The recent portfolio changes have been introduced following new administration. The Director of Economic Development will be taking this work forward in partnership with Director City Ops and other stakeholders ii. *Ensure the delivery of design-led, sustainable master-planned developments through the Local Development Plan(LDP)* **(G)** LDP Annual Monitoring Report approved at Cabinet of 21st September and will be submitted to Welsh Government before 31 October 2017. Presentations on Housing Delivery given to Informal Cabinet and Senior Management Team. Master planning approach continues to successfully secure high quality solutions on new developments iii. *Submit LDP Annual Monitoring Report (AMR) to Welsh Government by 31st October 2017* **(G)** Preparation of Annual Monitoring Report completed and endorsed by Cabinet on 21st September 2017. Welsh Translation underway in order to meet deadline for submission to Welsh Government by 31st October 2017 iv. *Prepare new suite of Supplementary Planning Guidance (SPG) in accordance with preparation programme* **(G)** Consultation on third tranche of 7 SPG completed on 3rd August 2017. Officers currently considering comments received and final drafts of the SPG's due to be reported back to Cabinet and Council in November 2017. Consultation on fourth tranche of 2 SPG due to take place for six weeks in November 2017.				

		v.	Review and update Cardiff Infrastructure Plan by March 2018 (G)

v. *Review and update Cardiff Infrastructure Plan by March 2018* (G)
Review commenced and informed by statutory Annual Monitoring Report (AMR) to Local Development Plan and recent planning permissions for LDP Strategic Development Sites.

vi. *Undertake post-election Member Training for Planning Committee Members in particular and all Members in general* (G)
Planning Committee Member Training successfully delivered. Follow-up training took place on 27th September focusing on Parking and Transport. Further training dates and themes to be programmed.

vii. *Install new data management system (Arcus) for the Development Management function* (A/G)
Due to resource issues and platform developments within Arcus, the project are running at least 1 year behind the original anticipated implementation dates quoted. Original date for go live for Building Control was 1st April 2017, revised go live date is estimated as March 31st 2018. This will therefore delay the development and implementation for Planning, the revised date for go live for Planning will now be approximately October 2018. This is mitigated by the continued use of the existing system.

Strategic Directorate Priority 2 – *To continue to implement the workforce strategy to develop and appropriately skill the workforce to meet the changing needs and demands of the Authority*

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
The percentage of reported fly tipping incidents cleared within 5 working days (PAM/011)		100.00%	90%	98.16%	97.6%	98.3%
The percentage of highways and relevant land inspected of a high or acceptable standard of cleanliness (SC/001)		95.52%	90%	98.15%	92.81%	88.3%

Q2 position against the Headline Actions in the DDP (10)	Red - 2	Red/Amber - 1	Amber/Green - 4	Green – 3

i. *Deliver phased Coastal Risk Management Programme to manage the risks associated with current coastal flood protection conditions* (G)
We are still awaiting agreement from Welsh Government, however a meeting is to be programmed by the end of October to agree the way forward based on the information available to date.

ii. *Deliver phased programme of well-maintained highway asset and public realm* (R)
No progress on parks Asset transfer to AMX (asset management software) – Restructure has had impact on resource dedication.
Capital funding bid submitted for Highways Asset Investment Strategy (HAIS) - indicative annual sums for HAIS related areas i.e. Carriageway & Footway have increased in 18/19 by £665K, however, the submitted pressure bid for 2018/19 includes the additional funding still required to achieve a 'steady state' in a series of ramped/incremental payment approach in value over the next 5 year period.
Management of asset issues ongoing with aspects like Roath Park Dam and Llandaff Weir likely to apply additional pressures.
Part Harbour Information not progressed

iii. *Deliver improvements in street cleansing, grounds maintenance, highway maintenance and enforcement through our Neighbourhood Services programme* (G)
Environmental enforcement now undertaking highway licensing enforcement & compliance.
"Startraq" procured to support digitalisation of environmental enforcement & licensing.

iv. *Deliver benchmarked improved engagement with Citizens with regards to how services are delivered and embrace partnership and volunteer working with Citizen Groups across Neighbourhood Services* (A/G)
The Keep Cardiff Tidy Website is regularly updated with information regarding Blitz and volunteer activities in association with the Love Where You Live Campaign. Forum meeting with all volunteer groups has taken place. Key Projects now progressing with volunteer groups.
"Report it APP" progressing but work required to tie in additional scheduling to AMX

v. *Increase income by 5% compared to 2016/17 for Commercialisation* (A/G)
There has been a significant increase in the uptake of licenses following a planned programme of education and enforcement.
However, the Directorate still has considerable budget challenges in 17/18.
All budget streams and commercialisation opportunism are being investigated to improve the position

vi. *Digitalise service provision for processing work, scheduling and asset management across Neighbourhood Services by March 2018* (R)
Update: LED (Light Emitting Diode) replacement street lighting is 75% complete due to be fully complete during Qtr3.
Digitalisation of service utilising AMX continues to be developed.

Wellbeing objective 4.3

No progress on parks Asset transfer to AMX – Restructure has had impact on resource dedication.
ICT advising on if hosting is beneficial. Partial scheduling of maintenance operations

vii. *Digitalise "Request for Service" reporting for citizens and local members by March 2018* (R/A)
Minor improvements on Council website information – need to review but limited resource

viii. *Progress towards a steady state investment programme for infrastructure assets in comparison to previous funding levels following Local Government Borrowing Initiative (LGBI) investment 14/15* (A/G)
All financial bids submitted and awaiting confirmation on approval.
Programme of LED traffic signal installation has commenced.
A detailed programmed of installation is being developed in line with available budget.
Eleven sites have been identified under phase 1. These sites have been surveyed and we are awaiting options and prices from our Signal Maintenance contractor before we can place an order for the equipment. Please note that there is a delivery lead time of 8-12 weeks on equipment. Additionally we carried out the upgrade to LED signals at the junction of Park Place / St Andrews Place in August

ix. *Promote and support growth of "Keep Cardiff Tidy" and "Love Where You Live" initiative to have 25% growth of volunteer groups and activities compared to 2016/17* (G)
In addition to supporting multiple community litter picks, the Coordinator is working with Keep Wales Tidy to arrange activities in the areas of highest demand once a month. Further information on these events is on the website
Activity is now being monitored to support analysis of volunteering across the city. Cllr Jane Henshaw is supporting the work and championing the work with local members.
Monitoring of volunteer events and hours activity agreed across Cardiff taking place, this is to provide a baseline and in future a figure to measure improvement etc.

x. *Deliver a holistic training and skills plan for roles in Neighbourhood Services (N/S) and deliver a programme of training and development for roles by March 2018* (A/G)
A good number of frontline employees have signed up for the NVQ, and officers are continuing to promote the opportunity to staff. Training Matrix of skills within N/S not progressed this quarter, reprogrammed for later in year

Strategic Directorate Priority 4 – *To develop Cardiff as a climate change resilient, Low Carbon Energy Capital by supporting and delivering energy demand reduction activities, increasing local renewable energy production and use and driving energy cost control especially for those in fuel poverty (Gareth Harcombe)*

	Measures	Q2 position against the Headline Actions in the DDP (8)	Red - 0	Red/Amber - 0	Amber/Green - 2	Green - 6
Wellbeing objective 4.3	All measures have an annual collection and reporting frequency	i. *Develop Clean Air Strategy* (A/G) Cabinet now leading Clean Air Strategy and informal briefings taking place. An officers working group with member of Welsh Government is being established and has made progress on developing the Clean Air Strategy and work is focusing on finalising strategic measures that the Council needs to implement to try and improve air quality in Cardiff. The strategy will set out specific action plans to implement these measures and will develop a set of performance measurements to demonstrate the effectiveness of the strategy. In addition an additional Working Group which now includes members of the Cabinet and Senior Management has been established to help develop and steer the Strategy. An update report on the Strategy will be presented to this Working Group on the 2nd November 2017 ii. *Develop Zero Carbon Renewal Fuels Strategy* (G) The strategy now integrated with Clean Air Work. Currently draft being finalised iii. *Deliver Energy Retrofit programmes for Council's operational estate and residential schemes across the city* (A/G) Pentwyn surveys completed (where residents engaged). Surveys to be submitted to Welsh Government start October to enable Welsh Government to decide which retrofit measures can be put forward for implementation grant funding. Welsh Government funding successfully applied for to undertake 250 whole house surveys for a potential energy efficiency retrofit scheme on British Iron & Steel Federation (BISF) steel framed housing in Llandaff North and Rumney. Re:Fit Project delayed due to local issues in recipient buildings - close date now scheduled for early November. Some reductions in scope resulting from Facilities Management's emergency works etc., will be redistributed in Phase II				

iv. *Deliver affordable, renewable energy generation projects including solar schools and other opportunities across the Council's land and property assets* **(G)**
Lamby Way Solar Energy Generation Farm business case is being finalised for consideration in capital programme. No further progress on schools solar energy generation due to vacant Energy Manager post (currently being advertising) & failure to progress proposed funding route via reserves, some solar energy generation schemes completed through Re:Fit programme

v. *Work with the National Procurement Service (NPS) and other partners to deliver improved processes for buying and selling energy* **(G)**
Negotiations with OfGEM to ensure that existing F.I.T. (Feed In Tariff) rate will be secure through the change. Welsh Government & local partnerships now supporting the Council on the negotiations.

vi. *Report on the carbon impacts of energy projects, in line with international, national and local carbon reduction commitments* **(G)**
Carbon Reduction Commitment submission successfully delivered by August 2017.

vii. *Produce an updated Affordable Warmth Strategy for Cardiff in collaboration with partners* **(G)**
Strategy being drafted internally for consultation and input from Affordable Warmth Partners.

viii. *Maintain corporate registration to Green Dragon Level* **(G)**
Environmental Statement for 2016-17 drafted. Site preparation for external audit underway.

Strategic Directorate Priority 5 – *To maintain, protect and enhance Cardiff's diverse and well-connected parks, cemeteries, and green and blue spaces to ensure they meet people's needs; support biodiversity and ecological resilience; enhance local heritage and culture; deliver services to commemorate significant life events; provide opportunities for partnership and engagement; improve physical and mental health and well-being; continue to underpin the city's liveability and economic success (Jon Maidment)*

Measures	Q2 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green - 2	Green - 4
All measures have an annual collection and reporting frequency	*i.* *Deliver high quality and well maintained bay and water ways at Harbour Authority* **(G)** Boskalis Westminster carried out the first dredging campaign as part of the new five year contract, the dredging campaign started on July 17th & was completed on July 28th. All works were carried out to the required standard, within budget & to schedule**.** *ii.* *Deliver an updated Parks and Green Spaces Strategy by March 2018 including maintaining and increasing Green Flag status at parks* **(G)** Green Flag status achieved for the Wetland Nature Reserve and all other Green Flags successfully maintained following judging *iii.* *Develop a strategy to help modernise and expand a sustainable financing dogs home service to ensure the welfare of animals in our care by promoting and supporting responsible pet ownership, consolidating work with partners, stakeholders and increasing opportunities for further community engagement by March 2018* **(G)** Currently looking at options for the future long term delivery of the service. Once agreed this will allow for further commercial development opportunities. *iv.* *Deliver new burial space for the City of Cardiff* **(G)** Area subject to planning approval and additional works required to satisfy National Resources Wales. Planning application deferred until 2018. Pre application works ongoing with officers in planning and design. *v.* *Parks Partnership Programme: Deliver the Parc Cefn Onn: into the garden and beyond' Heritage Lottery Funded access project* **(A/G)** Design and delivery work underway. 25% of match funding now secured Health walks programme started however is currently on hold as more volunteers being sought. Relevant training will be required *vi.* *Parks Partnership Programme: Submit Cabinet reports for decisions for major parks projects* **(A/G)** Cabinet Report deferred. Cabinet Member/Director briefing required to refresh programme.				

Strategic Directorate Priority 6 – *To maintain, protect and enhance the opportunities for all through sport and physical activity thereby improving the Health & Wellbeing of the community, in doing so empowering communities and organisations in increasing participation through targeted programming and engagement of partners and stakeholders. To work in close partnership with GLL to ensure successful service delivery of leisure facilities and activities for the wider community. To implement the new Play Delivery Model through community engagement and partnership development (Jon Maidment)*

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Q2 position against the Headline Actions in the DDP (5)	Red - 0	Red/Amber - 0	Amber/Green - 1	Green - 4
Visits/Attendances to Children's Play Schemes (Outreach Play Projects) (KPI 5a)		1,672	1,000	794	345	1,669	*i.* *Ensure Leisure Centres deliver high quality service according to contract* **(G)** Quarterly reporting and monitoring meetings in place between GLL and Cardiff Council. Mechanisms in place to reflect performance against contractual KPI's. Inaugural Project Liaison Board Meeting took place on 29th September. Capital Investment programme commenced in August at Llanishen and Maindy involving reconfiguration of internal				

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Wellbeing objective 4.3

Number of Disabled Children (Inclusion) involved in Play (KPI 5b)		3,083	4,500	3,169	2,800	10,981
Total Number of Children Engaged Aged 7 - 16 in Sport Cardiff Led Participatory Opportunities (PS012)		Awaiting Result	48,500	11,720	7,390	27,169
The number of individuals participating in Parks Outdoor Sport (PS003a)		Awaiting Result	165,000	36,018	63,278	174,326

fitness suites and refurbishment of the foyer and reception areas. Investment has commenced at Western Leisure Centre which include a refresh of reception area and a complete replacement of all gym equipment. Pentwyn investment programme to commence in Quarter 3

ii. *Continue with the implementation of the peripatetic delivery model for the provision of play services within communities across the city with full implementation by March 2018* **(A/G)**
Consultation regarding Rhymney Play Centre complete. Expressions of interest advertised and two potential organisations in the process of developing business plans. Completion of Adamsdown transfer is due by the end of 2017. Splott Community Association completed licence to operate shared use of play centre.

iii. *Deliver and develop the Local Sport Plan in partnership with Sport Wales and through the Joint Venture with Cardiff Met University* **(G)**
Progress against the agreed Action Plan within the Local Sports Plan continues to be strong. The Neighbourhood Sports Boards are running successfully with engagement from all sectors to ensure resources are targeted effectively. Particular emphasis on targeting the hard to reach has meant a slight decline in participant's attendance but an overall more sustainable engagements and lifestyle changes in areas such as Women and Girls, BME, Children from areas of deprivation and Disability inclusion.

iv. *Develop the Facilities Planning model for Sport and Leisure* **(G)**
Headlines were presented to Scrutiny and informally to the Cabinet Member. It has been agreed to progress a broader Sport Strategy for the City to include the intelligence gained through the Facilities Planning work.

v. *Deliver a range of alternative delivery models for Outdoor Sport facilities* **(G)**
Headlines were presented to Scrutiny and informally to the Cabinet Member. It has been agreed to progress a broader Sport Strategy for the City to include the intelligence gained through the Facilities Planning work.

Area	Good news	Challenges / next steps
CUSTOMERS	• New volunteer groups are supporting the 'Love Where You Live' and the groups had their first participation meeting 19 community members attended representing 12 different groups across Cardiff. In the period, working with Keep Wales Tidy there was 5,076 volunteer hours and 4,522 bags collected. • 3300 parking sensors implemented, new Pay & Display infrastructure and pay by phone / parking app in place – 6% using pay by phone / parking app, 52% using card payments (increase from 44%). • 20mph limit areas installed in Canton and north Riverside. • Local Development Plan adopted, programme of new Supplementary Planning Guidance being prepared, planting and street art locations developing • 95% householder planning applications determined within agreed timescales • Dog Awareness and education events hosted with partner organisations to undertake health checks, highlight legislation of chips for dogs and offences with regards dog mess at Victoria Park (19th April), Roath Park (12th April) and Hailey Park (26th April) all were well received by members of the public.	• Love Where You Live Litter Champion Launch in Grangetown Hub – Litter Champions and litter kit in first Hub. Love Where You Live (Cardiff) - Scouting and Guiding Badge launch. • Park Cardiff App linking sensor parking (vacant parking places) to customer will commence in October with launch in November. • Implement Member Training Programme for planning service • New Planning Enforcement Policy to be put in place • Host "Behind the Curtains" Open Day for Thornhill Crematorium • Developing Travel Plans with Primary Schools
FINANCIAL	• Contract agreed for £75k to provide additional cleansing services in the City Centre with the Business Improvement District (Neighbourhood Services) • Teams are working commercially and are delivering small commercial opportunities with other public sector organisations and local businesses (Neighbourhood Services) • Protocol for Planning Performance Agreements (PPAs) approved • Increased income generation in plant production nursery through supply to Business Improvement Districts	• Ongoing budget delivery and monitoring • Need to define robust business plan for Capital Ambition objectives and projects • Need to proactively integrate varied funding streams into project delivery • Need to develop effective bids / business cases for asset renewal capital investment • In 2016-17 the income from advertising and sponsorship was £111k (part year) and for 2017-18 there is a current projected income of £161k. The target is £242k. (Neighbourhood Services) • Develop Programme of future highway energy saving projects • Continue to re-invest ring-fenced surplus income from parking and enforcement activities into new infrastructure and other improvements to benefit sustainable transport • Additional income to be secured through Planning Performance Agreements (PPAs) • Agree investment plan with GLL for leisure facilities
INTERNAL PROCESSES	• Highway licensing process improvmnts have been completed and enforcemnt is now being undertaken by Neighbourhood Services Enforcemnt as well as highways officers. • All known highway assets now in Asset management Database (AMX) • On-line application process for parking permits introduced • Planning application determination rates improved • Transition to new British Standard underway for highways, cleansing and enforcement • Round of APSE submissions currently underway for directorate teams • Opened a new Muslim burial section at Western Cemetery	• StarTraqwill deliver digital highway licensing by December for A-Boards, table and chairs, scaffolding, hoarding and containers on the highway. • Need for clear resources / delivery programme and for supporting services to be fully aligned • Service 'reviews' taking place in NS, Parking and Parks to ensure Capital Ambition objectives delivered • Identify and consolidate asset collection for Parks, Housing and others • Implement digital mobile system for Neighbourhood Service (NS) Enforcement teams • Installation of Arcus Development Management software for Building Control • Participation in All-Wales benchmarking project (Planning Advisory Service) • Maintain and increase Green Flag status for Cardiff's parks and Green Spaces
EMPLOYEE & WORKFORCE	• Very significantly improved reported outcomes from employee survey process • Directorate engagement sessions undertaken with all staff • Continue to promote and enhance improvements to cross working arrangements both within and between service areas and other directorates • Recruitment process commenced for two new Apprenticeship Schemes. One Arboriculture apprentice and one Playground Management apprentice	• Resource/capacity/funding reviews taking place in service areas subject to redefined service demands and service reviews • Review and develop NS/team plans to support personal reviews – team objectives developed • Continue to drive down sickness levels • Create further opportunities for apprenticeships and trainees

	QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT			
Directorate: Communities, Housing & Customer Services	**Director:** Sarah McGill	**Number of Employees (FTE):** 1,190	**Cabinet Member:** Cllrs Thorne, Elsmore, Weaver & Merry

Strategic Directorate Priority 1 – *Further develop Adult Community Learning and the Into Work Advice Service to support vulnerable people to maximise their employment opportunities.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (8)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 7
Wellbeing objective 1.1	(CP) The number of people receiving into work advice	YTD: 21,488	10,984	42,000	10,753	10,504	42,579	• The Benefit Cap scheme continues to grow with some great outcomes reducing the numbers affected. As of September 2017 there were 139 clients working with the Into Work team to be supported back to work. Since November 2016 116 clients have been helped into work, meaning they are no longer affected by the cap. In addition to this, 535 clients have received budgeting support and 120 have received accredited training.				
	(CP) The number successfully engaging with the Into Work Advice Service & completing accredited training	YTD:725	377	1,200	296	348	1,393	• In partnership with Job Centre Plus, The Into Work Service hosted The Big Cardiff Jobsfair. Nearly 2,250 jobseekers came to the event, an increase compared to last year. This was the same for employers with 45 attending, offering over 6,000 real job vacancies. Employers included; Marks & Spencers, South Wales Police, Legal & General, Admiral and Lidl showcasing a broad range of employment opportunities in a variety of different sectors. Cardiff Council Adult Community Learning, Corporate Traineeship, Fostering Agency, Social Services and Cardiff Works were all promoting opportunities within the local authority.				
	(CP) The number of people who have been affected by The Benefit Cap and are engaging with The Into Work Advice Service	YTD: 243	47	150	NEW	196	NEW	• Six Adult Community Learning (ACL) enrolment events were held in the space of a week from 9th-15th September, at a range of venues across the city, including Central Library Hub, St Mellons Education Centre and Ely Hub. There were a total of 397 enrolments during the week, compared to this time last year, an increase of enrolments by 50%. 47% of enrolments have been from the targeted areas of the city (bottom two deciles).				
	(CP) Number of Into Work Advice Service customers supported with their claims for Universal Credit	YTD: 282	159	600	178	123	472	• DigiFest was held on the 9th September at Central Library Hub where ACL and Libraries worked together and promoted the extensive variety of digital services and resources offered by both services, whilst also serving as the first enrolment event for the Learning for Work courses. This is part of the services working together to provide creative opportunities for Cardiff's Citizens to engage with technology.				

Strategic Directorate Priority 2 – *Ensure that Domestic Violence Support Services meet the requirements of new legislation, including the recommissioning of the service.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber - 2	Amber/Green – 0	Green – 0
Wellbeing objective 2.1	(CP) Council staff completing the Level 1 online module of the National Training Framework on violence against women, domestic abuse and sexual violence as a % of all staff	**Cumulative Result** Headcount - 13,093 Staff completed module in Q2 112, YTD 464	3.54%	50%	NEW	2.6%	NEW	• **R/A**: All necessary documentation proceeding with support from funding partners and Legal, Finance and HR. Domestic Violence Services recommissioning timetable remains on track, however it has been agreed to procure via an Open Route and so procurement evaluation will be undertaken at the same time as the tenders. • **R/A**: Multi-stakeholder meetings are continuing to develop a Violence Against Women, Domestic Abuse and Sexual Violence Strategy however some difficulties with capturing up to date needs data from all sources. Activity affected by ongoing recommissioning work for all partners. • There are currently some technical issues on the reporting of the online Level 1 training module, Welsh Government are aware, and during Quarter 3 work will be carried out to fully roll out the training across the Council.				

Strategic Directorate Priority 3 – *Implement the Cardiff Housing Strategy 2016-2021 to ensure those in need have access to appropriate, high quality services: ● 1,500 new homes (of which 40% affordable) through the 'Cardiff Living' programme, ● Deliver 100 additional Council properties through a range of capital funding by 2022. ● Deliver Independent Living Solutions for Older and Disabled People. ● A new Homelessness Strategy based on a full needs assessment and review of services. ● A range of support to address rough sleeping in the City. ● Continue to develop joint working to mitigate the issues caused by Welfare Reform.*

Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result
(CP) The number of homes commenced on site through Cardiff Living in year: - Total units - Affordable Housing units	Cumulative result	**298** **98**	353 136	NEW NEW	192 58	NEW NEW
The % of people who experienced successful outcomes through the Homelessness Reconnection Service	YTD: 70% 53 referred 34 were positive outcomes.	**65%**	50%	NEW	73%	NEW
(CP) The number of rough sleepers assisted into accommodation	YTD: 103	**53**	144	NEW	50	NEW
The % of cases where a duty to prevent homelessness was accepted and where homelessness was prevented	YTD: 57% 251 cases accepted. 144 cases prevented	**56%**	50%	NEW	56%	NEW
The number of registered landlords	Cumulative Result 5,671 registered in Q2	**83,808**	80,000	26,450	78,137	74,168
The number of licensed landlords and agents	Cumulative Result 4,398 licensed in Q2	**17,809**	20,000	NEW	13,411	1,429

Quarter 2 position against the Headline Actions in the DDP (7)

Red - 0	Red/Amber - 1	Amber/Green – 2	Green – 4

- The contractor Wates have achieved a start on site at Willowbrook West, Braunton & Clevedon & Llanrumney Depot for Cardiff Living. Planning applications have been submitted for the Briardean and Llandudno sites. The planning process has commenced for the Highfields site as the Pre-Application Consultation has been undertaken. The Walker house & Ty-To-Maen site commencement are slightly delayed but Wates are finishing the stage 2 costs.
- Strongs, Chartered Quantity Surveyors have been appointed as Employers Agent for the Caldicot Road project (outside of Cardiff Living) and have developed the scheme specification. They are also completing the tender documents which will be finalised by the end of October 2017. The Planning application has been submitted and the scheme is going to the October Planning Committee Meeting.
- **R/A** Extensive Data gathering for the Homelessness Strategy will be difficult due to the complicated issues that are faced in establishing the needs assessment.
- 86 Registered Social Landlord affordable housing units have been delivered since April 2017. Including 18 units for Health & Social Care for Learning Difficulties clients. Work will continue with local RSL partners to continue to deliver new affordable housing.
- Establishment of Welfare Reform task and finish groups is ongoing. Meetings will be arranged in Q3 & Q4 with a focus on preparing for the further roll out of Universal Credit.
- Data gathering to inform the Older Persons Accommodation Strategy is well underway, this has included a review of research and best practice and compilation of existing data about housing need and provision. The strategy is expected to be available in draft form in the next quarter.
- The Enforcement policy has been approved. Marketing campaigns are targeted at low performing areas and higher risk groups. Enforcement activities are being undertaken, currently prioritising customer complaints and those landlords RSW / LAs know have not complied.

Wellbeing objective 2.2

Strategic Directorate Priority 4 – *Promote and increase the number of adults using the new First Point of Contact Service to access information and signposting to enable them to remain independent in their community and act as a Gateway to accessing advice and assistance.*

Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result
The % of new cases dealt with directly at First Point of Contact (FPOC) with no onward referral to Adult Services	YTD: 75% 543 new cases dealt with	**80%**	60%	62%	71%	62%
The average number of calendar days taken to deliver a Disabled Facilities Grant (from first contact to payment date)	YTD: 180 185 DFG works undertaken	**175**	200	188	187	200
The average number of calendar days taken to deliver low cost adaptation works in private dwellings where the Disabled Facilities Grant process is not used	YTD: 42 312 low cost adaptations delivered	**45**	35	49	39	45
The number of Telecare customers	Cumulative Result	**4,446**	4,613	NEW	4,393	4,394
The Meals on Wheels customer base	Cumulative Result	**221**	300	NEW	161	141

Quarter 2 position against the Headline Actions in the DDP (5)

Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 5

- A number of promotional events on the work of Preventative Services have been attended and booked. In addition, advertising on GP surgery screens will be in place by the end of October, a soft launch will be put into the tenant's times and an agreement has been developed with some supermarkets to have Independent Living Services stands on the days when older people tend be out shopping.
- Since April 2017 Preventative Services have undertaken 2,469 client visits, including Disabled Facilities Grants, Welfare and Holistic care. During this time only 6% of referrals from the First Point of Contact to Independent Living were then passed to Social Care.
- The Preventative Framework with Care & Repair as strategic partners will go live on November 1st. A full holistic service has been agreed that will ensure all the client's needs are addressed to ensure independence is retained.
- It has been agreed with Vale of Glamorgan Council that it is not currently appropriate to work collaboratively with regards to Telecare, so this action has been closed.
- The target for Meals on Wheels paying customers is 300 by end of financial year, as of end of September the service has 221 paying customers and on target to achieve the 300. The service is currently being marketed to the existing 4,000 Telecare customers via a letter drop to each customer. Consideration is currently being given to expanding the service.

Wellbeing objective 2.3

Strategic Directorate Priority 5 – *Further develop the Alarm Receiving Centre (ARC) including partnership work with stakeholders as well as the use of new technology to assist people to live independently.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 2
Wellbeing objective 2.3	Monitor and report progress against income target for ARC services	Result is YE forecast	238,038	£550,000	NEW	£223,000	£63,000	• The Locality warden service has been further developed with wardens attending community events and surgeries. A detailed action plan is in place for continued service development. • A marketing strategy is in place for 24/7 Services and progress monitoring of income generation projects is done on fortnightly basis. Income generation targets are in place for the ARC and are heavily reliant on enabling technology, lead times for delivery of these technology solutions are currently impacting on performance against the income targets. Good progress is being made however the full income target will not be achieved in 2017/18.				
	(CP) The % of Telecare calls resulting in an ambulance being called out	YTD: 6%	6%	< 10%	7%	6%	6%					

Strategic Directorate Priority 6 – *Develop Locality Based Working building on the learning of the older person's pilot project to effectively integrate services for older people within a geographical location, taking a person centred approach, reducing duplication and improving citizen engagement.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (1)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 1
Wellbeing objective 2.3	(CP) The % of people who feel reconnected into their community, through intervention from day opportunities.	YTD: 71% 46 people were surveyed during Q2.	74%	60%	NEW	66%	NEW	• The Day Opportunities Team have been working with the Hubs and agreed a pilot where day centre attendees attend community events such as wellbeing Wednesday. We are developing further work with GP surgeries on Social Prescribing, one element being trainee doctors shadowing the Day Opportunities service to increase their community knowledge of social groups, activities and clubs.				

Strategic Directorate Priority 7 – *Continue to deliver the Community Hubs development programme to provide access to a wide range of services, including advice, support and library provision within communities.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (7)	Red - 0	Red/Amber - 0	Amber/Green – 3	Green – 4
Wellbeing objective 4.1	(CP) The number of visitors to Libraries and Hubs across the City	Cumulative Result	1,328,285	3,200,000	1,245,321	633,806	3,241,038	• Llanedeyrn Hub @ The Powerhouse opened in July. Construction work on the Llanishen Hub commenced in July, and is scheduled for completion late October. Construction work on the St Mellons Phase 2 extension commenced in July, and is due for completion in April 2018. • The Hub customer satisfaction measure recorded 99% of those surveyed agreed with the statement 'Overall the Hub met my requirements/I got what I needed'. • A staff group has now been established for the Society of Chief Librarians National Universal Offer and individual offer champions have been appointed. Staff all been briefed to include offer branding on related events promotional materials and given further detail surrounding the offers. • Assessment report of the last year of the fifth Welsh Public Library Standards framework has been officially received from Welsh Government. Overall a positive performance with improvements acknowledged. Issues identified in terms of levels of staff and stock. Physical visits have increased for the second consecutive year, possibly as a result of more co-located sites, and there have been increases in rates of membership and active borrowers. • Outline costs have been established for the Chapel at Cardiff Royal Infirmary and discussions are ongoing to understand the Council's expected contribution. Agreement has been sought from WG to use some money from Longcross House disposal. Monthly Project Team meetings have been established with Council, Health and external construction consultant. The existing Roath Library Building is out for full business case, positive response from 4 new organisations. Deadline for submission is 31st October. • During this quarter, 30 volunteers joined the team at the City Centre Library Hub with the Advice Services, at the end of this quarter there was a total of 70 volunteers working with the team.				
	(CP) The % of customers who agreed with the statement "Overall the Hub met my requirements/I got what I needed"	YTD: 98% 1,565 surveys completed	99%	95%	99%	96%	99%					

Strategic Directorate Priority 8 – *Review our Neighbourhood Partnerships to ensure we are working with citizens and partners to address need on a locality basis by March 2018.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result
Wellbeing objective 4.1	The % of people who feel more informed about their locality as a result of attending a Neighbourhood Partnership Roadshow.		ANNUAL	70%	NEW	NEW	NEW

Quarter 2 position against the Headline Actions in the DDP (1)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 0

- Venues have been booked for 6 roadshows; however we will look to increase the number and locality of the events. Meetings have taken place to ensure that consultation on the Wellbeing and Area plans are aligned, to enable this the roadshows will take place in quarters 3 and 4.

Strategic Directorate Priority 9 – *Change our way of working through digitalisation, reflecting changes in customer preference by enabling them to interact with our services through their preferred methods, enabling the Council to adopt more efficient working practices.*

	Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year End 2016-17 Result
Wellbeing objective 4.3	(CP) Customer contacts to the Council using digital channels	YTD: 336,098	157,233	699,802	118,308	178,865	636,184
	% Mobile access to the website (phone and tablet)	YTD: 58% 461,476 mobile access sessions, 799,064 in total	57.76%	60%	56.38%	58.5%	55.41%
	Increase usage of Council Tax self-service (Number of user log-ins)	YTD: 17,511	8,409	39,593	10,126	9,102	35,994
	% Parking Permit Applications made online vs Post.	YTD: 67% 4,788 online applications. 7,341 applications in total.	65.10%	+5%	61.25%	69.2%	69.4%

Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 3

- Analysis of Q1 promotion of digital services and investigation of further mechanisms to engage with customers and promote digital channels. Continued social media activity to promote take up of digital channels. Analysis of customer interaction in progress. Web content reviews in progress to direct customers appropriately, improve intelligence and reduce number of 'general enquiries'.
- Ask Cardiff Q2 2017 is focused on Health and wellbeing. As a result the customer element does not form part of it. Customer services will work with the research centre to develop and consult on customer and digital contact in Q3
- Promotion of online services continues through established communications channels. Several services are showing an increase over the same period last year.
- Although the digital customer contacts and mobile access to the website appear low compared to quarter 1 results, this is a seasonal pattern, reflected by the Q2 2016/17 results and the measures are on target for year end.
- A decline has been identified in the Council Tax self-service figures that continued a trend identified in QTR 1. Work is continuing to try and promote online as an option in order to gain an increase in the 2nd half of the year. Discussions with Council Tax on their activities to promote it have taking place.
- Parking Permit applications are being made via post by students, work is being undertaken to investigate and address this.

Good news	Challenges / next steps

| | CUSTOMERS | | FINANCIAL | | INTERNAL PROCESSES | | EMPLOYEE & WORKFORCE |

Occupational Therapy – A joint partnership initiative has been ongoing with Preventative Services and Adult Social Care with the Occupational Therapy (OT) Review Team carrying out a piece of work to review existing care packages and ensure alignment with clients' current and ongoing needs. The team aims to empower people to maximise their independence and live fulfilled and safe lives, in particular looking at those receiving double handed care. This approach also looks to improve service efficiency and since commencement in April 2017 £118,188 of savings has been implemented by Adult Social Care after the OT Review Team amended existing packages of care through the provision of equipment. One client said '*I feel much more empowered and part of the care process, rather than being an inactive participant between two carers. I appreciate that I am now able to do more for myself*'.

Powerhouse Hub- The Powerhouse in Llanedeyrn has undergone a major extension and refurbishment to become the city's newest Hub.
The new Powerhouse Hub brings together a wide range of services under one roof, and hosts space for housing, benefit and advice services, libraries, Into Work advice and training, community learning, youth provision, community events and a community café. South Wales police also have self-contained offices on the first floor. The Hub, which opened at the end of July, has already proved popular with residents, who have commented positively on the bright, bold building design and the range of services on offer. The Powerhouse Hub is part of the wider redevelopment of the Maelfa Centre in Llanedeyrn, which will also deliver a new shopping parade and a mix of social rented and private housing.

Summer Reading Challenge – This year's Summer Reading Challenge was the most successful yet! The event followed an 'Animal Agents' theme and a huge 7,511 children joined the scheme, a 16% increase on the previous year. With a completion rate of 67.7%, 5,085 children finished the challenge, reading 6 books over the school summer holidays. This year saw 17% more children complete the challenge compared to last year.

Minehead Day Centre - The Day Opportunities Strategy identified the need for investment in existing Day Centres to provide quality care settings for clients with high care / support needs. Minehead Road Day Centre in Llanrumney has been transformed under a 4 month refurbishment programme co-ordinated by the Neighbourhood Regeneration team. Works have included new windows, roofing repairs, new entrance, accessible toilet and washing facilities, heating and lighting upgrades, internal redecoration and new furniture and fittings. The improved Centre re-opened in July, and reaction from staff and service users has been very positive. *'Thank you so much for making this transformation. It really is a lovely building to be in and the atmosphere is as good as it always was'.*

Meals on Wheels – The Meals on Wheels service currently has 221 paying customers, increased from 141 at the end of 2016/17 which is a significant achievement, working well towards the end of year target of 300 paying customers . The service is currently being marketed to the existing 4,000 Telecare customers via a letter drop to each customer. A bid for additional revenue funding for 18/19 has been submitted to enable the service to deliver 7 days a week and bank holidays.

Welsh Housing Award - One of our Hostel Services Officers has been shortlisted for a Welsh Housing award in the category of Housing Champion, due to their efforts in identifying the need for better eye health provision for those accessing homeless services. Working with the RNIB and Specsavers the officer set up surgeries which involved service users (including rough sleepers) having eye tests and subsequent treatments, including glasses and hospital admissions. This work has brought substantial benefits to those service users who need it. Four people in total have been shortlisted in this category and the winner is announced at the award ceremony held in November 2017.

The Big Cardiff Jobs Fair - In partnership with Job Centre Plus, The Into Work Service hosted The Big Cardiff Jobsfair. With numbers up on last year, nearly 2,250 jobseekers came to the event. 45 employers attended, which was more than last year, offering over 6,000 real job vacancies. Employers included; Marks & Spencers, South Wales Police, Legal & General, Admiral and Lidl showcasing a broad range of employment opportunities in a variety of different sectors. Cardiff Council Adult Community Learning, Corporate Traineeship, Fostering Agency, Social Services and Cardiff Works were all promoting opportunities within the local authority.

Adult Community Learning - Six enrolment events were held in the space of a week from 9th-15th September. At these events Community Education Officers and Learning Development Support Officers from the service discussed with learners what courses they would like to enrol on to help further their skills, filling out enrolment forms with them. The venues used were Central Hub/Library, St Mellons Community Education Centre, Severn Road Centre, Ely Hub, Llanrumney Hub and Grangetown Hub. There were a total of 397 enrolments during the week, compared to this time last year, an increase of enrolments by 50%. 47% of our enrolments have come from the bottom two deciles in the city.

Rough Sleeping: The rising numbers of individuals sleeping rough continues to be a significant challenge across the UK, including Cardiff. On average during September there were 90 individuals rough sleeping in Cardiff at any one time. Over this period 49 individuals stopped rough sleeping but unfortunately a further 66 started sleeping out. This increase in new rough sleeping may be due to the publicity about services over the September period. The city continues to draw in people from outside Cardiff and the percentage of rough sleepers with no local connection reached 60% at the end of September. The service has successfully reconnected 68 people with homelessness services in their local area so far this year however this remains a growing challenge. Cardiff Council and its Voluntary Sector Partners have developed robust rough sleeping intervention procedures over a number of years to engage with and link people into accommodation and support services. In addition a large number of new initiatives are being rolled out more information is available on www.cardiff.gov.uk/homeless.

Welfare Reform: There are 2,446 tenants current impacted by the size restrictions, of those 196 are on the priority downsizing waiting list. Discretionary Housing Payments are currently paid to 384 individuals and of those 149 are actively working with the Into Work's Back to Work Scheme. From February 2018 Universal Credit will apply to all new claims including those with disabilities and health problems, those who are in work and those with children. The new claims needed to be made online and all UC accounts will need to be managed online. With UC being paid in arrears research by Citizens Advice on the pilot areas has shown that a significant number of households have fallen into debt as a result.

Income Targets: The income targets to be met during 2017-18 remain challenging and delivering these in a timely manner is a key focus. Robust monitoring is in place and this will continue to be carried out throughout the year. The in-year budget position continues to be mitigate through underspend in some areas of the directorate.

Older Persons Accommodation: Older people's accommodation is recognised as a vital element of maintaining independence, health and well-being. Traditionally there has been a move towards residential care accommodation settings for some older people as they get frailer. However, in recent years, there is a growing recognition that specialist housing settings, such as Extra Care, can better meet the aspirations of significant numbers of older people to maintain active, independent lifestyles and provide better value than residential care. The review of older persons accommodation review will look to address the increasing demand pressures in Cardiff and find a whole-system approach across social care, health and housing to help older people stay as safe, healthy and independent as possible, and to lead lives that have value, meaning and purpose in their own homes, and in their communities.

Directorate: Economic Development		Director: Neil Hanratty		Number of Employees (FTE): 940	Cabinet Member: Cllrs Goodway, Michael, Weaver

Strategic Directorate Priority 1 – Attract more and better jobs

Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
New and safeguarded jobs in businesses supported by the Council, financially or otherwise	'SENTA' CRM database	3,861	500	229	214	1,290
The amount of 'Grade A' office space committed to in Cardiff (sq. ft.) (cumulative)	Counted from start of construction	96,000 (cumulative)	150,000	161,118	96,000	317,732
Gross Value Added per capita (compared to UK average)	Cardiff & Vale of Glamorgan compared to UK	Annual	Above Welsh Average	Annual	Annual	89.9% (result for 2015)
Unemployment (compared to Welsh average)	Cardiff compared to Wales	Annual	Above Welsh Average	Annual	Annual	4.8% (result for Jan-Dec 2016)

Quarter 2 position against the Headline Actions in the DDP (7)	Red - 0	Red/Amber -1	Amber/Green – 0	Green – 6

(1) Jobs Growth / Inward Investment (CP): (Green)
- During quarter 2 the team have supported businesses to secure 327 new jobs and safeguarded 3,534 jobs in the city. This boost in figures is mainly due to the HMRC new regional hub in Central Square.

(2) City Deal (CP): (Red/ Amber)
- Business Plan – A business plan is being drafted by the Regional Programme Management Office. This plan will need to be approved by all ten participating Councils in order for the local government contributions to be unlocked and for City Deal funding to be released.

(3) Creative Industries Sector (CP): (Green)
- Digital Quarter – Expressions of interest have been received to develop and improve the digital infrastructure at the Digital Quarter based on the High Street, Cardiff.
- Tram Shed 2 – Planning application submitted.
- Bafta Cymru Awards – secured sponsorship for the event which will be streamed to the USA.
- Chapter – Proposals to expand the property are currently being discussed with the Council.

(4) Business Improvement District (CP): (Green)
- The BID Board has agreed to allocate funding to support the Night time Economy and are considering a proposal to take responsibility for the taxi marshal service.
- Funding has been agreed for additional street cleaning and horticultural street scene.
- The BID have also agreed participate in the work to address the growing issue of homelessness in the city.

(5) International Strategy (CP): (Green)
- A Green Paper on the future economic vision will be released at the end of October.

(6) Creative Cardiff Initiative (CP): (Green)
- The Arts and Humanities Research Council's (AHRC) recently launched the Creative Industries Clusters Programme, a major new project designed to create a step-change in collaboration between the country's internationally-renowned creative industries and universities across the UK.
- AHRC has secured £80m from UK Government to help promote economic growth and provide the skills needed for the jobs of the future. The programme, which starts in 2018, will find innovative ways to identify opportunities for new investments in *Creative SME's*, enhancing services at an early stage and get them on the road to success. Cardiff Council will work with Cardiff University and partners on preparing a bid to secure a minimum £8m investment for a *Cardiff Creative Cluster*.
- Cardiff Council will align the 'Cardiff Cultural Partnership' with the Arts Council of Wales 'Creative Learning in schools programme', linking this up with wider cultural developments in the city, with the aim of leading on skilling up a creative workforce in Cardiff.
- The Council will work with partners and global leading specialists 'Sound Diplomacy' to develop a music strategy for Cardiff with a special focus on Womanby Street, working with Welsh Government to designate it as an area of cultural significance.

(7) Work with partners to deliver the Cardiff Commitment: (Green)
- The Council has engaged with over 140 employers and 74 have committed to the initiative so far. Since June the team have attended 8 employer events including the Open Your Eyes week where 27 employers provided mentoring on emerging jobs in the area. 6 employer engagement events are planned for Q3. The team will continue to work with City Region partners to expand the Cardiff Commitment.

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result		Quarter 2 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 5
	Increase number of staying visitors	Results published by STEAM for the calendar year	Annual	+2%	Annual	Annual	+1.1% 2,025,000						
	Increase total visitor numbers	Results published by STEAM for the calendar year	Annual	+3%	Annual	Annual	-0.7% 20,380,000						

Strategic Directorate Priority 2 – Attract more visitors that stay longer

Wellbeing objective 3.1

(1) Tourism Strategy (CP): (Green)
- Strategy - The Cardiff Tourism Strategy & Action Plan 2015-2020 is currently being refreshed and is expected in quarter 3.
- Marketing – The team has secured a number of high profile business events from the Corporate, Agency and Association sector, including; the Political Studies Association International conference at City Hall, UKInbound for 240 travel industry delegates and Soroptimist International Great Britain and Ireland at WMC. In addition, the team continues to provide marketing support to major event holders, promoting Cardiff as the host destination of various events.
- Visit and Meet Web platforms – InvestinCardiff.com platform is currently being updated.
- Network Memberships - 150 Visit Cardiff Network Members who all pay a fee to be featured in and included in the various destination Cardiff marketing campaigns and activity via traditional, digital and social media effort.

(2) Deliver the Capital's key event commitments: (Green)
- Following consultation with cultural community the decision was taken not to submit a European Capital of Culture Bid. Alternative opportunities that better serve the wider Cardiff – City Region agenda are being considered.
- In the second quarter over 14 key events have been successfully delivered and/or facilitated. These included Tafwyl, Velothon, International Food & Drink Festival, Speedway, Cardiff Bay Beach, HSBC Bike Ride, Extreme Sailing Series, Harbour Festival, Cardiff Pride Big Weekend, Kidney Wales 10k, Commonwealth Games Queens Baton Relay, OVO Tour of Britain, Snowdogs and Inside Out Festival.
- Work continues on the preparation for the delivery of the Volvo Ocean Race and Eisteddfod 2018.
- Working with our multi-agency partners, consideration is currently being given to Cardiff's opportunity to become one of the host cities for the UEFA European Championships in 2020 with a decision scheduled for December.
- Work is progressing on the development of a signature event for Cardiff in consultation with cultural, arts and creative sectors.

(3) Champions League Event: (Green)
- Event successfully delivered in Q1.

(4) New tourism attraction at Cardiff Castle: (Amber/Green)
- Black Tower Tales and a new Dr Who attraction – two new visitor attractions are being developed to enhance the tourism offer in the city. Partnership opportunities including operating options are being to deliver the attractions.

(5) Modernise the Arts Venues: (Green)
- Advice received on a Charitable Trust approach. Further investigations will be undertaken in Q3.
- The Arts Venues staff restructure is underway
- New Theatre refurbishment works have been completed – new roof and escalators installed.

(6) The Cardiff Collection: (Green)
- A review of the commercial catering retail offer is underway. A new initiative to encourage young people to participate in catering apprenticeships has opened up at the Castle and will be offered at County Hall, subject to funding.

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Strategic Directorate Priority 3 – Continue the regeneration of the city centre and Cardiff Bay

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (4)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 3
Wellbeing objective 3.1	N/A	N/A	N/A	N/A	N/A	N/A	N/A					

(1) Facilitate delivery of the Central Square regeneration scheme: (Amber/Green)
- Transport Interchange - Following a recent Cabinet decision the Council is currently working with the developer to agree a viable proposition for delivery of the Transport Interchange.
- Government Property Unit - The developer has secured the Government Property Unit to take office space on site.
- Delivery of public realm is underway. Finalisation of contract is on hold pending an agreed accessibility position.

(2) Indoor Arena (CP): (Green)
- The Council has commissioned an Outline Business Case.
- A site selection exercise will be undertaken before Christmas to determine the preferred location.

(3) International Sports Village (ISV) – phase 2 (CP): (Green)
- The Council is negotiating a plan to deliver ISV Phase 2 with the developer and it is anticipating receipt of Heads of Terms in Q3.

(4) City Hall (CP): (Green)
- An options appraisal is currently being undertaken to go to Cabinet in due course.

Strategic Directorate Priority 4 – Commercialise key Council services to increase gross income

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green – 2	Green – 4
Wellbeing objective 4.3	Commercial and Collaboration gross income target achieved (£) (CP)	New income achieved (gross)	Annual	£459,000	n/a	Annual	n/a					
	% Customers Satisfied with the Service (CP)	Survey responses	Annual	Establish a baseline	n/a	Annual	n/a					

(1) Achieve Commercial Growth (CP): (Green)
- An improved SLA has been sent to all schools in Cardiff offering a range of Council provided services including: full arrangements for statutory obligations and cyclical maintenance, building services, cleaning services, key holding and security services, relief caretaker services and courier 'blue bag' service.

(2) Increase Customer Satisfaction: (Green)
- The overall commercial customer base is increasing.
- A gauge to measure customer satisfaction has been developed to establish a base line by the end of the year. A customer satisfaction questionnaire has been sent out by Waste and this will be followed by other areas of the Service.

(3) Operational Performance: (Green)
- The procurement of a new Building Maintenance Framework is underway.
- Tranman Fleet Management IT system implemented in CTS – this will assist in improving service delivery and achieving revenue growth.
- A new structure for CTS which will deliver a revenue generating approach to service delivery has been agreed.
- Commercial Waste – Implementation of new technology (Power Sweep and White Space) on waste collection vehicles and in the back office is reducing waste contamination at the point of collection and fewer rejects are being reported. An end of year evaluation will be undertaken to understand the impact on recycling rates.

(4) Corporate Landlord Model: (Amber/Green)
- A programme of school audits has been completed to understand the overall Statutory Building Equipment maintenance compliance of each school and the audit findings are now being entered onto the RAMIS (H&S risk management tool) to prioritise future planned and preventative maintenance visits.
- Non-Schools operational estate health and safety audits will commence in Q3.
- RAMIS software training is ongoing and planned to roll out to schools in Q4.

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(5) Customer Account Manager Model: (Green)
- Commenced recruitment process for 3 customer liaison officers who will be a dedicated schools advocate and communication channel to improve customer satisfaction.

(6) Corporate Fleet (CP): (Amber/Green)
- Developed a procurement approach for the replacement of recycling and waste collection vehicles. Cabinet considered a report late September.
- Vehicle Utilization – further work to rationalise the fleet is underway and SMT will be advised of how they can help deliver the programme in their directorates in October. The Fleet Management IT customer and internal cross-hire portal will be on line in Q4 which will further support this objective.

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Strategic Directorate Priority 5 – Achieve the statutory recycling/landfill diversion targets

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result		Quarter 2 position against the Headline Actions in the DDP (4)	Red - 0	Red/Amber - 0	Amber/Green – 2	Green – 2
The percentage of municipal waste collected and prepared for re-use and / or recycled (CP)	Waste Dataflow	Awaiting Results	61%	60.98%	58.74%	58.12%						

(1) Improve Recycling Models: (Green)
- Recycling Targets – achieving the statutory recycling target continues to be a significant challenge. The non- validated recycling result for quarter one was 58.74% which is below the Corporate Plan target of 61% (statutory target of 58%). The Service has incurred additional processing costs at the MRF primarily caused by higher third party payments associated with the treatment of glass and disposal costs for end of line materials with no market currently available for these materials.
- Automated Sorter – Completed an evaluation and contract award. This piece of equipment will sort paper and plastics and reduce the levels of contamination in each waste type to make the end product more attractive to the market place for better income per tonne.
- Following the Glass market crash in 2016, the processing of glass remains a significant cost to ensure the material is recycled. Long term solutions are being explored and will be brought forwards in the next waste strategy. As an interim officers are looking at some infrastructure changes to improve the quality of the glass recovered.
- Recycling Waste Collection Fleet – a report has been presented to Cabinet regarding procurement arrangements to replace the current Recycling Waste Collection fleet vehicles (RCVs). The new procurement arrangements will drive forward flexible higher recycling performance, improve safety and explore alternative fuels.
- Organic Waste Treatment – the Council is working with Legal to ensure a smooth transition of the contracting company for the treatment of food and green waste for both the Vale of Glamorgan Council and Cardiff Council.

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
Maximum permissible tonnage of biodegradable municipal waste sent to Landfill (CP)	Waste Dataflow	Awaiting Results	37,627	381	124	1,356
Amount of waste sent for energy recovery	Waste Dataflow	Awaiting Results	No more than 42%	41.66%	44.85%	45.39%

(2) Improve the provision of HWRC facilities: (Amber/Green)
- The new Lamby Way HWRC was officially opened in Q2 and the old Lamby Way site closed. The Lamby Way Landfill site was also closed in Q2.
- Wedal Road HWRC remains open.

(3) Deliver Re-Use Centre facilities: (Amber/Green)
- Options for Re-Use are being firmed up and an arrangement with a third sector partner will be finalised in quarter 3.

(4) Environment Bill / Strategy Requirements (Green)
- The next Recycling Strategy is being developed and planned for a Cabinet paper later in the financial year.

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Wellbeing Objective 3.2

Strategic Directorate Priority 6 – Continue to modernise the Council's estate

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
Wellbeing objective 4.3	Reduce the gross internal area (GIA) of buildings in operational use	GIA data extracted from Property Management System	0.1% / 6,426	CP: 1%	0.90%	0.1 / 8,665	7.9% / 617,593
	Reduce the total running cost of occupied operational buildings	Operational Master Schedule	0.1% / £27,942	CP:2.8%	2.2%	0.2% / £65,246	9.2% / £3,322,009
	Reduce the maintenance backlog	Operational Master Schedule	£108,135	CP: £1.3m	£3,054,000	£78,525	8.6% / £8,892,951
	Capital Income generated (cumulative)	Operational Master Schedule	£80,000	£7.3m	Annual	£80,000	£6,019,500

Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 3

(1) Property Strategy (CP): (Green)
- The Council is on track to meet the targets in the 5 year Property Strategy.
- The Corporate Asset Management Plan (CAMP) for 2017/18 will be published in Q3.
- The Corporate Landlord project is now embedded across all services of the Council.

(2) Asset Management Software: (Green)
- A business case will be presented to Investment Review Board at the end of Q3.

(3) Investment Estate Strategy: (Green)
- The Investment Board has been established and undertakes regular monitoring of estate activity.

Area	Good news	Challenges / next steps
CUSTOMERS	**Commercial Waste:** • We have increased our customer base. • We have received a good response to our new Commercial Waste customer survey issued in Q1. The survey closes at the end of September and results will be evaluated in October. **Household Waste Recycling Centres:** • Good feedback received from customers regarding the new larger HWRC at Lamby Way. **CTS:** The number of MOTs completed has increased. Feedback is positive. **TFM:** Improved collaborative work and engagement with customers. There has been a positive feedback from schools signing up to the new SLA. **Cultural Venues:** • Castle – 169,817 people have visited Cardiff Castle since April, against a target of 156,619 visitors. • New Theatre / St David's Hall – 153,376 tickets have been sold this financial year against a target of 153,312. **Corporate Landlord Model:** The Corporate Landlord Model arrangmeents and communication plans are progressing.	**Waste Collections:** • Incab technologies has been procured for domestic collections and implementation of the new kit is currently underway. This technology will reduce the number of missed collections so improving the customer experience and reducing repeat failure demand. **Household Waste Recycling Centres:** Wedal Road HWRC continues to experince noise and traffic congestion issues. **TFM:** • New Cleaning Service – decline in demand from schools requiring the provision of clearning services. • Building Services and Security has worked with partners across the Council and developed a new approach to the management of the County Hall staff car park which will be implemented in quarter three. The new approach will improve the working environment and reduce 'idle' times.

FINANCIAL
 	
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	Savings:
	• The total savings Economic Development had to find in 2017/18 at Month 5 is £1,318,000. Of this we have found £1,097,000 (83%). Leaving an unachieved amount of:-£221,000 (17%).
	• The total savings Commercial Services had to find in 2017/18 at Month 4 is £942,000. Of this we have found £838,000 (89%). Leaving an unachieved amount of £104,000 (11%).
	Cultural Venues:
	• Castle – £2,253,839 of income has been raised at the Castle againt a target of £2,021,520. It has also had an increace of 13,198 new attendences. In addition to admission fees, this has been achieved mainly through relaxed access arrangments, spend on Welsh Banquets, tours, retail and catering.
	• New Theatre / St David's Hall – The total amount of retained income for the two venues is £681,543, this is 3.7% better than the target set for April to August.
		In Year Spend:
		• The service is currently projecting an overspend in month 6 of circa £350k which largely relates to unexpected costs associated with the Old Library, ongoing costs associated with the taxi marshalling service and accounting alignments associated with St David's Hall/New Theatre and Major Projects.
		Recycling Waste Management:
		• The MRF budget deficit position continues to be high risk caused by several factors:
		  - an increase in the amount of waste being processed due to a positive demographic growth in the city;
		  - increased costs to process some recycling martials, such as glass, due to weak markets;
		  - reducing income from global recycling markets and pending market price shifts in global recycling capacity for paper and plastics in China.
		CTS: Current budget insufficient to replace fleet of vehicles.
		TFM: Building Revenue Budgets – management of sufficiency of budgets will be taken forward under the Corporate Landlord Model.

INTERNAL PROCESSES	**Digitisation:** • RAMIS –Software purchased and installed. • TRANMAN - Software purchased and installed. • Incab – system procured and units fitted into the vehicles. • Taco master – new system implementation to improve driver compliance and control. • Asset Management Software – business case to be considered at the Investment Review Board in quarter 3.	**Digitisation:** • RAMIS –roll system out to customers and schools in quarters 3 and 4. • TRANMAN – Resolve snagging with developer and roll system out to customers and schools in quarters 3 and 4. • Incab – building the back office systems, integration and work force training planned for quarter 3. • Asset Management Software – budget needed for property software.
EMPLOYEE & WORKFORCE	**Strategic Estates –** completed restructure of the team to deliver CAMP targets. **Tourism –** commenced implementation of a new re-structure. **Commercial Services Structures:** • CTS restructure – consultation nearing completion. • Building Services restructure – consultation underway. • Customer Account Manager Model – recruitment commenced for 3 Customer Liaison Officers. **Workforce Planning:** The new Council Workforce Planning pilots have been completed in Cleaning, Building Support, Building Maintenance and Pest Control. **Occupational Road Risk Working Group:** Working group set up to improve Council management of risks related to work related driving. **Employee Survey:** Following consultation with staff Employee Survey Next Steps action plans have now been agreed and are being progressed.	**Tourism –** establish new structure. **Commercial Services Structures:** • CTS restructure – implementation of structure. • Building Services restructure – complete consultation and implement. • Corporate Landlord Model – develop financial and resource structures. • Recycling Waste Management – feeding in the directorate changes / corporate restructures to staff. **Occupational Road Risk Working Group:** Sub Group set up to develop draft policy in quarter 3. **Employee Survey:** Implement agreed Employee Survey Next Steps action plans. A new approach to the management of the County Hall staff car park will be implemented in quarter three. This will improve the work environment and staff time management.

Directorate: Education and Lifelong Learning	**Director:** Nick Batchelar	**Number of Employees (FTE):** 590	**Cabinet Member:** Cllr Sarah Merry

Strategic Directorate Priority 1 – *Improve educational outcomes for children and young people, particularly at Key Stage 4, through improved school leadership, teaching and learning, and curriculum development*

Measures (CS) = Currently Secure data (NYA) = Not Yet Available (NA) = Not Applicable (p)= Provisional year end data * (LLC = Language, Literacy & Communication)	**CP Corp Plan**	**Supporting Information**	**Q2 2017-18 Result** *(2016-17 AY)*	**Year End 2017-18 Target** *(2016-17 AY)*	**Q2 2016-17 Result** *(2015-16 AY)*	**Q1 2017-18 Result** *(2016-17 AY)*	**2016-17 Result** *(2015-16 AY)*
% pupils achieving Level 2+ at Key Stage 4	√	-	57.7% (P)	*2016/17 KS4 Targets no longer valid – year 0 due to changes to assessment framework*	Not comparable	Not comparable	Not comparable
% pupils achieving Level 2 at Key Stage 4	√	-	69.8% (P)		Not comparable	Not comparable	Not comparable
% pupils achieving Level 1 at Key Stage 4	√	-	93.2% (P)		Not comparable	Not comparable	Not comparable
The new Capped Points Score Key Stage 4 *(CAP 9)*	√	-	Not yet collected	*New Measure for 2016/17*	Not yet collected	Not yet collected	Not yet collected
% pupils leaving Key Stage 4 with No Quals *(including EOTAS pupils)*		33 pupils 2015/16	Q3	0.5%	N/A	N/A	1%
% pupils achieving CSI at Key Stage 3		-	86.2%	88%	N/A	86.2% (P)	86.6%
% pupils achieving CSI at Key Stage 2	√	-	89.4%	90%	N/A	86.2% (P)	89.5%
% pupils achieving Foundation Phase (FP) Outcome Indicator		-	88.5%	89%	N/A	88.5% (P)	88.9%
% pupils achieving O5 in *LLC (FP) in Welsh	√	-	92.1%	93.5%	N/A	92.1% (P)	93.1%
% pupils achieving L4 in Welsh 1st Lang. KS2	√	-	92.8%	96%	N/A	92.8% (P)	96.1%
% pupils achieving L2 qual. In Welsh 1st Lang. KS4	√	-	83.2% (P)	82%	N/A	N/A	79.8%
% pupils achieving L2 qual. In Welsh 2nd Lang. KS4	√	-	NYA	83.5%	N/A	N/A	83.2%
% Attendance -Primary	√	-	95%	95%	95%	95.12% (May 17)	95%
% Attendance -Secondary	√	-	94.2%	95%	94.5%	94.18% (May 17)	94.5%

Quarter 2 position against the Headline Actions in the DDP (2)

Red -	Red/Amber -	Amber/Green –	Green –

This year has seen the introduction of a new set of GCSE qualifications in Wales for mathematics, numeracy, English language, Welsh language, English literature and Welsh literature. New rules for reporting school performance measures have also been introduced. These changes have made a significant difference to the results, particularly in the Level 2+ (5 GCSEs A*-C including English or Welsh and Mathematics) and Level 2 (5 GCSEs A*-C) thresholds. This means that 2017 performance cannot be compared with previous years', or to the 2016-17 target. National data will provide a clearer picture of the performance position in Cardiff.

In the **Foundation Phase**, the rate of improvement over the last four years in Cardiff is greater than across the Central South Region and Wales as a whole. Performance at the expected level (Foundation Phase Indicator) is 88.5%, a 0.4ppt decrease compared to 2015-16 but above the Welsh average of 87.3%. Results in language, literacy and communication (Welsh and English) and Mathematical Development decreased, by 1.2ppt or less. Performance in Personal, Social Cultural Diversity and Well-being Development improved by 3.6ppt. Performance in all four areas of learning are above the Welsh averages.

In **Key Stage 2**, the rate of improvement over the last four years in Cardiff is largely the same as that in the Central South Region and slightly greater than across Wales as a whole. Performance at the expected level (Core Subject Indicator) is 89.4%, a 1.0ppt decrease compared to 2015-16 and marginally (0.1ppt) below the Welsh average. Performance in English decreased by 0.2ppt and in Welsh by 3.3ppt, Mathematics stayed the same and Science improved slightly. Performance in English and Science are marginally below the Welsh averages, by no more than 0.5ppt.

At **Key Stage 3**, the rate of improvement over the last four years in Cardiff is slightly less than across Wales as a whole. Performance in the expected level (Core Subject Indicator) is 86.2%, a 0.4ppt decrease compared to 2015-16 and 1.2ppt below the Welsh average of 87.4%. Performance in English improved by 0.3ppt and in Welsh by 2.3ppt. Performance in Science stayed the same (93.7%) and Mathematics decreased by 1.5ppt. Performance in Welsh and Science are above the Welsh averages.

At **Key Stage 4**, provisional results show that 57.7% of pupils in Cardiff secondary schools achieved the Level 2+ threshold (5 GCSEs A*-C, including mathematics and English or Welsh). 69.8% of pupils achieved the Level 2 threshold (5 GCSEs A*-C) and 93.2% achieved the Level 1 threshold (5 GCSEs A*-G). Early indications suggest that Cardiff is the second highest in the Central South Consortium for the Level 2+ and Level 2 threshold, and one of the lowest for the Level 1 threshold.

At **Key Stage 5**, provisional results have shown an increase in the number of A* to A grades and an overall pass rate in line with 2015-16. Cardiff remains above the Central South averages for both indicators, based on indicative figures.

The Annual Performance Report of Cardiff Schools will be published in January 2018.

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Wellbeing objective 1.1

Strategic Directorate Priority 2 – *Close the attainment gap for pupils from low-income families, children who are looked after, pupils educated other than at school, and pupils entering Cardiff with English as an additional language*							
Measures	**CP** Corp Plan	**Supporting Information**	**Q2 2017-18 Result** *(2016-17 AY)*	**2017-18 Target** *(2016-17 AY)*	**Q2 2016-17 Result** *(2015-16 AY)*	**Q1 2017-18 Result** *(2016-17 AY)*	**2016-17 Result** *(2015-16 AY)*
Year 11 EOTAS Pupils (all pupils attending an alternative provision, inc. PRU): - % Level 2+ at KS4 - % Level 2 at KS4 - % Level 1 at KS4 - % No Quals at KS4		*NYA*	Q3	*2016/17 KS4 Targets no longer valid – year 0 due to changes to assessment framework*	N/A	N/A	4% 4% 17.3% 12%
Year 11 EOTAS Pupils (all pupils not on the roll of a Cardiff School or the PRU): - % Level 2+ at KS4 - % Level 2 at KS4 - % Level 1 at KS4 - % No Quals at KS4		*NYA*	Q3		N/A	N/A	0% 0% 13% 25%
Children Looked After (attending a Cardiff school or the PRU as at PLASC date): - % Foundation Phase OI - % CSI at KS2 - % Level 2+ at KS4 - % Level 2 at KS4 - % Level 1 at KS4 - % No Quals at KS4		*2017-18* *11 of 16* *18 of 23* *1 of 23* *6 of 23* *12 of 23* NYA	*2017-18* 68.75% 78.26% 4% (P) 26% (P) 52% (P) NYA	75% 78%	N/A	N/A	88.9% 68.2% 17.9% 46.4% 71.4% 0%
Children Looked After by Cardiff Council (attending any educational placement as at PLASC date): - % Foundation Phase OI - % CSI at KS2 - % Level 2+ at KS4 - % Level 2 at KS4 - % Level 1 at KS4 - % No Quals at KS4	 √ √ √ √ √ √	*2017-18* 14 of 26 23 of 30 0 of 53 6 of 53 18 of 53 NYA	53.85% 76.7% 0% (P) 11% (P) 34% (P) NYA	73.3% 78%	N/A	N/A	71.4% 70.4% 15.2% 32.6% 54.3% 3%
eFSM pupils - % Level 2+ at KS4	√	-	30.8% (P)	*2016/17 Targets no longer valid – year 0 due to changes to assessment framework*	Not comparable	Not comparable	Not comparable
Non FSM pupils - % Level 2+ at KS4	√	-	64.5% (P)		Not comparable	Not comparable	Not comparable
eFSM pupils - % CSI at KS2	√	-	79.1%	80.6%	N/A	N/A	78.8%
Non FSM pupils - % CSI at KS2	√	-	92.1%	93%	N/A	N/A	92.5%
eFSM pupils - % Attendance: -Primary -Secondary		-	Q3	93.1% 91%	NA	NA	92.9% 90.7%
Pupils with English as an Additional Language: - % Foundation Phase OI - % CSI at KS2 - % Level 2+ at KS4		-	Q3	87% 89% 66%	N/A	N/A	86.6% 88.4% 63.9%

Quarter 2 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber - 3	Amber/Green – 3	Green – 1

Pupils eligible for Free School Meals
The difference in the performance of **eFSM** and **nFSM** pupils is smallest in the Foundation Phase and largest at Key Stage 4. Indicative figures show that the gap in attainment of eFSM and nFSM is smaller in Cardiff than across Wales in the Foundation Phase (13.9ppt Cardiff/14.3ppt Wales) and at Key Stage 2 (13ppt Cardiff /14.3ppt Wales). At Key Stage 3, the gap is slightly larger in Cardiff than across Wales (22.8ppt Cardiff/20.4ppt Wales). In the Level 2+ threshold at Key Stage 4, indicative figures show that Cardiff's eFSM pupils are the highest performing in the Central South Region.

Approaches to highlighting and transferring best practice in the use of the Pupil Deprivation Grant need to be strengthened.

Pupils Educated Other Than At School (EOTAS)
Cathays High School has been commissioned to manage the Pupil Referral Unit and additional places have been established to increase Key Stage 4 provision. The Quality Assurance Framework for provider placements has been designed ready for implementation.

Children who are looked after
Work is ongoing to better co-ordinate services to improve educational outcomes for looked after children, for example in Literacy and Numeracy support teams. However, provisional end of Key Stage results show that outcomes for this group of learners remain far too low. Of the 2016-17 year six Corporate Parent cohort, 53.3% have an additional learning need (statement, school action plus or school action), the corresponding figure for year 11 is 81.1%.
A Looked After Children's Education Co-ordinator has now been recruited.

Pupils with English as an additional language
Performance of pupils with English as an additional language for 2016-17 will be available in quarter three. Planning for a regional conference in March 2018, involving schools and partners, is underway and this will provide a forum to share good practice. Closing The Gap officers are working with Welsh Government to ensure accurate and robust collection of EAL data (as part of the Needs Assessment Survey) in schools.

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Wellbeing Objective 1.1

Strategic Directorate Priority 3– *Improve provision for children and young people with additional learning needs, through implementation of the new Statutory framework for Additional Learning Needs*

Measures	CP Corp Plan	Supporting Information	Q2 2017-18 Result (2016-17 AY)	2017-18 Target (2016-17 AY)	Q2 2016-17 Result (2015-16 AY)	Q1 2017-18 Result (2016-17 AY)	2016-17 Result (2015-16 AY)
% SEN pupils ach. **Foundation Phase OI**: - Statemented - School Action Plus - School Action		*NYA*	*Q3*	17% 46% 74%	N/A	N/A	16.7% 45.3% 73%
% SEN pupils ach. CSI, **at Key Stage 2**: - Statemented - School Action Plus - School Action		*NYA*	*Q3*	18% 52% 80%	N/A	N/A	16.7% 50.0% 79.2%
% of SEN pupils ach. CSI, at **Key Stage 3**: - Statemented - School Action Plus - School Action		*NYA*	*Q3*	26.5% 50.9% 70.3%	N/A	N/A	25.6% 50.9% 70.3%
% of SEN pupils ach. Level 2+ **Key Stage 4** - Statemented - School Action Plus - School Action		*NYA*	*Q3*	*2016/17 Targets no longer valid – year 0*	N/A	N/A	16.5% 19% 31%
Fixed term exclusions per 1000 pupils (5 days or fewer) Primary Secondary	Year end 16/17 244 excs 950 excs	Year end 16/17 8.9 48	9.0 48	N/A	N/A	9.38 55.3
Fixed term exclusions per 1000 pupils (6 days or more) Primary Secondary	Year end 16/17 4 excs 40 excs	Year end 16/17 0.16 2.39	0.15 0.8	N/A	N/A	0.2 0.91
Average days lost Exclusions (FTE 5 days or fewer) Primary Secondary	Year end 16/17 240 excs 909 excs	Year end 16/17 1.57 1.73	1.5 1.4	N/A	N/A	1.57 1.55
Average days lost Exclusions (FTE 6 days or more) Primary Secondary	Year end 16/17 35 days 412 days	Year end 16/17 8.75 10.3	8.0 9.0	N/A	N/A	9.3 12.63

Quarter 2 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 3

There continues to be a significant increase in the number of children and young people with Additional Learning Needs (ALN) and Cardiff does not have enough specialist provision. As a result of this, too many young people are being placed out of area or are not able to access appropriate full time education within the city. An audit of ALN trends and future demand for specialist places has been completed to inform the prioritisation of the Band B School Organisation Programme.

The Cabinet report (October 2017) sets out challenges in relation to an approach to the development of Additional Learning Needs (ALN) provision, including the development of new, and the remodelling of existing provision in Cardiff schools.

An Additional Learning Needs (ALN) strategy is being developed and progress will be monitored by a group of head teachers, officers, governors, and other partners including the University Health Board.

The ALN funding formula has been updated and revised, following consultation with schools and partners, to reflect the current needs of children and young people in Cardiff.

School ALN Co-ordinators and officers are delivering training to school staff on the implications of the new Statutory framework.

Strategic Directorate Priority 4– *Ensure there are sufficient and high quality school places to meet the population growth in the city, through planned expansion and the upgrade of the existing school estate via the School Organisation Programme*

Measures	CP Corp Plan	Supporting Information	Q2 2017-18 Result *(2016-17 AY)*	2017-18 Target *(2016-17 AY)*	Q2 2016-17 Result *(2015-16 AY)*	Q1 2017-18 Result *(2016-17 AY)*	2016-17 Result *(2015-16 AY)*
% children securing 1st choice of school: Primary (CP) Secondary (CP)	√ √	-	Sept 2017 **89.75%** **76.21%**	80% 70%	N/A	For Sept 2017 89.75% 76.21%	Sept 2016 86% 76%
% children securing one of 1st three choices of school: Primary (CP) Secondary (CP)	√ √	-	Sept 2017 **93.86%** **81.82%**	90% 90%	N/A	For Sept 2017 93.86% 8.82%	Sept 2016 93% 85%
The number of pupils enrolled in Welsh medium education aged 4 – 18 years	√	-	Jan 2017 **7,272**	Jan 2017 7,222	N/A	N/A	Jan 2016 7,010

Quarter 2 position against the Headline Actions in the DDP (2)

Red - 0	Red/Amber - 3	Amber/Green – 5	Green – 3

The construction of Ysgol Hamadryad is due to start on schedule, in quarter three. Howardian and Ysgol Glan Morfa Primary School buildings are also progressing well.

A transition plan for learners to the new Eastern High has been prepared and the first phase of occupation is due to take place over the Christmas holidays. The Joint Committee has been established and contractual agreements including catering, cleaning and ICT are in place.

Cardiff West Community High School opened on the 4th September on the old Michaelston Community College site. Planning permission has been granted and construction has commenced on the new building, which is due for completion in December 2018.

A business case for the Band B 21st Century Schools programme was submitted to Welsh Government in quarter two. Discussions have taken place regarding the prioritisation of schemes and a decision regarding the amount of funding available is expected in quarter three.

An Asset Management strategy is being developed within the framework of Corporate Landlord proposals to address condition/suitability issues, property management and systems architecture.
A bid for an additional £20m has been submitted, but affordability remains a concern.
There are now three high schools in Cardiff that are classed as "D", which means that they are at the end of life in terms of their condition. A large proportion of primary, secondary and special schools are classified as "C" condition, which means that they are exhibiting major deterioration. This represents 46% of the overall estate.

Wellbeing objective 1.1

Strategic Directorate Priority 5– *Recruit, retain and develop the best people to lead and work in our schools and education settings to secure a high quality workforce at all levels*

Measures	CP Corp Plan	Supporting Information	Q2 2017-18 Result *(2016-17 AY)*	2017-18 Target *(2016-17 AY)*	Q2 2016-17 Result *(2015-16 AY)*	Q1 2017-18 Result *(2016-17 AY)*	2016-17 Result *(2015-16 AY)*
The proportion of schools where **Leadership** is judged by Estyn to be **good or excellent** on a three year rolling basis - **Primary** -**Secondary** -**Special**		30 of 39 3 of 11 1 of 3	Year end 16/17 **77%** **27%** **33%**	85% 55% 85%	N/A	N/A	74% 33% 25%
The percentage of schools, inspected by Estyn, judged to have **good or excellent teaching** on a three year rolling basis -**Primary** -**Secondary** -**Special**		30 of 39 3 of 11 2 of 3	Year end 16/17 **77%** **27%** **67%**	85% 55% 85%	N/A	N/A	71.4% 33.3% 75%

Quarter 2 position against the Headline Actions in the DDP (2)

Red - 0	Red/Amber - 0	Amber/Green – 4	Green – 0

The Local Authority is working closely with the Consortium and Governing Bodies to continue to drive up the quality of leadership and teaching in Cardiff schools. Progress can be observed by the increasing number of 'Green' schools in the Annual National School Categorisation process.
However, a small number of schools inspected in the last 3 years are continuing to address recommendations to improve teaching and leadership.

Of the Teach First participants allocated to the Central South region, almost 50% have been allocated to a Cardiff school. In the summer term, participants were asked to complete a survey evaluating their experience and confidence in specific areas of development. The responses to the survey were positive, with the quality of the school centred learning placement in preparing for the classroom rated 100% by all Welsh participants. Preparedness for taking responsibility for pupil safeguarding was also rated 100%.

Plans to establish a National Academy by Spring 2018 are underway. The ambition is to prepare all leaders in the Welsh education system with the right skills and knowledge to benefit pupils:

-    Allowing fair access for teachers to develop their leadership skills

Wellbeing objective 1.1

									- Using the latest evidence and research on how leadership in schools makes a difference - Developing current leaders in schools while identifying future leaders The Academy is part of a range of reforms including changes to Initial Teacher Training, proposals to revamp teaching standards and new accreditation criteria for initial teacher training providers. Workforce planning will continue to be a key focus, within the context of the growing population in the city.

Strategic Directorate Priority 6– *Work with the Central South Consortium to further develop the capacity of the school system to be self-improving*

Measures	CP Corp Plan	Supporting Information	Q2 2017-18 Result (2016-17 AY)	2017-18 Target (2016-17 AY)	Q2 2016-17 Result (2015-16 AY)	Q1 2017-18 Result (2016-17 AY)	2016-17 Result (2015-16 AY)
Number of schools in Estyn follow up: -Estyn monitoring -Significant improvement -Special measures	√ √ √	- - -	September 2017 **7** **2** **4**	5 0 0	N/A	July 2017 6 2 5	*July 2016* 7 3 3
% schools categorised as **'Green'** by WG: -Primary -Secondary -Special	√ √ √	- - -	*Jan 2018* Q4 Q4 Q4	*Jan 2018* 40% 30% 63%	N/A	N/A	*Jan 2017* 36% 26% 57%
The number of schools with **less than 50%** of pupils achieving the **level 2+ threshold**		-	7 schools	L2+ target no longer valid - year 0	N/A	N/A	Not comparable
% of schools inspected where **Standards** are judged by Estyn to be **good or excellent** on a three year rolling basis - **Primary** -**Secondary** -**Special**		28 of 39 4 of 11 2 of 3	Year end 16/17 **72%** **36%** **67%**	*(2016/17 AY)* 85% 55% 85%	N/A	N/A	*(2015/16 AY)* 71% 44% 75%
% of schools, inspected where **Capacity to Improve** is judged by Estyn to be **good or excellent** on a three year rolling basis -**Primary** -**Secondary** -**Special**		30 of 39 3 of 11 1 of 3	Year end 16/17 **77%** **27%** **33%**	*(2016/17 AY)* 85% 55% 85%	N/A	N/A	*(2015/16 AY)* 74% 33% 25%
The number of schools running recurrent deficit budgets		-	11	10	N/A	10	14
The % governor vacancies Cardiff schools Local Authority vacancies All vacancies		28 positions 214 positions	**7.16%** **10.48%**	6% 7.5%	N/A	7.59% 8.64%	6.9% 8.1%

Quarter 2 position against the Headline Actions in the DDP (2)	Red – 0	Red/Amber - 1	Amber/Green – 3	Green – 1

As at September 2017, there are thirteen schools in an Estyn Category. In quarter two, two primary schools' have gone into an Estyn category (one into Estyn monitoring and one into Special Measures). Two have been removed from Special Measures (following closure). The local authority, in partnership with the consortium, is continuing to monitor the progress of all schools causing concern.

The self-improving school system (Peer Enquiry, School Improvement Hubs, Pathfinders and School Improvement Groups) is maturing in respect of the scope and the depth of the collaborative work being undertaken, but further work needs to be done to ensure that there is a strategic and robust approach to building capacity within the system, for example through role responsibilities, resources etc.

There has been an increase in the number of governor vacancies from 178 in quarter one to 214 in quarter two, and 28 of these vacancies are for LA governors. The LA governor panel have met and 21 new LA governors have been appointed. Recruitment will continue for the remaining positions.
Strengthening the role of governors remains a priority and the take-up of online training continues to rise. Recruitment of clerks has been undertaken and training has been provided. Support for existing clerks is now being planned.

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Wellbeing Objective 1.1

Strategic Directorate Priority 7– *Build effective partnerships between schools, business, the voluntary sector and wider public services and communities to enrich the school curriculum and strengthen school governance.*

Wellbeing objective 1.1, 3.3 & 4.1

Measures	CP Corp Plan	Supporting Information	Q2 2017-18 Result (2016-17 AY)	2017-18 Target (2016-17 AY)	Q2 2016-17 Result (2015-16 AY)	Q1 2017-18 Result (2016-17 AY)	2016-17 Result (2015-16 AY)
The number of young people in Cardiff, aged 16-18 years old, known not to be in education, employment or training (Careers Wales Tier 2 & 3) (CP)	√	-	**362** out of 7250	300	N/A	N/A	426
% Year 11 Leavers making successful transition to EET (October Careers Wales)	√	Oct 2016 leavers 100 young people NEET	Q3 prov Q4 final	97.5% (2.5% NEET)	N/A	N/A	97% (3% NEET)
% Year 13 Leavers making successful transition to EET (October Careers Wales)	√	Oct 2016 leavers 45 young people NEET	Q3 prov Q4 final	98% (2% NEET)	N/A	N/A	96.9% (3.10% NEET)
Number of Schools with Strategic Business Partner							
Number of Schools with 'Rights Respecting Schools Award'							
% children in each 'age related development category' - per Foundation Phase Baseline Ass't in Reception at Age 4 **Language, Literacy & Communication (Welsh) (English)** - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months			Q4	*New suite of Measures from Foundation phase baseline profile introduced in 2015/16 academic year. No targets appropriate at present. Assessing baseline.*			*2015/16 AY* 43.52% 17.57% 35.95% 32.98% 16.45% 42.43% 2.77% 4.65%
Mathematical Development - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months			Q4				15.42% 36.26% 41.36% 4.60%
Personal & Social Development - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months			Q4				10% 26.88% 46.12% 15.26%
Physical Development - % 6 – 24 months - % 24 – 36 months - % 36 – 48 months - % 48 – 72 months			Q4				5.78% 22.03% 47.77% 22.77%

Quarter 2 position against the Headline Actions in the DDP (2)	Red - 1	Red/Amber - 2	Amber/Green – 2	Green – 1

Child Rights Partners Programme
Unicef have provided training for officers and elected members over the course of the quarter and the operational group is well established. A stakeholder discovery event has taken place to develop the vision and a three year action plan, which will be in place by February 2018.

Cardiff Commitment
Further progress has been made in the delivery of the 'Cardiff Commitment' to youth engagement and progression. 140 businesses in Cardiff have expressed an interest and 75 have provided a pledge to date. Work is ongoing to establish appropriate brokerage models to match employer offers with the needs of schools, children and young people.
Provisional NEET figures for 2017 leavers will be available in quarter three.

Families First
An Education-led proposal to inform the re-commissioning of Families First has been completed and is being considered by Education Management Team. This includes a service proposal, completed in consultation with schools, based on the deployment of 'Early Help- Family Support Workers' on a cluster basis. A proposal for extending Flying Start parenting services pan Cardiff has been also developed, and additional work to extend for services 0-16years is underway.

Summer Healthy Eating Project
The Summer Healthy Eating programme was delivered in 13 sites in Cardiff for children across 21 schools. An evaluation is scheduled for quarter three.

Strategic Directorate Priority 8- *Improve the range and quality of services provided to schools by the Education directorate*

Wellbeing objective 4.2 &4.3

Measures	CP Corp Plan	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	Year end 2016-17 Result
Revenue budget savings		-	£2.021m	£2.371m	£2.838m	£2.321m	£2.653m
Trading position		-					
Catering Services			£0.000m	£0.000m	£0.102m	£0.000m	(£0.042m)
Storey Arms			£0.000m	£0.000m	£0.011m	£0.000m	£0.027m
Music Service			£0.000m	£0.000m	£0.075m	£0.000m	£0.109m
Sickness Absence		-	4.91 days	7 days	5.24 days	2.72 days	11.86 days
PPDR compliance - Initiate objectives - Half yearly review - Full year review		- - -	Q3 half yearly review	100% all	63%	89% (initiate)	77% (full yearly review)

Quarter 2 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber - 1	Amber/Green – 3	Green – 4

Budget & Trading

An online pay system in Bryn Deri Primary School for school meals has been piloted and evaluated. Further pilots and an examination of an extension to the Secondary system will be arranged across Cardiff in the Autumn term.

Each of the three major trading elements within the Education Directorate now operate on a net nil budget position. For the 2017/18 financial year both the Schools Meals service and Storey Arms are projected to at least achieve a balanced position. The Music Service is current projected to be operating on a deficit of £161k. This position is expected to improve significantly by the end of the financial year.

The online portal for schools to purchase services from the Local Authority is now accessible to all Cardiff schools and their Governing Bodies. The portal will be further developed to enable all schools to access training opportunities and be used as a communication tool for both schools and all school based staff. Further training courses and drop in sessions for school staff are planned for later in the Autumn term. An additional module has also been purchased to enable Governing Bodies to facilitate and resource their meetings via a web based online tool.

Sickness Absence

As at the end of September, the average days lost per employee due to sickness is 4.91, with a projection of 10.80 for the end of the financial year. The average days lost in quarter two in 2016-17 was 5.24 days, with a projection of 11.53 days.

A Directorate wide action plan has been agreed and is being followed through to assist in the management of all absences.

Area	Good news	Challenges / next steps
CUSTOMERS	• Opening of Cardiff West Community Community High School on 4th September. • The Creative Education Partnership has been successful in securing a Partnership award which will be presented at Cardiff and Vale College on 4th October. • Provisional 2016-17 Key Stage 4 results show that Cardiff's Level 2+ (5 GCSEs A*-C inc E/W/M and Level 2 threshold (5 GCSEs A*-C) is above the Welsh average (Level 2+ 58%/55%, Level 2 69%/67%). • School/Business engagement continues to improve through the The Cardiff Commitment. 140 Employers in Cardiff have expressed an interest, 75 of which have provided a pledge.	• There are still too many young people not achieving the Level 1 threshold (5 GCSEs A*-G). Provisional Key Stage 4 results show that Cardiff's performance in this indicator is below the Welsh average (93%/94%). • Improvements in the performance of pupils eligible for free school meals at all key stages, and closing of the gap with their peers. • Improvements in the performance of Looked After Children and EOTAS (Educated Other Than At School) learners. • Continuing to reduce cross-city variation. • Continuing to reduce the proportion of year 11 leavers who are not in education, employment or training (NEET). The Annual Performance Report of Cardiff Schools will be published in January 2018.
FINANCIAL	• School Budgets: The overall level and number of school deficits has decreased. At the end of the 2016-17 financial year there were 14 schools in deficit compared to 22 the year before. In quarter 2, there has been a further reduction to 11 schools in deficit. • A bid for Welsh Government funding for different models of teacher absence funding through cluster working has been successful (c £360k). Officers are working with Fitzalan High School and the 9 primary transition cluster schools in the pilot. • For the 2017/18 financial year both the Schools Meals service and Storey Arms are projected to at least achieve a balanced position.	• Reducing the out of county spend and achieving savings targets remain a key challenge. • There is significant pressure on the Special Educational Needs budget within the delegated school budget, particularly in relation to complex needs enhancement. • Progressing Finance Model for Band B, 21st Century school proposals. • Delivering the Capital Programme for 2017/18 to prioritise projects that need to address condition and suitability by March 2018. • Resources to deliver the 'Cardiff Commitment' to youth engagement and progression are being reviewed as the programme develops momentum.
INTERNAL PROCESSES	• The online portal for schools to purchase services from the Local Authority is now accessible to all Cardiff schools and their Governing Bodies. The portal will be further developed to enable all schools to access training opportunities and be used as a communication tool for both schools and all school based staff. • Work is ongoing to develop the Vulnerability Assessment profile to include a wider range of characteristics. Consultation with schools will begin in the autumn term. • The ALN funding formula has been updated and revised, following consultation with schools and partners, to reflect the current needs of children and young people in Cardiff. • The Education Welfare team have issued a revised referral criteria and new assessment process as of September 2017.	• The directorate is currently exploring opportunities to better integrate pupil data through a single Education Management System, which will deliver increased efficiency and significantly enhanced information sharing and reporting potential. This would contribute great strides towards the Council's digital ambitions. • Improving business change processes associated with new digital services to ensure adequate testing and performance before going live.
EMPLOYEE & WORKFORCE	• Early indications show improvements to sickness absence compared to last year. • In July, a whole service meeting was held in Cardiff City Stadium. Employees reflected on achievements and challenges over the past year which will inform an action plan on Employee Voice. • In September 2017, 16 new or acting heads have started in a Cardiff school.	• Ongoing difficulties in recruiting school staff in the Welsh medium and Catholic sector • Raising compliance with the new Personal Review Process – half yearly review compliance will be available in quarter 3. • Continuing to reduce staff sickness levels. • Schools Employee Survey – analysis will be available in quarter 3.

QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT					
Directorate: Governance & Legal Services		**Director: Davina Fiore**		**Number of Employees (FTE): 95**	**Cabinet Member: Cllrs Huw Thomas & Chris Weaver**

Strategic Directorate Priority 1 – To ensure the Council's decision making process is timely, inclusive, open, honest and accountable. *[7 Headline Actions]*

Measures	Supporting Information	Q2 2017-18 Result	Year End 2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
The number of 'live' webcast hits. Full Council. [CP]		260	1,200	648	110	1849
The number of 'live' webcast hits. Planning Committee. [CP]		175	600	75	52	1001
The number of 'live' webcast hits. Scrutiny. [CP]		7	400	Scrutiny started webcasts in Dec 2016	0	119
The percentage of draft committee minutes published on the Council website within 10 working days of the meeting being held. [CP]	18/22	82%	80%	82.6%	75%	75%
The number of external contributors to Scrutiny meetings. [CP]		55	140	New PI for 2017-18	65	New PI for 2017-18

Wellbeing objective 4.2

Quarter 2 position against the Headline Actions in the DDP (6)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 5

Develop effective Scrutiny arrangements Green
- Scrutiny Induction programme delivered as part of the new member induction programme.
- Worked with Officers and Members to deliver joint working across functions, including Joint Committee meetings as required.
- Work undertaken to develop and agree scrutiny committee work programmes, to be agreed at September committee meetings

Implement the findings of the review of Scrutiny project
This headline action has been deleted/removed following Annual Councils decision to maintain the status quo for Scrutiny Committees during 2017-18

Complete the transfer of the Member Enquiry Service to the Member Services Team Green
All members of staff are now in post. Currently liaising with ICT to discuss improvements to the system.

Deliver the Member Induction Programme following the elections in May Green
All essential training is nearly complete for all members. Phase 2 of the training programme is in place for the Autumn. WLGA new member training is being promoted to all new members.

Review Constitutional arrangements Green
A programme of work is being developed with committee members to ensure that procedures are fit for purpose. Benchmarking is being carried out with Core Cities and two urban Welsh Authorities.

Ensure all new policies and budget proposals have supporting Equality Impact Assessments (EIAs) Green
Forward plan has been reviewed and EIA's have been identified and communicated to directorates.
Budget saving proposals reviewed and EIAs required identified and communicated to directorates

Implement year two of the Council's second Strategic Equality Plan 2016-2020 Amber/Green
Generic directorate wide draft actions have been identified; awaiting confirmation of suitability, once this has been agreed we will work with directorates to implement these.
Work has been ongoing to meet the objectives identified within the strategic equality plan

Strategic Directorate Priority 2 – To ensure that the Council delivers its services within the confines of legislation. *[3 Headline Actions]*

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 3

To review and update, as necessary, the Council's Contract Standing Orders and Procedure Rules, following the County Council elections in May Green
New Contract Standing Order and Procedure rules drafted. These will be subject to internal scrutiny and challenge by Legal and Procurement colleagues. The new rules will be considered by the Constitution Committee in the current municipal year and the intended implementation date is 1st April 2018.

Prepare for County Council and Community Council Elections Green
The accounts for both the council and parliamentary elections are being prepared. However, there are queries outstanding to be clarified. Accounts are on schedule to be submitted by the deadline in December 2017

Deliver the Voter Registration Campaign Green.
Activity is ongoing to deliver the Voter Registration Campaign. A plan is in place to engage with students once they have settled into accommodation and following fresher's week.

Strategic Directorate Priority 3 – To support the Council in meeting the requirements of the Welsh Language Standards. *[3 Headline Actions]*
(Including the Commitment under Well-being objective 3.4 - Work with partners to double the number of Welsh speakers in Cardiff by 2050 through the Bilingual Cardiff Strategy, in line with Welsh Government's vision.)

Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
The number of complaints of breaches of the Welsh Language Standards that are confirmed as **breached** by the Welsh Language Commissioner. [DP]	**2 new complaints** were received. **3 provisional decisions** were received confirmed that the Council had breached standard(s) **3 final decisions** were which confirmed that the Council had breached standard(s	6	N/A	Annual	3	4
The number of complaints of breaches of the Welsh Language Standards that are confirmed as **not breached** or are **discontinued** by the Welsh Language Commissioner. [DP]	2 complaints received and dismissed / not started, as Cardiff Council was not responsible for the service in question	2	N/A	Annual	1	5
Number of Council staff who have attended and completed Welsh Language **Awareness training**. [DP]	There were 39 completions of the online Welsh language awareness training. 28 staff from Social Services attended Welsh language awareness face to face training during this period.	67	N/A	Annual	74	800
The number of Council employees undertaking Welsh Language **training**. [CP]	71 attended Welsh Taster sessions 7 completed Welsh for Adults courses	78	N/A	Annual	6	184
Number of words translated for Cardiff Council by Bilingual Cardiff. [DP]	2385 translation requests	2,327,231	N/A		2,144,062	New
Number of words translated for other authorities/organisations by Bilingual Cardiff. [DP]	943 translation requests	497,513	N/A		550,834	New

Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 3

Lead on the Implementation of the Welsh Language Standards across all Council Directorates and prepare Annual Monitoring Report to meet legislative requirements Green
The Implementation Plan has been drafted and will be circulated to the Management Team before the end of September, to be agreed.

Implement the city wide Bi-lingual Cardiff Strategy 2017-2022 to promote and facilitate the Welsh language in Cardiff Green
Quarterly meetings have been scheduled and new Terms of Reference for the reconstituted group have been drafted to be considered by the first meeting of the Forum.

To explore opportunities to expand and promote translation and simultaneous translation services to other public organisations Green
Following contacts made in the last quarter example Service Level Agreements have been sent to a number of public organisations to provide further information on the services available.

Area	Good news	Challenges / next steps
CUSTOMERS	• Welsh Language Awareness training has been delivered to Councillors. • Welsh Language Awareness training has been arranged to be delivered for all Operational Managers. • A member of Bilingual Cardiff/Caerdydd Ddwyiathog staff continues to provide Welsh lessons for Directors/Chief Executive. • Intensive Welsh Lessons for staff started on Monday 25th September. Lessons will take place every morning until March. • Bilingual Cardiff/Caerdydd Ddwyiatho supported a sucessful 'Tafwyl' [a Welsh Language festival] in July. Over 38,000 people attended the event in Cardiff, bringing a positive economic benefit to the city.	• There was a high 'drop-out' rate for the Intensive Welsh Lessons, follow up work to be done to better understand the reasons for this.
FINANCIAL	• Bilingual Cardiff/Caerdydd Ddwyiathog sucessfully bid to provide translation and simultaeous translation services for the Vale of Glamorgan Council.	• In Legal Services, Scrutiny Services and Member Services workloads are high and are likely to increase. For example, employment tribunal actions against the Council have fallen since the requirement for applicants to the tribunal to pay a fee. That has now been found by the courts to be unlawful and been discontinued. This means there is likely to be an increase in employment tribunal actions brought against the Council. The continued need to make savings means that there is a need to identify work that will no longer be carried out. This is problematic as all the work done is either statutory or is enforcement work (prosecutions or debt recovery) or contract or regeneration work aligned to Council priorities. • For the first time in this financial year a budget for external legal spend has been brought together centrally within the Legal Services budget. Unfortunately, this is a significantly smaller amount than that spent in the last financial year on external legal services. Staff are being recruited to carry out most of this work internally more cost effectively, but the time taken to recruit means that there is likely to be an overspend on the external legal fees budget for this financial year (2017-18). • £50k of savings were taken from the budget for Scrutiny for 2017-18 on the basis that there would only be four scrutiny committees and a Principal Scrutiny Officer post which was coming vacant would be deleted. As Council decided it wished to continue with five scrutiny committees for one year it has been necessary to recruit an additional Principal Scrutiny Officer on a temporary one year secondment. This has put pressure on achieving the savings. A further £70k of scrutiny savings for 2018-19 need to be identified and this will be impossible if the number of committees and meetings continues as it is.
INTERNAL PROCESSES	• Successful recruitment to Legal posts and some employees are already in role. • Bilingual Cardiff/Caerdydd Ddwyiathog are contributing to the Welsh Government review of the Welsh Language Commission.	• Accommodation and office furniture for newly recruited lawyers and legal assistants.
EMPLOYEE & WORKFORCE	• Additional staff to be recruited by Bilingual Cardiff/Caerdydd Ddwyiathog to deliver the Vale of Glamorgan contract, including a Corporate Apprentice post.	• Bilingual Cardiff/Caerdydd Ddwyiathog capacity to deliver timely services whilst having an increased workload and undertaking the recruitment process.

QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Resources	Director: Christine Salter	Number of Employees (FTE): 676	Cabinet Member: Cllr Weaver

Strategic Directorate Priority 1 – *Maximise Economic, Social, Environmental and Cultural Well-being*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (2)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 2
Wellbeing objective 3.3	Number of accredited Living Wage employers	N/A	37	40	N/A	33	26	**Living Wage – Green** Commissioning and Procurement are continuing to work with NBF, local builders and the Welsh Government to organise a training event in Quarter 3 aimed at promoting community benefits and the wider social responsibility agenda. Work continues on promoting the benefits of being an accredited Living Wage employer; Cardiff currently has 37 Living Wage employers. **Social Value – Green** The draft Socially Responsible Procurement Policy was circulated internally for comments during July and a revised draft is now being consulted on with external partners and is scheduled to be considered at PRAP in Quarter 3. The Charter that will support the delivery of the policy is in the final stages of development.				
	Number of apprenticeships and work placements delivered through Council contracts.	N/A	N/A	N/A	N/A	N/A	N/A					

Strategic Directorate Priority 2 – *To continue to implement the workforce strategy to develop and appropriately skill the workforce to meet the changing needs and demands of the Authority*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (4)	Red - 1	Red/Amber - 0	Amber/Green – 1	Green – 2
Wellbeing objective 4.3	The number of working days/shifts per full-time equivalent (FTE) local authority employee lost due to sickness absence (CP)	10.93 Outturn forecast 52,761 sickness day lost in Q2	4.97	9.0	4.72	2.59	10.77	**Sickness Absence - Red** The Quarter 2 sickness absence figure is 4.97 days lost per FTE, this is forecasting for an outturn of 10.93 days lost per FTE. • Work on the APSE review of sickness absence is progressing; focus groups have been carried out with Head teachers to look at specific areas with high levels of sickness. • Workshops have been undertaken with Managers and meetings have taken place with the Trade Unions, Chief Executive and Cabinet Members. • APSE will be providing updates on sickness at PSG and Works Council in Quarter 3 • Benchmarking is taking place with Core Cities for comparator data.				
	No. of apprenticeships and trainees created by the Council in 2017-18 (NEW) (CP)	N/A	74	100	N/A	57	N/A	**Apprenticeships and Trainees – Amber/Green** The council has continued to increase the number of paid apprentices and trainee during quarter 2 and is now at 74% of its target for 2017/18. All Corporate apprentice and trainee posts have been assigned to Directorates and support is being provided to complete job descriptions and person specification for recruitment. It is expected that the 33 outstanding will be filled by 31/3/18 at the latest. Applications are being encouraged from a number of underrepresented groups within the Council including those between 16 and 24 years of age, welsh speakers and individuals from our BAME communities. Work is continuing to improve the our work experience process and this together with attendance at schools and careers fairs continues to promote Cardiff Council as a potential employer by young people in Cardiff.				
	% of Personal Reviews completed for permanent staff (CP)		N/A	95%	94.51%	95%	92%					
	The % of middle managers to complete the Cardiff Managers Programme	Completed: 215 Eligible: 338	64%	90%	N/A	62%	55.45%	**Corporate Health Standard - Green** Work continues on the Silver Corporate Health Standard award and is building on the work delivered for the Bronze level. There is more emphasis on evaluation and monitoring of activities and initiatives that have been taken forward. In order to evidence this; case studies will be obtained from colleagues who have taken part in Health & Wellbeing activities. Completion of the action plan is progressing well, however, there are some sections of the action plan that need to be completed, this is currently being addressed. The mock assessment is due to take place mid-November with the full assessment in early 2018.				
	% of customers who were satisfied with their experience of HRPS "First Point of Contact"	168 - Good or Excellent. Total responses 185	90.81%	92%	90.96%	90%	92.8%					
	% of permanent, fixed-term and temporary employees between 16-25	795 employees are aged 16-25 (inc apprentices) out of 13,192 employees	6%	4%	3.43%	5.6%	3.02%	**Personal Review – Green** The focus during Quarter 2 has been preparation for the half year reviews: • The Academy have run drop in sessions for 6 months reviews • Communication piece will be issued in early Quarter 3 • A Snapsurvey has been undertaken to evaluate the new process with a report being prepared with the results of this				

Strategic Directorate Priority 3 – *Support the development and implementation of the Council's strategic vision and its contribution towards achieving city-wide Outcomes*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (4)	Red - 0	Red/Amber - 0	Amber/Green – 2	Green – 2
	Maintain customer/citizen satisfaction with Council Services (Annual) (CP)	N/A	N/A	70%	N/A	N/A	68.20%					
Wellbeing objective 4.2	% of people that think their local council provides high quality services (PAM) (NEW)	N/A	N/A	57%	N/A	N/A	57%					
	Increase the % of "Likes" on Facebook (NEW)	11491 Likes 2187 increase on Q4	23.51%	50% increase	N/A	16.48%	N/A					
	Increase the % of "Followers" on Twitter (NEW)	80779 Followers. 6043 increase on Q4	8.09%	10% increase	N/A	4.87%	N/A					

Performance Management Strategy and Framework – Amber/Green
The Performance Management Framework and Strategy has been finalised and a soft launch of it has taken place via the Corporate Performance Team's Public SharePoint page. This formed part of the Members training session regarding the Performance Management Framework.

Public Services Board (PSB) Wellbeing Objectives - Green
The Wellbeing Objectives are being considered by the Commissioner who has 14 weeks to feedback. Informal feedback has been received with formal feedback to follow. A cross PSB policy group has been established to develop the draft Well-being Plan. The plan was approved for consultation by the PSB on 29 September and consultation will last 3 months starting in October 2017.

Cabinet and Policy – Amber/Green
Work relating to Cabinet and Policy is progressing well. Briefings have been provided on Cabinet Decision Making and budgetary and delivery challenges.

Communications and Public Relations - Green
Work relating to Communications and Public Relations is progressing well. A number of roadshows have been carried out to encourage staff to download the staff app and demonstrate how to use it; approx. 4,500 staff have now downloaded the app. Internal communications content is continuously being reviewed for relevant and appropriate volumes with feedback being sought via snapsurveys.

Strategic Directorate Priority 4 – *Change our way of working through digitalisation, reflecting changes in customer preference by enabling them to interact with our services through their preferred methods and to enable the Council to adopt more efficient working practices*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result	Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green –2	Green – 1
	Number of users operationally using SharePoint	741 "Live" users 293 in deployment 849 active visitors	1883	4,000	N/A	1,100	658					
Wellbeing objective 4.3	Increase the % of agile and mobile devices across the organisation (NEW)	3970 Mobile Devices 1819 Fixed Devices	31.42%	32%	N/A	31.55%	26.7%					
	Internal Customer Satisfaction of ICT services	N/A	93.04%	90%	89.74%	92.08%	89.40%					
	Reliability of top 10 applications (as defined by Socitm)	N/A	99.91%	99.90%	100%	99.91%	99.96%					

SharePoint – Amber/Green
IRB and SMT have approved funding for 4 new posts; these will be advertised early in Quarter 3. Recruitment for the training post has taken place. The current posts in the SharePoint team have been extended to 2020 and funding for the ICT related posts has been confirmed. A refreshed business case will be taken to IRB in Quarter outlining the future roll out and KPIs.

Communications have been distributed regarding the new email retention policy; it is considered that this new policy will help SharePoint take up.

Digital Strategy/Agile Working – Amber/Green
Skype for Business uptake has increased with approx. 8,000 messages being sent each week which is expected to see a reduction in email traffic. Work is being undertaken to develop external Skype access for use in the Digital meeting rooms, along with working through technical issues with connecting externally. Microsoft is working with the Council to resolve this.

Customer App - Green
The Cloud Infrastructure has been built and the project plan for phase 1 one is being finalised. A pipeline is being developed for future phases. The Project mandate was agreed by IRB in September and the business case will be developed during Quarter 3.

Strategic Directorate Priority 5 – *To continue to ensure that the finances of the Council are appropriately resourced, resilient, safeguarded and transparent*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result		Quarter 2 position against the Headline Actions in the DDP (3)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 2
Wellbeing objective 4.3	The % of Council Tax collected	Received - £89,288,227 Outstanding - £74,016,209 Total to collect - £163,304,435	54.68%	97.52%	54.52%	28.30%	97.52%		**Budget -** Green Draft budget proposals in respect of 2018/19 have been received from Directorates and meetings are taking place with Directorates and Cabinet members in order to determine those proposals to be included in the Autumn budget consultation exercise.. The provisional settlement figure is expected from Welsh Government on the 10th October.				
	The % of non-domestic rates collected (net of refunds)	Received - £109,457,115 Outstanding - £85,787,945 Total to Collect - £195,245,059	56.06%	96.45%	56.65%	30.52%	96.45%						
	The % of Freedom of Information requests meeting the statutory deadline	313 On time out of 374 due	83.69%	85%	90.10%	87.50%	88.53%		**Self-Services Options –** Amber/Green Further meetings have taken place with the Communications Team to develop practical options to engage with the public regarding collecting email addresses to enable the Council to implement e-billing. This is being developed with a view to being implemented in Quarter 3.				
	The % of Data Protection requests meeting the statutory deadline	107 On time out of 133 due	80.45%	85%	99.21%	86.96%	94.69%		**Quality Controls -** Green The Audit Committee have received their first Audit recommendation tracker detailing the status of all recommendations made this year. Figures show that 48% of recommendations raised were delivered by the date they were due to be completed.				

	Area	Good news	Challenges / next steps
	CUSTOMERS	The Leader launched the Capital Ambition to communicate new administration's ambitious five year plan for the city. Guests from the worlds of business, politics, education, charity, arts, hospitality and media attended the event hosted by Cardiff and Vale College City Centre Campus, where Cllr Huw Thomas described how he believes Cardiff has an opportunity to become a leading city on the world stage. The Council continues to have good engagement with the public via social media platforms. Efforts through Quarter 2 have been put into creating an Instagram account and driving the council's social media content through this to generate followers.	
	FINANCIAL	The audited Statement of Accounts for 2016/17 was taken to Council at the end of September.	
	INTERNAL PROCESSES		The demand for recruitment remains at a high level, work continues to make improvements to the current recruitment system . However an outline business case is being developed to look at options for replacing the current recruitment portal.
	EMPLOYEE & WORKFORCE	Cardiff Research Centre is collaborating with Participation Cymru to deliver training to staff on best practice in Public consultation and engagement. This aims to raise awareness and knowledge of the National Principles for Public Engagement in Wales, and how the Cardiff Research Centre can support service areas across the Council on public engagement work. The demand from staff for the two sessions run in September was high, with both reaching full-capacity well in advance of the sessions**.** Finance are recruiting a corporate apprentice post within the Information Governance Team and a 6 month trainee post in the Business Support team, this post holder will gain entry level finance knowledge through undertaking periods of time in the various finance sections. The Council has been shortlisted for the Wales CIPD Awards 2017 in the **Best Employee Engagement Initiative** Category. Event is 26th October 2017. Cardiff Council signed up to the TUC's 'Dying to Work' Voluntary Charter which sets out an agreed way for employees to be supported, protected and guided throughout their employment, following a terminal diagnosis.	There continues to be high demand for advice and engagement with the Council's professional support services. The pace of change required by the organisation together with current risks to the ability to recruit or retain appropriately qualified and skilled staff continues to be a challenge across the Directorate.

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QUARTER 2 2017-18 DIRECTORATE PERFORMANCE REPORT

Directorate: Social Services	Director: Tony Young	Number of Employees (FTE): 900	Cabinet Member: Cllr Susan Elsmore and Cllr Graham Hinchey

Strategic Directorate Priority 1 – *Safeguarding - Children and adults are protected from significant harm and are empowered to protect themselves*

<table>
<tr><td rowspan="4" style="writing-mode: vertical-lr">Wellbeing objective 2.1</td><td>Measures</td><td>Supporting Information</td><td>Q2 2017-18 Result</td><td>Year End 2017-18 Target</td><td>Q2 2016-17 Result</td><td>Q1 2017-18 Result</td><td>2016-17 Result</td><td colspan="2">Quarter 2 position against the Headline Actions in the DDP (2)</td><td>Red - 0</td><td>Red/Amber - 0</td><td>Amber/Green – 1</td><td>Green – 1</td></tr>
<tr><td>SSWB 27 (CP) - % of re-registrations of children on local authority Child Protection Registers</td><td>Q1 = 4 / 99 Q2 = 9 / 104</td><td>8.7%</td><td>N/A</td><td>5.6%</td><td>4.0%</td><td>3.8%</td><td colspan="6">**Safeguarding Vision & Strategy** Amber / Green
The development of a Vision and Strategy for Safeguarding in Cardiff was originally targeted for completion by 31st March 2018, but vacancy related delays mean that we are now targeting completion in Quarter 1 2018/19.</td></tr>
<tr><td>SSWB 28 - Average length of time for all children who were on the Child Protection Register during the year</td><td>18,905 / 76</td><td>249 days</td><td>N/A</td><td>200 days</td><td>289 days</td><td>230 days</td><td colspan="6" rowspan="2">**Engagement with communities** Green
Key strategies around communication and engagement have been successfully developed with the Muslim Council of Wales and in partnership with Cardiff and Vale Regional Safeguarding Children's Board; this has led to the publication of 'Safeguarding our Children: A Guidance for Mosque Schools and Islamic Studies Settings'. Copies have been distributed to all mosques in Cardiff and the Vale of Glamorgan and a launch is planned for Quarter 3.</td></tr>
<tr><td>SSWB 18 (CP) - % of adult protection enquiries completed within 7 working days</td><td>393 / 397</td><td>99.0%</td><td>99%</td><td>97.6%</td><td>99.1%</td><td>98.0%</td></tr>
</table>

Strategic Directorate Priority 2 – *Prevention & Independence - Children, young people and adults are supported to live safely and independently with their families and communities with the lowest appropriate level of intervention*

<table>
<tr><td rowspan="7" style="writing-mode: vertical-lr">Wellbeing objective 2.3</td><td>Measures</td><td>Supporting Information</td><td>Q2 2017-18 Result</td><td>2017-18 Target</td><td>Q2 2016-17 Result</td><td>Q1 2017-18 Result</td><td>2016-17 Result</td><td colspan="2">Quarter 2 position against the Headline Actions in the DDP (5)</td><td>Red - 0</td><td>Red/Amber - 0</td><td>Amber/Green – 2</td><td>Green – 3</td></tr>
<tr><td>SSWB 24 - % of assessments completed for children within statutory timescales</td><td>Q1 = 523 / 630 Q2 = 516 / 675</td><td>76.4%</td><td>80%</td><td>86.3%</td><td>83.0%</td><td>86.3%</td><td colspan="6" rowspan="2">**Direct Payments** Amber / Green
The new Direct Payments Support Service commenced on 31st July 2017. Transition to the successful provider, Dewis Centre for Independent Living (CIL) has been undertaken and the transition plans implemented. This provides a solid platform for improving performance in keeping with the target. There were 626 adults on the Direct Payment scheme during Quarter 2 (663 year to date). During Quarter 2, 19 adults started Direct Payments and 12 ceased (of which, the main reason was deceased).</td></tr>
<tr><td>SSWB 25 (CP) - % of children supported to remain living within their family</td><td>Q1 = 856 / 1,612 Q2 = 823 / 1,607</td><td>51.2%</td><td>59%</td><td>57.3%</td><td>53.1%</td><td>55.2%</td></tr>
<tr><td>SSWB 26 (CP) - % of looked after children returned home from care during the year</td><td>Q1 = 25 / 812 Q2 = 40 / 890</td><td>4.5%</td><td>Q2 = 6% Annual = 12%</td><td>6.2%</td><td>3.1%</td><td>11.6%</td><td colspan="6">**Young Carers** Green
Implementation of the regional young carers' action plan is ongoing and will facilitate better awareness of this group and the support available to them.

Signs of Safety Green
Implementation of the Signs of Safety approach within Children's Services is ongoing and is on target to meet the milestones set out in the Directorate Plan.</td></tr>
<tr><td>SSWB 23 - % of adults who have received advice and assistance from the Information, Advice & Assistance function and have not contacted the service during the year</td><td>2,370 / 2,789</td><td>85.0%</td><td>TBC</td><td>Collated annually in 2016/17</td><td>86.3%</td><td>86.2%</td><td colspan="6" rowspan="2">**Dementia Friendly City** Amber / Green
We have achieved 'working towards' Dementia Friendly City status. The final draft of the Cardiff and the Vale of Glamorgan Regional Safeguarding Adults Board (RSAB) action plan 2017/18 will be agreed at the Quarter 3 meeting and will identify the lead and the timeline for the completion of this action. The plan will be monitored and reviewed on a regular basis by the RSAB.</td></tr>
<tr><td>SSWB 20 - % of adults who completed a period of reablement and
a) have a reduced package of care and support 6 months later
b) have no package of care and support 6 months later</td><td>Annual</td><td>Annual</td><td>TBC</td><td>Annual</td><td>Annual</td><td>66.7% 83.4%</td></tr>
<tr><td>SCAL 25a (CP) - Total number of children and adults in receipt of care and support using the Direct Payments Scheme</td><td>Child = 172 Adult = 663</td><td>835</td><td>910</td><td>Collated annually in 2016/17</td><td>812</td><td>933</td><td colspan="6">**Day Opportunities** Green
Work is ongoing and is on target to meet the milestones set out in the Directorate Plan. Minehead Road Day Centre reopened after an impressive refurbishment.</td></tr>
</table>

Strategic Directorate Priority 3 – *Care & Support (including transitions) - Adults and looked after children experience the best care and support to help them recognise their abilities, have aspirations and achieve what matters to them; and Young people have the necessary skills and support to prepare them and their carers for a smooth transition to adult life and optimum independence.*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
Wellbeing objective 1.2 and 2.1	SCC/025 (CP) - % of statutory visits to looked after children due in the year that took place in accordance with regulations	To follow	To follow	95%	95.3%	94.1%	95.1%
	SCC/022a (CP) - % attendance of looked after pupils whilst in care in primary schools	Annual	Annual	98%	Annual	N/A	96.9%
	SCCC/022b (CP) - % attendance of looked after pupils whilst in care in secondary schools	Annual	Annual	93%	Annual	N/A	94.5%
	SSWB 34a (CP) - % of all care leavers who are in education, training or employment at 12 months after leaving care	Annual	Annual	60%	Annual	N/A	58.5%
	SSWB 34b (CP) - % of all care leavers who are in education, training or employment at 24 months after leaving care	Annual	Annual	40%	Annual	N/A	38.2%
	SSWB 35 (CP) - % of care leavers who have experienced homelessness during the year	Annual	Annual	10%	Annual	N/A	17.3%
	SSWB 19 (CP) - Rate of delayed transfers of care for social care reasons per 1,000 population aged 75 or over	22 / 23,565 July & August	0.93	2.8	1.40	0.64	2.38
	SCA/018a (CP) - % of eligible adults who are caring for adults that are offered a carers assessment during the year	1,785 / 3,447	51.8%	90%	47.4%	30.1%	79.5%

Quarter 2 position against the Headline Actions in the DDP (4)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 3

Disability Futures Amber / Green
The Disability Futures Strategy is making strong progress in a highly complex partnership environment and is effectively driving the changes needed in relation to models for a Complex Needs Service, regional recommissioning of services, transition, autism services and integrated respite for children. Despite strong performance in relation to the strategy, there has been some slippage against the milestones set out in the Directorate Plan. This is due to project and change capacity within the programme being stretched from the additional services being developed and the advent of a new Integrated Autism Service, as required by Welsh Government.

Corporate Parenting Green
The Corporate Parenting Strategy implementation plan has been delivered and operational during the past 12 months with the majority of the actions having been met in full. As a result it has been decided that the formal launch of the Strategy is no longer necessary.

Delayed Transfers of Care (DToC) Green
Work in relation to reducing Delayed Transfers of Care is ongoing and is on target to meet the milestones set out in the Directorate Plan. The information reported by the Integrated Health & Social Care Partnership on its 21st September 2017 census shows significant and sustained improvements. A recent Adult Services benchmarking report has identified an overall 41% reduction in Delayed Transfers of Care for Social Care Reasons when comparing July and August 2016/17 (22) to July and August 2017/18 (13).

Carers Assessments Green
Work in relation to Carers Assessments is ongoing and we are on course to meet the PI target. 51.8% of carers have been offered an assessment (1,785 offers for 3,447 carers) compared to 47.4% for the same period last year (1,515 offers for 3,198 carers). The number of completed carer's assessments during Quarter 2 is 182 compared to 151 for the same period last year.

Strategic Directorate Priority 4 – *Workforce - Cardiff is the destination of choice for committed social work and social care professionals*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
Wellbeing objective	Staff 1 (CP) - % of social work vacancies in all teams	N/A	20.3%	18%	24.8%	26.0%	23.5%

Quarter 2 position against the Headline Actions in the DDP (1)	Red - 0	Red/Amber - 0	Amber/Green – 1	Green – 0

Social Worker Vacancies – Children's Services Amber / Green
The impact of ongoing work to recruit social workers is beginning to show, with vacancies reducing to 20% in Quarter 2, from 26% in Quarter 1. The vacancy position dipped below 20% in August and September for the first time since September 2015. The improvement in the vacancy rate is despite 4 Principal Social Worker posts in the Looked After Children's Service being filled with existing staff, creating vacancies at Social Worker level.

Strategic Directorate Priority 5 – *Resources - Social Services are provided on the basis of the most efficient and effective use of resources*

	Measures	Supporting Information	Q2 2017-18 Result	2017-18 Target	Q2 2016-17 Result	Q1 2017-18 Result	2016-17 Result
Wellbeing objective 4.3	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Quarter 2 position against the Headline Actions in the DDP (1)	Red - 0	Red/Amber - 0	Amber/Green – 0	Green – 1

Integrated Finance and Service Strategy Green
The scope of the Institute of Public Care (IPC) commission in relation to Adult Service's financial sustainability was agreed and will focus on 4 key work streams – Reablement Strategy, Accommodation Strategy for Older People, reform of Adult social work practice and Regional Learning Disability Strategy.

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	Area	Good news	Challenges / next steps
	CUSTOMERS	Review of Internal Supported Living for people with Learning Disabilities to maximise people's independence is ongoing in accordance with plans. A Project Group has been established with all stakeholders to take forward the implementation of the Supported Living Action Plan. Following application of the escalating concerns protocol in 2016/17, the Directorate was instrumental in supporting transfer of ownership of a residential home to safeguard older people in Cardiff as a basis for ensuring continuity and improving the quality of care for the future.	**Mounting evidence of increasing numbers of children requiring intervention to prevent significant harm as a result of multiple complex factors** The number of looked after children has increased from 756 at 30th June 2017 to 784 at 30th September 2017. An independent review of decision making for children who were accommodated in May and June has been undertaken which demonstrated that each and every case provides compelling reasons why there was no choice but to accommodate the children and, where age appropriate, care proceedings have been initiated. The service continues to experience relentless demand arising from increasingly complex child protection investigations, including complex and organised abuse affecting multiple children. Clearly it is important to recognise that the rise in need signals a failure in the overall effectiveness of wider social systems across communities and this impacts adversely on our overall pressures, particularly in budget terms. Nevertheless, it is important that the admission of these children into public care is recognised as the consequence of effective safeguarding practice and as such, understood as a success; children are safe as a result. The rising demand and increased complexity is a consistent trend across Wales. The early help front door and Signs of Safety will help in the longer term, but will not provide a quick fix to the immediate pressures.
	FINANCIAL	The Adult Services budget has been stable, reporting a balanced position for the whole of the financial year to date. Work done in order to achieve this includes: • Reviewing care pathways in the Hospital Social Work teams. • Relationship management of the market e.g. Provider forums. • Senior Management Scrutiny of spend within Adult Services, including focus on high cost placements.	Children's Services are projecting a £3.698 million overspend at month 6. This continues to be a challenge, particularly in view of the need to protect children and the associated costs of children being looked after (see above). We currently have 2 young people placed in high cost secure accommodation; both are subject to Secure Orders and likely to remain so for the foreseeable future.
	INTERNAL PROCESSES	Think Safe Service Operational Manager appointed and in post. Practitioner and Team Manager posts for the service have been advertised and recruitment is underway. A review of the implementation of the Child Sexual Exploitation (CSE) Strategy has been completed. Cardiff Council arranged to host an all Wales network event on sharing best practice in tackling CSE, human trafficking and the exploitation of vulnerable adults (held on 2nd October 2017). The event was attended by UK speakers, Welsh Government and partners from across Wales.	**The creation of a step change in the allocation of resources to support effective prevention and early help across all age and service groups** Work to develop an **Early Help Front Door** with the Team Around the Family (TAF) is ongoing. The purpose will be to enable referrers to have greater understanding of current services and their accessibility prior to contacting statutory services. The first phase of the plan will be to extend the current TAF service to give the team additional capacity to deal with Information, Advice and Assistance (IAA) contacts, using the freephone number as the main contact point. The team will also have additional capacity to provide key working support for families who are being stepped down from Intake & Assessment. Currently, the front door service is managed via the Multi-Agency Safeguarding Hub (MASH) and there is evidence of improved communication between the MASH and referrers, particularly in light of the Signs of Safety model being introduced. **Regional arrangements for a pilot regional Complex Needs Service for disabled children** within the Integrated Care Fund have continued during the quarter with integrated delivery options being explored.
	EMPLOYEE & WORKFORCE	Ongoing involvement with Social Care Wales in regard to supporting the development of a new Strengths Based Approach model for Adult Services is underway. There has also been engagement with the Institute of Public Care (IPC) and a meeting with Swansea Council in June to explore a new model and share good practice. There are ongoing workshops in place with the IPC to drive the agenda forward. This has contributed towards a greater understanding of the issues arising from a change in the model of service delivery. A few staff who completed the initial training and follow up sessions (Phase 1) have been selected as 'Champions / Mentors' to support and take forward the work. These 'Champions / Mentors' attended the first session on the 6th October, further sessions are planned for November 2017 and January and March 2018 (Phase 2).	**Workforce succession, retention and recruitment, including preparation for the Regulation and Inspection of Social Care (Wales) Act 2016** Despite achievement of a vacancy rate of less than 20% for the first time since September 2015, the underlying factors affecting recruitment and retention in children's social work remain a challenge and is a challenge across Wales. We also understand that an authority in some difficulty has appointed an agency to recruit a significant number of social workers at enhanced salary and this has destabilised the market for permanent and agency staff. Human Resources process and Trade Union consultation regarding new posts created from successful financial pressures bid concluded. Increasing numbers of Social Worker vacancies in Adult Services is an emerging issue and this reflects the national picture. Adult Services are currently recruiting externally to mitigate against the potential risk; this is proving successful. Robust regional workforce partnership arrangements are now in place, and the coming challenge for partner agencies will be to ensure that implementation of the Regional Workforce Board's priorities is effective in promoting cultural change amongst the workforce and enabling a large cohort of employees to meet the requirements of the Regulation and Inspection of Social Care (Wales) Act 2016 over the next 3 years.

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET: 16 NOVEMBER 2017

DELIVERING A SAFE AND WELCOMING NIGHT TIME ECONOMY

HOUSING & COMMUNITIES (COUNCILLOR LYNDA THORNE)

AGENDA ITEM: 9

CORPORATE DIRECTOR RESOURCES

Reason for this Report

1. To update the Cabinet on the development of a strategy for the effective management of the night time economy in Cardiff.

2. To provide information on how the strategy will both manage and maintain the current provision of the existing night time economy.

3. To seek approval for the strategy and the partnership sign off process.

Background

4. The strategy has been developed in partnership through a Night Time Economy Steering Group, which is a sub-group of the Safer & Cohesive Communities Programme Board, which falls under the Cardiff Public Services Board.

5. The strategy sets out how partners will work together to build on the success of Cardiff's night time economy, to ensure it is safe, successful and inclusive as possible. The strategy will provide a framework to continue to work with partners to ensure that the necessary commitments and resources are secured so that that existing best practice is sustained, and new best practice can be adopted.

6. The strategy links closely with a number of other key council documents and initiatives, including the Rough Sleepers Strategy and ongoing work to tackle anti-social behaviour resulting from street based and chaotic drug and alcohol abuse. A multi-agency taskforce has been established and will co-ordinate responses to aggressive begging, discarded drug paraphernalia and street based drug use. The work of the taskforce will be closely aligned to the action plans contained in this strategy where actions relate and impact on the evening and night time economy.

7. The strategy aligns with and will support projects, campaigns and initiatives that promote the cities' cultural assets and will broaden the appeal of the night time

economy, for example the city's new music strategy, which is currently under development.

Delivering a Safe and Welcoming Night Time Economy

8.   The strategy focuses on the main area of Cardiff's night time economy, which currently lie in the City Centre and Cardiff Bay. However, it is noted that smaller night time economy economies are developing around Cowbridge Road East and City Road, and the city centre is spreading out to meet them. New developments are also emerging around Central Square and Dumballs Road, which, along with new student accommodation, may shift footfall further. This will inevitably change how the night time economy will need to be managed and the strategy will ensure that processes are in place to review and adapt the accompanying action plans in order to meet these new challenges.

9.   As part of the development of the strategy, three overarching priority areas have been identified for Cardiff's night time economy:

- Movement in and around the night time economy
- Preventing crime and disorder in the night time economy
- A safe and welcoming night time economy for all

10.   In order to achieve these there priorities, the strategy aims to:

- Make Cardiff a safe, welcoming and diverse night time economy
- Improve infrastructure and transport in Cardiff's night time economy
- Better understand why people choose to visit Cardiff's night time economy and why they choose not to
- Attract a wide range of customers by offering a greater variety of options
- Change any negative perceptions of Cardiff's night time economy
- Work with partners to ensure that funding for existing best practice can be sustained

11.   Action plans identifying activity and interventions have been developed for each priority area. Delivering the strategy will also require close working with the Businesses Improvement District (recently rebranded as FOR Cardiff) to achieve accreditation under the Purple Flag scheme in 2018. Successful accreditation will raise the profile of the City and ensure that Cardiff can learn from examples of good practice in other cities.

Delivering in Partnership

12.   Once the strategy has been published, the Night Time Economy Steering Group will continue to meet to drive the delivery of the strategy's action plans. The Steering Group will report into the Safer & Cohesive Communities Programme Board on a regular basis.

13.   As a partnership document the strategy will be approved by the relevant partner organisation who are all invested in its successful delivery, prior to publication. This will include the Councils Public Protection Sub Committee and the Cardiff & Vale University Health Board.

14.   Final sign off will come from the Cardiff Public Services Board, which will be accountable for the strategy's implementation. The operational management of the strategy's implementation will take place through the Safer & Cohesive Communities Programme Board, and the Night Time Economy Steering Group.

Reasons for Recommendations

15.   To approve the strategy prior to consideration by relevant partners and before final sign off by the Cardiff Public Services Board.

<u>Legal Implications</u>

16.   There are no legal implications arising from this report.

<u>Financial Implications</u>

17.   There are no direct implications, however one of the aims of the strategy is to work with partners to ensure that funding is available for existing service provision and continued best practice is sustained.

<u>HR Implications</u>

18.   There are no direct HR implications arising from this report.

RECOMMENDATIONS

Cabinet is recommended to approve the Delivering a Safe and Welcoming Night-Time Economy Our Plan 2017-2022 (Appendix A) for consideration by the Cardiff Public Services Board

CHRISTINE SALTER
Corporate Director - Resources
10 November 2017

The following appendices are attached:

Appendix A - Cardiff's Night Time Economy Strategy 2017/2020
Appendix B - Equality Impact Assessment
Appendix C – Statutory Policy Screening

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Equality Impact Assessment
Corporate Assessment Template

Policy/Strategy/Project/Procedure/Service/Function Title: Cardiff's Night Time Economy Strategy
New/Existing/Updating/Amending: New

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Steph Kendrick-Doyle	Job Title: Community Safety Manager
Service Team: Policy, Performance & Community Engagement	Service Area: Resources
Assessment Date: 11.09.2017	

1. **What are the objectives of the Policy/Strategy/Project/ Procedure/ Service/Function?**

This Partnership Strategy has been developed to manage and shape the growth of Cardiff's Night Time Economy. It aims to make the night time economy safe and welcoming, by focussing on three priority areas:

- Movement in and around the night time economy
- Prevent crime and disorder in the night time economy
- A safe and welcoming night time economy for all

Partners include, South Wales Police, Cardiff & Vale Health Board, British Transport Police, Street Pastors, Licensee Forum, Taxis Forum and Cardiff Business Improvement District (FOR Cardiff)

2. **Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

The strategy has been developed by the Safer & Cohesive Communities Programme Board and has been based on the need to develop a partnership approach to managing a growing night time economy in the City. Several pieces of research have been used to influence the scope and actions in the strategy. These include:

- Scrutiny Report: Managing the Night Time Economy in times of Austerity
- Cardiff Liveable City Report
- Licencing Policy
- Public Health Wales Observatory – Alcohol and Health in Wales 2014
- Reducing Violent Crime – Research Cardiff University

| • Cardiff Transport Strategy |
| • Night Time Economy of Cardiff City Centre and Cardiff Bay – Survey Cardiff Research Centre 2009 |
| • Cardiff Student Community Partnership Action Plan |
| • Cardiff Rough Sleeper Strategy |

3   Assess Impact on the Protected Characteristics

3.1   Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
POSITIVE The strategy aims to diversify the night time economy by making it accessible to all, this should benefit older people / families that tend not to come in to Cardiff at night as they perceive the only options are pubs and clubs.
What action(s) can you take to address the differential impact?
N/A

3.2   Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment	**X**		
Physical Impairment	**X**		
Visual Impairment	**X**		
Learning Disability	**X**		
Long-Standing Illness or Health Condition	**X**		
Mental Health	**X**		

Equality Impact Assessment
Corporate Assessment Template

Substance Misuse	**X**		
Other			

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy particularly notes that interventions are needed to ensure people with a disability feel safe in the night- time economy. This will include the development of campaigns that promote zero tolerance to the harassment of people with a disability whilst in the night-time economy. The strategy will also include the promotion of hate crime reporting and ongoing work with the Taxis Forum to develop understanding of disability and vulnerability issues.
What action(s) can you take to address the differential impact?
N/A

3.3 Gender Reassignment

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy aims to put protective measures in place to ensure that all people with vulnerabilities are safe. This will include the promotion of hate crime reporting and a zero tolerance approach to discrimination and harassment towards Trans people
What action(s) can you take to address the differential impact?
N/A

3.4. Marriage and Civil Partnership

Equality Impact Assessment
Corporate Assessment Template

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			X
Civil Partnership			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The affect would be neutral and falls outside of the scope of the strategy.

What action(s) can you take to address the differential impact?
N/A

3.5 Pregnancy and Maternity
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			X
Maternity			X

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The affect would be neutral and falls outside of the scope of the strategy.

What action(s) can you take to address the differential impact?
N/A

Equality Impact Assessment
Corporate Assessment Template

3.6   Race
Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White	X		
Mixed / Multiple Ethnic Groups	X		
Asian / Asian British	X		
Black / African / Caribbean / Black British	X		
Other Ethnic Groups	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy aims to diversify the night- time economy so it has something to offer everyone. This will include cultural events such as festivals and religious celebrations as well as other activities aimed at different sections of the community. The strategy will also include the promotion of hate crime reporting and a zero tolerance approach to racist behaviour or actions
What action(s) can you take to address the differential impact?
N/A

3.7   Religion, Belief or Non-Belief
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist	X		
Christian	X		
Hindu	X		
Humanist	X		
Jewish	X		

		Yes	No	N/A
Muslim		X		
Sikh		X		
Other		X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy aims to diversify the night- time economy so it has something to offer everyone. This will include cultural and activities aimed at different sections of the community. The strategy will also include the promotion of hate crime reporting and a zero tolerance approach to discrimination of the grounds of a persons' belief or non-belief
What action(s) can you take to address the differential impact?
N/A

3.8   Sex
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men	X		
Women	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy aim to put protective measures in place to ensure that all people with vulnerabilities are safe. This would include men and women; however, the strategy particularly identifies interventions to ensure that women feel safe in the night- time economy.
What action(s) can you take to address the differential impact?
N/A

3.9   Sexual Orientation

Equality Impact Assessment
Corporate Assessment Template

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual	X		
Gay Men	X		
Gay Women/Lesbians	X		
Heterosexual/Straight	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy aims to diversify the night- time economy so it has something to offer everyone. This will include activities and festivals aimed at different sections of the community including the LGBT. The strategy will also include the promotion of hate crime reporting and a zero tolerance approach to homophobia
What action(s) can you take to address the differential impact?
N/A

3.10   Welsh Language
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The strategy will be available in Welsh and English. One of the outcomes is to promote the night time economy and to provide information in relation to health, public transport and events. All of this information will be available in Welch and English.
What action(s) can you take to address the differential impact?
N/A

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4.   Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

The strategy has been developed by a sub group of the Safer & Cohesive Communities Programme Board and the following groups have been consulted:

- Public Health Wales
- General public vai the ask Cardiff Survey – (How safe do you feel in Cardiff at Night)
- Domestic Violence Co-ordinator
- Student Liaison Officer
- Taxi Forum
- Licensee Forum
- Cardiff Business Improvement District
- Economic Development
- South Wales Police
- Cardiff Violence Prevention Board
- Executive Public Services Board

The strategy is also being taken to Scrutiny (15th of November 2017), Cabinet (16th of November 2017) Public Protection Committee (5th of December 2017) and the Public services Board (12th of December 2017)

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5.   Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	
Disability	
Gender Reassignment	
Marriage & Civil Partnership	
Pregnancy & Maternity	
Race	
Religion/Belief	
Sex	
Sexual Orientation	

Equality Impact Assessment
Corporate Assessment Template

Welsh Language	
Generic Over-Arching [applicable to all the above groups]	No negative impacts have been identified , however the action plans developed as part of the strategy will be monitored via the NTE Steering Groups and will be regularly reviewed and will be revised if any negative impacts become apparent.

6.   Further Action

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

7.   Authorisation

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Stephanie Kendrick-Doyle	Date: 11/10/2017
Designation: Community Safety Manager	
Approved By: Joe Reay	
Designation: Head of Performance and Partnerships	
Service Area: Policy, Partnerships and Community Engagement	

7.1   On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

4.C.400	Issue 1	Nov 11	Process Owner: Rachel Jones	Authorised: Rachel Jones	Page 9

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Cardiff Council
Statutory Screening Tool Guidance

If you are developing a strategy, policy or activity that is likely to impact people, communities or land use in any way then there are a number of statutory requirements that apply. Failure to comply with these requirements, or demonstrate due regard, can expose the Council to legal challenge or other forms of reproach.

For instance, this will apply to strategies (i.e. Housing Strategy or Disabled Play Strategy), policies (i.e. Procurement Policy) or activity (i.e. developing new play area).

Completing the Statutory Screening Tool will ensure that all City of Cardiff Council strategies, policies and activities comply with relevant statutory obligations and responsibilities. Where a more detailed consideration of an issue is required, the Statutory Screening Tool will identify if there is a need for a full impact assessment, as relevant.

The main statutory requirements that strategies, policies or activities must reflect include:

- **Equality Act 2010 - Equality Impact Assessment**
- **Wellbeing of Future Generations (Wales) Act 2015**
- **Welsh Government Statutory Guidance - Shared Purpose Shared Delivery**
- **United Nations Convention on the Rights of the Child**
- **United Nations Principles for Older Persons**
- **Welsh Language (Wales) Measure 2011**
- **Health Impact Assessment**
- **Habitats Regulations Assessment**
- **Strategic Environmental Assessment**

This Statutory Screening Tool allows the Council to meet the requirements of all the above legislation as part of an integrated screening method and should take no longer than 1 hour to complete.

The Statutory Screening Tool can be completed as a self assessment or as part of a facilitated session, should further support be needed. For further information or if you require a facilitated session, please contact the Operational Manager – Policy, Partnerships and Community Engagement on (029) 2078 8561 or e-mail: Gareth.Newell@cardiff.gov.uk

Please note:

- **The completed Screening Tool must be submitted as an appendix with the Cabinet report.**
- **The completed Screening Tool will be published on the Council's Intranet.**

| 2.C.PPCF.002 | Issue 3 | Mar 16 | Process Owner: Gareth Newell | Authorisation: Head of Performance and Partnerships | Page 1 of 10 |

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Name of Strategy / Policy / Activity: Night Time Economy Strategy	Date of Screening: 11.09.2017
Service Area/Section: Policy , Performance & Community Engagement	Lead Officer: Steph Kendrick-Doyle

Attendees:

Self Assessment

What are the objectives of the Policy/Strategy/Project/Procedure/ Service/Function	Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]
What are the aims of this Strategy? This Strategy sets out our priorities and objectives for Cardiff's night-time economy and the actions we will take in order to achieve these. **Objectives** - Make Cardiff a safe, welcoming and diverse night-time economy - Improve infrastructure and transport in Cardiff's night-time economy - Better understand why people choose to visit Cardiff's night-time economy and why they choose not to - Attract a wider range of customers by offering a greater variety of options - Change perceptions of Cardiff's night-time economy - Work with partners to ensure that funding for our existing best practice can be sustained **Priorities** We have identified three main themes around which to focus our work on the Night Time Economy, in order to enhance experiences and reduce vulnerabilities:	The strategy has been developed by the Safer & Cohesive Communities Programme Board and has been based on the need to develop a partnership approach to managing a growing night time economy in the City. A number of pieces of research have been use to influence the scope and actions in the strategy. These include: - Scrutiny Report: Managing the Night Time Economy in times of Austerity - Cardiff Liveable City Report - Licencing Policy - Public Health Wales Observatory – Alcohol and Health in Wales 2014 - Reducing Violent Crime – Research Cardiff University - Cardiff Transport Strategy - Night Time Economy of Cardiff City Centre and Cardiff Bay – Survey Cardiff Research Centre 2009 - Cardiff Student Community Partnership Action Plan - Cardiff Rough Sleeper Strategy

- Movement in and around the night-time economy
- Preventing crime and disorder in the night-time economy
- A safe and welcoming night-time economy for all

Part 1: *Impact on outcomes and due regard to Sustainable Development*

Please use the following scale when considering what contribution the activity makes:		
+	Positive	Positive contribution to the outcome
–	Negative	Negative contribution to the outcome Neutral contribution to the outcome
ntrl	Neutral	Uncertain if any contribution is made to the outcome
Uncertain	Not Sure	

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	+	–	Ntrl	Un-Crtn	Evidence or suggestion for improvement/mitigation
1.1 Page 334	**People in Cardiff are healthy;** *Consider the potential impact on* • *the promotion of good health, prevention of damaging behaviour, promote healthy eating/active lifestyles etc,* • *vulnerable citizens and areas of multiple deprivation* • *Addressing instances of inequality in health*	+				**POSITIVE** The strategy will promote and address the following: • The safe consumption of alcohol and promote other opportunities in the night time economy that do not involve drinking • Address pre loading • Ensure pubs and clubs have viable ways to stop people from becoming drunk and access services (ACT) when they are
	People in Cardiff have a clean, attractive and sustainable environment; *Consider the potential impact on* • *the causes and consequences of Climate Change and creating a carbon lite city* • *encouraging walking, cycling, and use of public transport and improving access to countryside and open space* • *reducing environmental pollution (land, air, noise and water)* • *reducing consumption and encouraging waste reduction, reuse, recycling and recovery* • *encouraging biodiversity*	+				**POSTIVE** The strategy will address: • The causes of litter left by businesses and provide partnership responses to find solutions – Gull proofing refuge bags/additional cleaning services provided • Will encourage the use of public transport and walking in the night time economy
1.2						

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	+	−	Ntrl	Un-Crtn	Evidence or suggestion for improvement/mitigation
	• •					
1.3	**People in Cardiff are safe and feel safe;** *Consider the potential impact on* • *reducing crime, fear of crime and increasing safety of individuals* • *addressing anti-social behaviour* • *protecting vulnerable adults and children in Cardiff from harm or abuse*	+				**POSTIVE** The strategy aims to protect people with vulnerabilities that using the night time economy, this will include : • Reduce crime, disorder and Anti-Social behaviour in the night time economy • It will improve perceptions of the night time economy including perceptions of safety • Will put in place measures to protect people with vulnerabilities in order to prevent and protect people from Violent Crime , hate crime and Child sexual exploitation
1.4	**Cardiff has a thriving and prosperous economy;** *Consider the potential impact on* • *economic competitiveness (enterprise activity, social enterprises, average earnings, improve productivity)* • *Assisting those Not in Education, Employment or Training* • *attracting and retaining workers (new employment and training opportunities, increase the value of employment,)* • *promoting local procurement opportunities or enhancing the capacity of local companies to compete*	+				**POSITIVE** By diversifying the offer in the night-time economy, the strategy should have a positive impact on businesses'. One of the actions is to apply for purple flag status lead by the BID, which should bring positive recognition and impacts on the city centre.
1.5	**People in Cardiff achieve their full potential;** *Consider the potential impact on* • *promoting and improving access to life-long learning in Cardiff* • *raising levels of skills and qualifications* • *giving children the best start*	Ntrl				**NEUTRAL** This strategy will neither benefit or negatively affect this objective.

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	+	–	Ntrl	Un-Crtn	Evidence or suggestion for improvement/mitigation
				Please Tick		
	• *improving the understanding of sustainability* • *addressing child poverty (financial poverty, access poverty, participation poverty)* • *the United Nations Convention on the Rights of a Child and Principles for Older persons*					
1.6	**Cardiff is a Great Place to Live, Work and Play** *Consider the potential impact on* • *promoting the cultural diversity of Cardiff* • *encouraging participation and access for all to physical activity, leisure & culture* • *play opportunities for Children and Young People* • *protecting and enhancing the landscape and historic heritage of Cardiff* • *promoting the City's international links*	+				**POSITIVE** The strategy will enhance the perception of the city and will have an impact on the economic growth. This should encourage more residents and visitors to come into the city centre and the Bay at night for extended hours i.e. from work to evening. It will also have an impact on local businesses including clubs, pubs , restaurants, theatres, museum and art galleries.
	Cardiff is a fair, just and inclusive society. *Consider the potential impact on* • *the elimination of discrimination, harassment or victimisation for equality groups* • *has the community or stakeholders been engaged in developing the strategy/policy/activity?* • *how will citizen participation be encouraged (encouraging actions that consider different forms of consultation, through more in depth engagement to full participation in service development and delivery)?*	+				**POSITIVE** The strategy aims to protect people with vulnerabilities that using the night time economy, this will ensure that people are free from harassment and hate crime. The strategy has been developed using the results of surveys which have been undertaken with users of the night time economy.
	*Will this Policy/Strategy/Project have a **differential impact** on any of the following:*					*Please give details/consequences of the differential impact (positive and negative), and what action(s) can you take to address any negative implications?*
	• **Age** (including children and young people aged 0-25 and older people over 65 in line with the United Nations Conventions)	+				The strategy aims to diversify the night time economy by making it accessible to all, this should benefits older people / families that tend not to come in to Cardiff at night as they perceive the only options are pubs and clubs.

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	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	+	−	Ntrl	Un-Crtn	Evidence or suggestion for improvement/mitigation
				Please Tick		
	• **Disability**	+				The strategy particularly notes that interventions are needed to ensure people with a disability feel safe in the night time economy
	• **Gender Reassignment**	+				The strategy aim to put protective measures in place to ensure that all people with vulnerabilities are safe. This will include the promotion of hate crime reporting
	• **Marriage & Civil Partnership**			Ntrl		N/A
	• **Pregnancy & Maternity**			Ntrl		N/A
	• **Race**	+				The strategy aim to diversify the night- time economy so it has something to offer everyone. This will include cultural and activities aimed at different sections of the community. The strategy will also include the promotion of hate crime reporting.
	• **Religion/Belief**	+				The strategy aim to diversify the night- time economy so it has something to offer everyone. This will include cultural and activities aimed at different sections of the community. The strategy will also include the promotion of hate crime reporting.
	• **Sex**	+				The strategy particularly notes that interventions are needed to ensure that women feel safe in the night- time economy.
	• **Sexual Orientation**	+				The strategy aim to diversify the night- time economy so it has something to offer everyone. This will include cultural and activities aimed at different sections of the community. The strategy will also include the promotion of hate crime reporting.
	• **Welsh Language**			Ntrl		N/A

	Yes	No
Is a full Equality Impact Assessment required?	X	
Is a full Child Rights Impact Assessment required?		X

| 1.8 | **The Council delivers positive outcomes for the city and its citizens through strong partnerships** *Consider the potential impact on* • *strengthening partnerships with business & voluntary sectors* • *the collaboration agenda and the potential for shared* | + | | | | **POSITIVE** The strategy is a partnership document and has been developed by the broad membership of the Safer & Cohesive Communities Programme Board. The strategy will be signed off by the Public Services Board, BID and Health Board as well as by Cabinet and the Public Protection Committee. |

	Has the Strategy/Policy/Activity considered how it will impact one or more of Cardiff's 7 Citizen focused Outcomes?	Please Tick				Evidence or suggestion for improvement/mitigation
		+	–	Ntrl	Un-Crtn	
	services, cross-boundary working and efficiency savings					

SUMMARY OF APPRAISAL (highlight positive and negative effects of the policy / plan / project being assessed, demonstrating how it contributes to the economic, social and environmental sustainability of the city):

This partnership strategy will have a positive contribution to the economic, social and environmental sustainability of the City. It will ensure that Cardiff is able to manage and shape the direction of the night-time economy in times of austerity. The strategy contains an action plan that will monitor the success of interventions and identify positive impacts, such as a reduction in violent crime, improvements in people's perception of safety in the night-time economy & reduction in drinking on public transport.

WHAT ACTIONS HAVE BEEN IDENTIFIED OR CHANGES BEEN MADE TO THE POLICY / PLAN / PROJECT AS A RESULT OF THIS APPRAISAL:

No actions have been identified as the overall assessment is that the strategy impacts positively in all but one areas and has a neutral affect in "People in Cardiff achieve their full potential" which sits outside the remit of the strategy.

Part 2: *Strategic Environmental Assessment (SEA)*

		Yes	No
2.1	Does the plan or programme set the framework for future development consent?		X
2.2	Is the plan or programme likely to have significant, positive or negative, environmental effects?	X	

Is a Full Strategic Environmental Assessment Screening Needed?	Yes	No
▪ **If Yes has been ticked to both questions 2.1 and 2.2 above then the answer is Yes** ▪ **If a full SEA screening is required then please contact the Sustainable Development Unit to arrange (details below)**		

If you have any doubt about your answers to the above questions, then please consult the Sustainable Development Unit for advice on (029) 2087 3228 or email: sustainabledevelopment@cardiff.gov.uk

Part 3: *Habitat Regulation Assessment (HRA)*

		Yes	No	Unsure
3.1	Will the plan, project or programme results in an activity which is known to affect a European site, such as the Severn Estuary or the Cardiff Beech Woods?		X	
3.2	Will the plan, project or programme which steers development towards an area that includes a European site, such as the Severn Estuary or the Cardiff Beech Woods or may indirectly affect a European site?		X	
3.3	Is a full HRA needed?		X	

Details of the strategy will be sent to the County Ecologist on completion of the process to determine if a Habitat Regulation Assessment is needed. For further information, please phone (029) 2087 3215 or email: biodiversity@cardiff.gov.uk

Part 4: *Welsh Language (Wales) Measure 2011*

		Yes	No	Unsure
4.1	Have you considered how the policy could be formulated so that the policy decision would have positive effects, or increased positive effects on opportunities for persons to use the Welsh language?	X		
4.2	Does the policy ensure that the Welsh language is treated no less favourably than the English language?	X		

If you have any doubt about your answers to the above questions, then please consult the Bilingual Cardiff team for advice on (029) 2087 2527 or email: Bilingualcardiff@cardiff.gov.uk

2.C.PPCF.002	Issue: 3	Date: Mar 16	Process Owner: Gareth Newell	Authorisation: Head of Performance and Partnerships	Page 9 of 8

Appendix 1 – Statutory Requirements

It is possible that the Statutory Screening Tool will identify the need to undertake specific statutory assessments:

- **Equality Impact Assessment**: *This assessment is required by the Equality Act 2010 and Welsh Government's Equality Regulations 2011.*
- **Wellbeing of Future Generations (Wales) Act**: *The Act requires sustainable development to be a central organising principle for the organisation. This means that there is a duty to consider sustainable development in strategic decision making processes.*
- **Welsh Government Statutory Guidance - Shared Purpose Shared Delivery**: *The Welsh Government requires local authorities to produce a single integrated plan to meet statutory requirements under a range of legislation. The City of Cardiff Council must therefore demonstrate its contribution towards Cardiff's own integrated plan: "What Matters".*
- **United Nations Convention on the Rights of the Child**: *The Children Act 2004 guidance for Wales requires local authorities and their partners to have regard to the United Nations Convention on the Rights of a Child.*
- **United Nations Principles for Older Persons:** *The principles require a consideration of independence, participation, care, self-fulfillment and dignity.*
- **Welsh Language (Wales) Measure 2011**: *The Measure sets out official status for the Welsh language, a Welsh language Commissioner, and the freedom to speak Welsh.*
- **Health Impact Assessment**: *(HIA) considers policies, programmes or projects for their potential effects on the health of a population.*
- **Habitats Regulations Assessment**: *The Conservation (Natural Habitats, &c.) (Amendment) Regulations 2007 provides a requirement to undertake Habitats Regulations Assessment (HRA) of land use plans.*
- **Strategic Environmental Assessment**: *A Strategic Environmental Assessment (SEA) is an European Directive for plans, programmes and policies with land use implications and significant environmental effects.*

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

DEVELOPMENT OF A CITY WIDE EMPLOYABILITY PROVISION & A NEW APPROACH TO BUILDING RESILIENT COMMUNIITES

HOUSING & COMMUNITIES (COUNCILLOR LYNDA THORNE)

AGENDA ITEM: 10

DIRECTOR FOR COMMUNITIES, HOUSING AND CUSTOMER SERVICES

Reason for this Report

1. To provide an update on the exit arrangements for the Communities First Programme and to report back on the findings of the consultation undertaken to inform the way forward.

2. To agree new arrangements for delivering Employment Services in Cardiff.

3. To set out the proposed approach to building community resilience and improving community involvement and engagement.

Background

4. On 14 February the Cabinet Secretary for Communities and Children announced that Communities First would be phased out by 31 March 2018. Instead there would be a new approach to tackling poverty. The new approach is focused on employment, early years and empowerment.

5. Communities First is a programme that works with residents, community organisations, business and other key agencies to focus on improving the wellbeing and resilience of communities. There are currently four Communities First areas in Cardiff. Each area or "Cluster" is managed by a third sector organisation.

6. Action is being taken, where possible, to mitigate any negative impact from the closure of these programmes. Council funding was made available to help the organisations to develop sustainability plans this funding has provided staff training; consultancy to assist with business plan development and specialist workshops on commissioning and procurement.

7. The Welsh Government is making new funding available from April 2018. The priority for this funding is helping people into work and building resilient communities. The new funding comprises of an:

    a. Employability Grant, the exact amount of this is unknown but is likely to exceed £650,000 per annum
    b. Legacy Funding of £563,361 per annum.

8. In addition the European funded Communities for Work programme, currently delivered alongside Communities First, will continue to be funded until 2020, with an allocation for Cardiff of £584,903 per annum.

9. While this funding is welcome it is significantly less than was previously available. In 2016/17 Cardiff received £2.98 million in Communities First funding, £578,000 for Communities for Work and £157,000 for the Lift employment programme. It is therefore very important that best use is made of the reduced funding that will be available.

10. In order to consider the best way forward following the closure of Communities First a public consultation exercise was carried out during September this year. 1,596 responses were received to the survey which was available on line and in hard copy in hubs and other community buildings. 5 focus groups were held in the Communities First areas. Two briefing sessions were also held with elected members. Further details about the consultation are contained within the report. The feedback from this consultation has been used to inform the proposals below.

Issues

Employability Review

11. Due to the need to achieve best value a full review of Employability Support across the City was carried out. The review identified over 40 different schemes offering employment support in Cardiff each with their own eligibility criteria. While the Council's Into Work Service offers open access services, the provision of more in-depth support and mentoring depends on postcode and various eligibility requirements such as age, benefit entitlement and ethnicity.

12. Current employment support in the city is complex and it can be difficult for people to find the right service for them. There is no clear pathway into services and no needs assessment to ensure that the most vulnerable individuals receive appropriate assistance.

13. It is clear that there are pockets of poverty throughout the City, not just in Communities First areas, and this need is not currently being met. Cardiff is also seeing higher levels of in-work poverty than in previous years and support for those already in employment is currently very limited. The review made clear that there is a need to change services in Cardiff to improve accessibility, link together the many existing services and ensure that help is available to everyone who needs it, across the city.

14.   As a result of the review a proposed new approach to employment services has been developed that will offer services across the city based on need.

Proposed New Employment Service

15.   It is proposed that the Council should directly provide core employment services across Cardiff. The new approach would bring together the various funding streams, including Communities for Work, the Employability Grant and the Council's own into work resources to create one service provided directly by Council employees. The new service would include the following:

Gateway into Service

16.   A simple gateway to services via range methods including phone, internet, and face to face. Face to face access would be available through community hubs, libraries and other community buildings. The job clubs would continue to offer assistance with CVs and job search but this will be extended across the city.

In-depth Mentoring and Support

17.   For those people who need additional support, a specialist mentoring service will be available. For the first time this will be available based on need regardless of postcode or benefit entitlement. One to one support will be provided to help people address any barriers they have to returning to work. The mentors will also help people with more complex needs address a range of issues by referral into specialist programmes.

Effective Employer Engagement

18.   The Employment Service will work with Economic Development to understand the needs of employers and prepare people for real job opportunities. The service will link with both national and local employers to identify future skills requirements and inform the development of training provision.

Self-Employment and developing Social Enterprise

19.   The new service would offer advice and assistance to help people to set up their own business or social enterprise, to help develop the entrepreneurial culture in individuals and communities.

In Work Poverty

20.   The new approach would include support for those in low paid employment and on zero hour contracts, helping people to achieve higher level skills or more sustainable employment opportunities.

<u>Effective monitoring</u>

21.   By having a core service provided by the Council it will be possible to develop a single data base with one view of the individual to monitor outcomes. This data will help identify any gaps or duplication in services across the city and also measure the success of interventions more robustly.

<u>Proactive approach</u>

22.   Not all individuals will seek help and a proactive approach is needed to engage with these hard to reach individuals. This will be a key part of the design of the new arrangements. Close links will be developed with those who provide services to vulnerable and hard to reach individuals such as social landlords, health and hostel services to identify clients who are in need of the service.

23.   The Council has access to information that would allow for the effective targeting of support to those most in need, such as those affected by Universal Credit and other welfare reforms.

24.   The services will continue to work in foodbanks, job centres and other community venues to reach out to people who are in crisis and unsure of where to find help.

25.   The new service will provide volunteering and work experience opportunities and link closely with the Cardiff Commitment to connect people to opportunities in Public, Private and Third Sector organisations.

Consultation - Employability Service

26.   Consultation was undertaken on the proposed way forward for Employment Services and there was considerable support for the proposed approach.

27.   82% of respondents to the public survey agreed with the proposal that the Council should directly provide and coordinate the services with only 6% disagreeing. 92% of respondents agreed with the proposal to introduce the simple gateway into services. Useful information was gathered during the consultation on preferred methods of contact and types of support that people would like included in the new service. This will inform the detailed planning of the new provision.

28.   Given the support for the changes it is proposed the new arrangements for Employment Services are taken forward with the aim of full implementation by April 2018.

Building Resilient Communities

29.   The Welsh Government's Legacy Fund is being made available from April 2018 to take forward the learning from Communities First and support the development of resilient communities.

30.   The impact of the closure of Communities First was considered during the consultation:

- 577 respondents were aware of the Communities First Programme. Of these 235 indicated they had taken part in a project or activity (only 15% of those who took part in the survey). 214 people were able to indicate which Communities First area they received support from.

- Most had been involved in "Training and Community Learning", "Volunteering Opportunities and Time Credits" or "Support to Gain a Job or Qualification". These projects or activities were also the most valued by respondents.

- 135 respondents, of the 215 that answered the question, felt there would be gaps after Communities First closes. More than 100 respondents went on to explain what they thought those gaps would be. Loss of community involvement and engagement, alongside volunteering and training were identified as key issues.

31.   The consultation also explored how to build community resilience and improve community involvement and engagement:

- 33% of respondents felt that they had a say in decisions about their community compared to 43% who did not, 24% did not know. Most respondents indicated that they have their say by taking part in surveys or questionnaires or being kept informed by reading newsletters/articles. When asked how they would like to be involved in the future these were also the top answers, however attending community events, workshops and involvement with a formal panel were also popular. There was a clear indication that respondents would like more opportunities to get involved on a face to face basis.

- Respondents were also asked how they are currently involved in their community. The top three answers were "Community Volunteering", "Helping others in my Neighbourhood" followed by "Member of a Community Group". These were also the activities people were most likely to get involved in the future.

32.   Engagement with the survey was good with nearly 1,000 comments received. This information has been combined with the learning from the stakeholder events and Members feedback sessions to identify the potential gaps in services and to inform the next steps.

Potential gaps in Services

33.   Three key themes have been consistently identified as potential gaps in services, these have been summarised below:

Health and Wellbeing

   The identified need here included:
- Low level Mental Health Support and Confidence Building Activities
- Health and Wellbeing Support
- Befriending/Self Help/Peer Support Groups
- Low level Therapeutic Training (art projects/sewing groups/knit and natter)
- Social Prescribing linked to GP's
- Engaging with Older People and avoiding social isolation
- Low level community based volunteering

Pathways into learning

- Pathways into community based learning provision, including ESOL and Basic Skills
- Work with parents, children and young people linked to education

Community Engagement/Involvement

- Support for Community Groups
- Building and maintaining local knowledge and networks
- Formal/Structured volunteering/Time credits
- Community events to encourage engagement
- Signposting/Promotion of other Organisations and Services

34.   Having considered these potential gaps and the comments from the consultation it is proposed to commission two services:

- A City Wide Health and Well Being Service offering low level Mental Health and Wellbeing Support and community based activities including volunteering, befriending and peer led support.

- A city wide service to develop Pathways to Learning – this would promote access to and coordinate community based ESOL and Basic Skills provision. This would include working with parents, children and young people to encourage participation in learning opportunities and the provision of community homework clubs.

35.   These commissioned services would be funded by the Welsh Government Legacy Fund. They would provide city wide services that complement statutory services while avoiding duplication.

36.   In addition it is proposed that a new city wide approach to Community Involvement and Engagement is put in place. The new approach will

build on the learning from both Neighbourhood Partnerships and Communities First to create a new framework for participation across the City, anchored in the Hubs, Libraries and Wellbeing Centres.

37.   The service will identify local issues and priorities and bring together the right people to find the solutions. It will also provide opportunities for Community Groups and individuals to get involved in their local area. It is proposed that this core Community Engagement and Involvement service will be supported and delivered by Council employed staff, funded through the Legacy Grant.

38.   Volunteering programmes that provide both formal and informal opportunities for people to volunteer at a level that's right for them should underpin all three proposals.

Next Steps

39.   Further work is required to develop all three strands of the Building Resilience Programme. It is proposed a full review takes place that includes mapping current provision and further face to face public consultation. The review will identify what is already available across the city, how people access these services and if there are any gaps or duplication. There is also a potential opportunity for joint commissioning with other partners such as Health.

40.   The information gathered from the review, mapping and consultation exercises will inform a proposed way forward for cabinet approval by Spring 2018 on:

   • Commissioning a Health and Wellbeing Support Service across the City
   • How to provide pathways to Community Learning
   • A new approach to Community Involvement and Engagement

41.   Support will be provided to third sector and community organisations to ensure they are fully able to take part in any procurement process. It is also proposed that in 2018/19, an allocation of legacy funding is made available to those community organisations most at risk due to the closure of Communities First. This allocation will be for one year only and will be aimed at helping these groups to further develop their sustainability plans.

Consultation

Scrutiny/Member consultation

42.   Two briefing sessions were held with Elected Members on 30 August and 3 September 2017. The proposals were also presented to Economy & Culture Scrutiny Committee on 14 September and 9 November 2017 and will be considered by the Community & Adult Services Scrutiny Committee on 15 November 2017. The Economy & Culture Scrutiny Committee's letter and response can be found at **Appendix 1.**

Public Consultation

43.   The online consultation opened on 6 September and ran until 4 October 2017. 4,000 hard copies were distributed to 18 locations across the City including Hubs, Libraries and 5 other community venues. Engagement sessions also took place in Job Clubs operating in Hubs across the City. A total of 11 drop-in sessions were held in community building, including 6 outside of Communities First postcodes.

44.   Social Media networks such as Twitter and Facebook were also utilised to promote the consultation with a potential reach of 131,578 users. The survey link was also shared with 86,868 email network users, including Neighbourhood Partnership, Youth Services and Communities First Networks. The link was also shared with 75 Elected Members and all Community Councils.

45.   This resulted in 1,596 people taking part in the survey, with nearly a thousand separate comments made. A copy of the full Consultation report can be found at **Appendix 2.**

46.   In addition five Focus Groups were held in Communities First Cluster Areas. A total of forty two people attended the sessions. Key findings to emerge from the focus groups are very similar to the findings contained in the online survey results. The full report can be found at **Appendix 3.**

47.   The results of the consultation have been considered and taken into account when developing the proposals in this report.

Reason for Recommendations

48.   To ensure that Cardiff's residents are supported into employment through the delivery of a joined up service that makes best use of all available funding.

49.   To ensure that the any gaps left by Communities First are mitigated and that a robust approach to Building Community Resilience is developed.

Financial Implications

50.   The Council has been invited to submit grant bids which includes an award for an Employability Service and a separate grant for Building Resilient Communities. In relation to Employability Services, the proposal in this report involves merging services provided by the Council and external partners into a single more efficient service delivery mechanism. The proposal is likely to involve the transfer of staff which will need to be managed within any grant funding approved. Current grant terms are for a period of two years and the directorate will need to ensure that costs of delivering the service are managed within the grant approved. Any additional costs during the grant period or arising on cessation of the grant will need to be managed within existing Directorate Budgets.

51.   The report also refers to a similar approach in terms of provision of a single service provided or commissioned by the Council for Building Resilient Communities. This is subject to a further report to Cabinet when proposals are confirmed to ensure a more joined up approach to service delivery. Part of the grant receivable in 2018/19 is to be used as one off grant to continue legacy funding following the closure of Communities First. Savings proposals are outlined in the budget consultation for 2018/19.

Legal Implications

52.   All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. standing orders and financial regulations; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

53.   An Equalities Impact Assessment [EIA] is attached at **Appendix 4** Findings from this assessment have informed the proposals set out in this Cabinet report. Further EIAs will be completed for any additional specific areas of risk identified following this Cabinet decision.

HR Implications

54.   There are TUPE (Transfer of Undertakings (Protection of Employment) 2006) implications for the proposal set out in this report. This will involve the transfer of a number of employees from their current employer into the Council. Initial consultation has taken place with the Trade unions on this matter as well the current employers of the individuals concerned.

55.   Further consultation will take place following Cabinet's decision and the Council will carry out the transfer of the employees in line with the requirements of TUPE.

RECOMMENDATIONS

Cabinet is recommended to:

1.   Agree the approach to future delivery of Employment Services as set out in the report.

2.   Delegate authority to the Director of Housing Communities and Customer Service to take the necessary actions to implement the new Employability service and transitional arrangements.

3.   Authorise officers to review the approach to Building Resilient Communities programme, including a public consultation exercise, to inform a proposed way forward for Cabinet consideration.

Sarah McGill
Director of Communities, Housing and Customer Services
10 November 2017

The following appendices are attached:

Appendix 1: Economy & Culture Scrutiny Committee Letter and Response.
Appendix 2: Consultation Report
Appendix 3: Focus Groups Report
Appendix 4: Equalities Impact Assessment

My Ref: T: Scrutiny/Correspondence/Cllr NH

Date: 15 September 2017

County Hall
Cardiff,
CF10 4UW
Tel: (029) 2087 2087

Neuadd y Sir
Caerdydd,
CF10 4UW
Ffôn: (029) 2087 2088

Councillor Lynda Thorne
Cabinet Member, Housing and Communities
Cardiff Council,
County Hall
Cardiff
CF10 4UW

Dear Councillor Thorne,

Economy & Culture Scrutiny Committee: 14 September 2017

On behalf of the Economy & Culture Scrutiny Committee, please accept our thanks for attending our meeting to consider proposals developed in response to the cessation of Communities First. Members wish also to pass on their thanks to Sarah McGill, Jane Thomas and Louise Bassett for their attendance and for the excellent presentation that summarised the issues and proposals.

Members have asked that I pass on the following comments and observations and ask that these be included as our response to the current consultation on these proposals.

Members recognise the challenging circumstances facing the provision of employment services in Cardiff with the cessation of Communities First and are pleased that proposals have been developed to address these and improve service provision. However, given the reduction in overall funding available, Members recognise that some services currently offered by Communities First will not continue.

Members welcome the intention that the new services are accessible to all citizens, regardless of where they live. It is important that citizens have good access to employment services and it is heartening to see a number of routes offered for access, including hubs, job clubs, online and by telephone. Members are mindful that some of those citizens most in need of employment services may face additional

challenges in accessing these services, either because of previous poor experience with official services or because they do not live near a hub/ job club or because they either do not have access to the internet or a phone or find it hard to use these. Members therefore urge officers to ensure that the marketing of the new gateway approach provides reassurance to potential service users re its independence and helpfulness. Members are also interested to hear more about how officers will identify potential service users who face difficulties accessing these services.

Members are pleased that there will be an initial assessment of needs with onward signposting to council or external services, as required, and mentoring support. At the meeting, Members raised their concerns about future ESOL provision and were interested to hear that officers are mapping provision with a view to identifying possible additional funding provision. Members would like to be kept informed on progress with this.

Members also raised the specific needs of newly arriving refugees, such as Syrian refugees, many of whom are highly educated and require a different kind of support to access employment. Members were reassured to hear that officers recognise this and that appropriate support is available.

With regard to other specialist provision, Members note that officers are hoping that consultation responses will identify additional specialist services, to enhance the current list of specialist services.

Members also welcome the proposal to have a single database, which will enable better monitoring of outcomes for service users.

Moving on to the Legacy Fund, Members note that the Welsh Government criteria for this is very broad in order to allow flexibility. Members also note that Cardiff Council intends to use the responses received to the '*Helping people find work and Building Community Resilience*' consultation to shape the proposed use of the fund in Cardiff.

Members have scheduled pre-decision scrutiny of the Cabinet Report on Employment Services for our meeting on 9 November 2017. Members would like to

receive the consultation schedule with our papers for this item, in order that we can see the responses received and the corresponding actions proposed.

To summarise:

- Members urge officers to ensure that the marketing of the new gateway approach provides reassurance to potential service users re its independence and helpfulness.
- Members wish to hear how officers will identify potential service users who face difficulties accessing employment services.
- Members would like a progress report re mapping ESOL provision and accessing additional funding.
- Members would like to receive the consultation schedule with our committee papers for pre-decision scrutiny of Employment Services.

Thank you once again for your attendance at Committee and I wish you well with progressing proposals for future employment services.

Yours sincerely,

COUNCILLOR NIGEL HOWELLS
CHAIR, ECONOMY & CULTURE SCRUTINY COMMITTEE

cc   Members of the Economy & Culture Scrutiny Committee
        Sarah McGill
        Jane Thomas
        Louise Bassett
        Elizabeth Patterson
        Cabinet Support Office

Fy Nghyf / My Ref :   CM38415

Eich Cyf / Your Ref :   Scrutiny/Correspondence/CllrNH

Dyddiad / Date: 5th October 2017

Nigel Howells
C/O Member Services
County Hall
Atlantic Wharf
Butetown
Cardiff
CF10 4UW

Annwyl / Dear Councillor Howells

Economy & Culture Scrutiny Committee: 14 September 2017

Thank you for the opportunity to present the proposals on Employment Services and Building Resilient Communities to the Committee and for the helpful and constructive comments in your letter dated 15th September 2017. As requested the letter will form part of the response to consultation.

With regard to the specific issues raised I can confirm the following:

1. Members urge officers to ensure that the marketing of the new gateway approach provides reassurance to potential service users re its independence and helpfulness.

I fully accept and understand your concerns about the accessibility of the gateway and ensuring that those clients who may be harder to reach receive the help they need. The consultation being carried out will help inform the design of the gateway and I agree that proper marketing will be key to the success of the service. I would be happy to provide further information on this to a future committee should the proposals be agreed.

2. Members wish to hear how officers will identify potential service users who face difficulties accessing employment services.

Officers are aware that not all individuals will seek help directly and that outreach and direct engagement with some clients will be necessary to help them into services. This will be a key part of the design of the new services. We know that many economically inactive and unemployed people are not actively engaged with employment services. This may be because they are not ready to return to work, have had poor experiences of employment services in the past, or are unaware of the range of services available. To overcome this lack of engagement, we recognise we need to reach out to people and be creative on how we engage them in services.

Having a consistent Framework of Employment provision across the city will make it much easier to engage with other organisations and services who have day-to-day contact with the most vulnerable individuals in the city.

We will create better pathways into the employment services through working with our teams already based in communities such as the Money Advice and Hub Teams. We will also link closely with our housing teams including housing officers and the Tenant Participation team. This will help us to identify potential clients living in council housing. We will work closely with our Registered Social Landlord partners to ensure that their front line staff can identify those who need help and refer them effectively.

We will also join up with services that visit the most vulnerable and isolated people in their own homes such as the Welfare Liaison Team and the Floating Support providers.

Plans are already in place to work closely with hostels and supported housing providers. This will allow us to work with homeless individuals and to target support at young people who are leaving care and those who have suffered domestic abuse.

We will be able to use all available data and resources to concentrate our efforts on those members of the community that need the most help. One of the greatest challenges facing the city over the coming years will be the rollout of the Welfare Reform. The Council has the information about those affected and will be able to proactively target wrap around support, including employment support, to help to those most affected by the changes.

The services will continue to work in foodbanks, job centres and other community venues to reach out to people who are in crisis and unsure of where to find help.

Other programmes focussed on tackling poverty such as Flying Start, Families First and Supporting People will also be aligned to the new service model.

In addition to the above, the need to engage with harder to reach individuals will inform the use of the Legacy fund.

3. Members would like a progress report re mapping ESOL provision and accessing additional funding.

Some initial work has taken place and a flow chart has been developed for clients and professionals to explain the process and contacts for accessing ESOL provision alongside a list of existing services available in the community. This work will continue through the development and implementation stage and an update on progress will be provided as part of the Cabinet Report in November.

4. Members would like to receive the consultation schedule with our committee papers for pre-decision scrutiny of Employment Services.

A consultation report will be developed and provided as part of the pre-decision scrutiny of Employment Services and Cabinet report due in November.

I hope the above is of assistance.

Yn gywir / Yours sincerely

Y Cynghorydd / Councillor Councillor Lynda Thorne
Aelod Cabinet dros Dai a Chymunedau
Cabinet Member for Housing & Communities

Helping people Find Work and Building Community Resilience

Consultation Findings

October 2017

CARDIFF
CAERDYDD

Helping People Find Work and Building

Community Resilience

Background

The Welsh Government's approach to tackling poverty is changing. As part of these changes the Communities First Programme will cease and the Council will have some funding focused on helping people into work. There will also be some funding to help local people get involved in their community.

In September 2017 Cardiff Council initiated public and stakeholder consultation to gather views on how Cardiff should respond to these changes and explore ideas for new approaches to the provision of services.

Methodology

1. An online survey was designed and widely distributed by:
    *   Direct Mail to Council Wide address lists containing: Library card holders, Castle Key holders, Active Card holder, Members of the Cardiff Citizens' Panel. In total this list included **83,843** unique email addresses.

2. A total of 4,000 paper versions of the survey made available at libraries and Hubs across the city. Officers within hubs played a vital role in the promotion of the survey to those visiting Hubs and offered support were necessary. Communities' First staff also assisted with the promotion and support in other community buildings. Completed surveys could be deposited in secure 'drop boxes' provided in Hubs or returned directly to Cardiff Research Centre in a FREEPOST return envelope.

3.   Stakeholder engagement via a series of focus groups:
    *   Five focus groups were held, covering the four Communities First clusters in the city, with a total of 42 individuals taking part. Topics covered included projects respondents had been involved with, and how they helped; concerns regarding the closure of Communities First; future need for services; and, current and future community involvement – a separate report, produced by WCVA Communities First Support Service, details the findings of this engagement.

This report focuses on the findings of the survey element of the consultation which received a total of 1,596 responses.

1. Employment Support Services - Helping People finding Work

In Cardiff there are over 40 different schemes with different qualifying criteria that help people back into work. Sometimes having so many schemes can be confusing and make it harder for people to find the right service for them.

Currently some people cannot get the services they need for example because of where they live or just because of their age. There is a need for a more joined up approach to services, with help available across the city for all who need it.

With less funding available and the requirement for a more joined up approach, the Council is proposing to directly provide and coordinate employment services across the city. The service will be available to everyone who needs it. The new services would be delivered through our network of Community Hubs and from other community buildings.

Do you agree with this proposal?

More than four in five respondents (82%) agreed with the Council's proposal to directly provide and coordinate employment services across the city. Only 6% disagreed.

Do you agree with this proposal?
(Base: 1,321)

Don't know 12%

No 6%

Yes 82%
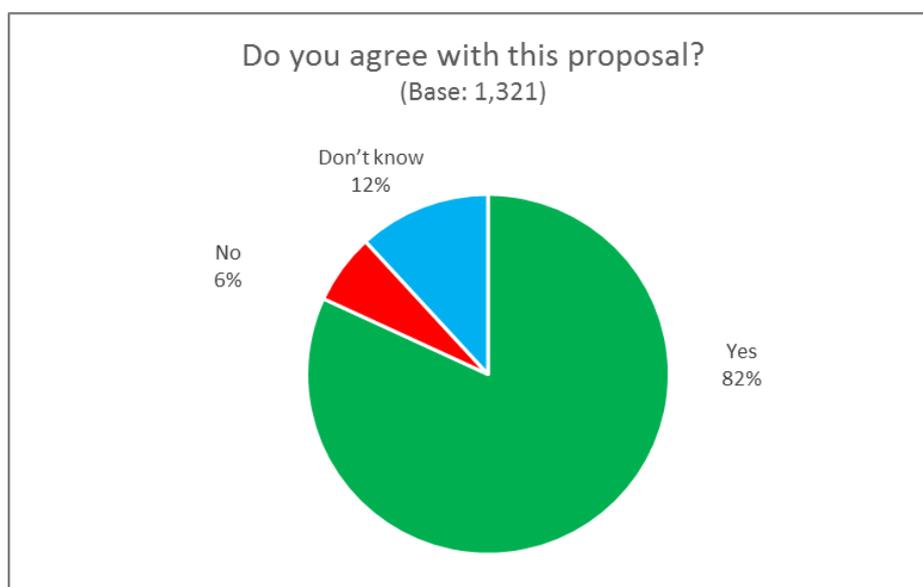
The minority of respondents that indicated that they did not agree with the proposal were invited to explain why. Sixty-two responses were received with the concerns focused on a small number of points:

- ❖ That the responsibility for finding employment opportunities for individuals should not rest with the Council.
- ❖ That service provision will under the proposal become generic rather than specialist.
- ❖ That community hubs are unsatisfactory locations. Reasons cited for this included; geographical distribution, travel costs, disability, Hubs considered chaotic and lack privacy and Council identify/trust.
- ❖ That services should be centralised in one locations e.g. Central Library rather than spread across the city.

We think that a simple gateway is required to direct people to the services they need to help them back to work. Do you agree this would help?

More than nine in ten respondents (92%) of respondents agreed that a simple gateway is required to direct people to the services they need to help them back to work. Only 3% disagreed.

Do you agree this would help?
Base: 1,233

Yes 92%
No 3%
Don't know 5%
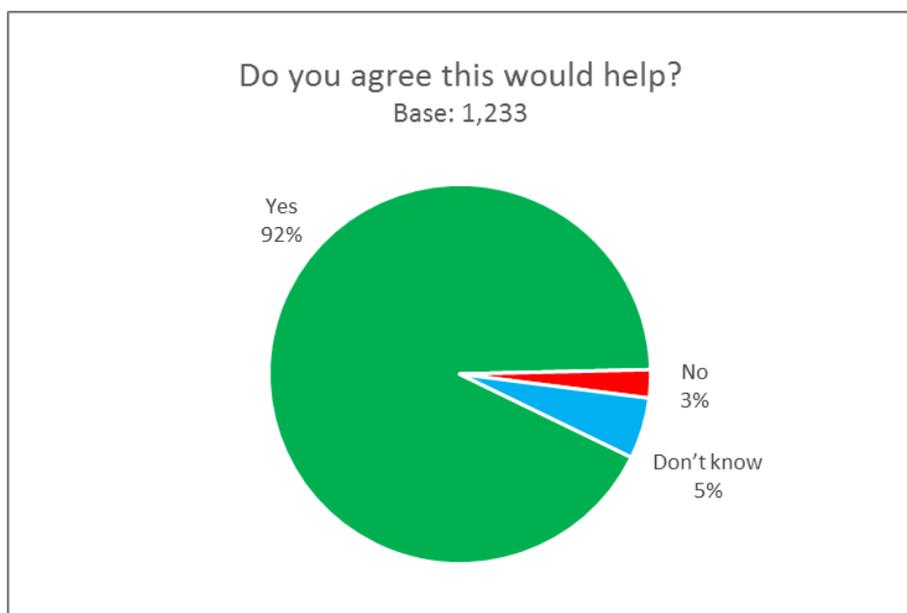
What do you think should be part of this gateway?

Respondents were given a list of options, and asked to specify which they felt should be part of the gateway to direct people to relevant services. The most popular responses were 'Face to Face contact' (84%), 'A website providing information on the support available' (79%), a 'Telephone helpline' (75%) and 'Locally available job clubs' (68%)
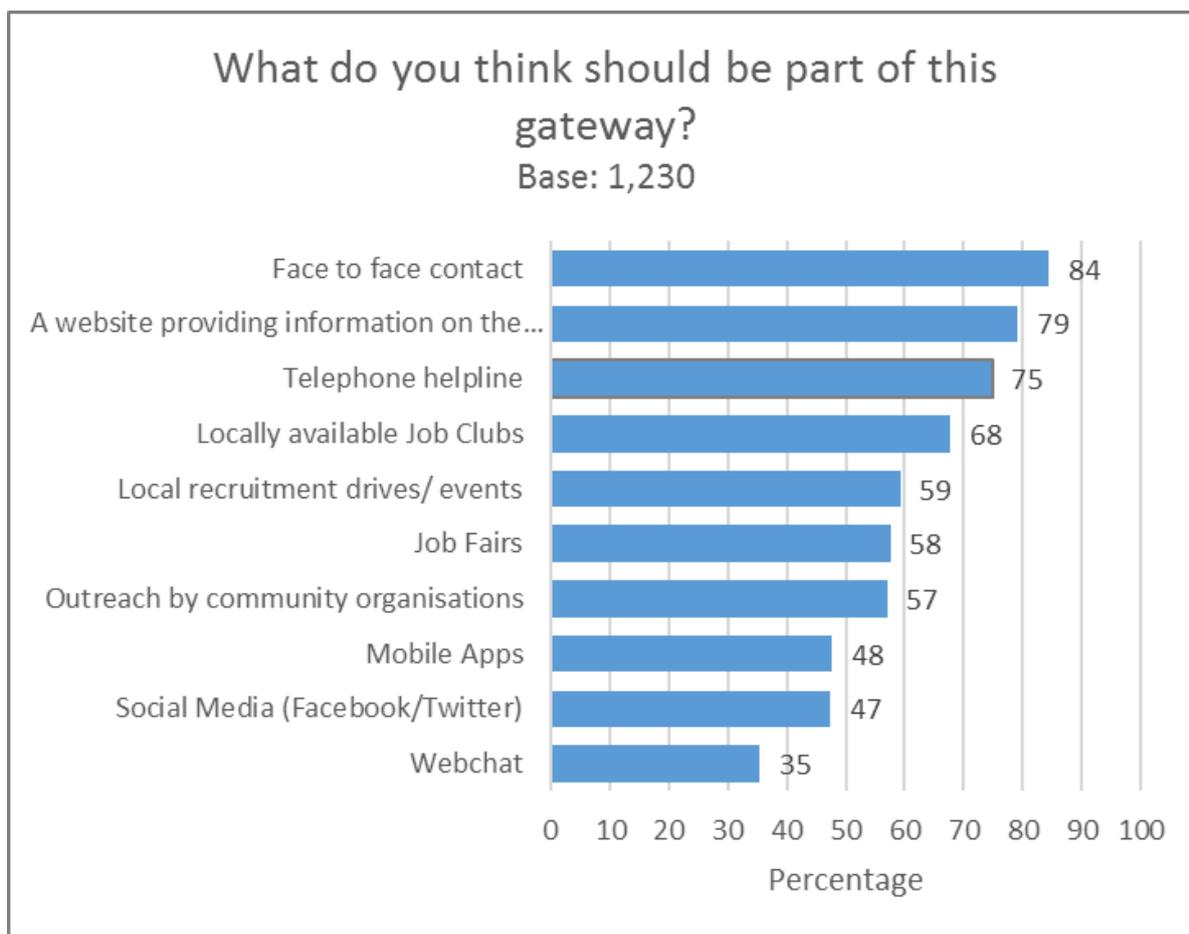
A Single Point of Access

What kind of employment support do you think is needed to help people into work and which ones would you use?

The types of support that respondents most felt were most needed to help people into work were:

- Local job clubs (85%)
- Apprenticeship opportunities (75%)
- Career advice (75%)

- Work experience/placements (73%)
- Short training courses (72%).

When asked which they would be most interested in using themselves, the most popular options were:

- Short training courses (33%)
- Career advice (31%)
- Local job clubs (29%)

- Training delivered locally (26%)
- Volunteering opportunities (26%).

What kind of employment support do you think is needed to help people into work and which ones would you use?
Base: 1,137
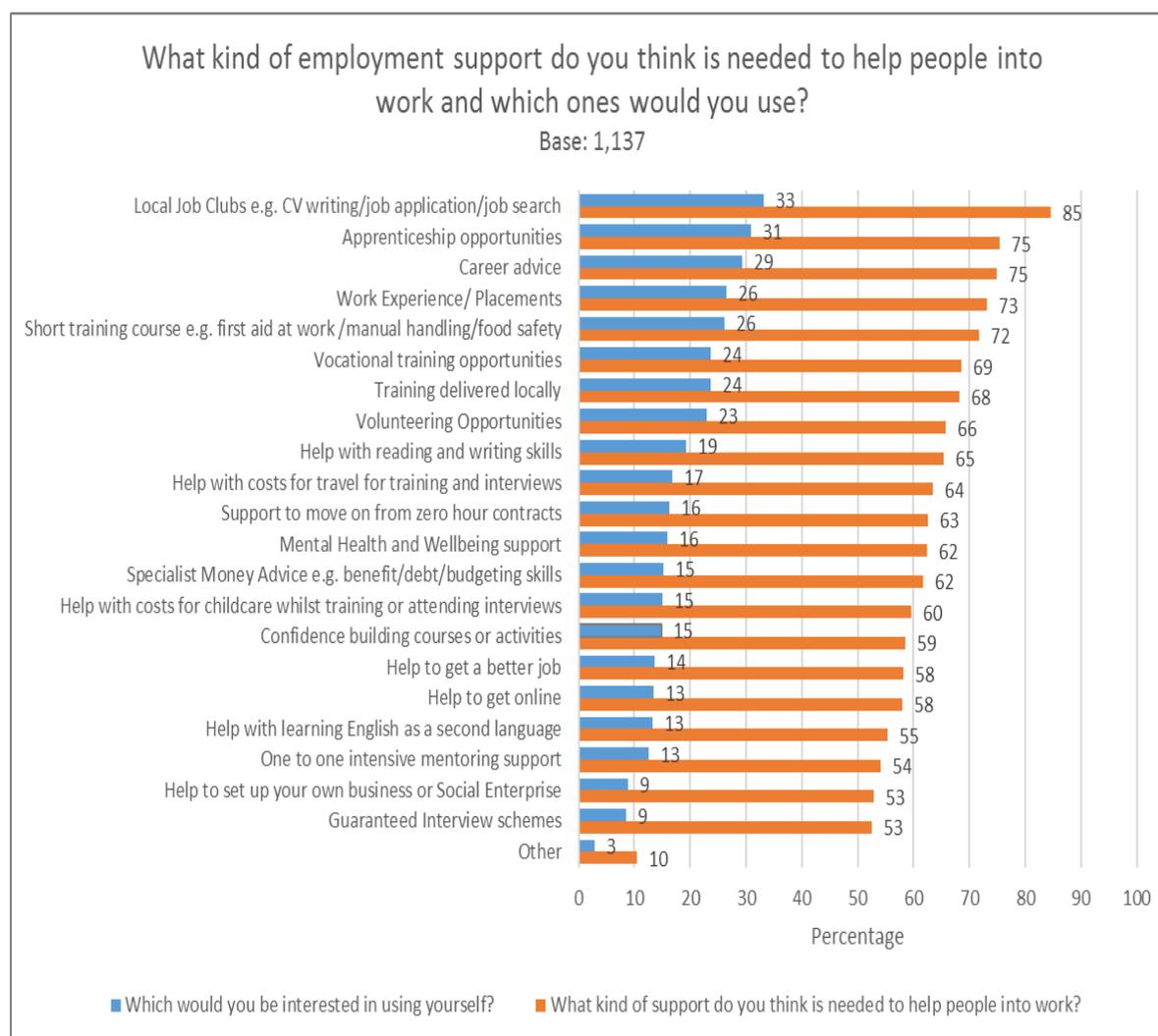
Those participating in the survey were also given the opportunity to share if there was anything additional that may be of benefit to those seeking work. A total of 49 responses were provided, these were varied with many picking up on aspects of the options previously provided. Additional suggestions included:

- Strengthening links to local businesses and colleges
- Guaranteed interview for local people for local jobs

- Help with interview skills
- Support for those with a disability
- Welsh language training

Do you think it is important that community organisations continue to provide some employment related services?

Just over half (56%) of respondents felt it is important for community organisations to provide employment-related service.

Do you think it is important that community organisations continue to provide some employment related services?
Base: 1,106
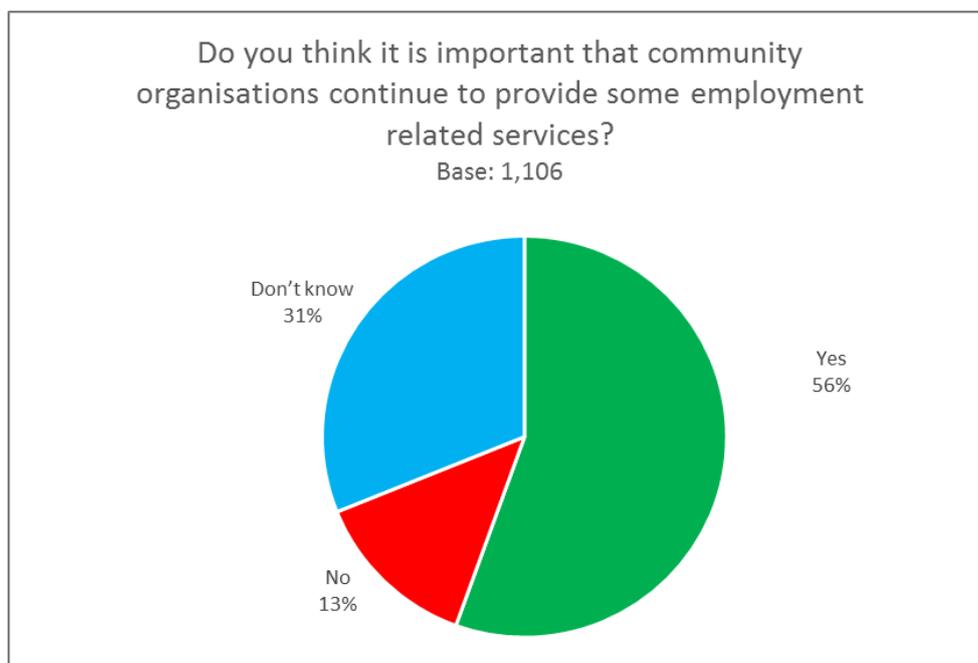
Those responding 'yes' were asked to specify which services they felt are best provided by a local community organisation.

Over 300 separate comments received with over 20 separate services referenced. Where possible broad groups were made with services relating to Mental Health Support, Volunteering and Work Placements featuring highly.

- Local job clubs (34%)
- Local training opportunities (22%)
- Employment support services (16%)

- ESOL/Basic skills (45%)
- Volunteering opportunities (13%)
- Mental Health support services (13%)

2. Building Community Resilience

The Welsh Government has announced that funding for Communities First will end by March 2018. As part of this survey, Cardiff Council wanted to hear from those who had been involved in the programme and how they felt the closure could impact both them and their local community.

Are you aware of/have you used the Communities First programme?

Of the 1596 people taking part in this survey, a total of 1,131 gave an answer to this question. Of these, 573 (51%) respondents reported to have awareness of the Communities First programme.

Are you aware of the Communities First programme?
Base: 1,131

No 49% Yes 51%
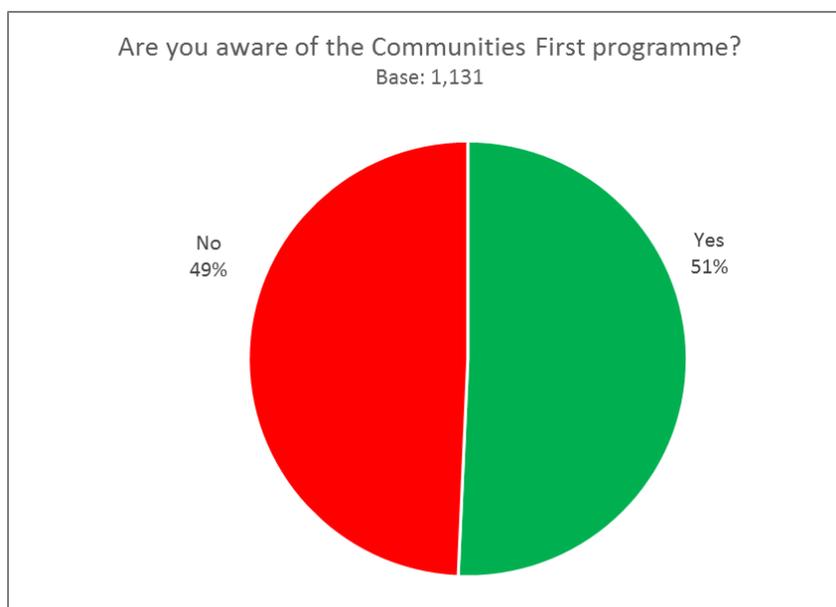
A total of 235 respondents reported to have previously taken part in a Communities First Project of Activity. <u>This number equates to just 15% of those taking time to complete the survey.</u>

Health Warning: Over the course of the consultation period, it became increasingly clear to officers that respondents were often unsure which elements of activity were funded or delivered directly by Communities First.

This is also reflected in the small number of people that went on to say they were involved in a project or activity after indicating they were aware of Communities First.

The same issue was also highlighted in the Focus Group findings.

Which Communities First area you received support from?

Respondents who reported that they had taken part in a Communities First Programme or Activity were asked which area they received support from.

(Respondents could tick more than one area)

Could you tell us which Communities First area you received support from?
Base: 214

Area	Number
ACE - Ely, Caerau, Fairwater & Pentrebane	80
STAR - Splott, Tremorfa, Adamsdwon, Pengham Green & Plasnewydd	54
BRG - Butetown, Riverside & Grangetown	53
ECLP - Llanrumney, Rumney, St Mellons, Trowbridge, Pentwyn & Llanedyrn	31
Don't know	14
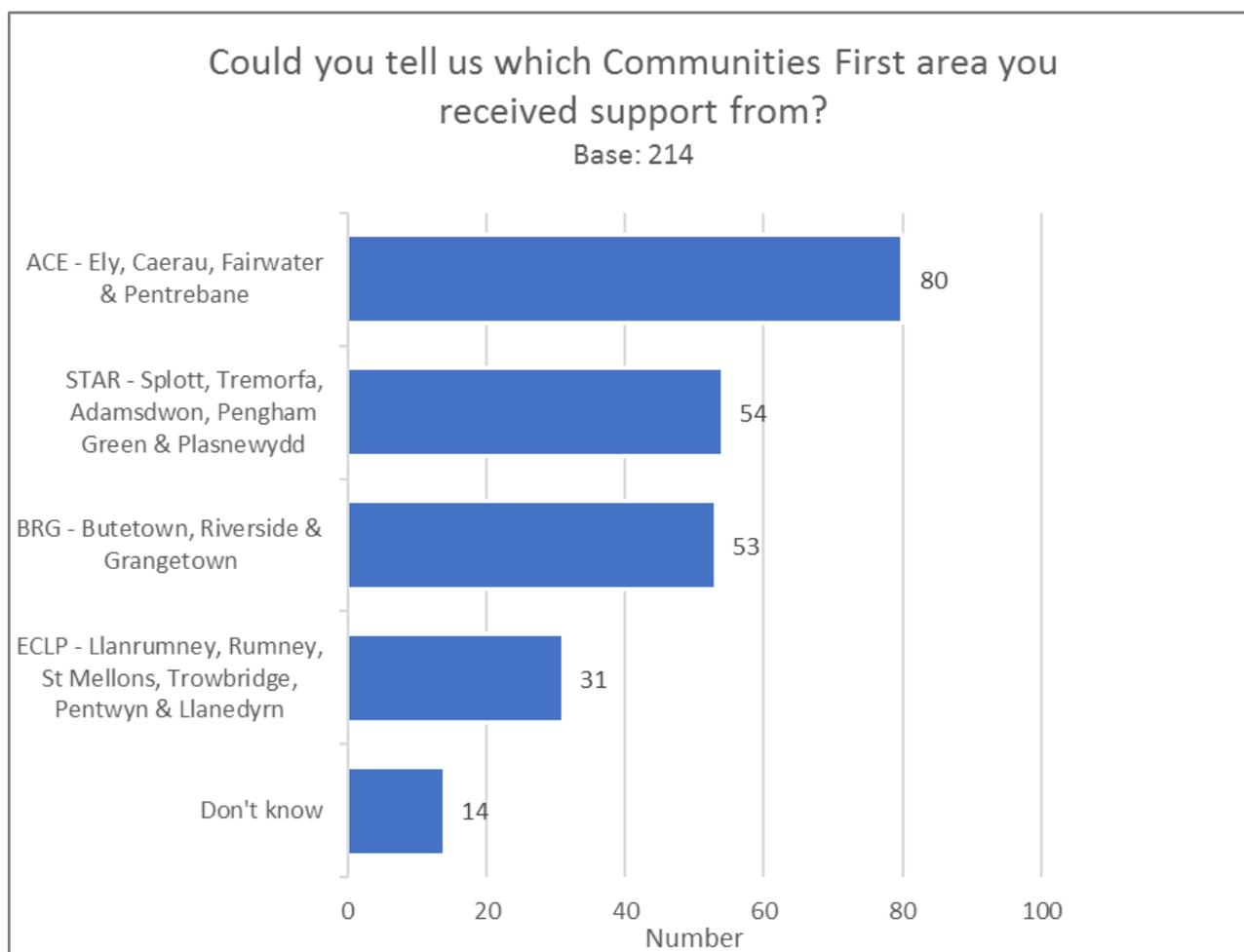
Health Warning: *The issue of respondents being unsure which activities were delivered directly by Communities First continued in this question.*

Your involvement...

The Projects or Activities respondents were most likely to report to have been involved in were 'Training or Community Learning' (41%), 'Volunteering Opportunities/Time credits' (38%) and 'Support to gain a job or qualification' (37%). These same services were also reflected when respondents were asked which of the projects or activities had been of most value to them.

Which Communities First projects or activities have you been involved in, and were of most value to you?
Base: 235

Activity	Involved in	Of most value
Training or Community Learning	41	26
Volunteering opportunities /Timecredits	38	24
Support to gain a job or a qualification	37	24
Children and young people activities	29	16
Mental Health and Wellbeing projects	29	15
Support for my community group	29	14
Help/advice on a healthier lifestyle – e.g.…	27	13
School based activities	23	11
Support to apply for funding	15	11
Help with benefit/debt/budgeting skills	20	11
Digital skills	19	10
Help with a crisis e.g. food bank/fuel/clothes	20	10
Parenting/Family Support	18	10
Social prescribing projects	14	6
Other	14	5

■ Which Communities First projects or activities have you been involved in?
■ Which of the projects or activities were of most value to you?

Respondents were asked to explain why this particular project or activity had been important to them. Volunteering, health and wellbeing, confidence building, improved skills, gain a qualification or job and access to social networks are mentioned consistently in the comments section.

Respondents strongly emphasised how the programme had helped them as an individual make changes or access support in their community. Provided below are the activities and projects which people identified as being most important to them along with a selection of the comments made.

Project	No.	Comments
Mental Health and Wellbeing projects	46	• *They (STAR) offer a holistic approach to supporting individuals, reducing social isolation, confidence building, and skills improvement. They really get to know the person and what it is that they need and can achieve.* • *It help me to gain the skills and experience as well as the confidence to set up my own business and help in volunteering in the community.* • *To meet other community members and make friends to be less isolated and leave my house more. Lovely helpful staff who care and always try to help.* • *It gives less fortunate people and lonely people somewhere to go even if it's just for a chat* • *Helped with my confidence, social contact and improve my wellbeing*
Support to gain a job or a qualification	37	• *It completely transformed my life positively. I am now empowered and employed* • *Provided me with skills to secure a job and helped me gain confidence with working with people*
Training or Community Learning	32	• *Locally based, short/no waiting lists, flexible approach re appointments and funding for training* • *They were important because it help me to gain the skills and experience as well as the confidence to set up my own business and also help in volunteering in the community.* • *I am no longer homeless, I am getting help with food, children's child care benefits and volunteer work placement to help find a job* • *Following over 38 years of office environment the course helped me adjust to my new life style*
Support for my community group	23	• *Because I have not got many friends and this project gives me company and advice support* • *help me communicate and meet other people*
Volunteering opportunities /Timecredits	19	• *Because it got my whole family involved in helping to keep the area clean and litter free* • *It has helped build confidence gain understanding and learn new skills.* • *feels good to help others* • *it has helped me not only gain confidence in myself which I can apply to everyday life but has given me extra skills & support* • *Empowering people in communities*
Children and young people activities	15	• *Breakfast club / children's activities* • *Got me through a difficult time and helped me look towards my future.*
Help/advice on a healthier lifestyle	4	• *It has helped build confidence gain understanding and learn new skills.*
Other/Miscellaneous Comments	42	• *C.F. helped me with every part of my life as much as they can by giving the opportunities that I could not afford.* • *Everything I have been involved with at communities first has allowed me to grow as a person and to meet others in my community and bond with people.* • *They understand the local people and local issues. Very supportive and understanding, great resources and will be hugely missed.*

Could anything have been done better?

A third of respondents (33%) felt that things could have been better.
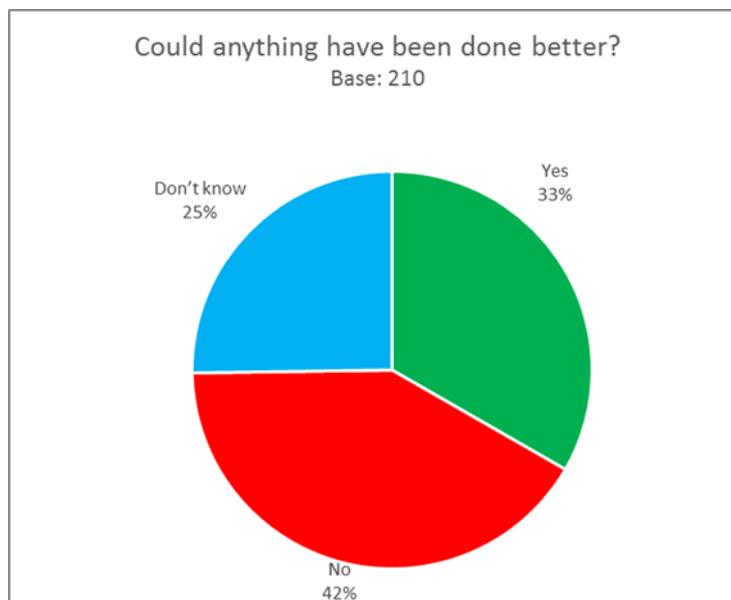
Fifty-six respondents also provided some explanation as to what it was that they felt could have been improved.

Responses to the questions were varied but could be broadly attributed to the three themes of Access, Organisation and Outcomes:

a) **Access** - Comments were made that individuals found projects difficult to access because of their high concentration in particular geographic areas. Similarly it was felt that opportunities were targeted towards specific demographics e.g. older people rather than being open to those in the greatest need with comments including: *"Activities were not taken up by the right people – they were full of graduates and pensioners"*

b) **Organisation –** Aspects of the existing services were considered by some to be poorly managed with lengthy waiting times, bureaucracy and a lack of communication all mentioned by those that have participated in projects with one respondent commenting that, "nobody knew what was going on".

c) **Outcomes –** The purpose of the individual projects was a source of confusion for some of those that had been involved. One participant recalled that there seems to be '*no clear outcomes*' whilst others said that "*projects were focused on short term achievements*" and that *"money could be more wisely spent on early intervention programmes".*

Do you think there will be any gaps once Communities First closes?

One hundred and thirty five people or 63% of those respondents who had previously had involvement with a Communities First project or activity felt there would be gaps once the programme closes.
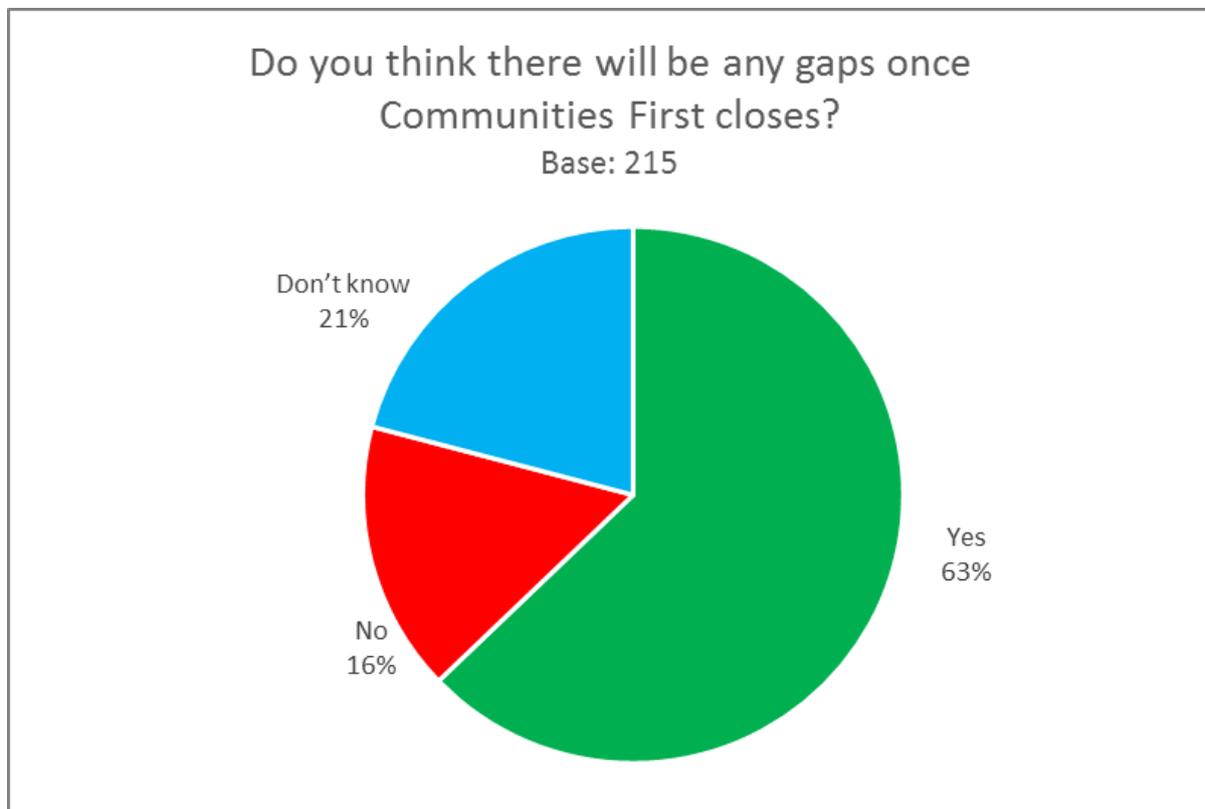
One hundred and four respondents went on to explain what they felt those gaps would be and shared any ideas they had on how those gaps could be filled.

It was possible to categorise the concerns raised into a handful of themes, most commonly mentioned were:

a) Opportunities for Volunteering/Training and Employment.

b) Loss of community involvement and engagement opportunities which benefit health and well-being, build confidence and decrease social isolation.

c) Loss of local knowledge and networks.

d) Activities/support for children, young people and parents

Further comments on the gaps and how they could be filled have been themed into the table overleaf:

Gaps	No.	Comments
Opportunities/Pathways into Learning/Training and Employment	39	• *If there weren't training like this I wouldn't have had the opportunity to study a community course at Taff Housing which led to a university place and receive the study first award at Cardiff met which is only for people from communities first areas.* • *Support with English as a second language* • *There will always be a need for a basic level of training that the employers want but are not willing to pay the training costs for. If your organization can somehow get the employers to allow a training course to be run on their premises that are relevant to any vacancies they may have that would get your foot in the door and you would also get a better idea of the training needs of the business communities as a whole.* • *Lack of support for after school education.* • *Help with training and eventually helping the community improve.* • *Parents and children will miss out on parents getting involved in their child's education.*
Health &Well-Being Includes: Mental Health Support, befriending, social interaction.	35	• *Communities first provided a lot of support to the most vulnerable of the community, without it they might lose the sense of belonging* • *Communities first has helped me with my mental wellbeing, got me out of the house and into activities in the community.* • *I will have nowhere close to go as I have learning difficulties and a disability I cannot walk far.* • *Need to keep opportunities for community sociability.* • *Employ people who are designated and monitored to look after older people's health and wellbeing.*
Loss of Local knowledge/Loss of information source and support networks.	29	• *They were out in the communities and this may not be fulfilled with support just from hubs which can be a long way for people to travel. they listened to what the community wanted and adjusted their services to meet people's needs rather than being one size fits all.* • *Danger that local first-hand knowledge and experience is lost/dissipated and clients reluctance to central based services* • *Communities First has not only acted as a wide network of services for members of the community, being able to offer advice, support and directions to other useful organisations / services, but it has also been a network for organisations in their own right to access each other.* • *The gaps are too many to mention, they include being a point of contact between people and services, support with marketing and advertising.*
Community Engagement/Involvement/ Volunteering	10	• *Community development activities unrelated to work but important for health & wellbeing. Opportunities for residents to meet, volunteer, develop and share skills.* • *Depending on the transition, local knowledge and trusting relationships may be lost* • *Less community involvement* • *Community links. Community events improve the community* • *Community groups set up to access funding. Groups with resources which smaller groups could access to borrow equipment* • *We hope Timecredits will continue support for community groups volunteering.*
Funding	8	• *There will be gaps because of the reduced funding but it is difficult to identify them at present. Biggest problem is likely to be getting people to attend activities or initiatives.* • *Gap in funding.*
Misc.	18	• *Access to a broad range of anti-poverty services will reduce as will the connections to mainstream provision that the project facilitates* • *Communities first was unavailable in some areas and useless in others. There was not enough accountability for words. A one-directive project is the way forward.* • *Local access to projects but I think that rationalisation will help cut cost while still providing access to help that is needed.*

We are interested to hear how you would like to get involved in local activities and projects and how you could influence and shape the community you live in.

Do you think you have a say in decisions that affect you and your local community?

More than two in every five respondents (43%) did not feel that they have a say in decisions that affect them and their local community compared to (33%) of respondents who did and (24%) did not know.
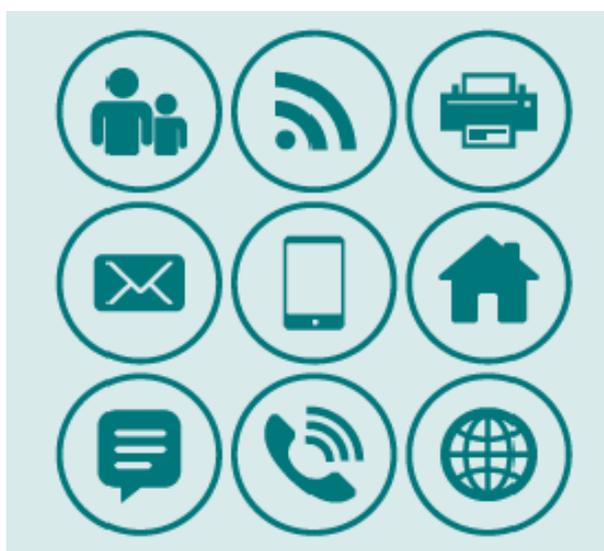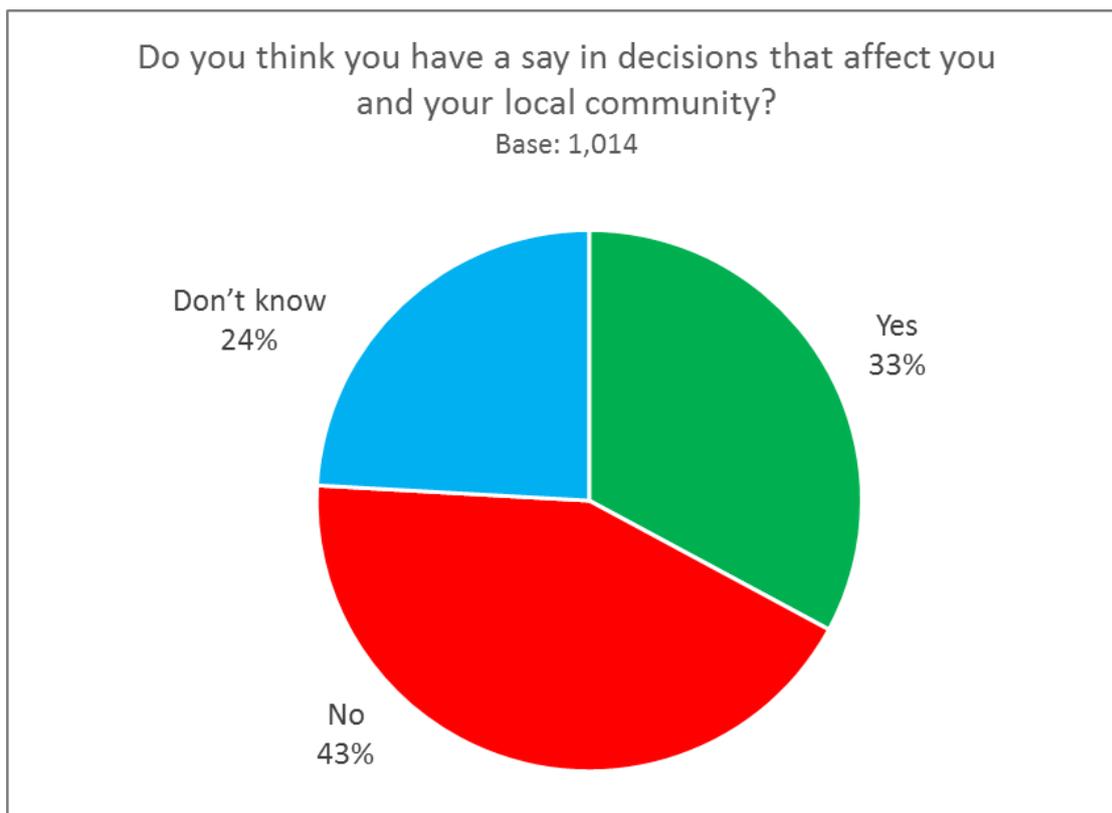
Listed below are a number of ways that you could have a say in the decisions that affect your community.

Two in five respondents reported that they currently have their say by taking part in surveys or questionnaires. 27% kept informed by reading newsletters/articles and 18% currently get involved through social media such as Twitter or Facebook.

Surveys, newsletters and articles were also the ways that people wanted to be involved and informed in the future however there was also a reported interest in more face to face engagement such as community events, workshops and involvement with a panel.

How do you get involved currently, and how would you like to get involved in the future?
Base: 1,596
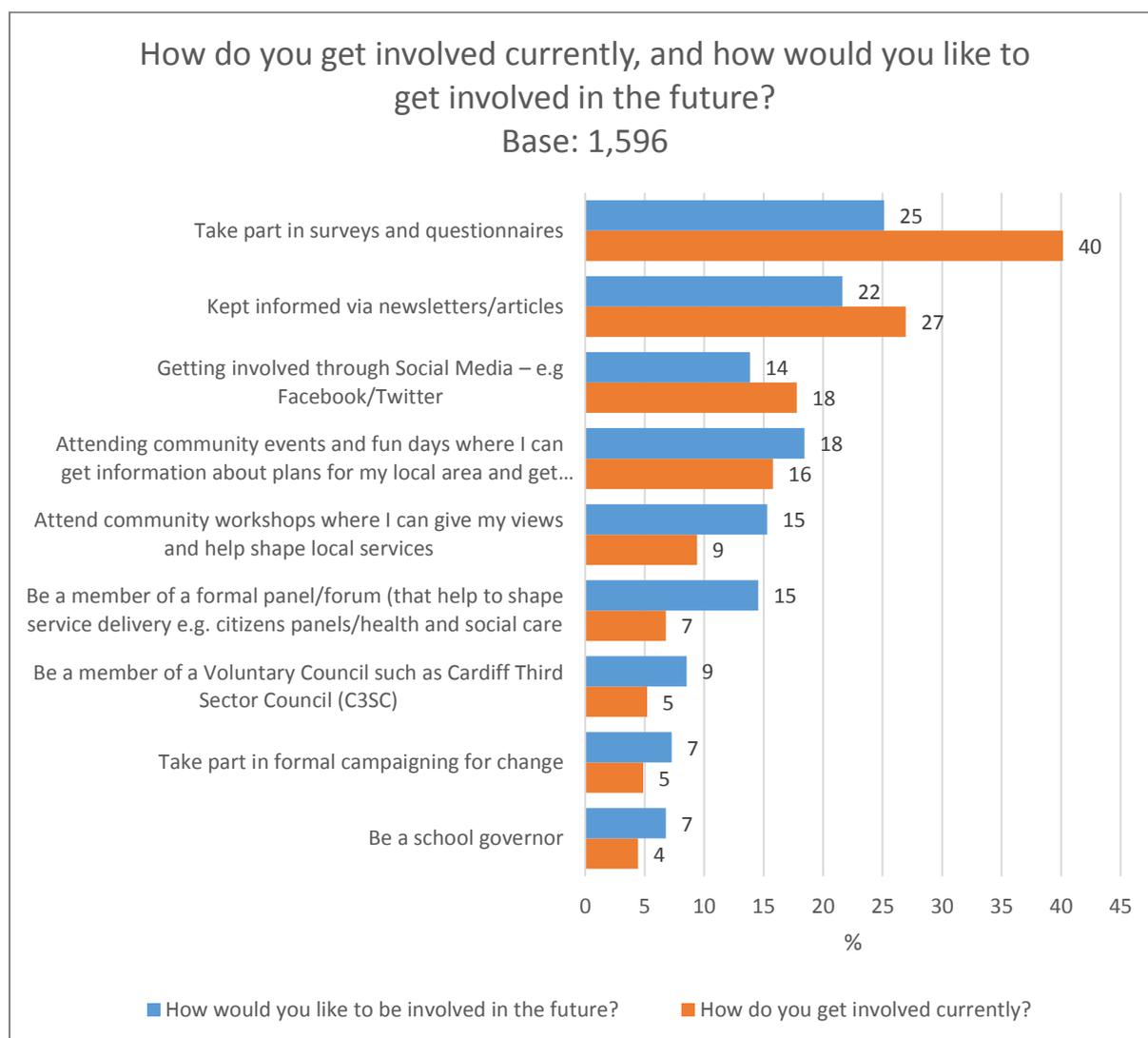
How do you get involved in your community currently, and how would you like to be involved in the future?

How do you get involved currently, and how would you like
to get involved in the future?
Base: 1,596

Category	How would you like to be involved in the future?	How do you get involved currently?
Community Volunteering e.g. litter picking/community gardening	14	13
Helping others in my neighbourhood e.g. shopping or visiting elderly or vulnerable people	16	13
Member of a community group delivering a project or activity in my community	13	9
Fundraising for local causes	8	9
Member of a social support group with similar interests e.g. lunch club, gardening club or mother and toddler group	11	9
Formal volunteering for an organisation or public services such as in a Hub or in a Hospital	13	9
Neighbourhood Watch	10	6

■ How would you like to be involved in the future? ■ How do you get involved currently?

Please tell us if there is any other way that you would like to be involved?

A total of 39 respondents provided a varity of additional examples regarding how they would like to be involved, a selection of the comments made included:

"Environmental projects such as river 'daylighting', nature flood alleviation schemes, pollinator projects, tree planting and nature corridors."

"I will be retiring next year but am considering offering my services to the Heath Hospital as a volunteer visitor in the Chaplaincy Department."

"Helping refugees and other people not from the UK to settle into life in a new country."

"I am a teacher and would love to help with literacy/numeracy/ICT skills. I have tried to find opportunities to volunteer however all the opportunities for volunteering appear to be in the day when I am at work."

Are there any further comments that you would like to make?

A total of 124 comments were left, with most respondents voicing support for the work done by Communities First and the help it provided to those individuals.

Gaps	No.	Comments
Communities First (or similar) is needed	26	• *It is a terrible thing that Communities 1st is closing and I believe this decision will have an impact on these communities for a long time to come.* • *It's a shame that in Cardiff only ACE is set up and will be able to carry on after Com1st is gone. You would have thought that after all these years there would be many groups set up ready to carry on after com 1st. Such a shame.* • *Everything communities first was important and of course the employment related stuff is, but it's all the other community development stuff that they do which has had the biggest impact on the community as it has empowered people to believe in themselves and create groups to provide soft skills and places for people to go. Without this support these types of things wouldn't happen. You need a service which provides this type of support to the community otherwise groups aren't confident enough to take their ideas forward.*
Value service from Hubs	15	• *The service provided by the hub is of great importance and helps me with questions and issues I have regarding employment and support.* • *I think it is very important to have the hub because they are really helpful with what they do* • *Hubs are an invaluable asset to the community.*
Not able to volunteer	14	• *I am a teacher in Ely, I would love to volunteer and spend more time helping my community. However I currently work 60+ hours a week and barely have time for my family.* • *In our 80's so more likely to be recipients of service* • *I am fully occupied with church community and supporting my family practically, emotionally and financially. I have no spare time and energy for community too.*
Help needed for specific groups	12	• *I do not see any mention of schools and targeting pupils approaching employment age - particularly those who are not going to University. What I call "the other 50%" The 50% that we all rely on!* • *Over the last 10 year North Cardiff has be total neglected and has lost a lot of its community programme. I have been out of work for several years and find it hard access any help due to my postcode. There is no access to work courses in North Cardiff for the last year I had to travel to St Mellons to do a computer course which is two buses from Llanishen.* • *Feel that carers in the area don't get considered*
Communities First helped me	9	• *Job Clubs help me loads* • *Without community first I would not be doing as well today. They helped me with mental health, money issues and are there as a friend when in need.* • *The reason I am glad for communities first is I have looked into doing courses on my own and it is too expensive and I have no support, whereas with community first knowing that there is someone to help if needed has given me more confidence*
Needs co-ordination	8	• *I think there has to be clarity you can't have people running their own groups without government being in charge* • *I think one service would be better, get more customers to use our service. making services duplicated makes It confusing on occasions* • *I think that it is critical to organise these activities as if running a business with clear command, communications and control.*
Continue to provide volunteering opportunities	7	• *Please continue to grow and develop the Time Credits scheme!* • *Concentration on members of the community with vulnerabilities is priority, however involving members of the community who may be working full time or a single parent family is crucial in building valuable relationships in communities* • *I enjoyed my time as a volunteer for Cardiff council and people should be given opportunity to improve their skills*

Should not be left to volunteers	7	• *I appreciate that the new funding has been reduced but I would hope that your proposals do not depend on the use of volunteers rather than professional people who have the correct training. If we are looking at ways to get people back into work, then there is a certain irony in expecting volunteers to take the place of paid professionals.* • *Litter picking and gardening are things I pay council tax for.* • *I hope that the current services are not to be handed to the voluntary sector for quality delivery. Volunteering should be just that, voluntary.... relying on volunteers to keep our communities functioning in the right directions is not right. Surely a proportion of our community charge is to cover this as a service available to all, and free at the point of use.*
Provision of training/ education is important	6	• *I saw barely a mention of education as being the bedrock of human betterment; including one's own career (and life...). We have some fantastic, world leading education establishments around Cardiff, most of whom are not in it for profit. Make more of them* • *Need to provide more courses each month* • *Wales needs good quality well paid jobs or its best young people will leave. It also needs to vastly improve educational attainment and training and to continue to participate in Pisa tests.*
Want to improve my English	5	• *Improve my English to go to the university* • *I want improve my English language for support my family*
Prioritise spending of public money	5	• *Tackle crime and its root causes such drug addiction and prostitution.* • *Funding should be made available for Part-time longer term studying, i.e., counselling studies. Support for people to move up in their careers. More affordable housing and less student accommodation across the city. Community Building activities*
Build/strengthen communities	4	• *The only best and only way of reducing poverty is to provide employment in those areas, ensure that employment pays better than benefits, and remove bad and negative influences from those communities (reduce crime, drug use and criminals from the streets). It is not easy, but everything else whilst well-meaning tends to be futile.*
Empower / build confidence	3	• *These courses are a fantastic way to help people like myself build on confidence and feel part of a community. I look forward to what my future holds.*
Work with businesses/ organisations	3	• *The council should collaborate and seek views direct from DWP job coaches (nb: not managers) as these employees have front line experience of what support and opportunities job seekers need to help them into work.* • *Opportunities to link business with prospective employees*
Against Communities First	2	• *Communities First has been a complete waste of money and projects should only be funded if they lead to employment, not just leisure courses for the better off. Full of Ladies of Llandaff who Lunch*
Agree with proposal	2	• *I agree with the proposal* • *Joining up back to work services with council funding and location in hubs and libraries (not just in former CF areas) would be very good to see. It needs a broad range of "volunteers" with range of skills and needs full time paid support/organisation such as community organisers*
Miscellaneous	23	• *The proposed scheme is in danger of providing yet another layer of bureaucracy and management and won't be self-sustainable* • *There is nowhere I can go at convenient time's day or evening that I can be part of, and contribute. Many community activities are held too early or too late for me. Also I don't drive and getting around in winter in the dark is difficult so I need a flexible service and solid base.*

Finally, respondents were asked to indicate areas that they would like to receive more information and to leave contact details. The highest level of interest was expressed towards shaping services and influencing decisions.

	Number reporting to want more information	Number supplying contact details
I would like help getting back to work	125	86
I would be interested in shaping services and influencing decisions	171	135
I would be interested in Volunteering Opportunities in my local community	155	128

Location

A total of 868 respondents gave their postcode, which are shown on the map below. The map also highlights awareness of Communities First amongst respondents. Awareness of Communities First was evenly spread across the city despite activities being present in only particular areas.
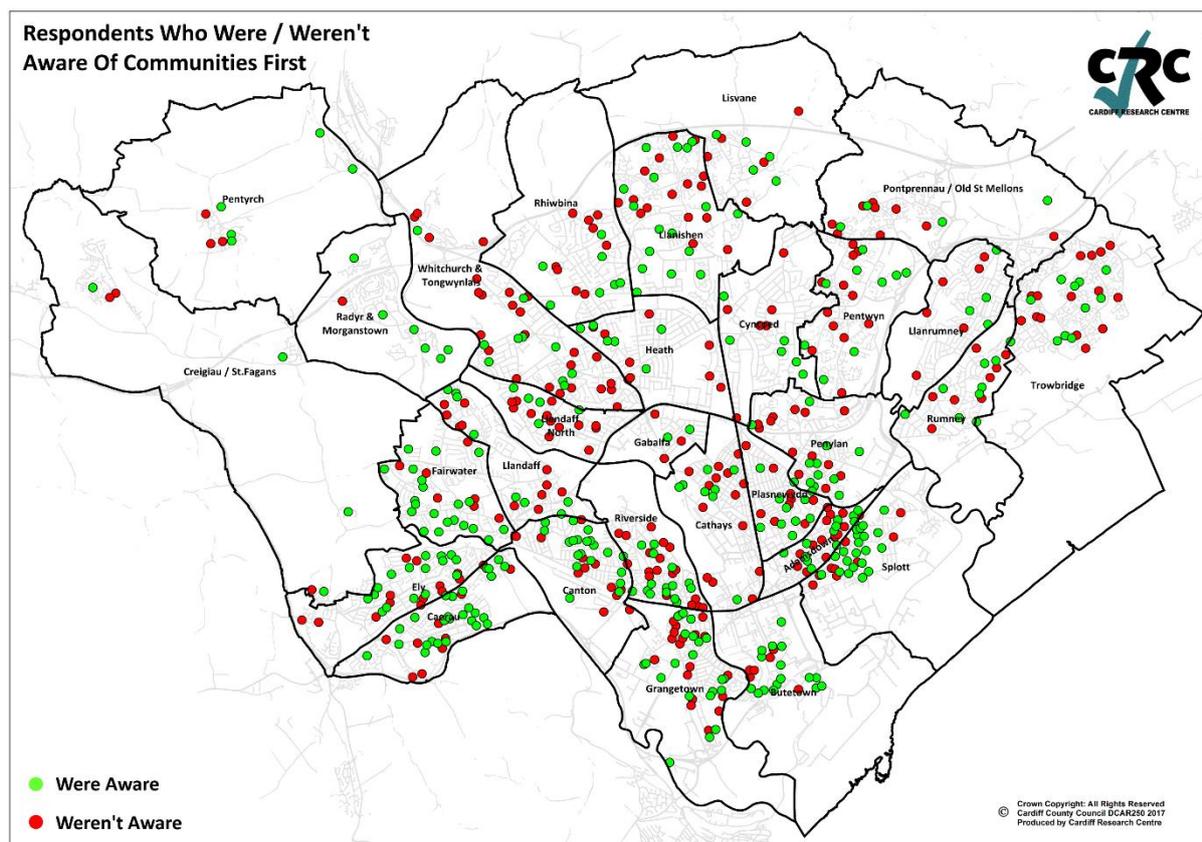
Respondent Demographics

Gender

	No	%
Female	534	*56.1*
Male	406	*42.6*
Other	2	*0.2*
Prefer not to say	10	*1.1*
Total	952	*100.0*

Age

	No	%
Under 16	3	*0.3*
16-24	54	*5.6*
25-34	207	*21.5*
35-44	192	*19.9*
45-54	203	*21.1*
55-64	193	*20.0*
65-74	90	*9.3*
75+	21	*2.2*
Total	963	*100.0*

Which of the following best describes what you are doing at present?

	No	%
Working full time (30+ hours per week)	372	*38.4*
Working part time (less than 30 hours per week)	149	*15.4*
Wholly retired from work	132	*13.6*
Unemployed - Registered Job Seeker	98	*10.1*
Unemployed - Unregistered but seeking work	54	*5.6*
Caring for a child or adult	35	*3.6*
Permanently sick or disabled person	27	*2.8*
In full time education	26	*2.7*
Looking after home	15	*1.5*
On a zero hour contract	12	*1.2*
On a government training scheme	5	*0.5*
Other	43	*4.4*
Total	968	*100.0*

Do you identify as a disabled person?

	No	%
Yes	109	*11.4*
No	805	*83.9*
Prefer not to say	45	*4.7*
Total	959	*100.0*

Please tick any of the following that apply to you:

	No	%
Deaf/ Deafened/ Hard of hearing	14	*13.6*
Mental health difficulties	37	*35.9*
Learning impairment/ difficulties	15	*14.6*
Visual impairment	7	*6.8*
Wheelchair user	3	*2.9*
Mobility impairment	30	*29.1*
Long-standing illness or health condition (e.g. cancer, HIV, diabetes, or asthma)	42	*40.8*
Prefer not to say	4	*3.9*
Other	13	*12.6*
Total	103	*100.0*

What is your ethnic group?

	No	%
White - Welsh/English/Scottish/Northern Irish/British	742	*77.4*
White - Irish	10	*1.0*
White - Gypsy or Irish Traveller	5	*0.5*
White - Any other white background (please specify)	44	*4.6*
Mixed/Multiple Ethnic Groups - White and Black Caribbean	18	*1.9*
Mixed/Multiple Ethnic Groups - White and Black African	7	*0.7*
Mixed/Multiple Ethnic Groups - White & Asian	7	*0.7*
Mixed/Multiple Ethnic Groups - Any other (please specify)	2	*0.2*
Asian/Asian British - Chinese	7	*0.7*
Asian/Asian British - Pakistani	15	*1.6*
Asian/Asian British - Bangladeshi	6	*0.6*
Asian/Asian British - Indian	10	*1.0*
Asian/Asian British - Any other (please specify)	3	*0.3*
Black/African/Caribbean/Black British - African	29	*3.0*
Black/African/Caribbean/Black British - Caribbean	5	*0.5*
Black/African/Caribbean/Black British - Any other (please specify)	3	*0.3*
Arab	8	*0.8*
Any other ethnic group (please specify)	10	*1.0*
Prefer not to say	28	*2.9*
Total	959	*100.0*

Helping people find work and Building Community Resilience

Cardiff Council

CARDIFF
CAERDYDD

Consultations on a new approach to:

1.   **Helping people find work and**

2.   **Building Community Resilience**

The Welsh Government's approach to tackling poverty is changing. As part of these changes the Communities First Programme will cease and the Council will have some funding focussed on helping people into work.

There will also be some funding to help local people get involved in their community.

As this funding will be significantly less than before we need to take a new approach to providing services.

We are keen to gather views on how Cardiff should respond to these changes.

1. Employment Support Services - Helping People finding Work

In Cardiff there are over 40 different schemes with different qualifying criteria that help people back to work. Sometimes having so many schemes can be confusing and make it harder for people to find the right service for them.

Currently some people can't get the services they need for example because of where they live or just because of their age. There is a need for a more joined up approach to services, with help available across the city for all who need it.

Q1 **With less funding available and the requirement for a more joined up approach, the Council is proposing to directly provide and coordinate employment services across the city.**

The service will be available to everyone who needs it.
The new services would be delivered through our network of Community Hubs and from other community buildings.

Do you agree with this proposal?

Yes ☐   No ☐   Don't know ☐

Q1a **If no please tell us why**

[ ]

Q2 **We think that a simple gateway is required to direct people to the services they need to help them back to work. Do you agree this would help?**

Yes ☐   No ☐   Don't know ☐

Q2a **What do you think should be part of this gateway?**

Telephone helpline ☐
A website providing information on the support available ☐
Mobile Apps ☐
Social Media (Facebook/Twitter) ☐
Webchat ☐
Face to face contact ☐
Locally available Job Clubs ☐
Job Fairs ☐
Local recruitment drives/events ☐
Outreach by community organisations ☐

Q3 **What kind of employment support do you think is needed to help people into work and which ones would you use? (tick all that apply)**

	What kind of support do you think is needed to help people into work?	Which would you be interested in using yourself
Local Job Clubs e.g. CV writing/job applications/job search	☐	☐
Career advice	☐	☐
Short training courses e.g. first aid at work /manual handling/food safety	☐	☐
Vocational training opportunities e.g. retail/teaching assistants/social or child care/construction/hospitality	☐	☐
Training delivered locally	☐	☐
Work Experience/Placements	☐	☐
Volunteering Opportunities	☐	☐
Apprenticeship Opportunities	☐	☐
Guaranteed Interview schemes	☐	☐
Help to get a better job	☐	☐
Support to move on from zero hour contracts	☐	☐
Help to set up your own business or Social Enterprise	☐	☐
Help with costs for travel for training and interviews	☐	☐
Help with costs for childcare whilst training or attending interviews	☐	☐
One to one intensive mentoring support	☐	☐
Help to get online	☐	☐
Specialist Money Advice e.g. benefit/debt/budgeting skills	☐	☐
Help with learning English as a second language	☐	☐
Help with reading and writing skills	☐	☐
Confidence building courses or activities	☐	☐
Mental Health and Wellbeing support	☐	☐
Other	☐	☐

Please tell us if there is anything else:

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Q4 **Do you think it is important that community organisations continue to provide some employment related services?**

Yes ☐   No ☐   Don't know ☐

If yes, which services are best provided by local community organisations?

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2. Building Community Resilience

Responses from this survey will help us to create more opportunities for local people to be involved in their community and have a say in the things that matter most to them.

The Welsh Government has announced that funding for Communities First will end by March next year. If you have been involved in the programme we are interested in hearing your views about Communities First and how this closure will impact on you and your community.

Q5   **Are you aware of the Communities First Programme?**

Yes ☐   No (Go to Q12) ☐

Q6   **Have you ever taken part in a Communities First Project or Activity?**

Yes ☐   No (Go to Q12) ☐

Q7   **Could you tell us which Communities First area you received support from?**

☐ ACE - Ely, Caerau,Fairwater & Pentrebane

☐ BRG - Butetown, Riverside and Grangetown

☐ ECLP - Llanrumney, Rumney, St Mellons, Trowbridge, Pentwyn & Llanedeyrn

☐ STAR - Splott, Tremorfa, Adamsdown, Pengam Green, Plasnewydd

☐ Don't know

Q8   **Your involvement... (tick all that apply)**

	Which Communities First projects or activities have you been involved in?	Which of the projects or activities were of most value to you?
Help/advice on a healthier lifestyle – e.g. cooking skills or physical activities	☐	☐
Mental Health and Wellbeing projects	☐	☐
Social prescribing projects	☐	☐
Help with a crisis e.g. food bank/fuel/clothes	☐	☐
Help with benefit/debt/budgeting skills	☐	☐
Digital skills	☐	☐
Training or Community Learning	☐	☐
Parenting/Family Support	☐	☐
School based activities	☐	☐
Children and young people activities	☐	☐
Support to gain a job or a qualification	☐	☐
Volunteering opportunities /Timecredits	☐	☐
Support for my community group	☐	☐
Support to apply for funding	☐	☐
If other please specify	☐	☐

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Q9   Could you tell us why this project or activity has been important to you?

Q10   Could anything have been done better?

Yes ☐   No ☐   Don't know ☐

Q10a   If 'yes' please explain?

Q11   Do you think there will be any gaps once Communities First closes?

Yes ☐   No ☐   Don't know ☐

Q11a   If 'yes' please tell us what you think those gaps will be and any ideas on how those gaps could be filled.

We are interested to hear how you would like to get involved in local activities and projects and how you could influence and shape the community you live in.

Q12   Do you think that you have a say in decisions that affect you and your local community?

Yes ☐   No ☐   Sometimes ☐

Q13   Listed below are a number of ways that you could have a say in the decisions that affect your community.

	How do you get involved currently?	How would you like to be involved in the future?
Kept informed via emails newsletters/articles	☐	☐
Getting involved through Social Media – e.g Facebook/Twitter	☐	☐
Take part in surveys and questionnaires	☐	☐
Attending community events and fun days where I can get information about plans for my local area and get involved in community projects and activities.	☐	☐
Attend community workshops where I can give my views and help shape local services	☐	☐
Be a member of a formal panel/forum (that help to shape service delivery e.g. citizens panels/health and social care)	☐	☐
Be a school governor	☐	☐
Take part in formal campaigning for change	☐	☐
Be a member of a Voluntary Council such as Cardiff Third Sector Council (C3SC)	☐	☐

If other please specify:

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Q13a **Listed below are a number of ways you could be involved in your local community.**
(tick all that apply)

	How do you get involved currently?	How would you like to be involved in the future?
Community Volunteering e.g. litter picking/community gardening	☐	☐
Helping others in my neighbourhood e.g. shopping or visiting elderly or vulnerable people	☐	☐
Formal volunteering for an organisation or public services such as in a Hub or in a Hospital	☐	☐
Member of a community group delivering a project or activity in my community	☐	☐
Member of a social support group with similar interests e.g. lunch club, gardening club or mother and toddler group	☐	☐
Fundraising for local causes	☐	☐
Neighbourhood Watch	☐	☐

Please tell us if there is any other way you would like to get involved

___

Q14 **Are there any further comments that you would like to make?**

___

If you would like further information please provide your contact details

I would like help with getting back to work ☐
I would be interested in shaping services and influencing decisions ☐
I would be interested in Volunteering Opportunities in my local community ☐

Name: _____

Email: _____

Address (if no email): _____

ABOUT YOU

Any data supplied by you on this form will be processed in accordance with Data Protection Act requirements and by supplying it you consent to the Cardiff Council processing the data for the purpose for which it is supplied. All personal information provided will be treated in the strictest confidence and will only be used by the Cardiff Council or disclosed to others for a purpose permitted by law.

Q15   What is your postcode:

Q16   Are you...

Female ☐   Male ☐   Other ☐   Prefer not to say ☐

If 'other please specify

Q17   What was your age on your last birthday?

Under 16 ☐   25-34 ☐   45-54 ☐   65-74 ☐

16-24 ☐   35-44 ☐   55-64 ☐   75+ ☐

Q18   Which of the following best describes what you are doing at present? (Tick one box only)

Working full time (30+ hours per week) ☐   Permanently sick or disabled person ☐

Working part time (less than 30 hours per week) ☐   Wholly retired from work ☐

On a government training scheme ☐   Looking after home ☐

In full time education ☐   Caring for a child or adult ☐

Unemployed - Registered Job Seeker ☐   Unemployed - Unregistered but seeking work ☐

On a zero hour contract ☐   Other ☐

If 'Other', please specify

Q19   Do you identify as a disabled person?

Yes ☐   No ☐   Prefer not to say ☐

Q20   Please tick any of the following that apply to you:

Deaf/Deafened/ Hard of hearing ☐   Mobility impairment ☐

Mental health difficulties ☐   Long-standing illness or health condition ☐

Learning impairment/difficulties ☐   (e.g. cancer, HIV, diabetes, or asthma)

Visual impairment ☐   Prefer not to say ☐

Wheelchair user ☐   Other ☐

If 'Other', please specify

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Q21   What is your Ethnic group?

White - Welsh/English/Scottish/Northern Irish/British ☐

White - Irish ☐

White - Gypsy or Irish Traveller ☐

White - Any other white background ☐ (please specify)

☐

Mixed/Multiple Ethnic Groups - White and Black Caribbean ☐

Mixed/Multiple Ethnic Groups - White and Black African ☐

Mixed/Multiple Ethnic Groups - White & Asian ☐

Mixed/Multiple Ethnic Groups - Any other ☐ (please specify)

☐

Asian/Asian British - Chinese ☐

Asian/Asian British - Pakistani ☐

Asian/Asian British - Bangladeshi ☐

Asian/Asian British - Indian ☐

Asian/Asian British - Any other ☐ (please specify)

☐

Black/African/Caribbean/Black British - African ☐

Black/African/Caribbean/Black British - Caribbean ☐

Black/African/Caribbean/Black British - Any other ☐ (please specify)

☐

Arab ☐

Any other ethnic group ☐ (please specify)

☐

Prefer not to say ☐

Thank you for your time. Drop off at local hub or you can use the Freepost address below:

FREEPOST CF3474
Cardiff Research Centre
Room 401
County Hall
CF10 4UW

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Helping People Find Work
and Building Community Resilience

Consultation
Focus Groups Report
25th September– 3rd October 2017

WCVA Communities First Support Service
on behalf of
Cardiff Council

Contents

1. Introduction

This report reflects on the key messages to arise in a series of focus groups held with service users, volunteers and community members in the current Cardiff Communities First clusters.

Cardiff Council is currently undertaking a wide-ranging consultation following the decision by Welsh Government to end the Communities First Programme. The rationale for the consultation is set out in Cardiff Council's briefing paper, "Helping People Find Work and Building Community Resilience".

This report is not a summary of discussions (full transcripts of each session are available) but a reflection of the fears and aspirations of communities, thus highlighting gaps as well as opportunities towards the building of resilient communities.

2. Communities First in Cardiff

Communities First was launched in 2001 as a long-term Welsh Government programme, aimed at the regeneration of some of the most deprived communities in Wales. It developed into the Welsh Government's flagship anti-poverty programme. In Cardiff, Communities First has been delivered through four third sector organisations know as clusters since 2012/13:

- **BRG -** Butetown, Riverside and Grangetown hosted by South Riverside Community Development Centre (SRCDC)

- **STAR -** Splott, Tremorfa, Adamsdown and Plasnewydd hosted by Cardiff Community Housing Association (CCHA)

- **ACE -** Ely and Caerau, with Fairwater hosted by Action for Ely and Caerau (ACE)

- **ECLP -** Llanedeyrn and Pentwyn - Rumney, Llanrumney, Llanedeyrn, Pentwyn, St Mellons and Trowbridge hosted by Cardiff Third Sector Council (C3SC)

In October 2016, Carl Sargeant, Cabinet Secretary of Communities and Children announced that he was "minded" to phase out the Communities First programme. This decision was confirmed in February 2017.

A new approach to the building of resilient communities was announced by Welsh Government alongside the decision to close Communities First. There will be no new programme but a new approach focused on employment, early years and empowerment will be developed.

With the closure of Communities First, Welsh Government is making the following funding available to Local Authorities from April 2018,

- Employability Grant focused on providing the infrastructure for the continuing Communities for Work programme.
- The Legacy Fund focussed on developing new or maintaining the most effective aspects of the Communities First Programme to support the development of resilient communities.
- Community Facilities Programme – Third sector organisations can submit bids to Welsh Government for capital grant funding for facilities that contribute to the community

3. The Focus Groups

Focus groups were held in all four Cardiff clusters at dates and venues set out in Table 1 below.

Table 1: Dates Venues and Participant Numbers of Focus Groups

Cluster	Date	Venue	Participant Numbers
BRG	25/09/2017	Grangetown Hub	10
STAR	28/09/2017	Splott Communities First Office	8
ECLP	29/09/2017	Rumney Hub	3
ACE	02/10/2017	Dusty Forge, Ely	16
ACE	03/10/2017	Dusty Forge, Ely	5

All focus groups followed a common format around the following questions:

Question 1: Which Communities First project(s) have you been involved with?

Question 2: In what ways did the project(s) help you?

Question 3: What concerns might you have regarding the closure of Communities First?

Question 4: Are there services you feel you may need to access in future?

Question 5a: How are you currently involved in your community?

Question 5b: Are there ways in which you would like to be involved?

Numbers at each session were variable but represented a cross section of ages as well as sections of the community, involved in a wide range of activities.

The number of participants in Rumney was low. This group were the only ones who voiced some issues with Communities First but it is difficult to gauge, because of low numbers, whether these were general concerns in this part of Cardiff.

4. Key roles of Communities First

This section outlines the key roles people felt Communities First had in their areas.

4.1 Access to training, volunteering and employment

A major theme to emerge from all the focus groups was the importance of the low level, community development type activities used by Communities First to encourage, motivate and support people. There were many testimonials evidencing how this approach had benefitted individuals and how people had been engaged through for example litter picks, community murals or social activities.

"They suck you in" said one volunteer describing how popping in to a Communities First office had led to her accessing training.

- *"I have been here for 12 years and over those years it has been wonderful watching people grow, seeing their confidence and self-esteem increase. People who could not read or write have now got government jobs and gone to college. It is a wonderful achievement! This is what spurs me on." Ely participant.*

Another Ely participant said, *"You start off being involved in one thing but that leads on to being involved in others."*

One participant in Grangetown described people as *"blooming"* through Communities First. This echoed similar comments throughout and a belief that the 'growing people approach' was important for accessing hard to reach groups.

- *"They are steps towards accessing English classes, applying for jobs, being able to support your children with their learning." Grangetown participant.*

Being local was important to people.

- *"One vital thing about Communities First is that it is local. If you move the courses away, immediately cost is involved, when it is local you don't have to have bus fare or childcare expenses." Ely participant.*

There was concern about how people would access services without the Communities First presence.

- *"How do we access it once you remove Communities First? Who goes and sits in that community for five or seven days a week and gets the customers?" Grangetown participant.*

Even when people sought out support from other organisations, inconvenient opening times or limited appointment slots could be a barrier.

4.2   A joined up approach

Some people accessed Communities First via their use of other Projects, Services or Activity promoted but not led by Communities First Individuals spoke of their use of foodbanks, second hand clothing resources, cooking on a budget courses to name just a few examples. This was all part of the supportive flexible approach most people experienced.

It was not always clear from the discussions which elements of activity were funded or delivered directly by Communities First. There was however a sense that Communities First provided the underpinning by facilitating activity (even if funded from elsewhere) e.g.   Providing accommodation for courses or activities and encouraging participation through promotion and signposting.

- **"I can't say it was them that did it, it was probably the things they promoted helped me I suppose" Rumney participant.**

People seemed to be unclear on the suggested way forward in the absence of the Communities First programme.

- *"They're saying it's going to be early years, empowerment and employment. So you can have as much help as you want until you turn eight and then from when you're eight until you're 16 you're not important enough. But then when you're 16 and unemployable there will be stuff for you."* Splott participant.

In Rumney one person felt that Communities First could work with other organisations, (Red Cross was mentioned) to maximise resources.

Time credits were an important bridging mechanism mentioned in four of the five sessions. These could then be used to enhance people's lives. The benefits included enjoyment e.g. the ability to go on trips, visit the theatre as well as practical benefits e.g. getting a haircut.

4.3   Attitude and ethos

People felt that Communities First worked because it had a friendly, approachable, non-judgemental attitude.

- *"The staff are like human hubs. The best thing Communities First did for me was gave me my identity back."* Splott participant.

Some people compared this to accessing other services in other spaces within their communities.

- *"There not people in suits. They're relaxed and nice and friendly."* Splott participant.

Simple things like the offer of a cup of tea when walking through the door, the time to listen to people and patience provided for many. The encouragement they needed to

volunteer or attend a course. As discussed above, this led to attending courses and training.

- *"One gentleman came into the centre, lay down on the floor and said he wanted to commit suicide. A couple of months ago, about six months afterwards, he applied for a course. That's massive. That's an extreme example but would he have got that elsewhere?"* Grangetown participant.

Rumney was the only focus group where the attitude and ethos was not a major factor. Here one participant felt that if Communities First were not there, another organisation would deliver the service.

4.4 Community cohesion

Communities First provides a space that is open to **all** in the community. Its services are not aimed at particular ages, backgrounds, employment status etc. Indeed, some of the most successful projects included a cross section of people e.g. the young man who attends the *"knit and natter "*session.

- *"We worked on a local art project, but soon became involved with other projects and people came from other groups to join ours, lots of kids and young people."* Ely participant.

Communities First has given many a feeling of being part of a community.

- *"Through volunteering we get taught community cohesion."* Splott participant.

People in Splott feared that the fragmentation of services in a local area, if aimed at specific groups, would undermine community cohesion.

People stressed the need for a base from which to get things going and small amounts of money for room booking etc.

Supporting local communication was an important role in building community cohesion. In Splott there was a concern about the loss of the Spotlight newsletter as an important way of accessing information. In Ely, the Grassroots publication was mentioned but this is not produced by Communities First. Several people said they had found Communities First by social media but word of mouth within a community was also important.

4.5 Supporting health and well-being (especially mental health)

People described how, before engaging with Communities First, they lacked confidence, motivation and experienced mental health issues.

- *"I feel so much better about myself"* Ely participant.
- *"It's given me a sense of worth, even though I'm not working"* Splott participant.

Community based engagement activities helped to address lack of self-esteem and gives purpose to lives. How this led on to volunteering, training and employment and opportunities for people have already been commented on above.

The ability of Communities First to support wellbeing clubs and similar activity addressing stress, anxiety and confidence was a common theme in the groups. Losing the health aspect of any future approach was perceived as a major threat.

5. Priorities for local communities

In summary the priorities for people, to emerge from the focus groups included the need for:

➢ An approachable, friendly, non-judgemental interface with the community.

➢ An accessible service which is partly about where something is located, partly about the ethos discussed above but fundamentally about flexibility to see the potential of individuals and help them with their barriers.

➢ Recognition of the value of confidence building, addressing mental health and wellbeing needs in a supportive environment.

➢ A long-term commitment to a community in a way that is joined up, not just a series of project based interventions.

➢ A whole community approach.

Most focus groups spoke about the need for services aimed at all sections of a community. In Rumney, some specific groups such as young people and single mothers were perceived to be the most detrimentally impacted by the ending of Communities First.

In the short-term people have very practical questions about what to do following Communities First closure along the lines of, "where do we go for…? ", "who do we talk to?"

6. Community participation and engagement

Cardiff Council has said in its own research that it needs to reach out to people and engage them in services.

The focus groups shone some light on how people feel they can participate in their communities and engage in decision making.

People who attended focus groups were, in the main, already heavily involved in their communities ranging from running breakfast clubs, community history projects, school projects and many more. Their priority, following the closure of Communities

First, is to secure future funding, premises and volunteers to enable their initiatives to continue.

Some people had ideas for new initiatives, including new community activities to foster community cohesion, social events for the elderly and a new Parent Teacher Association (PTA). In order to pursue these ideas, people will need support with funding, regulation as well as skills to get organised and publicise new activities. Practical help such as support with a venue may also be needed.

Where organisations like ACE continue to exist, people will continue to seek help from these sources. Where offices are closing people are unsure where they can go and who they can talk to. In Rumney, there was an assumption that another organisation would fill the space left by Communities First. In the other groups, there was a feeling that opportunities for involvement will be reduced if the staff employed by the programme are lost.

The best method for engaging with communities it was felt was to support community events and simply come out and talk to people.

7. What this means for building community resilience

Cardiff Council has highlighted a need for a more coherent service across the City, while adjusting to the reduced funding that will be available. This report ends with some reflections on what conclusions can be drawn from the focus groups about the shape of such a service across the City.

➢ Firstly, the importance of people and local groups in communities with the right skills e.g. flexible, responsive and engage people through positive attitudes and a friendly face. Trust is an important factor in the successful engagement of the hardest to reach people.

This means supporting a culture and community networks to support people and act as a focus for the sort of cohesive communities on which resilient communities are built.

➢ Secondly to understand the value of social activity and small-scale action in the community e.g. litter picks. These have impacts of their own but have much wider significance in getting people into volunteering, training and employment.
➢ Thirdly and finally the need to keep talking to people through as many avenues as possible.

These three things underpin all the feedback from the focus groups.

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Policy/Strategy/Project/Procedure/Service/Function Title: Phase out Of Communities First Programme
New/Existing/Updating/Amending: Existing

Who is responsible for developing and implementing the Policy/Strategy/Project/Procedure/Service/Function?	
Name: Louise Bassett	Job Title: Partnership Team Leader
Service Team: Neighbourhood partnership & Communities First	Service Area: Housing, Communities and Customer Services
Assessment Date: Oct 2017	

1. What are the objectives of the Policy/Strategy/Project/Procedure/Service/Function?

Closure Communities First
Welsh Government confirmed on 14 Feb 2017 that the Communities First (CF) Programme will be phased out this year. All activities and spend on the Programme must cease by 31st March 2018.

Welsh Government has changed its approach to tackling poverty across Wales; the new all-Wales approach will be focused on the three E's Employment, Early Years and Empowerment. The current spend on Communities First nationally is £31.7 million per annum, of which Cardiff received £2,088,866 for 2017/18 after a 30% reduction to the budget was applied.

CF is 17 years old and has had many successes but, since it was launched and then re-focused in 2012, there have been significant changes in the economic and political landscape, a new legislative context, including the Well-being of Future Generations (Wales) Act 2015 (WFG Act) and the introduction of Public Services Boards ("PSBs) Taking Wales Forward is the Welsh Government's new Programme for Government, it sets out the government's programme to drive improvement in the Welsh economy and public services, delivering a Wales which is prosperous and secure, healthy and active, ambitious and learning, united and connected.

It has become clear that jobs growth and full-time employment opportunities for low income households are essential, particularly to reduce the number of people as living in workless households and also tackle rising levels of in-work poverty. We know that 70% of those who move out of poverty do so because they have found employment. Over the period 2007 to 2012, of people aged 18 to 59 who were not working and living in a household in poverty, 70% of those who entered employment left poverty Source: http://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/articles/povertyandemploymenttransitionsintheukandeu/2015-03-10

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There are currently four Communities First areas in Cardiff. Each Cluster is managed by a third sector organisation. There is also an additional programme called Lift operating in one CF area and covers only East Cardiff, Llanederyn and Pentwyn) The Lift programme will also be phased out alongside CF this year.

Each cluster area is managed by a third sector organisation. The service level agreements (SLA's) in place with the third sector partners will end on 31st March 2018.

The cluster delivery teams each developed individual delivery plans, which included a range of projects and activities under three main themes being Healthier, Learning and Prosperity. Community involvement is a key feature of the Communities First programme and each cluster developed its own Community Involvement plan.

The Council has been working with the Cluster Delivery Teams to review current projects and staffing arrangements since the initial announcement in October 2016. Details on the projects that will be phased out this year are included in the graph below:

Graph 1 – Communities First project phase out periods (2017-18) by Month.
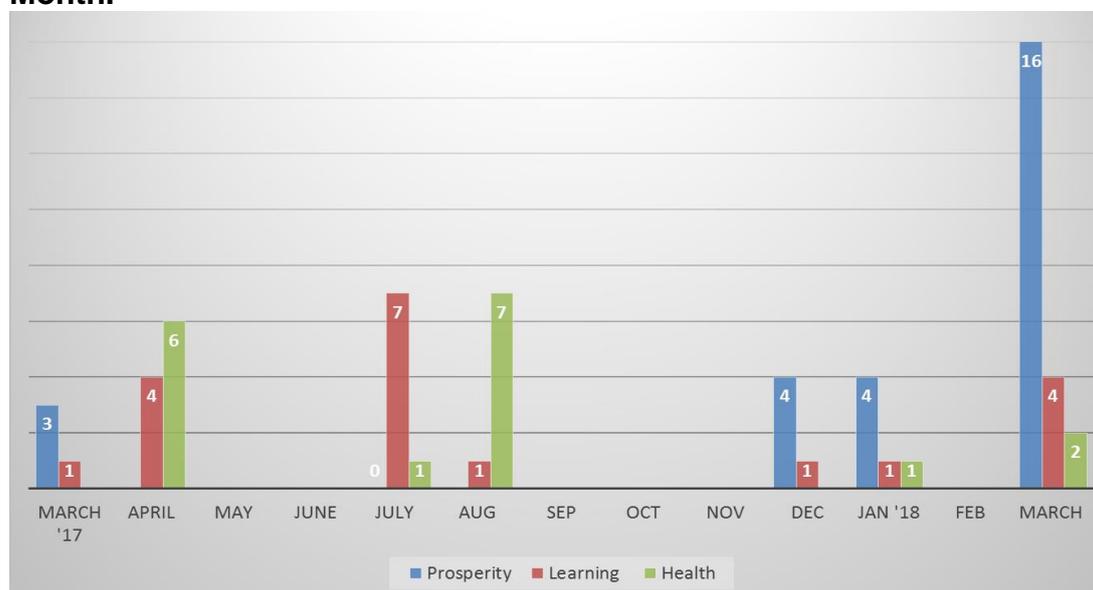
The focus for all the areas will be on Employment, Training, and the associated pathways around Health and Wellbeing.

Due to the reduced funding this year some projects will be funded until the end of March while others will need to cease at an earlier date. Considerable action is being taken to mitigate any negative impact from the phasing out of Communities First where possible with local teams developing exit plans for each project or activity locally.

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Removal of some services, buildings and support staff for CF residents may have some negative impacts if projects are closed and buildings closed where maintained significantly through CF income. A phasing out over 12 months will help mitigate these negative impacts, as it will leave time to find alternative funding sources where possible for both services and buildings. In addition, £4m has been made available by Welsh Government in the Community Facilities Programme for third sector organisations to apply for to help secure buildings future sustainability plans.

There will also be a Legacy fund available to help build Resilient Communities From April 2018 The fund can be flexible, and should be used primarily to help build "Resilient Communities." This could include maintaining existing effective initiatives or developing new ones that have been identified locally to meet a priority need.

The Legacy fund should align with the Wellbeing and Future Generation Act (WFGA), and should link directly to the Public Service Board's Wellbeing objectives and the development of local plans. As part of the new approach to resilient communities, this should have a positive impact on people with protected characteristics across Cardiff.

The funding available through the Employment Grant and Communities for Work provides the opportunity to focus on employment within a wider setting, which evidence shows, is the most effective way out of poverty. Again, this new funding can be utilised based on individual needs, not just postcodes.

New Approach
Due to the phase out of Communities First, as stated previously some funding will be made available to Local Authorities to help people back to work through employment services and to assist with building strong and resilient communities across the city from April 2018.

It should be noted that this will be significantly less than in the previous arrangements for Communities First.

A review of employment support services provided across the City has taken place to look at a new approach to helping people into work. This is an opportunity for a more consistent and coherent approach to delivery to be applied across the City and proposals for a more joined up and cohesive Employability Support Service to be developed.

Moving forward it will be important to ensure that there is no duplication of the work carried out under the other tackling poverty work steams and there is a single approach to tackling poverty in the city.

We need to take into account better integration of activity and funding opportunities into a "Whole System" approach to tackling poverty.

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The various funding streams available for the employability services need to be completely aligned to avoid duplication, and crucially to ensure that individuals are effectively supported through appropriate interventions that are accessible across the city.

Whilst learning from the success of existing projects, the focus should be on achieving efficient joined up services which focus on participants with the greatest level of need, regardless of postcode.

The objectives are to therefore exit the Communities First Programme by March 2018 and develop more coherent services for Employment Provision across the City, while adjusting to the reduced funding that will be available.

As well as the review public consultation has also taken place to help identify any gaps from the closure of Communities First and to help inform the use of the Legacy Funding and develop an approach to Building Resilient Communities.

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2. Please provide background information on the Policy/Strategy/Project/Procedure/Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]

Deprivation in Cardiff - An Overview

Welsh Multiple Areas of Deprivation

Cardiff as a whole consists of 214 LSOA's. Of the 214 LSOA's Cardiff has 16 which are classified as the most 10% deprived, 5 areas in the 10/20% deprived and 4 in the 20/30% deprived (WIMD 2014). The areas of deprivation are made up of Income, Education, Health, Employment, Enviroment, Housing, Community Safety and Access to Services.

- Income: 41 areas are 10% Most deprived, 25 are 10/20% deprived and 14 are 20/30% deprived.
- Employment: 28 areas are 10% Most deprived, 17 are 10/20% deprived and 19 are 20/30% deprived.
- Health: 31 areas are 10% Most deprived, 16 are 10/20% deprived and 17 are 20/30% deprived.
- Education: 37 areas are 10% Most deprived, 30 are 10/20% deprived and 18 are 20/30% deprived.
- Housing: 79 areas are 10% Most deprived, 23 are 10/20% deprived and 21 are 20/30% deprived.

When looking at a Neighbourhood Partnership level we consistently see greater deprivation in Cardiff East, Cardiff South East and City & South. However the map demonstrates a more complicated picture with significant variation at a local level. The map shows that poverty can be found in parts of the city that are generally considered to be more affluent.

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Map 1 – The 2014 WIMD Overall Ranks Cardiff

The 2014 WIMD Overall Ranks in Cardiff

1. Cardiff West
2. Cardiff South West
3. City & Cardiff South
4. Cardiff South East
5. Cardiff East
6. Cardiff North

Welsh Lower Super Output Area Rank
(Cardiff Count in Brackets)

1 to 191 (38)	Most Deprived
192 to 382 (21)	
383 to 573 (19)	
574 to 955 (21)	
956 to 1,909 (115)	Least Deprived
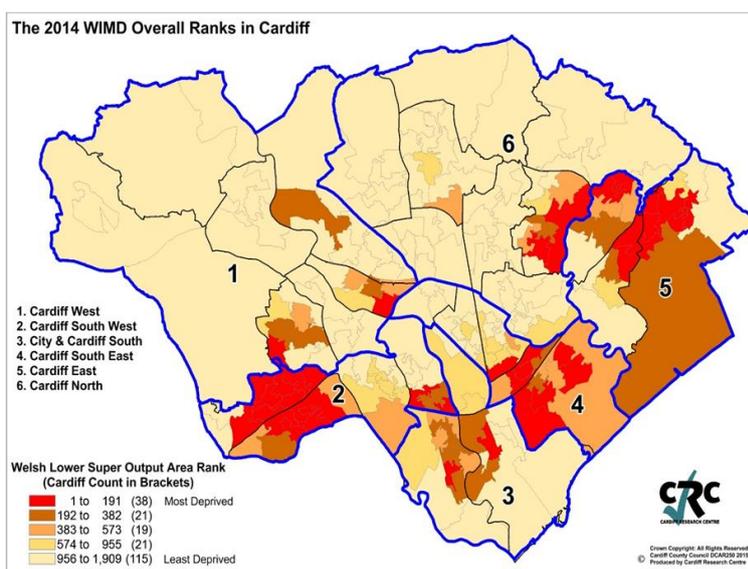
Overview
Cardiff is just below the all Wales average in terms of number of workless households. However:

- Nearly a third (31%) of households in Cardiff – that is over 45,000 homes - are estimated to be living in poverty.
- Approximately 16% of dependent children aged 15 and under are living in households that rely on benefits.
- In-work poverty is also a growing issue, with over a quarter children and young people under the age of 20 in the city living in low-income families, ranging from 4% in Rhiwbina to 47% in Ely.
- Over 60,000 people in Cardiff live in the 10% most deprived areas in Wales

In Cardiff some of Wales' most and least deprived communities can be found within miles of each other. Almost one fifth (19.2%) of the areas in Cardiff are within the 10% most deprived areas in Wales.

Number of young people not in Education Employment or Training (NEET)
Cardiff has the second highest percentage of Year 11 school leavers not in education, employment or training of any local authority in Wales. The cost of not addressing this issue is not just economic, but there are also effects on levels of unemployment, crime, health and well-being. In particular, our most vulnerable young people such as children leaving care and young adult carers face significant challenges and barriers to progression and are more likely to leave school with no qualifications.

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Welfare Reform
One of the greatest challenges in tackling poverty will be the rollout of Welfare Reform. Currently there are 798 of households affected by the Benefit Cap, many of which are larger families. These families will need considerable support to help them back to work and out of poverty. Universal Credit will be rolled out to more people in Cardiff from February 2018, greater emphasis will be placed on actively seeking work and support will be needed to help people meet this requirement and prevent them from being sanctioned.

Communities First Overview
Communities First is a community-focussed programme that supported the Welsh Government's Tackling Poverty agenda. The Communities First Programme in Cardiff covered approximately a third of the city.

There are 4 Communities First Clusters across Cardiff, which between them include all of the Lower Super Output Areas (LSOAs) which are eligible for inclusion in the programme. These Clusters are made up of Lower Super Output Areas (LSOAs) which are the most deprived 20% in Wales according to the Welsh Index of Multiple Deprivation (WIMD) 2011.

Most Clusters across Wales cover areas with populations of 10,000 to 15,000 people though some are slightly smaller and a few are larger. The Cluster populations for Cardiff are much larger in size ranging from 20,300 in the Butetown, Riverside and Grangetown (BRG) to 30,700 in Cardiff East, Llanederyn and Pentwyn (ECLP) Cluster, which is the largest Communities First Cluster in Wales.

Table 1 - Cardiff Clusters population estimates.
 *Source: LSOA Mid-Year Population Estimates 2011, ONS Figure 2 - Communities First Clusters in Cardiff

Cluster Name	Population	No. o LSOA
Cardiff West – delivered by Action for Caerau and Ely (Caerau, Ely and Fairwater)	25,300	16
BRG – delivered by South Riverside Community Development Centre (Butetown, Riverside, Grangetown)	20,300	12
Cardiff East (ECLP) – delivered by C3SC (Llanrumney, Pentwyn, Rumney and Trowbridge)	30,700	19
STAR – delivered by Cardiff Community Housing Association (Adamsdown, Plasnewydd and Splott)	25,300	14
Total	**101,500**	**61**

Map 2- The Communities First Cluster areas in Cardiff
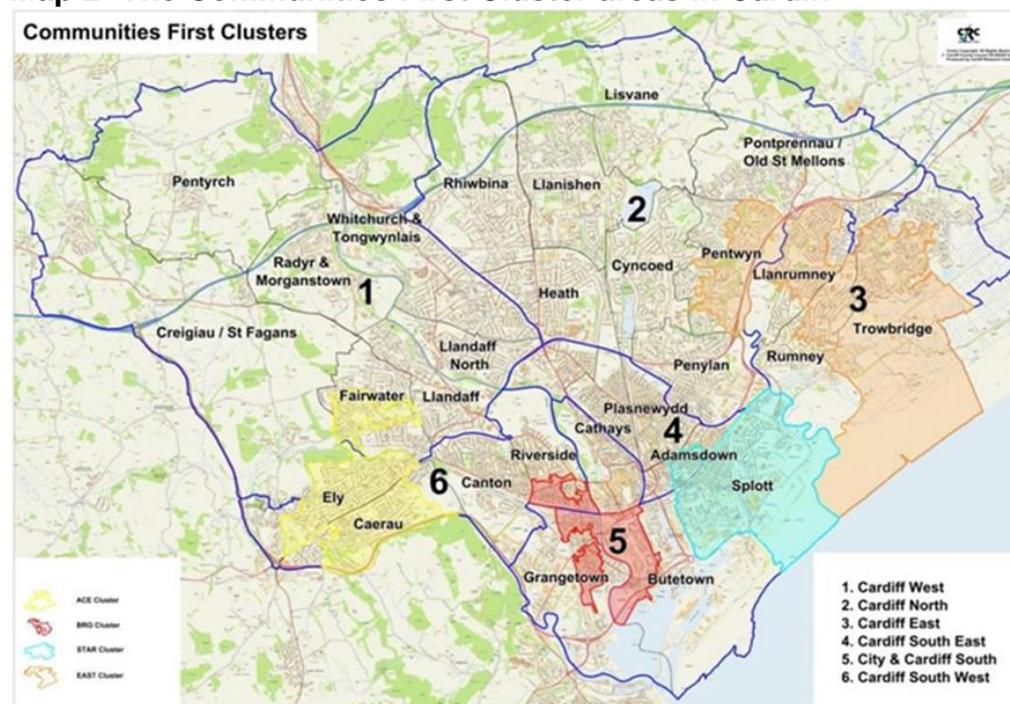
Delivery in relation to the population
Cardiff has a population of 354,300 people. Between 2002 and 2013, Cardiff's population grew by 13%. This is a bigger percentage increase in population than experienced by London or any of the English core cities (Cardiff Liveable City Report 2015).

At the peak of Communities First delivery in 2015-2016, the programme was engaging with an average of 13% of the population within the cluster population areas. The 2016-2017 delivery saw a decrease averaging 8%. Unfortunately as we are only two quarters into 2017-2018 of the phase out year we have not been able to cleanse data from two clusters to identify unique participant figures to provide an accurate figure. The unique number of individuals engaged in the clusters has decreased significantly across the three-year period.

Based on the data provided, there are relatively few projects focused specifically on particular groups with protected characteristics (e.g. Age/Gender/Disability). Clearly, those with protected characteristics also access generalist provision but the Communities First Cluster providers do not routinely collect data on participants' protected characteristics which have led to a limited understanding of the mitigation required moving forward.

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Graph 2- Unique Participant engagement in the Communities First programme in Cardiff 2015-17.

Unique Participant Engagement - Communities First 2015-2017

	Cardiff West	BRG	ECLP	STAR	Cardiff Total
■ 2015-16	4914	3054	3651	1433	13052
■ 2016-17	2647	2064	1949	1759	8419
■ 2017-18	0	0	746	476	1222
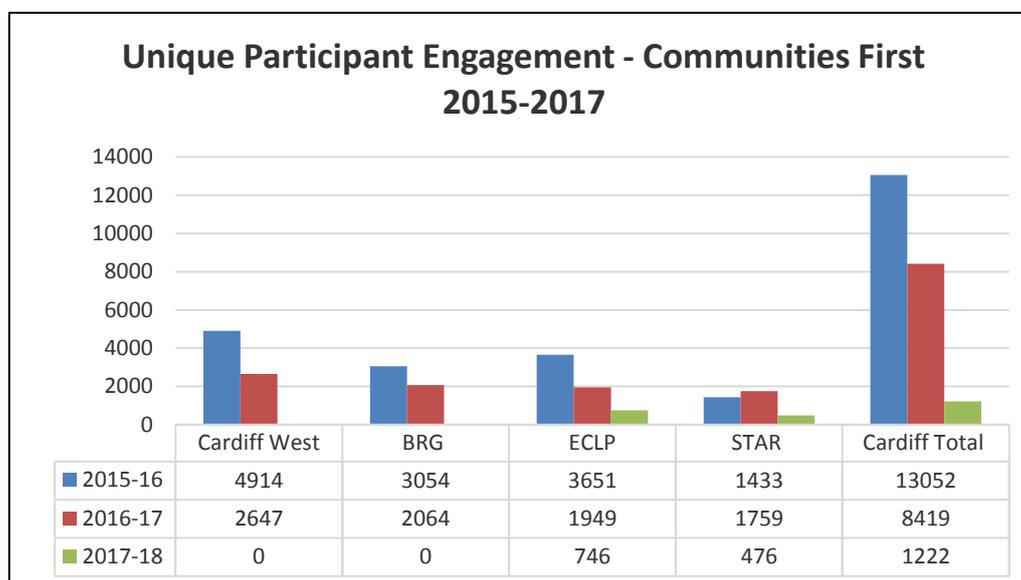
Note: - Cardiff West and BRG data for 2017-2018 is not available at this point as they no longer utilise the Cemp database system and therefore no data will be available until the end of the year period.

Project participant's data submitted via result-based accountability scorecards by each cluster register the number of people who have engaged in particular projects. However, this data is provided to the Local Authority anonymised and includes duplication as participants can be engaged in several different projects. Therefore, unique participant numbers are likely to be lower as individuals may be part of multiple projects and counted more than once.

At qtr.1 & 2 2017/18 data shows that ACE has 1291 participants in total BRG have 1009; ECLP have 521 in total and STAR has reported 659 through there quarterly reporting score cards.

Table 2- The percentage of the cluster population who have been engaged in Communities First.

Cluster Name	Population	Unique participants work with (no') 2015-16	% of the population	Unique participants work with (no') 2016-17	% of the population	Unique participants work with (no') 2017	% of the population
Cardiff West	25,300	4,914	19%	2,647	10%	0	0%
BRG	20,300	3,054	15%	2,064	10%	0	0%
Cardiff East (ECLP)	30,700	3,651	12%	1,949	6%	746	2%
STAR	25,300	1,433	6%	1,759	7%	476	2%

Total	101,500	13,052	13%	8,419	8%	1,222	1%

*Population data was sources from WIMD 2011 – Communities First Base line data.

The population data above is sourced from the WIMD 2011 – Communities First baseline data. The population figures shown next to each cluster area are for the Communities First cluster area LSOA and do not equate to the entire Cardiff population.

Mitigating Risk

As the approach to tackling poverty will now be refocused, for Cardiff this is an opportunity to be clear about the specialisms of each of the tackling poverty programmes and develop better pathways between them. Recognising, no single programme can tackle poverty by itself, going forward the focus will be on how we better align funding streams to help people into work, and ensure people are involved and can have a say in the local services that matter to them.

Considerable action is being taken to mitigate any negative impact from the closure of Communities First. Recognising that there are both challenges and opportunities to consider Cardiff has also provided additional support to the four third sector organisations affected by Welsh Government decision to close the programme. Phasing out of the programme over 12 months will allow time for the current providers to secure other sources of funding for the staff, projects and activities they would like to continue to deliver as part of their organisations sustainability plans. It has also allowed time for exit plans to be developed that should have the least impact on participants involved in the programme this year.

Welsh Government has acknowledged the potential impact to third sector organisations affected by the closure of Communities First, particularly that they could be faced with large redundancy costs. Therefore, staff employed through the third sector will be eligible for statutory redundancy costs from the Communities First funding allocation for 2017-18. Each third sector organisation has factored the costs into this year's budget However, these costs will be subject to change throughout the year as staff may take up other employment opportunities or alternative funding sourced.

The Council will work with the providers and partners to ensure any participant involved in a Communities First project or activity still requiring support is found an alternative service to help them. This will ensure no person who need ongoing support is left without a service post April 2018.
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Review and Consultation

Whilst there has been a great deal of feedback from CF delivery teams and service users on the value of individual projects, evidence has not been found that the overall CF approach is effective in tackling poverty or promoting prosperity at a population level Wales-wide. Whilst the programme assists people on an individual basis, statistics on those living in poverty in Wales

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suggest that CF has made no impact on poverty levels in the general population. This is particularly relevant for certain groups with protected characteristics as they are more likely to be living in poverty, e.g. disabled people, and some Black and Minority Ethnic (BME) groups. Independent evaluations of CF's effectiveness carried out by Welsh Government to date have not provided strong evidence.

An online survey was designed and widely distributed through out September 2017. Direct Mail to Council Wide address lists containing: Library cardholders, Castle Key holders, Active Card holder, Members of the Cardiff Citizens' Panel. In total, this list included 83,843 unique email addresses.

A total of 4,000 paper versions of the survey were made available at libraries and Hubs across the city and in various Communities First buildings. Officers within these buildings played a vital role in the promotion of the survey and offered support were necessary. Completed surveys could be deposited in secure 'drop boxes' provided in Hubs or returned directly to Cardiff Research Centre in a FREEPOST return envelope. The consultation received a total of 1,596 responses.

Consultation
Report

Five focus groups were held, covering the four Communities First clusters in the city, with a total of 42 individuals taking part. Topics covered included projects respondents had been involved with, and how they helped; concerns regarding the closure of Communities First; future need for services; and, current and future community involvement – a separate report, produced by WCVA Communities First Support Service, details the findings of this engagement.

Evidence used: Analysis from the engagement responses plus review of Communities First performance, employment services and stakeholder engagement.

The New Approach
The new approach and the reduced funding made available by Welsh Government from April 2018 in place of Communities First will be prioritised on building strong community involvement and participation mechanisms across the City and helping people into work. The new funding available needs to consider the Public Service Board (PSB) priorities identified through the Well-Being Needs Assessment, and to support the effective delivery of the Employability Grant outcomes. Going forward with a greatly reduced budget a more consistent and coherent approach needs to be applied to all the provision that is available

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Working with the mix of different organisations and funding streams has meant service delivery for Employment Services in particular has been complex. Another concern is around the data collection, with different providers using separate databases, identification and tracking of individuals across services or geographical areas has also been issue, this is especially problematic when identifying those with protected characteristic that will be affected.

There has been gaps in some areas and duplication in others. Just by mapping, Employment and Training Services over 40 different services were available across the city.

Investment in the Flying Start and Families First programmes will continue, both provide practical support to thousands of families and their children across the City. In Cardiff, Families First receives around £5.5 million and Flying Start £10.2 million a year from Welsh Government to deliver the programmes.

The Families First programme key elements will remain the same but the strategic projects commissioned through the programme will be refocused to concentrate on the delivery of parenting support and support for young people. This refocus alongside continuation of Flying Start will help mitigate the closure of Communities First.

Flying Start will continue to address the needs of those families eligible for the service, which is currently defined by their postcode. Cardiff has already identified the importance of aligning the main anti-poverty programmes. As part of these arrangements, programme managers from Supporting People, Communities First, Families First and Flying Start, and also representation from Public and Primary Health, Police, Fire and Third Sector have come together to discuss common strategic themes, align work programmes and delivery plans to avoid duplication and to identify any potential gaps or duplication.

There have also been a number of working groups looking at particular issues such as alignment of employment programmes, mitigating the impact of welfare reform, parenting provision and workforce development. The other important factor is the Councils commitment to locality working. This approach seeks to align delivery within local communities through local partnership working. These networks will be utilised in the approach to developing further alignment between programmes. Demonstrating a whole system approach ensures the best use of all resources in a local area through joint approaches between communities, public, voluntary and private sectors. Another key approach to focus on with our partners is Adverse Childhood Experiences (ACE's) which are a major barrier to well-being and economic prosperity, recognising that early intervention is key to long term health and well-being. Cardiff want to ensure that plans recognise this approach and

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help tackle the underlying problems which lead to adverse childhood experiences, which we know can have a lasting effect on those affected.
The new approach to resilient communities and the phasing out of CF is set firmly within the context of the Wellbeing and Future Generation Act (WFGA) The future approach will be developed using the WFG Act's 5 ways of working, involving communities and partners from across the third, public and private sectors.
We want to ensure the new approaches developed are integrated and working with other grant funded programme and across public services. In addition, the WBFG Act has established mechanisms to improve the economic, social, environmental and cultural well-being of the local area and the communities. More broadly the WFG Act established a new approach focused on integration and partnership working at a local level, with much greater involvement of local communities. This new approach calls into question the appropriateness of a 'top-down' Welsh Government grant programme like Communities First targeted at very geographically limited areas.

There is a strong emphasis on gaining decent employment which will be supported by Communities for Work, and the Employability Grant. The recent extension of PaCE will also benefit both men and women who are parents seeking/in work and need affordable and accessible childcare

Employability Provision

As part of the new approach, it is proposed that the Council should directly provide core employment services across Cardiff. The new approach would bring together the various funding streams, including Communities for Work, the Employability Grant and the Council's own into work resources to create one service. The new service would include the following:

Gateway into Service
A simple gateway to services via range methods including phone, internet, and face to face. Face to face, access would be available through community hubs, libraries and other community buildings. The job clubs would continue to offer assistance with CVs and job search but this will be extended across the city.

In-depth Mentoring and Support
For those people who need additional support, a specialist mentoring service will be available. For the first time this will be available based on need regardless of postcode or benefit entitlement. One to one support will be provided to help people address any barriers they have to returning to work. The mentors will also help people with more complex needs address a range of issues by referral into specialist programmes.

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Effective Employer Engagement

The Employer Engagement service will focus on understanding the needs of employers and preparing people for real job opportunities. The service will link with both national and local employers to identify future skills requirements and inform the development of training provision.

Self-Employment and developing Social Enterprise

The new service would offer advice and assistance to help people to set up their own business or social enterprise, to help develop the entrepreneurial culture in individuals and communities.

In Work Poverty

The new approach would include support for those in low paid employment and on zero hour contracts, helping people to achieve higher level skills or more sustainable employment opportunities.

We know from the data collected and from the low number of participants in the CF Programme not all individuals will seek help and a proactive approach is needed to engage with these hard to reach individuals. This will be a key part of the design of the new arrangements. Close links will be developed with those who provide services to vulnerable and hard to reach individuals such as social landlords, health and hostel services to identify clients who are in need of the service.

The Council has access to information that would allow for the effective targeting of support to those most in need, such as those affected by Universal Credit and other welfare reforms.

The services will continue to work in foodbanks, job centres and other community venues to reach out to people who are in crisis and unsure of where to find help.

Building Resilient Communities

Three key themes have been consistently identified through the review and consultation as potential gaps in services moving forward.

Health and Well Being activities, especially Mental Health and low level confidence building activities. There will also be consideration given to developing provision that helps build pathways to learning – this would promote access to community based ESOL and Basic Skills provision. This would include working with parents, children and young people to encourage engagement and participation in other community based learning provision and community based homework clubs.

In addition, it is proposed that a new city wide approach to Community Involvement and Engagement is put in place to help mitigate the issues identified.

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Volunteering programmes that provide both formal and informal opportunities for people to volunteer at a level that is right for them should underpin all the new activity moving forward.

At this point in time it has been identified that further work is required to develop a response to resilient communities that takes into account people views more widely. The changing economic and political landscape and a new legislative context are also relevant to future developments of any new approach put in place.

3   Assess Impact on the Protected Characteristics
3.1   Age

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Consequences and differential Impact on residence aged; The Communities First Programme is targeted at deprived communities. Particular projects target different age demographics within those communities based upon needs of the community. The areas of deprivation that are targeted are done so through ***WIMD data (2011).*** The WIMD statistical data shows a break down averaging 23% of the population, which are ranging from 0-15 years old, 66%, 16-64 year olds and 11% 65+ years in each cluster area as shown in Graph 3.   **Graph 3 – Cardiff's CF population by age can be seen broken into three sub categories.** *Source: WIMD 2011*

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Cardiff Cluster Population By Age
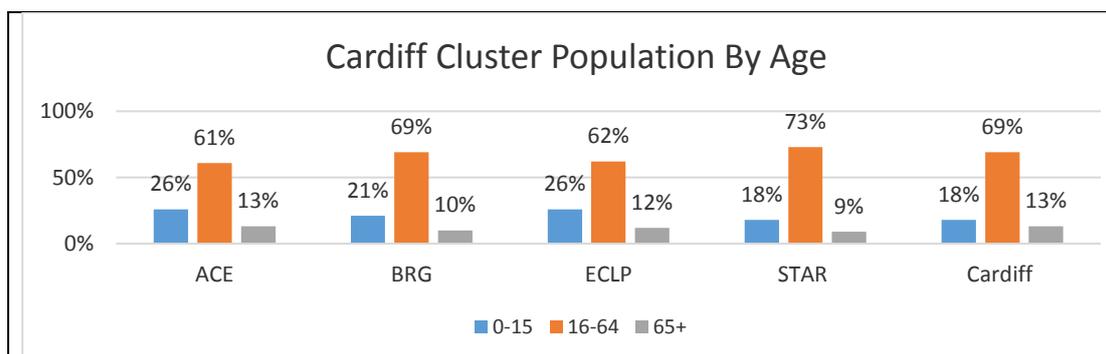
The table below (Table 3) is produced based on two data sources;

1) The engagement statistics are collated from the Cemp database performance management system, which clusters use to input demographic and personalised data for all participants they engage with.

2) The population statistics are sources from **WIMD (2011).** The population figure are captured on a cluster level against the population estimate of clusters LSOA (Table2). Whilst a Cardiff wide overview is also captured above to show a citywide overview.

Table 3- No' of individuals being worked with against the cluster population (by age) '2015-2016 delivery' No detailed data for 16/17 or 17/18 is available at present

Age	Cardiff West No'	(%) cluster population	BRG No'	(%) cluster population	ECLP No'	(%) cluster population	STAR No'	(%) cluster population	Cardiff Wide Head count	As a proportion of the total cluster population (%)
0-24 years	**1008**	3.98	**865**	3.71	**437**	1.41	**486**	2.03	**2796**	2.67
25-44 years	**303**	1.19	**608**	2.6	**212**	0.685	**540**	2.25	**1663**	1.58
45-64 years	**863**	3.41	**103**	0.44	**110**	0.036	**237**	0.99	**1313**	1.25
65+	**151**	0.59	**29**	0.12	**33**	0.1074	**76**	0.300	**289**	0.27

Engagement statistics show that a citywide engagement figure cannot be used to show a breakdown as the engagement with different age ranges differs greatly from one cluster area to another. Cardiff West have double the engagement figure for the 0-24yrs & 45-64yrs of the other Clusters which

from a city wide perspective give an inaccurate reflection of engagement across Cardiff.

Differential Impacts for 65+ Yrs.
From the data we have available, a small number of CF projects deliver specifically to this age group Communities First provide a range of activities, which support people of all ages. There is recognition those preventative services which enable older people to remain healthy and in their communities is a benefit to everyone and if needed some projects may be continued under the proposed legacy grant funding and other programmes. This will be via a more integrated delivery approach with other programmes. The Social Services and Well-being Act 2014 and the commitment to improve quality of care are all ongoing pieces of work that will develop a joined up response to working with older people.

Differential Impacts 0-15 Year Olds – Communities' First has phased out work with young people in and out of the school based environment this year e.g. Homework provision and school based activities have been phased out and risks have been mitigated where possible. As stated in the background information *'In Cardiff, Families First receives around £5.5 million and Flying Start £10.2 million a year from Welsh Government to deliver programmes aimed at this age range.'* The separate arrangements have led to duplication in some cases. As part of the exit plans developed to phase out the Cardiff Communities First Programme, 0-15year old school based provision has transitioned into other services possible. The mitigation took place before the end of the school year to enable cluster staff to remain present for a short period to support the groups, share information and successfully hand over to key partners effectively.

Differential Impacts 16-64 Yrs. – Communities First work directly with 16-64 year olds who are furthest from the job market in order to engage them through a range of provision, which is designed to remove barriers to employment or community engagement.

Due to the changes, a full review of Employability Support across the City was carried out. The review identified over 40 different schemes offering employment support in Cardiff each with their own eligibility criteria. While the Council's Into Work Service offers open access services, the provision of more in-depth support and mentoring depends on postcode and various eligibility requirements such as age, benefit entitlement and ethnicity. This has meant no underpinning systems in place for access and delivery. Each Cluster area has delivered some good programmes but all in a different way causing some confusion on what is delivered when and where.

Current employment support in the city is complex and it can be difficult for people to find the right service for them. There is no clear pathway into

services and no needs assessment to ensure that the most vulnerable individuals receive the appropriate assistance.

It is clear that there are pockets of poverty throughout the City, not just in Communities First areas, and this need is not currently being met. Cardiff is also seeing higher levels of in-work poverty than in previous years and support for those already in employment is currently very limited. The review made clear that there is a need to change services in Cardiff to improve accessibility, link together the many existing services and ensure that help is available to everyone who needs it, across the city.
Mitigation
As a result a proposed new approach to employment services has been developed that will offer services across the city based on need post 2018.

What action(s) can you take to address the differential impact?

There is a potential negative impact for those of all ages who live within CF areas and access the programme if particular projects cease. However, services will be mainstreamed where possible and therefore may continue as part of the new approach, although delivery may be through a different mechanism. Some projects may be continued under the legacy grant funding and aligned with other programmes, a more integrated delivery may deliver more effectively for more communities

For those aged 16-64 the new approach to helping people find work and building resilient communities may benefit a far greater number of people across Cardiff irrespective of where they live, with a particular focus on early intervention and empowerment.

CF currently only covers a third of the city, and a far smaller number than that actually access the services provided in the Cluster areas. The new approach will work with people based on need not just the individual's age or postcode.

Although potentially negative for those children and young people resident in CF cluster areas who access the programme. Flying Start and Families First future approach in Cardiff may have a far wider reach and potential positive impact, and on consideration of more robust data, services can be better planned and responsive to the needs of people across the City.

As another example, Cardiff has developed the Cardiff Commitment. The ultimate goal of the Cardiff Commitment is to ensure that all young people in the city secure a job, post education and training, that allows them to be the best that they can be; a job that unleashes and grows their own talents and skills and enables them to contribute fully to the prosperity of the city. At the same time, the Cardiff Commitment seeks to drive up skills development and educational attainment in the city, by connecting young people, schools and wider educational institutions with business and employers.

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Respondents to the consultation overwhelming supported the new approach to employability services and building resilient communities.

3.2 Disability

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment		X	
Physical Impairment		X	
Visual Impairment		X	
Learning Disability		X	
Long-Standing Illness or Health Condition	X		
Mental Health	X		
Substance Misuse	X		
Other		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.

Graph 4- Cardiff Cluster Population – households with one or more person with a limiting long-term illness. *(Source: WIMDS 2011)*

Cardiff Cluster Population - Households with one or more person with a limiting long-term illness
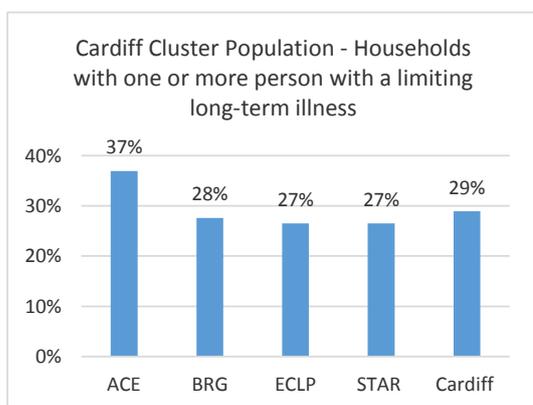
Each of the cluster areas in Cardiff have an average 29% population of households with one or more persons with a limiting or long-term illness.

The data in this area is inconclusive as Cardiff wide 3242 individual from 3 cluster areas selected prefer not to say. Therefore, the only information, which is available, is a part response from a much smaller

percentage of the population.
Source WIMD (2011)

The table below (Table 4) is produced based on two data sources;

3) The engagement statistics are collated from the Cemp database performance management system, which clusters use to input demographic and personalised data for all participants they engage with.

Equality Impact Assessment
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4) The population statistics are sources from **WIMD (2011).** The population figure are captured on a cluster level against the population estimate of clusters LSOA (Table2). Whilst a Cardiff wide overview is also captured above to show a citywide overview.

Table 4- No' of individuals being worked with against the cluster population (by disability) '2015-2016 delivery'

Disabled*	Cardiff West		BRG		ECLP		STAR		Cardiff Wide	
	No'	(%) cluster population	No'	(%) cluster population	No'	(%) cluster population	No'	(%) cluster population	Head count	As a proportion of the total cluster population (%)
Yes	87	0.34	33	0.1%	23	0.007	103	0.43	246	0.23
No	378	1.49	135	0.6%	118	0.038	497	2.07	1128	1.07
Prefer not to say	1094	4.324	1437	6%	-	-	711	2.96	3242	3.09

People who identify that their day-to-day activities are limited because of a health problem or disability, which has lasted, or is, expected to last, at least 12 months.

Evidence suggests that disabled people are particularly at risk of living in poverty and therefore may be disproportionately represented in the cluster areas on which CF is focused. It has not been possible to find evidence to confirm one way or the other, or to identify how many disabled people access CF projects due to the inconsistent data collection by the providers.

Whilst, from the data we have, there are few, if any, projects that are focused specifically on disabled people other than those with mental health conditions.

Individuals with a disability can access all of the CF projects. However there are several projects that target people with long term health issues including mental health, though not all projects provided for low level mental health interventions are available in each CF area.

In addition, Disability Wales has been awarded grant funding by the Welsh Government for the three years 2017-2022: to achieve the following strategic outcomes:

- Gain a greater understanding of the experiences and needs of disabled
- people to help inform policy development;

- Promote and raise wider awareness of the rights of disabled people and
- the issues that affect them, and empower disabled people to make informed choices;
- Help to deliver a more diverse pool of decision makers in public life and
- public appointments by identifying and addressing barriers to engagement and participation for disabled people

Further work will be carried out in the remaining months to understand;
- Service user and stakeholder priorities in relation to Mental Health and Wellbeing provision.
- A gap analysis will be carried out to identify where mitigation is required and if service can transfer to alternative partners or community groups.
- A range of partners including Health will be involved in exploring alternative provision or where possible signposting groups to alternative support.
- Any gaps identified will form part of the new approach developed.

The exit plans for each cluster identified potential community groups that would be affected by the closure of Communities First. The Cluster teams are working with the local groups such as the people in pain groups and the befriending projects to look at sustainability or alternative support mechanisms post April 2018.

What action(s) can you take to address the differential impact?

Whilst there is a potentially negative impact for the relatively small number of disabled people who live within CF areas and access the programme. There are no specific projects focused on disabled people, but disabled people access projects open to all, as do others with protected characteristics. However, going forward services may continue in a different way, particularly those that focus on Mental Health and limiting long-term illnesses could be mainstreamed or jointly run with other programmes such as Health programmes.

In addition, the new approach to employability support services and resilient communities may benefit a far greater number of people that identify themselves as disabled across the City irrespective of where they live. Monitoring the phase out of Communities First and through follow up at each quarter during performance meetings to ensure that all services are handed over to alternative provision effectively and any potential gaps in services are identified and factored into a new approach.

Continue to work with partners and communities to mitigate the closure of Communities First. The focus moving forward will need to consider how Cardiff better uses its own infrastructure to provide meaningful community

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involvement and participation alongside the employability services developed.

key themes have been consistently identified through stakeholder engagement and consultation as potential gaps in services, these have been summarised below:

- Low level Mental Health Support
- Health and Wellbeing Support
- Befriending/Self Help/Peer Support Groups
- Low level Therapeutic Training (art projects/sewing groups/knit and natter)
- Social Prescribing linked to GP's
- Engaging with Older People and avoiding social isolation
- Low level community based volunteering
- Formal volunteering
- Community Engagement and Involvement
- Pathways to Learning
- Timecredits
- Local knowledge and Networks

These key themes will be explored further during the closure of Communities First. Some projects may be continued under the proposed legacy grant funding and through other programme alignment; a more integrated delivery mechanism may deliver more effectively for more communities.

Respondents to the consultation overwhelming supported the new approach to employability services and building resilient communities.

3.3 Gender Reassignment
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
Transgender People (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There is not an expected differential impact on transgender people. Currently services are delivered to a very small number of individuals identifying as transgender.

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What action(s) can you take to address the differential impact?
None foreseen, however consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First.

3.4. Marriage and Civil Partnership
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage		X	
Civil Partnership		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Communities First engage with everyone within their cluster areas and do not discriminate on the bases of Marital status. Communities' First delivery activity is not directed at or towards any individual on the marital status. Therefore, there is no evidence to suggest there would be an impact upon individual based upon marital status.

What action(s) can you take to address the differential impact?
None foreseen, however consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First, single approach to poverty alignment and gateway approach to employment.

3.5 Pregnancy and Maternity
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy		X	
Maternity		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Only one of the four clusters delivers a project, which targets pregnant women, which is in the Cardiff West cluster.
Currently services are delivered to a very small number of mums and expectant mothers.
The Cardiff West cluster have been is dialog with the Flying Start programme to ensure that the 10-15 individual pregnant women and fathers they engage

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with each year are supported through the transition and exit of Communities First.
What action(s) can you take to address the differential impact?
Any additional unforeseen consequences, however consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First.

3.6 Race
Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
White		X	
Mixed / Multiple Ethnic Groups	X		
Asian / Asian British		X	
Black / African / Caribbean / Black British		X	
Other Ethnic Groups	X		

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Graph 5- Cardiff Cluster Population – Persons who identify themselves as of an Ethnic Minority.   Cardiff Cluster Population - Persons who identify themselves as of an Ethnic Minority   ACE ■ BRG ■ ECLP ■ STAR ■ Cardiff   10% 47% 12% 21% 15%   *Source WIMD (2011)*   15.3% of the population in Cardiff as a whole identifies themselves as of an Ethnic Minority. Graph 3 sourced from WIMD data 2011, Communities' First baseline data shows that two cluster areas have higher numbers than the Cardiff average of resident who identify themselves as of an ethnic minority.   The table below (Table 5) is produced based on two data sources;   5) The engagement statistics are collated from the Cemp database performance management system, which clusters use to input demographic and personalised data for all participants they engage with.
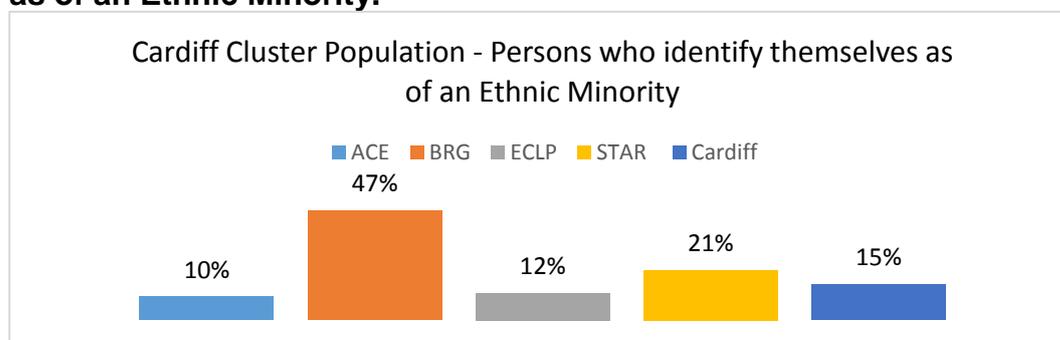
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6) The population statistics are sources from **WIMD (2011).** The population figure are captured on a cluster level against the population estimate of clusters LSOA (Table2). Whilst a Cardiff wide overview is also captured above to show a citywide overview.

Table 5- No' of individuals being worked with against the cluster population (by Ethnicity) '2015-2016 delivery'

Ethnicity (Race)	Cardiff West		BRG		ECLP		STAR		Cardiff Wide	
	No'	(%) cluster population	No'	(%) cluster population	No'	(%) cluster population	No'	(%) cluster population	Head count	As a proportion of the total cluster population (%)
White	422	1.66	195	0.8%	140	0.045	371	1.55	1128	1.07
Mixed / multiple ethnic groups	18	0.071	0	0%	6	0.002	78	0.33	102	0.09
Asian / Asian British	16	0.06	229	1%	7	0.002	74	0.30	326	0.31
Black / African / Caribbean / Black British	5	0.01	185	0.8%	9	0.002	133	0.55	322	0.30
Other ethnic group	17	0.06	95	0.4%	7	0.002	60	0.25	179	0.17
Not Stated	1091	4.31	901	4%	1026	3.342	631	2.63	3649	3.48

The above graph shows that the highest areas of diversity from the **WIMD (2011)** population date. The engagement data captured supports the population statistics in the both STAR and BRG engage with the highest number of BME individuals in Cardiff.

What action(s) can you take to address the differential impact?

All ESOL providers are aware of the closure and work is ongoing to make sure that any gaps are addressed moving forward. Despite the large investment in Communities First access to ESOL remains a significant issue across the City. It is recognised the BRG & STAR work with the most diverse communities in terms of both established BME communities and new arrivals to the Country.

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There are several other organisations and community groups currently providing specialist support and services to this particular community. These include Oasis, Cardiff, Trinity Centre, BAWSO, Race Equality First, Women Connect, Welsh Refugee Council, Shah Jalal Mosque, Cardiff Chinese Elderly Association, WSSAG – Women Seeking Sanctuary Advocacy Group, New link Wales, ACES – African Caribbean Elders Society and Diverse Cymru. Cardiff and Vale Health Board also provide a range of services targeted at Support for ethnic minorities including Marie Curie Cancer Care – Improving palliative care services for Minority Ethnic families.

ESOL provision will continue within the cluster areas regardless of Communities First funding post March 2018. ESOL is delivered through three organisations within the Cardiff & Vale Community Learning Partnership (CVCLP) that are funded and quality assured by Welsh Government to deliver Essential Skills courses in the City.

Additional funding has been allocated by Welsh Government to this partnership for next year to assist with the current waiting lists and to develop the new Reach Hub which will have a team of assessment coordinators to undertake:
- Mapping ESOL provision across the city in order to identify gaps in provision and avoid duplication
- Work to establish demand for ESOL provision across the city by liaising with providers and key partners
- Establish a central ESOL referral point for organisations and learners across Cardiff and the Vale
- Develop publicity/information including a REACH website for ESOL provision

The CVCLP partnership will continue to work with the organisations involved in CF delivery to offer community based ESOL provision. The Employability Provision and Communities for Work (CFW) will be focused on intensively helping those furthest from employment into jobs, and this will include people from a BME background. There are also specific projects funded through European Funding that will specialise in supporting people into training and employment such as Gofal and Oxfam.

In addition, the new approach to employability support services and resilient communities may benefit a far greater number of people across the City irrespective of where they live.

Respondents to the consultation overwhelming supported the new approach to employability services and building resilient communities.

3.7   Religion, Belief or Non-Belief

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Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist		X	
Christian		X	
Hindu		X	
Humanist		X	
Jewish		X	
Muslim		X	
Sikh		X	
Other		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
There is no anticipated differential impact on individuals based on religion, belief or non-belief.
What action(s) can you take to address the differential impact?
No expected differential impact based on religious belief, or non –belief. Any additional unforeseen consequences, however consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First, single approach to poverty alignment and gateway approach to employment.   In addition, the new approach to employability support services and resilient communities may benefit a far greater number of people the City irrespective of where they live.

3.8 Sex
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men		X	
Women		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
Evidence suggests that lone parents (who are predominantly women) are

Particularly at risk of living in poverty and therefore may be disproportionately represented in the cluster areas on which CF is focused. It is often reported that men have been a harder group to reach in Communities First. Historically, participation was higher by women than men.

There is some evidence more recently that there are more men utilising the programme to gain new skills in order to gain employment.

What action(s) can you take to address the differential impact?

Potentially negative for those people resident in CF cluster areas and accessing CF services. However, this will depend on the future approach, which may have a far wider reach and potential positive impact, and on consideration of more robust data, services will be provided more consistently and can adjust accordingly to meet gender related needs.

There are numerous programmes and grants which promote gender equality, including around violence against women, pregnant women or mothers of small children. Therefore, no additional unforeseen consequences, however consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First.

The new approach to employability support services and Communities for Work (CFW) will be focused on intensively helping those furthest from employment into jobs regardless of gender. The recent extension of PaCE will also benefit both men and women who are parents seeking/in work and need affordable and accessible childcare.

In addition, the new approach to employability support services and resilient communities may benefit a far greater number of people across the City irrespective of where they live.

Respondents to the consultation overwhelming supported the new approach to employability services and building resilient communities.

3.9   Sexual Orientation
Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual		X	
Gay Men		X	
Gay Women/Lesbians		X	

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Heterosexual/Straight		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The clusters do not deliver or engage with individuals on the bases of sexual orientation, nor is any evidence or information captured regarding this area.

What action(s) can you take to address the differential impact?
No expected differential impact based on Sexual Orientation or additional unforeseen consequences; however, consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First, single approach to poverty alignment and gateway approach to employment. In addition, the new approach to employability support services and resilient communities may benefit a far greater number of people across the City irrespective of where they live.

3.10   Welsh Language
Will   this   Policy/Strategy/Project/Procedure/Service/Function   have   a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A
Welsh Language		X	

Please give details/consequences of the differential impact, and provide supporting evidence, if any.
The **Census (2011)** shows that the percentage of Welsh speakers in the Cardiff as a whole is 11% in comparison to Gwynedd at 65%, Isle of Anglesey and Ceredigion at 47%. There are 86 different languages spoken in Cardiff alone, particularly in the south areas of Cardiff residents that engage traditionally present with higher number of other language needs as well the welsh language **Census (2011).**

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Graph 6- Percentage of Population Aged 3+ able to speak Welsh, 2011 (Census).
Figure 1 illustrates that % of individuals in Cardiff who are able to speak
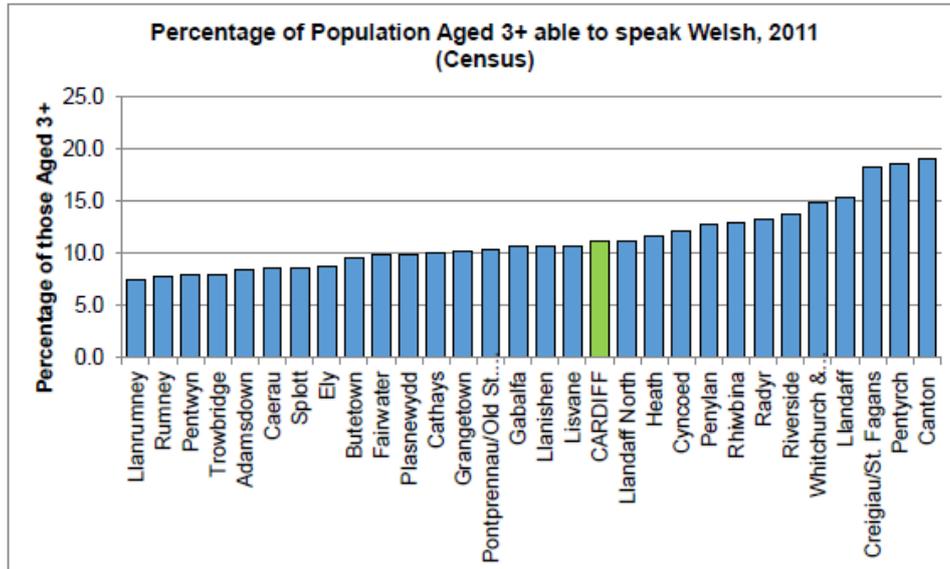
Welsh is far lower in the Communities First areas of Cardiff e.g. LLanrumney, Rumney, Pentwyn, Adamsdown, Caerau and Grangetown.

Figure -1 Percentage of population Aged 3+ able to speak Welsh, 2011 Census. Cardiff Lower Super output areas.

Figure 1- The 2011 Census represents the most recent data on numbers of Welsh speakers in the city.

Impact - With significantly less provision overall in the area, there will be fewer activities to be publicised and therefore fewer bi-lingual posters in the area, potentially decreasing the general awareness of Welsh Language.

No specific projects targeted at the Welsh speaking community have been identified by any of the providers or as part of the review.

What action(s) can you take to address the differential impact?

Going forward if delivery/ part delivery of the new employment programme or the legacy fund is internal or contracted externally providers will continue to be obliged through their service level agreements to abide by the Welsh language Act. This will be monitored in two key ways.

Internally a service area action plan ensures that teams within Cardiff council are aware of their obligation; recognise where they are meeting them; and key actions required to meet the standards. Externally quarterly contract monitoring is performed to ensure the provider is abiding by the Welsh Language standards.

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Any additional unforeseen consequences, however consideration of support will be taken with each of the characteristics to ensure that no group are unduly impacted by the phase-out of Communities First, single approach to poverty alignment and gateway approach to employment. The Employability Provision and Communities for Work (CFW) will be focused on intensively helping those furthest from employment into jobs, and this will include meeting requirements under the Welsh Language Standards.

In addition, the new approach to employability support services and resilient communities may benefit a far greater number of people across the City irrespective of where they live.

4. Consultation and Engagement
What arrangements have been made to consult/engage with the various Equalities Groups?

Stakeholder consultation has been ongoing since the initial announcement regarding the closure of Communities First. In order to consider the best way forward following the closure of Communities First a public consultation exercise was also carried out during September this year.

1,596 responses were received to the survey which was available on line and in hard copy in hubs and other community buildings. Focus groups were held in the Communities First areas.

Two briefing sessions were also held with elected members. The cluster and hub staff ensured that service users were aware and supported to complete the survey if required.

The survey was widely promoted to ensure everyone has an opportunity to complete it electronically or written, with a freepost envelope or drop off points at all hubs in Cardiff.

The Focus groups brought together Local Community members and service users from Communities First areas to explore their views in more detail. The Focus groups were facilitated by the Welsh Council for Voluntary Action (WCVA).
Both the survey and the focus group consultation followed a consistent methodology. Both reports will inform new service specifications.

The surveys were provided in both electronic and hard copy to each cluster where specific outreach sessions were held for the characteristics stated above that would be affected by the phase out e.g. youth service provision, ESOL Classes.

5. Summary of Actions [Listed in the Sections above]

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Groups	Actions
Age	Monitoring the phase out of Communities First and follow up each quarter during performance meetings to ensure that all services are handed over to alternative provision effectively and any potential gaps in services are identified and factored into a new approach.
Disability	Monitoring the phase out of Communities First and follow up each quarter during performance meetings to ensure that all services are handed over to alternative provision effectively and any potential gaps in services are identified and factored into a new approach.
Gender Reassignment	**N/A**
Marriage & Civil Partnership	**N/A**
Pregnancy & Maternity	**N/A**
Race	Monitoring the phase out of Communities First and follow up each quarter during performance meetings to ensure that all services are handed over to alternative provision effectively and any potential gaps in services are identified and factored into a new approach.
Religion/Belief	**N/A**
Sex	**N/A**
Sexual Orientation	**N/A**
Welsh Language	**N/A**
Generic Over-Arching [applicable to all the above groups]	Continue to work with partners and communities to mitigate the closure of Communities First. The focus moving forward will need to consider how Cardiff better uses its own infrastructure in place to provide the services and remove duplication. In addition, the new approach to employability support services and resilient communities may

	benefit a far greater number of people across the City irrespective of where they live.

6. Further Action
Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area's Business Plan to be monitored on a regular basis.

All actions stated above are currently being actioned and monitored in quarterly performance meetings to ensure a smooth transition of services.

7. Authorisation
The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By : Rosanna Taylor	Date:
Designation: Outcome Delivery Officer	25/10/2017
Approved By: Louise Bassett	26/102017
Designation: Partnership Delivery Team Leader	
Service Area: Housing, Communities and Customer Services	

7.1   On completion of this Assessment, please ensure that the Form is posted on your Directorate's Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email citizenfocus@cardiff.gov.uk

References

Census (2011), Office for National Statistics, 2011 Census: Digitised Boundary Data (England and Wales) [computer file]. UK Data Service Census Support. Downloaded from: https://borders.ukdataservice.ac.uk/

WIMD (2011), Stats Wales: WIMD 2011, [Internet}
https://statswales.gov.wales/Catalogue/Community-Safety-and-Social-Inclusion/Welsh-Index-of-Multiple-Deprivation/Archive/WIMD-2011
[Accessed on 17/10/ 2017]

CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

BRITISH CYCLING HSBC CORE CITIES CYCLING PARTNERSHIP

STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD) and CULTURE & LEISURE (COUNCILLOR PETER BRADBURY)

AGENDA ITEM: 12

DIRECTOR CITY OPERATIONS

Appendix 2 (Partnership Agreement) to this report is not for publication under Schedule 12A Part 4 paragraph 14 pursuant to Schedule 12A Part 5 paragraph 21 of the Local Government Act 1972 (as amended).

Reason for this Report

1.   To agree a five-year partnership, (with the option to extend for a further period of up to three years) with British Cycling to enable the delivery of the HSBC-sponsored UK Core Cities cycling project in Cardiff.

2.   To seek approval for the Council to contribute a £100,000 grant per annum (to be provided directly or partially through "value in kind") towards the partnership's delivery of a programme of cycling development activities in Cardiff for a period of five years.

Background

3.   British Cycling has secured an eight-year sponsorship deal with banking group HSBC to support the delivery of a comprehensive programme of activities to develop cycling in ten UK Core Cities including Cardiff. This agreement replaces British Cycling's previous sponsorship deal with SKY.

4.   British Cycling, with the backing of HSBC, will invest £500,000 per annum in each of the participating cities, including Cardiff, for the duration of the eight-year sponsorship term. This investment will support a comprehensive programme of cycling development activities which, in Cardiff, will be delivered by British Cycling, in partnership with Welsh Cycling and Cardiff Council.

5.   To formally initiate the partnership and mobilise the programme of activities British Cycling and HSBC require the Council to enter into a formal partnership agreement. This will set out the role and responsibilities of the Council and British Cycling within the partnership and in supporting the delivery of the specific activities. The draft Partnership Agreement is provided in Appendix 2 (exempt from publication).

6.   As part of the agreement, Cardiff Council is required to make an annual match-funding grant contribution to the value of £100,000 towards the programme. This contribution can be provided through a 50:50 split between direct financial payment and through 'value in kind' (expenditure on complementary activities or goods equating to a specific monetary value). It is proposed that half of the £100,000 is provided as a direct payment funded through the Civil Parking Enforcement Central Reserve and the other half is provided through 'value in kind' (see paragraphs 27, 31 and 32 below for details).

7.   The HSBC British Cycling programme will run for 8 years, a timeframe runs beyond the lifetime of the current Council administration. For this reason, it is not appropriate at this stage for the Council to formally enter into an 8 year partnership agreement and make a match funding commitment for whole duration of the programme. Therefore, the intention is to enter into a 5-year partnership agreement running up to the end of March 2022 that will include an option to extend the agreement. This will enable the incoming Council administration to review the programme and take a decision on a further 3-year extension.

Partnership Programme Activities and Projects

8.   The main components of the Cardiff programme of activities will be:

- **An annual high profile and inspirational mass participation cycling event:** Following a circuit on closed roads in central Cardiff, this event is aimed at primarily new, lapsed and occasional cyclists and families. Its purpose is to show how easy it is to cycle and to showcase the City's streets in a traffic free environment. The target attendance for the 2018 event will be 8,000 participants. The event infrastructure will have a variety of "pop up" activities signposting opportunities for people to take up the sport of cycling at local clubs and involvement in future cycle events as well as community-based riding activities.

- **Community participation programmes:** A programme of guided and supported group rides for all abilities including a programme of social rides for women and community-based 'pop-up' ride events. This will build on the existing "breeze" programme delivered by the city's Sports Development team at Cardiff Met to increase the number of women and girls taking cycling up as an activity and feeding into regular cycle opportunities and cycle clubs.

- **Coach and volunteer recruitment and training:** A programme of accredited training for volunteers in ride leadership, coaching, cycle instruction skills and officiating at events – the aim is to recruit 200 additional volunteers during the programme. This will build the capacity to grow the current cycle club infrastructure to cater for the new and latent demand for the different cycling disciplines.

- **Schools and community coaching programme:** A delivery-led programme supported by two dedicated 'Go-Ride' coaches aimed at getting more children cycling through activities to attract new young cyclists including schools-based instruction and coaching and the development of community infrastructure including after school cycling clubs and the transition to local cycling clubs.

- **Talent Identification:** The deployment of coaches into specific programmes with the links to local development centres and elite performance will ensure the opportunities for talented riders to access a pathway into competitive cycling and British Cycling/Welsh Cycling coaching programmes to develop and maximise their potential.

9. A more detailed summary of the activities included in the programme is set out in Appendix 1 to this report.

10. Two dedicated 'Go-Ride' cycling development officers will be appointed to co-ordinate delivery of the schools and community-based programmes, with the support of British Cycling and Welsh Cycling's wider regional resource base. These officers will be employed by Welsh Cycling but based within the Council's transport team and work closely with the Sports Development team for the purposes of integrating their activities and outputs with the Council's core programmes for cycling delivery including engagement with schools, cycling clubs and local communities.

Issues

Potential to grow cycling in Cardiff

11. Increasing cycling for daily journeys is a high priority for Cardiff Council. The *Capital Ambition* report commits to "Place active travel at the heart of planning, transport and highway policy". The draft Cardiff Cycling Strategy sets a target of doubling the number of cycling trips over the next decade, building on the growth trend since 2005. Currently 9.2% of journeys to work are made by bicycle (5-year rolling average Ask Cardiff Survey 2015). The strategy seeks to increase this to 18.4% of trips by 2026.

12. The potential to grow cycling for daily travel in Cardiff is considerable. 28% of Cardiff residents say they do not currently cycle but would like to. This represents a sizeable target market of potential future cyclists.

Public support for cycling is also strong with 78% of residents saying they would like to see more cycling investment in Cardiff (Bike Life 2015).

13. Cycling can make an important contribution to encouraging healthy lifestyles by enabling people to become more physically active and reducing the harmful emissions of motorised transport. It also offers a practical solution to Cardiff's major transport issues. The majority of car journeys staring within Cardiff are of a short enough distance to comfortably cycle. With the right infrastructure in place, cycling could provide an alternative to the car for many of these short daily trips. As such, increasing cycling journeys represents a core strand of the Council's transport strategy and its efforts to effect modal shift and achieve the Cardiff Local Development Plan target of 50% of all journeys to be made by sustainable transport modes by 2026.

14. The recent Olympic successes of home-grown cycling talents Elinor Barker, Owain Doull, Luke Rowe and Geraint Thomas, and Cardiff's hosting of the Tour of Britain and mass participation rides such as the Velothon have helped to raise Cardiff's profile as a 'cycling city'. The HSBC/British Cycling partnership programme will ensure the inspiration from sporting success and major cycling events is captured and converted to deliver a lasting legacy of lifelong participation in the sport of cycling.

15. Cardiff has the largest junior cycling club in Wales (Maindy Fliers). Exit routes to the local senior cycle clubs exist but they do not cater for the demand being created by the interest in junior cycling. The partnership programme will ensure the recruitment of more coaches and volunteers and the creation of new 'door step' cycling opportunities thus introducing more participants to the sport of cycling.

Potential for Integrated Delivery

16. The HSBC/British Cycling programme provides an unprecedented opportunity to deliver a comprehensive package of interventions geared to the development of cycling for transport, recreation and sport in Cardiff within a single integrated programme. This will programme will be co-ordinated through a strong multi-agency cycling partnership.

17. A key focus of the programme will be engagement with schools to teach cycling skills linked to curriculum based-activity and through the establishment of after-school cycling clubs. This will be combined with work to develop a wider local 'enabling' infrastructure that will include building additional volunteer capacity and the provision of pathways for young people to further participate in cycling for leisure and sporting competition through existing and new cycling clubs and local programmes of rides and pop-up events.

18. The HSBC/British Cycling programme will strongly complement the Council's existing activities to encourage cycling. These include an annual programme of cycling infrastructure improvements, extensive engagement with schools through the delivery of road safety education

and training, the provision of National Standards Levels 1 and 2 cycle training to primary schools, sports development programmes specifically aimed at under-represented groups and sustainable journey planning to encourage walking and cycling to school and manage safety at the school gates during the morning drop-off and afternoon pick-up times. The Council's team also offers cycling training to children during school holidays and free one-to-one adult cycle training - both funded through the Welsh Government's Road Safety Grant.

19.   *Capital Ambition* commits to the development of safer routes to schools and the development of an 'active travel action plan' for cycling and walking for every school in Cardiff. These plans will include curriculum-linked activities to create and embed a cycling culture within schools. They will also identify physical improvements within the vicinity of school sites to provide safer routes to enable pupils to cycle to school. The combined resources of the HSBC/British Cycling and Council programmes will provide the mechanism for the development of active travel action plans and provide an effective means of extending engagement from primary schools into secondary schools.

20.   The synergies between the core strands of the HSBC/British Cycling programme and the Council's activities will be developed and co-ordinated by a special project Steering Group. This will include key staff and experts representing both bodies. The Council's representation will include key officers drawn from all departments – e.g. Education, Transport, Planning, Sport, Leisure and Parks - which have a role to play in supporting cycling development. In this way, the Steering Group will provide an important means of achieving joined up delivery of cycling, ensuring that all relevant Council service areas contribute to the collective effort.

Mass Participation City Ride

21.   A key element of the HSBC/British Cycling programme is the staging of an annual mass participation City Ride. The purpose of this free event to enable people of all cycling abilities, particularly new, lapsed and occasional cyclists and families, to ride freely on closed roads within the central area of the city in a safe, traffic free cycling environment. The event will be non-competitive and participants will be able to join it at different stages of the circuit to suit their individual abilities and needs. The ride will act as a tool to promote the wider HSBC/British Cycling Programme, but will also provide a vital means of enabling non-cyclists to try cycling within a safe environment and be part of a major celebratory community event. Exit routes to local structured rides and clubs will be promoted at these events. A smaller scale mass ride organised by British Cycling and sponsored by HSBC took place in August 2017 in Cardiff Bay, attracting around 4000 participants.

Cardiff Car Free Day 2018

22.   The provisional date for next year's City Ride event is 13th May 2018. This event will see the closure of streets in the city centre to form a

closed traffic free circuit for cycling. The intention is to combine this event with Cardiff Car Free Day.

Facilities

23.   Cardiff currently boasts one of the most successful open air velodromes in the country which is beyond capacity in terms of participation in cycling for young people. The partnership will provide a mechanism for considering the facility needs to cater for the future growth of sports cycling in Cardiff including the feasibility of developing a new closed circuit track facility in Cardiff.

Outcomes and Benefits

24.   The HSBC/British Cycling Programme will seek to achieve the following headline outcomes:

- Achieve an additional 10,000 people (the Cardiff portion of the HSBC target for Wales) cycling regularly in Cardiff.
- A 5% annual (compound) increase in the number of trips by bicycle to 18 million.
- Over 52,000 people taking part at the City Ride events.
- 8,000 people from hard to reach communities engaged in Community Events.
- 200 volunteers trained.
- Establish exit routes to local clubs, development squads and performance bound cyclists in partnership with Welsh Cycling.

25.   The Programme and its outcomes are anticipated to deliver the following benefits for the city of Cardiff:

- Establish and deliver a comprehensive and integrated programme of cycling development fully aligned to the Council's Cycling Strategy - combining the delivery of physical cycling infrastructure and 'soft' interventions to encourage and increase participation in cycling and develop a thriving cycling culture Cardiff.
- Establish a multi-agency partnership providing a mechanism for cross-sectoral collaboration on cycling delivery and joined up delivery of cycling across key Council service areas and external partners.
- Further develop Cardiff's reputation as a 'cycling city'.
- Support the delivery of the Council's target of doubling cycling journeys by 2026.
- Contribute to the delivery of the target in the Council's Local Development Plan to achieve 50% of all journeys in Cardiff to be made by sustainable travel modes by 2026
- Encourage healthy lifestyles by helping to increase levels of physical activity and improve local air quality
- Increase access by active modes to education, employment and services and supporting delivery of the Council's commitments to tackle poverty and reduce inequality.

- Support the Local Sports Plan delivered in partnership with Cardiff Met through the Joint Venture Agreement with a focus on the 4 "C" – Children, Competitions, Clubs, Coaching.

Commencement of Programme

26. Year one of the programme for 2017/18 has technically commenced through the August mass participation event and British Cycling's mobilisation of staff and volunteer recruitment and project set-up. Arrangements are being made for establishing the project Steering Group.

Match-Funding Requirements

27. The Council is required to secure a contribution of £100,000 per annum for the five year term of the agreement. This funding may be provided directly or partially through "value in kind", through support, office accommodation, event infrastructure etc. It is proposed that £50,000 of this contribution is allocated from the Civil Parking Enforcement Central Reserve. This will provide 50% of the match-funding. The other 50% of the funding will be 'value in kind' to the value of £50,000. This will be made up from a portion of the Council's unrecovered expenditure on hosting the Tour of Britain event in September (including the costs of road closures and traffic management) and the Council's costs in providing school holiday cycle training courses and adult one-to-one cycle training. British Cycling has confirmed that this split of direct and 'in-kind' contribution is acceptable.

Reason for Recommendations

28. The HSBC/British Cycling programme will add significant value to the Council's existing activities to develop cycling in Cardiff and will be closely aligned with the delivery of the Council's cycling strategy and its target to double cycling levels by 2026.

29. A long term partnership with HSBC/British Cycling provides an unprecedented opportunity to deliver a comprehensive package of interventions geared to the development of cycling for transport, recreation and sport in Cardiff within a single integrated programme.

<u>**Financial Implications**</u>

30. A Council contribution of £100,000 per annum for 5 years, with an option to extend for a further 3 years, is proposed. The length of the proposed agreement does present some potential financial risks to the Council. £50,000 of this commitment will be funded from a contribution from the Civil Parking Enforcement (CPE) Reserve. The funding of this annual contribution will be dependent on income to the reserve meeting projected levels with the risk of alternative funding sources being required if the CPE resources are less than projected. Paragraph 403 of the 2017/18 Budget report to Council in February 2017 gave Cabinet the authority to commit expenditure in future years up to a total in the year of

£1.5m. The 5 year recurring commitment of £50,000 from the CPE reserve will reduce Cabinet authority to commit future expenditure to £1.25m.

31.   The remaining £50,000 contribution per annum will be provided via "Assistance in Kind" through the provision of cycling related activities and events funded from existing City Operations budgets. Some of these recent "in kind" activities and events have been highlighted in the report but where they are one-off and not recurring in nature similar activities will need to be identified and provided by the Directorate across the partnership period to ensure that the Council can meet this element of its contribution.

Legal Implications

32.   It is understood from the report that the Council wishes to enter into a Partnership Agreement with the British Cycling Federation. It is important this arrangement be structured as a grant to facilitate British Cycling Federation's broad range of cycling programmes and initiatives because if the arrangement was to be construed as a contract for services, would trigger the procurement rules. In this case, Legal Services are instructed this is the case and the funds proposed are for a specific purpose, as set out in the body of the report.

33.   The Council must ensure its arrangement with British Cycling Federation does not offend the rules against state aids which prohibit public bodies from favouring certain undertakings and distorting competition. Whilst Legal Services have not provided detailed advice on this matter, Legal Services are instructed this arrangement does not raise any state aid issues. If required the Council should obtain specialist legal advice.

Terms

34.   The proposed Partnership Agreement is subject to the Council's Contract Standing Orders and Procedure Rules. The Cabinet must be satisfied the Council can comply with and meet all obligations under the proposed Partnership Agreement, financial and otherwise. It is worth noting, the proposed Partnership Agreement is for a five-year term with no right for the Council to break the term until March 2021.

35.   The Annual Fee of One Hundred Thousand Pounds (£100,000) payable by the Council will remain fixed for the initial four (4) years. Please note however, from 2021 the grant recipient has the right to review the investment profile. On this basis, the Cabinet must be satisfied the Council can meet any potential cost increase during the final four (4) years.

Equality duty and other public duties

36.   In considering this matter, Cabinet must have regard to Cardiff Council's duties under the Equality Act 2010. Pursuant to these legal duties Cardiff Council must, in making decisions, have due regard to the need to (1)

eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a). Age, (b) Gender reassignment(c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability, (f) Pregnancy and maternity, (g) Marriage and civil partnership, (h) Sexual orientation (i) Religion or belief – including lack of belief.

37.   In considering this matter, Cabinet must have regard to the Council's duties under the Wellbeing of Future Generations (Wales) Act 2015 and its duties under the Active Travel (Wales) Act 2013.

38.   The proposals in the report are authorised pursuant to s2 Local Government Act 2000 (general power to promote well-being). Additional powers to hold events and activities are available and vary depending on the type and nature of the event and where it takes place. The Council will ensure that all statutory provisions in regards to individual events are fully met.

Best Value

39.   Regulations have been made as to the keeping of accounts in respect of income and expenditure in respect of civil enforcement and section 55 of the Road Traffic Regulation Act 1984 (as amended) provides for how surpluses generated in respect of parking charges may be applied.

40.   It is noted the Council is required to make an annual contribution to the value of £100,000 provided through a 50:50 split between direct financial payment and through 'value in kind' (expenditure on complementary activities or goods to a specific monetary value). The Directorate must be satisfied it can adequately monitor this spend, particularly the 'value in kind' spend. The Cabinet needs to be satisfied that the way forward would represent best value and is within budget.   Please refer to the financial implications for further advice.

HR Implications

41.   There are no HR implications arising from this report.

RECOMMENDATIONS

Cabinet is recommended to:

1.   Agree that a five (5) year partnership agreement (with an option to extend for a further period of up to three (3) years) be entered into with British Cycling under the terms to be contained in the partnership agreement.

2.   commit to providing an annual match-funding grant contribution of £100,000 (to be comprise a 50:50 split between a financial and in kind

contribution) towards the project under the terms contained in the partnership agreement.

ANDREW GREGORY
Director
10 November 2017

The following appendix is attached:

Appendix 1 - British Cycling/ HSBC UK Partnership Proposal for Cardiff.
Appendix 2 - British Cycling Partnership Agreement 2017-22 *(confidential)*

British Cycling/ HSBC UK Partnership Proposal for Cardiff.

- **HSBC UK City Ride:** Deliver a High Profile event aimed at primarily new, lapsed and occasional cyclists and Families. To show how easy it is to cycle and to showcase the City's streets in a traffic free environment. Target attendance for 2018 will be 8,000.

- **HSBC UK Let's ride** – the umbrella for all of the participation programs, the web site www.letsride.co.uk is a separate entity to both the British and Welsh Cycling websites and allows users to search for information, rides and other riders using the system. Its target is to buddy people up with other cyclists, to provide a portal where people can access a local ride, and to cater for new and experienced cyclists.

- **HSBC UK Ride Social** – An online platform for riders to create and join rides across the UK. There are no ride leaders, just members of the public who want to ride with other people. Sign up, create a ride and wait to see who joins you. A USP of this concept is that by organising a ride through ride social it removes the personal liability of those leading the rides and thus 'ride creators' need no formal training. This platform has been seen to be a useful recruitment tool for clubs and social cycling groups across England.

- **HSBC UK Guided Rides** – These are rides currently taking place within core cities only (Cardiff), there are currently 18 ride leaders trained to lead along designated risk assessed routes within the city with a target of 40 to be trained by the end of the year. All the rides and routes are searchable though let's ride and can be joined for free, guided rides are set to start in Cardiff from September 2017. Will deliver 50 led rides per annum, each ride will have 24 places (1200 opportunities).

- **HSBC UK Breeze** – Breeze may be the concept people are most familiar with, these are rides run for Women only by trained ride leaders or 'champions'. This program has had massive success throughout Wales over the last three years and has made a recent move into mountain biking. Breeze caters for women of all abilities and is particularly good at giving confidence to new cyclists.

- **HSBC UK Let's Ride 'pop up'** – Designed as a 'mini cycling festival' let's ride pop up will be holding 5 events within each core city (Cardiff) throughout the summer months. The idea is to get as many local clubs, shops, volunteers and cycling enthusiasts on board to provide free information and closed road riding experiences in a festival style fun day. We have no formal dates to start the 'pop ups' at present as the concept is currently being trailed, watch this space!

- **HSBC Go Ride** – primarily a delivery led programme to get more children into cycling. The programme would have two coaches targeting Cardiff, with three main priorities – schools, holiday and event activities, and community club development. The holiday and taster sessions would be aimed to attract new cyclists, the club development to ensure there is somewhere for the kids to go and continue to develop their cycling skills, and the schools would be aimed at getting kids on bikes (mostly primary), with the aim of setting up an after school club. The programme would be aimed to get more people, particularly U18s, into cycling, and embedding behaviour change. Each Go Ride coach has a target to deliver 4000 opportunities PA.

- **Developing the Coach and Volunteer Workforce.** A programme of training and development for coaches and volunteers including rider leadership training, officiating at events training. The aim is to recruit 200 additional volunteers during the program.

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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A
of the Local Government Act 1972.

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CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

CABINET RESPONSE TO THE REPORT BY THE ENVIRONMENTAL SCRUTINY COMMITTEE ENTITLED MANAGEMENT OF SECTION 106 FUNDING FOR THE DEVELOPMENT OF COMMUNITY PROJECTS

STRATEGIC PLANNING AND TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM: 11

DIRECTOR OF CITY OPERATIONS

Reason for this Report

1. To respond to a report published by the Environmental Scrutiny Committee (and presented to Cabinet in September 2017) entitled 'Management of Section 106 Funding for the Development of Community Projects'.

Background

2. As part of the Environmental Scrutiny Committee work programme, the Committee undertook a task & finish exercise to explore and consider how Section 106 funding can be used for the development of community projects.

3. The inquiry included the review of:

    - The definition of Planning Obligations (S106 Contributions),
    - The regulations governing what type of community projects can be funded through the S106 process,
    - The resources used by the Council in managing the S106 funding process,
    - The consultation and engagement which takes place between Councillors, officers and the public,
    - How community projects are identified through the Section 106 process and potential improvements that could be introduced,
    - Examples of good practice in using S106 funding to develop community projects.

Issues

4.   Having considered the evidence provided during the inquiry, the Scrutiny Report makes a single process recommendation. It identifies that the process should include the following basic elements:

- The Creation of a Project List – That a project list and supporting process should be created to identify, validate, endorse and store projects that are appropriate for funding from Section 106 Contributions for Community Projects.

- Project Point of Entry - That there should be a supported point of entry where projects could be submitted by a range of parties including community groups, councillors, community councils, officers and individuals.

- Project Validation & Assessment – That submitted projects would receive a pre decision validation and assessment process. This part of the process would ensure that projects met a minimum basic criteria and are suitable for taking forward to the project decision making process.

- Project Decision (Approval or Rejection) – At this point Ward Councillors would receive the successfully validated projects and take a decision as to if they should be added to the project list.

- Project List – Successful projects would be stored on a ward based 'Project List'. This would form a ready to go list of community projects, which could be matched to appropriate funding as and when it became available.

- Project List Geography – Submitted projects should be linked to the ward(s) that they are situated in or have a significant impact on. Lists containing projects for each of Cardiff's 29 wards should be created.

- Complementary Services – Members felt that the Project List process was effectively a Council 'facilitator' tool to support the development of community facilities. Members recommend that a review of community facility development services is undertaken to establish exactly what the Council provides and that these community facility development services are in some way aligned to the project list.

- Supporting Resources - That the Project List approach will only work if a suitable staff resource is identified to manage the scheme.

5.   The principles of the process as set out in the recommendation of the Scrutiny Report are accepted. In order to implement the recommendation, Officers will need to work up full details of the new process outlining how it can be established and thereafter maintained. It is therefore recommended that Officers report back to Cabinet in early 2018 with these details and aim to initiate the process in Spring 2018.

Reason for Recommendations

6.   To enable the Cabinet to respond to the report entitled 'Management of Section 106 funding for the development of community projects', published by the Environmental Scrutiny Committee.

Financial Implications

7.   No direct financial implications are expected to arise from the implementation of the recommendation from this report. The management of the process outlined will be met from within existing resources. The delivery of successful community projects will continue to be dependent on securing appropriate levels of S106 resources or alternative external funding sources.

Legal Implications

8.   Welsh Office Circular 13/97: Planning Obligations sets out the Welsh Government's policy for the use of planning obligations. The Community Infrastructure Levy Regulations 2010 (as amended) places statutory restrictions on the use of Section 106 Agreements. Section 106 agreements assist in mitigating the impact of unacceptable development to make it acceptable in planning terms.

9.   Any planning obligations in the section 106 Agreement must be necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. There are also restrictions on the number of s106 contributions that can be pooled to pay for new infrastructure

10.   Any relevant legal implications will be identified and considered as part of the work to progress the responses to the recommendations that are accepted.

RECOMMENDATIONS

Cabinet is recommended to agree to the principles of the process contained in the Environmental Scrutiny Committee's recommendation and that Officers are instructed to report back to Cabinet in early 2018 with full details of how the process can be established and thereafter maintained as summarised in Appendix A

ANDREW GREGORY
Director of City Operations
10 November 2017

The following appendix is attached:

Appendix A: Cabinet response to the report by the Environmental Scrutiny Committee entitled 'Management of Section 106 funding for the development of community projects'.

The following background papers have been taken into account:

March 2017 report published by the Environmental Scrutiny Committee entitled 'Management of Section 106 funding for the development of community projects'.

CABINET RESPONSE TO THE REPORT BY THE ENVIRONMENTAL SCRUTINY COMMITTEE ENTITLED MANAGEMENT OF SECTION 106 FUNDING FOR THE DEVELOPMENT OF COMMUNITY PROJECTS

1.   Cabinet agree to the principles of the process as set out in the Environmental Scrutiny Committee's recommendation.

2.   In order to implement the recommendation, Officers will need to work up full details of the new process outlining how it can be established and thereafter maintained. It is therefore recommended that Officers report back to Cabinet in early 2018 with these details and aim to initiate the process in Spring 2018.

3.   The Environmental Scrutiny Committee's recommendation sets out the basis of a new process primarily based on the need to more effectively capture community-derived projects. Whilst this is represents a very useful starting point, it is considered that the process could also address the points listed below. In this way, the opportunity can be taken to establish the most effective way forward and provide a readily manageable and robust system which takes account of all relevant factors in relation to the transparent operation of the Section 106 process:

- Recognition that the scope for S106 spend is governed by statutory 'tests' and that existing policy as set out in the LDP and supporting Supplementary Planning Guidance (SPG) will play a key role in allocating S106 spend. The process will need to explain that the scope for S106 spend will be established through the assessment of planning applications including the consideration of input from Local Members, Community Councils and other consultation responses. This will help inform the scope for spend on community projects, if applicable, on any given proposal;

- Ensuring that the process is effectively co-ordinated by Officers, is capable of regular review/updating and does not become unwieldy and/or over-resource intensive;

- Officers provide a range of material to help fully explain the process and how Local Members, Community Councils and other parties can effectively engage. This may include a new webpage together with guidance documents relating to the S106 process in general and also to the 'Project List' more specifically;

- Providing further guidance on eligible projects including both strategic and local projects along with how the 'Project List' will be used to help inform S106 negotiations ; and

- Providing an update on the relationship of S106 and Community Infrastructure Levy (CIL) noting that CIL is not yet adopted pending the considerations of the Welsh Government with regard to CIL once the function is devolved to Wales in 2018;

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CARDIFF COUNCIL
CYNGOR CAERDYDD

CABINET MEETING: 16 NOVEMBER 2017

SUPPLEMENTARY PLANNING GUIDANCE

STRATEGIC PLANNING & TRANSPORT (COUNCILLOR CARO WILD)

AGENDA ITEM: 13

DIRECTOR OF CITY OPERATIONS

Reason for this Report

1. To advise on the outcome of consultation on the following draft Supplementary Planning Guidance (SPG) which help to deliver the Council's vision set out in the Capital Ambition Report, bring about positive improvements to neighbourhoods, and to recommend their approval, as amended, by the Council:

   - Green Infrastructure including Technical Guidance Notes relating to:
     - Ecology and Biodiversity
     - Trees and Development
     - Public Rights of Way and Development
     - River Corridors
     - Protection and Provision of Open Space in New Developments
     - Soils and Development
   - Infill Sites
   - Planning for Health and Well-being
   - Residential Extensions and Alterations
   - Food Drink and Leisure Uses
   - Safeguarding Business and Industrial Land and Premises
   - Childcare Facilities

Background

2. The Council has a number of SPGs which were prepared to supplement the policies contained in previous adopted plans. In order to ensure conformity with the recently adopted Cardiff Local Development Plan (LDP) policies, a review of these is underway and a programme of SPG to support and amplify the policies in the LDP is currently being produced. These SPG's are the third tranche of this programme and further tranches will be brought before Cabinet and Council in next 12 months.

3.   Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how LDP policies will be implemented. This should help those involved in the development and planning process understand the purpose and objectives of policies and assist the submission of permissible planning applications.

4.   SPG must be consistent with planning legislation, Welsh Government guidance and the LDP. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.

5.   Consultation was undertaken between 22nd June and 3rd August 2017 on the SPGs is in line with the LDP Community Involvement Scheme. Consultation included the following:
    • A 6 weeks public consultation period
    • A public notice in the local press to notify anyone with an interest
    • Copies of the documents were made available to view in all Cardiff Libraries, County Hall and on the Council website.

6.   In addition to this Councillors were notified about the current SPG consultation and an email/letter notification was sent out to consultees on the SPG Consultation List – this list included the formal LDP consultees and anyone else who has requested to be kept informed of SPG consultations, including businesses, interested groups and individuals. Each of the SPG appended to this report contains appendices outlining the specific consultation undertaken, a summary of the representations submitted and the changes made in response.

7.   Most of the comments received were minor and technical in nature and a summary of the content of each of the SPG's together with a summary of any significant comments received and any proposed changes is included below. All of the amendments made to the SPG are relatively minor in nature and do not alter the main thrust of the documents.

Green Infrastructure

8.   This is SPG sets out the Council's approach to the consideration of green infrastructure in relation to new developments. It provides further guidance to Policy KP16 (Green Infrastructure) set out in the LDP and will assist in securing the provision of sustainable development across the City. This SPG is likely to be of particular benefit to those considering development proposals which may affect green infrastructure in Cardiff. It enables developers, landowners and potential objectors to understand how the Council considers development proposals and the standard of provision sought.

9.   The SPG relates closely to other planning guidance relating to the other components of green infrastructure. Advice on these components is provided in a series of Technical Guidance Notes (TGNs), which are part of this SPG, as follows:
    • Ecology and Biodiversity TGN

- Protection and Provision of Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

10. Representations were received from a range of organisations and private individuals, comprising sixteen responses from housebuilders, ecological consultancies, Natural Resources Wales, nature conservation organisations and local naturalists. A summary of these responses is included in an Appendix to the document. Comments included supportive remarks and constructive criticism, and changes have been made to the draft Green Infrastructure SPG to reflect these comments, where appropriate.

Infill Sites

11. This SPG sets out considerations for applicants proposing 'infill' development, which is normally fewer than 10 units. This type of development commonly consists of either gap site development within a street frontage, backland development or site redevelopment where the replacement of an existing building is proposed.

12. The SPG updates and replaces a previous version approved in 2011. It forms one of a series of design guidance documents prepared by the Council to guide the design quality of development in Cardiff and is primarily supplementary to Policy KP5 (Good Quality and Sustainable Design) of the LDP.

13. Eight comments or suggested changes were received from three respondents. These have been considered and where necessary amendments have been made to the document. A summary of the consultation responses/representations received is shown at Appendix E of the document.

Planning for Health and Well-being

14. This is a new SPG and is primarily supplementary to Policy KP14 (Healthy Living) and Policy C6 (Health) of the LDP. The SPG has been developed jointly between the Council and the Cardiff and Vale University Health Board. The purpose of the SPG is to provide guidance on how our environment and the planning decisions we make, impact on the health and wellbeing of the population and ensure planning decisions contribute to the national and local Well-being Goals sets out in the Well-being of Future Generations (Wales) Act 2015. In order to achieve this the SPG sets out a range of potential health and well-being related factors that developers should consider when drawing up development proposals. The SPG also provides guidance on appropriate locations for health care facilities.

15. Representations were received from three respondents. These representations are listed in appendix F of the document, together with

associated responses and where relevant details of associated amendments that have been made to the document.

Residential Extensions and Alterations

16.   Residential alterations account for a large proportion of the planning applications made to the Council. Both individually and cumulatively, these changes can have a significant impact on the quality of the built environment. The SPG sets out what applicants should consider when planning to extend or alter their home, even if it does not require planning permission. The guide applies to proposals affecting single dwelling houses, houses in multiple occupation (HMOs), or those subdivided into flats.

17.   The SPG updates and replaces guidance within a previous SPG approved in 2015 (this replaced a 2007 version). It forms one of a series of design guidance documents prepared by the Authority to guide the design quality of development in Cardiff and is primarily supplementary to Policy KP5 (Good Quality and Sustainable Design) of the LDP.

18.   A total of 28 representations were received from six respondents. These have been considered and where necessary amendments have been made to the document. A summary of the consultation responses/representations received is shown at Appendix E of the document.

Food Drink and Leisure Uses

19.   This SPG supplements policies in the LDP relating to the location of food, drink and leisure uses. This SPG identifies the most appropriate locations for food, drink and leisure uses across the city and provides advice to prospective developers and members of the public on the policy framework, upon which proposals for food drink and leisure uses will be considered. The guidance sets out planning policy issues which must be considered in relation to this type of use, and its potential impact on an area's vitality, and viability as well as residential amenity and other detailed considerations.

20.   Representations were received from 4 consultees, providing around 15 individual comments. These representations are identified within the appendices of the document, together with associated responses, and where relevant, details of associated amendments that have been made to the document.

Safeguarding Business and Industrial Land and Premises

21.   This SPG provides guidance on the assessment of alternative development proposals for protected business, industrial and warehousing land and premises and allows applicants to determine the acceptability of alternative uses on existing and allocated employment land and the alternative use of offices in the Central and Bay Business Area together with the necessary evidence required to satisfy the policy criteria. The overriding objective of this SPG is to ensure that where the

loss of an existing employment sites occurs, it is not at the expense of the local economy. It therefore provides guidance aimed at overcoming the difficulties associated with suitable, yet unviable, employment land and premises, for which there is a proven lack of demand.

22. Representations were received from seven respondents. These representations are identified within the appendices of the document, together with responses and where relevant details of associated amendments that have been made to the document.

Childcare Facilities

23. This SPG seeks to identify locations and properties which are acceptable for childcare facilities and provide advice to prospective applicants and the general public on the criteria against which proposals for childcare facilities will be considered.

24. No consultation responses were received in response to the public consultation exercise, so no changes were made as a result.

Reason for the Recommendation

25. To comply with Welsh Government guidance on the process for preparing Supplementary Planning Guidance.

Legal Implications

26. The Cardiff Local Development Plan (LDP) was adopted on 28 January 2016 and contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted Cardiff LDP have special status under section 38(6) of the Planning and Compulsory Purchase Act 2004 which means that planning decisions must be taken in accordance with it unless material considerations indicate otherwise.

27. Whilst the LDP contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance (SPG) can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular circumstances or areas. SPG may be taken into account as a material consideration when determining planning applications.

28. In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner. The Locating Waste Management Facilities, Planning Obligations, Residential Design Guide and Tall Buildings SPGs have been subject to public consultation and where appropriate amendments have been made to reflect the comments received.

Powers and Duties

29. The Council has a duty to seek to continually improve in the exercise of its functions (which includes where appropriate powers) in terms of inter

alia strategic effectiveness, service quality and availability , sustainability, efficiency and innovation pursuant to the Local Government (Wales) Measure 2009.

30.   Section 3 of the Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with the sustainable development principle to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs (section 5).

31.   In considering this matter the decision maker must have regard to the Council's duties under the Equality Act 2010. Pursuant to these legal duties Councils must, in making decisions, have regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are: (a) Age, (b) Gender reassignment (c) Sex (d) Race – including ethnic or national origin, colour or nationality, (e) Disability,(f) Pregnancy and maternity (g) Marriage and civil partnership,(h) sexual orientation (i) Religion or belief – including lack of belief.

32.   The LDP was subjected to an Equalities Impact Assessment. The SPGs supplement and provide guidance on the policies which were prepared within this framework.

Financial Implications

33.   No direct financial implications are expected to arise for the Council following the approval of the specific Supplementary Planning Guidance included in this report.

Human Resources Implications

34.   There are no direct human resources implications arising from this report

RECOMMENDATION

Cabinet is recommended to recommend that Council approve the Green Infrastructure, Infill Sites, Planning for Health and Well-being, Residential Extensions and Alterations, Food Drink and Leisure Uses, Safeguarding Business and Industrial Land and Premises and Childcare Facilities SPG, appended to this report.

ANDREW GREGORY
Director
10 November 2017

The following Appendices are attached:

*   Supplementary Planning Guidance: Green Infrastructure
*   Supplementary Planning Guidance: Infill Sites

- Supplementary Planning Guidance: Planning for Health and Well-being
- Supplementary Planning Guidance: Residential Extensions and Alterations
- Supplementary Planning Guidance: Food, Drink and Leisure Uses
- Supplementary Planning Guidance: Safeguarding Business and Industrial Land and Premises
- Supplementary Planning Guidance: Childcare Facilities

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Cardiff Green Infrastructure SPG

Supplementary Planning Guidance

November 2017

CARDIFF CAERDYDD

City of Cardiff Council

Green Infrastructure Supplementary Planning Guidance (SPG)

November 2017

Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

Contents

Executive Summary

Green infrastructure is a network of multi-functional, connected green spaces that make the best use of land and provide green open space for all, helping wildlife to flourish, and delivering a wide range of economic, health and community benefits.'

Executive Summary

Supplementary Planning Guidance on Green Infrastructure.

This document provides planning advice on a number of areas relating to development and the environment, including protection and provision of open space, ecology and biodiversity, trees, soils, public rights of way, and river corridors. It also refers to sustainable drainage (SuDS) which forms part of green infrastructure, although the detailed Storm Water Guidance will be provided under a separate document which is currently being developed.

The green infrastructure approach combines all these elements to achieve a more joined-up approach to the environment. This approach is increasing being used in Cardiff and across the UK. In Cardiff, planning advice in this area is often provided by a number of officers from across the Council working together as part of an integrated Green Infrastructure Group. This helps provide a more comprehensive approach.

The new document also differs from previous SPGs by providing more in depth design advice, aimed at giving developers a clearer understanding of the approach expected when submitting designs for new developments. By having this information up-front developers are better able to provide suitable designs to the Council through the planning process.

The overall context of the green infrastructure approach is set out in the Green Infrastructure Plan document, which is being developed SPG and provides a broader

overview of how green infrastructure in Cardiff will be protected, managed and enhanced.

The Consultation Process

The Council welcome the responses provided as part of the consultation process. Replies to these are included in the SPG appendix and where appropriate a number of revisions have been made to reflect these comments. A number of issues were raised regarding the size, structure and complexity of the document, along with ease of use, particularly when viewed in relation to smaller applications.

Although the combined size of the document is significant (due to combining a number of previously separate SPGs), its structure is designed to provide different levels of information.

The overview SPG document sets out the principles of green infrastructure, what information is required from developers, and the interaction between different elements e.g. open space and ecology.

The individual Technical Guidance Notes (TGNs) provide a greater depth of planning and design information on each area. By including them as an SPG rather than as separate design guides, the information they contain is given more weight. In order to address the points raised a number of changes have been made:

- The overview SPG has been slightly restructured to provide a document that is easier to follow.
- Additional information has been provided to give a better understanding of the term green infrastructure, and provide clear advice to applicants dealing with smaller developments on what is required

Cardiff Council trusts that the new Green Infrastructure SPG will prove a valuable resource in helping guide Cardiff's future development and ensure it retains its reputation as a green city.

1   Introduction

1.1   Green infrastructure in new developments

'

1.1.1   This draft Supplementary Planning Guidance (SPG) document sets out Cardiff Council's approach to the consideration of green infrastructure in relation to new developments.   It provides further guidance to **Policy KP16: Green Infrastructure** set out in the Cardiff Local Development Plan 2006 – 2026 and will assist in securing the provision of sustainable development across the City.

1.1.2   Welsh Government supports the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications

1.1.3   In relation to planning and development; all new developments will need to satisfy the requirements for green infrastructure as set out in Policy KP16 of the Cardiff Local Development Plan, i.e.,

> *'Cardiff's distinctive natural heritage provides a network of green infrastructure which will be protected, enhanced and managed to ensure the integrity and connectivity of this multi-functional green resource is maintained.*
>
> *Protection and conservation of natural heritage network needs to be reconciled with the benefits of development. Proposed development should therefore demonstrate how green infrastructure has been considered and integrated into the proposals. If development results in overall loss of green infrastructure, appropriate compensation will be required.'*

1.1.4 This SPG is likely to be of particular benefit to those considering development proposals which may affect green infrastructure in Cardiff. It enables developers, landowners and potential objectors to understand how the Council considers development proposals and the standard of provision sought.

1.1.5 Green infrastructure policies will apply to both brownfield and greenfield developments, and across a range of scales from small developments of one or more houses, to larger scale developments, although the amount of detail required to be submitted will vary considerably depending on the size of the development.

1.1.6 The Green Infrastructure SPG is made up of seven documents.

Green Infrastructure SPG

This document sets out key information on green infrastructure in relation to new developments, including definitions of terms, what information will be required from an applicant, and the relationship between different elements of green infrastructure (such as open space and biodiversity).

Technical Guidance Notes (TGN)

These documents accompany the main SPG and provide more detailed planning and other technical advice on the individual elements that make up green infrastructure.

- Ecology and Biodiversity TGN
- Protection and Provision of Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

1.1.7 Planning advice on green infrastructure will be provided by an integrated Green Infrastructure Group, comprising officers from across Cardiff Council.

1.2 Cardiff's Green Infrastructure Approach

1.2.1 Cardiff Council's strategy for considering green infrastructure is set out in the Green Infrastructure Plan document, which will accompany the Green Infrastructure SPG and provides a broader overview of how green infrastructure in Cardiff will be protected, managed and enhanced. Figure 1 shows the Council's overall green infrastructure approach.

1.2.2 The Green Infrastructure Plan sets out six objectives upon which that plan is based:-

1. To protect and enhance Cardiff's ecosystems to ensure that they continue to support diverse habitats and species, allowing them to adapt to change.

2. To ensure that Cardiff's green infrastructure is enhanced and managed in a way that increases resilience to the changing climate and provides protection for people and places.

3. To maximise the contribution that green infrastructure makes to Cardiff's economy by enhancing the city's attractiveness for business, tourism and living.

4. To increase the potential physical and mental health benefits from a good quality, natural environment by improving, promoting and creating connected, multi-functional green infrastructure in Cardiff.

5. To use Cardiff's green infrastructure to provide opportunities for people to access the outdoor environment and to participate in learning, training

and volunteering to foster social inclusion and equality and improve life chances.

6. To build upon Cardiff's reputation as a vibrant, green and attractive city by continuing to enhance and sustain the green infrastructure that underpins the city's unique qualities and sense of place.

Any development which is likely to significantly affect green infrastructure should seek to maximise the contribution to these six objectives.

1.3 Policy and Legislation

1.3.1 The policy and legislative context of Cardiff Council's green infrastructure approach is explained in Section 2 of the Green Infrastructure Plan document, which sets out how international, national and regional strategies, extant legislation, and national and local planning policies relate to green infrastructure.

1.3.2 Aside from Policy KP16, there are other policies within the Cardiff Council LDP which are relevant to green infrastructure. These are listed in the bullet points in the text of KP16.

Figure 1. Cardiff Council Green Infrastructure Process

City of Cardiff Council Green Infrastructure Plan

Delivering the Biodiversity and Resilience of Ecosystems Forward Plan, and contributing to Resilience Objectives under the Well-being of Future generations Act

GI SPG

- Protection and Provision of Open Space Technical Guidance Note
- Trees Technical Guidance Note
- Soils Technical Guidance Note
- Ecology Technical Guidance Note
- PRoW Technical Guidance Note
- River Corridors Technical Guidance Note

GI Spatial Strategy

GIS analysis of Green Infrastructure and Ecosystem Services

GI Implementation Programme

- Pollinators Action Plan
- Individual Park Management Plans
- Local Nature Plan
- River Corridors
- Tree Strategy
- Cross-border initiatives
- Other plans and projects

SuDS SPG

Planning and Development

Green Infrastructure Management

Monitoring and evaluation

Biodiversity and the Resilience of Ecosystems

Monitoring and evaluation

Ecosystem services are maintained and enhanced

Figure 2

WHAT IS GREEN INFRASTRUCTURE?

Green infrastructure is a network of multi-functional, connected green spaces that make the best use of land and provide green open space for all, helping wildlife to flourish, and delivering a wide range of economic, health and community benefits.

Green infrastructure can include:-

- Parks
- Gardens
- Allotments and orchards
- Open countryside
- Rivers, lakes, ponds and streams
- Woodland and scrub
- Gardens
- Roadside verges
- Green roofs and walls
- School and hospital grounds
- Cemeteries and churchyards
- Hedgerows
- Golf courses
- Sustainable Drainage Systems (SuDS)
- Street trees
- Railway embankments
- Footpaths and bridleways
- Open mosaic habitat on previously developed land (Brownfield sites)
- Headlands and set-aside areas around agricultural fields
- Historical sites

Green infrastructure can be defined at a series of scales, such as individual buildings, streets, neighbourhoods or at a landscape scale. It is important that the benefits which arise from green infrastructure, and the impacts of development upon those benefits, are considered at the appropriate scale.

1.4   Definitions

1.4.1 For the purposes of this document, the definitions set out in Table 1 below apply.

Table 1   Definition of Terms

Biodiversity	The wide variety of ecosystems and living organisms; animals, plants, their habitats and their genes.
Ecosystem	An ecosystem may be considered as a unit within which an assemblage of living organisms interact with each other and with the chemical and physical environment. The resulting natural processes establish a series of complex ecological balances. Ecosystems may operate at a wide range of scales, from long-term global systems such as oceans, to very small, localised or ephemeral systems.
Ecosystem services	Human beings benefit from processes or structures within ecosystems that give rise to a range of goods and services called 'ecosystem services'. These range from the relatively simple, such as crop pollination to the highly complex, such as maintenance of soil fertility, sinks for waste or regulation of the climate. Ultimately all human life depends on ecosystem services for fundamental necessities such as clean air, clean water and food production. Services can be grouped into four categories – supporting services, provisioning services, regulating services and cultural services.
Ecosystems approach	A strategy for the integrated management of land, water and living resources that promotes conservation and sustainable land use in an equitable way.
Green infrastructure	Green infrastructure is a network of multi-functional, connected green spaces that make the best use of land and provide green open space for all, helping wildlife to flourish, and delivering a wide range of economic, health and community benefits.
Major Development	Major development is defined in article 2 of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012:

	'major development' means development involving any one or more of the following—
	(a) the winning and working of minerals or the use of land for mineral-working deposits;
	(b) waste development;
	(c) the provision of dwelling houses where (i) the number of dwelling houses to be provided is 10 or more; or (ii) the development is to be carried out on a site having an area of 0.5 hectares or more and it is not known whether the development falls within sub-paragraph (c)(i);
	(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more;
	(e) development carried out on a site having an area of 1 hectare or more.
Open space	The following definition of open space is taken from TAN16:
	Open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground.
	For the purposes of this guidance, open space should be regarded as all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport, recreation and tourism, and can also act as a visual amenity, and may have conservation and biodiversity importance.
	Areas which are privately owned may have amenity value, although access will not be possible without the agreement of the land owner. Areas like domestic gardens are relevant, since places without or with few gardens, are likely to be more reliant upon the provision of public spaces.
Public open space	The term public open space is often used interchangeably with the term open space and in legal terms, the definition is the same (see above).

	Public open space in the ownership of the local authority is held under either:
	
	   (a) the purpose of section 164 of the Public Health Act 1875 (pleasure grounds); or
	
	   (b) in accordance with section 10 of the Open Spaces Act 1906 (duty of local authority to maintain open spaces and burial grounds)
	
	Any disposal of public open space must conform to the requirements of the Local Government Act 1972 and any subsequent amendments.

Public right of way (PRoW)	A PRoW is a highway maintained at public expense which the public may use at any time. There are four types of PRoWs in Wales (footpaths, bridleways, byways open to all traffic and restricted byways) which the highway authority has a duty to protect and maintain under Section 130 of the Highways Act 1980. The Definitive Map and statements is held at the highway authority office and is a legal record of the rights of way network. Detailed information about how a path alignment can be changed (i.e. create, extinguish, or divert) is provided in the PRoW Technical Guidance Note (TGN).
Sustainable drainage systems (SuDS)	When land is altered by development, the natural process is often impeded, with the increase in impermeable area exacerbating flooding, pollution and erosion problems. Sustainable Drainage seeks to manage rainwater at source with the aim of reducing damage from flooding whilst maximising opportunities and benefits in relation to water quality, quantity, amenity and biodiversity both now and in the future (climate change). The early concept design of SuDS within a development provides the best opportunity to allow development to accommodate more significant rainfall events and reduce flooding.

	Examples of SuDS techniques are attenuation basins and ponds, swales, rain gardens, green roofs, etc. SuDS that are designed to manage rainwater at source and on the surface with the incorporation of vegetation provide the greatest benefit. The design of SuDS in combination with the ecosystems approach can provide significant betterment to ecosystem connectivity within and between developments.
	Detailed information relating to the requirements for the incorporation of SuDS into development is provided in the forthcoming City of Cardiff Council Storm Water Management document.

2 Green infrastructure requirements for new developments

2.1 General principles for provision of green infrastructure

2.1.1 Planning submissions that are likely to significantly impact upon green infrastructure will be considered to ensure that:

- The existing green infrastructure resource on the development site, and the potential impacts upon it, have been adequately considered
- The benefits of green infrastructure are reconciled with benefits of development
- Green infrastructure is integrated into proposals
- Opportunities for enhancement of green infrastructure, for the benefit of the community, have been taken as far as is reasonably possible

2.1.2 In order to achieve this:

- Surveys may be required to establish the existing green infrastructure resource
- Assessments may be required to establish the impact of the proposed scheme upon that resource
- Conditions or planning obligations will be used to protect and enhance green infrastructure
- Compensation will be required for the loss of green infrastructure where the benefits of development outweigh the retention and / or enhancement of existing green infrastructure
- Principles for management arrangements for green infrastructure must be in place before development commences

Further details of these requirements are set out in the Planning Obligations SPG, and in the Cardiff Liveable Design Guide.

2.1.3 In considering a development proposal against the KP16: Green Infrastructure policy, the following guiding principles will be applied as appropriate:-

- The components of what makes up green infrastructure are set out in Figure 2, above. Depending upon the context of the site, a range of these features, and the interactions between them, may be relevant, and should be considered in relation to new developments

- All elements of green infrastructure referred to in the text of policy KP16 should be considered in a holistic, integrated way

- Potential trade-offs between different elements of green infrastructure should be addressed according to the criteria in Section 3 below

2.1.4 Developments will be considered in terms of major and minor developments. Minor developments include alterations to existing buildings and structures, and built developments of between 1 and 9 dwellings. Major developments are as defined in Table 1, above.

2.1.5 Major Developments

- New major developments should include a Green Infrastructure Statement which should be appropriate to the scale of the development

- The Green Infrastructure Statement should take account of all of the elements of green infrastructure as set out in Policy KP 16

- For all new major developments, identification of the blue-green corridor (hydrological impact assessment) to determine flood risk and hydrological restrictions should be undertaken first

- Any masterplan for new major development should take into account the six strategic objectives of the Green Infrastructure Plan (see Section 1.2.2 above)

- Green infrastructure should be considered in terms of the phasing of the development and in conjunction with adjacent developments to achieve connectivity

Minor Developments

- Minor or householder proposed developments may have impacts upon green infrastructure, but this is more likely to affect individual elements, such as protected trees, hedges, local SuDS features, or habitats which support protected species. In these instances, assessment of impacts upon these individual elements may still be required, but overall assessment of the impacts upon green infrastructure will be undertaken by the planning case officer. A green infrastructure statement (described below) in not required for small scale developments.

- The applicant should seek to provide sufficient information to allow a proper assessment of the impacts of the proposed development on existing green infrastructure (both within and adjacent to the site) e.g. a BS5837 Arboricultural Survey and Arboricultural Impact Assessment where trees will be affected. This will enable a decision to be made on features which should be retained and those that can be removed.

- Overall the developer should seek to minimise impact of the development upon green infrastructure or where this cannot be avoided, provide a suitable replacement, e.g. new tree planting.

2.2   Assessment of existing green infrastructure prior to development

2.2.1   For all major developments, the existing green infrastructure resource in and around the site, based on the list of features in section 1.2 of the Green Infrastructure Plan, must be described and assessed. A thorough contextual analysis of the role of existing green infrastructure in <u>and around</u> the site (e.g. hydrology, habitats, public rights of way and parks) should be provided, appropriate to the scale of the proposed development. This should include a large scale map identifying the role of existing green infrastructure in the connecting wider city and neighbourhood context.

2.2.2   Evidence used to describe this resource can include novel approaches such as mapping of ecosystems and ecosystem services, and GIS network and opportunity analysis, as these and other resources become available.

2.3   Assessment of impact upon existing green infrastructure

2.3.1   The likely impact of the proposals upon green infrastructure features must be assessed. This should include a holistic assessment of all of the elements of green infrastructure, including the synergies and trade-offs between them. The assessment should also consider the impact not only upon the green infrastructure within the development site, but also upon the surrounding green infrastructure context. Subsequently the needs for development must be reconciled with the need to maintain and enhance green infrastructure. This assessment of impact should be undertaken by a landscape architect, ecologist or similarly qualified professional.

2.4   Green Infrastructure Statement

2.4.1   The culmination of analysis and conclusions of an impact assessment should be used to inform a Green Infrastructure Statement, which shows how all elements of the proposed green infrastructure (retained and new) and any associated uses and movement have a clear role and purpose in the new development. Conclusions drawn from analysis of this resource should be

expressed in an illustrative way, in the form of a Green Infrastructure Masterplan or Landscape Masterplan or similar. The resulting approach should explain how this is achieving good design. Examples include: why a hedgerow should remain in situ or where it is better relocated to create overlooked, connected streets and spaces; why a public right of way should remain in situ or if it is better diverted to maintain the rural function of rights of way in a green corridor and avoid isolated footpaths, lanes or alleyways through urban areas; whether or not a park is accessible by walking and cycling and how it might be integrated or modified to improve accessibility.

2.4.2 The Green Infrastructure Statement will include illustrations, plans and drawings that articulate how reports and technical data (e.g. tree and hedgerow assessments, landscape studies, environmental statements, hydrological reports) have been interpreted spatially. These need to communicate how conclusions have been drawn and how this has informed the design layout and landscape strategy. Additional sections and examples of existing areas (case studies/precedents) may be requested at key locations to illustrate what is proposed.

2.4.3 Where the masterplanning approach is invoked as set out in policy KP4 of the LDP, green infrastructure should inform, and be incorporated into, the masterplan of the site.

2.4.4 The Environment (Wales) Act 2016 places a duty upon public bodies such as Cardiff Council to promote the resilience of ecosystems. Similarly, the Guidelines for Ecological Impact Assessment 2016 2nd edition produced by CIEEM require that impacts upon ecosystems are considered as well as those upon habitats and species. Therefore all major planning applications should set out how impacts upon ecosystems have been assessed, and where necessary, mitigated. This assessment should be included in the Green Infrastructure Statement.

2.5   Green infrastructure impact mitigation

2.5.1 A Green Infrastructure Statement should apply the following mitigation hierarchy, i.e.

Information   Sufficient information should be provided as to allow proper assessment of the impacts of a proposal, as set out in points 2.2 to 2.4 above

Avoidance   Where possible, potential impacts upon green infrastructure should be avoided

Mitigation   Where adverse impacts cannot be avoided, mitigation measures should be introduced to minimise or counteract them.

Compensation Where residual adverse impacts remain after mitigation measures have been implemented, it may be necessary to secure compensatory provision of new green infrastructure. Where offsetting mechanisms exist in the Cardiff area, consideration should be given to whether an offsetting scheme will result in a better outcome for green infrastructure interests than more traditional elements of the mitigation hierarchy.

Enhancement   All development should seek to enhance green infrastructure

2.5.2 The application of the mitigation hierarchy should be appropriate to the scale of the development proposed and to the scale of the impact upon green infrastructure. Generally, the larger the proposed development, the more of the elements of green infrastructure listed in policy KP16 will need to be considered.

2.5.3 As a guide, it may be useful to consider the following framework for identifying elements of existing green infrastructure present on the site before development and how these are going to be dealt with:

- **Necessary to retain** – Green infrastructure that has been identified as having a critical strategic, ecological, functional or statutory role to fulfil, which cannot be replaced. These need to be integrated as appropriate

into development with necessary buffer zones and limited public access if appropriate)

- **Preferable to retain** - features or landforms that have a quality or place-making value which can help shape built features, such as Parks, Green Corridors or SuDS areas

- **Can be removed or altered** – features which should be retained where possible, but for which there is evidence that it would be problematic to integrate into the layout in the interests of achieving overall good design. Likely features include landscaping which previously had a role in a countryside setting, but would be difficult to integrate and/or maintain in a built-up area, such as areas of scrubland or hedgerows which would cause movement barriers, overshadowing, creation of isolated footpaths/lanes, or difficult to maintain areas that would be better relocated in a strategic green corridor

2.5.4 Green infrastructure enhancements incorporated into new development should be multi-functional as far as possible, and aim to provide a range of green infrastructure benefits.

2.5.5 The Planning Obligations Supplementary Planning Guidance (SPG) sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It also sets out the mechanisms for securing survey, assessment, mitigation, compensation and enhancement of the constituent components of green infrastructure.

2.5.6 In general, the main principles of a mitigation strategy should be set out in the Green Infrastructure Statement, but detailed mitigation will be set out in documents required by planning condition. Protection of green infrastructure during construction should be secured by a Green Infrastructure Construction Protection Plan, either as a standalone document or as part of a Construction Environmental Management Plan (CEMP). Ongoing management and

maintenance of green infrastructure features following construction of the development should be secured by a Green Infrastructure Management Strategy (GIMS), either at a strategic level for larger outline applications, or at a detailed level for smaller and reserved matter applications.

3 Integration of green infrastructure

3.1 Introduction

3.1.1 Where the green infrastructure resource at a site has been identified, and the impacts of a proposed development have been assessed, the subsequent mitigation approach should take into account all relevant elements of green infrastructure. In many cases, there will be opportunities for the mitigation approach to result in multiple benefits for several different elements. However, there may also be instances where the requirements of different elements are incompatible with each other, so trade-offs are required.

3.1.2 This section outlines some of the key components of green infrastructure to be considered in new developments. It provides some examples of the potential positive or negative interactions with other green infrastructure components, though this is by no means an exhaustive list of all such scenarios. Other components such as geology, landscape and historical features are not specifically considered in the current version of this SPG.

3.1.3 It is expected that development will seek to take advantage of any opportunity to exploit the synergy between different elements of green infrastructure, for example by ensuring that open space delivers multiple benefits.

3.1.4 Similarly, it is expected that development will seek to resolve potential conflict between different elements of green infrastructure, in accordance with the guidance set out below, in order to achieve a solution which maximises green infrastructure benefits.

3.1.5 Appendix 1 summarises these considerations and is intended to aid the developer in ensuring that a Green Infrastructure Statement is as comprehensive as necessary.

3.1.6 Further detail on specific requirements for each component, including quantity, quality and requirements for aftercare is provided in a series of Technical Guidance Notes.

3.1.7 Further guidance on the design of green infrastructure and the integration of the different elements of green infrastructure into the design of development is given in section 8 of the Cardiff Liveable Design Guide.

3.2 Holistic Integrated Surface Water Management Systems

3.2.1 Holistic Integrated Surface Water Management Systems are more commonly known as 'Sustainable Drainage Systems' or 'SuDS'. Detailed guidance in respect of SuDS and development is provided in the forthcoming City of Cardiff Council Storm Water management document which informs LDP Policies EN10 and EN14.

The SuDS Manual (CIRIA C753) approach to managing surface water runoff incorporates the latest technical advice and adaptable processes to assist in the planning, design, construction, management and maintenance of SuDS. This document advocates:-

- Using surface water runoff as a resource;
- Managing rainwater close to where it falls (at source);
- Managing runoff on the surface (above ground);
- Allowing rainwater to soak into the ground (infiltration);
- Promoting evapotranspiration;
- Slowing and storing runoff to mimic natural runoff rates and volumes;
- Reducing contamination of runoff through pollution prevention and by controlling the runoff at source;
- Treating runoff to reduce the risk of urban contaminants causing environmental pollution.

3.2.2 In general terms, the hydrological characteristics of a proposed development site will be determined by factors such as rainfall, topography, vegetation cover, soils and geology, which are already established prior to development. The design of any drainage scheme, including SuDS, would clearly be strongly influenced by these factors. Therefore it is natural that other elements of green

infrastructure will subsequently align with the best solution for water sensitive design, in compliance with Policy EN10.

3.2.3 This should not detract from other statutory duties and compliance with planning policies incumbent upon Cardiff Council, for example in relation to protected species, protected trees, public rights of way, open space etc.

3.2.4 Wetland features such as ponds and streams provide valuable habitat for wildlife, and SuDS features such as attenuation basins, swales, rain gardens and reedbeds etc. should be designed to provide multiple benefits, including for wildlife, where appropriate.

3.2.5 For example, species such as Great Crested Newt (GCN) fare better in the long term if they have access to a cluster of ponds rather than a single pond, so wherever possible, ponds which form part of a SuDS system should comprise a cluster of ponds rather than a single pond.

3.2.6 Early consideration must also be given to the role that existing and new planted trees will play in any SuDS scheme planned for any development site.

3.2.7 However, in some cases statutory requirement for provision of SuDS may conflict with requirement to provide mitigation or habitat compensation for protected habitats and species. This would particularly be the case on constrained sites where the area of non-developed area is limited. In such instances, off-site provision of habitat compensation may be required, but where this is not available, it may be necessary to refuse an application.

3.3 Parks, Open Space, and Accessible Natural Greenspace

3.3.1 Detailed guidance in respect of Parks, Open Space, Accessible Natural Greenspace and development is provided in the Technical Guidance Note which informs LDP Policies C3, C4 and C5.

3.3.2 Public parks and open spaces were originally developed from the mid-nineteenth century to address the declining health of urban populations. Today, as well as providing places for healthy activity and escape, parks and open spaces make a huge contribution to the character and quality of the modern city, helping to raise its national and international profile and encouraging inward investment and tourism. Parks play an important role in helping to mitigate the effects of the changing climate, ensuring that the quality of urban life remains high and that affordable opportunities for formal and informal open-air physical activity are available to all.

3.3.3 Green space for adoption as open space for recreational purposes will be land that is capable of supporting a range of formal and informal recreational uses. The layout of open space areas should take into account the need to protect and enhance *in situ* habitats, trees and access which, if incorporated into the open space layout will provide a diverse and attractive local environment for the new development.

3.3.4 Within new development sites, green spaces should be fully integrated into the development, thereby enhancing the urban environment rather than, for example, located at the rear of properties with little or no natural surveillance. Soft landscape features that are to be retained within development sites need to be robustly protected from the outset of the development.

3.3.5 Wherever possible, open space should be of sufficient size to accommodate multiple activities and provide multiple benefits. It should also be located so as to maximise green linkages both within developments and to surrounding areas to form a joined up network of green spaces, river corridors, wildlife areas and sports pitches.

3.3.6 However, there may be disturbance to habitats and species caused by multi-functional use of greenspace, for example erosion of ground flora, disturbance of nocturnal species by amenity lighting, or disturbance of sensitive species caused by human presence. Similarly, heavily-mown or over-tidied grassland areas can be of little value to biodiversity.

3.3.7 In this way, a statutory requirement for a certain provision of open space may conflict with the requirement to provide mitigation or habitat compensation for protected habitats and species. This would particularly be the case on constrained sites where the area of non-developed land is limited. Therefore in such instances green infrastructure should be sufficiently robust so as to allow habitats and species to flourish whilst providing other opportunities and benefits.

3.3.8 Regularly mown areas are required for formal recreation areas, for reasons of safety (immediately next to roads), in more formal settings (e.g. adjacent to buildings) and adjacent to footpaths. Elsewhere use of less frequent mowing regimes and creation of wildflower meadow will make open spaces more interesting and enhance biodiversity.

3.3.9 Where open space is located within a floodplain or SuDS area, the overall green space layout should facilitate both the function of green spaces and ease of maintenance.

3.3.10 Small isolated areas of green space in developments should be avoided as they provide limited benefit and cause maintenance issues. Areas of less than 0.08ha will not be considered as green infrastructure unless providing multiple benefits and forming part of a network of green spaces. Areas of open space less than 0.2ha will not be considered for adoption.

3.4   Ecology and biodiversity

3.4.1 Detailed guidance in respect of ecology and biodiversity and development is provided in the Technical Guidance Note which informs LDP Policies EN5, EN6 and EN7.

3.4.2 In terms of biodiversity, certain habitats and species benefit from legal protection, and these will be prioritised in the biodiversity element of green infrastructure. However, in addition to observing this legal protection, an

assessment of the impact of development upon green infrastructure must also include consideration of impacts upon ecosystems and ecosystem services.

3.4.3   In this way, a green infrastructure approach should maintain and enhance the resilience of ecosystems, whereby resilience is characterised by the diversity, extent, connectivity and condition of ecosystems.

3.4.4   Areas of bramble and scrub may be of great value for wildlife, but in open spaces these areas may be perceived as untidy by the public, particularly if they collect litter.   Interpretation should be used to emphasise the nature conservation benefit of this habitat, together with provision for litter-picking in any habitat management regime.

3.4.5   Lighting may be required for certain footpaths and cycleways, but when placed close to semi-natural habitats it may cause disturbance to nocturnal species such as bats and dormice. Also, such lighting can attract insects at night, causing depletion of insects in adjacent habitat, resulting in reduction in prey resource for light-sensitive species, such as certain bat species, in that habitat. In both cases it is preferable to avoid lighting these areas in the first place, but if this is not possible then consideration should be given to the use of techniques to avoid these effects, such as directing light spillage away from vegetation, using wavelengths which do not attract insects or disturb mammals, using timers or motion sensors such that lights are switched off when not needed, etc.

3.4.6   SuDS waterbodies can be of value for priority species such as Great Crested Newts (GCN), but this value can be lost if they are likely to be flooded by nearby rivers and streams, thereby introducing fish which predate GCN larvae. Ideally, where permanent waterbodies feature as part of a SuDS system, these should be designed to dry out in drought years in order to favour GCN.

3.4.7   Also, water storage through SuDS should not cause flooding to areas which otherwise wouldn't normally flood, as this may compromise areas where species such as dormice and reptiles hibernate underground.

3.5 Public rights of way

3.5.1 Detailed guidance in respect of public rights of way and development is provided in the Technical Guidance Note which informs LDP Policies T1 and T8.

3.5.2 The following basic principles should be adopted to ensure the character, equally commodious and rural feel of rights of way affected by the development of rural green spaces is retained.

3.5.3 Existing rights of way should be retained on their alignment and:

- The character of the way should not be incorporated into the estate road network or enclosed in narrow corridors between garden fences and hedgerows
- Consideration should be given to upgrading the path surface where development is likely to increase potential usage
- A logical and coherent route to local facilities should be provided
- Used for recreational reasons and for access to areas of green space and the wider countryside

3.5.4 Diverting an existing right of way may be acceptable if the landowner is able to demonstrate the new alignment will:

- Divert onto the areas of green space set aside for public use such as wildlife corridors
- Form a logical and coherent route to local facilities and surrounding communities
- Form a logical and coherent link to the wider countryside bordering the development
- Be in open wide corridors to provide an enjoyable, safe and attractive route for recreation and other purposes

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3.5.5 Local residents may have used a route through the development site for a considerable time and may wish to claim a right of way to record the route on the Definitive Map. During pre-application stage, the developer should identify any paths/rights of way crossing the development site which may need to be considered and liaise with the PRoW Officers for specific advice on the status and significance of any such paths.

3.5.6 Creating paths may be necessary to supplement the existing network, especially within new housing developments where links for commuting and leisure is needed particularly for those living on the site. Standards and processes for creating new paths are in the PRoW TGN.

3.5.7 Footpath verges and bounding features such as hedgerows can contribute to wildlife habitat, particularly in terms of linear connectivity. Encouraging walking/horse riding/cycling through semi-natural areas promotes public appreciation of and empathy with habitats and species, which has wider benefits for biodiversity. The creation of paths or rides through woodlands must be designed to ensure maximum ecological benefit and structural integrity of retained trees.

3.5.8 However there are some considerations which should be taken into account when planning footpaths, bridleways and cycle tracks as part of new development. For example the need for lighting of these features should take into account the impact upon nocturnal species such as dormice and bats.

3.5.9 Also, where riverside walks are planned adjacent to rivers, this could cause disturbance to otters, especially by dog walkers. In these situations it is better that the footpath meanders away from and towards the riverbank thereby giving areas of dense cover for otter lying-up areas, whilst also allowing views of the river.

3.5.10 Where habitats such as woodland are supported by an ecotone at their edge, pressure to increase a site's developed area may result in footpaths/bridleways

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being placed within this ecotone. This may be acceptable provided that the path is informal, unlit, and is not widened and/or tarmacked.

3.5.11 Hedgerows are important features for wildlife, both in terms of the habitat and of the habitat connectivity that they provide. Retention of such features will normally be favoured, but in certain circumstances, as set out in section 3.7.3 below, replanting and/or translocation of hedgerows may result in better outcomes in ecological terms than retention of hedgerows within development.

3.6 Trees, landscaping and soils

3.6.1 Detailed guidance on trees and soils in relation to development is provided by the Trees and Development and Soils and Development Technical Guidance Notes that inform LDP Policies EN8 and KP15 and KP16.

3.6.2 Aside from their inherent beauty, trees can improve the aesthetic and environmental quality of development by screening eyesores, buffering sound pollution, improving air quality in accordance with Welsh Government's *Local Air Quality Management in Wales Policy Guidance*, June 2017, shading, cooling the air, providing shelter from the elements, retaining soil, intercepting and storing rainfall and providing a home and feeding place for a wide variety of wildlife. Trees and woodland can also provide areas for informal play, and allow for more commodious footpath links.

3.6.3 Trees within and adjoining development sites should be assessed in accordance with the Trees and Development Technical Guidance Note. The retention of existing high quality trees within development will usually be preferred, but where this conflicts with the retention or planting of trees that form a linear habitat corridor or woodland, then their removal is likely to be supported, but will be considered on a case by case basis.

3.6.4 All woodlands should incorporate ecotones to their boundaries, the size of which shall be determined in accordance with the Trees and Development Technical Guidance Note and with regard to any overriding ecological

constraints. The design of ecotones should not be compromised by the introduction of development infrastructure that conflicts with their primary function, but informal footpaths and sympathetically designed SuDS features, are likely to be acceptable.

3.6.5 Where new tree planting is proposed as part of development, its design should accord with the principles set out in the tree planting sections of the Trees and Development Technical Guidance Note. Site specific sectional and plan tree pit drawings should be drawn up at the earliest opportunity by the project Landscape Architect, in conjunction with product suppliers. Tree pits should be as large and continuous as practicable and wherever possible, located within or linking with existing soft landscape.

3.6.6 The planting of native tree species of local provenance, should be undertaken where this will provide clear, demonstrable ecological benefits, but otherwise mixed planting schemes incorporating native and non-native species well adapted to the predicted effects of climate change, are preferred. Planting schemes should also seek to provide a sufficiently diverse range of species to minimise the risks of catastrophic pest and disease outbreaks.

3.6.7 Soils are a fragile and essentially non-renewable resource that can perform many beneficial services, including the storage of carbon, supporting the growth of plants including economic crops, providing a home to a vast range of wildlife, storing, filtering and controlling the flow of water, and supporting buildings. Development can destroy, in seconds, soils that have taken thousands of years to develop. The destruction of or loss of functionality of soils is not only important in terms of the loss of beneficial services, but also because it may result in substantial costs to ameliorate, import or manufacture soils. Existing soils on development sites should be assessed in accordance with the Soils and Development TGN. This may include the production of a Soil Resource Survey and Soil Resource Plan that in turn inform tree protection, landscaping, SuDS, landscape maintenance, ecology, waste management and materials management strategies.

3.7   Hedgerows

3.7.1   Hedgerows within and bounding a development site should be assessed in accordance with the Hedgerows Regulations 1997. The assessment may form part of an Archaeological or Ecological Impact Assessment, but in all cases it should be clear where the assessment has been placed within the submissions that form part of a planning application.

3.7.2   Hedgerows found to be important in accordance with the Hedgerows Regulations 1997 should normally be retained and incorporated into the design of development, so that the characteristics that render them important are maintained or enhanced. Where overriding design considerations necessitate the removal or translocation of important hedgerows, it must be clear within the submitted Green Infrastructure Statement, how the loss will be mitigated through new planting and/or a translocation methodology.

3.7.3   In certain circumstances, retention of hedgerows within development may be less effective at providing habitat and habitat connectivity, than re-planting or translocating hedgerows to form a more robust, strategic wildlife corridor. In such circumstances, re-planting hedgerows should take place at a ratio of approximately 3 metres of new hedgerow for every metre of hedgerow lost, in order to compensate for the time it takes for the new hedgerow to achieve maturity and therefore provide the quality of habitat required by species, such as dormice.

3.8   River Corridors

3.8.1   The River Corridors Technical Guidance Note informs LDP Policy EN4 and sets out guidance on how planning applications located within the River Corridors will be assessed. The guidance note sets out a description and the key attributes of the four River Corridors and identifies a range of factors which will need to be taken into account when submitting a planning application within these areas. These factors include:

- Access and recreational routes

- Recreation

- Public Realm

- Biodiversity

- Historic and Cultural Environment

- Landscape

- Surface Water

- Floodplain

- Water Quality and Pollution Prevention

- Safety

- Litter

- Education

- Management and Maintenance

- Planning Obligations.

3.8.2 The factors have significant overlap with detailed guidance included in other parts of the SPG including Biodiversity, Public Rights of Way, Trees and Open Space and appropriate links to these and other SPG's including forthcoming City of Cardiff Council Storm Water management document, Waste Collection Facilities and Planning Obligations are included in the guidance note.

4   Sustainable Long-term Management of Green Infrastructure

4.1   Where the mitigation hierarchy has been applied to green infrastructure on a development site, the resulting green infrastructure resource will need to be managed in the long term in order to maintain its function, such that it continues to provide multiple benefits to society.   The mechanism for delivering this management will depend upon the individual development, but will accord in all cases with the Technical Guidance Note for Protection and Provision of Open Space in New Developments, and in particular the section in that document which deals with practical management.   Three options exist for aftercare of open space, green infrastructure and SuDS – Adoption and Maintenance by the Council, Maintenance/Management by a Private Management Company, and Maintenance/Management by a Community Land Trust established for that purpose. Further details of these are given in the Technical Guidance Note for Protection and Provision of Open Space in New Developments.

4.2   In many cases, aspects of green infrastructure such as SuDS, open space and semi-natural habitats will be closely linked and will form part of a coherent green infrastructure network.   In such cases, ongoing management of these features is best considered holistically, and proposals which treat these elements as a coherent network rather than as individual features, will be favoured.

Appendix 1. Public Consultation.

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors , the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation in addition to individual members of the public and individual councillors.

ACE - Action in Caerau and Ely
Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Barratt Homes
Barton Willmore
Bellway Homes
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales

Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board
Cardiff Access Group
Cardiff Against the Incinerator
Cardiff Biodiversity Partnership
Cardiff Bus
Cardiff Bus Users
Cardiff Conservative Group ***
Cardiff Civic Society ***
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Lib Dem Group ***
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting

Chartered Institute of Housing in Wales

Chichester Nunns Partnership

Chris Morgan Planning Consultant

Chwarae Teg

Civil Aviation Authority

Coal Authority

Coleg Glan Hafren

Communities First Adamsdown

Community Housing Cymru

Community Land Advisory Service Cymru

Confederation of British Industry

Confederation of Passenger Transport

Connections Design

Country Land and Business Association

CSJ Planning Consultants

Cymdeithas yr iaith gymraeg

Danescourt Community Association

David Lock Associates

Davies Sutton Architects

DavisMeade Agricultural

Derek Prosser Associates

Design Circle RSAW South

Design Commission for Wales

Development Planning Partnership

Development, Land & Planning Consultants Ltd

Disability Arts Cymru

Disability Wales

DLP Consultants

DLP Planning Ltd

DPP Cardiff

DTB Design

DTZ

Dwr Cymru Welsh Water

Edenstone Homes

Equality and Human Rights Commission

Ethnic Business Support Project

Federation of Small Businesses

First City Limited

FirstGroup plc

Firstplan

Forestry in Wales/Natural Resources Wales

Freight Transport Association

Friends of Nantfawr Community Woodland

Fulfords Land & Planning

G L Hearn

G Powys Jones

Garden History Society

Geraint John Planning Ltd

GL Hearn Planning

Glamorgan Bird Club ***

Glamorgan - Gwent Archaeological Trust Ltd

Glamorgan Gwent Housing Association

GMA Planning

Graig Community Council

Graig Protection Society

Great Western Trains Company Limited

Grosvenor Waterside

GVA

H O W Commercial Planning Advisors

Hafod Housing Association Limited/ Hafod Care Association Limited

Halcrow

Hammonds Yates

Heath Residents Association

Herbert R Thomas LLP

Home Builders Federation

Hutchinson 3G UK

Hyland Edgar Driver

Hywel Davies

Interfaith Wales

Jacobs Babtie

Jeremy Peter Associates

JLL

John Hughes

John Robinson Planning & Design

John Wotton Architects

Jones Lang LaSalle

JP Morgan Asset Management

Keep Wales Tidy

Kelly Taylor & Associates

Kingsmead Assets Limited

Knight Frank
Landscape Institute Wales
Levvel Ltd
Lichfields
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Planning Practice
McCarthy & Stone (plc)
Meadgate Homes Ltd
Mike Pitt
Mineral Products Association
Morgan Cole
Mott MacDonald
National Federation of Builders
National Youth Arts
Natural Resources Wales ***
Neame Sutton
Network Rail
Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes
Peterson Williams
Peterstone Community Council
Philippa Cole ***
Planning Aid Wales

Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Public Health Wales ***
Prospero Planning
Quarry Products Association
Quinco
Quod
Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council
Radyr and Morganstown Partnership and Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
RCT
Redrow Homes ***
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales
Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical Monuments of Wales
Royal National Institute for the Blind
RPS Group Plc
RSPB ***
Save Creigiau Action Group
Savills
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting

South Wales Chamber of
Commerce Cardiff
South Wales Police
South Wales Police Crime
Prevention Design Adviser
South Wales WIN
Splott and Tremorfa Communities
First
Sport Wales
SSE Energy Supply Ltd
St Fagans Community Council
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning
Stuart Coventry Scott Wilson
Sullivan Land & Planning
Sustrans Cymru
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Environmental Dimension
Partnership ***
The Design Group 3
The Georgian Group
The Institute of Cemetery and
Crematorium Management
The Land Mark Practice
The Planning Bureau
The Royal Town Planning Institute
The Urbanists
The Victorian Society
The Wildlife Trust of South & West
Wales
Theatres Trust
T-Mobile (UK) Ltd
Tongwynlais Community Council
Torfaen County Borough Council
Turley
United Welsh Housing Association
Urban City Ltd
Velindre NHS Trust Corporate
Headquarters
Virgin Media

Vodaphone
Wales & West Housing Association
Wales Council for Voluntary Action
Wales Women's Aid
Watts Morgan
Welsh Ambulance Services NHS
Trust - South East Region
Welsh Government
Welsh Government - Economy
Skills and Transport Division
Welsh Language Commissioner
Welsh Tenants Federation Ltd
Wentloog Community Council
White Consultants ***
White Young Green
Wildwood Ecology ***
Wimpey Homes
WS Atkins Planning Consultants
Wyevale Garden Centre

Appendix 2. Comments provided in respect of the Public Consultation, and the responses of the Green Infrastructure Group officers to those comments.

Topic	Comment	Green Infrastructure Group Response
Ecology & biodiversity	The focus of the SPG must be to enhance and improve biodiversity, rather than simply maintaining what is already there	The GI SPG relates to various policies in the LDP, which were drafted before the Environment Act section 6 duty to 'seek to maintain **and enhance** biodiversity…' was in place. Nonetheless, the requirement to seek enhancements is explicit throughout the Ecology and Biodiversity Technical Guidance Note (EBTGN) for example in the Mitigation Hierarchy section on page 25, and in the 'Enhancements' section on pages 30 to 31. No change.
Ecology & biodiversity	Biodiversity surveys – Cardiff Council must insist that these are carried out by a qualified, preferably local, ecologist.	See 'Surveyor competencies and standards' section on page 26, which sets out these requirements. Unfortunately it is not possible to stipulate that an applicant uses 'local' ecological consultants. However, the local knowledge of Green Infrastructure Group members is brought to bear on consideration of any biodiversity surveys. No change.
Ecology & biodiversity	Cardiff Council should require as a minimum the following for house nesting birds - Swifts 1 in 3 buildings House Martins 1 in 3 buildings House sparrows 1 in 3 buildings Starlings 1 in 20 buildings Swallows 1 in 20 buildings The documents must specify what is required and how nest boxes should be sited – e.g. the nest boxes for swifts and sparrows should be built into the fabric of the buildings. House martins will need to have artificial nest cups installed in suitable positions on buildings. Swallows will need ledges under cover, but with free access to the outside.	The finer details of siting of nest boxes should be left to the expertise of the applicant's ecological advisors, taking into account the nature and location of the buildings concerned. Therefore it is not appropriate to specify these details in this SPG. No source of reference has been given for the ratios specified, so as far as is possible to tell, these ratios do not have any basis in any published guidance. However, the guidance document referred to in the consultation draft has been superseded by a Second Edition, so it is this more recent version which should be referred to. Therefore a mend to read:- '…in accordance with the advice given in 'Designing for Biodiversity: A Technical Guide for New and Existing Buildings, Second Edition. RIBA Publishing, London. Gunnell, K. et al., 2013.'
Ecology & biodiversity	Wildflowers – Cardiff Council must insist that these are planted wherever possible and maintained appropriately.	The pro-active enhancement of the Cardiff Council estate for wildflowers will be set out in a Pollinator Action Plan which is part of

		the Green Infrastructure Implementation Programme. It is not appropriate to include these details in the EBTGN. However, the 'Enhancements' section on pages 30 to 31 provides for enhancement of wildflower habitats within developments. No change.
Ecology & biodiversity	Mammals such as hedgehogs, which are in severe decline, need to be catered for. The Council must require that developers include hedgehog friendly fencing in garden and other fences.	Many species are in decline, and a list of species known to occur in Cardiff which are of principal importance for the purpose of maintaining and enhancing biodiversity in relation to Wales is set out in Appendix 2A. Clearly it would be impossible to set out in the EBTGN the mitigation and enhancement measures for every one of these species. Instead, to ensure the EBTGN is of a manageable size, we have focused on the most heavily protected and most regularly impacted species or species groups at a European and UK level. No change.
Ecology & biodiversity	The needs of diverse insect species must be included, with a requirement that plants and trees are insect friendly. Hedges, areas of long grass, wetland areas and ponds also need to be included in plans for new developments.	It is not possible to provide bespoke nature conservation measures for all species, but the emphasis within the GI SPG on an 'ecosystem approach', with the assumption that healthy, resilient ecosystems will support a full range of invertebrate and other species. No change.
Ecology & biodiversity	As a Director of SEWBReC, I am pleased that this TGN recognises our role as both a required source of data in the Cardiff area and a recipient of survey data.	Noted. No change.
Ecology & biodiversity	I am also pleased at the multiple references to wintering birds at the Severn Estuary and other sites. I think this would be better emphasised if the guidance on appropriate survey months included a row for wintering birds, as well as the existing one for breeding bird surveys.	Agreed. Where developments may affect the Severn Estuary Species Protection Area, which is designated for overwintering and migratory wetland birds, we always give the advice that these birds are mostly present between October and March inclusive. Therefore there is merit in including this window in the guide to survey timing. Therefore include row after 'Breeding Birds' and before 'Invertebrates' to include a field 'Overwintering and migratory season'.
Ecology & biodiversity	I wonder if the impact of the actual construction period is sufficiently detailed. Polluted run-off into sensitive water bodies would be one instance, as well as affecting water levels which might adversely impact	Agreed. The Mitigation Hierarchy section should make it clear that efforts should be made to avoid impacts both spatially and temporally.

	nesting birds and animals, including bank nesters such as water voles and sand martins.	
Ecology & biodiversity	With regard to the matrix for bat surveys being triggered (table 2, pages 45 and 46), there is no provision for if a property is a known bat roost from either previous survey, bat care record etc, if it is not a certain age or type of building. It would be therefore useful to allow existing records from the LRC to supplement this table, to prevent impacting on known roosts.	Agreed. The Bats section of the EBTGN should make it clear that a bat survey should be required for works to any structure which is already known to support a bat roost. Insert sentence after paragraph which begins 'Table 2 below should be used…'. Sentence to read:- 'Surveys will also be required where a building or structure is known to support a bat roost, but the most recent survey is more than two years old'.
Ecology & biodiversity	The numbers of survey refugia placed out at a site is recommended at a density of 10 per ha (following the Froglife Guidance. The TIN102 guidance suggesting 100 per ha and Sewell says 30 per site, regardless of size. It would be useful to emphasise the refugia should be placed in areas of good habitat and numbers of refugia should be justified.	This section of the EBTGN as drafted gives sufficient guidance on refugia density, and the figure in TIN102 relates to site clearance not to initial survey. This section goes on to emphasise that it should be demonstrated that refugia have been located correctly. No change.
Ecology & biodiversity	There is ambiguity in the number of reptile surveys required (para 3, page 65). Whilst the existing guidance documents do not all agree on the numbers of surveys required, the phrasing of the text in para 3 states that 7 nil return visits are the minimum to establish likely absence, and more than "this" (read as more than 7) are required to indicate abundance or relative population size. The text then goes on to say that 7 visits are required or if refugia have been in place for a long time, or detectability is high, then only 4 or 5 visits. Clarifying this would be useful.	This section is adequately clear. Seven visits are recognised as adequate to give confidence in a presence/ absence survey. If an indication of abundance is needed then more than seven visits may be required. No change.
Ecology & biodiversity	Will Appendix 2.A be updated? The records will be over 1yr old when going to approval.	It will not be possible to update this list regularly, but it is agreed that this section should include a sentence to guide the user to seek a more up-to-date list if needed.
Ecology & biodiversity	Survey timing is referenced on page 22 E&B TGN, suggesting that survey work can be undertaken at any time of year, however the table on the timing of bird surveys on page 30 seems to be at odds with this. The table indicates that the surveying of breeding birds **"is not possible"** from August through to February. Climate	Pages 22 and 23 state that '…surveys for certain species and/or habitats can often only take place at certain times of year…', so there is no conflict with Table 1. In relation to the 'Breeding Birds' section of Table 1, it is a valid point that perhaps some breeding activity continues into August, so we are happy to make that amendment. However, this table is intended to give a rough guide

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		change is referenced in the Green Infrastructure guidance (Para 1.3.4 and in KP15). The plan needs to take into account that our climate is changing and biodiversity is having to adapt to these changes. We believe that the table should recognise this fact and all surveyors should be instructed **"to be aware"** that there may be birds breeding outside of the March to August period.	to the broad periods when surveys are acceptable, so there is a limit to how much detail can be included. There is a danger in advising that surveys may become acceptable outside these periods due to climate change, as this may lead to more surveys at inappropriate times of year being submitted. Therefore amend 'main breeding bird period' section of Table 1 to include the month of August. Therefore amend 'main breeding bird period' section of Table 1 to include the month of August.
	Ecology & biodiversity	There are a number of species that pass through or over-winter in Cardiff. They don't seem to have been considered at all. The table on page 30 should include a section on birds outside of the breeding season	As in response to other comments, Table 1 will be amended to include the main overwintering and migratory season for wetland birds associated with the Severn Estuary.
	Ecology & biodiversity	In the section on birds (Para 1.5.5 pages 60 and 61 E&B TGN) reference is made to house nesting birds, namely House Martin, Swift and Swallow. Starlings (red listed) and House Sparrows (amber listed) appear to have been omitted from this list?	These sections give examples ('…such as…') of some species which often nest in and around houses, and are not intended as definitive lists of species which may conceivably nest in a building. No change.
	Ecology & biodiversity	The table on page 32 is poor and needs strengthening. All the bird species mentioned are either red or amber listed. The number of nest/roost sites that are expected to be included in new builds are totally inadequate. Swifts, House Martins and House Sparrows all nest in loose colonies. It is not adequate to state, for example, "1 Swift box/brick per 20 dwellings". Developers must be guided as to the type of nest boxes, internal nest bricks, roosting platforms, orientation etc. that are expected. Guidance should also be given as to the grouping of features.	This table is replicated word for word from the two references provided, both of which are considered to be sufficiently authoritative sources of guidance. No change.
	Ecology & biodiversity	Having examined a number of examples, we urge that the Cardiff SPG adopt some of the practices in the following: Dudley SPG, Exeter SPG (especially Appendix 2, pages 11 – 21) and the Cornish draft SPG. Exeter, for example, requires "all" new dwellings to have a nest brick, box or bat roost. Its plan has been adopted by the Town and Country Planning Association as an "example of best practice", Cornwall has similar provision in its draft guidelines,	All of the sources quoted promote differing levels of nesting / roosting provision in new development. Similarly, none of the sources quoted provide any authoritative reference for the levels of provision that they have stipulated (although some of them refer to each other).

However, the guidance document referred to in the consultation draft has been superseded by a Second Edition, so it is this more |

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		Edinburgh has a 1 in 4 policy, with further provision required on high rise developments. Dudley SPG has very specific guidance on the type and number of boxes etc.	recent version which should be referred to. Therefore amend to read:- '…in accordance with the advice given in 'Designing for Biodiversity: A Technical Guide for New and Existing Buildings, Second Edition. RIBA Publishing, London. Gunnell, K. et al., 2013.'
Ecology & biodiversity		By comparison, the Cardiff SPG on birds lacks the level of detail we would expect. Specific species should be referenced e.g. birds have 2 pages dedicated to their welfare, whereas bats take up 14!	Firstly, as with any such document, the EBTGN attempts to strike a balance between the level of detail on one hand and the usefulness of a large document on the other. Secondly, the EBTGN is part of a Supplementary Planning Guidance which aims to advise on how these areas are considered in the planning system. It is not a Local Biodiversity Action Plan or a Local Nature Plan and as such does not consider wider nature conservation issues outside of land use planning. With these two points in mind, it is natural that bats will have greater prominence than birds because bats receive much greater protection in UK and EU-based legislation that the birds which occur in Cardiff. No change.
Ecology & biodiversity		The table of Schedule 1 birds (pages 102-4, E&B TGN Part 2) includes four bird species. The description of the distribution of three of them needs adjustment. Three other species, currently red listed, breed in Cardiff - Lapwing, Herring Gull and Bullfinch. Lesser Spotted Woodpeckers may still breed in Bute Park also.	The species mentioned are not Schedule 1 bird species. As is explained in the note following this table, only the most protected species are listed, and given that birds generally receive some form of protection, it is not feasible to list every bird species which has occurred in Cardiff. No change.
Ecology & biodiversity		We believe that an opportunity has been lost, to include specific reference to some red listed bird species that are breeding in Cardiff e.g. Bullfinch in the Glamorgan Canal area, Lapwing on the Gwent Levels and Hawfinch (which is amber listed) which has bred in the Castell Coch/Fforestganol/Wenallt area.	These are wider nature conservation issues in respect of birds and it is not appropriate to include these details in Planning Guidance. No change.
Ecology & biodiversity		The wording surrounding Environmental Impact Assessments (para 1.4.1, page 23 E&B TGN) is weak. It is the opinion of the Glamorgan Bird Club that EIAs are an essential tool in the planning process.	This section is not intended to replicate all of the legislation, guidance and caselaw surrounding the EIA process. This element of the TGN is intended to guide development control officers to consult the County Ecologist where and EIA may be invoked. No change.
Ecology & biodiversity		The section on "costs and delays" on (page 24 E&B TGN) is so open ended that it could be seen as "a get out" clause for unscrupulous developers.	It is important that requests for surveys for protected species are proportionate, and not 'open-ended' in favour of surveys for every conceivable species which may be impacted by a scheme. It is not

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			reasonable to ask for new survey work where existing data are adequate, where presence can reasonably be assumed and where the results of a survey would not alter the mitigation required. No change.
Ecology & biodiversity	We are astonished that insects, particularly pollinators, do not figure more. Cardiff holds nationally scarce species such as Shrill Carder and Brown-banded Carder Bees, plus various species of Oil beetle, for example.		These are wider nature conservation issues in respect of invertebrates and it is not appropriate to include these details in Planning Guidance. The SPG and TGNs are not intended as a 'LBAP' or Local Nature Plan', and in general refer only to those species, habitats, sites and ecosystems which may influence the planning system. Generally, that influence is restricted to those features which receive statutory protection, although it is not possible to consider in detail all species on the Section 7 lists. No change.
Ecology & biodiversity	Small mammals are poorly represented, e.g. Hedgehog? We feel that this should be addressed. Features such as hedgehog friendly fencing etc., should be included in the guidance.		There is a limit to how many species or species groups can be considered in detail in the EBTGN, in order to keep the document to a manageable size, so the focus is on those which receive the most statutory protection. The Hedgehog currently receives a relatively low level of protection, but of course the TGN could be amended if this were to change. No change.
Ecology & biodiversity	We urge that the provision of features such as beetle banks and the like should be included in your guidance for developers.		There are many types of enhancement which could be employed for a range of species, and it is not possible to cite all of these in the EBTGN, instead, we have focussed on those species or species groups which receive the greatest protection and are most likely to be impacted. No change.
Ecology & biodiversity	The whole thrust of the SPG must be to enhance and improve biodiversity, rather than simply maintaining what is already there		This is referred to throughout, for example at Section 1.2 of the GI SPG:- 'The LDP ecology, biodiversity and green infrastructure policies are intended to maintain and enhance biodiversity and green infrastructure, such that ecosystems are supported in their delivery of ecosystem services, in accordance with national and international strategies.' No Change.
Ecology & biodiversity	The introduction to this needs to mention the State of Nature Reports and the evidence they contain that biodiversity is being lost. Also, that Cardiff Council is committed to doing all it can to halt and reverse these declines.		The SPG / TGNs refer to the LDP policies as adopted, and these policies were drafted before the SoNaRR was produced. The SPG / TGNs make adequate reference to the Environment (Wales) Act and to the Natural Resource Management Process. This process entails a series of actions such as the production of SoNaRR, the

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			Natural Resources Policy and the Area Statements, so it would be more appropriate to amend the SPG / TGNs when all of these are in place. The LDP policies relating to green infrastructure and ecology / biodiversity were drafted to reflect nature conservation legislation and policy designed to maintain and enhance biodiversity. Therefore, by implementing these policies, guided by the present SPG /TGNs, it is implicit that Cardiff Council is seeking to maintain and enhance biodiversity. No Change.
Ecology & biodiversity	The document needs to be both more detailed and prescriptive – it is after all supposed to provide technical guidance		Whilst other consultation respondents have commented that the SPG /TGNs are too long and too detailed, it is considered that the documents as drafted strike an appropriate balance between detail and usability. No Change.
Ecology & biodiversity	It is difficult to see how this document meets the legal duties of the Council under s.6 of the Environment (Wales) Act 2016 – to 'seek to maintain and enhance biodiversity'. There does not seem to be an environmental impact assessment to show how the TGN meets this requirement.		The SPG / TGN advise on implementation of policies in the LDP which are designed to maintain and enhance green infrastructure, as required by extant policy and legislation. This is compatible with Cardiff Councils Section 6 duty under the Environment (Wales) Act. The Council's green infrastructure strategy, comprising the Green Infrastructure Plan, the TGN / SPGs, the GI Spatial Strategy and the GI Implementation Programme, is intended to represent the Council's response to the section 6 duty. No Change.
Ecology & biodiversity	para 1.4.1 ***It is considered best practice that such a survey is carried out before planning application is submitted.*** *Planning permission should not be granted subject to a condition that protected species surveys are carried out* (EtC). This statement is both confusing and weak. It needs to be strengthened. The sentence in bold needs to read - *Cardiff Council expects that such a survey is carried out........* See Cornwall Council's draft Biodiversity Supplementary Planning Document:- - http://www.cornwall.gov.uk/media/26847714/biodiversity-spd-v4-sm.pdf		The section referred to is quoted directly from Section 6.2.2 of TAN 5, and is considered to be sufficiently accurate and authoritative to be included in the TGN. No Change.

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Ecology & biodiversity	It would also be helpful to explain how developers should assess whether or not there is a reasonable likelihood of protected species being present and thus that they should undertake surveys.	Generally the scoping of protected species surveys is undertaken either by the County Ecologist or the applicant's ecological consultant, or a combination of both. However, the previous Biodiversity SPG did contain the sentence:- 'In determining the requirement for survey information, the Council will consider the known distribution of a species in Cardiff and the suitability of the habitat for that particular species.' Therefore a statement to this effect should also be included in the present ENTGN; Insert the sentence:- 'In determining the requirement for survey information, the Council will consider the known distribution of a species in Cardiff and the suitability of the habitat for that particular species.' on page 23 of the EBTGN between '…in that process.' and 'Mindful of costs…'
Ecology & biodiversity	Page 32, table on recommended roosts and nest sites. These are old recommendations. Starlings are red listed in Wales. Swifts, house martins, house sparrows and swallows are amber listed. (Swifts would also be red listed if data on their numbers went back far enough. Cardiff Council should require as a minimum the following - Swifts 1 in 3 buildings House Martins 1 in 3 buildings House sparrows 1 in 3 buildings Starlings 1 in 20 buildings Swallows 1 in 20 buildings	No source of reference has been given for the ratios specified, so as far as is possible to tell, these ratios do not have any basis in any published guidance. However, the guidance document referred to in the consultation draft has been superseded by a Second Edition, so it is this more recent version which should be referred to. Therefore amend to read:- '…in accordance with the advice given in 'Designing for Biodiversity: A Technical Guide for New and Existing Buildings, Second Edition. RIBA Publishing, London. Gunnell, K. et al., 2013.'
Ecology & biodiversity	It is also essential that more detail is included about what is required and how nest boxes should be sited	It is not possible to specify further detail or site-by-site requirements in an SPG. Details on location and installation of nest boxes are set out in the sources of guidance specified. However, the guidance document referred to in the consultation draft has been superseded by a Second Edition, so it is this more recent version which should be referred to. Therefore amend to read:- '…in accordance with the advice given in 'Designing for Biodiversity: A Technical Guide for

			New and Existing Buildings, Second Edition. RIBA Publishing, London. Gunnell, K. et al., 2013.'
Ecology & biodiversity	page 32 - *In accordance with the Pollinator Action Plan for Wales, and with any local Pollinator Action Plan for Cardiff which is adopted, every effort should be made to allow wildflowers to develop on roadside verges, parks, attenuation basins, and any other greenspaces. The design of these areas should allow wherever possible for access for 'cut and lift' machinery, as cutting wildflower areas at an appropriate time of year, and removing the arisings, can be important in maintaining these areas* Removing the arisings is essential! In the last sentence "*can be important*" needs to be replaced with "*is vital*".		Agreed. Remove 'can be' and replace with 'is'.
Ecology & biodiversity	page 61 - *Condition: No site clearance/demolition of (relevant features) to take place between 1st March and 15th August unless otherwise approved in writing by the Local Planning Authority. This approval will be granted if a consultant ecologist can evidence that there are no birds nesting in this these features immediately (48 hrs) before their removal.* This period needs to be extended as many birds nest much earlier than this, probably due to global warming. 1St February, rather that 1st March would be preferable.		There is a danger in advising that surveys may become acceptable outside these periods due to climate change, as this may lead to more surveys at inappropriate times of year being submitted. BTO Phenology data do not show a great deal of bird nesting activity into February, and whilst data do show that nesting times are getting earlier, probably due to climate change, the present LDP policies only extend to 2026 so it is not necessary that the EBTGN anticipates the effects of climate change beyond then. No Change.
Ecology & biodiversity	No mention of hedgehogs despite it being clear that they are in steep decline. Need for this TGN to specify hedgehog friendly fencing, etc, in developments.		Many species are in decline in the UK but it is not possible to set out detailed nature conservation measures for all of these in the EBTGN. However, this does not preclude the use specific mitigation measures in relation to Section 7 listed species where they are identified or likely to be present on a given site. No Change.
Ecology & biodiversity	Insects – no mention. Butterflies and bees in particular need appropriate plants to survive and thrive. This needs to be included.		Many species are in decline in the UK but it is not possible to set out detailed nature conservation measures for all of these in the EBTGN. However, this does not preclude the use specific

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		mitigation measures in relation to Section 7 listed species where they are identified or likely to be present on a given site. No Change.
Ecology & biodiversity	Focus of this document seems to be very much on the countryside. However, Cardiff is a city and a rapidly growing one.	The biodiversity value of urban areas is recognised, particularly in relation to bats for example, which are European Protected Species present throughout the City. No Change.
Ecology & biodiversity	Dudley Council (also covering a very urban area) has been much more explicit about what it expects from developments and Cardiff Council needs to emulate this.	Noted. No Change.
Ecology & biodiversity	For details of the kind of Biodiversity TGN document Cardiff needs, please see both the Dudley and Cornwall SPDs -	Noted. No Change.
Ecology & biodiversity	Cornwall and Exeter Councils' guidance cited as examples of best practice.	Noted. No Change.
Ecology & biodiversity	We strongly urge and would applaud Cardiff Council in ensuring all the simple, swift-friendly guidance outlined in the appendix (to the consultation response)is formally adopted into the Green Infrastructure SPG, in order to not just fulfil legislative duties but to also demonstrate best practice and lead other Local Authorities by example.	Many species are in decline in the UK but it is not possible to set out detailed nature conservation measures for all of these in the EBTGN. However, this does not preclude the use specific mitigation measures in relation to Section 7 listed species where they are identified or likely to be present, or may be encouraged to colonise, at a given site. No Change.
Ecology & biodiversity	We welcome the biodiversity provisions set out in section 3.4 (page 23).	Noted. No Change.
Ecology & biodiversity	With regards to the Survey timetable (Table 1, Page 30) we recommend that Bats (Trees) are included, to cover surveys to look for potential roost features in trees. This is best done when trees are not in leaf.	The Survey timetable (Table 1, Page 30) is intended as a general guide to the most frequent surveys needed, so it is not possible to capture every type of survey that is needed. Bats use a variety of features for various purposes at different times of year, and it is not possible to accommodate each of these scenarios in this table. In any event, whilst it may be easier to survey trees for potential roost features while they are not in leaf, we receive and ask for such surveys throughout the year. No Change.
Ecology & biodiversity	We welcome that the TGN considers biodiversity enhancements (Page 31/32). The success and take-up of new protected species roost sites/resting places will	The importance of habitat connectivity is considered throughout the EBTGN and GISPG. No Change.

	depend not only on their location and design, but also their connectivity to suitable habitats in the wider landscape. This should be considered as part of the planning proposals.	
Ecology & biodiversity	We advise that biodiversity enhancements (Page 31/32) also consider dormice, a species which has undergone a significant decline over recent decades and is under significant threat from development in the Cardiff area.	Unlike the other species mentioned in this section, Dormice do not occur throughout the city so it would not be appropriate to stipulate generic enhancement measures for all development. As set out in this section of the EBTGN, the text of policies EN5 and EN7 both make it clear that biodiversity enhancements are expected, and specific enhancements for more localised species such as dormice will be considered on a site-by-site basis. No Change.
Ecology & biodiversity	It should be advised that all proposed enhancement measures should be agreed with the LPA Ecologist (Page 31/32).	This is addressed by the phrase '*Cardiff Council has to consider how enhancements to the natural environment can be brought forward in development.*' in this section of the EBTGN. No Change.
Ecology & biodiversity	We welcome that monitoring of mitigation measures will be required to establish their effectiveness (Page 33). We advise that if remedial measures are identified and agreed with the Council, that a timeframe for their implementation is agreed, and also that a report is provided, again within an agreed timeframe, to confirm to the Council that the agreed measures have been implemented.	Agreed - Amend Monitoring etc section of this page to read:- '*Where the results of monitoring show that mitigation aims an objectives are not being met, a monitoring report should set out how contingencies and/or remedial action are to be identified, together with a timeframe for implementation. These actions should be agreed with the decision-maker, and then implemented in accordance with that timeframe.*'
Ecology & biodiversity	With reference to Table 2: Screening matrix for works to buildings which may affect bats (Page 45), we advise that surveys are required for proposals that involve attaching wind turbines to roofs of all buildings except those listed in the last two columns of the table. This is because inappropriately siting microturbines outside a roost entrance has been shown to be detrimental to bats using the roost.	Agreed - Table to be amended accordingly.
Ecology & biodiversity	Survey standards (Page 48) – we advise that suitably qualified, experienced and licensed consultants are engaged to undertake bat surveys. This is particularly important for surveys involving inspections of buildings.	These points are adequately addressed by the text of pages 48 and 49 under the titles 'Survey Standards' and 'Survey Licensing'. No Change.

Ecology & biodiversity	Demolition Notices (Page 53). NRW does not offer a European Protected Species (EPS) licence pre-application service. Conditions that may be attached to any EPS licence that may be issued are only considered at the time an EPS licence application is processed. We advise that Prior Notifications of Demolition are treated as far as possible like planning applications. If a proposed demolition is likely to affect bats, we advise that the application comes forward with comprehensive details of all the relevant mitigation that will be put in place. This should be sufficient to confirm to the LPA that the proposals will not be detrimental the maintenance of the favourable conservation status of the population(s) of bats concerned.	As is stated, applications or prior approval are treated the same as planning applications with respect to protected species. As with planning applications, the LPA must establish, through dialogue with NRW, whether NRW would be likely to grant a subsequent EPS licence application, and if so, subject to which conditions. No Change.
Ecology & biodiversity	We note the reference on Page 53 that the Council can, in controlling the manner of demolition, incorporate any conditions likely to be attached to an EPS licence. However, it is our understanding that conditions cannot be attached to any consent issued for (prior notification of) demolition.	The wording should be amended to better reflect the DMM 2016 - Amend thus:- *In controlling the manner of demolition, Cardiff Council should secure compliance with the other permitted development conditions, restrictions, and if required, a Natural Resources Wales species licence*'.
Ecology & biodiversity	Bat Advisory (Page 54) – We advise that if bats are found during the course of works, works should cease and either NRW or a suitably qualified, experienced and licenced ecologist is consulted for advice on how to proceed.	Agreed - Amend thus:- '*If work has already commenced and bats are found, or if any evidence that bats are using the site as a roost is found, work should cease and either NRW or a suitably qualified, experienced and licenced ecologist is consulted for advice on how to proceed.*'
Ecology & biodiversity	With reference to page 57, where dormice may be affected by proposed developments, we advise that suitable habitats are retained as part of the overall design of the developments. Good connectivity should also be retained (and if necessary, bolstered) between them and suitable habitats in the wider countryside. Ecological buffers of an appropriate width should be considered to facilitate their effectiveness. Appropriate long-term management of	This section of the EBTGN cannot describe in detail the full range of mitigation measures in respect of dormice, but the bullet points in this section could be amended in accordance with these comments - Amend thus:- • Retention of habitat • Use of planting to create buffers • Road narrowing • Widening of the hedgerow or connectivity feature which is to be broken

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		dormouse habitats within development sites will be important and should be considered.	• Dormouse 'bridges' and green bridges • Sensitive lighting schemes
Ecology & biodiversity		We agree that maintaining connectivity across roads is important (page 57), and that such infrastructure shouldn't serve to sever dormouse populations and habitats. In that respect, consideration should be given to the use of green bridges and maintaining aerial connectivity over roads from trees either side of the road. For wider roads, narrowing of the road width at intervals may present opportunities to maintain that aerial connectivity. We also agree that sensitive lighting schemes should be required.	Noted. No Change.
Ecology & biodiversity		We advise (page 58) that Great Crested Newt mitigation measures may include replacing lost terrestrial and aquatic habitats, maintaining their connectivity throughout the site and to the wider countryside, and their appropriate long-term management.	This section of the EBTGN cannot describe in detail the full range of mitigation measures in respect of GCN, but the reference cited provide adequate detail. No Change.
Ecology & biodiversity		I'd like to see commitments made to: • more wild-life friendly trees, hedges and wildflowers being planted (with measurable targets) • information and support for people with bats or birds using their home • reversing the decline of the hedgehog population • increasing the amount of bird/bat boxes by a specified amount	The measures suggested are all worthwhile nature conservation activities, but notwithstanding the examples of enhancement measures set out in the EBTGN, these measures would be better described in a Local Nature Plan or similar pro-active document. No Change.
Ecology & biodiversity		Whilst the use of a TGN within an SPG is not considered appropriate, as set out above, it is considered that it should simply be consistent with the LDP and national planning policy. In this sense the extent of section 1.3 of the TGN is questioned over whether it is needed and appropriate as much is repeating LDP text and national policy text.	Separation of the different elements of green infrastructure into Technical Guidance Notes (TGNs) is merely a way of structuring the overall Green Infrastructure SPG to allow the appropriate section to be accessed more readily. The TGNs are, in effect, chapters of the GI SPG and therefore part of the GI SPG. Inclusion of TGNs relating to ecology, open space, tress and soils etc within the GI SPG serves to emphasise the integrated and holistic nature of the GI approach.

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		The EBTGN is intended as a working document comprising a comprehensive single point of reference, as far as is reasonable, for planning officers among others. Therefore it is appropriate that local and national policy and legislation is set out in this document. No change.
Ecology & biodiversity	Para 3.5.9 refers to otter disturbance at river banks. This again is considered an overly detailed point. Ecology work and mitigation as required with the planning assessment would naturally pick this up on a case by case basis.	It is accepted that this is a detailed point, but it serves to illustrate that different elements of GI, in this case river valleys and ecology, can be compatible if designed correctly. No change.
Ecology & biodiversity	There is an overall concern with the prescriptive nature of the TGN to certain surveys. Nationally published best practice guidance is already in place so does this need repeating?	The EBTGN is intended as a working document comprising a comprehensive single point of reference, as far as is reasonable, for planning officers among others. Therefore it is appropriate that local and national policy and legislation is set out in this document. No change.
Ecology & biodiversity	The TGN also suggests additional requirements for surveys and mitigation but fails in some instances to provide evidence to justify the need for them. E.g. for dormouse surveys they require two or three methods to be employed but national guidance and research sets out that the methods to be employed when detecting presence of this species will depend entirely on habitats being surveyed.	National guidance, such as the Dormouse Conservation Handbook in this instance, by definition provide generic guidance for the country as a whole, and cannot take account of regional variations in climate and habitat. Therefore it is natural that guidelines such as these are adapted to suit local circumstances based upon local knowledge. For dormice in Cardiff, it has been noted on several occasions that whereas one survey technique produces a negative result, an alternative technique produces a positive result, so the requirement for the use of two survey techniques is justified. No change.
Ecology & biodiversity	The TGN goes on to say that October should be captured during surveys as being the most effective month but no evidence base for this has been provided.	This element is based upon local knowledge of the County Ecologist together with local NRW Species Officers. In many cases, this knowledge is based upon survey work undertaken by ecological consultants in respect of private development, so it is not possible to prevent this evidence in a publicly accessible SPG, however data on the Howardian Local Nature Reserve website illustrates the point.:-http://www.howardianlnr.org.uk/datadigest10.html No change.
Ecology & biodiversity	Another example is whereby a ratio of 3 ponds to be created for every great crested newt pond lost should be provided. National guidance sets a ratio of 2 to 1.	The GCN Mitigation Guidelines 2001 do suggest as an example that if five ponds were to be lost to development then '…*the mitigation plan might involve the creation of around 10 new ponds…*'.

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			Therefore there is by no means a hard and fast guideline that a 2:1 compensation ratio is required. In Cardiff, this species is likely to be in decline as several known breeding ponds have been lost over the past 20 years, so an increased compensation requirement is justified. We know that GCN fare better in the long term where ponds are in clusters rather than isolated, so a cluster of three ponds is likely to be more successful than one or two ponds. In any event, creation of three smaller ponds would only be marginally more onerous than creation of two larger ponds of the same surface area, so this marginal additional burden is justified in the light of a likely decline of this species locally. No change.
Ecology & biodiversity	The TGN recommending that a condition be applied (p.38) that is contrary to the advice contained in Circular WGC 016/2014 (national planning policy) is wholly inappropriate. As stated on p.39 of the draft TGN there are legal requirements that must be met and so this control via other legislation is not required. If the Council wish to query whether the correct licence has been obtained then they can request that off the developer at the time. A planning condition for this is clearly not required as the penalty to the developer is far greater from non-compliance with legislation (EPS licence) as opposed to non-compliance with a planning condition. It is very relevant to Cardiff as an authority that this matter was discussed during the conditions session of the Churchlands public inquiry. It was deemed that the planning condition was not necessary and this followed that the Welsh Ministers (decision maker) also agreed with the inspector's recommendation in this regard.		The use of this planning condition is set out in detail in this section. Should any further guidance in this regard be received from Welsh Government (amending, or otherwise, their letter of 2004), then this guidance will be observed. No change.
Ecology & biodiversity	Para 1.5.9 refers to "ancient semi-natural woodland". The only guidance referenced is from the Forestry Commission and states that the advice applies to planning authorities in England (is this endorsed by NRW and/or referred to in national planning policy or the LDP?).		The ASNW habitat is broadly similar in Wales as it is in England, and the Forestry Commission guidelines in relation to 15 buffers is sufficiently authoritative to be applied to Wales. No change.

Ecology & biodiversity	It suggests a 15m buffer but also states that the appropriate buffer will depend on local circumstances and the type of development. For the TGN to suggest that a 15m wide ecotone around woodland sites (NB. not just ancient woodland) will normally be required is bold and inappropriate. It must be assessed on the local situation, each application on its merits and be proportionate to the development and the existing biodiversity resource to be impacted.	This section states that a 15 ecotone will '**normally'** be required which recognises that there may be circumstances where a lesser or greater width of ecotone is appropriate. No change.
Ecology & biodiversity	The planting of ecotones may in itself have impacts upon existing ecological features which could otherwise be retained. The size and make-up of an 'ecotone' should be considered before it is determined that a domestic garden is excluded from an ecotone. It is considered that domestic garden space can remain as space for wildlife to utilise and pass through. Consideration of location, topography and size of garden spaces should be factors to consider.	Noted. No change.
Ecology & biodiversity	Page 68 refers to monitoring of translocated reptiles. It is considered that the extent of monitoring should be agreed through a management plan (by condition) and it would be welcomed if the SPG reflected this established approach.	Agreed - Amend this section to read:- '…s*hould continue for between 5 and 25 years, in accordance with an agreed mitigation management plan, depending on the size…*'
Ecology & biodiversity	The TGN includes guidance tables on when to undertake surveys. It is suggested that this is only used as an indicative table and are seen as over-simplified. The need for surveys, their scope and timing and quantum of mitigation must be determined by suitably qualified ecologists and taking account the site context.	The SPG does emphasis that the table referred to (Table 1) is a rough guide, and is intended as a general aid rather than prescriptive survey guidance. No change.
Ecology & biodiversity	Section 1.6 sets out the references within the document. Reference should be limited to at least documents / guidance demonstrated to be endorsed by the Welsh Government and / or NRW and therefore be consistent with national planning policy, as required by the LDP Manual for establishing new SPG.	We do not consider that the LDP Manual limits LPAs to only referencing approved documents by Welsh Government and NRW in SPG's, because a range of other documents prepared by other agencies can be relevant depending on the topic area. The key issue to consider is that as long as the documents referenced help explain and are consistent with policies in the LDP and national planning policy they can be referenced. No change.

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Ecology & biodiversity	EDP also have a few concerns regarding the ecology TGN with respect to its prescriptions to species specific surveys. We firstly question why the document needs to set out survey methods when nationally published best practice guidance has already been adopted.	The EBTGN is intended as a working document comprising a comprehensive single point of reference, as far as is reasonable, for planning officers among others. Therefore it is appropriate that local and national policy and legislation, and technical guidance, is set out in this document. No change.
Ecology & biodiversity	Secondly the TGN prescribes additional requirements for survey and mitigation, yet in some cases no evidence base is provided to justify the need for such additional measures. For example: o Dormouse surveys: it requires two of three (nest tube, nest box and nut search) methods to be employed; however national guidance and research clearly states that methods to be employed when detecting presence of this species will depend entirely on the habitats to be surveyed, with nut searches only possible where hazel is fruiting, boxes only where woodland is present etc. Natural nest searches are also advocated nationally but excluded by the TGN. The TGN then goes on to state that surveys should capture the month of Oct due to it being the most effective month. However there is no evidence base provided, and could result in poor survey data collected if focus is on this month alone. Indeed nationally the month of Sept is seen as key. The TGN also acknowledges that mitigation is required where roads traverse habitat given the lack of evidence regarding the ability of this species to cross roads, yet they advocate the use of dormouse bridges as appropriate mitigation despite the widely acknowledged failure of such structures and lack of evidence confirming their effectiveness (as further reiterated at the last national dormouse conference); and o The TGN expects a ratio of 3 ponds to be created for every great crested newt pond lost, when national guidance sets this at a ratio of 2:1.	National guidance, such as the Dormouse Conservation Handbook in this instance, by definition provide generic guidance for the country as a whole, and cannot take account of regional variations in climate and habitat. Therefore it is natural that guidelines such as these are adapted to suit local circumstances based upon local knowledge. For dormice in Cardiff, it has been noted on several occasions that whereas one survey technique produces a negative result, an alternative technique produces a positive result, so the requirement for the use of two survey techniques is justified. The GCN Mitigation Guidelines 2001 do suggest as an example that if five ponds were to be lost to development then '…*the mitigation plan might involve the creation of around 10 new ponds…*'. Therefore there is by no means a hard and fast guideline that a 2:1 compensation ratio is required. In Cardiff, this species is likely to be in decline as several known breeding ponds have been lost over the past 20 years, so an increased compensation requirement is justified. We know that GCN fare better in the long term where ponds are in clusters rather than isolated, so a cluster of three ponds is likely to be more successful than one or two ponds. In any event, creation of three smaller ponds would only be marginally more onerous than creation of two larger ponds of the same surface area, so this marginal additional burden is justified in the light of a likely decline of this species locally. No change.

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Ecology & biodiversity	More generally the ecology TGN includes guidance tables on when to undertake bat surveys, detailing optimal timings for species surveys and setting out bird and bat box ratios. EDP would suggest that determining the need for such surveys, their scope and timing, and quantum of mitigation should be determined by suitably qualified ecologists and taking into account the context of the site. Determining the need based on these tables alone should not be encouraged, given that they are over-simplified, not entirely correct and/or lack the necessary caveats to ensure a proportionate approach.	The SPG does emphasise that the table referred to (Table 1) is a rough guide, and is intended as a general aid rather than prescriptive survey guidance. No change.
Ecology & biodiversity	It would be helpful to emphasise the overall requirement to enhance as well as maintain biodiversity.	The GI SPG relates to various policies in the LDP, which were drafted before the Environment Act section 6 duty to 'seek to maintain **and enhance** biodiversity…' was in place. Nonetheless, the requirement to seek enhancements is explicit throughout the EBTGN, for example in the Mitigation Hierarchy section on page 25, and in the 'Enhancements' section on pages 30 to 31. No change.
Ecology & biodiversity	Whilst enhancement is mentioned, its impact is lost and the Council's desire, indeed duty, to see this happen is not clear.	The GI SPG relates to various policies in the LDP, which were drafted before the Environment Act section 6 duty to 'seek to maintain **and enhance** biodiversity…' was in place. Nonetheless, the requirement to seek enhancements is explicit throughout the EBTGN, for example in the Mitigation Hierarchy section on page 25, and in the 'Enhancements' section on pages 30 to 31. No change.
Ecology & biodiversity	Ensure a greater take-up of measures to improve as well as maintain biodiversity clearer instruction is required. This can be rectified in the documents by:-	
Ecology & biodiversity	• Biodiversity proposals included in **all** SPGs, including e.g open spaces and health.	Whilst it is recognised that links between the TGNs could have been strengthened, for clarity the differing topic areas within green infrastructure, such as trees, parks, ecology etc, have to be set out in separate sections. It is recognised that all of the GI topics affect each other in some way, whether as conflicts or synergies, and this interaction is considered in section 3 - Integration of Green Infrastructure, in the GI SPG. No change.
Ecology & biodiversity	• Cross referencing within all SPGs	As above. In addition, the GISPG will be implemented in consultation with the Cardiff Council internal Green Infrastructure

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		Group, who work to ensure that green infrastructure issues are considered in a holistic way. No change.
Ecology & biodiversity	• An executive summary in each SPG to clarify and emphasise the priorities of each	Concerns have been raised as to the large size of the GISPG documents, and it is felt that adding executive summaries would add to the volume of the documents without providing any great practical benefit. Whilst it is recognised that the GISPG document is large, it is structured into TGNs which themselves are organised into chapters with indexes. No change.
Ecology & biodiversity	• More detailed practical advice about **how** to improve biodiversity throughout all the SPGs and the breadth of biodiversity habitat that is required- ie linking corridors and provision of a range of habitats from wildflower verges and areas to hedges, bushes, water features, buildings, soil as well as trees, niches for urban living animals, particularly those under threat including birds, bats, hedgehogs, slow worms, insects etc.	Such details will be established on a case-by case basis, and it is not necessary for the present document to pre-empt the expertise of consultant ecologists, landscape architects and planners. The GISPG gives guidance on how the GI-related policies will be implemented, but does not have the capacity to set out the level of detail requested in this comment. No change.
Ecology & biodiversity	• Is there the possibility of a graphic design to show how this would work as well as pictures illustrating greater biodiversity? The current pictures look quite barren and concrete heavy.	Agreed; It is anticipated that the final published document will make use of images, colours and diagrams to enhance the document. No change.
Ecology & biodiversity	• A clearer summary conclusion within the explanatory text about why biodiversity is important to the health and wellbeing of humans and thus a key requirement of planning guidance.	These details are set out in the Green Infrastructure Plan, which in many ways sets the context for the GISPG, and which is being produced in parallel with the SPG. No change.
Ecology & biodiversity	More detail on exactly what mitigation can be put in place if there is absolutely no other alternative. (Germany requires developers/residents to replace nesting sites lost and therefore has a better outcome. From my personal experience, developers take no notice of the guidance, and nest sites are lost in the nesting season, trees uprooted and gardens paved over. In dialogue with developers a lot of information and education is needed about why it is important and also exactly how to remedy it.	Details are provided as to the type of mitigation and compensation that we are likely to require of developers, but without going into too much specific detail in most cases. As consultees on planning application, the members of the GI Group should be able to ensure that the guidance is adhered to. No change.

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Ecology & biodiversity	Add recommended numbers or replacement numbers for bird or bat nesting sites lost in development , based on good practice, advice on how to site them, what sort of materials & how to incorporate into design first if possible as good practice, siting, numbers of sites/boxes, links to websites and good practice advice and information for further advice,e.g Swift Conservation, www.swift-conservation.org*, RSPB* , Wildlife Trusts etc.)- The current wording does not read that such mitigation is an important feature.	It would not be possible in a document such as this to go into too much details as to the nature, location and specification of all mitigation and compensation measures. We have given some examples, but ultimately the fine details of mitigation will be negotiated on a case-by-case basis during the planning process. No change.
Ecology & biodiversity	Include reference to access to nature and biodiversity as a factor in the health and wellbeing of humans, with reference to the clear evidence for this. (For example, Fuller et al. 2007; Jones and Reynolds 2008; Jones 2011; Luck et al. 2011; Dallimer et al. 2012; Galbraith et al. 2014; Belaire et al. 2015; Cox and Gaston 2016 in latest research highlighted by BTO in relation to birds, July 2017, and the importance of a range of connected habitats within urban areas to maintain this ecosystem, (BTO June 2017) and therefore to maintain human wellbeing). Also the importance of vegetation to reduce the impact of air pollution on humans.	The influence of green infrastructure over health and other social interests is set out in greater detail in the Green Infrastructure Plan, which is being developed in parallel with the GISPG. No change.
Ecology & biodiversity	The importance of trees and gardens in neighbouring areas and impact of developments on biodiversity.	This comment is not specific enough to enable a response. No change.
Ecology & biodiversity & biodiversity	It would be useful to have reassurance that the European Union Biodiversity Strategy will be an underpinning document for the council post-Brexit.	It is not possible to predict the impact of Brexit upon this area of policy and legislation, but if there are substantial changes, the SPG will have to be amended accordingly. No change.
Ecology & biodiversity & biodiversity	Page 36: The TGN may need to provide some clarity about what happens when the applicant is NRW themselves. In this instance, who scrutinises the application?	NRW have separate regulatory staff who consider licence applications from everyone, including their own works staff. No change.
Ecology & biodiversity	1.5.9 We welcome the reference to Ancient Semi-natural Woodland but would like additional clarity on what type of	Natural Resources Wales have an 'Ancient Woodland Inventory' and full details can be found at

& biodiversity	woodland this covers and what the size of that woodland has to be before it qualifies for such a designation.	https://naturalresources.wales/guidance-and-advice/environmental-topics/woodland-management/woodlands-and-the-environment/ancient-woodland-inventory/?lang=en No change.
Green infrastructure	There needs to be more cross-over between the TGNs – there is very little mention of the Biodiversity TGN in the Open Spaces, Trees or Residential Extensions and Alterations TGNs. It is vital that nature conservation is appropriately included in all these.	The interactions between the respective TGNs is considered extensively in section 3 of the Green Infrastructure SPG (GISPG). No change.
Green infrastructure	The documents seem reasonable overall. I do wonder if some anticipation of the post Brexit changes should be referenced, even in some general phrase referring to their future incorporation in UK law and the need in general to comply with future applicable UK and Welsh legislation. Otherwise everything may need to be revised and issued immediately after every legislative change.	It is not possible to predict the impact of Brexit upon our nature conservation legislation, and even under the terms of the Repeal Bill there is the facility to remove legislation altogether. We could include a statement to the effect that legislation based upon EU directives will be affected by Brexit, but this would not inform interpretation of the LDP policies in any useful way. However, it is reasonable to insert the following caveat:- "Where documents refer to EU legislation this should be taken to mean any subsequent relevant legislation adopted by UK government and/or Welsh Government post Brexit."
Green infrastructure	We feel that the Green Infrastructure document needs a lot more detail	A balance has to be struck between the level of detail provided, and the overall usability of the SPG document, bearing in mind that the GI SPG including TGNs, already extends to over 400 pages. No change.
Green infrastructure	The consultation documents are lengthy and often written in technical language that does not aid those trying to make sense of them and provide comments and suggestions. These documents need to be accessible – not just to members of the public but to developers, builders, etc	The focal audience of these documents are Development Control planners, Planning Agents, and Ecological Consultants. Therefore it is appropriate that technical terminology is used.

Also clients/landowners, who have limited understanding of GI and the planning process, so it has to be reasonably clear and straightforward in the main SPG document.   No change. |
| Green infrastructure | There needs to be more cross-over between the TGNs – there is very little mention of the Biodiversity TGN in the Open Spaces, Trees or Residential Extensions and Alterations TGN. It is vital that nature conservation is appropriately included in all these. | The interactions between the respective TGNs is considered extensively in section 3 of the Green Infrastructure SPG (GISPG). No change. |

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Green infrastructure	Reference needs to be made to Welsh Government's *Local Air Quality Management in Wales Policy Guidance*, June 2017 and the recommendations need to be reflected throughout the SPG and the technical guidance notes	The contribution that green infrastructure can make to air quality is mentioned throughout these SPG and TGNs. It is not possible to have detailed links to all relevant guidance documents, but it is agreed that reference should be made to the guidance mentioned. Therefore amend section 3.6.2 to read '…improving air quality in accordance with Welsh Government's *Local Air Quality Management in Wales Policy Guidance*, June 2017…'
Green infrastructure	paras 3.4.5 and 3.5.8 – street/path lighting. This should be strengthened – i.e. developers will be expected to install motion sensor controlled lighting of an appropriate brightness level (to avoid light pollution), as this is better for wildlife and saves energy. Exceptions to this need to be well evidenced	The impact of lighting is mentioned in both the main Green Infrastructure document and the Ecology and Biodiversity TGN. The issue of lighting is considered, with reference to green infrastructure policies, at the level of the individual planning application, so it is not appropriate to specify detailed measures in the SPG / TGN. No change.
Green infrastructure	As Wales' capital city, it is essential that Cardiff leads the way and demonstrates best practice in enhancing biodiversity – especially as it is such a rapidly growing urban area. The SPG and the accompanying TGNs need to be considerably improved in order for Cardiff to show it takes its legal duties to protect the natural world seriously.	The request to 'considerably improve' these documents does not provide enough detail upon which to base an amendment to the draft text. No change.
Green infrastructure	we otherwise welcome the broad scope of the Green Infrastructure SPG.	Noted. No Change.
Green infrastructure	The SPG refers to a Green Infrastructure Plan (1.2.3 and elsewhere) which I cannot find on the Council website.	The Green Infrastructure Plan is being developed in parallel with the SPG, and although this plan sets the context for the GISPG (among other documents), the urgent priority is the progression of the SPG. No Change.
Green infrastructure	It is not clear if the GIP sets out the baseline for Green Infrastructure in Cardiff ie an assessment of individual GI assets' landscape/visual qualities, biodiversity value including for pollinators, recreational value, contribution to access, use for flood attenuation or other functions. If it does not, then you are not aware of the baseline situation and do not know if you are improving on this or not. Based on this baseline assessment it would also be desirable to undertake an assessment of vulnerability and where	We recognise the value of baseline assessment of the Green Infrastructure resource of Cardiff. However, as is acknowledged in the consultation response, this assessment is beyond the resources of Cardiff Council at the present time. Instead, as part of the Green Infrastructure Plan, which is being developed in parallel with the GISPG, it is intended to commission a GI Spatial Strategy based upon an assessment of the ecosystems and ecosystem services found within the county. This, together with existing GIS plans for Cardiff, and Section 2 of the EBTGN, which sets out the nature

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		opportunities may exist for enhancement, which could be developed into a strategy or action plan. Then the GI SPG can refer to this and officers and developers and others can use it as a tool to achieve a coordinated improvement of GI in the city. Without it you rely entirely on officers reacting to a given situation using your set of principles which are fine as far as they go but they do not give guidance about what is most important in that situation or how actions may best contribute to the whole. In a sentence, you appear to lack a GI baseline and a framework. I hope you will undertake this, even if it is done in stages over a period of time due to budget constraints.	conservation resource in the county, form an interim baseline assessment. No Change.
	Green infrastructure	Whilst the SPG explains GI and what is required of developers, it does this in a way which is quite wordy and prose based. This makes it more difficult to absorb than necessary. Confident checklists to follow, text boxes, colour, diagrams, photos and examples would all be useful.	Other examples of GI SPG that we examined showed excessive use of diagrams and text boxes such that the text was difficult to follow. It is intended that the final document will be produced with images and colour to enable readability. However, the priority with the present draft is to secure an appropriate text. No Change.
	Green infrastructure	Importantly, clear plans showing what the existing mapped GI resource is would be helpful- why not four clear maps covering the city? I note that the small, indecipherable plan in the guidance doesn't appear to include gardens which, particularly if they are long, contribute a great deal to green infrastructure.	As part of the Green Infrastructure Plan, which is being developed in parallel with the GISPG, it is intended to commission a GI Spatial Strategy based upon an assessment of the ecosystems and ecosystem services found within the county. This may be of sufficient resolution to include gardens, which it is acknowledged contribute to the overall GI resources. It is challenging to present the existing Green Infrastructure GIS layer within the format of an A4 document, at sufficient resolution to allow legibility, so the present maps are included to give a broad indication of Cardiff's GI resource. No Change.
	Green infrastructure	The SPG should state what is expected in developments which are not classified as major e.g. less than 10 houses. Small development still can be damaging to green infrastructure by closing off access or biodiversity corridors or removing vegetation which can act as a stepping stone for wildlife movement. I suggest that you	We acknowledge that minor developments can impact upon green infrastructure, and also that the scale of some major developments can have unique implications for green infrastructure. However it is not possible to provide bespoke guidance for householder, minor, major and strategic major developments. Instead, the LDP policies apply equally to all developments, where relevant, so the SPG

	add a section at least requiring a brief statement on how the six GI objectives are met, and most importantly demonstrated in the design and proposed management of proposals.	reflects this. Some minor re-ordering and formatting has taken place to enhance the legibility of the document.
Green infrastructure	We welcome that proposals for new developments will be required to consider the likely impacts on existing green infrastructure (GI) and the submission of a GI Statement.	Noted. No Change.
Green infrastructure	We note Cardiff's Strategic GI objectives (section 1.3) and the desire for green spaces to be as multi-functional as far as possible (2.5.4, page 17).	Noted. No Change.
Green infrastructure	However, we refer to the acknowledgement in the River Corridors Technical Guidance Note (TGN) that provision/retention and maintenance of GI for biodiversity purposes may not be compatible with other proposed uses of GI. Therefore in some circumstances it may be necessary to provide GI solely for ecological purposes. In those circumstances, appropriate buffers may also need to be considered. We advise that a suitably qualified and experienced ecologist is always involved with the person or project team drawing up the GI statement and associated plans/drawings. We consider that it would be beneficial to include the above within the GI SPG.	Section 2.3.1 of the GI SPG includes the following:- 'This assessment of impact should be undertaken by a landscape architect, ecologist or similarly qualified professional.' which adequately addresses this point. No Change.
Green infrastructure	Item 2.1.2 p14 should "to" in the first line be "in"? Developments will be considered in terms of …	Agreed – Agreed Word "to" to be replace by "in"
Green infrastructure	The requirement for Green Infra Structure Statements on all developments and the relatively low 'trigger point' of 10 units for an extensive assessment on a scheme of 10 units or more will place further burden on developers – particularly those seeking to develop smaller sites.	Major developments in most cases will be required to undertake some sort of ecological impact assessment, as well as consideration of all of the other elements of green infrastructure, as relevant to the particular site. A GI Statement needn't be an onerous undertaking but should instead draw together the consideration of all of these elements of GI so that they are considered in an holistic way. The GI Plan, which is being developed in parallel with the GISPG, sets out the economic, social

Green infrastructure		and environmental benefits of a GI approach, and it is appropriate that major developments contribute to, and receive, these benefits. GIS statement will need to be tailored according to scale. No change to TGN.
Green infrastructure	The SPG itself cites many examples when potential elements of green infra structure can be pulled in different directions or can be in conflict with other statutory requirements – SUDS and the adoption of such schemes being a case in point. In considering these matters for these policies and the SPG to be successful there needs to be a corporate approach within the council and with other statutory consultees that the consideration of development and Green Infra Structure applies not only at planning stage but in the consideration of proposals though to licencing and adoption. Without this joined up approach the policy will not be successful.	This is a valid point, and all members of the GI group are cognisant of the need to collaborate to ensure that conflicts are addressed and multiple benefits are achieved, not just at the determination stage but throughout the planning process. We also seek to work closely with statutory consultees, in particular Natural Resources Wales, although resource constraints. No change, but the comment is noted and will be addressed in the context of wider Green Infrastructure Group workload.
Green infrastructure	There is reference within the document to off site mitigation and compensation. This on the face of it is very much geared towards the developer finding solutions on his land either within or outside the application site. Smaller sites or sites owned by individuals are unlikely to have other land in their ownership or sufficient land within a small parcel to allow for mitigation or compensation or retention if a scheme is to be viable. In parallel with this SPG it would be helpful for the council to identify a range of projects on land either within council control. Other public bodies should be encouraged to do the same. Contributions to such projects could be secured through condition or through S106 agreements in order to facilitate development which would otherwise be appropriate.	It is a valid comment to suggest that Cardiff Council could be more pro-active in identifying potential off-site compensation sites on its land. However that would be a separate initiative and could not be included in this SPG. No change, but the comment is noted and will be addressed in the context of wider Green Infrastructure Group workload.
Green infrastructure	Examples of Green Study Plans for major and minor development proposals would be helpful.	Using case-study examples in this SPG was considered but were not incorporated due to time constraints and also to limit the document to a reasonable size. No change.

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Green infrastructure	If the Council require certain documents (e.g. Green Infrastructure Statement) with certain major applications and the Council wish for these to be validation documents then the appropriate method to deal with this would be via publishing 'Local Validation Requirements' as introduced with the 1APP forms in 2015.	It is anticipated that a Green Infrastructure Statement would be submitted along with other supporting documents such as an Ecological Impact Assessment (EcIA). Cardiff Council does not currently employ validation checklists which require ecological information to be present in order to validate an application. If this should change, then the requirement in any validation checklists to provide a Green Infrastructure Statement may be incorporated. No change.
Green infrastructure	Para 1.2 refers to Cardiff Council's Green Infrastructure Strategy and 1.2.1 to a Green Infrastructure Plan document. If these are mentioned then they should be referenced. However, what status do these documents have and when were they produced? Have they followed the development plan preparation process of the LDP and therefore consistent with the LDP and national policy.	The Green Infrastructure Plan is being developed in parallel with the SPG, and although this plan sets the context for the GISPG (among other documents), the urgent priority is the progression of the SPG. No change.
Green infrastructure	The drafting of the SPG implies policy KP16 sets out the green infrastructure requirements and so it is suggested that reference is solely made from the LDP policy, and national policies as appropriate.	As with all documents of this nature, it is appropriate to make reference to a range of sources of guidance, such as published research, case studies, other Local Authorities' SPGs and guidance documents from SNCOs and NGOs. No change.
Green infrastructure	Para 1.2.6 refers to management arrangements for green infrastructure being in place before development commences. Larger developments have greater lead-in times and infrastructure works (can be a year or more before housing construction commences) and so it would appear sensible and reasonable that regard is had to this. Similarly with developments involving demolition/remediation works.	In most cases it should be possible for at least the principles of future green infrastructure management arrangements to be in place prior to development. For example, the agency responsible for this management together with the green infrastructure strategy to which they will be working, can normally be established prior to development, although it is recognised that finer details of management techniques may need to evolve as the details of construction evolve. Revision to clause 1.2.6 of GI SPG *"Principles of management arrangements for green infrastructure shall be in place before the development commences."*
Green infrastructure	Para 1.2.6 refers to the Cardiff Liveable Design Guide. This is not SPG and should not be cross referred to in the SPG unless the status of the document is explicit. The design guide has limited status until a hook is created from an appropriate adopted policy of the LDP.	The Cardiff Liveable Design Guide is an appropriate document to refer to in the GISPG, and will be afforded weight appropriate to its status in any consideration of green infrastructure design. No change.

Green infrastructure	Para 1.2.7 refers to a series of Technical Guidance Notes (TGN). The PROW TGN states that WG support the use of them. Where does WG support the use of TGNs and their inclusion within SPG? Layering TGNs in such a way is not considered user friendly and the matters discussed within the GI SPG could be missed both by potential consultees wanting to comment on aspects of the matters covered at this consultation stage but also when it comes to submission and assessment of planning applications. Redrow would typically expect to see the matters covered in the TGNs to be their own SPGs together with a GI SPG. This is the approach seen with other local planning authorities and is considered appropriate. Having an SPG that is 423 pages in length (based on GI SPG with all TGNs) is not user friendly.	Separation of the different elements of green infrastructure into Technical Guidance Notes (TGNs) is merely a way of structuring the overall Green Infrastructure SPG to allow the appropriate section to be accessed more readily. The TGNs are, in effect, chapters of the GI SPG and therefore part of the GI SPG. Inclusion of TGNs relating to ecology, open space, *trees* and soils etc within the GI SPG serves to emphasis the integrated and holistic nature of the GI approach. No change.
Green infrastructure	Notwithstanding the view that the SPG should be split out Redrow believes that the information provided at SPG level could be much more streamlined.	Every effort was made to keep the GI SPG as concise as possible whilst maintaining a useful level of detail. Other respondents have raised concerns that the document is not sufficiently detailed, so it is felt that an appropriate balance has been struck. No change.
Green infrastructure	Figure 1 on page 7 of the SPG refers to the City of Cardiff Council Green Infrastructure Plan. Again, what status does this have and when was it created? The top of the flow diagram should refer to LDP policies and national planning policies in line with the LDP Manual.	The Green Infrastructure Plan is being developed in parallel with the SPG, and although this plan sets the context for the GISPG (among other documents), the urgent priority is the progression of the SPG. No change.
Green infrastructure	Para 2.1.1 – continued reference to "must". The SPG is only guidance and each application must be assessed on its merits. It would be impossible and inappropriate to word in such a way that all new major development must have undertaken a hydrological impact assessment or must include a GI statement. Does the conversion of office space to 10 flats require this? It could be possible that hydrologically matters are adequately dealt with under another assessment / document (e.g. FCA, drainage strategy) and so it would not appear appropriate to insist	The SPG sets out how Cardiff Council will implement LDP policies, and any planning consent granted will have to comply with these policies. Therefore it is appropriate that the SPG sets out in this way the requirements to conform to these policies. However, no guidance can provide for every conceivable scenario, so Cardiff Council will endeavour to be pragmatic and reasonable in implementation of this SPG. Must" replaced with "should" in para 2.1.1

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	on a potentially overlapping document to be submitted to effectively tick a box.	
Green infrastructure	Para 2.1.1 (final bullet point) – recognition of land ownership and timescales for deliverability should be given and referenced.	Noted. No change.
Green infrastructure	Para 3.4.6 refers to designing wet ponds that dry out. This is deemed an overly detailed point and any Great Crested Newt mitigation would have to be dealt with as necessary during the application assessment.	It is accepted that this is a detailed point but it serves to illustrate that different elements of GI, in this case SuDS and ecology, can be compatible if designed correctly. No change.
Green infrastructure	Overall, we commend the council's aspirational approach to this subject. This is a comprehensive document but, unfortunately, to the point where it becomes 'unwieldy'. The approach taken to separating out the TGN's from the SPG is unhelpful and flies in the face of the principles which underpin GI of drawing together all these issues into a single, coordinated, coherent whole. Overall, the sheer scale of the documents (with several running to over 100 pages) means that we consider it unlikely that developers and their consultants will be able to get familiar enough with the requirements contained within to be able to quickly and effectively undertake GI Statements. Furthermore, in circumstances where it is not a multi-disciplinary team providing the GI inputs it is highly likely that each discipline will simply read their own particular TGN, rather than the whole suite, and that architects, urban designers and masterplanners may well see the whole suite of documents as being aimed at ecologists and landscape architects and as such give them little attention;	Separation of the different elements of green infrastructure into Technical Guidance Notes (TGNs) is merely a way of structuring the overall Green Infrastructure SPG to allow the appropriate section to be accessed more readily. The TGNs are, in effect, chapters of the GI SPG and therefore part of the GI SPG. Inclusion of TGNs relating to ecology, open space, tress and soils etc within the GI SPG serves to emphasise the integrated and holistic nature of the GI approach. Improve signposting in main SPG document to enable readers to understand structure of information more easily.
Green infrastructure	On the basis of the above, EDP strongly recommends that the separate documents are both abbreviated and combined into a single whole (consider what Monmouthshire have achieved in this regard).	Every effort was made to keep the GI SPG as concise as possible whilst maintaining a useful level of detail. Other respondents have raised concerns that the document is not sufficiently detailed, so it is felt that an appropriate balance has been struck.

		Monmouthshire is a very different County to Cardiff, and whilst their GI SPG may be appropriate for a rural area, it is not necessarily appropriate for a largely urban area such as Cardiff. The GI Group in Cardiff Council were unanimous that the Monmouthshire GI SPG was not an appropriate template for Cardiff, though, as with all other examples of GI SPG, there are useful elements which can be implemented. No change.
Green infrastructure	We would suggest that design guidance is separated out of the SPG/TGN and incorporated into a separate Design Guide - possibly a reworking of the Cardiff Liveable Design Guide adopted earlier this year (without consultation?) – this would mean that the SPG was of greater benefit to 'assessors' while the design guide was more targeted at the 'designers' – albeit, in some instances, these may be within the same practice or even the same people.	Noted. No change.
Green infrastructure	The requirement for a GI Statement to accompany major planning applications is welcomed, as is the recognition that the response must be proportionate to the scheme and the effects on the GI	Noted. No change.
Green infrastructure	Further clarity could be provided though to ensure there is no overlap with other existing report requirements – at present (again, particularly where serviced through separate consultancies) there is significant potential overlap and contradiction between the GI statement, biodiversity assessments, landscape and visual impact assessments, tree surveys and impact assessments and Design and Access Statements. EDP would recommend that Design and Access Statements be required to provide a summary of the findings of the GI Statement while LVIA's, Biodiversity Assessments and Tree Reports might be appended to the GI Statement (which they inform).	The format of the Green Infrastructure Statement, and its relationship to other documents submitted in support of a planning application, should be decided by the applicant's ecologist and landscape architect. No change.
Green infrastructure	The required replacement ratio of 3m for every 1m lost is overly prescriptive however and should be revised to enable such compensation to be proportionate to impacts rather than losses. Quality should be considered	As is stated in section 3.7.3, re-planting hedgerows is only applicable in certain circumstances, and the 3:1 ratio reflects the time taken for the new hedgerow to achieve maturity. In other words, the smaller length of high quality habitat is replaced by a

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		alongside quantity, particularly should EPS be present – i.e. design and future management of the hedgerow resource with respect to width, form, species composition, connectivity and buffering should take precedent over just its length.	greater length of low quality habitat, at least in the short term. However, in recognition that these lengths and ratios can never be precise, the term 'approximately' is inserted.
	Green infrastructure	In consideration of licensing and legislation requirements of EPS, compensation/mitigation for habitat losses should focus on restoring habitat function necessary to maintain their favourable conservation status. The restoration of function does not rely on linear coverage alone however. Additionally this requirement is not consistent across documents, with no mention of it within the ecology or tree TGN (nor are tree planting ratios provided).	In addition to the response already given above, there is a presumption that replacement hedgerows will be of sufficient quality, in terms of their composition, planting and management, to provide suitable habitats for the species concerned. No change.
	Green infrastructure	The SPG requires that management arrangements for GI should be in place prior to the commencement of work on the GI and not necessarily before any development can commence. This can cause delay in developers getting on site and is potentially too onerous before development commences– the requirement should be for management principles and processes to be agreed in advance of development, not 'in place' or necessarily under way; this is typically achieved through a Management Plan being required by condition and agreed prior to commencement.	In most cases it should be possible for at least the principles of future green infrastructure management arrangements to be in place prior to development. For example, the agency responsible for this management together with the green infrastructure strategy to which they will be working, can normally be established prior to development, although it is recognised that finer details of management techniques may need to evolve as the details of construction evolve. Revision to clause 1.2.6 *"Principles of management arrangements for green infrastructure should be in place before the development commences."*
	Green infrastructure	The documents are too disparate, too detailed and contradictory to both each other and existing national guidance/policy. EDP has an established track record in delivering GI assessments and strategies and in masterplanning schemes driven by the GI approach – even with this experience we would find the documents in their current form extremely challenging to respond to robustly and, were we able to achieve this, we consider our clients (landowners, private developers, housebuilders, affordable housing groups etc) would find it prohibitively expensive and time consuming. This will do nothing to stimulate or encourage the delivery of new	These comments do not refer to specific sections of the SPG in sufficient detail to enable a response, however the comments are noted. No change.

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	development (possibly the opposite) and such new development is necessary to deliver GI enhancement and provide new assets.	
Green infrastructure	Ref1.2.5 Define which developments would be deemed to significantly impact on green infrastructure. Recognising limitations on staff time, all green infrastructure is important to the city of Cardiff.	'Likely significance' will be determined on a case-by-case basis, but generally the assumption is that major developments are more likely significantly to affect GI than minor ones. No change.
Green infrastructure	More cross reference to the importance of adequate sinks and run offs and the environmental features that can be incorporated into this- a double win.	The interaction between different elements of green infrastructure, and the need to secure multiple benefits from green infrastructure, is emphasised throughout the GI SPG. No change.
Green infrastructure	The only way I could improve this would be to do a full ecosystem service audit of Cardiff City, using climate, noise, air pollution, hydrology, accessible natural green space, and biodiversity mapping, set standards for ecosystem service provision, and then require all new developments to deliver the ecosystem services in the quantity, quality and location required in that area. As it's taken me nearly a decade to struggle towards a full accessible natural green space assessment of Wales, then it would be a bit much to ask Cardiff to do that for all the ecosystem services needed in the city!	It is intended to commission a green infrastructure spatial strategy, including mapping of ecosystems and ecosystem services, together with constraints and opportunities. However, this would be a document separate to the SPG, though part of the GI 'family' of documents. No change.
Green infrastructure	We have concerns about the lack of clarity within parts of this SPG. The chart on page 7, which is something of a confusing mess, demonstrates this graphically. In particular, we draw attention to the following sections.	Noted. No change.
Green infrastructure	1.2.5 (bullet point 4) There is a failure to define what is meant by 'reasonably possible', which leaves this qualifier open to (mis)interpretation.	It is not possible to specify in any greater detail than this the nature of GI enhancement, however this will be assessed on a case-by-case basis by GI Group members. What constitutes 'reasonable' can only be determined by the size and location of the site, and the nature of the impact upon the GI resource at that site.
Green infrastructure	2.2.1 We are unclear what constitutes a thorough contextual analysis. What level of detail needs to be provided to demonstrate that the assessment is more than a cut and paste job?	Some detail is provided within this paragraph but It is not possible to specify in any greater detail than this. The nature of GI enhancement, however this will be assessed on a case-by-case basis by GI Group members. What constitutes 'reasonable' can

		only be determined by the size and location of the site, and the nature of the impact upon the GI resource at that site. No change.
Green infrastructure	2.3.1 Should assessments be carried out by independent experts to ensure impartiality?	Invariably these assessments are carried out by consultants commissioned by the planning applicant. We have to rely to a certain extent on their objectivity and professional integrity, but all assessment submitted are assessed by the Council's internal technical advisors to ensure that they are fit for purpose. No change.
Green infrastructure	3.2.7 Greater detail is needed about what on-site habitat compensation would entail to avoid it being tokenistic.	Some detail is provided within this section but It is not possible to specify in any greater detail than this. The nature of GI enhancement, however this will be assessed on a case-by-case basis by GI Group members. Appropriate habitat compensation can only be determined by the size and location of the site, and the nature of the impact upon the GI resource at that site. No change.
Green infrastructure	3.4.5 The SPG remains unclear in how to balance lighting in open spaces so as to provide safe routes for pedestrians and cyclists, while not having an adverse effect on nocturnal creatures. (The technical note does not provide enough additional detail.)	Some detail is provided within this section but It is not possible to specify in any greater detail than this. The appropriate level of lighting will be assessed on a case-by-case basis by GI Group members. No change.
Green infrastructure	4.1. Need greater exploration of how open space can be maintained by community and 'Friends' groups.	It is not possible to specify all future management scenarios in this section, but as is stated, management will depend upon the individual development, but will accord in all cases with the Parks and Public Open Spaces TGN. No change.
Open space	The Open Space TGN must require open space to be developed with biodiversity in mind. The section that covers this deals almost entirely with the preservation of existing features, rather than the creation of new ones. This is an omission that needs to be rectified. There needs to be much more tie in with the Biodiversity TGN.	Open space has to balance a number of factors, including biodiversity, when being designed. But it is agreed that the link to Biodiversity would benefit from being included in the list of design principles for successful open space layout (Table 7 page 31). Clauses 3.3.6 and 3.3.7 the overarching SPG document also discuss the relationship between open space and biodiversity. Overall the combined green infrastructure team approach leads to biodiversity being discussed as part of open space design. The following change is made:- *"Design of open space should seek to maximise opportunities to increase biodiversity, through the*

			protection of existing habitat and development of new habitat where appropriate, and seeking to strengthen wildlife corridors and habitat connectivity to other open space, in line with the Biodiversity TGN."
Open space	There seems to be very little requirement for open space to be developed with biodiversity in mind. The section that covers this deals almost entirely with the preservation of existing features, rather than the creation of new ones. This is an omission that needs to be rectified. There needs to be much more tie in with the Biodiversity TGN.		Open space has to balance a number of factors, including biodiversity, when being designed. But it is agreed that the link to Biodiversity would benefit from being included in the list of design principles for successful open space layout (Table 7 page 31). Clauses 3.3.6 and 3.3.7 the overarching SPG document also discuss the relationship between open space and biodiversity. Overall the combined green infrastructure team approach leads to biodiversity being discussed as part of open space design. Additional text to Table 7 Design principles for open space. Item 7 Resilience and Mitigation (from start of paragraph) *"Design of open space should seek to maximise opportunities to increase biodiversity, through the protection of existing habitat and development of new habitat where appropriate, and seeking to strengthen wildlife corridors and habitat connectivity to other open space, in line with the Biodiversity TGN."*
Open space	It may be beneficial to advise that the CEMP and GICPP (8.3.1 and 8.3.2 page 42) may need to reflect any method statement/other documents approved for any EPS licence required.		Amendments to text in Open Space TGN to be made for clarity. Amend 8.3.1 at end of paragraph to read:- "*CEMP should be in accordance with any method statement / other documents approved for a European Protected Species (EPS) licence, or equivalent legislation."* Amend 8.3.2 at end of paragraph to read *"GICPP should be in accordance with any method statement / other documents approved for an EPS licence, or equivalent legislation."*
Open space	In The list of Appendices, 7 and 8 are not aligned		Agreed - Page 3 : Title of Appendices 7 and 8 to be indented further to correspond with other titles
Open space	Item 2.1.2 p8 I think that "regards to" in line one should be "regard to"		Agreed - Replace "regards" with "regard"

Open space	Item 2.3.4 p10 In the last but two line of the italic section, a 3 is added to the end of transport " ..cycling and public transport3."	Agreed - Omit "3" from text
Open space	Item 2.5.2 p12 I am not comfortable with the statement at the end of the item where it refers to an excess of such provision in the area. This would mean that some educational playing fields would not be protected.	Planning Policy Wales includes the term 'excess of provision' and this is also in the Welsh Government publication "The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015". The latter sets out that any proposal to dispose of a Local Authority owned playing field is subject to an assessment of the impact disposal would have on the health and wellbeing of the community, and be subject to consultation with the community. The SPG is consistent with this and is geared in favour of protection of open space. No Change.
Open space	Item 2.6 Reference is made in 2.6.1 to Local Authorities being encouraged to develop their own local standards yet in 2.6.2 it states ours are based on FIT 'benchmark standard'. Cardiff is supposedly a city with more green space per head of population than most other cities, as I believe is referenced within this, or another of the draft SPGs, yet if we set our standards against a benchmark, we will be reducing our areas to match others'. This is against the references made to the importance of open space to the economy, health and other factors, important to the city. Standards for new development should match Cardiff's current levels and not the potentially lower levels of a benchmark. Noting that 4.2.5 refers to a standard as a minimum" Unfortunately, where stated, minimums tend to be become the standard!	The FIT standard is a widely used benchmark across many authorities and with developers, and although not perfect, use of it to calculate open space requirements is less likely to be challenged by developers.

Amounts of open space across a city vary considerably depending on the nature of the area – densely populated urban areas often have open space well below the required standard. Therefore even with a local Cardiff standard this will only give an average level of across the city. No Change. |
| Open space | Item 3.1.1 Reference is made to an assessment "due for completion in early 2017" As that has now passed, the phrase needs amending. | A full assessment of all open space in Cardiff is undertaken at regular intervals and the latest was completed in 2017. Open spaces across the city are assessed and classified to provide a central data set that can be easily updated which will provide the baseline data for all future open space analysis and assessment |

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Open space	Item 6.2.1 p 34 Tab setting out for "Timescale for implementation" as part of the list given.	Agreed - Correct tab setting for "Timescale for implementation"
Open space	Item 7.4.4 p 38. In the table spanning from p38 to p39. There is a large gap between the two bullet points of 5 and the start of 6. Is something missing or is it just that 6 has to be moved up the page?	Agreed - Reduce gap between items 5 and 6.
Open space	P48 Tab setting to list out for Appendix 8.	Agreed - Title of Appendix 8 to be indented further to correspond with other titles.
Open space	The impact of green spaces on health and well-being has been omitted and inclusion would strengthen the SPG.	The Green Infrastructure SPG does include the impact of green space on health as being a key objective, item 4 of the 6 Cardiff strategic green infrastructure objectives. Item 3.3.2 of the same document also mentions the relationship between open space and health. Additional text to Table 7 in Open Space TGN - Design principles for open space. Item 6 Multifunctional use (end of paragraph) *"Well designed open space should seek to provide a valuable resource for improving health and wellbeing."*
Open space	The SPG makes limited reference to the Well-being of Future Generations (Wales) Act 2015. We recommend that this be strengthened by highlighting the role of the SPG in assisting the City of Cardiff Council and the Cardiff Public Service Board take forward the sustainable development principle, the ways of working and the Well-being Plans. The Future Generations Commissioner for Wales[1] has encouraged the strengthening of links between Local Development Plans and Well-being Plans and supports the consideration of the role that places and spaces play in people's well-being; the SPG is well placed to influence this.	Well-being of Future Generations (Wales) Act 2015 is mentioned in paragraph 2.1.3 of the Open Space TGN, and further information will be given in the accompanying Green Infrastructure Plan once published. It is acknowledged that the Act underpins many aspects of green infrastructure and open space design. No change.

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[1] https://futuregenerations.wales/wp-content/uploads/2017/07/FGCW_Well-being_in_Wales-Planning_today_for_a_better_tomorrow_2017FINALENG.pdf

Open space	The Public Health (Wales) Act 2017 will make changes to the law in Wales to improve health and prevent avoidable health harms. Some of the relevant changes in the Act include the production of a national strategy on preventing and reducing obesity and a requirement to undertake health impact assessment for key decisions. It would be wise to make reference to the Act in the SPG.	Act not in existence during drafting but acknowledged as key element alongside Well-being of Future Generations (Wales) Act. Add a new paragraph 2.1.4 of the Open Space TGN (p8) "*Public Health (Wales) Act 2017 requires Local Authorities to undertake health impact assessments in order to reduce national levels of obesity. Provision of recreational open space contributes to improved access to a healthy lifestyle.*" Also to be added to the Green Infrastructure Plan to accompany SPG.
Open space	The City of Cardiff Council Planning for Health SPG provides guidance on the role of planning in improving population health and well-being. The benefits to well-being of having easy access to open space is included and cross referencing to this SPG would be useful.	SPG not in existence during drafting but needs to be tied in to GI SPG. Add to paragraph 2.1.4 of the Open Space TGN (p8) :- "The objectives of the act are supported within the Planning for Health and Wellbeing SPG".
Open space	The food environment plays an important role in promoting a healthy diet and mounting evidence confirms the role of planning and local authorities in ensuring access to food growing spaces. Allotments, community food growing spaces and adequate garden spaces are fundamental elements of the city's green infrastructure and we would recommend inclusion in the SPG. Various resources and texts are available and we would be keen to provide this evidence and support the drafting of a section for inclusion.	Included in Appendix 5 of Open Space TGN – Guidance on provision of allotments and community growing. And defined on p8 of OS TGN. No change. Also within Table 1 of Cardiff Open Space Standard in Open Space TGN. Provision of allotments and community gardens has been identified as a key requirement in masterplanning Strategic Development sites. However due to decision in the LDP hearing allotment provision does not form part of non- strategic sites and is included as part of the 2.43 ha standard, although off-site contributions can in theory be used towards these.
Open space	Child Friendly Cities. The City of Cardiff Council is committed to engaging with the **UNICEF Child Friendly Cities Initiative, focusing on ensuring that** children's rights are embedded across the organisation and partnerships and that policies and practice are child-	Not seen as a direct part of the SPG Many open space and green infrastructure designs are child focused and specific provision is made for fixed and equipment and informal play. No change.

		centred. **We suggest inclusion and consideration of this in the SPG.**	
Open space		Para 3.3.8 seeks to limit the location of heavily mown area. It is considered informal recreation areas should be included in this. Parks such as Bute Park have areas of informal recreation that would not appear to fall within the current definition suggested.	Wording was highlighting potential conflict between open space management/use and biodiversity requirements, but clarification to be added to text. Revise wording in GI SPG Para 3.3.8 *"Regularly mown areas are required for formal recreation areas, for reasons of safety (immediately next to roads), in more formal settings (e.g. adjacent to buildings) and adjacent to footpaths. Elsewhere use of less frequent mowing regimes and creation of wildflower meadow will make open spaces more interesting and enhance biodiversity"* Omit last sentence "*Off-site provision ….*".
Open space		Para 3.3.10 – stating that isolated small area of single function green space will not form part of the green infrastructure of the development is contrary to the 'Open Space' definition on p.10 of the SPG which states that open space can also act as visual amenity and may have conservation and biodiversity importance. If isolated small areas are provided in a development because they cannot be developed then they should form part of the green infrastructure.	The wording refers to the aim to avoid small isolated areas of grass within developments which have no function and cause problems to maintain. The Open Space definition refers to areas of open space that have multiple benefits and these will be considered as part of the green infrastructure, particularly where they create a green corridor. In line with the previous Open Space SPG areas of less than 0.2 ha will not be considered for adoption, and areas of less than 0.08ha will not be considered as green infrastructure unless providing multiple benefits and forming part of a network of green spaces. Revise text 3.3.10 *"Small isolated areas of green space in developments should be avoided as they provide limited benefit and cause maintenance issues.*

			Areas of less than 0.08ha will not be considered as green infrastructure unless providing multiple benefits and forming part of a network of green spaces.
			Areas of open space less than 0.2ha will not be considered for adoption."
Open space		Para 3.1.1 refers to a full assessment of all open space in Cardiff and it being completed in early 2017. Is this information available as it is now mid 2017?	A full assessment of all open space in Cardiff is undertaken at regular intervals and the latest was completed in 2017. Open spaces across the city are assessed and classified to provide a central data set that can be easily updated which will provide the baseline data for all future open space analysis and assessment
Open space		It would appear appropriate to publish the baseline data on a ward basis and include within an SPG. This is the approach seen with other local authorities and provides applicants with an understanding of the level of 'open space' requirements.	This will be included in the above assessment document. No change.
Open space		Table 2 (p.19) defines 'outdoor sports facilities' but excludes school and other institutional playing fields. If these facilities are publically available (dual use) then they should be counted. The SPG should recognise that a flexible approach can be given when the dual use of sites (e.g. strategic sites) can be designed and catered for at the start.	Where dual use facilities are available and sustainable in the long term this would be included, but as Appendix 2.5 discusses dual use facilities and says *"Opportunities may exist for joint use of facilities with schools or private sports clubs, through negotiation of a Community Use Agreement to make them available to the general public. But in order to be considered as providing part of the formal recreational allocation for any new development, there has to be certainty that facilities located within the school or club will be available for community use in perpetuity (or as long as the school or club is present) and will be maintained in a good condition.".* Revision to text in Table 2 (p19 0f Open Space TGN) *"Cardiff definition excludes school and other institutional playing fields **unless formal long term dual use agreement in place.**"*

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Open space	Para 4.5.1 refers to a Built Heritage SPG. Does this exist?	Built Heritage SPG confirmed as not being written. 4.5.1 of Open Space SPG redrafted *"Where built heritage exists within open space (including scheduled ancient monuments, listed buildings or structures and registered historic parks and gardens), an assessment of these will be required in order to be able to determine the impact of the development on the heritage value of the site."*
Open space	Para 5.2.2 refers to functional open space to be more than 0.8ha. This is considered unreasonable and smaller spaces of the correct design can be capable of providing a range of recreational use.	Text refers to 0.08ha rather than 0.8ha. This figure has been used in the previous Open Space SPG and is considered reasonable, although this doesn't rule out exceptions to the rule on specific schemes, particularly where the space forms part of a wider green corridor. No change.
Open space	Para 6.1.1 is overly onerous and unreasonable. An SPG is relevant to a planning application but if an outline planning application is submitted then it would be unreasonable to require the level of detail sought. The appropriate way to require the information would be make it conditional at the point of determination of the outline application. The information could be secured by a standalone planning condition or pursuant to a reserved matters submission.	The information required is reasonable, but the timing of delivery will vary depending on whether it is an outline, hybrid or full application. The more information that can be provided early on in a planning process the better, but this has to be proportionate with the type of application. Additional wording at end of 6.1.1 *"The amount of information and stage of delivery will depend on the type of application, with outline applications requiring less information than full, hybrid or reserved matters applications"*
Open space	The SPG suggesting that timber is not a suitable material for playgrounds is inconsistent with best practice to see more naturalistic play equipment such as the 'balance' trail in Bute Park. The appendices are considered too prescriptive and potentially threaten creativity and innovative design.	See response relating to query on A3.7d below. No change.
Open space	A1.3.b) types of boundary fencing – knees rails to only be steel. This is considered overly restrictive and a visually pleasing material in a residential environment.	Timber knee rails have proved to be less durable and easily vandalised in more exposed locations. Steel knee rails are the required option for Council adoption option but timber may be used in more protected environments and where resources are available to carry out regular repair and maintenance. Revise text A1.3.b *"Knee rails - steel only to be used for sites to be adopted*
Open space	A3.7 d) use of timber equipment. The use of timber equipment is wholly suitable provided the correct timber	A3.7d states that *"timber equipment is not suitable for the majority of playgrounds in Cardiff due to the damp climate. Where timber*

		and fixings / fitting are used. It does not appear appropriate for a GI SPG to include a requirement that essentially deters the use of natural play and timber trim trails.	*equipment is used, it should be fitted with steel shoes for ground installation."* This has been found through considerable experience. Timber equipment is not excluded from designs but has to be in a suitable location in terms of ground conditions and potential for vandalism. Timber provided in play equipment varies significantly in quality and only high quality timber play products should be used. Too often timber equipment is seen as a cheap option to install with little consideration of longevity. There have also been recent safety concerns due to internal decay within timber play equipment leading to unexpected failure. No change.
	Open space	A3.7 f) play surfacing - disagree with surfacing only being around individual equipment, especially when they then recommend the use of sand dressed safety carpet. Feel the design needs to be more flexible as otherwise may comprise the design.	Although safety surfacing across the whole play area can be visually attractive compared to isolated areas, the long term costs of these need to be considered when it comes to replacement. Large areas of surfacing are much more expensive and difficult to repair. Isolated areas can easily be repaired if damaged without the whole playground being affected. Revision to wording on A3.7f *"In order to minimise costs of repair and maintenance of safety surfacing, the selected surface is best limited to within the approved safety zone of the equipment, unless larger repair budgets are available. The Council will not adopt large continuous areas of safety surfacing"*
	Open space	A5.3a) security fencing to allotments – it is considered that options other than galvanized steel palisade security fencing should be referenced and consideration of such at the appropriate time be allowed for.	Agreed, other types of fencing could be suitable depending on the location. Any fencing type must be robust and provide security. Revision to wording A5.3a *"The allotment site should be secured with galvanised or powder coated steel palisade security fencing, minimum 1.8m high, or an alternative such as vertical bar or weldmesh fencing where this provides sufficient security "*
	Open space	The Open Spaces TGN suggests that 'small areas' of open space won't be adopted or counted within open space calculations. EDP considers that 'small areas' is too vague and, at least, that a minimal space of open space should be given below which it won't be counted – A LAP is a small area… it might not be adopted but it should be counted as a viable contribution to the overall open space of a development.	The wording refers to the aim to avoid small isolated areas of grass within developments which have no function and cause problems to maintain. The Open Space definition refers to areas of open space that have multiple benefits and these will be considered as part of the green infrastructure, particularly where they create a green corridor.

In line with the previous Open Space SPG areas of less than 0.2 ha will not be considered for adoption, and areas of less than 0.08ha |

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		will not be considered as green infrastructure unless providing multiple benefits and forming part of a network of green spaces. Revise text 3.3.10 *"Small isolated areas of green space in developments should be avoided as they provide limited benefit and cause maintenance issues.* *Areas of less than 0.08ha will not be considered as green infrastructure unless providing multiple benefits and forming part of a network of green spaces.* *Areas of open space less than 0.2ha will not be considered for adoption."*
Open space	Add references within multi functional green space to also 'take account of biodiversity'	Open space has to balance a number of factors, including biodiversity, when being designed. But it is agreed that the link to Biodiversity would benefit from being included in the list of design principles for successful open space layout (Table 7 page 31). Clauses 3.3.6 and 3.3.7 the overarching SPG document also discuss the relationship between open space and biodiversity. Overall the combined green infrastructure team approach leads to biodiversity being discussed as part of open space design. Additional text to Table 7 Design principles for open space. Item 7 Resilience and Mitigation (from start of paragraph) *"Design of open space should seek to maximise opportunities to increase biodiversity, through the protection of existing habitat and development of new habitat where appropriate, seeking to strengthen wildlife corridors and habitat connectivity to other open space, in line with the Biodiversity TGN."*

Open space	Include biodiversity measures in open space design and reference the evidence for the value for human health and wellbeing.	As above and see previous comments relating to health.
Open space	We welcome the detail in this TGN as well as the provisions outlined.	Noted. No change.
Open space	In particular, we note in 5.3.3 (and the accompanying table) the comment regarding the lack of recreational, allotment and teen/youth provision in the use of open space, putting pressure on existing facilities. We therefore urge that future developments should focus on seeking to remedy this.	Noted. No change.
Open space	A2.5 on Dual Use facilities raises the value of using school facilities but fails to deal with the problem that so often stops such dual use: the cost to the school of opening up, paying the caretaker, heating the school. To cover these costs often sees fees that are prohibitive for small clubs, be they sport or social. Were those costs to be met by the council, then dual use would become viable, with longer term cost savings.	Noted. Additional text A2.5 b) 4th bullet point *"Costs of opening school facilities for a longer period to allow dual use often seen as prohibitive to schools / clubs without additional funding"*
Public rights of way	In 4.1 (page 7) reference should be made to avoiding ecologically sensitive areas.	There are several rights of way paths within ecological sensitive areas. There are also many informal routes which the public are using; therefore a development could use the opportunity to formal strategic routes which will then prevent additional damage to the area. A amendment below clarifies the need to ensure the realignment or creation of a path needs to coincide with the Green Infrastructure SPG:

4.1.1 Paths being realigned or created in an ecologically sensitive area will need to consider technical guidance and the Green Infrastructure SPG to minimise any impact on biodiversity. For example, a site survey may highlight informal routes which are already being used by the public and by formalising and upgrading the surface condition of one or two of the routes will protect the flora and fauna in surrounding area. |

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Public rights of way	Generally, it may be beneficial to add 'now Natural Resources Wales' in brackets after 'Countryside Council for Wales'.	Page 14) CCW changed to Natural Resources Wales
Public rights of way	Para 3.5.2 refers to retaining the rural character of a retained Public Right of Way. It is questioned how the realistic expectation for a public right of way affected by development to retain its rural character. It's retention within a green corridor would seemingly be appropriate but it is unlikely that this retain the rural character that it had previously.	No change. The reference of keeping a rural character is to highlight the need to keep rights of way within open green spaces and green corridors and anywhere which is not in a built up environment.
Public rights of way	Para 4.5.1 refers to lighting of footpaths. It is suggested that reference be made to ecological sensitivities that could influence the type, siting and/or amount of lighting.	Update below as the lighting will be determined on a case by case scenario. The basic principles are outlined and updated in section 4.5.1: Paths which create part of the key links for communities to shops, schools, and transport. Paths which are being considered for upgrading to an adoptable standard will require street lighting. Other paths, which are in an ecologically sensitive area, may not be suitable for street lighting and will need to refer to Protection and Provision of Open Space and Ecology and River Corridors TGNs. Landscape should be creating around a path to ensure there is adequate natural light and preventing dark corners where possible to create a safe and enjoyable path for public access.
Public rights of way	Para 4.6.1 refers to new paths intended for shared use will need to be 4m wide or more. What evidence is there for this and where has the 4m figure been derived from?	This is a recommendation by Sustrans for Active Travel Routes. This can be negotiated depending on the location of the cycle path and how busy it will be.
Public rights of way	It might be useful to include a statement on paths through public parks, whether they constitute a public right of way and how the locking of parks, effectively denying of the public right of way, is justified within any relevant legislation.	Amendment below under section 4.1.1: Public rights of way paths, by law, must be accessible at all times. For example, if a new development is creating public open space and there is a right of way which crosses it, the park cannot be locked at any time.

River Corridors	River Rhymney Positive attributes (2.12 page 7): The last two bullet points appear to be negative rather than positive.	Move text to list of negative attributes
River Corridors	The negative attributes (pages 7, 11 & 14) of the river corridors do not capture the Water Framework Directive (WFD) impacts particularly well. - The Rhymney/ Nant Fawr has urban pressures on the physical environment which are likely to impact biodiversity, connectivity and water quality. - The Taff has urban pressures on the physical environment which are likely to impact biodiversity, connectivity and water quality. - The Ely in parts has the same urban pressures as the Rhymney/Nant Fawr and the Taff. However, it also has agricultural pressures on the water environment.	Amend list of negative attributes for each of the river corridors to include the additional text.
River Corridors	It appears that not all designations are identified in the descriptive text for the river corridors. It is presumed that this text is an overview as opposed to a detailed/exhaustive description of matters to be taken into account in considering planning queries/applications/etc.	Agreed. No Change.
River Corridors	Impacts on otters and other riparian species such as water voles are always a key consideration for developments near rivers. In that respect we welcome the ecological considerations set out in section 3.12 (page 16/17).	Noted. No Change.
River Corridors	We consider that 3.12 (page 16/17) should mention the use of soft engineering and the opportunity to remove previous hard engineering / open up culverts.	Agreed - Insert new text "Encourage where possible the use of soft engineering and the opportunity to remove previous hard engineering / open up culverts" to list :

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River Corridors	Reference should be made in 3.19 (page 18) to certain works and activities within the river corridors potentially requiring a flood risk activity permit (FRAP) which are issued by NRW. Further information can be found at: https://naturalresources.wales/permits-and-permissions/flood-risk-activities/?lang=en	Agreed - Update para 3.19 to include "Certain works and activities within the river corridors may require a flood risk activity permit (FRAP) which are issued by NRW. Further information is available from: https://naturalresources.wales/permits-and-permissions/flood-risk-activities/?lang=en"
River Corridors	Surface water drainage (3.17 page 18) should also consider the potential benefits of slowing the flow of water.	Agreed - Insert additional text into para 3.17.
River Corridors	We consider there is opportunity to mention Water Framework Directive (WFD) objectives in section 3.20 (page 18) and the aim of no deterioration of these. A link to River Basin Management plans / NRW's Water Watch Wales website for further information could be provided.	Agreed - Amend para 3.20 to include "Development proposals should take account of the requirements of the Water Framework Directive and the River Basin Management Plans. Further information is available on NRWs website at: https://naturalresources.wales/evidence-and-data/research-and-reports/water-reports/river-basin-management-plans-published/?lang=en http://waterwatchwales.naturalresourceswales.gov.uk/en/ "
River Corridors	The positive confirmation that the policy is not intended to prevent any development in the designated River Corridor areas as set out in Para 1.9.	No change.
River Corridors	As set out in response to the SPG on Green Infrastructure a corporate and holistic approach to proposals in these areas is required from the council and other statutory authorities	No change.
River Corridors	Landscape Study of Cardiff (1999) is used to define positive and negative attributes of the river corridors. This is a dated approach.	Noted – information formed part of the LDP evidence base and based on an approved methodology and is the latest information available. No change proposed. No change.

River Corridors	Roath Flood Scheme should be mentioned to illustrate how the river corridor is being managed to mitigate against flood risk..	Agreed - Para 2.10 updated to include reference to the Roath Flood Scheme.
River Corridors	As set out in response to the SPG on Green Infra Structure a corporate and holistic approach to proposals in these areas is required from the council and other statutory authorities	Noted. No change.
River Corridors	Reference to UWIC should be Cardiff Metropolitan University	Agreed - Reference updated.
River Corridors	Section on the International Sports Village and Cardiff Bay should be updated in light of recent development and regeneration.	Noted – Section updated.
Suds	Reference is made (p.12) to the City of Cardiff Council SuDS Technical Standards. If this is mentioned then it should be referenced. However, what status does this document have and when was it produced? Has it followed the development plan preparation process of the LDP and therefore consistent with the LDP and national policy?	Cardiff Council's Storm Water Management document is nearing completion. The document will be in accordance with relevant strategies and best practise documents for implementing development with the use of sustainable drainage systems. The document will adhere to all required procedures following its completion as a draft document and reference has been made within the Green Infrastructure SPG as it is anticipated to be a live document prior to the next iteration of the Green Infrastructure SPG review. No change.
Suds	Reference is made on numerous occasions to the SuDS SPG. Does this even exist?	Cardiff Council's Storm Water Management document is nearing completion. The document will be in accordance with relevant strategies and best practise documents for implementing development with the use of sustainable drainage systems. The document will adhere to all required procedures following its completion as a draft document and reference has been made within the Green Infrastructure SPG as it is anticipated to be a live document prior to the next iteration of the Green Infrastructure SPG review. No change.
Trees and soils	The documents need to make it clear that any trees planted must be wild-life friendly, providing flowers, berries, nuts and seeds, roosts and nesting sites. The document should include guidance on the kind of trees	The Trees TGN includes a section on wildlife value and an appendix that gives wildlife value as a selection criterion. This is considered sufficient to enable informed decision making regarding the wildlife value of particular trees in relation to development proposals. Tree

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		and shrubs that should be planted – e.g. RHS list - https://www.rhs.org.uk/advice/profile?PID=551	planting should be undertaken not only in the interests of wildlife but for the wider environmental and aesthetic benefits it provides. Many non-native trees have important attributes in this regard and are not devoid of wildlife. No change.
Trees and soils		Hedgerows – the document needs to make clear that hedges are of great importance to wildlife and new hedges must be provided wherever possible and appropriate. Hedges must comprise a mixture of nature-friendly species	Hedgerows **can** be of importance to wildlife and the purpose of the assessment in accordance with the Hedgerows Regulations specified in the Trees TGN is to establish how important they may be in this regard, and whether the hedgerow has other important attributes that mean its retention or translocation is desirable as part of development. Unless hedgerows havebeen specifically designed to benefit wildlife, rather than as a barrier to farm livestock or to demarcate an important boundary, then their value to wildlife is context dependent. Much greater value to wildlife might, for example, be obtained from a line of trees. In this light, an excessively prescriptive approach to hedgerow retention and planting is not considered appropriate and should instead be informed by appropriate assessments. No change.
Trees and soils		There is no specific mention of consideration for species (e.g. bats, birds, dormice etc) when removing trees. It would be beneficial to include within this TGN a statement requiring trees with crevices or hollows or other features to be subject to survey in line with the BCT Guidelines 2016 and Dormouse Conservation Handbook 2006. Reference also should be made to the Bat Tree Habitat Key.	The Trees TGN is not intended to cover topics around wildlife law that run separate to planning policy and are adequately covered in other SPG and in law. Such duplication would make for a more unwieldy document. No change.
Trees and soils		para 3.6.6 - *The planting of native tree species of local provenance, should be undertaken where this will provide clear, demonstrable ecological benefits, but otherwise mixed planting schemes incorporating native and non-native species well adapted to the predicted effects of climate change, are preferred.* In what circumstances would planting native trees of local provenance NOT provide ecological benefits? This para needs to be strengthened to make it clear that any trees	Ecological benefits do not come from flowers, berries, nuts etc. alone, and the Trees TGN includes a section on trees and wildlife that explains this. For example, a line of native oaks planted in a hard landscape environment may rapidly suffer stress and poor health, with a limited range of organisms taking advantage of this (e.g. pathogens), resulting in stunted growth and a reduced life expectancy. A line of urban tolerant non-native trees may thrive in the same environment, living for a long time, intercepting lots of rainfall and pollution, and not presenting a nuisance to users of the surrounding environment - e.g. by the fall of fruit. The Trees TGN

	(native or not) planted must be wild-life friendly, providing flowers, berries, nuts and seeds, roosts and nesting sites. (See Dudley Council Nature Conservation SPD, Appendix 3 - http://www.dudley.gov.uk/resident/planning/planning-policy/local-plan/naturecons-spd/) The TGN should include guidance on the kind of trees and shrubs that should be planted – e.g. RHS list - https://www.rhs.org.uk/advice/profile?PID=551	includes an appendix with wildlife value one of a number of selection criteria to take into account when planting trees as part of development. No change.
Trees and soils	paras 3.7.2 and 3.7.3 – hedgerows – the document needs to make clear that hedges are of great importance to wildlife and where new hedges are to be provided, these must be a mixture of nature-friendly species	Hedgerows **can** be of importance to wildlife and the purpose of the assessment in accordance with the Hedgerows Regulations specified in the Trees TGN is to establish how important they may be in this regard, and whether the hedgerow has other important attributes that mean its retention or translocation is desirable as part of development. Unless hedgerows have been specifically designed to benefit wildlife, rather than as a barrier to farm livestock or to demarcate an important boundary, then their value to wildlife is context dependent. Much greater value to wildlife might, for example, be obtained from a line of trees. In this light, an excessively prescriptive approach to hedgerow retention and planting is not considered appropriate and should instead be informed by appropriate assessments. No change.
Trees and soils	Appendix 1 – the importance of hedges needs to be strengthened in the *Does the Green Infrastructure Statement adequately reflect?* Section.	As above. No change.
Trees and soils	The appendix of tree species appears to be missing.	It is at the end of the Trees TGN. No change.
Trees and soils	Trees must be wildlife friendly – e.g. providing food, roost and nest sites.	The Trees TGN includes a section on wildlife value and an appendix that gives wildlife value as a selection criterion. This is considered sufficient to enable informed decision making regarding the wildlife value of particular trees in relation to development proposals. Tree planting should be undertaken not only in the interests of wildlife but for the wider environmental and aesthetic benefits it provides. Many

			non-native trees have important attributes in this regard and are not devoid of wildlife. No change.
Trees and soils	It would also be helpful to provide the names of trees in both Latin and English.	This is done in the appendix at the end of the Trees TGN. No change.	
Trees and soils	Hedgerows 4.3 (Page 17):It would be useful to advise that where hedgerows form part of an application site or development is to affect hedgerows, there is the potential need to undertake ecological surveys by an appropriately qualified, experienced and licenced ecologist and where appropriate an EPS licence obtained from NRW.	This section makes clear the requirement to undertake an assessment in accordance with the Hedgerows Regulations. Other assessments are covered by the Ecology TGN. No Change.	
Trees and soils	It would be useful to advise that where trees are to be removed they may need to be surveyed/checked for protected species by an appropriately qualified, experienced and licenced ecologist and where appropriate an EPS licence obtained from NRW. Where no licence is required it may be useful to advise that trees are removed with a precautionary approach to ecology.	The Trees TGN is not intended to cover topics around wildlife law that run separate to planning policy and are adequately covered in other SPG and in law. Such duplication would make for a more unwieldy document. No Change.	
Trees and soils	Para 3.7.3 refers to replanting of hedgerows. A required replacement ratio of 3 to 1 is considered overly strict and the compensation should be weighed up and be proportionate to impact. The quality of the replacement planting should be given proper regard as well as the quantity, especially when looking at large strategic sites. In consideration of licensing and legislation requirements of EPS, mitigation measures should focus on restoring habitat function necessary to maintain favourable conservation status of the protected species. Additionally these requirements are not consistent across documents, with no mention of it within the ecology or tree TGN (nor are tree planting ratios provided).	Providing a ratio of 3 to 1 may be justifiable on ecological grounds, and this should be covered in the ecology TGN. It is accepted that much depends on context, though planting only in the interests of protected species rather than ecosystems, is considered too prescriptive. The Trees TGN seeks to avoid 'numbers games', placing the emphasis on good design. For example, two well-planted large species trees may bring greater cumulative value than 5 small trees planted in sub-optimal locations and to poor specifications. No change.	
Trees and soils	Para 8.6.1 deals with protection of Council trees. Any tree survey and subsequent protection measures would be to	Noted. No change.	

		the appropriate British Standard for any tree(s). It is not understood why Council trees are specially mentioned.	
Trees and soils		Monitoring suggested on page 15 is not considered reasonable. The requirements for monitoring should be agreed through the provision of an AIA (either as a submission or by planning condition) and then adhered to in writing. Further monitoring / control to this is not required or reasonable.	The Arboricultural Impact Assessment (AIA) should show what the likely impacts of development on trees will be, but does not provide for a methodology to ensure their protection during the course of development. Extensive case experience has shown that the only way to have reasonable confidence that tree protection measures that have been agreed in writing during the planning process are being adhered with during development, is through auditable site monitoring by an arboriculturist. The comment does not provide for a sensible alternative and does not explain what is unreasonable or unnecessary about this requirement. No change.
Trees and soils		Regarding buffers adjacent to woodland, the documents are not particularly consistent with each other. The 15m ecotone buffer applies to Ancient Woodland in the Ecology TGN but seemingly applies to all woodland resource within the tree TGN. There is a further general requirement for ecotones to be planted adjacent to all woodland habitat which could be of concern to developers regarding planting/management costs, over-shading, etc. EDP would suggest this requirement is again too prescriptive. Whilst the 15m buffer precedent for AW has been set through case law, what is to be provided within such buffers should be determined on a case by case basis and should be proportionate and appropriate both to the development and to the existing biodiversity resource to be impacted.	The Trees TGN makes clear the multi-functional (not just ecological) benefits of ecotones, and also makes clear that 15m is the default extent, not the extent that is appropriate in all cases. It also makes clear that an ecotone may be planted, or achieved via natural regeneration with management intervention. Extensive case experience with woodlands bounding residential development is of high levels of perceived and actionable nuisance, branch and tree failures due to wind tunnel effects and degradation of the woodland due to tipping of garden and general waste and unsuitable pruning or felling. No change.
Trees and soils		As a general, introductory observation, this TGN refers to Cardiff as the 'undisputed tree capital' of the UK, but we question whether the appropriate resources for the management of trees are in place. There are innumerable instances of overgrowth obstructing bus stop signs and lamp-posts, all of which can have a detrimental impact on how people move about an area, making them more likely to use their car rather than walk or cycle. Ward members	These are all non-planning matters and the SPG is not the appropriate place to address them. No change.

	also regularly report incidents where trees have grown into roads, creating safety hazards for drivers and pedestrians.	
Trees and soils	In reference to the 'Ecotone' (page 17) the TGN refers to the need to minimise risks of garden waste and litter being thrown into woodlands. The council currently has no successful strategy in place for achieving this in current estates, let alone future developments.	This is not a planning matter and the SPG is not the appropriate place to address the issue. No change.
Trees and soils	There also needs to be clarity about whether retrospective action can be taken when old planting schemes do not meet modern guidance on the 'Ecotone' 15 metre buffer. Where trees have been planted in such close proximity to homes that they become a nuisance (as detailed on page 13), can residents have an expectation that remedial action will be taken to remove the offending trees, so long as there are no compelling reasons for their retention?	This is not a planning matter and the SPG is not the appropriate place to address the issue. No change.

Appendix 3. List of considerations for Green Infrastructure Statement

The following table sets out a list of considerations that planning applicants are advised to consider when providing green infrastructure information in support of their application. It is not a checklist as such, but rather a guide to aid a structured approach to considering green infrastructure and to producing a Green Infrastructure Statement.

Details in support of planning application	Signpost to Technical Guidance Note (TGN) or Supplementary Planning Guidance (SPG)
Are any of the following required:	
Environmental Statement	Ecology TGN
Green Infrastructure Statement	
Landscape character assessment	Parks / POS TGN
Hydrological Impact Assessment	Forthcoming Storm Water management document
Preliminary Ecological Appraisal	Ecology TGN
Ecological Impact Assessment	Ecology TGN
Large scale map of existing GI showing context at neighbourhood and citywide levels.	Parks / POS TGN
Conclusions of contextual analysis – with illustrations	Parks / POS TGN
Tree assessment in accordance with BS5837:2012	Trees TGN
Soil Resource Survey	Soils TGN
Multifunctional green space	
Does the Green Infrastructure Statement adequately reflect:	
A joined-up network of multifunctional green space	Parks / POS TGN
Avoidance of greenspace at rear of properties	Parks / POS TGN
Avoidance of isolated green space	Parks / POS TGN
SuDS integrated into greenspace layout	Forthcoming Storm Water management document
Floodplain integrated into greenspace layout	Forthcoming Storm Water management document
Retention of soft landscape features identified and protection proposed	Parks / POS TGN
Space provided for new tree growth	Trees TGN

Service runs in pathways where possible and not impacting on trees	Trees TGN
Adequate open space provision	Parks / POS TGN
Adequate children's play provision	Parks / POS TGN
Adequate teen facilities provision	Parks / POS TGN
Adequate allotments / growing provision	Parks / POS TGN
Ecology and Biodiversity	
Does the Green Infrastructure Statement adequately reflect:	
Statutory protection afforded to certain designated sites	Ecology TGN
Statutory protection afforded to certain species	Ecology TGN
Maintenance and enhancement of ecosystem resilience	Ecology TGN
Mitigation hierarchy applied where potential impacts upon nature conservation interests have been identified	Ecology TGN
Robust habitat corridors provided, where habitat is to be lost	Ecology TGN
Appropriate consideration of SINC sites in accordance with section 5.5.3 of TAN5	Ecology TGN
Ponds incorporated into SuDS, where appropriate	Forthcoming Storm Water management document
Habitat features incorporated into built environment where appropriate	Parks / POS TGN
Receptor sites for translocated species secured in advance of development	Ecology TGN
Management regimes of verges considered	Parks / POS TGN
Dark corridors for wildlife such as bats	Ecology TGN
Provision of ecotones of 15m width adjacent to woodland	Trees TGN
Public Rights of Way	
If being retained on their original alignment:	
Is the character retained?	PRoW TGN
Is the route still logical and coherent?	PRoW TGN
Does the route link areas of green space/wider countryside?	PRoW TGN
If the route is being diverted:	
Does the route divert into open space or a wildlife corridor?	PRoW TGN
Does the route link to local facilities and community?	PRoW TGN
Does the route link to the wider countryside?	PRoW TGN
Is the corridor wide enough to be safe and attractive?	PRoW TGN
If there are new routes to be considered:	
Are there routes through the development site the public are using but not yet recorded as PROWs?	PRoW TGN

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Does the route link to local facilities and community?	PRoW TGN
Trees, Landscaping and Soils	
Does the Green Infrastructure Statement adequately reflect:	
Assessments of trees and hedgerows used to inform design	Trees TGN
Consideration of impact of services upon new and retained trees	Trees TGN
Early involvement of landscape architect and arboriculturist at design inception	Trees TGN
Supply, planting and aftercare programme for newly planted trees in accordance with BS 8545:2014	Trees TGN
Highway and other transport infrastructure accommodates, where feasible, sufficient growing space to allow establishment and long-term growth of new trees	Trees TGN
Provision of ecotones of 15m width adjacent to woodland	Trees TGN
Native trees of local provenance used where there is a clear ecological benefit	Trees TGN
New tree planting must follow a clear design aesthetic rather than comprising randomly selected trees	Trees TGN
New tree planting has considered the predicted impacts of climate change	Trees TGN
Early consideration given to the adequate provision of useable soil, water and oxygen for newly planted trees	Trees TGN / Soils TGN
Location of tree planting reflects future growth potential of the tree	Trees TGN
Soils must be subject to assessment in conjunction with the 'Construction Code of Practice for the Sustainable Use of Soils on Construction Sites' (DEFRA, 2009)	Soils TGN
River Corridors	
Is the proposed development within one of the River Corridors as defined in the River Corridors TGN?	River Corridors TGN
Do the proposals affect visual and/or physical access to the river?	PRoW/River Corridors TGN
Is the provision of open space within the river corridor taken into account?	POS/River Corridors TGN
Is the biodiversity within the river corridor maintained or enhanced by the proposal?	Ecology & Biodiversity / River Corridors TGN
Has the impact upon landscape, and the historical and cultural environment, been considered?	River Corridors TGN
Does the proposal adequately consider surface water drainage, flood prevention, water quality and pollution	SuDS SPG / Waste Collection and Storage

prevention, safety, litter and management and maintenance?	Facilities / River Corridors TGN
Aftercare	
Has aftercare been considered / agreed such that all elements of Green Infrastructure are managed in an integrated way?	All
Are monitoring and remediation measures in place to ensure that green infrastructure mitigation measures are effective in the long term?	All

An additional checklist relating to protection of existing open space and design of new open space is given at the end of the Protection and Provision of Open Space Technical Design Guide.

Appendix 4. References

Biodiversity Positive: Eco-towns Biodiversity Worksheet. TCPA. December 2009

Biodiversity for Low and Zero Carbon Buildings: A Technical Guide for New Build Bat. Conservation Trust. March 2010.

Cardiff Liveable Design Guide – Placemaking, Urban Design, Architecture. Cardiff Council. May 2015.

Guidance for Local Authorities on Public Rights of Way, WG28059. August 2016

POST Note No 281: Ecosystem Services. Parliamentary Office of Science and Technology. March 2007.

Planning Obligations Supplementary Planning Guidance draft November 2016

The SuDS Manual CIRIA C753. 2015.

Cardiff Green Infrastructure SPG

Ecology and Biodiversity
Technical Guidance Note (TGN)

CARDIFF
CAERDYDD

Cardiff Green Infrastructure SPG:

Ecology & Biodiversity Technical Guidance

Note (TGN)

November 2017

Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

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Ecology & Biodiversity TGN Part 1 – Policy Guidance

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PART 1

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Appendix 1.A   Planning Officers Checklist

Ecology & Biodiversity TGN Part 2 – The Cardiff Resource

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PART 2

Appendices to Part 2

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Part 1

1.1   Introduction

This Technical Guidance Note (TGN) forms part of the Green Infrastructure Supplementary Planning Guidance, which supplements policies in the adopted Cardiff Local Development Plan (LDP).

Welsh Government supports the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications. Policies in the LDP to which this TGN relates are identified in the following sections:-

- Part 1 sets out how the Council will implement development plan policies relating to ecology and biodiversity, including how it will assess planning applications which could have an impact on ecological and biodiversity interests, the information applicants will need to provide to enable this, and the legislative framework within which the Council must operate.

- Part 2 sets out the biodiversity/nature conservation resource of Cardiff, including designated sites and biodiversity priorities.

Biodiversity is defined by the Convention on Biological Diversity as "*the variability among living organisms from all sources including, inter alia, terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems*".

For the purposes of this document, 'biodiversity' (short for biological diversity) is taken to have the same meaning and be interchangeable with terms such as 'nature' and 'wildlife'.

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Further guidance on how biodiversity should be considered in the planning system are given on the Biodiversity Planning Toolkit website:-
http://www.biodiversityplanningtoolkit.com/default.asp

1.2 Context in relation to Green Infrastructure SPG

The Ecology & Biodiversity TGN forms part of the Green Infrastructure SPG, alongside other subject areas, as follows:-

- Ecology and Biodiversity TGN
- Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

A forthcoming City of Cardiff Council Storm Water Management document will also relate to the Green Infrastructure SPG.

Green Infrastructure is defined as:-

'*The multi-functional, connected green spaces that make the best of land - providing green open space for all, at the same time helping wildlife to flourish, and delivering a wide range of economic, health and community benefits. This is as important to the city as its 'grey' infrastructure of roads, buildings and power lines, and helps to address many of the social and environmental issues linked to urban life.'*

Green infrastructure represents the biological and hydrological element of an ecosystem, which along with other elements such as geology, topography, climate and the weather, combine to provide the ecosystem services upon which our lives depend.

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This direct link between biodiversity and ecosystem services, via green infrastructure, has gained widespread recognition, for example:-.

- According to the General Assembly of the United Nations, biodiversity '*underpins ecosystem functioning and the provision of ecosystem services*'.

- According to the Environment (Wales) Bill 2015 Explanatory Memorandum, '*Biodiversity drives the functioning of our ecosystems which in turn deliver a multitude of essential ecosystem services to society. Changes in the distribution and abundance of plants, animals, and microbes affect ecosystem functions and the capacity of those functions to deliver ecosystem services. Loss of species from ecosystems affect their ability to resist invasion by other species, affect production and nutrient cycling, and affect the reliability and stability of ecosystems. Therefore, biodiversity is essential to sustaining ecosystems that provide the vital services our lives depend on. Where biodiversity is lost and perhaps never fully recovered, it affects the capacity of ecosystems to adapt to changes and disturbances*.'

Maintaining and enhancing the diversity of biological organisms is a key component of both the integrated approach and of the sustainable management of natural resources. The variability of our biological resources is a vital element in ensuring that our ecosystems are healthy and functioning, and that their integrity is maintained and enhanced such that they continue to provide the ecosystem services upon which we all rely.

In other words, biodiversity is an essential component of green infrastructure, and in turn, green infrastructure provides essential support for biodiversity.

The LDP ecology, biodiversity and green infrastructure policies are intended to maintain and enhance biodiversity and green infrastructure, such that

ecosystems are supported in their delivery of ecosystem services, in accordance with national and international strategies.

1.3   Context in Relation to Policy and Legislation

1.3.1 International Nature Conservation Policy

International nature conservation policies, set out below, provide the context for Wales' national nature conservation policies, which in turn must be reflected in Cardiff's local policies.

Convention on Biological Diversity (CBD)

The United Nations Convention on Biological Diversity (the 'CBD'), to which the UK government is a signatory, has produced a Strategic Plan for 2011-2020. The vision of this strategic plan is:-

> *"By 2050, biodiversity is valued, conserved, restored and wisely used, maintaining ecosystem services, sustaining a healthy planet and delivering benefits essential for all people."*

A series of Biodiversity Targets, known as the 'Aichi Targets' are set out by the CBD.   There are grouped into 5 strategic goals thus:-

Strategic Goal A: Address the underlying causes of biodiversity loss by mainstreaming biodiversity across government and society

Strategic Goal B: Reduce the direct pressures on biodiversity and promote sustainable use

Strategic Goal C: To improve the status of biodiversity by safeguarding ecosystems, species and genetic diversity

Strategic Goal D: Enhance the benefits to all from biodiversity and ecosystem services

Strategic Goal E: Enhance implementation through participatory planning, knowledge management and capacity building

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In addition, the CBD considers the ecosystem approach, describing it as '*a strategy for the integrated management of land, water and living resources that promotes conservation and sustainable use in an equitable way*', which is widely recognised as international best practice for addressing the decline in biodiversity. Through the concept of sustainable management, the Environment (Wales) Act 2016 puts the ecosystem approach on a statutory basis, drawing on the 12 principles established by the CBD.

European Union Biodiversity Strategy (EUBS)

The European Union Biodiversity Strategy is aimed at reversing biodiversity loss and speeding up the EU's transition towards a resource-efficient and green economy. The 2020 headline target is one of '*Halting the loss of biodiversity and the degradation of ecosystem services in the EU by 2020, and restoring them in so far as feasible, while stepping up the EU contribution to averting global biodiversity loss'*.

The EUBS document places a new focus on ecosystem services, so in addition to halting the loss of biodiversity, the new strategy also highlights, for the first time, the immense value of ecosystem services and the urgent need to maintain and restore these for the benefit of both nature and society.

1.3.2   UK Nature Conservation Policy

The UK Post-2010 Biodiversity Framework

The UK Post-2010 Biodiversity Framework, published in July 2012, succeeds the UK Biodiversity Action Plan (UKBAP) and the 'Conserving Biodiversity – the UK Approach' document. It is the result of a change in strategic thinking following the publication of the CBD's 'Strategic Plan for Biodiversity 2011–2020' and its 20 'Aichi Biodiversity Targets', at Nagoya, Japan in October 2010, together with the launch of the new EU Biodiversity Strategy (EUBS) in May 2011. The Framework demonstrates how the work of the four countries and the

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UK contributes to achieving the Aichi Biodiversity Targets, and identifies the activities required to complement the country biodiversity strategies in achieving the targets.

1.3.3 Nature Conservation Policy in Wales

The Environment Strategy for Wales

The Environment Strategy for Wales 2006 is the Welsh Assembly Government's long term strategy for the environment of Wales, setting the strategic direction up to 2026. It is supported by a series of regularly updated action plans and a policy map setting out the key actions that will be taken to deliver the outcomes in the Strategy.   The purpose of the Strategy is to provide the framework within which to achieve an environment which is clean, healthy, biologically diverse and valued by the people of Wales. By 2026, the ambition is to see Wales' distinctive environment thriving and contributing to the economic and social wellbeing and health of all of the people of Wales. The Environment Strategy for Wales is currently being reviewed in the light of the Natural Resource Management Approach, below.

Natural Resource Management Approach

Welsh Government strategy for management of natural resources involves taking an integrated approach to ensure that natural resources are managed sustainably.

> '*Natural resources cover much more than the "environment". They supply everything from the air we breathe to the food we eat; from the land we develop to the water we use to cool our heavy industry.*
>
> *They are as fundamental to the success of our economy and the wellbeing of our people as they are to quality of the natural environment. Demands on our natural resources are increasing so we need to find a way to work together to build healthier relationships with our*

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environment. By managing our natural resources sustainably, we can create jobs and support sustainable housing and infrastructure to help our economy thrive.

Our aim is to sustainably manage our natural resources in a way and at a rate that can maintain and enhance the resilience of our ecosystems whilst meeting the needs of present generations without compromising the ability of future generations to meet their needs. Our overall aim is to ensure that Wales has increasingly resilient and diverse ecosystems that deliver economic, environmental and social benefits.'

(http://gov.wales/topics/environmentcountryside/consmanagement/natural-resources-management/?lang=en accessed November 2016)

Nature Recovery Plan

Welsh Government has produced a Nature Recovery Plan which is aimed at addressing the underlying causes of biodiversity loss by putting nature at the heart of its decision-making, by increasing the resilience of Wales' natural systems (ecosystems), and by taking specific action for habitats and species. It sets out how Wales will deliver the commitments of the EU Biodiversity Strategy and the UN Convention on Biological Diversity to halt the decline in our biodiversity by 2020 and then reverse that decline.

The plan builds on Wales' ground-breaking new legislative framework. The Well-being of Future Generations (Wales) Act 2015 challenges us all to look at the long-term impacts of decisions and to work to meet our seven Well-being Goals, including increasing the resilience of our ecosystems, while the Environment (Wales) Act 2016 enshrines the principles of the UN's Convention on Biological Diversity in law by adopting an ecosystems approach to how we manage our natural resources in future.

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The Nature Recovery Plan will also set out the governance structure for the coordination of local nature-conservation action in Wales. This will replace the Local Biodiversity Action Plan process.

1.3.4 National Planning Policy

The Welsh Government's aims and objectives for nature conservation are set out in Planning Policy Wales (PPW – 9th Edition November 2016)) Chapter 5 and supported by the advice in Technical Advice Note (TAN) 5. It is clear from these policy documents that the protection and enhancement of landscapes, habitats and species are among the Welsh Government's priorities. **Policy 5.2.8** of PPW sets out how the planning system has an important part to play in meeting biodiversity objectives by promoting approaches to development which create new opportunities to enhance biodiversity, prevent biodiversity losses, or compensate for losses where damage is unavoidable. Local planning authorities must address biodiversity issues, insofar as they relate to land use planning, in both development plans and development management decisions. Local planning authorities should consider how they might accommodate a response to climate change as part of their overall approach towards meeting biodiversity objectives. Ways in which the adaptation needs of biodiversity could be considered include identifying the scope for minimising or reversing the fragmentation of habitats and improving habitat connectivity through the promotion of wildlife corridors. Local planning authorities should ensure that development minimises impact within areas identified as important for the ability of species to adapt and/or to move to more suitable habitats.

Policy 5.5.11 of PPW states that the presence of a species protected under European or UK legislation is a material consideration when a local planning authority is considering a development proposal which, if carried out, would be likely to result in disturbance or harm to the species or its habitat. Local planning authorities should advise anyone submitting a planning application that they must conform to any statutory species protection provisions affecting the site concerned, and should consult CCW (now incorporated into Natural Resources Wales) before granting permission. An ecological survey to confirm whether a

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protected species is present and an assessment of the likely impact of the development on a protected species may be required in order to inform the planning decision.

Policy 5.5.12 relates to European Protected Species, and reminds us that developments are always subject to the legislation covering European protected species regardless of whether or not they are within a designated site. New developments for which development works would contravene the protection afforded to European Protected Species require derogations from the provisions of the Habitats Directive. A derogation may only be authorised if there is no satisfactory alternative and if the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in its natural range. The development works to be authorised must be for the purposes of preserving '*public health or safety, or for other imperative reasons of overriding public interest, including those of a social or economic nature and beneficial consequences of primary importance for the environment'*. Derogations are granted by a licence issued by Natural Resources Wales. Local planning authorities are under a duty to have regard to the requirements of the Habitats Directive in exercising their functions. **To avoid developments with planning permission subsequently not being granted derogations in relation to European protected species, planning authorities should take the above three requirements for derogation into account when considering development proposals where a European protected species is present.**

Planning Policy Wales is supported by Technical Advice Note (TAN) 5 which provides advice about how the land use planning system should contribute to protecting and enhancing biodiversity and geological conservation.

The **Development Management Manual 2016** also considers protected species as a material planning consideration. Section 9.4.13 states that the presence of a protected species is a material consideration when an LPA is considering a development proposal that, if carried out, would be likely to result in disturbance or harm to the species or its habitat. Section 9.4.14 adds that it

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is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision.

1.3.5 Local Planning Policy

Local Development Plan Policies

The following are excerpts from the main LDP policies which relate directly to ecology and biodiversity.

KP16: Green Infrastructure

Cardiff's distinctive natural heritage provides a network of green infrastructure which will be protected, enhanced, and managed to ensure the integrity and connectivity of this multi-functional green resource is maintained.

Protection and conservation of natural heritage network needs to be reconciled with the benefits of development. Proposed development should therefore demonstrate how green infrastructure has been considered and integrated into the proposals. If development results in overall loss of green infrastructure, appropriate compensation will be required.

EN5: Designated Sites

Development will not be permitted that would cause unacceptable harm to sites of international or national nature conservation importance.

Development proposals that would affect locally designated sites of nature conservation and geological importance should maintain or enhance the nature conservation and/or geological importance of the designation. Where this is not the case and the need for the development outweighs the nature conservation importance of the site, it should be demonstrated that there is no

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satisfactory alternative location for the development which avoids nature conservation impacts, and compensation measures designed to ensure that there is no reduction in the overall nature conservation value of the area or feature.

EN6: Ecological Networks and Features of Importance for Biodiversity

Development will only be permitted if it does not cause unacceptable harm to:

(i) Landscape features of importance for wild flora and fauna, including wildlife corridors and 'stepping stones' which enable the dispersal and functioning of protected and priority species;

(ii) Networks of importance for landscape or nature conservation.

Particular priority will be given to the protection, enlargement, connectivity and management of the overall nature of semi natural habitats.

Where this is not the case and the need for the development outweighs the nature conservation importance of the site, it should be demonstrated that there is no satisfactory alternative location for the development and compensatory provision will be made of comparable ecological value to that lost as a result of the development.

EN7: Priority Habitats and Species

Development proposals that would have a significant adverse effect on the continued viability of habitats and species which are legally protected or which are identified as priorities in the UK or Local Biodiversity Action Plan will only be permitted where:

i. The need for development outweighs the nature conservation importance of the site;

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ii. The developer demonstrates that there is no satisfactory alternative location for the development which avoids nature conservation impacts; and

iii. Effective mitigation measures are provided by the developer.

Where harm is unavoidable it should be minimised by effective mitigation to ensure that there is no reduction in the overall nature conservation value of the area. Where this is not possible, compensation measures designed to conserve, enhance, manage and, where appropriate, restore natural habitats and species should be provided.

Other relevant policies

The following policies contain elements which relate to green infrastructure and/or Biodiversity, and so may be invoked where a development proposal may impact upon nature conservation interests.

KP3(A): Green Wedge

In order to strategically manage the urban form of Cardiff and to protect the setting of the urban area, a Green Wedge is proposed on land North of the M4 as shown on the Proposals Map. Within this area development which prejudices the open nature of this land will not be permitted. Positive biodiversity, landscape, climate change mitigation and informal recreational management and enhancement measures will be encouraged in this area to further enhance the long term role of the area as a key natural resource benefitting the city.

KP7: Planning Obligations

The Planning Obligations Supplementary Planning Guidance (SPG) sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It also sets out the mechanisms for securing survey, assessment, mitigation, compensation and enhancement of ecological and biodiversity interests.

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KP15: Climate Change

To mitigate against the effects of climate change and adapt to its impacts, development proposals should take into account the following factors:

      i. Reducing carbon emissions;

      ii. Protecting and increasing carbon sinks;

      iii. Adapting to the implications of climate change at both a strategic and detailed design level;

      iv. Promoting energy efficiency and increasing the supply of renewable energy;

      v. Avoiding areas susceptible to flood risk in the first instance in accordance with the sequential approach set out in national guidance;

      vi. Preventing development that increases flood risk.

KP 18: Natural Resources

In the interests of the log-term sustainable development of Cardiff, development proposals must take full account of the need to minimise impacts on the city's natural resources and minimise pollution.

EN4: River Corridors

The natural heritage, character and other key features of Cardiff's river corridors will be protected, promoted and enhanced, together with facilitating sustainable access and recreation.

EN8: Trees, Woodlands and Hedgerows

Development will not be permitted that would cause unacceptable harm to trees, woodlands and hedgerows of significant public amenity, natural or cultural heritage value, or that contribute significantly to mitigating the effects of climate change.

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1.3.6 Legislation

Certain pieces of nature conservation legislation place statutory duties upon Cardiff Council, including its planning function. Implementation of the nature conservation policies in the LDP will ensure compliance with these statutory duties. Where documents refer to EU legislation, this should be taken to mean any subsequent relevant legislation adopted by UK Government and/or Welsh Government post-Brexit.

Conservation of Habitats and Species Regulations 2010 (as amended).

This legislation is often referred to as the 'Habitats Regulations' and implements the EU Council Directive 92/43/EEC of 21 May 1992 on the Conservation of Natural Habitats and of Wild Fauna and Flora, and the 2009/147/EC Directive of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds. These are known as the 'Habitats Directive' and the 'new Wild Birds Directive', respectively.

The main link between this legislation and the planning system is Regulation 9(3), which states that '*Without prejudice to the preceding provisions, a competent authority, in exercising any of their functions, must have regard to the requirements of the Directives so far as they may be affected by the exercise of those functions.*'. This means that as part of any Cardiff Council function, including its planning function, it must be ensured that the protection afforded to European Protected Species (EPS) or habitats, is in place.

Specific procedures relating to EPS and European designated sites are set out in more detail in relevant sections of this TGN.

Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000 and the Natural Environment and Rural Communities Act 2006)

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The Wildlife and Countryside Act is the main legislation in the UK which sets out protection of species and designation of Sites of Special Scientific Interest (SSSIs). It also considers invasive non-native species, and control of hunting and trapping wild animals.

Specific procedures relating to UK protected species and SSSIs are set out in more detail in relevant sections of this SPG.

Natural Environment and Rural Communities (NERC) Act 2006

The Act is primarily intended to implement key aspects of the Government's Rural Strategy published in July 2004; it also addresses a wider range of issues relating broadly to the natural environment. The Act also makes provision in respect of biodiversity, pesticides harmful to wildlife and the protection of birds, and in respect of invasive non-native species. It alters enforcement powers in connection with wildlife protection, and extends time limits for prosecuting certain wildlife offences. It addresses a small number of gaps and uncertainties which have been identified in relation to the law on sites of special scientific interest. It also amends the functions and constitution of National Park authorities, the functions of the Broads Authority and the law on rights of way (DEFRA website September 2016).

Environment (Wales) Act 2016

The Environment (Wales) Act became law in 2016, and includes, among other things, a new Biodiversity and Resilience of Ecosystems Duty:-

> '(1) A public authority must seek to maintain and enhance biodiversity in the exercise of functions in relation to Wales, and in so doing promote the resilience of ecosystems, so far as consistent with the proper exercise of those functions.
>
> (2) In complying with subsection (1), a public authority must take account of the resilience of ecosystems, in particular the following aspects—

(a) diversity between and within ecosystems;

(b) the connections between and within ecosystems;

(c) the scale of ecosystems;

(d) the condition of ecosystems;

(e) the adaptability of ecosystems.'

A further duty is that public bodies such as Cardiff Council will have to publish a report on how they intend to comply with the Biodiversity and Resilience of Ecosystems Duty before the end of 2017. By the end of 2019, and before the end of every third year after 2019, Cardiff Council will have to report on how it has achieved compliance with that duty.

These measures, together with those in the Well-being of Future Generations Act below, are intended to ensure that the Ecosystem Approach is put on a statutory footing in Wales.

Natural Resources Wales (NRW) has a duty set out in this Act to prepare and publish statements ("area statements") for the areas of Wales that it considers appropriate for the purpose of facilitating the implementation of the national natural resources policy. Each area statement must—

(a) specify the priorities, risks and opportunities for sustainable management of natural resources which NRW considers need to be addressed in the area, and

(b) state how NRW proposes to address them.

NRW must—

(a) take such steps as appear to it to be reasonably practicable to implement an area statement, and

(b) encourage others to take such steps.

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The Welsh Ministers may direct a public body, such as Cardiff Council, to take such steps as appear to them to be reasonably practicable to address the matters specified in an area statement provided by NRW.

Specific procedures relating to Environment (Wales) Act Section 7 species are set out in more detail in relevant sections of this TGN.

Well-being of Future Generations (Wales) Act 2015

Public bodies such as Cardiff Council must set objectives which contribute to the Welsh Government's seven Well-being Goals. The most relevant goal (the 'Resilience' Goal) in the context of this TGN is:-

> *'A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).'*

Those objectives may include measures to ensure that the planning system in Cardiff contributes to the Resilience Goal.

Crime and Disorder Act 1998

Section 17 (1) of this Act states that '*Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.*'

Crime in this instance can be taken to include wildlife crime, such as offences against protected species. This being the case, the Council's planning function, including the attachment of conditions which would prevent wildlife crime taking place, must be compliant with this legislation.

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Other Legislation

There are other pieces of legislation which relate to nature conservation, but which do not directly impose duties upon Cardiff Council. Nevertheless, Cardiff Council expects those proposing development to comply with this legislation, and will seek to ensure this, where appropriate, in discharge of its duties under the Environment (Wales) Act, as set out above.

This legislation includes:-

- Protection of Badgers Act 1992
- Deer Act 1991
- Wild Mammals (Protection) Act 1996

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1.4 General Procedure for Assessing Planning Applications in Relation To LDP Policies

1.4.1 Ecological Impact Assessment (EcIA) Procedure

In accordance with Policies **EN5, EN6** and **EN7**, the impact of a development proposal upon nature conservation interests must be assessed prior to determination of an application, as those interests, and the impacts upon them, may be a material consideration.

An Ecological Impact Assessment (EcIA) is the normal procedure by which impacts upon nature conservation interests on a site are assessed. An EcIA may relate to a number of habitats, species, ecological features or ecosystems present at a site.

Section 6.2.2 of TAN 5 advises that '*it is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision. **It is considered best practice that such a survey is carried out before planning application is submitted.** Planning permission should not be granted subject to a condition that protected species surveys are carried out and, in the event that protected species are found to be present, mitigation measures are submitted for approval. However, bearing in mind the delay and cost that may be involved, developers should not be required to undertake surveys for protected species unless there is a reasonable likelihood of them being present. However, the level of likelihood that should trigger a requirement for developers to undertake surveys should be low where there is a possibility that European protected species might be present.*'

This is re-iterated in the **Development Management Manual 2016** which states at section 9.4.14 that it is essential that the presence or otherwise of protected species, and the extent that they may be affected by the proposed

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development, is established before the planning permission is granted, otherwise all relevant material considerations may not have been addressed in making the decision.

BS42020 further advises that ideally, '…*all necessary detailed survey information should be part of the application it is first registered with the decision-maker'*. (Section 6.4.5).

Cardiff Council expects that all EcIA, whether as a standalone assessment or as part of a wider Environmental Impact Assessment (EIA), must be carried out in accordance with the most recent edition of the '*Guidelines for Ecological Impact Assessment in the UK and Ireland'*, published by the Chartered Institute of Ecology and Environmental Management (CIEEM). Currently the most recent edition is the Second Edition published in January 2016, and these are referred to as the '2016 EcIA Guidelines'.

In addition, Cardiff Council expects that all EcIA should conform to the British Standard BS42020:2013, entitled '*Biodiversity – Code of Practice for Planning and Development'*. This document advises that any assessment should be based on objective professional judgement informed by sound scientific method and evidence and be clearly justified through documented reasoning (BS42020 section 4.4.1).

Survey methodologies should accord with those set out in the CIEEM Sources of Survey Methods (SoSM) web pages, or the IEEM 'Guidance on Survey Methodology' document.

Where an EcIA has been submitted, or the need for an EcIA has been invoked, the County Ecologist should be consulted on that planning application.

The need for an EcIA, and the scope of any ecological assessments, should be agreed with the County Ecologist at the earliest possible stage in the planning process. This is because surveys for certain species and/or habitats can often

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only take place at certain times of year, and this may lead to significant delays in the planning process if the need for a survey is identified late in that process.

In determining the requirement for survey information, the Council will consider the known distribution of a species in Cardiff, the suitability of the habitat for that particular species and the likelihood that it will have been able to colonise that habitat.

Mindful of the costs and delays that the requirement for species and habitat surveys may cause, surveys will only be required where:-

- There are insufficient existing survey data, or
- The presence of a species or its usage of a site cannot reasonably be assumed, or
- Any eventual mitigation of the impacts of a project upon a given species would be dependent upon the outcome of a survey.

An approach based on assumed presence, otherwise referred to as 'worst case scenario' or 'minimal survey approach' should not be considered as the default standard but should be considered only in exceptional cases. If this approach is taken, planning applicants should be explicitly informed that (a) additional surveys may be necessary at the European Protected Species (EPS) licensing stage, if an EPS licence is necessary, and that (b) they may be providing more mitigation than would otherwise be required for the actual impact upon the species concerned. Because of the number of different species in Cardiff, and their complex lifestyles requiring a number of different roosting conditions, it is generally unlikely that an assumed presence approach will be appropriate in the case of bats.

Surveys in respect of a Regulation 61(1) Habitats Regulations Assessment may be required in order to provide the information referred to in Reg. 61(2), as set out in Policy EN5.

To aid consideration of development management operations in the light of nature conservation policy and legislation, a checklist is provided at Appendix

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1.A. This checklist sets out a series of questions, which if followed should allow full consideration of the relevant policy and legislation. This checklist should be used on a precautionary basis, such that if there is any doubt as to impacts upon habitats, species or ecosystems, then the County Ecologist should be contacted for advice.

Environmental Impact Assessment (EIA)

Certain developments may require EIA, as set out in section 5.5.9 of PPW. The County Ecologist should be consulted on EIA screening and scoping requests. Where an EIA is required, the County Ecologist should be consulted on the ecological/biodiversity section of any Environmental Statement which results from that EIA.

Preliminary Ecological Appraisal (PEA)

Normally, the first stage of an EcIA is a Preliminary Ecological Appraisal (PEA) which is an initial assessment of the likely habitats, species and ecosystems at a site. This PEA will provide the scope for further surveys works that are needed. PEAs should be undertaken in accordance with the CIEEM Guidelines for Preliminary Ecological Appraisal 2013. Where there is good reason to believe that the likely habitats, species and ecosystems at a site can be accurately predicted, then the PEA stage may be omitted in favour of proceeding to a full EcIA.

Desktop Studies

The assessment of impact of a proposal upon nature conservation interests must take account of existing data on the presence and distribution of species in the area. These data, or 'records', are held by the South East Wales Biodiversity Records Centre (SEWBReC). All EcIA reports should set out how data have been supplied by SEWBReC and considered in any assessment. For the avoidance of doubt, it is not acceptable to rely solely upon data provided

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by the National Biodiversity Network (NBN) Gateway – where data are needed, these must be provided by SEWBReC in the first instance.

Consideration of Ecosystems

The 2016 EcIA Guidelines make it clear that an EcIA should consider the impacts upon ecosystems, as well as habitats and species. Statements to this effect are found throughout the document, for example at sections 1.3, 1.9, 2.3, 4.1 and 4.8 etc. All EcIA's submitted to Cardiff Council should demonstrate how the impacts upon ecosystems have been assessed, in accordance with the 2016 EcIA Guidelines. This will allow Cardiff Council to demonstrate compliance with the ecosystem approach as required by the legislation referred to above.

Mitigation Hierarchy

Where it is predictable that a development proposal will impact upon nature conservation interests, the 'mitigation hierarchy' should be applied as follows (adapted from British Standard BS42020):

- Information – sufficient information should be provided as to allow proper assessment of the impacts of a proposal
- Avoidance – where possible, potential impacts upon nature conservation interests should be avoided, in terms of location, methods and timing of works, noting that retention of habitats and species on a development site does not always constitute avoidance of harm to them
- Mitigation – where adverse impacts cannot be avoided, mitigation measures should be introduced to minimise or counteract them.
- Compensation – where residual adverse impacts remain after mitigation measures have been implemented, it may be necessary to secure compensatory provision, for example, of new habitats
- Enhancement – all development should seek to enhance habitats for wildlife

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Normally, the principles of mitigation should be agreed at the planning decision stage, with a condition attached to any consent requiring a more detailed mitigation strategy. However, the exact balance of the extent of information which is required before consent or as a condition of consent, will be determined on a case-by-case basis. For further advice on this aspect, refer to Section 9.2 of BS42020.

Offsetting

Where offsetting mechanisms exist in the Cardiff area, consideration should be given to whether an offsetting scheme will result in a better outcome for nature conservation interests than more traditional elements of the mitigation hierarchy.

Surveyor competencies and standards

Surveys should be carried out by a suitably qualified and experienced ecologist, with the appropriate licences if necessary, using appropriate methodology and techniques. Ecological consultants submitting EcIA's should preferably hold membership of a professional body such as the Chartered Institute of Ecology and Environmental Management (CIEEM). Where they do not hold this membership, they should still act in accordance with the CIEEM Code of Conduct (See Section 4.2 of BS42020). We recommend that reference is made to the relevant survey methods listed in the CIEEM Sources of Survey Methods document, as part of the CIEEM Technical Guidance Series.

Ecological surveyors should meet the level of competency for each of the species/groups that they are surveying, as set out in the CIEEM Competencies for Species Survey documents. Surveyors should be able to demonstrate that they have the necessary training, skills and experience, required. They should also be able to adapt their approach to survey and mitigation where necessary, allowing deviation from published guidance if it can be supported by reasoned justification (Section 6.3.7 of BS42020).

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Survey Timing

Table 1 below provides a rough guide to the times of year that surveys can be undertaken for features which may be affected by development. Survey work should be carried out at a time of year which gives the maximum likelihood of encountering the species concerned. Whilst any of the species listed below may be encountered at any time of year under extreme circumstances (such as abnormal weather conditions), these unusual occurrences do not mean that surveys can take place at any time of year.

Data Shelf-life

As a general principle, survey work which is more than 2 years old will be regarded with caution, as certain species may colonise or leave an area in the interim period. This is particularly the case with mobile species such as bats, and bat surveys greater than 2 years old will have to be repeated. A planning condition should normally be attached stating that survey work should be repeated if works which may affect the species concerned haven't taken place within two years of the date of the most recent survey:-

> Condition: If site clearance in respect of the development hereby approved does not commence (or, having commenced, is suspended for more than 12 months) within 2 years from the date of the most recent survey for XXX Species, the approved ecological measures secured through (other planning conditions) shall be reviewed and, where necessary, amended and updated. The review shall be informed by further ecological surveys commissioned to i) establish if there have been any changes in the presence and/or abundance of XXX Species and ii) identify any likely new ecological impacts that might arise from any changes.

> Where the survey results indicate that changes have occurred that will result in ecological impacts not previously addressed in the approved

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scheme, the original approved ecological measures will be revised, and new or amended measures, and a timetable for their implementation, will be submitted to and approved in writing by the local planning authority prior to the commencement of development. Works will then be carried out in accordance with the proposed new approved ecological measures and timetable.

Reason: To ensure that the assessment of the impacts of the development upon the species concerned, and any measures to mitigate those impacts, are informed by up-to-date information.

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Table 1. General guide to survey timing.

Survey \ Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Vegetation / habitat	Sub-optimal survey period			Optimal survey period						Sub-optimal survey period		
Otter	Surveys possible				Surveys may be limited by vegetation cover					Surveys possible		
Dormouse	Gnawed hazelnut search			Nest tube / box survey							Gnawed hazelnut search	
Bats (Activity / Summer Roost)	Surveys not possible			Sub-optimal	Optimal survey period				Sub-optimal	Surveys not possible		
Bats (Hibernation roosts)	Optimal survey period	Sub-optimal	Surveys not possible								Sub-optimal	Optimal
Preliminary bat roost likelihood assessment	Assessment possible year-round (though may indicate that a further specific roost survey is needed, which can only take place as above)											
Water Vole	Surveys possible				Surveys may be limited by vegetation cover				Surveys possible			
Badger	Surveys for badger signs possible year-round											
Great Crested Newt	Surveys not possible	Optimal survey period (Breeding adults)			Sub-optimal survey period (adults and larvae)				Surveys not possible			
Reptiles	Surveys not possible	Optimal survey period			Sub-optimal survey period			Optimal	Sub-optimal	Surveys not possible		
Breeding birds	Surveys not possible	Main breeding bird period							Surveys not possible			
Overwintering and Migratory Birds	Overwintering and migratory survey period		Surveys not possible							Overwintering and migratory survey period		
Invertebrates	Surveys not possible			Optimal survey period						Surveys not possible		
Fungi									Optimal survey period			
Freshwater Crayfish	Surveys not possible			Sub-optimal			Optimal survey period			Surveys not possible		

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Data Format

In order to help us to better analyse the data obtained in survey work, it would be helpful if these data were presented in spreadsheet format (i.e. MS Excel) as well as in the usual tabular form in the context of text reports. In accordance with section 6.11.1 of BS42020, original field and desk-top data should be available for scrutiny and verification. Furthermore, there should be an undertaking to allow these data to be supplied to the local records centre SEWBReC, and incorporated into the Cardiff Biological Database in accordance with Section 6.4.7 of BS42020.

Enhancements

In accordance with the BRE duty, as set out above, Cardiff Council has to consider how enhancements to the natural environment can be brought forward in development.

Furthermore, section 5.2.8 of Planning Policy Wales states that:- *'The planning system has an important part to play in meeting biodiversity objectives by promoting approaches to development which create new opportunities to* **enhance biodiversity***, prevent biodiversity losses, or compensate for losses where damage is unavoidable.'*

Polices **EN5** and **EN7** of the LDP both reflect this, setting out respectively:-

'Development proposals that would affect locally designated sites of nature conservation and geological importance should maintain or **enhance** *the nature conservation and/or geological importance of the designation.'*

and,

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*'Where harm is unavoidable it should be minimised by effective mitigation to ensure that there is no reduction in the overall nature conservation value of the area. Where this is not possible, compensation measures designed to conserve, **enhance**, manage and, where appropriate, restore natural habitats and species should be provided.'*

In terms of specific enhancement features, nesting or roosting opportunities for birds and bats should be incorporated into new build, in accordance with the advice given in 'Designing for Biodiversity: A Technical Guide for New and Existing Buildings, Second Edition. RIBA Publishing, London. Gunnell, K. et al., 2013'., or most recent subsequent edition thereof. '

Where amphibians are known or likely to occur on a site, drainage systems which involve roadside gulley pots are likely to trap and kill them, so there are a range of measures which can be used to prevent this. These include inset kerbs, offset gulley pots or 'amphibian ladders' within gulley pots.

In accordance with the Pollinator Action Plan for Wales, and with any local Pollinator Action Plan for Cardiff which is adopted, every effort should be made to allow wildflowers to develop on roadside verges, parks, attenuation basins, and any other greenspaces. The design of these areas should allow wherever possible for access for 'cut and lift' machinery, as cutting wildflower areas at an appropriate time of year, and removing the arisings, is important in maintaining these areas.

Local Nature Conservation Priorities

Local nature conservation priorities, be they species, habitats, ecosystems or green infrastructure, will be set out in a Local Nature Plan or similar process as advised by the Wales Nature Recovery Plan. Development proposals will be expected to take account of these priorities, along with any actions required to further the conservation and enhancement of these priorities.

Monitoring of Mitigation Measures, and Remediation

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In accordance with sections 11.2.3.3 to 11.2.3.5 of BS42020, monitoring of the effectiveness of mitigation measures should be undertaken, as secured by planning condition. Where the results of monitoring show that mitigation aims an objectives are not being met, a monitoring report should set out how contingencies and/or remedial action are to be identified, together with a timeframe for implementation. These actions should be agreed with the decision-maker, and then implemented in accordance with that timeframe. A draft planning condition to this effect is set out in Section D.4.2 of BS42020..

Other Local Authority Consents

The statutory duties which apply to the granting of planning consent also apply to other forms of consent that Cardiff Council has the power to grant. For example, the Regulation 9 duty to have regard to the EU Habitats Directive in the exercise of functions also applies to Demolition Notices, Tree Preservation Orders (TPO's), Listed Building Consent, and Conservation Area Consent (Section 9.5.2 of BS42020). In all cases, early consultation with the County Ecologist is advised so that any potential constraints are identified.

1.4.2 European Protected Species (EPS)

Policy EN7: Priority Habitats and Species

In accordance with Regulation 9(3) of the Conservation of Habitats and Species Regulations 2010 (as amended), Cardiff Council has a duty to have regard to the requirements of the Habitats Directive so far as they may be affected by the exercise of its functions. The requirements in this case being the strict protection afforded to EPS.

EPS in Cardiff include all bat species, the Otter, the Dormouse and the Great Crested Newt.

In relation to EPS, section 5.5.11 of Planning Policy Wales advises '*The presence of a species protected under European or UK legislation is a material*

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consideration when a local planning authority is considering a development proposal which, if carried out, would be likely to result in disturbance or harm to the species or its habitat. Local planning authorities should advise anyone submitting a planning application that they must conform with any statutory species protection provisions affecting the site concerned, and should consult NRW before granting permission. An ecological survey to confirm whether a protected species is present and an assessment of the likely impact of the development on a protected species may be required in order to inform the planning decision.'

Furthermore, section 5.5.12 advises:- '*To avoid developments with planning permission subsequently not being granted a derogation in relation to European protected species, planning authorities should take the three requirements for a derogation into account when considering development proposals where a European protected species is present*'.

Similarly, section 6.3.7 of Technical Advice Note 5 states:- '*It is clearly essential that planning permission is not granted without the planning authority having satisfied itself that the proposed development either would not impact adversely on any European protected species on the site or that, in its opinion, all three tests for the eventual grant of a regulation 44 licence are likely to be satisfied. To do otherwise would be to risk breaching the requirements of the Habitats Directive and regulation 3(4). It would also present the very real danger that the developer of the site would be unable to make practical use of the planning permission which had been granted, because no regulation 44 licence would be forthcoming.'*

The three tests referred to are:

- That the derogation licence is for preserving public health or public safety or other imperative reasons of overriding public interest including those of a social or economic nature and beneficial consequences of primary importance for the environment (Reg. 53 (2)(e))

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- That there is no satisfactory alternative (Reg. 53 (9(a)); and

- That the action authorised will not be detrimental to the maintenance of the population of the species concerned at a favourable conservation status in their natural range (Reg. 53 (9)(b)).

These three tests should be taken into consideration during the planning decision, and Natural Resources Wales (NRW) should be consulted regarding the third test.

The interpretation which has arisen through caselaw is that in order to comply with its Regulation 9(3) duty, a Competent Authority such as Cardiff Council must first ascertain whether an activity which it is empowered to regulate would cause an offence under the Habitats Regulations, and secondly whether NRW would be likely to grant a licence to allow that activity to proceed legally.

In reality, the grant of such a licence would require consideration of the three tests as above, two of which (the 'imperative reasons' test and the 'satisfactory alternatives' test) are addressed in consultation with the Local Planning Authority (i.e. Cardiff Council), so effectively consultation of NRW at the planning stage is to ascertain whether the remaining test, the 'favourable conservation status test', would be met.

Evidently, if Cardiff Council is of the view that there are no imperative reasons of overriding public interest that a development should take place, or that there are alternatives to the development which would have a lesser or no effect upon an EPS, then it is prudent to take account of that view at the planning decision stage, rather than granting consent and subsequently advising NRW that a licence should not be issued because one or both of these tests have not been met.

Favourable Conservation Status at a National level has not been determined for the EPS which occur in Cardiff. Therefore, the assumption is made that if

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no detriment occurs to the local conservation status of the species at a site level, then no detriment to National Favourable Conservation Status will have occurred.

Where NRW have been consulted on a planning application and have formally objected to that application, it will be assumed that they consider that the test of favourable conservation status (the 'third test') would not be met, such that they would not grant a licence for the proposed activity.

In this instance, the application should either be refused in accordance with section 5.5.12 of Planning Policy Wales, or the scheme should be amended such that, taking into account mitigation measures, there would be no adverse effect on the favourable conservation status of the EPS concerned.

Certain activities may not require an EPS licence issued by NRW in order to proceed, but may nonetheless adversely affect the favourable conservation status of a species. For example, mature hedgerows which bats may not use as breeding sites or resting places, may nonetheless be important features for foraging, commuting between roosts, or for navigation. Where such features are likely to be impacted by a proposed development, NRW may formally submit an objection to that proposal.

The need for an EPS survey should be established in consultation with the County Ecologist. Where a survey for any EPS has taken place in respect of a planning application, the County Ecologist should be consulted on the survey report, even if it reports a negative result.

Where surveys reveal the presence of EPS on the site of a planning application, then NRW must formally be consulted on that application.

EPS and Applications for Prior Approval

Where prior approval is sought for an activity which benefits from Permitted Development Rights, the procedure in relation to EPS is set out in:-

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Development Management Manual Revision 1 November 2016 Section 3 Annex – '*Application of the Habitats Directive to the Process of Prior Approval'.*

Use of Planning Conditions to Require Proof of Protected Species Licence.

In July 2004 all LPAs in Wales received a letter from the Welsh Assembly Government reminding them of their duties in respect of European Protected Species (EPS), and asking that they attach the following planning condition to any consent.

The condition reads:

"*Where any species listed under Schedules 2 or 4 of The Conservation (Natural Habitats, &c.) Regulations 1994 is present on the site [or other identified part] in respect of which this permission is hereby granted, no works of site clearance, demolition or construction shall take place in pursuance of this permission unless a licence to disturb any such species has been granted in accordance with the aforementioned Regulations and a copy thereof has been produced to the local planning authority."*

The letter further states that '… *it is essential that you attach it as appropriate when granting new planning permissions to ensure that animal and plant species which come within the terms of the Regulations are effectively protected.*'

The regulations quoted in that letter have since been amended, but an LPA duties in respect of EPS remains the same. British Standard 42020:2013 'Biodiversity – the Code of Practice for Planning and Development' updates the wording of this condition of this condition in the light of amendments to the legislation, in section D.6.2 of that document:-

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> '*The following works [...state the specific works or activity likely to cause harm to particular protected species ... and as identified in plan/drawing/ specification X...] shall not in any circumstances commence unless the local planning authority has been provided with either:*
>
> *a) a licence issued by [the relevant licensing body] pursuant to Regulation 53 of The Conservation of Habitats and Species Regulations 2010 authorizing the specified activity/development to go ahead; or*
> *b) a statement in writing from the relevant licensing body to the effect that it does not consider that the specified activity/development will require a licence.*'

This template condition is one of a series of such templates set out in BS4202, each of which has been subject to legal scrutiny and satisfies the 'six tests' for planning conditions as required by guidance.

There is a view (for example Circular WGC 016/2014: Use of Planning Conditions for Development Management) that a planning condition such as this should not be used, as it duplicates other controls. A number of reasons are set out below why this is not correct, and that such a condition is appropriate.

- The 2014 circular explains in section 1.10 that '*Unless otherwise stated, this circular does not seek to replace advice in Planning Policy Wales or on specialist matters set out in other circulars and TANs, some of which may also contain suggested wording for conditions.*' As below, section 6.2.2 of TAN5, and the 2004 circular both speak of the need for a planning condition requiring proof of an EPS licence, and so are not replaced by the WGC 016/2014 circular.

- It is a legal requirement under Regulation 53 of the Habitats Regulations that an EPS licence must be obtained in order to undertake works which may otherwise contravene Regulation 41, whereas a condition requiring proof that a licence has been obtained is in discharge of a competent

authority's duty under Regulation 9(3). Therefore, there is no duplication, as the licence is to allow work to proceed legally, whereas the condition is to demonstrate that the LPA has adequately considered the Habitats Directive in the exercise of its functions.

- Section 17 of the Crime and Disorder Act 1998 (the CDA) states that '*Without prejudice to any other obligation imposed on it, it shall be the duty of each authority to which this section applies to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.*'. The crime referred to includes wildlife crime, such as, for example, causing harm to EPS and their breeding sites and resting places, without an EPS licence. Therefore, a condition requiring proof that a required EPS licence has been obtained serves to assure an LPA that an offence under the Habitats Regulations would not be committed, and thereby discharges its duty under the CDA as above.

- The advice to avoid planning conditions which duplicate other controls arises from a guidance circular, whereas the duty to consider European Protected Species in respect of development arises from primary legislation, which itself enacts a European Directive, and thus outweighs a circular.

There is also caselaw to the effect that conditions requiring an EPS licence to be obtained, can be attached:-

- In the 'Halkyn' Judgement (Case No: CO/1872/03, Duke of Westminster Settlement –v- Welsh Assembly Government) which related to an EPS (Great Crested Newts) Mr Justice Pitchford stated at point 114:- '*Furthermore, the planning authority can, in an appropriate case, impose a condition that the developer may not proceed without a regulation 44 licence*', setting a precedent to the effect that planning conditions such as this can be attached.

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This precedent has been incorporated into planning policy:

- Section 6.2.2 of TAN 5 (2009) states:- '*In appropriate circumstances, the permission may also impose a condition preventing the development from proceeding without the prior acquisition of a licence under the appropriate wildlife legislation.*'

- Section 99 of Government Circular 06/2005 states:- '*In appropriate circumstances the permission may also impose a condition preventing the development from proceeding without the prior acquisition of a licence under the procedure set out in section C below.*'

There is also specific NRW advice to the effect that conditions requiring an EPS licence to be obtained, can be attached.

- The October 2015 NRW Approach to Bats and Planning: Good Practice Guide, recommends in the flow-chart at Annex 2 that '*The LPA includes conditions or planning obligations to secure measures required to avoid disturbance, AND requires a copy of the licence issued by NRW to be submitted to the LPA, or confirmation from NRW that a licence is not required*'.

Finally, an LPA in Wales has statutory duties in relation to nature conservation, and requiring proof that an EPS licence has been obtained where necessary, is compliant with those duties:-

- Each LPA in Wales has a duty under Section 6 of the Environment (Wales) Act 2016 to seek to maintain and enhance biodiversity in the exercise of its functions and in doing so to promote the resilience of ecosystems. Were an LPA to grant planning consent for a development which adversely affected an EPS and/or its habitat, because an EPS licence had not been obtained, it would be difficult to argue that that LPA

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had sought to maintain and enhance biodiversity, without having assured itself that the appropriate licence was in place.

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1.5   Specific Procedure Guides

1.5.1   Bats

Policy EN7: Priority Habitats and Species

Summary of Main Points

- Protected Species such as bats are a **material consideration** in the planning process
- All information needed to assess the impacts of a planning application upon bats must be **available when the planning decision is made**
- This information may need to include the results of a survey for bats, and these can only be undertaken at **certain times of the year**
- Planning guidance reminds us that it is **not generally acceptable to require protected species surveys to be provided as a condition of consent**
- Therefore **early dialogue** between someone considering making a planning application, and the Cardiff Council planning service, is advised, so that all necessary survey reports are **provided when the planning application is submitted**
- A roost which has been used by bats is protected whether it is occupied or not

Section 5.139 of Policy EN7 of the adopted Cardiff LDP states that:- '*Development proposals that have the potential to cause a significant adverse effect on priority habitats and species will need to be accompanied by an ecological survey and an assessment of the likely impact of the development on the protected species. The need for such assessments will be undertaken at the appropriate time of year, in accordance with the Council's Biodiversity SPG.*'

The priority species referred to in this policy include all bat species in Cardiff, and the development proposals referred to include works to buildings, which may be used by bats for roosting.   Therefore this Technical Guidance Note is intended to provide guidance on how this policy will be implemented in relation to planning applications which affect existing buildings.   For applications which affect trees, caves or wider landscape features such as hedgerows, woodland, waterbodies, the Cardiff Council Ecologist should be consulted for advice.

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Bats in Cardiff

Bats are found throughout Cardiff, and there is nowhere in Cardiff that bats are not found. Most of the bat species found in the UK have been recorded in Cardiff. In central urban areas, species of Pipistrelle bat tend to be the most common, whereas rarer species such as Greater and Lesser Horseshoe Bats are generally confined to the rural areas. Although larger, older buildings tend to present more roosting opportunities, modern buildings may also support bat roosts. Certain species are more likely to be found in houses than others, but all species receive equal protection.

Different species use buildings in different ways. Brown long-eared bats for example tend to roost in roof voids such as attics, and droppings and feeding remains will be evident below their perch. Pipistrelle bats on the other hand tend to roost in crevices in the structure of a roof or wall, and therefore may not be easily detectable. With crevice-dwelling bats, any signs of their presence may remain in the structure of the feature they are using, such as between inner and outer roof linings, or in cavity walls. Therefore, internal inspections of buildings may not detect them, in which case only emergence/re-entry surveys are valid.

As well as roosting sites, bats need access to foraging areas, which include woodland, wetlands, meadows, roadside verges, railway embankments and hedgerows. Buildings which are closer to these features are more likely to support roosting bats than those which are further away.

Development Control Procedure

The procedure Cardiff Council will use in considering whether an individual planning application has the potential to affect bats in this way, and to decide whether a bat survey is needed in order to comply with this policy, is set out in the interactive bat protocol found at http://www.biodiversityplanningtoolkit.com/bats/bio_bats.html Appendix 1 to this document presents a simplified flow diagram which accompanies the interactive protocol. The following notes are intended to aid interpretation of that protocol.

Implementation of this procedure in relation to minor or householder planning applications is the responsibility of the DC Case Officer. The County Ecologist will

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advise in relation to major planning applications. For all applications, where surveys reveal that bats are present in a property, then the County Ecologist should be consulted.

Table 2 below should be used as a guide to which types of building are likely to support bats, to which activities are likely to affect bats if present, and to whether Cardiff Council planning service is likely to require a survey to be undertaken. Surveys will also be required where a building or structure is known to support a bat roost, but the most recent survey is more than two years old.

It is recognised that, in theory, bats may inhabit any type of building, and that any type of work to that building may affect bats. However, it is not practical or desirable within the limits of an efficient planning system to require a bat survey for every planning application for every type of work to every type of building. Therefore a coarse filter is required to help determine whether an activity is likely to disturb bats, in which case a bat survey is needed, or whether the likelihood of significant disturbance is low, such that an advisory note can be provided to the applicant.

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Table 2. Screening Matrix for works to buildings which may affect bats.

Building type[1] \ Activity	Brick/stone Farm Buildings or churches	Buildings with weather boarding/ hanging tiles	Pre-1960 buildings within 200m of woodland or water	Pre-1914 buildings within 400m of woodland or water	Pre-1914 buildings with gable ends or tiled roof	Buildings within or immediately adjacent to woodland or water	Buildings or structures[2] not falling within any of these categories	Dutch barns or livestock buildings with single skin roof
Demolition/removal of building, or part thereof	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	Advisory
Modification of roof not covered by the above, including re-roofing	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	Advisory	Advisory
Internal conversion /refurbishment/ change of use affecting loft or roof void	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	Advisory	None
Any extension affecting roof, including hip-to-gable conversion	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	Advisory	None
Attachment of lighting or wind turbine to roof	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	**Survey**	Advisory	None
Attachment of exterior cladding or insulation to building	**Survey**	Advisory	Advisory	Advisory	Advisory	Advisory	None	None
Re-pointing, rendering, or repairs to soffits, fascias or barge-boards	**Survey**	Advisory	Advisory	Advisory	Advisory	Advisory	None	None

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Installation dormer windows	**Survey**	Advisory	Advisory	Advisory	Advisory	Advisory	None	None
Installation of Velux windows or rooflights	**Survey**	Advisory	Advisory	Advisory	Advisory	Advisory	None	None
Installation of solar panels	**Survey**	Advisory	Advisory	Advisory	Advisory	Advisory	None	None
Internal conversion /refurbishment/ change of use not affecting loft, roof void or cavity wall	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory	None	None

[1] Buildings include dwellings, schools, hospitals, places of worship, factories, castles, stately homes, shops, garages, light industry units, business park buildings, office buildings, farm buildings etc.

[2] Tunnels, mines, adits, ice-houses, lime kilns, bridges, aqueducts, viaducts, air-raid shelters, cellars, unused industrial chimneys etc.

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Bat Surveys

When submitting a planning application is being considered, early discussion between the planning service and prospective applicant is advised, because if certain surveys are needed, these can only be undertaken at certain times of the year (See Table 1, above). As set out in section 6.2.2 of TAN 5, it is considered best practice that surveys are carried out **before** the planning application is submitted.

A preliminary roost assessment should normally be undertaken, as this can take place at any time of year. However, if the application is submitted from May to August inclusive, it may be more advantageous for the applicant to omit the preliminary assessment and proceed directly to a full survey. Similarly, if there are known records of bats being present in a building or high likelihood of their being present, it may be more advantageous for the applicant to omit the preliminary assessment and to wait until the appropriate time of year to have a full survey.

The types of outcome of a preliminary roost assessment include:-

- an adverse impact upon bats is so unlikely that no further action in relation to bats is necessary
- the likelihood of an impact is low, such that precautionary mitigation measures can reduce this likelihood still further
- the likelihood of an impact upon bats is high, so further survey are needed in order to establish exactly what the impact would be
- the outcome is uncertain due to, for example, lack of access to certain areas of the building, so further survey are needed in order to establish exactly what the impact would be
- the impact is certain and can be defined precisely on the basis of the preliminary assessment, such that no further surveys are needed, but a

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licence issued by NRW would be required to allow works to proceed legally

Where surveys or further surveys are indicated, but the results of those surveys would not be available within the statutory period for determination of an application, then the application should either be withdrawn by the applicant, or refused on the basis that there is insufficient information to allow the application to be determined whilst having regard to the provisions of the Habitats Directive.

If it is not possible to carry out a summer emergence/re-entry survey for bats, the applicant should seek advice from their consultant ecologist as to whether it is possible to undertake a fingertip search of all likely bat roosting areas and access points. These should include: all rooms, all roof voids, all cellars, basements or boiler-rooms, all soffits, fascias and bargeboards, any gable end apex points, lead flashing, hanging tiles or weatherboards, gaps in mortar, mortice joints, cracks and holes in roof timbers, and any other features likely to allow bat access, plus a visual inspection of all roof tiles and ridge tiles. Any potential access points should be closely examined for signs of bat use, such as fur/urine staining, droppings, smells, scratch marks, absence of cobwebs and any other signs of bat use.

Survey Standards

Surveys for bats should be undertaken by suitably qualified and experienced ecological consultants. Normally, ecological consultants should hold membership of a professional body such as the Chartered Institute of Ecology and Environmental Management (CIEEM). The CIEEM Professional Directory lists members who are qualified to undertake bat surveys. In addition, ecological consultants should be able to demonstrate that they meet the CIEEM competencies set out in the CIEEM '*Competencies for Species Survey: Bats'*.

Survey methodology should adhere to Collins, J. (ed.) (2016) Bat Surveys for Professional Ecologists: Good Practice Guidelines (3rd edn.) The Bat

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Conservation Trust, London., or the most recent subsequent edition. Where deviation from this methodology is proposed, it should be supported by a reasoned justification based upon published evidence.

The CIEEM document '*What to Expect From a Bat Survey - A Guide for UK Homeowners'* should be made available to those who have been advised to commission a bat survey, as it provides useful advice on the bat survey process. It is available in English and Welsh.

A report on the bat survey should be submitted which accords with BS42020, NRW advice on a suitable bat report, and CIEEM report writing guidance.

Survey Licensing

Surveys of bats in flight using bat detectors do not need a licence, but where internal inspections of buildings, for example in attics, are needed, then those surveys may cause disturbance to bats. In this instance, the bat surveyor should be able to demonstrate that they have a licence issued by NRW to allow that disturbance to take place legally in the context of a survey. For the avoidance of doubt, a licence issued by Natural England, Scottish Natural Heritage, or any other agency, does not permit a surveyor to disturb bats as part of a survey in Wales – a licence issued by NRW is required for all such surveys in Cardiff.

Survey Timing

Preliminary roost assessments can take place at any time of year, and this can give an indication of whether bats are likely to be using a building as a roost. A preliminary assessment may also find signs of bat use such as bats themselves, their droppings or their feeding remains etc. However, in most cases, a flight survey will be needed to confirm where the bats are accessing the building concerned, which species of bats are present, how many of them there are, and for what purpose they are using the building. These flight surveys involve observing bats leaving the building at dusk, and then re-entering the building

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just before dawn. These emergence/re-entry surveys, can only be carried out during the bats' active season, which is roughly between March and October. However, the formation of a maternity roost is a critical element of bats' lifecycle, and this normally takes place between May and August inclusive. Therefore surveys which take place during March and April, or during September and October, may not detect a maternity roost, because they may not have formed, or may have dispersed from, their maternity roost. This being the case, unless it can be evidenced that the presence of a maternity roost is unlikely, **all emergence/re-entry surveys must be carried out between May and August inclusive**. This timing constraint must be considered when submitting or considering a planning application.

Mitigation of Impacts upon Bats

Where a proposed development may affect bats or their breeding sites or resting places, those effects will need to be avoided, mitigated or compensated for. Where effects cannot be avoided, it is likely that a licence will be required from NRW, to allow those works to proceed legally, as set out below. In order to demonstrate compliance with Regulation 9, as well as to ensure that planning consent is not granted for a development which would not subsequently receive an EPS licence, the principles of any mitigation measures need to be agreed prior to granting planning consent. The level of detail required to be sure at the determination stage that mitigation will be adequate, will be determined on a case-by-case basis.

Generally, loss of smaller roosts can be offset by the provision of manufactured bat roosts in the form of 'bat boxes' or 'bat bricks' or similar, either incorporated into buildings or attached to buildings or trees.   Loss of maternity roosts cannot generally be offset by the provision of bat boxes. For larger roosts or maternity roosts, it may be more appropriate to provide access points such that bats can enter a new roof void or cavity wall. In certain cases, it may be necessary to construct a bespoke 'bat house' for the sole use of bats, and there are examples of this in Cardiff.

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Where a bat roost has not been detected, but there remains a low risk of their being present, or if a roost survey is not conclusive, then a range of precautionary measures can be introduced in order to further reduce the risk of harm or disturbance to bats. These precautionary measures include:-

- Timing of works to avoid bats' maternity and hibernation seasons
- Giving tool-box talks to site operatives such that they are aware that bats may be present
- 'soft-stripping' of features such as roof tiles, soffits, barge-boards, fascias etc, and any other features which bats may use to roost or to access a roost
- Having an ecologist on call in case bats are found during demolition, etc. If bats are found during these works, they should stop immediately and Natural Resources Wales contacted for advice
- Incorporating enhancement measures for bats, such as bat bricks, bat tiles or providing bat access to roof voids
- A final pre-demolition internal inspection of the roof void of the building
- Repeat of the bat survey if works do not take place within one year of the most recent survey

Development Licensing

Where bats are roosting in a building, and the proposed works to that building would adversely affect the roost or the bats themselves, then in most cases a licence is required from NRW to allow those works to proceed. This is because to do so otherwise would lead to an offence under the legislation which protects bats. A licence will not normally be issued until planning consent has been granted. However, to avoid the situation whereby planning consent is granted but works cannot proceed because NRW will not issue a licence, the planning service in Cardiff Council should consider the likelihood that NRW will issue a licence, when the planning decision is made. In practice this means that we have to consider the same three tests when we determine a planning

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application that NRW has to consider when looking at a licence application. This approach is set out in section 5.5.12 of PPW and section 6.3.6 of TAN5.

One of these tests is that the proposed activity will not compromise the Favourable Conservation Status (the 'FCS') of the species concerned. Only NRW can advise on whether this would be the case, which is why **it is essential to consult NRW as soon as a report is received which confirms that bats are roosting in a building** which is the subject of a planning application. If NRW are of the view that FCS cannot be maintained, then the proposals should be altered or the application should be refused. In most cases however, it is possible to find a form of mitigation or compensation which maintains FCS, and which allows NRW to confirm that they would grant a licence for the proposed works, if planning consent were granted. If the Cardiff Council planning service believes that either of the other two licensing tests would not be met, then planning consent could also be refused on those grounds. Those tests are that there are no satisfactory alternatives to the proposed development, or that there are 'imperative reasons of overriding public interest' (the 'IROPI' test) that the proposed development should proceed.

In practical terms this means that it is essential that all survey information and details of mitigation of any impacts upon bats are considered at the time that the planning application is determined. Section 5.5.11 of PPW reminds us that the presence of a protected species is a material consideration in the planning decision. Therefore **it is not generally possible to require that surveys are provided as a condition of a planning consent**, apart from in exceptional circumstances, and these are listed in section 9.2.4 of BS42020.

In their good practice guide entitled '*NRW Approach to Bats and Planning'*, NRW set out those cases which they consider to be 'lower risk' and how they will approach consideration of those cases. Lower risk cases are those which **<u>do not</u>** involve:-

- Maternity roosts
- Hibernation roosts

- Greater or Lesser Horseshoe bats, Barbastelles, Bechstein's, Grey Long-eared, Leisler's, Serotine or Nathusius' Pipistrelle bats
- Buildings with three or more of any bat species
- Mating or swarming roosts identified as being important.

In these cases, NRW consider that development is not likely to be detrimental to the Favourable Conservation Status of the species concerned, provided the recommendations of a suitable bat report are implemented. The guidance goes on to describe what NRW would consider to be a 'suitable bat report'. In such cases, it is not necessary to consult NRW. If that report concludes that the development would be likely to cause an offence in law, then a licence from NRW would still be needed

Demolition Notices

The administration of the Prior Notification of Demolition process is a function in the context of Cardiff Council's duty under Reg. 9(3) of the Habitats Regulations, as set out above. Therefore we have to have regard to the strict protection afforded to bats and their roosts, when considering prior notification of demolitions.

Where a survey is triggered in accordance with Table 1 above, those seeking prior approval of demolition should commission a bat survey in accordance with the Survey Standards and Survey Timing sections above. Where bats are found, it is likely that demolition could only proceed in accordance with a licence issued by NRW. That licence may be granted according to a series of conditions which are in places to ensure mitigation of the impact upon bats, such that their Favourable Conservation Status is maintained. In controlling the manner of demolition, Cardiff Council should secure compliance with the other permitted development conditions, restrictions, and if required, a Natural Resources Wales species licence'

It is worth reiterating that if a building is demolished and bats or their roost are harmed as a result, the persons undertaking that demolition may be liable to

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prosecution. If this were the case, those persons may query whether Cardiff Council had adequately discharged its duty under Reg. 9(3) of the Habitats Regulations when administering the prior notice of demolition.

The Section 3 Annex to the Development Management Manual 2016: 'Application of the Habitats Directive to the Process of Prior Approval', provides further advice in this respect.

Bat Advisory Note

The following advisory note will be used when Table 1 above indicates that there is not sufficient justification to require a bat survey, but that some limited potential for bat presence exists.

> 'Bats often roost in houses and other buildings, and work on these buildings may disturb a bat roost. All bats and their roosts are protected against disturbance under UK and European legislation. If works are planned on a building in which bats are roosting, Natural Resources Wales must be contacted for advice.
>
> If work has already commenced and bats are found, or if any evidence that bats are using the site as a roost is found, work should cease and either NRW or a suitably qualified, experienced and licenced ecologist is consulted for advice on how to proceed.
>
> Where there is a likelihood that bats are present, or where bats are found to be present, a suitably qualified and experienced ecological consultant should be contracted to provide an assessment of the impact of the proposed works, and undertake bat surveys if necessary.
>
> Where bats or their roosts are present, no works of site clearance, demolition or construction should take place unless a licence to disturb these species and/or their roosts has been granted in accordance with the relevant legislation. Otherwise, a prosecution may result in a fine and/or

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imprisonment.

NRW can be contacted at:-
Natural Resources Wales, Tŷ Cambria, 29 Newport Road, Cardiff CF24 0TP, 0300 065 3000

Bat Conservation Trust can be contacted at:-
5th Floor, Quadrant House, 250 Kennington Lane, London, SE11 5DR, 0845 1300228'

Conditions

If EPS have been recorded on a site, we should attach the following condition as recommended by Welsh Government:

Condition: Where any species listed under Schedules 2 or 4 of The Conservation of Habitats and Species Regulations 2010 (as amended) is present on the site [or other identified part] in respect of which this permission is hereby granted, no works of site clearance, demolition or construction shall take place in pursuance of this permission unless a licence to disturb any such species has been granted in accordance with the aforementioned Regulations and a copy thereof has been produced to the local planning authority.
Reason: To ensure protection of European Protected Species.

1.5.2 Dormice

Policy EN7: Priority Habitats and Species

Dormice are European Protected Species, so the EPS procedure should be applied.

Dormice are found in hedgerows, woodland and scrub in rural and suburban areas of Cardiff, and are particularly prevalent in the north-eastern part of the

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city. Any proposed works which involve removal of these habitats should be assessed for their potential to affect dormice.

Where dormice are likely to be present on site, surveys should be undertaken using an appropriate methodology at an appropriate time of year. Typically this involves the use of nest tubes and/or nest boxes attached to trees etc. in accordance with the methodology set out in Bright, P, Morris, P & Mitchell-Jones, T (2006). The Dormouse Conservation Handbook. Second Edition. English Nature. Peterborough.

Surveys can be carried out from April to November, but experience has shown that in Cardiff the most effective month for detecting this species with this method is October. Therefore all surveys should include at least one nest tube/box check in the month of October.

As with all species, it should be remembered that no survey method is guaranteed to detect the focal species, and this is acknowledged in the Dormouse Conservation Handbook and the reports upon which it is based. For example, paragraph 3.2.5 of the Dormouse Conservation Handbook states '(nest boxes) *are often not used immediately. Sometimes they remain empty for several years*.' The nest-tube methodology set out in the Dormouse Conservation Handbook is based on the Chanin and Woods 2003 report[1]. Page 16 of that report states that '*nevertheless it is evident that some dormice are being missed as they were present at some sites where they were not recorded'.* In other words, at sites where dormice were known to exist, they were not detected by nest tubes as part of that study. Similarly, on page 17 we read '*However it is essential to bear in mind that when dormice are not recorded in tubes, it does not necessarily mean that they are not present.*'.

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[1] Chanin, P. & Woods, M. 2003. Surveying Dormice using nest tubes. Results and experiences from the South West Dormouse Project. *English Nature Research Report* No. 524.

Situations such as these have occurred in Cardiff, whereby surveys using nest tubes have failed to detect dormice, but surveys using other methods, such as using nest boxes or searching for hazelnut shells that have been nibbled by dormice, have revealed their presence. Therefore it is considered best practice that surveys for dormice in Cardiff employ at least two of the following methods:

- Nest tubes
- Nest boxes
- Searching for characteristically-nibbled hazelnuts

It may also be the case that where natural nesting opportunities are abundant, such as in ancient semi-natural woodland, dormice do not use artificial nesting sites such as nest tubes or boxes. Therefore, where dormouse surveys in mature woodland or ancient semi-natural woodland using artificial nesting sites fail to detect this species, then any conclusion that they are likely to be absent for that site, will be treated with caution.

Whilst it is acknowledged that in behavioural terms, Dormice may seek to cross roads, there is no evidence as to the degree to which they are successful in this, nor to the impact that any roadkill may be having or Dormouse populations in the long term. Therefore it is essential that, where roads do interrupt habitat connectivity, there are a range of measures in place to ensure that this break in connectivity is not detrimental to the long term maintenance of Dormouse FCS. These measures could include:-

- Retention of habitat
- Use of planting to create buffers
- Road narrowing
- Widening of the hedgerow or connectivity feature which is to be broken
- Dormouse 'bridges' and green bridges
- Sensitive lighting schemes

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1.5.3 Great Crested Newts (GCN)

Policy EN7: Priority Habitats and Species

GCNs are European Protected Species, so the EPS procedure should be applied.

This species occurs in several locations throughout Cardiff, and its life cycle depends upon breeding ponds surrounded by terrestrial habitat.   Generally, most newts are found within 500m of the breeding pond, though they can disperse much further than this.

Not all ponds in Cardiff support this species, so the County Ecologist should be consulted for advice as to whether consideration of this species is required for developments within 500m of a pond.

Where development is proposed within 500m of a known breeding pond, an assessment of the impact of the proposed development upon this species, will be required. This may entail further survey of the pond to determine the likely population size class.

Generally, surveys can only be undertaken between mid-March and mid-June, so prospective planning applicants should be made aware of this potential timing constraint.

Survey and mitigation work should accord with the most recent good practice guidelines.   Currently these are the English Nature 2001 GCN Mitigation Guidelines, but these are likely to be replaced by Guidelines issued by Scottish Natural Heritage during 2016.

Mitigation of the impacts of development upon this species should focus on maintaining and enhancing habitat connectivity between populations. This may involve the construction of additional ponds, and managing terrestrial habitat for the benefit of this species.

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Where it is unavoidable that a GCN pond is lost due to development, compensatory ponds should be constructed, at a ratio of three ponds installed for each GCN pond lost.

In all cases, mitigation and compensation should demonstrate that a strategic view of the viability of GCN metapopulations at a landscape scale, has been taken.

1.5.4 Otters

Policy EN7: Priority Habitats and Species

Otters are European Protected Species, so the EPS procedure should be applied.

Otters are found throughout Cardiff but are closely associated with the rivers Taff, Ely, Rhymney, the Nant Fawr stream, coastal areas, and waterbodies such as Cardiff Bay and the Llanishen and Lisvane Reservoirs. Any plan or project which may affect these habitats, either directly or indirectly, may need to consider the presence of this species. This consideration may include the need to survey for their breeding dens (known as Holts), or their lying-up or resting areas in dense vegetation close to the waterbody concerned.

As well as protecting their breeding sites and resting places, it is important that habitat connectivity is maintained to allow normal foraging and dispersal of Otters. Connectivity along linear features such as rivers can be interrupted by noise, lighting and human disturbance associated with development, so any potential impact in this respect must be taken into account considering a planning application.

Otters require good riparian vegetation cover for movement along riverbanks, and for the provision of habitat for laying-up sites. Therefore, where development, including the provision of access, is planned for sites adjacent to

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rivers, public pathways should meander away from the river bank and back towards it along the route. This will allow significant areas of dense cover to be created, whilst allowing for viewing points across the river.

1.5.5 Birds

Policy EN7: Priority Habitats and Species

Cardiff Council has a duty in relation to wild birds following the 2012 amendment to the Habitats Regulations:-

- Cardiff Council is required to take such steps in the exercise of our functions as we consider appropriate to secure the *preservation, maintenance and re-establishment of a sufficient diversity and area of habitat for wild birds* so far as lies within our powers.

- Cardiff Council must take such steps in the exercise of our functions as we consider appropriate to contribute to the achievement of the *preservation, maintenance and re-establishment of a sufficient diversity and area of habitat for wild birds*

- In exercising any of its functions Cardiff Council must use all reasonable endeavours to avoid any pollution or deterioration of habitats of wild birds.

The law specifically relates this duty to functions under Town and Country Planning Acts.

Habitats of wild birds referred to above includes those parts of buildings used by house-nesting birds, such as House Martins, Swifts and Swallows.

Guidance on the implementation of this duty has been produced by DEFRA in collaboration with Welsh Government:-

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http://gov.wales/docs/desh/publications/160223-birds-guidance-wg-overview-en.pdf

https://www.gov.uk/guidance/providing-and-protecting-habitat-for-wild-birds

This guidance will be observed in relation to any development which may affect wild bird habitat.

Where there is vegetation management or tree removal proposed, or where buildings or any other structure which may support nesting birds are to be removed, then we should attach the following condition to protect nesting birds. Certain parts of Cardiff offer suitable opportunities for ground-nesting birds, such as Lapwing or Skylark, and this condition would apply equally to those species. The County Ecologist should be consulted for advice on which species are likely to be affected.

> Condition: No site clearance/demolition of (*relevant features*) to take place between 1st March and 15th August unless otherwise approved in writing by the Local Planning Authority. This approval will be granted if a consultant ecologist can evidence that there are no birds nesting in this these features immediately (48 hrs) before their removal.

> Reason: To avoid disturbance to nesting birds which are protected under the Wildlife and Countryside Act 1981: Part 1, 1(1)(b), it is an offence to intentionally take, damage or destroy the nest of any wild bird while that nest is in use or being built.

Enhancement measures for house-nesting birds such as Swallows, Swifts and House Martins should be incorporated into new buildings in accordance with the 'Enhancements' paragraphs of the Ecological Impact Assessment section (Section 1.4.1) of this TGN.

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Where a Heronry may be affected by proposed development, an earlier time limit such as 1st February to 15th August may be applied to this condition, in order to reflect the earlier onset of breeding which is typical for this species.

1.5.6 Reptiles

Policy EN7: Priority Habitats and Species

Reptile Survey and Mitigation Guidelines for Cardiff

Widespread reptile species are protected against intentional killing or injury under the Wildlife and Countryside Act 1981 (as amended). A defence against a potential prosecution is that the action which caused death or injury was the incidental result of an otherwise lawful operation that could not reasonably be avoided. Therefore, to allow activities which might otherwise cause harm to these species, reasonable avoidance of that harm needs to be demonstrated. In order to achieve this, firstly there must be an adequate assessment of the potential impact of any scheme, which should itself be based upon an accurate, appropriate and up-to-date survey. Secondly, the mitigation hierarchy should be applied to demonstrate reasonable avoidance. In practice, this may often mean trapping and translocation of these animals to a suitable receptor site.

Widespread reptile species in Cardiff include Slow-worms, the Grass Snake, Adders and Common Lizards. Other species native to Britain, the Sand Lizard and the Smooth Snake, do not occur in Cardiff. Also, this section does not deal with sea turtles, which sometimes occur off the coastline of Cardiff, nor does it deal with non-native species such as the Red-eared Terrapin.

In the absence of definitive guidance on reptile survey and mitigation techniques, I refer to the following documents:-

- Froglife Advice Sheet 10 (FAS 10),

- National Amphibian and Reptile Recording Scheme – Reptile Survey Guide (NARRS)

- Reptiles: Guidelines for Developers (EN2004)

- Design Manual for Roads and Bridges Vol. 10, Section 4, Part 7, Ch. 6 (DMRB)

- HGBI Evaluating local mitigation/translocation programmes 1998 (HGBI)

- Protected Reptiles and Build Development – Kent Reptile and Amphibian Group and Kent Wildlife Trust October 2003 (KRAG 2003)

- Edgar, P., Foster, J. and Baker, J. (2010). Reptile Habitat Management Handbook. Amphibian and Reptile Conservation, Bournemouth (RHMH 2010)

- Survey protocols for the British Herpetofauna Version 1.0. Sewell D., et al. March 2013 (Sewell 2013)

- Natural England Technical Information Note TIN102. Reptile mitigation guidelines (TIN102) – Withdrawn.

- Survey Guidelines for the Widespread British Reptiles by Howard Inns (Inns) in Reptile Survey Methods, Foster & Gent (Eds) 1996.

- Evaluation of Reptile Survey Methodologies. EN Research Report No. 200. Reading CJ, 1996. (Reading)

Should formal and authoritative national guidelines on reptile survey and mitigation methods be produced, then the information below would be superseded by those guidelines.

Those undertaking reptile survey and mitigation should be able to demonstrate, if asked, that they meet the knowledge, skills and practical experience competency criteria, as set out in the CIEEM Technical Guidance Series '*Competencies for Species Survey: Reptiles'.*

Those undertaking reptile survey and mitigation should apply and adapt their knowledge, skills and experience to individual situations. However, any deviation from the above sources of guidance should be accompanied with a reasoned justification which can be considered in the context of that guidance.

Where this reasoned justification is not forthcoming or is not acceptable, there will be reduced confidence in the results of the survey, which may lead to a more precautionary approach to mitigation.

Surveys

Combination surveys involving both direct observation and use of artificial refugia are the most effective at detecting the presence of reptiles (e.g. DMRB, NARRS). Therefore, combination surveys should be undertaken and the results of both types of survey set out in a report.

All sources of guidance listed above recommend using a range of materials for refugia surveys, not just roofing felt on its own. Corrugated metal is regarded as being the best material (e.g. NARRS, Reading), but it is recognised that this can be impractical sometimes. A combination of at least two of the following materials is recommended; roofing felt, corrugated bituminised roofing sheets such as Onduline or similar, corrugated metal roofing sheets, carpet tiles or wooden boards. Where there are existing refugia on site, such as logs, stones or rubbish, these should be incorporated into refugia surveys.

The minimum size of refugia recommended is $0.5m^2$ (e.g. FAS 10, DMRB). Note that KRAG and NARRS interpret this as about 0.7m x 0.7m (or 1m x 0.5m), not 0.5m x 0.5m (see e.g. KRAG 2003), although Sewell 2013 does recommend a minimum 0.5m x 0.5m. Inns suggests 1m x 1m, and Reading suggests about 0.76m x 0.65m, although this is for corrugated sheet steel. Smaller refugia may not be as effective at detecting larger animals such as adult Grass Snakes (e.g. DMRB). A range of sizes is likely to be most effective (DMRB), so it is recommended that either a range of sizes, or roughly equal numbers of two different sizes, are used.

Normally refugia should be left to 'bed in' for about 2 weeks for reptiles to find them and become used to using them. DMRB recommends a minimum of a week before 1st inspection, although RHMH 2010 states:- '*There is some evidence that refuges are more attractive to reptiles if they are left to 'bed in' for*

several weeks. At low population densities, it can take weeks or months for animals to start using refuges.'.

A report on a reptile survey should give the numbers of artificial refugia used in order to demonstrate that the survey was adequate in this respect. Normally at least 10 refugia per hectare is recommend (e.g. FAS 10, DMRB), although INNS suggest using 3 to 8 per hectare. On very large site with substantial areas of suitable habitat, it may be acceptable to sample smaller areas of representative habitat and extrapolate those data to the site as a whole, based on the suitability of the habitat.

A report on a reptile survey should give details of the location of artificial refugia, demonstrating that refugia have been placed appropriately. This is important as refugia incorrectly placed may not be effective at detecting reptile species.

The minimum number of survey visits to establish likely absence of reptiles from a site is 7 visits on separate days during which no reptiles are found, in suitable conditions (FAS10). Where reptiles are found, more visits than this will be needed to indicate abundance or relative population size. Sewell recommends 7 visits unless it can be demonstrated that refugia have been in place for a long time or that reptile detectability is known to be high, in which case 4 to 5 visits may suffice.

The timing of the survey should be appropriate for the species being surveyed. Whilst it is true that some individual reptiles may be seen at any time of year, the accepted peak months for reptile surveys are March, April, May and September (DMRB, KRAG 2003, FAS10). Whilst ambient temperatures outside of these months may be within the recommended ranges, endogenous circannual rhythms may lead to reduced activity, and therefore reduced detectability. Surveys conducted entirely within the month of October are unlikely to be acceptable.

Weather conditions should be appropriate for survey work, and the prevailing conditions of temperature, wind, precipitation and sunshine should be recorded

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for each survey visit. The generally accepted temperature ranges are 9 to 18C (FAS 10, DMRB, Inns) or 10 to 20 C (NARRS, RHMH, TIN 102).

Mitigation

In 2005 the then Countryside Council for Wales (CCW) produced draft mitigation guidelines for common reptile species. In the absence of any formal mitigation guidelines, the following text is adapted from those draft guidelines.

For any development site which supports reptiles, or which contains habitats with the potential to support reptiles, detailed survey at an early stage is recommended. Where suitable survey information is unavailable, however, or where there is insufficient time to carry out the necessary surveys, it should be assumed that any habitats on the site which are suitable for reptiles do indeed support reptiles, and mitigate accordingly.

It is not necessary to obtain a licence to carry out works which affect reptiles, but it is always advisable to seek guidance in any case where a development could potentially cause impacts to reptiles. Advice regarding what would constitute 'reasonable' mitigation should also be sought, although it is ultimately up to the developer to decide what is 'reasonable' (and to accept any consequences which may ensue). In most cases, the services of an appropriately qualified and experienced reptile consultant will be required.

Wherever possible, reptiles should be accommodated within the site, or on one or more adjacent or nearby site. The translocation of reptiles to a different site which lies at a distance from the development site should only be undertaken as a last resort. Where reptiles cannot be accommodated within the site, a suitable receptor site should be identified in advance and surveyed for suitability. If a reptile population already exists on the receptor site, then advance enhancement works to increase the 'carrying capacity' of the receptor site may be necessary. Adequate time should be allowed in the development programme for the safe clearance of reptiles ahead of any potentially harmful works using suitable means, which may vary from site to site.

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If reptiles are confirmed as being present (or are assumed to be present, for example from habitat assessment) then measures should be put in place to avoid or minimise the killing and injuring of reptiles as a result of development operations. Ideally, a 'Reptile Mitigation Strategy' should be drawn up for the site by a suitably qualified person, and agreed in advance with the County Ecologist.

Selection of Suitable Receptor Site.

The HGBI document 'Evaluating local mitigation/translocation programmes 1998' provides some guidelines in section 4.2 as to the selection of receptor sites. Suitable receptor sites may be easier to identify for more generalist species such as Slow-worms, but conversely species such as Adders can have specific habitat requirements which require much more detailed consideration. **It should be noted that Cardiff Council cannot always be relied upon to provide suitable receptor sites for translocated reptiles**. Where a suitable receptor site cannot be identified, it may be necessary to refuse a planning application on the basis that harm to reptiles cannot reasonable be avoided. Normally habitat management for translocated populations should continue for between 5 and 25 years, in accordance with an agreed mitigation management plan, depending upon the size of population and number of species involved. Where the receptor site is on Council-owned land, his habitat management should be funded by a commuted sum or similar mechanism.

Reptile Clearance Methodology

More detailed advice on a suitable reptile clearance methodology can be provided on request, but above all a methodology should be used which minimises the risk of harm to individual reptiles.

Timing of Works

It should be noted that the clearance of reptiles from a site can only be

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undertaken when the reptiles are active (i.e., during the spring, summer and autumn months) and should never be attempted during the winter hibernation period (which runs approximately from November to February/March inclusive). This constraint may lead to conflict with other issues — the presence of nesting birds, for example - which will also need to be taken into account and mitigated for accordingly. Clearance operations are less desirable later in the summer, since after about June there is the chance that juvenile animals will also be present, which as well as being more difficult to see and catch, may also significantly increase the number of animals on the site.

Post-development Monitoring

In addition to the above, the developer of a given site should be encouraged to put in place a scheme to monitor the effects of the development on the reptiles and to see if the mitigation has been successful. The design of any monitoring exercises should be discussed in advance with the County Ecologist.   It may be the case that remediation measures should be incorporated into a mitigation scheme, which are implemented if monitoring reveals that mitigation measures are failing. Normally monitoring of translocated populations should continue for between 5 and 25 years, depending upon the size of population and number of species involved.

1.5.7   Invasive Non-native Species (INNS)

Policy KP18 – Natural Resources

Invasive Non-native Species of animal and plant are a substantial economic and environmental threat to Wales, and there is legislation in place controlling the release of these species or any activity which could cause them to grow in the wild.   In considering the effects of a proposed development upon nature conservation interests, it may be necessary to ascertain the presence of INNS on a development site and ensure that these species are controlled.   If a Preliminary Ecological Appraisal discovers INNS plants on a site, a programme

for their treatment and eradication should be required as part of Cardiff Council's general duty towards conserving biodiversity.

Of the INNS species, Japanese Knotweed is the most common and most serious in economic and environmental terms in Cardiff, so where it has been identified on the site, we should attach the standard condition as below. There may be other invasive non-native plant species on site which are listed on Schedule 9 of the Wildlife and Countryside Act 1981 (as amended), such as Himalayan Balsam and Giant Hogweed. The applicant should be reminded that it is an offence to plant or cause these plants to grow in the wild.

> Condition: Prior to the commencement of development, a detailed scheme for the treatment and disposal of soils affected by Japanese Knotweed shall be submitted to and approved in writing by the Local Planning Authority. Such a scheme shall accord with most recent guidance issued by the relevant statutory authority. Thereafter the development shall be carried out in accordance with the approved scheme.

> Reason: To ensure the safe destruction and prevention of spread of Japanese Knotweed.

1.5.8 Brownfield Sites

Policy EN7: Priority Habitats and Species

Brownfield sites or previously developed land can often be richer in biodiversity than heavily improved or intensively cultivated 'greenfield sites'. Very often, the poor and shallow soils of brownfield sites allow a greater range of flowering plants to develop, compared with the monoculture of rye grass that can predominate in heavily improved agricultural land. A diverse range of flowering plants will support more insects, and subsequently birds and other animals. In addition, the warm microclimates that occur in the open mosaic habitats of brownfield sites can be of value to insects and reptiles.

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Therefore, an assessment of the nature conservation value of a brownfield site should be undertaken objectively, and should in no way be prejudiced by the previous land-use of that site.

Section 4.9.1 of Planning Policy Wales states, in relation to the preference for the re-use of land, that the Welsh Government recognises that not all previously developed land is suitable for development. This may be, for example, because of its location, **the presence of protected species or valuable habitats** or industrial heritage, or because it is highly contaminated. For sites like these it may be appropriate **to secure remediation for nature conservation**, amenity value or to reduce risks to human health.

Therefore the habitats, species, and ecosystems of a brownfield site should be assessed, where that site is the subject of a planning proposal, and remediation in the form of mitigation or compensation measures secured if planning consent is granted. Surveys should seek to determine whether the UK Biodiversity Action Plan (UKBAP) habitat known as '*Open Mosaic Habitat on Previously Developed Land'*, which is characterised by a diverse invertebrate and plant fauna, is present on site. Furthermore, any assessment should consider whether the site qualifies as a wildlife site (Site of Importance for Nature Conservation - SINC) in accordance with Section H18 (Post-industrial Land) of the Guidelines for the Selection of Wildlife Sites in South Wales 2004.

Where a site is identified as supporting a UKBAP habitat, or as qualifying as a SINC as above, then guidance elsewhere in this TGN relating to UKBAP habitats and SINCs should be consulted.

In accordance with Section 5.5.3 of Technical Advice Note (TAN) 5, the conservation and enhancement of locally designated sites (such as SINCs) is an important contribution to the implementation of Biodiversity Action Plans and to the management of features of the landscape of major importance for wild flora …. Developers should avoid harm to those interests where possible. Where harm is unavoidable it should be minimised by mitigation measures and

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offset as far as possible by compensation measures designed to ensure there is no reduction in the overall nature conservation value of the area or feature.

1.5.9 Ancient Semi-natural Woodland

Policy EN7: Priority Habitats and Species

Ancient Semi-natural Woodland (ASNW) comprises all woodland sites with historical evidence of woodland cover since the year 1600. This definition includes woodland sites which have been clearfelled and re-planted, which are known as Planted Ancient Woodland Sites (PAWS). The value of ASNW and PAWS sites lies not just in the trees themselves, but also in their understorey and ground flora, rides and glades, and the mammals, birds, invertebrates, fungi, microorganisms etc., that they support. These habitats are particularly rich in biodiversity, as well providing other ecosystem services such as carbon capture and storage, flood risk management, recreation, and natural beauty. As such, these habitats are considered irreplaceable, and require special consideration in the planning system. This is reflected in PPW section 5.2.9., wherein:-

> '*Ancient and semi-natural woodlands are irreplaceable habitats of high biodiversity value which should be protected from development that would result in significant damage.*'

The definition of '*significant damage'* will be considered on a case-by-case basis.

Where development is proposed on sites adjacent to ASNW, there is the potential for harm to the woodland edge to arise from construction activities and from inappropriate management during occupation of the development.

The Forestry Commission's Standing Advice for Ancient Woodland and Veteran Trees, updated April 2014, states:-

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> '*Buffer Zones: Development must be kept as far as possible from ancient woodland, with a buffer area maintained between the ancient woodland and any development boundary. An appropriate buffer area will depend on the local circumstances and the type of development. In a planning case in West Sussex the Secretary of State supported the arguments for a 15m buffer around the affected ancient woodland, but larger buffers may be required*'.

In Cardiff, the term '*Ecotone*' is preferred, as this better reflects a more natural woodland edge, with canopy trees grading into shorter understorey species, through scrub habitats, and into rough grassland. Therefore, the provision and management of a 15 metre-wide ecotone around woodland sites will normally be required. Domestic gardens should be excluded from this ecotone, as the creation of gardens backing directly onto woodland is likely to lead to conflict between occupants and the woodland, leading to inappropriate tree management. This in turn may have negative impacts upon species supported by these trees, such as bats, nesting birds and dormice.

Further guidance relating to trees, woodlands, landscaping and soils is provided in separate sections of the Green Infrastructure SPG.

1.5.10 Coastal, Estuarine and Marine Habitats

Policy EN7: Priority Habitats and Species

National planning policy in relation to development management and the coast is set out in sections 5.8.1 to 5.8.4 of PPW.

Some areas of Cardiff's coastline are important for wildlife and are designated as SINCs. Other areas, such as the Gwent Levels and the Severn Estuary itself, are designated as SSSIs. Furthermore, the estuary and parts of the coastline receive protection at an international level. Works which may affect these designations, even if they do not take place within the boundaries of those

designations, may need a Habitats Regulations Assessment. The designations concerned are:-

Severn Estuary Special Area of Conservation (SAC)

This is part of the European Union 'Natura 2000' network of sites and is designated for habitats such as Estuary, sandbanks, mudflats, sandflats, saltmarsh and reefs, as well as certain migratory fish species.

Severn Estuary Special Protection Area (SPA)

SPAs are also part of the European Union 'Natura 2000' network and are classified for the protection of birds. In this instance, assemblages and species overwintering and migratory wildfowl are the focus of this designation.

Severn Estuary Ramsar Site

Ramsar sites are a non-statutory designation for as Wetlands of International Importance. The Severn Estuary Ramsar site is listed on account of the habitats and species for which the SAC and SPA are designated/classified.

Typical effects which may arise from development along the foreshore and which may impact upon these designations include (but are not limited to):-

- Direct loss of habitat such as vegetated shingle or saltmarsh
- Visual or noise disturbance to overwintering and migratory birds
- Direct impacts upon overwintering and migratory birds by features such as wind turbines
- Mobilisation of existing ground contaminants by works such as piling etc. which may then leach into the estuary
- Deposition of airborne contaminants arising from traffic and industrial processes

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1.5.11 Habitats Regulations Assessment (HRA) Procedure

Policy EN5 - Designated Sites

Under Regulation 61(1) of the Conservation of Habitats and Species Regulations 2010 as amended, referred to as the 'Habitats Regulations', a competent authority, before deciding to undertake, or give any consent, permission or other authorisation for, a plan or project which…

a) is likely to have a significant effect on a European site or a European offshore marine site (either alone or in combination with other plans or projects), and

b) is not directly connected with or necessary to the management of that site,

…must make an appropriate assessment of the implications for that site in view of that site's conservation objectives. These conservation objectives will be as set out in the most recent advice from Natural Resources Wales. In relation to the Severn Estuary European Marine Site (EMS), this advice is issued jointly with Natural England under Regulation 37 of the Conservation of Habitats and Species Regulations 2010 (as amended).

The process of establishing whether there is likely to be a significant effect upon a European Site, and if so undertaking an 'appropriate assessment', is known as a Habitats Regulations Assessment or HRA.

When a planning application is submitted for a proposal which might affect a European Site, Cardiff Council will have to consider whether a HRA is required.

The European Sites in Cardiff are the Severn Estuary Special Area of Conservation (SAC), the Severn Estuary Special Protection Area (SPA) and the Cardiff Beech Woods SAC. However, the impacts of a development, such as contamination by air-borne pollutants, may be felt further afield than Cardiff. Clearly it would be impossible to assess the impacts of a development upon all European Sites in the UK and in the EU, so a perimeter of 15Km around Cardiff

has been established with CCW and subsequently NRW through the Review of Consents Process and the HRA of the Cardiff Local Development Plan.

The additional sites within this perimeter which may need to be considered in a HRA process are currently:-

Aberbargoed Grasslands SAC,

Blackmill Woodlands SAC,

River Usk SAC,

River Wye SAC.

As a matter of Welsh Government policy, Ramsar sites (sites listed under the Ramsar convention as wetlands of international importance) should be treated in the same way as SACs and SPAs, including in particular in relation to the consideration of plans and projects likely to affect them. Therefore following a procedure analogous to Regulation 61 in relation to the Severn Estuary Ramsar Site would also help ensure adherence to WG policy.

Projects will be assessed in accordance with the following documents:-

- Assessing Projects under the Habitats Directive - *Guidance for Competent Authorities.* David Tyldesley and Associates for Countryside Council for Wales. September 2008.

- Managing Natura 2000 Sites - The provisions of Article 6 of the 'Habitats' Directive 92/43/CEE. 2000.

- Assessment of plans and projects significantly affecting Natura 2000 sites. Methodological guidance on the provisions of Article 6(3) and (4) of the Habitats Directive 92/43/EEC. November 2001.

Screening

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The following criteria will be used to screen plans, projects or programmes for relevance to the HRA process:-

1. A HRA will be required for any plan, project or programme which results in an activity which is known to affect a European site.
2. A HRA will be required for a plan, project or programme which:-

Steers a quantum or type of development towards or encourages development in, an area that includes a European site or an area where development may indirectly affect a European site.

The 'area' referred to above will include:-

- Any area within the boundary of the European site
- All land within 1000m of the boundary of the European site
- All land or any area of watercourse in hydrological connectivity (tributaries, ground water etc.) with a European site, to include those within 1000m (provisional) of the boundary of watercourses upstream and downstream of the European site
- All land within 3km of a European site for industrial developments, larger housing developments and minerals consents including those requiring an EIA
- All land within distance criteria set out in paragraphs 2 and 3 of Appendix 2 to Annex XVII of Part B of the General Guidance Manual on Policy and Procedures for A2 and B Installations.

Under Regulation 61(2), a person applying for any such consent, permission or other authorisation must provide such information as the competent authority may reasonably require for the purposes of the assessment or to enable them to determine whether an appropriate assessment is required.   In effect, this may mean that additional survey work of species or habitats which are the features of the European Site, may be needed. An applicant should be made aware that in some circumstances, such survey work can only take place at

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certain times of the year, and that more than one survey season may be needed in order to provide adequate data.

There is no statutory requirement to formally consult NRW at the initial screening stage or at the test of likely significance stage. However, if an 'appropriate assessment' is undertaken, the competent authority must for the purposes of the assessment consult NRW and have regard to any representations made by them within such reasonable time as the authority specify.

The HRA process is normally undertaken by the County Ecologist within Cardiff Council, who will provide a report on the HRA to the case officer dealing with the planning application concerned. In certain circumstances, it may be acceptable for the planning applicant to commission a draft HRA and submit it in support of a planning application. If this draft HRA is found to be acceptable, then it can be adopted by Cardiff Council for the purposes of its duty under Regulation 61(1).

1.5.12 SSSI Procedure

Policy EN5 - Designated Sites

There are 17 Sites of Special Scientific Interest in Cardiff, and Cardiff Council has statutory duties in relation to these sites under the Wildlife and Countryside Act 1981 as amended.

A general duty under Section 28G of that Act is to take reasonable steps, consistent with the proper exercise of the authority's functions, to further the conservation and enhancement of the flora, fauna or geological or physiographical features by reason of which the site is of special scientific interest. An authority to which this section applies is referred to as a '*Section 28G authority*'.

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In practice, this means that where any Cardiff Council functions, including the consideration of planning applications, may affect a SSSI, the County Ecologist should be contacted for advice as to how to proceed. It is likely that NRW should be consulted on any such activity.

A more specific duty is set out in section 28I of the CRoW Act, which states that before granting planning (or any other) consent for operations likely to damage any of the features for which a SSSI has been designated, a section 28G authority, in this case Cardiff Council, must give notice of the proposed operations to NRW.

Operations which may affect the features of a SSSI in this way require consent from NRW. However, where that operation also requires planning consent, then rather than operate the SSSI consent procedure in parallel with the planning consent procedure, NRW will instead provide comment on the planning application to the Cardiff Council Planning Service. If those comments are incorporated into the consideration of the planning application, then SSSI consent will be deemed to have been granted if planning consent is granted.

Where notice of a proposed operation has been given to NRW, they must then be given 28 days to respond, and when they do, their advice must be taken into account.

If NRW advise against granting consent, but this advice is not taken into account, then consent must not be granted until 21 days after this advice is received from NRW.

1.5.13 SINC Procedure

Policy EN5 - Designated Sites

The use of Sites of Importance for Nature Conservation (SINCs) is indicated in Section 5.3.11 of PPW 2016 and Section 5.5 of TAN5. Section 5.5.3 of TAN5, states:-

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'*The conservation and enhancement of locally designated sites is an important contribution to the implementation of Biodiversity Action Plans and to the management of features of the landscape of major importance for wild flora and fauna. Developers should avoid harm to those interests where possible. Where harm is unavoidable it should be minimised by mitigation measures and offset as far as possible by compensation measures designed to ensure there is no reduction in the overall nature conservation value of the area or feature.*'

As a precedent we use the Planning Inspectorate's comments on the Monmouthshire Unitary Development plan, wherein:- '*The Council will assess sites proposed for development to ascertain whether they fulfil the criteria for designation and may request information from applicants to assist in that process. If a site satisfies the criteria it will, for planning purposes, be treated as if it were a SINC.*' In other words, even if a site has yet formally to be designated as a SINC, if it meets the qualifying thresholds, it should be treated as a SINC for planning purposes.

The qualifying criteria for SINC designation are set out in the Guidelines for the Selection of Wildlife Sites in South Wales.

Therefore, where a SINC or land which could be designated as a SINC is likely to be affected by development, survey work should be undertaken to establish the features of importance for nature conservation for which the SINC has or could be designated. Subsequently, mitigation and compensation measures may be needed. Where there is the potential for significant adverse effects upon the features of a SINC, the following condition should be attached to any planning consent:-

Condition: No materials, waste, arisings or plant shall be stored or operated within the (XXX) SINC, outside the site boundary identified within the planning application, or allowed to fall, be washed or blown into it.

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Reason: To protect the features of interest for nature conservation for which the (XXX) SINC has been designated.

A map showing SINCs in Cardiff is available on the Cardiff Council mapping portal, or from the County Ecologist, who can also provide SINC designation sheets, which describe the SINCs and their special interest. These can be forwarded to planning applicants.

1.5.14 Biodiversity and Resilience of Ecosystems Duty (BRED)

EN7: Priority Habitats and Species
EN6: Ecological Networks and Features of Importance for Biodiversity

The Biodiversity and Resilience of Ecosystems Duty (BRED) as set out in the Environment (Wales) Act 2016 states that public bodies such as Cardiff Council must seek to maintain and enhance biodiversity in the exercise of their functions, and in so doing promote the resilience of ecosystems, so far as is consistent with the proper exercise of those functions. In complying with this duty we will have to take account of the resilience of ecosystems, in particular the following aspects—

(a) diversity between and within ecosystems;
(b) the connections between and within ecosystems;
(c) the scale of ecosystems;
(d) the condition of ecosystems;
(e) the adaptability of ecosystems.

Under Section 7 of the Environment (Wales) Act 2016, Welsh Ministers must prepare and publish a list of the living organisms and types of habitat which in their opinion are of principal importance for the purpose of maintaining and enhancing biodiversity in relation to Wales. The species and habitats on this list may be taken to be the focus of Cardiff Council's duty under Section 6, as above.

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Cardiff Council has to consider the implications of a proposed scheme upon the habitats and species in the published Section 7 list, and any loss of habitat or fragmentation of habitat that supports them. Clearly it would be unreasonable to require a planning applicant to survey for all species and habitats on those lists which might be found within the immediate area of this application. Correspondingly, it would be impossible for Cardiff Council accurately to assess the impacts of the proposed scheme upon all of those habitats and species.

Instead, where it is unavoidable that areas of semi-natural habitat will be lost to a proposed development, robust assumptions should be made as to which Section 7 habitats and species are likely to be affected. Subject to other protected species/habitat controls, loss of these habitats may be tolerable, provided there remains sufficient habitat connectivity through and around the proposed development site to allow the normal movement, dispersal, migration, foraging and adaptation to climate change of any relevant species which may be present.

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Appendix 1.A   Planning Officers Checklist

The following checklist can be used as an aid firstly to guide Planning officers in considering the impact of a planning application upon biodiversity, and secondly to remind prospective planning applicants of the information that they may need to provide with their application. This checklist is adapted from that provided by the Biodiversity Planning Toolkit http://www.biodiversityplanningtoolkit.com/default.asp

Planning Officers Checklist	Yes ✓ No ✗
General	
1. Has the decision been based upon up-to-date information about the environmental characteristics of the area?	
2. Has the decision sought to maintain and enhance biodiversity and in doing so promoted the resilience of ecosystems, as required under s7 of the Environment (Wales) Act 2016?	
3. Even if a development site is not statutorily protected, does it nevertheless contribute to a network of natural habitats which, because of their linear and continuous structure, or their functions as stepping stones, are essential for migration, dispersal and genetic exchange?	
4. Will the proposal maintain, enhance, restore or add to biodiversity and geological interests within the wider community as required by PPW and TAN5?	
5. Would the proposal lead to the loss or deterioration of ancient woodland? If so are the benefits of the proposal sufficient to outweigh this loss or deterioration?	
Protected sites	
1. Is the development site subject to an international, national or local designation? Has reference been made to the designation in the decision?	
2. Does the development site fall within, adjacent to or near a European site (Special Protection Area, Special Area of Conservation, candidate Special Area of Conservation), an international site (Ramsar Site) or a potential Special Protection Area?	
3. If so, have the following tests been applied, as required under the Habitats Regulations:	
a. Is the proposal directly connected with or necessary for the management of the protected site?	
b. If not, can it be objectively determined that it would be unlikely, alone or in combination with other plans and projects, to have a significant effect on the protected site?	
c. If not, has an appropriate assessment (AA) been undertaken?	
d. Does the AA establish that the development would not adversely affect the integrity of the protected site?	
e. If not, can the adverse effects be minimised or avoided by imposing appropriate conditions or through a valid S106 obligation?	
f. If not, are there alternative solutions which would have no or a lesser effect on the integrity of the protected site?	

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g. If not, are there imperative reasons of overriding public interest to justify permitting the development?	
h. If so, can all necessary compensatory measures to ensure the overall coherence of the network of internationally protected sites (Natura 2000) be put in place?	
4. If the proposal site could potentially have an impact on a nationally designated site e.g. Site of Special Scientific Interest (SSSI), is the proposal likely to damage the protected site's special interest features? If so are the benefits of the proposal sufficient to outweigh this harm?	
5. If the proposal would have an impact on Site of importance for Nature Conservation (SINC) would it significantly undermine the intrinsic scientific interest of the protected site and/or reduce the opportunity it provides for contact with and enjoyment of nature and a resource for learning about the natural world? If so are the benefits of the proposal sufficient to outweigh the harm?	
Protected species	
1. Is there evidence to suggest that there is a reasonable likelihood of protected species (PS) being present on or near the site and is there a risk they may be adversely affected by the proposal?	
2. If so, has a survey been undertaken (recently)? If not, the application can be refused on the grounds that it will not be possible to ascertain the likely impact on the species.	
3. If a survey has been undertaken, can it be determined that the proposal would not have an adverse effect on the PS?	
4. If it would potentially have an adverse impact could this be overcome by any proposed mitigation measures?	
5. Can such measures be secured through the imposition of conditions or has a valid section 106 obligation been submitted which would ensure such measures are implemented?	
6. If you have concluded that the proposal would result in a breach of the protection afforded to European Protected Species (EPS), have you had regard to the 3 tests that the licensing authority must consider in deciding a licence application?	
7. If you propose to grant planning permission, are you satisfied that there are sufficient grounds to justify this? Are these grounds clearly expressed in the decision? In particular, if there would be harm to the PS/EPS does the decision identify how this would be mitigated? If it cannot be mitigated have you clearly identified the overriding reasons for granting planning permission?	

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Ecology and Biodiversity TGN Part 2 – The Cardiff Resource

CONTENTS

PART 2

Appendices to Part 2

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2.1 Introduction

2.1.1 This Technical Guidance Note (TGN) relates to policies concerning ecology and biodiversity in existing development plans for Cardiff. It applies to all categories of development for which planning permission is required and includes comprehensive guidance on matters relating to ecology and biodiversity.

2.1.2 This TGN outlines:

- In Part 1 - how the Council will implement development plan policies relating to ecology and biodiversity, including how it will assess planning applications which could have an impact on ecology and biodiversity interests, the information applicants will need to provide to enable this, and the legislative framework within which the Council must operate.

- In Part 2 - the biodiversity/nature conservation[2] resource of Cardiff, sets out factual details of designated sites and biodiversity priorities.

2.1.3 The Welsh Assembly Government supports the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance and may be taken into account as a material planning consideration in planning decisions. The policy context is given in section 1.2 of this document.

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[2] For the purposes of this document, 'biodiversity' (short for biological diversity) is taken to have the same meaning and be interchangeable with 'nature' or 'wildlife'.

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2.2 International/European Designated Sites in Cardiff

SITE NAME	CENTRAL GRID REF.	COMMUNITY	YEAR FIRST DESIGNATED
Cardiff Beech Woods Special Area of Conservation (SAC)	**ST118824**	**Pentyrch, Radyr and Morganstown, Whitchurch and Tongwynlais.**	**2004**
Cardiff Beech Woods contains one of the largest concentrations of beech forests in Wales, and represent the habitat close to the western limit of its past native range in both the UK and Europe. The woods show mosaics and transitions to other types, including more acidic Beech woodland and Oak and Ash woodland. Characteristic and notable species in the ground flora include Ramsons, Sanicle, Bird's-nest Orchid and Yellow Bird's-nest.			
Severn Estuary Special Area of Conservation (SAC)	**ST321748**	**Splott, Rumney, Trowbridge, Butetown**	**2007**
The Severn Estuary is the largest coastal plain estuary in the UK with extensive mudflats and sandflats, rocky shore platforms, shingle and islands. Saltmarsh fringes the coast, backed by grazing marsh with freshwater and occasionally brackish ditches. The estuary's classic funnel shape is a factor causing the Severn to have the second highest tidal range in the world at more than 12 metres. This tidal regime results in plant and animal communities typical of the extreme physical conditions of strong flows, mobile sediments, changing salinity, high turbidity and heavy scouring.			
Severn Estuary Special Protection Area (SPA)	**ST368818**	**Splott, Rumney, Trowbridge, Butetown**	**2005**
The Severn Estuary SPA consists of intertidal mudflats and sandflats, saltmarsh, shingle and rocky shoreline. These habitats support internationally important populations of regularly occurring Bewick's Swan, an internationally important assemblage of wintering waterfowl and internationally important populations of Shelduck, Dunlin, Redshank, European White-fronted Goose and Gadwall.			

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SITE NAME	CENTRAL GRID REF.	COMMUNITY	YEAR FIRST DESIGNATED
Severn Estuary Ramsar Site	ST368818	Splott, Rumney, Trowbridge, Butetown	1995
The Severn Estuary has been designated a Ramsar site because it is important for migratory birds during passage periods in spring and autumn and regularly supports over 20 000 waterfowl in winter. The site also regularly supports, during the same period, internationally important populations of five species of waterfowl. The Severn Estuary is also important for the run of migratory fish between the sea and rivers. Other unique features include an immense tidal range affecting physical environment and biological communities, unusual estuarine communities, reduced species diversity and high productivity.			

2.3   Sites of Special Scientific Interest in Cardiff

Site name	Grid Ref.	Community	Year First Designated
Castell Coch Woodland and Road Section	ST130827	Tongwynlais	1972
A biological and geological SSSI. Ancient semi-natural Beech woodland which although intensively managed in the past maintains its ancient nature, with county rarities such as Bird's-nest Orchid, Greater Butterfly Orchid and Yellow Bird's-nest. Forms part of the Cardiff Beech Woods Special Area of Conservation (SAC). Geological exposures present at Castell Coch Road Section show a sequence of rocks that includes the Devonian Old Red Sandstone and the younger Carboniferous Limestone.			
Coed y Bedw	ST111826	Pentyrch	1982
A diverse, north-facing, 17 Ha broadleaved woodland with Oak, Birch, Beech, Ash and Alder all occupying distinctive areas in the reserve. Lime-rich springs found in the southwest meet an acidic stream running eastward, while a small pond sits in the centre of the woodland, overlooked by coppiced Alder.			
Fforestganol a Chwm Nofydd	ST147835	Rhiwbina/Tongwynlais	1985

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Site name	Grid Ref.	Community	Year First Designated
An area of mixed deciduous woodland with Beech plus old, orchid-rich pasture, Alder woodland and calcareous flushes. One flush contains the nationally rare plant *Rivularia biasolettiana*. Woodland areas contain Solomon's Seal, Yellow Bird's-nest, Bird's-nest Orchid and Wood Goldilocks. Herb Paris and Adder's Tongue Fern have been recorded. Forms part of the Cardiff Beech Woods SAC.			
Ely Valley	**ST114764**	**St Fagans, Ely**	**1959**
The best station in Wales for Monk's-hood. This rare plant has a population alongside several miles of the River Ely, occurring mainly in ditches, wetlands and woods immediately adjacent to the river. The majority of this site falls within the Vale of Glamorgan, with only a small amount within Cardiff.			
Flat Holm	**ST222649**	**Butetown**	**1972**
A biological and geological SSSI which forms part of the Severn Estuary SAC, SPA and Ramsar site. Carboniferous limestone island dominated by coarse grassland and scrub with a maritime sward in the low western cliffs. There is a range of plant species adapted to chalky soil, and this is one of the few stations in Wales for the Wild Leek. Herring and Lesser Black-backed Gulls also nest here. The south western shoreline demonstrates rocks of the Flat Holm Limestone of the Birnbeck formation.			
Garth Wood	**ST125821**	**Radyr**	**1979**
Mixed Beech-Ash woodland of uneven age, with Beech growing near the western limits of its natural range. Exhibits a well-developed understorey and is one of the few county locations for Bird's-nest Orchid. Badgers are also present. A population of *Porrhomma rosenhaueri* (a cave dwelling spider) is found within Lesser Garth Cave. Forms part of the Cardiff Beech Woods SAC.			
Glamorgan Canal/Long Wood	**ST139809**	**Whitchurch**	**1982**
An artificial wetland ecosystem adjoining river terrace beech woodland of considerable age. There is a range of habitats from open water, Alder carr, scrub and deciduous woodland. Includes important invertebrate species, birds and plants such as Arrowhead.			
Gwent Levels - Rumney and Peterstone	**ST350800**	**Rumney, Trowbridge**	**1993**
Supports a number of important plant species including Flowering-rush, Brackish Water-crowfoot, Frog-bit and Hair-like Pondweed. The aquatic invertebrate fauna is very diverse and contains many rare and notable species.			

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Site name	Grid Ref.	Community	Year First Designated
Lisvane Reservoir	**ST190822**	**Llanishen**	**1982**
A stream-fed reservoir of importance for birds, which makes a useful refuge on the northern outskirts of Cardiff for overwintering Mallard, Teal, Tufted Duck, Pochard, Coot, Divers, Grebes and passage migrants.			
Argloddiau Cronfeydd Dwr Llanisien a Llys-Faen - Llanishen and Lisvane Reservoir Embankments	**ST185822**	**Llanishen**	**2005**
An important site for grassland fungi, supporting 28 species of Waxcaps *Hygrocybe spp.*			
Penylan Quarry	**ST198787**	**Roath**	**1982**
Geological SSSI. Exposure of the Wenlock Series of Silurian mudstones. Important fossil collections have come from this site and have been used worldwide in comparative dating of similar rocks.			
Rhymney River Section	**ST209789**	**Rumney**	**1981**
Geological SSSI: The most complete exposure of the Silurian strata containing the local Wenlock succession, Rumney Grit, Ludlow Series and Old Red Sandstone. There is some fossil significance.			
Rumney Quarry	**ST215788**	**Rumney**	**1972**
Geological SSSI: Rumney Quarry is a small disused quarry situated in a residential area of east Cardiff. It is a very important site for the interpretation of the disposition of land and sea in mid-Silurian times. This site provides the best exposure of the Silurian Rumney Grit, which is considered to belong to the oldest part of the Homerian Stage of the Wenlock Series.			
Severn Estuary		**Splott, Rumney, Trowbridge, Butetown**	**1952**
One of the largest and most important tidal estuaries in Britain with mudflats, sand banks, rocky platforms and saltmarsh. This SSSI forms part of the Severn Estuary SAC, SPA and Ramsar site. The estuarine fauna includes: internationally important populations of waterfowl, invertebrate populations of considerable interest, and large populations of migratory fish, including the nationally rare and endangered Allis Shad (Alosa alosa).			
Ty Du Moor	**ST107792**	**Creigiau & St Fagans**	**1999**

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Site name	Grid Ref.	Community	Year First Designated
This site is of special interest for its base enriched fen meadow vegetation, which is associated with a range of marshy grassland, flush, swamp and carr communities. Also of special interest is the population of Broad-leaved Cottongrass *Eriophorum latifolium*.			
Caeau Blaen-Bielly	**ST101825**	**Pentyrch**	**2010**
Caeau Blaen-Bielly are a series of enclosed pastures with a south to south-easterly aspect, separated by hedgerows. These fields are of special interest for their species-rich neutral grassland and marshy grassland, some of which is species-rich 'fen-meadow'.			
Cwarrau Ton Mawr a Ffynnon Taf – Ton Mawr and Taffs Well Quarries	**ST119822**	**Pentyrch, Radyr**	**2012**
Geological SSSI: The site is of special interest for the several phases of spectacular mineralization exposed in the quarry walls. The limestone rocks that are being quarried are Carboniferous in age (approximately 340 to 350 million years old), but the mineralization is much younger. The presence of spectacular calcite minerals, coupled with the opportunity to study the history of mineralization, make these quarries nationally important for the study of mineralogy.			

2.4   Designated Local Nature Reserves in Cardiff

SITE NAME	GRID REF.	COMMUNITY	YEAR DESIGNATED
Flat Holm	**ST222649**	**Butetown**	**1977**
Carboniferous limestone island dominated by rough grassland and scrub with a maritime sward on the low western cliffs. Flat Holm supports a gull breeding colony and a large range of plant species which prefer chalky soil. The site is also part of the Severn Estuary SSSI, SPA & Ramsar Site.			
Glamorgan Canal	**ST139809**	**Whitchurch**	**1981**
An artificial wetland ecosystem adjoining river terrace beech woodland of considerable age. A range of habitats exist from open-water, Alder carr, scrub and deciduous woodland. The site is also a SSSI.			

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Hermit Wood	ST137797	Radyr	1985
Semi-natural Oak/Ash/Alder woodland with diverse ground flora including Toothwort.			
Howardian	ST205789	Roath	1991
An area of semi-natural Oak woodland with grassland, marshland and pond habitats which have been created on a reclaimed landfill site. The site supports Broad-leaved Helleborine, Bee Orchid, Southern Marsh Orchid and Grass-leaved Vetchling, together with a large population of Dormice			
Fforest Ganol & Cwm Nofydd	ST144836	Tongwynlais, Rhiwbina	1995
An area of ancient semi-natural woodland with Beech as the dominant species together with orchid rich pasture, Alder carr and calcareous flushes with a number of locally rare species such as Solomon's Seal, Bird's-nest Orchid and Wood Goldilocks.			
Cardiff Bay Wetland & Hamadryad Park	ST188740	Butetown	2010
Created in 2002 to compensate in part for the loss of the mudflats when the barrage was completed which had been submerged by the rising water levels. The reserve is an important site for over-wintering and breeding birds, and other wildlife.			

2.5 Sites of Importance for Nature Conservation (SINCs) in Cardiff

Note that some SINCs occur in more than one ward. No SINCs have been identified in the Adamsdown ward.

SINC Name by Ward	Area (Ha)	Grid Reference	Year Designated / Last Reviewed
Butetown			
Beach Sidings	2.90	ST205740	2011
Cardiff Bay Wetland Reserve	10.14	ST188740	2004
Cardiff Heliport Fields	3.18	ST211750	2010
Ocean Park South	2.57	ST205753	2006
River Taff	90.44	ST17 & ST18	1995
Tidal Sidings	3.20	ST207755	2006

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Caerau			
Caerau Wood	13.46	ST131750	2006
Canton Common Ditch	0.76	ST161756	2006
Leckwith Woods Viaduct	0.25	ST154757	2009
River Ely	34.99	ST17	2006
Sweldon Wood	5.32	ST128749	2006
Canton			
Canton Common Ditch	0.76	ST161756	2006
Leckwith Woods Viaduct	0.25	ST154757	2009
River Ely	34.99	ST17	2006
Cathays			
Blackweir & Dock Feeder	17.73	ST171776	2007
Cathays Cemetery	34.41	ST181785	2009
River Taff	90.44	ST17 & ST18	1995
Creigiau & St Fagans			
Afon Clun	0.27	ST071826	2008
Cadoxton & Trehafod Branch Line	17.29	ST081820	2006
Castell-y-Mynach Wood	6.44	ST082806	2005
Coed Gwernybwlau	7.99	ST085795	2005
Coed Tre Wern	12.58	ST106807	2008
Coedbychan	14.87	ST125777	2004
Coed-y-Creigiau	8.53	ST084821	2009
Coed-y-Glyn	5.17	ST110802	2008
Coed-y-Goetre	6.20	ST118799	2006
Coed-y-Gof	14.39	ST124791	2008
Coed-y-Trenches	8.19	ST117797	2008
Craig-y-Sianel	3.33	ST088812	2009
Craig-y-Parc	18.75	ST093806	2009
Creigiau Railway Fields	7.53	ST079823	2012
Ely Northwest	4.88	ST120764	2009
Ffynnon-Dwym Wood	10.57	ST087815	2009
Former Llantrisant No. 1 Branch Line	17.87	ST120790	2008
Former Penhros Branch Line	17.08	ST110784	2010
Former St. Fagans Branch Line	3.47	ST114767	1995
Glan Ely Wood	2.42	ST130772	2006
Groes Faen Fen Meadow	2.12	ST073802	2012
Groes Faen Wood	7.73	ST076806	2004
Gwern-y-Cegyrn	5.59	ST115800	2006

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Henstaff Rhos Pasture	1.82	ST080804	2012
M4 Junction 33 Spoil Tip	1.49	ST091796	2006
Maes Mawr Wood	2.62	ST076812	2009
Michaelston Marsh & Woods	9.41	ST114763	2006
Nant Coslech	1.68	ST080813	2010
Nant Dowlais	1.81	ST105787	2010
Nant Henstaff	6.98	ST082802	2005
Nant Rhydlafer	0.95	ST110794	2010
Nant-y-Cesair	0.13	ST076827	2010
Nant-y-Glaswg	5.86	ST100790	2010
Pant y Gored Wet Woodland	2.98	ST088809	2009
Pencoed Wood	5.44	ST091799	2008
Pentrebane Cottage Ponds	0.12	ST119788	2008
Plymouth Great Wood	25.37	ST126769	2006
River Ely	34.99	ST17	2006
Slanney Woods & Garn	18.24	ST112784	2004
St Fagans	30.17	ST112772	2012
Tre Wern Field, Pentyrch	8.89	ST104806	2008
Tydu Marsh	2.81	ST109796	2006
Tyn-y-coed Complex	73.16	ST086829	2009
Waterhall Plantation & Pond	8.99	ST128786	2008
Cyncoed			
Discovery Wood	0.97	ST189801	2007
Llanedeyrn Woodlands Complex	28.95	ST204807	2008
Llanishen Brook (South)	0.74	ST183804	2011
Llanishen Reservoir Grassland and Scrub	4.97	ST184817	2006
Nant Fawr Community Woodlands	4.04	ST185807	2009
Nant Fawr Meadows	5.50	ST190816	2007
Nant Glandulais	2.51	ST197825	2010
Rhyd-y-Pennau Complex	4.51	ST188812	2012
Roath Brook	4.77	ST206783	2011
Roath Park Lake	12.52	ST185796	2011
Roath Park Wild Gardens	3.48	ST185802	2007
Scott Wood	0.90	ST189802	2007
Swan Mear Wood	1.02	ST192800	2007
Ely			
Michaelston Marsh & Woods	9.41	ST114763	2006
Nant-y-Plac Complex	0.92	ST114754	2011
Plymouth Great Wood	25.37	ST126769	2006
River Ely	34.99	ST17	2006
Riverside Wood	1.68	ST134769	2006

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Fairwater			
Fairwater Park	1.42	ST140779	2012
Former Llantrisant No. 1 Branch Line	17.87	ST120790	2008
Glan Ely Wood	2.42	ST130772	2006
River Ely	34.99	ST17	2006
Waterhall Plantation & Pond	8.99	ST128786	2008
Gabalfa			
Blackweir & Dock Feeder	17.73	ST171776	2007
Gabalfa Woods	5.77	ST165783	2007
River Taff	90.44	ST17 & ST18	2011
Grangetown			
Cogan Spur Viaduct	0.83	ST176729	2011
Grangemore Park	18.10	ST173737	2008
Leckwith Pond & Marsh	2.39	ST166742	2011
River Ely	34.99	ST17	2006
River Taff	90.44	ST17 & ST18	2011
Heath			
Cathays Cemetery	34.41	ST181785	2009
Heath Wood & Pond	9.49	ST176799	2012
Lisvane			
Airshaft No. 4 Spoil Tip	0.19	ST177848	2009
Castell Mor Craig Wood	1.95	ST161843	2009
Cefn Onn Amenity Grassland	1.14	ST176843	2012
Coed Transh yr Hebog	20.90	ST174847	2009
Coed-ty-Llwyd	3.08	ST186822	2009
Coed-y-Felin	6.73	ST181829	2012
Coed-y-Graig	2.92	ST195850	2009
Coetgaepengam	2.45	ST186827	2009
Coetgae-sych	3.76	ST190826	2012
Craig Llanishen	14.16	ST169846	2010
Craig-Llwyn Road Wood	2.40	ST194837	2011
Foxfield	0.95	ST194845	2009
Lisvane Reservoir Wood	1.00	ST189823	2009
Llwyn-y-Pia Marsh	3.12	ST189834	2005

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Nant Fawr (north section)	1.80	ST179840	2010
Nant Glandulais	2.51	ST197825	2010
Nant Transh yr Hebog	0.26	ST179843	2010
Nant Ty-draw	0.86	ST194832	2009
Nant Ty-draw Fach	0.88	ST189841	2009
Nant-y-Draenog	0.31	ST199826	2010
Nant-y-Felin	0.42	ST193841	2009
Parc Cefn Onn	12.54	ST178841	2009
Springmeadow	1.47	ST192842	2009
Springmeadow Wood	3.91	ST192844	2010
Ty Llwyd Meadows	2.65	ST189823	2009
Wern Fawr South	8.44	ST182839	2009
Llandaff			
Radyr Community Woodlands	6.33	ST136797	2008
River Taff	90.44	ST17 & ST18	2011
Llandaff North			
Hailey Park	8.20	ST142796	2009
River Taff	90.44	ST17 & ST18	2011
Llanishen			
Coedcochwyn	4.70	ST171819	2012
Coedifanbychan/Coedtirhwnt	11.18	ST168832	2009
Coed-y-Caeau	6.45	ST176811	2006
Gwern-y-Bendy	1.71	ST183817	2008
Lisvane Reservoir Wood	1.00	ST189823	2009
Lisvane Station Wood	2.98	ST178832	2012
Llanishen Brook (North)	1.30	ST171828	2010
Llanishen Brook (South)	0.74	ST183804	2011
Llanishen Reservoir	23.88	ST187818	2011
Llanishen Reservoir Grassland and Scrub	4.97	ST184817	2006
Llwyn-crwnganol Wood	1.44	ST177832	2012
Thornhill Primary School Pond	0.13	ST174381	2007
Llanrumney			
Coed-y-Cwar	4.07	ST214801	2012
Fishpond Wood	1.64	ST218806	2012
Lower Rookery Wood	1.87	ST218809	2012
Rhymney River Valley Complex	30.35	ST208793	2008

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River Rhymney	42.24	ST 27 & ST28	2011
Pentwyn			
Blaen Buellai Complex	40.37	ST104827	2011
Cadoxton & Trehafod Branch Line	17.29	ST081820	2006
Llanedeyrn Woodlands Complex	28.95	ST204807	2008
Nant Glandulais	2.51	ST197825	2010
Rhymney River Valley Complex	30.35	ST208793	2008
River Rhymney	42.24	ST 27 & ST28	2011
Pentyrch			
Caerau Lane Fields	10.16	ST104814	2008
Coed Rhiw'r Ceiliog	10.40	ST115836	2007
Coed Tre Wern	12.58	ST106807	2008
Coedgae Basset	11.38	ST096839	2004
Coedgae Fawr	5.68	ST114809	2004
Coed-y-Creigiau	8.53	ST084821	2009
Craig y Sianel	3.33	ST088812	2009
Cwmrhyddgoed	12.56	ST114820	2010
Former Penhros Branch Line	17.08	ST110784	2010
Llys-y-Coed	5.94	ST102813	2011
Nant Cwmllwydrew	0.53	ST117829	2010
Nant-y-Glaswg	5.86	ST100790	2010
Pentyrch Drove Track	0.55	ST111813	2012
River Taff	90.44	ST17 & ST18	2011
The Garth	113.97	ST106838	2008
Tre Wern Field, Pentyrch	8.89	ST104806	2008
Tyn-y-coed Complex	73.16	ST086829	2009
Penylan			
Llanedeyrn Woodlands Complex	28.95	ST204807	2008
Rhymney River Valley Complex	30.35	ST208793	2008
River Rhymney	42.24	ST 27 & ST28	2011
Roath Brook	4.77	ST206783	2011
Plasnewydd			
Roath Brook	4.77	ST206783	2011
Pontprennau & Old St Mellons			

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Cefn Mably Woods	31.91	ST214841	2004
Coed-y-Llan	1.75	ST204836	2006
Druidstone Road	1.34	ST232825	2009
Malthouse Wood	5.44	ST209832	2006
Nant Glandulais	2.51	ST197825	2010
Nant Mwlan Wood	1.54	ST230833	2006
Nant-y-Draenog	0.31	ST199826	2010
Pontprennau Wood	7.11	ST213820	2008
River Rhymney	42.24	ST 27 & ST28	2011
St Julian's Forge Fields	2.14	ST219826	2008
Tyla Farm Wood	2.15	ST239825	2004
Radyr & Morganstown			
Coed Pant Tawel/Coedgae-fach	14.16	ST116810	2008
Coed-y-Goetre	6.20	ST118799	2006
Cwm Farm Pond & Streamside Copse	1.08	ST124818	2007
Former Penhros Branch Line	17.08	ST110784	2010
Goitre-Fawr Ponds	6.25	ST116806	2012
Gwern-y-Cegyrn	5.59	ST115800	2006
Maerdy Woods	8.41	ST121805	2012
Mynydd Woods	6.08	ST129813	2007
Radyr Community Woodlands	6.33	ST136797	2008
Radyr Cricket Ground and Fields	18.67	ST139801	2008
River Taff	90.44	ST17 & ST18	2011
Rhiwbina			
Briwnant Footpath Field	1.21	ST160832	2007
Briwnant Wood	14.05	ST157836	2008
Briwnant-Isaf Wood	7.54	ST158830	2006
Coed-y-Briwnant	16.67	ST154837	2005
Craigbriwnant field	1.99	ST161832	2008
Cwm Nofydd Grasslands	1.02	ST147838	2008
Nant Nofydd	1.76	ST148827	2009
Nant-y-Briwnant	3.42	ST160838	2009
Nant-y-Briwnant Complex	10.26	ST159826	2006
Pant Mawr Cemetery	4.31	ST144816	2011
River Taff	90.44	ST17 & ST18	2011
Twmpath Fields	2.33	ST152821	2012
Twynau Gwynion Field	1.15	ST153837	2005
Wenallt Farm Fields	4.52	ST152840	2008

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Wenallt Rd North Fields	1.98	ST155842	2009
Wenallt Road Field, Rhiwbina	2.24	ST155827	2009
Whitchurch Golf Course Pond	0.08	ST150811	2004
Riverside			
River Taff	90.44	ST17 & ST18	2011
Rumney			
Lamby North	1.78	ST213782	2008
Lamby Salt Marsh	4.14	ST220775	2011
Lamby Way	0.33	ST220784	2009
Rhymney Grassland East	3.10	ST212784	2009
Rhymney River Valley Complex	30.35	ST208793	2008
River Rhymney	42.24	ST 27 & ST28	2011
Splott			
Ocean Park South	2.57	ST205753	2006
Pengam Moors	22.04	ST216769	2006
River Rhymney	42.24	ST 27 & ST28	2011
Tidal Sidings	3.20	ST207755	2006
Trowbridge			
Cath Cobb Wood	4.05	ST234811	2012
Hendre Lake	4.85	ST245805	2011
Hendre Lake West	4.19	ST243802	2009
Hendre Road	26.18	ST235797	2009
Marshfield	4.98	ST253809	2009
Rumney Great Wharf	59.98	ST244786	2011
Wentloog Industrial Park	0.68	ST233792	2009
Whitchurch & Tongwynlais			
Blaengwynlais Quarry Fields	6.51	ST144843	2008
Coryton Heronry Wood	2.99	ST140811	2005
Coryton Interchange	7.46	ST139816	2008
Fforest-fach/Graig-goch	2.10	ST145832	2011
Fforest-fawr	69.48	ST136833	2010
Greenmeadow Wood	29.06	ST139822	2011
Melingriffith & Melingriffith Feeder	3.42	ST131806	2007
Nant Nofydd	1.76	ST148827	2009

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Nant-y-Fforest	1.93	ST135827	2009
River Taff	90.44	ST17 & ST18	2011
Tongwynlais Oldfield Rd	5.07	ST144820	2009
Whitchurch Green Fields	7.84	ST141808	2008

2.6   Protected Species in Cardiff

The habitats, known distribution and legal protection of protected species in Cardiff.

Species	Habitats	Distribution in Cardiff	Legal Protection (see below for abbreviations)
Great Crested Newt *Triturus cristatus*	Breeds in ponds; forages in adjacent grassland and woodland.	Mainly in the west between the M4 and River Ely, but scattered records across the city	CR, WCA Sch 5 (full)
Otter *Lutra lutra*	Breeds in riverbanks; forages extensively along watercourses and other water bodies.	Present on the rivers Ely, Taff and Rumney; also occurs on tributaries and other water bodies.	CR, WCA Sch 5 (full)
Dormouse *Muscardinus avellanarius*	Woodland and scrub	Modern records all to the north and east of the city, but historic record in Roath.	CR, WCA Sch 5 (full)
Bats (all species) *Rhinolophidae* and *Vespertilionidae*	Breeding sites include trees, buildings and underground voids depending on the species, hibernation roosts may be in different locations.	Some species such as Pipistrelles are widespread across the county, other are very localised.	CR, WCA Sch 5 (full)

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Water Vole *Arvicola terrestris*	Breeds in riverbanks; forages on marginal vegetation adjacent to water courses and water bodies.	Gwent Levels, and North Cardiff either side of the Coryton area	WCA Sch 5 (sec9[4])
Badger *Meles meles*	Breeding Setts usually in woodlands; forages mostly in woodland and grasslands	Widespread in the north of Cardiff	Protection of Badgers Act 1992
Adder *Vipera berus*	Heathland, scrub and rough grassland	Mostly north of the M4	WCA Sch 5 (sec 9 [1&5])
Grass Snake *Natrix natrix*	Grassland and scrub near waterbodies	Recorded from Gwent levels, Lisvane Reservoir and Forest Farm, but widespread in suitable habitat	WCA Sch 5 (sec 9 [1&5])
Slow-worm *Anguis fragilis*	Grasslands, scrub, allotments, gardens, railway embankments and brownfield sites.	Widespread including urban locations	WCA Sch 5 (sec 9 [1&5])
Common Lizard *Zootoca vivipara*	Grasslands, scrub, railway embankments and brownfield sites.	Formerly probably widespread now much more localised to the north of the City.	WCA Sch 5 (sec 9 [1&5])
Barn Owl *Tyto alba*	Breeds in buildings, trees and quarries; forages over grassland	Gwent levels and north Cardiff	WCA Sch 1

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Peregrine *Falco peregrinus*	Breeds on buildings and in quarries; forages widely.	Mainly north Cardiff	WCA Sch 1
Kingfisher *Alcedo atthis*	Breeds in river banks; forages on watercourses and lakes.	Widespread along watercourses	WCA Sch 1
Cetti's Warbler *Cettia cetti*	Willow, usually adjacent to reeds.	Gwent levels	WCA Sch 1
Childing Pink *Petrorhagia nanteuilii*	Dry grassland	Only one site on Cardiff Docks	WCA Sch 8

Abbreviations

CR – **Conservation of Habitats and Species Regulations 2010 (as amended)** (which implement the European Council Directive on the Conservation of Natural Habitats and of Wild Fauna and Flora (92/43/EEC) which is referred to in the Regulations as the "Habitats Directive".

WCA – **Wildlife and Countryside Act 1981 (as amended).**
Sch 5 (full) – Schedule 5 – full protection.
Sch 5 (sec9[1&5]) – in respect of section 9 paragraphs 1 and 5 only. Protection for reptiles under section 9(1) extends to intentional killing and injury only.
Sch 5 (sec9[4]) – in respect of section 9 paragraph 4 only.
Sch 1 – Schedule 1 (birds protected by special penalties)
Sch 8 – Schedule 8 (Plants)

Note: Animals which are protected by the Wildlife and Countryside Act 1981 (as amended) in respect of Schedule 9, section 5 (sale) **only** are not listed. Also most birds and their nests and eggs are protected. The Schedule 1 birds listed receive additional protection in respect of disturbance during the breeding season.

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2.7 Invasive Non-Native Species

Many non-native species of plants and animals have been introduced to the UK. Some of these have become very prolific and caused problems for native flora and fauna. Schedule 9 of the Wildlife and Countryside Act makes it an offence to introduce certain animals or cause certain plants to grow in the wild. These include Japanese Knotweed. This is an abundant species in Cardiff, particularly in the river valleys and on disturbed ground such as brownfield sites. A standard condition for its treatment and removal is usually attached to planning applications where the species is present (see Appendix 1.D). Other problematic non-native species which occur in Cardiff are also listed on Schedule 9, which was amended to include further species in April 2010. Development proposals should consider the impact of these species upon local biodiversity and remove them where possible.

The following Invasive Non-native Species are known to occur in Cardiff, but other species may be discovered in the future:-

American Mink (Mustela vison)
Canada Goose (Branta canadensis)
Canadian Waterweed (Elodea canadensis)
Evergreen Oak (Quercus ilex)
False Acacia (Robinia pseudoacacia)
Floating Pennywort (Hydrocotyle ranunculoides)
Giant Hogweed (Heracleum mantegazzianum)
Giant Rhubarbs (Gunnera species)
Harlequin Ladybird (Harmonia axyridis)
Himalayan Balsam (Impatiens glandulifera)
Hottentot Fig (Carpobrotus edulis)
Japanese Knotweed (Fallopia japonica)
Japanese Rose (Rosa rugosa)
Killer Shrimp (Dikerogammarus villosus)
Least Duckweed (Lemna minuta)
Montbretia (Crocosmia x crocosmiifolia)

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New Zealand Flatworms (Kontikia spp)

New Zealand Pigmyweed (Crassula helmsii)

Parrot's Feather (Myriophyllum aquaticum)

Quagga Mussel (Dreissena rostriformis)

Red-eared Terrapin (Trachemys scripta elegans)

Rhododendron (Rhododendron ponticum)

Russian-vine (Fallopia baldschuanica)

Signal Crayfish (Pacifastacus leniusculus)

Three-cornered Leek (Allium triquetrum)

Turkey Oak (Quercus cerris)

Water Fern (Azolla filiculoides)

Zebra Mussel (Dreissena polymorpha)

APPENDIX 2.A: Section 7 List for Cardiff

This is a list of the living organisms which have been detected in Cardiff and which occur on the Section 7 list for Wales.   The Section 7 list, as set out in the Environment (Wales) Act 2016, is a list of species which in the opinion of Welsh Ministers are of principal importance for the purpose of maintaining and enhancing biodiversity in relation to Wales. The data below were accessed on 26th September 2016 by the South East Wales Biodiversity Records Centre (SEWBReC). Should a more recent species list be required, then SEWBReC should be contacted. The list provided here relates to the extant Section 7 list at that time. It should be noted that the Section 7 list may be amended by Welsh Ministers. Past records of presence of a species do not guarantee continued occurrence; absence of records does not imply absence of a species, merely that no records are held at SEWBReC.   SEWBReC cannot guarantee the accuracy of supplied data, and copyright of records remains with the original recorder.

Scientific Name	Common Name	Number of Records	Last Date Recorded
Acronicta rumicis	Knot Grass	376	2016
Anguis fragilis	Slow-worm	206	2016
Anthus trivialis	Tree Pipit	317	2016
Arctia caja	Garden Tiger	71	2016
Bufo bufo	Common Toad	339	2016
Chiasmia clathrata	Latticed Heath	32	2016
Chiroptera	Bats	895	2016
Chroicocephalus ridibundus	Black-headed Gull	2178	2016
Coenonympha pamphilus	Small Heath	120	2016
Cuculus canorus	Cuckoo	236	2016
Ecliptopera silaceata	Small Phoenix	275	2016
Emberiza schoeniclus	Reed Bunting	845	2016
Erinaceus europaeus	West European Hedgehog	458	2016
Falco tinnunculus	Kestrel	773	2016
Larus argentatus	Herring Gull	2142	2016
Linaria cannabina	Linnet	733	2016
Lutra lutra	European Otter	232	2016
Lycia hirtaria	Brindled Beauty	110	2016
Malacosoma neustria	Lackey	557	2016
Motacilla flava	Yellow Wagtail	536	2016
Natrix natrix	Grass Snake	109	2016
Nyctalus noctula	Noctule Bat	307	2016
Passer domesticus	House Sparrow	1705	2016
Perizoma albulata	Grass Rivulet	2	2016

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Scientific Name	Common Name	Number of Records	Last Date Recorded
Phylloscopus sibilatrix	Wood Warbler	362	2016
Pipistrellus pipistrellus	Common Pipistrelle	1943	2016
Pipistrellus pygmaeus	Soprano Pipistrelle	1711	2016
Plecotus auritus	Brown Long-eared Bat	90	2016
Prunella modularis	Dunnock	1428	2016
Pyrrhula pyrrhula	Bullfinch	730	2016
Rhinolophus ferrumequinum	Greater Horseshoe Bat	29	2016
Rhinolophus hipposideros	Lesser Horseshoe Bat	85	2016
Spilosoma lubricipeda	White Ermine	108	2016
Spilosoma lutea	Buff Ermine	983	2016
Sturnus vulgaris	Starling	1506	2016
Triturus cristatus	Great Crested Newt	286	2016
Turdus philomelos	Song Thrush	1623	2016
Tyria jacobaeae	Cinnabar	452	2016
Vipera berus	Adder	54	2016
Xanthorhoe ferrugata	Dark-barred Twin-spot Carpet	114	2016
Acanthis cabaret	Lesser Redpoll	240	2015
Acronicta psi	Grey Dagger	44	2015
Agrochola helvola	Flounced Chestnut	8	2015
Agrochola lychnidis	Beaded Chestnut	42	2015
Alauda arvensis	Skylark	634	2015
Allophyes oxyacanthae	Green-brindled Crescent	95	2015
Apamea remissa	Dusky Brocade	106	2015
Atethmia centrago	Centre-barred Sallow	67	2015
Bombus (Thoracobombus) humilis	Brown-banded Carder-bee	22	2015
Botaurus stellaris	Bittern	172	2015
Caradrina morpheus	Mottled Rustic	425	2015
Celaena leucostigma	Crescent	2	2015
Centaurea cyanus	Cornflower	13	2015
Ceramica pisi	Broom Moth	17	2015
Cirrhia icteritia	Sallow	87	2015
Coccothraustes coccothraustes	Hawfinch	365	2015
Dendrocopos minor	Lesser Spotted Woodpecker	746	2015
Diarsia rubi	Small Square-spot	190	2015
Emberiza citrinella	Yellowhammer	87	2015
Ennomos fuscantaria	Dusky Thorn	147	2015
Ennomos quercinaria	August Thorn	135	2015
Ficedula hypoleuca	Pied Flycatcher	395	2015
Hemistola chrysoprasaria	Small Emerald	59	2015
Hepialus humuli	Ghost Moth	73	2015
Hipparchia semele	Grayling	79	2015
Hordeum marinum	Sea Barley	25	2015
Hydraecia micacea	Rosy Rustic	92	2015
Lepus europaeus	Brown Hare	18	2015
Leucania comma	Shoulder-striped Wainscot	44	2015
Limosa lapponica	Bar-tailed Godwit	429	2015
Locustella naevia	Grasshopper Warbler	136	2015
Melanchra persicariae	Dot Moth	468	2015
Melanthia procellata	Pretty Chalk Carpet	37	2015
Muscardinus avellanarius	Hazel Dormouse	740	2015
Muscicapa striata	Spotted Flycatcher	402	2015
Mustela putorius	Polecat	39	2015
Numenius arquata	Curlew	1872	2015

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Scientific Name	Common Name	Number of Records	Last Date Recorded
Pluvialis apricaria	Golden Plover	173	2015
Poecile palustris	Marsh Tit	242	2015
Satyrium w-album	White-letter Hairstreak	30	2015
Scotopteryx chenopodiata	Shaded Broad-bar	62	2015
Tholera decimalis	Feathered Gothic	25	2015
Turdus torquatus	Ring Ouzel	55	2015
Vanellus vanellus	Lapwing	1761	2015
Zootoca vivipara	Common Lizard	82	2015
Boloria selene	Small Pearl-bordered Fritillary	19	2014
Charadrius hiaticula	Ringed Plover	1206	2014
Circus cyaneus	Hen Harrier	37	2014
Eulithis mellinata	Spinach	34	2014
Melanitta nigra	Common Scoter	308	2014
Microglossum olivaceum	Olive Earthtongue	12	2014
Orthonama vittata	Oblique Carpet	4	2014
Perdix perdix	Grey Partridge	79	2014
Salmo salar	Atlantic Salmon	12	2014
Salmo trutta	Brown/Sea Trout	30	2014
Sciurus vulgaris	Eurasian Red Squirrel	7	2014
Timandra comae	Blood-Vein	65	2014
Watsonalla binaria	Oak Hook-tip	24	2014
Amphipoea oculea	Ear Moth	11	2013
Caprimulgus europaeus	Nightjar	49	2013
Coeloglossum viride	Frog Orchid	3	2013
Euxoa nigricans	Garden Dart	24	2013
Lasiommata megera	Wall	80	2013
Poecile montana	Willow Tit	235	2013
Barbastella barbastellus	Western Barbastelle	2	2012
Hoplodrina blanda	Rustic	392	2012
Linaria flavirostris	Twite	32	2012
Pipistrellus pipistrellus agg.	Pipistrelle	127	2012
Scotopteryx bipunctaria	Chalk Carpet	1	2012
Scotopteryx bipunctaria subsp. cretata	Chalk Carpet	12	2012
Amphipyra tragopoginis	Mouse Moth	81	2011
Anguilla anguilla	European Eel	66	2011
Erynnis tages	Dingy Skipper	9	2011
Streptopelia turtur	Turtle Dove	170	2011
Vicia orobus	Wood Bitter-vetch	1	2011
Arvicola amphibius	European Water Vole	27	2010
Branta bernicla subsp. bernicla	Dark-bellied Brent Goose	78	2010
Cygnus columbianus subsp. bewickii	Bewick's Swan	3	2010
Lullula arborea	Woodlark	11	2010
Crex crex	Corncrake	38	2009
Gymnadenia conopsea	Fragrant Orchid	13	2009
Liparis loeselii	Fen Orchid	2	2009
Oenanthe fistulosa	Tubular Water-dropwort	43	2009
Cetorhinus maximus	Basking Shark	1	2008
Lucanus cervus	Stag Beetle	16	2008
Micromys minutus	Harvest Mouse	5	2008
Epirrhoe galiata	Galium Carpet	8	2007
Litoligia literosa	Rosy Minor	34	2007
Motacilla flava subsp. flavissima	Yellow Wagtail	20	2007
Orthosia gracilis	Powdered Quaker	43	2007
Passer montanus	Tree Sparrow	204	2007

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Scientific Name	Common Name	Number of Records	Last Date Recorded
Cupido minimus	Small Blue	9	2006
Entoloma bloxamii	Big Blue Pinkgill	4	2006
Eugnorisma glareosa	Autumnal Rustic	9	2006
Tholera cespitis	Hedge Rustic	5	2006
Anser albifrons	White-fronted Goose	100	2005
Cygnus columbianus	Bewick's Swan	40	2004
Euxoa tritici	White-line Dart	1	2004
Hygrocybe spadicea	Date Waxcap	3	2004
Rhizedra lutosa	Large Wainscot	20	2004
Bombus (Thoracobombus) muscorum	Moss Carder-bee	7	2003
Bombus (Thoracobombus) sylvarum	Shrill Carder Bee	17	2003
Ennomos erosaria	September Thorn	4	2003
Perizoma albulata subsp. albulata	Grass Rivulet	4	2001
Martes martes	Pine Marten	1	2000
Cliorismia rustica	Southern Silver-stiletto	3	1999
Euphydryas aurinia	Marsh Fritillary	51	1999
Hieracium radyrense	Hawkweed	13	1998
Meotica anglica	Shingle Rove Beetle	5	1998
Argynnis adippe	High Brown Fritillary	22	1997
Chesias legatella	Streak	24	1997
Endocarpon adscendens	Endocarpon adscendens	9	1997
Euphrasia officinalis subsp. pratensis	Eyebright	2	1997
Diloba caeruleocephala	Figure of Eight	3	1996
Galeopsis angustifolia	Red Hemp-nettle	4	1996
Varicellaria hemisphaerica	Varicellaria hemisphaerica	1	1995
Lipsothrix nervosa	Cranefly	3	1994
Lipsothrix nervosa	Southern Yellow Splinter	3	1994
Monotropa hypopitys subsp. hypopitys	Bird's-nest	3	1994
Hydnellum spongiosipes	Velvet Tooth	1	1993
Ranunculus arvensis	Corn Buttercup	4	1993
Monotropa hypopitys	Yellow Bird's-nest	19	1991
Acrocephalus paludicola	Aquatic Warbler	5	1990
Polystichum lonchitis	Holly-fern	3	1990
Sterna dougallii	Roseate Tern	6	1990
Pyrgus malvae	Grizzled Skipper	6	1986
Agrochola litura	Brown-spot Pinion	6	1985
Bembidion (Ocydromus) testaceum	Pale Pin-palp	41	1985
Stilbia anomala	Anomalous	1	1983
Macaria wauaria	V-Moth	6	1978
Cosmia diffinis	White-spotted Pinion	1	1976
Graphiphora augur	Double Dart	5	1976
Alosa fallax	Twaite Shad	1	1975
Emberiza calandra	Corn Bunting	6	1975
Ranunculus tripartitus	Three-lobed Crowfoot	9	1973
Monotropa hypopitys subsp. hypophegea	Bird's-nest	2	1972
Salsola kali subsp. kali	Prickly Saltwort	2	1971
Bupleurum tenuissimum	Slender Hare's-ear	16	1969
Lanius collurio	Red-backed Shrike	29	1950
Anania funebris	White-spotted Sable	15	1945
Boloria euphrosyne	Pearl-bordered Fritillary	7	1945
Galeopsis speciosa	Large-flowered Hemp-nettle	1	1938
Silene gallica	Small-flowered Catchfly	11	1938
Carex divisa	Divided Sedge	2	1937
Cossus cossus	Goat Moth	6	1933
Lampronia capitella	Currant Shoot Borer	4	1932

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Scientific Name	Common Name	Number of Records	Last Date Recorded
Austropotamobius pallipes	Freshwater Crayfish	3	1930
Chesias rufata subsp. rufata	Broom-tip	4	1930
Fumaria purpurea	Purple Ramping-fumitory	2	1930
Carabus (Morphocarabus) monilis	Necklace Ground Beetle	4	1929
Andrena (Poliandrena) tarsata	Tormentil Mining Bee	2	1925
Lagopus lagopus	Willow Ptarmigan	2	1925
Viola lactea	Pale Dog-violet	2	1922
Adscita statices	Forester	2	1921
Apamea anceps	Large Nutmeg	2	1921
Brachylomia viminalis	Minor Shoulder-knot	3	1921
Cirrhia gilvago	Dusky-lemon Sallow	2	1921
Mniotype adusta	Dark Brocade	5	1921
Lampetra fluviatilis	River Lamprey	2	1918
Aporophyla lutulenta	Deep-brown Dart	4	1917
Chesias rufata	Broom-tip	1	1917
Meloe proscarabaeus	Black Oil-beetle	2	1915
Plebejus argus	Silver-studded Blue	2	1912
Platanthera bifolia	Lesser Butterfly-orchid	10	1910
Chamaemelum nobile	Chamomile	5	1908
Clinopodium acinos	Basil Thyme	2	1908
Gentianella campestris	Field Gentian	2	1908
Limenitis camilla	White Admiral	3	1906
Phocoena phocoena	Common Porpoise	1	1900
Cyclophora pendularia	Dingy Mocha	2	1899
Lophopus crystallinus	Crystal Moss-animal	2	1891
Orcinus orca	Killer Whale	1	1891
Melittis melissophyllum	Bstard Balm	2	1886
Pulicaria vulgaris	Small Fleabane	2	1886
Scandix pecten-veneris	Shepherd's-needle	2	1886
Stellaria palustris	Marsh Stitchwort	2	1886
Trollius europaeus	Globeflower	3	1886
Pyrrhocorax pyrrhocorax	Chough	1	1880
Dianthus armeria	Deptford Pink	1	1876
Hyperoodon ampullatus	Northern Bottlenose Whale	1	1868

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Appendix 2.B: Cardiff Modifications to the Guidelines for the Selection of Wildlife Sites in South Wales

The 'Guidelines for the Selection of Wildlife Sites in South Wales' produced in August 2004, provide a framework within which Local Authorities are free to refine their own detailed criteria for the selection and designation of Wildlife Sites (SINCs) within their administrative boundaries.

Within Cardiff, the modifications to these criteria are as follows:-

1)   Part 2 Section H1 Woodlands on page 21, the paragraph:-

'No minimum threshold of indicator species is given because this could vary significantly depending on the type of woodland under consideration. However, the aim should be to demonstrate the presence of a significant assemblage of such species. The figure required for significance will vary greatly due to circumstance, and is best judged by local experts in a case by case or Unitary Authority by Unitary Authority basis.'

…is removed, and replaced with:-

'*In Cardiff, a woodland will qualify for SINC designation as an Ancient Semi-Natural Woodland if it contains 12 or more species listed on Table 1. Woodlands will also qualify if any species or combination thereof on Table 1 forms a 'carpet' of ground flora that covers 25% or more of the woodland. These thresholds have been tested in woodlands in Cardiff and found to correspond accurately with sites which have already been selected as SINCs.*'

2)   **S2 Birds**

The regional guidelines identify the following criteria:

- sites supporting breeding populations, of any size, of species marked with an A in Table 9

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- sites supporting wintering or passage refuelling populations, of any size, of species marked with an A in Table 10

- sites supporting an agreed number (to be agreed by the LBAP partnerships) of those species that are marked B in Tables 9 & 10, or identified as additions to the tables by the LBAP partnership, that collectively designate a site and/or contribute towards its designation

- any site with 100 or more bird species recorded in the previous five years

On Table 9 (Pages 66 to 69), Sand Martin and Redstart are moved from the 'B' list to the 'A' list, and the Grey Heron is added to the 'A' list. Sand Martin and Heron are included on the A list because their breeding sites are concentrated in colonies. Redstart is an extremely scarce breeding species in Cardiff.

The selection criteria for assemblages of contributory species should also include a threshold for numbers of birds, so that sites which support significant populations are selected. Therefore the following site selection criterion is added:

- '*Sites which regularly support a population of *waterfowl (excluding Mallard) which exceeds 200 individuals.*

The term waterfowl includes divers, grebes, cormorants, herons, swans, geese, ducks, waders, rails and their allies.'

3)   Section S3 Reptiles Page 70, there is inserted:-

The regional guidelines identify the following criteria:-

- Sites supporting three or more reptile species
- Sites supporting good populations of any reptile species

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'*Reptiles in general are under-recorded in Cardiff, so SINCs will be designated as and when data becomes available.*'

In order to reflect the widespread distribution of slow-worms in Cardiff, including on brownfield sites, the following point:-

- *'Sites supporting good populations of any reptile species'*

…is replaced with:-

- *'Sites supporting good populations of Adders, Grass Snakes or Common Lizards.'*

…and the following point is added:-

- *'Sites supporting exceptional populations of Slow-worms.'*

4) Section S4 Amphibians – Great Crested Newt, page 72.

The regional guidelines identify the following criteria

- sites supporting 'good populations' of Great Crested Newt defined here as 10 or more individuals

Of the 5 breeding populations of this species in Cardiff, none qualify as 'Good', in that 10 or more individuals have not been detected at these sites during recent surveys. However, these populations are still important in the context of the biodiversity of Cardiff,

The regional criterion is substituted with:-

- *'Sites supporting breeding populations of Great Crested Newt.'*

In light of the above, the following text is deleted:-

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'Preference should be given to sites supporting 'good' populations of Great Crested Newts rather than all sites, bearing in mind that the species and its habitats are per se afforded full statutory protection by the Wildlife & Countryside Act 1981. 'Good populations' are here defined as sites that support 10 or more individuals. '

…and the paragraph:-

'The occurrence of Great Crested Newts, in whatever numbers, should be considered a supporting reason for selection of a site, which also qualifies under other guidelines (i.e. on habitat grounds or for species other than Great Crested Newts)'

…is replaced by:-

'*The occurrence of Great Crested Newts, whether breeding or not, should be considered a supporting reason for selection of a site, which also qualifies under other guidelines (i.e. on habitat grounds or for species other than Great Crested Newts).*'

5)   Section S5 Fish,

Additional criteria

- *'Significant spawning grounds for coarse fish.'*

This reflects the importance of some areas of the River Taff and Cardiff Bay in sustaining coarse fish populations.

6)   Section S7 Vascular Plants (Page 78) after the second paragraph there is inserted:-

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'*In Cardiff, some species may be moved from the list of Contributory Species to the list of Primary Species on the basis of currently available data and on advice from the county botanical recorder. Regard will be had to regionally and nationally declining species*'

Following initial review, Green-winged Orchid*,* Marsh Helleborine and Autumn Gentian are moved from the list of Contributory Species to the list of Primary Species, in order to reflect the rarity of these species in Cardiff.

7)   Community Value Selection Criteria

The criteria for the selection of wildlife sites do not include any criteria relating to the community or social importance of wildlife. The following section will therefore be included in the Cardiff modifications to these criteria:-

'Some sites which have significant biodiversity interest, but which narrowly fail to qualify under species and habitat criteria, may nonetheless be important sites for local communities to enjoy wildlife. These sites may be designated as SINCs if, in the opinion of the County Ecologist, they have substantial community value as well as being of significant biodiversity interest. In this instance, one or more of the following features will be considered in determining whether a site is of 'substantial community value' for wildlife.

Social Features:

- *Close proximity (less than 500 metres) to significant residential areas (more than 1,000 households).*
- *High level of public access on the site.*
- *Active involvement of local community.*
- *Used as educational resource or for raising public awareness*

Biodiversity Features:

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- *In an area with a lack of other semi-natural habitats.*

- *Managed for nature conservation.*

- *Forms part of a wildlife corridor - a largely continuous area of semi-natural habitats, which can facilitate the dispersal of flora and fauna.*

- *Supports significant habitats or species identified as a priority in any formally adopted local nature plan for Cardiff.*

- *Supports significant habitats or species identified as priorities in any Section 7 list published by the Welsh Government under the Environment (Wales) Act 2016.'*

8)   Ecosystem Features

The following section will be included in the Cardiff modifications to the wildlife sites criteria:-

- *'Areas which are identified as being of strategic importance for ecosystems and ecosystem services should be considered for designation. Such areas will be identified by analysis of evidence-based geographical data, including remote-sensing data.'*

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APPENDIX 2.C: Map of Nature Conservation Sites in Cardiff

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Special Protection Area

Special Area of Conservation

Site of Special Scientific Interest

Local Nature Reserve

Site of Importance for Nature Conservation

Ramsar site
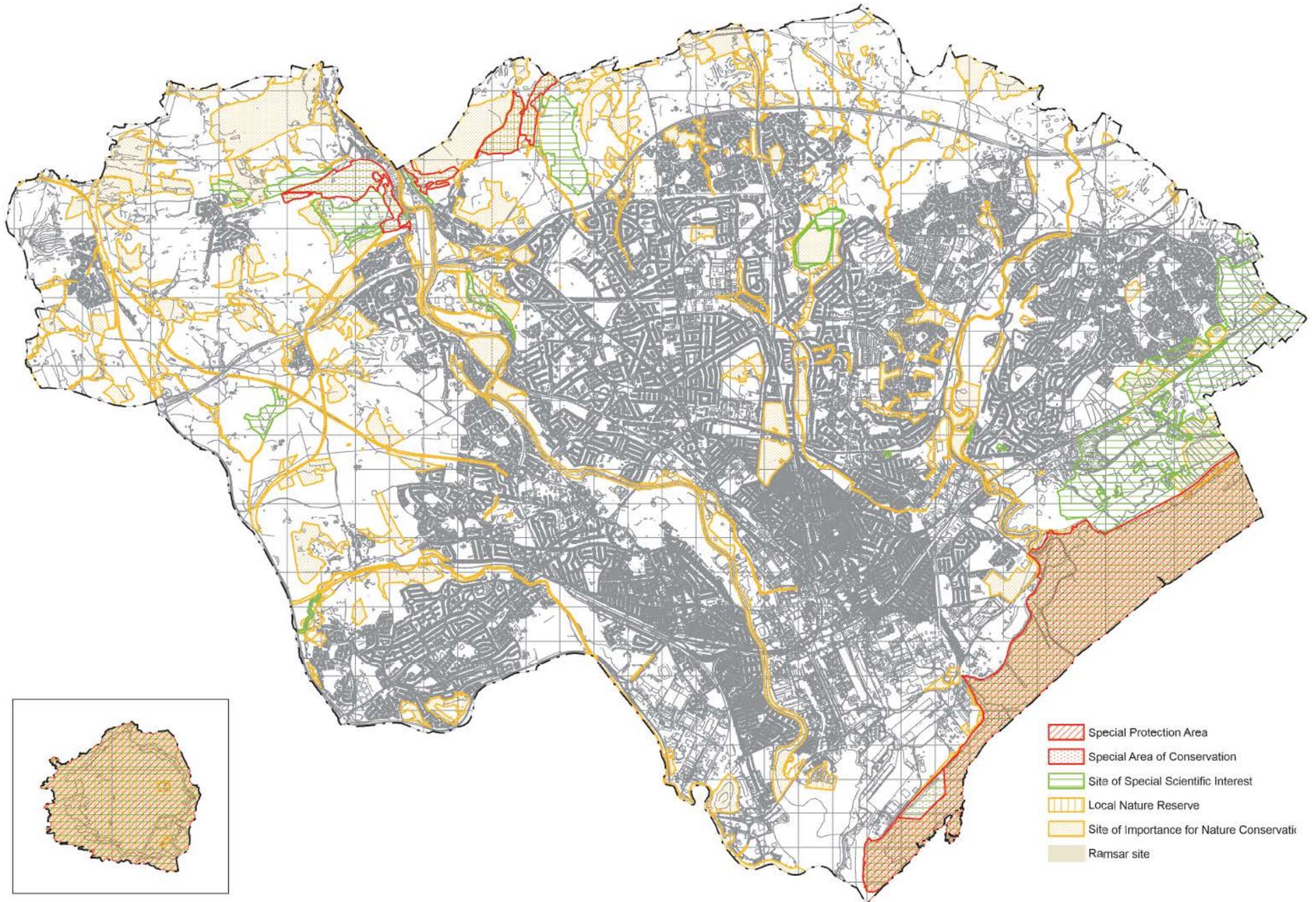
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Cardiff Green Infrastructure SPG

Trees and Development
Technical Guidance Note (TGN)

Cardiff Green Infrastructure SPG:

Trees and Development Technical Guidance Note

November 2017

Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

TREES AND DEVELOPMENT

CONTENTS

1.0   INTRODUCTION

This Technical Guidance Note (TGN) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to trees, and is part of the Supplementary Planning Guidance for Green Infrastructure. This is one of a series of Technical Guidance Notes which provide detailed information about the retention and provision of green infrastructure elements in new developments as follows:-

- Ecology and Biodiversity TGN
- Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

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Welsh Government supports the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications

This Note is likely to be of particular benefit to those considering development proposals which either involve the loss of trees or which propose additional tree planting. It enables developers, landowners and potential objectors to understand how the Council considers development proposals and the standard of provision sought.

Cardiff has been described as Britain's **'undisputed tree capital' (Ref. 1)**. The foresight of previous generations combined with a temperate, maritime climate and productive soils, has allowed visitors and residents to enjoy the benefits of a diverse

urban forest, including many **champion** trees that are the biggest representatives of their type in Britain.

Tree planting has had an enormously positive impact on Cardiff, and is a key factor shaping its development, but there are many threats to established and newly planted trees in Cardiff, including: -

- Increasing building density due to high land values.
- Road widening, installation of bus-lanes, re-surfacing and utility repair and installation.
- Flood prevention schemes.
- Poor specification, implementation and lack of aftercare.
- Natural decline.
- Climate change.
- Pests and diseases.
- Limited maintenance resources and income.

Maintaining and enhancing a diverse urban forest will ensure Cardiff remains both attractive and liveable, particularly in the context of climate change, which will see the development of a less temperate climate and increased pressure on fragile soil resources. Maintaining and enhancing a diverse urban forest in **river corridors** will be especially important in helping to reduce the risks of flooding.

This **Technical Guidance Note (TGN)** provides guidance on the protection and planting of trees as part of development, in the interests of **maintaining and enhancing a diverse urban forest**.

2.0   TREE PROTECTION AND PLANTING IN PLANNING POLICY

Section 197 of the Town & Country Planning Act 1990 (Ref. 2) states that it: -

'…shall be the duty of the local planning authority to ensure, whenever it is appropriate, that in granting planning permission for any development adequate provision is made, by the imposition of conditions, for the preservation or planting of trees'.

Planning Policy Wales (Ref. 3) adds that: -

'Trees, woodlands and hedgerows are of great importance, both as wildlife habitats and in terms of their contribution to landscape character and beauty. They also play a role in tackling climate change by trapping carbon and can provide a sustainable energy source. Local planning authorities should seek to protect trees, groups of trees and areas of woodland where they have natural heritage value or contribute to the character or amenity of a particular locality. Ancient and semi-natural woodlands are irreplaceable habitats of high biodiversity value which should be protected from development that would result in significant damage', and: -

'…planning authorities should, as appropriate, make full use of their powers to protect and plant trees to maintain and improve the appearance of the countryside and built up areas'.

Technical Advice Note 5 - Nature Conservation (Ref. 4) advises that requiring the protection and planting of trees by planning conditions can contribute to biodiversity conservation.

Key policy 15 (Climate Change) of the Cardiff Local Development Plan (Ref. 5) advises that new trees and shrubs be provided by developers wherever possible, and that: -

'Carbon sinks act as a means of off-setting carbon emissions by natural means. Trees and soils act as substantial reservoirs of carbon, sequestering atmospheric carbon,

and contributing substantially to soils, which accrete carbon faster under tree cover than other forms of vegetation. This stored carbon will usually be emitted as a greenhouse gas if trees are removed or damaged…', and: -

'As far as practicable, trees should be retained and protected, and land kept as functioning vegetated soil open to the fall of organic matter, with new trees and shrubs provided by developers wherever possible. Where trees and shrubs cannot be surrounded by open soil, hard surfaces should not be used unless there is an overriding need, and areas that are not needed for pedestrian or vehicle use should be retained for soft landscape. Cardiff's open spaces, trees and soils play a crucial role in mitigating the effects of climate change at the local level. Open vegetated soils absorb rainfall and runoff'.

Detailed policy EN8 Trees, Woodland and Hedgerows states that: -

'Development will not be permitted that would cause unacceptable harm to trees, woodlands and hedgerows of significant public amenity, natural or cultural heritage value, or that contribute significantly to mitigating the effects of climate change'.

With regard to new planting, EN8 advises that: -

'Where trees are lost, new planting will be sought that is provided with sufficient usable soil volume, aeration and irrigation to support healthy long term growth', and: -
'Proposals that create spaces for larger tree species to grow to maturity will be favoured over proposals for scattered smaller trees'.

The Infill Sites Supplementary Planning Guidance (2011) (Ref. 6) states that: -

'New trees and landscaping will be encouraged on development sites, even when there is no loss of existing trees…', and: -

'Any new landscaping should incorporate species that will provide long term benefits to visual amenity, biodiversity and to minimising the effects of climate change. The

planting of species that are considered well adapted to climate regimes likely to prevail in the near future will be supported'.

The Planning Obligations Supplementary Planning Guidance (SPG), which relates to policy KP7 (Planning Obligations) sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It also sets out the mechanisms for securing survey, assessment, mitigation, compensation and enhancement of Cardiff's tree resource as part of the Green Infrastructure of the City.

3.0   DESIGNING WITH TREES – 10 FUNDAMENTAL RULES

1. **Trees, existing and proposed, should be considered from the start of the planning and design process.** Too often trees are seen as an add-on, to 'prettify' development and help achieve planning permission, rather than as important components of high quality, sustainable design.

2. **Existing high quality trees should be retained wherever possible.** A newly planted semi-mature tree is not equivalent to a 60 year old mature tree. If the newly planted tree survives its first few years, it will take a generation to achieve the size and impact of the existing mature tree. It is cheaper to protect an existing tree than to plant and maintain a new one.

3. **Robust protection should be provided for existing trees.** Tree protection should never be a 'tick box' exercise. Once agreed it should be implemented until development is complete. Failure to protect trees may undermine their health or stability, and the quality of development.

4. **Trees are complex 'engineering' structures requiring assessment by specialists.** Arboriculturists and Landscape Architects should be involved in planning and design from start to finish, ensuring that trees are successfully integrated into development.

5. **Rather than proposing large numbers of small species trees in confined spaces, development should provide for fewer trees, but of larger growing species, in spaces designed to support their growth.** Larger growing, long-lived tree species will provide the greatest landscape and environmental benefits in the long-term, and should be the priority in the design and costing of development.

6. **Ensure trees and buildings are not in conflict.** As a minimum this usually means locating buildings outside of **Root Protection Areas**, **current and likely ultimate branch spreads**, and areas of **gross shading**.

7. **Plant trees into soft landscape rather than hard landscape.** Growing conditions in soft landscape are invariably better than those for hard landscape, where **compacted soil**, **reflected heat**, and **limited water availability**, can impair health, although trees planted in hard landscape can offer significant benefits in terms of **microclimatic amelioration** and **water management**. Trees grow best in soft landscape that mimics a natural environment – e.g. mulched beds and shrubs, rather than amenity grass, which can out-compete young trees and lead to slow or sickly growth.

8. **Plan tree planting at the same time as utilities, highway infrastructure, lighting and CCTV.** Failure to consider these elements at the same time can result in the loss of new trees, or restrictions on their ultimate size, degrading the quality of development.

9. **Application is as important as design.** Specification and design is irrelevant if it is ignored on implementation. Site managers and contractors should be fully briefed on what is required, and Arboriculturists and Landscape Architects should be employed to ensure that the agreed details are implemented.

10. **Proposed trees should be depicted with branch spreads corresponding to their likely mature dimensions.** Plans depicting trees as uniformly sized 'green blobs' in ill-defined spaces, are unhelpful. Plans should show the proposed tree at its estimated mature dimensions in terms of branch spread, and illustrative drawings should show trees at their estimated mature, not 'as planted' size, in terms of girth and spread.

4.0 RETENTION OF EXISTING TREES

4.1 TREE ASSESSMENT

Trees within and/or adjoining a development site should be assessed in accordance with **British Standard 5837 (Ref. 7)**, or any Standard that replaces it. This requires the sequential production of the following, by an **Arboriculturist**: -

- Tree Survey (TS).
- Tree Constraints Plan (TCP).
- Arboricultural Impact Assessment (AIA).
- Arboricultural Method Statement (AMS).
- Tree Protection Plan (TPP).

It is important that the sequence described in BS 5837 is followed and used to **inform design**. This means that the TS and TCP should be produced **before** a layout is designed, and the AIA, AMS and TPP only **after** the design has been finalised.

Paragraph 4.3 of BS 5837 requires the production of a **soil assessment**. This assessment should be carried out in accordance with the **Soils and Development TGN**, except in relation to foundation design, in which case an Arboriculturist should liaise with Geotechnical and Structural Engineers to develop foundations that satisfy engineering requirements without compromising important trees.

The TS should be supported by a scaled plan based on a submitted **topographical site survey plan**, showing plotted positions of the surveyed trees.

The TCP should be based on the same topographical site survey plan as the plan supporting the TS. It should be annotated to depict the effects of trees in terms of: -

- Root Protection Areas (RPAs).
- Current branch spread.
- Likely ultimate branch spread.
- Shading.

Circular depictions of RPAs may not always be a true reflection of the distribution of roots in reality, and whilst rooting patterns can be difficult to predict accurately, particularly in heterogeneous urban environments, where there is a strong probability that roots are not distributed evenly circular depictions should be replaced by **polygonal** depictions. An example of this is a tree adjoining a heavily engineered highway and a more lightly engineered footway and garden, with roots growing wholly beneath the footway and garden, but not the highway **(Fig. 1)**.
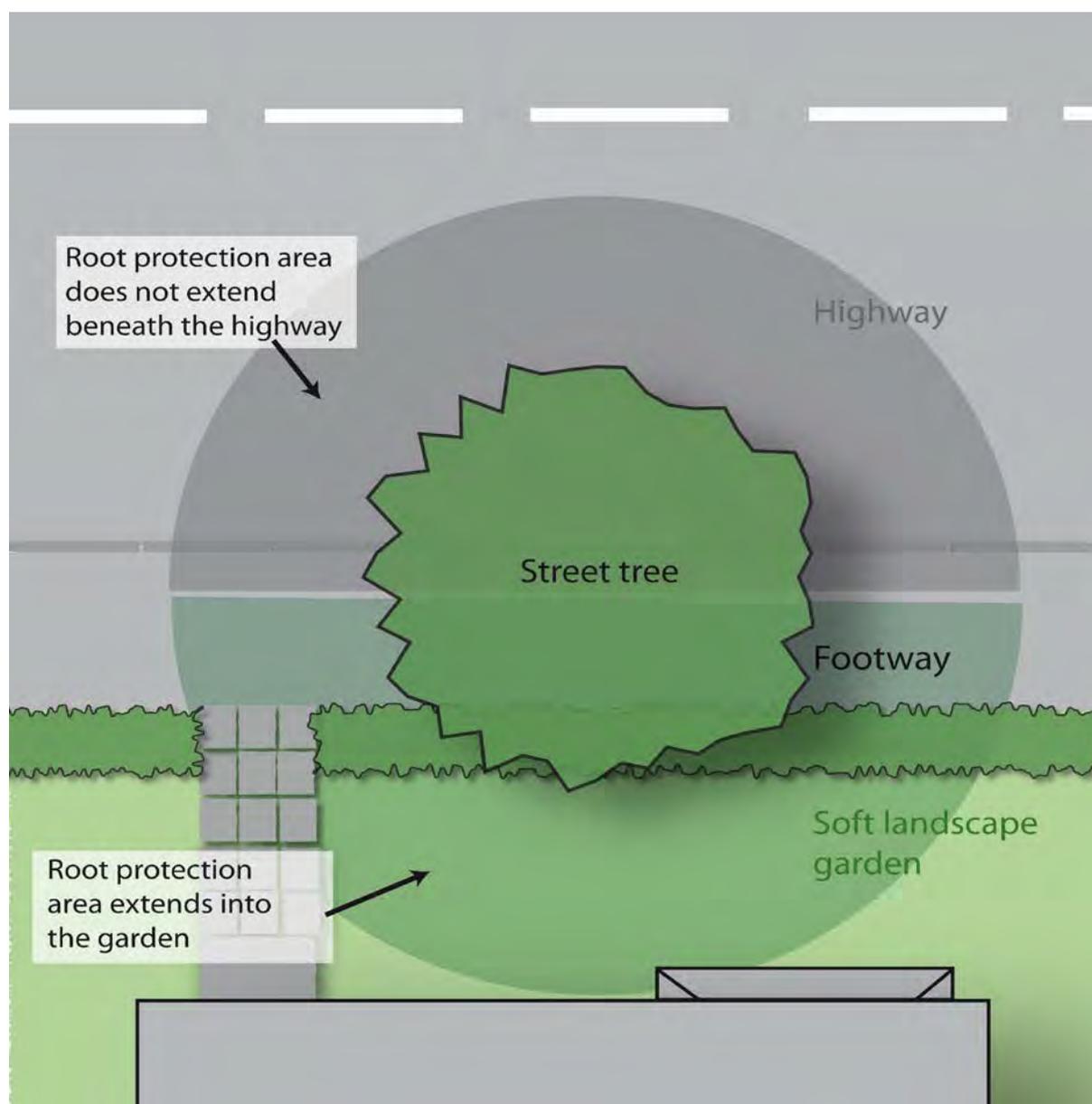
FIG. 1 ROOT PROTECTION AREAS

Trees achieving **'A' (high quality and value)** or **'B' (moderate quality and value)** categorisation following a TS should be retained and design adapted to protect them from unacceptable harm. This means that development should not incur into their RPA, or their current or likely ultimate branch spread. Where incursions are proposed, the **Arboriculturist** should explain how it will not result in unacceptable harm.

Direct, unacceptable harm to trees will occur where they suffer damage to or pruning of roots or branches, such that they are physiologically, structurally or aesthetically damaged to an irrecoverable level.

Direct, unacceptable harm to trees will also occur where the functionality of soil within an RPA is compromised to an irrecoverable level by: -

- Compaction.
- Contamination
- Cultivation.

Indirect, unacceptable harm to trees will occur where changes in their growing environment make them more vulnerable to structural damage. For example, where a tree growing at the edge of woodland without significant constraint suffers the incursion of a building close to its branch spread, wind may be funnelled between the tree and building, or drop over the building and create eddies between the tree and building, increasing the risks of branch failure.

Whilst the perception of nuisance varies between individuals, large trees close to dwellings can cause symptoms of **anxiety**, **depression**, **fear** and **claustrophobia**, particularly amongst the **elderly** and those of **reduced mobility**. Development should avoid placing trees in positions where they might be perceived as an **unreasonable nuisance**. As a minimum, this should usually mean locating buildings outside of RPAs, **current** and **likely ultimate branch spreads** and areas of **gross shading**.

Special rules apply to some trees due to their particular characteristics. For example, some trees support large populations of **aphids**, whose **honeydew** can cover

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surrounding surfaces with a sticky veneer that is slippery when wet and that encourages the development of moulds that can stain surfaces. Consequently, even if the RPA and branch spread of such trees is respected, the nuisance caused by honeydew may be overriding.

Where it can be shown satisfactorily that there are overriding design considerations necessitating their removal, and that their loss can be successfully mitigated by new planting, the removal of 'A' and 'B' category trees may be acceptable.

Mitigating the loss of mature, high quality trees takes a generation, so should always be a **last resort**. To demonstrate how such losses will be mitigated, it will be necessary to show how the new trees will have access to sufficient above and below ground growing space to support their healthy, unconstrained future growth.

In all cases it should be demonstrated how the development will contribute to the enhancement or preservation of a **sustainable urban forest**. The best way to achieve this is to provide for a **mixed age range** of trees across a site, rather than removing all mature trees and planting new trees, or retaining all mature trees whilst planting no new trees.

Once a development layout has been drawn up, including all proposed services, and as informed by the TS and TCP, the **Arboricultural Impact Assessment** should be prepared to explain the direct and indirect effects of the proposed development on trees.

In turn, an **Arboricultural Method Statement** and **Tree Protection Plan** should be prepared to explain how the development will be implemented to avoid unacceptable harm to retained trees and areas designated for **structural landscaping**. In some cases, there may be no requirement for an AMS, other than a statement explaining that development will be carried out in accordance with an approved TPP.

The TPP should be superimposed on a site layout plan, which itself is based on a topographical site survey plan.

The AMS should describe any **special construction measures** to be used to prevent unacceptable harm to retained trees. This may include **'no-dig'** construction **(Fig. 2)**, hand tool excavations and **'mini-pile'** foundations, but the use of special construction measures within RPAs should be a last resort, with the default position that all development is located outside of RPAs.
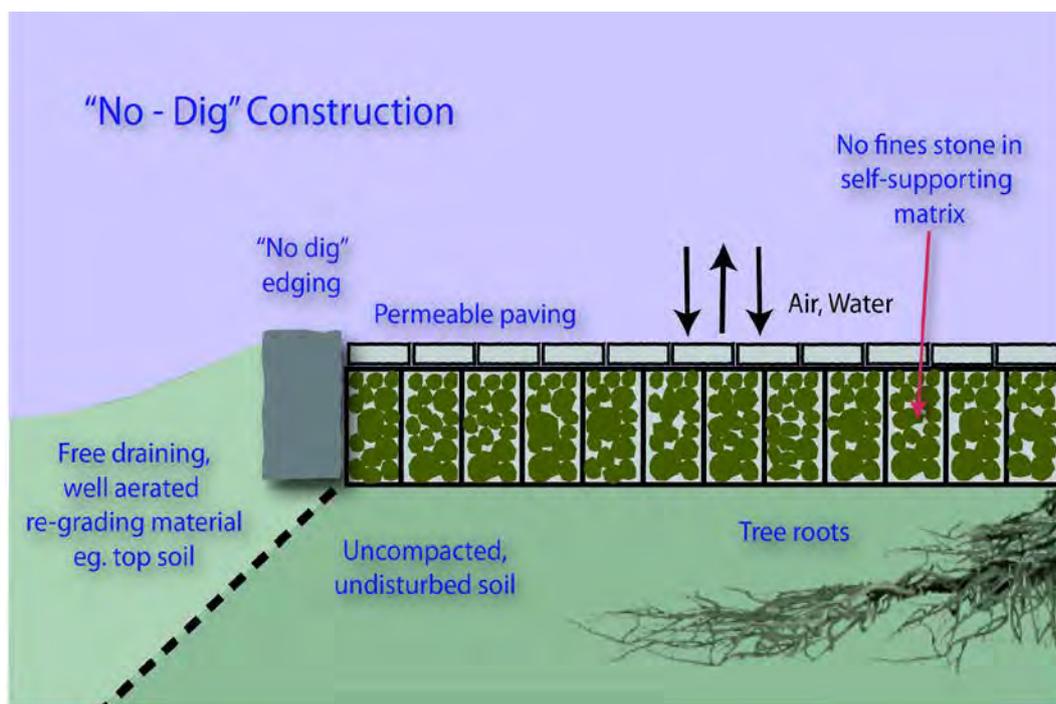
FIG. 2 'NO-DIG' CONSTRUCTION

Critical to the success of tree protection is an **auditable system of arboricultural site monitoring**. The system to be used should be described within the AMS, but as a minimum should provide for the following: -

- A pre-development site meeting with the developer and contractors to explain the tree protection measures required.
- Sign off of physical tree protection measures such as barriers, boxes and ground protection.
- Sign off of pre-development tree work.
- Supervision and sign off of all work within RPAs including special construction measures.

- Regular site monitoring at an agreed frequency dependent on the nature or intensity of development.

- Sign off of the removal of physical tree protection measures upon completion of development.

- Specifying remediation as necessary and signing off.

- Submission of regular site monitoring reports to the Local Planning Authority that demonstrate compliance with the approved AMS and TPP.

Where the implementation of development does not adhere to an approved AMS and TPP it may be subject to enforcement action, including prosecution where protected trees are damaged or destroyed.

4.2   DEVELOPMENT ADJACENT TO WOODLAND

Where development adjoins woodland, an **ecotone** should be allowed to develop, or planted, to provide a gradual transition between **forest** trees such as oak, ash and beech, **woodland edge trees** such as birch, hawthorn, rowan and sallow, **woodland edge shrubs** such as blackthorn, dogwood, elder, hazel and wayfaring tree, **herbaceous vegetation** and **gardens (Fig. 3)**.
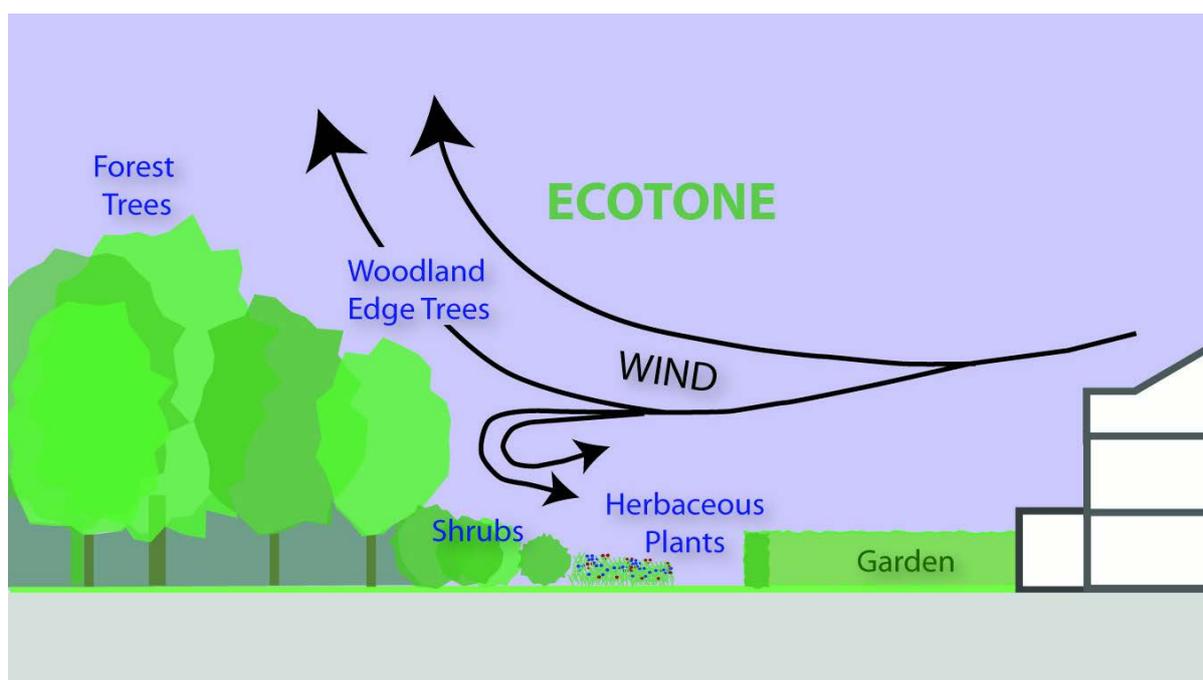
FIG. 3 ECOTONE

An ecotone provides a number of benefits: -

- Minimises nuisances associated with shading and the fall of organic matter.
- Minimises hazards associated with the failure of trees or branches.
- Avoids the need for frequent and unsuitable pruning of trees overhanging gardens that can disfigure them.
- Minimises the risks of damaging wind tunnel effects and eddies in gardens backing onto woodland.
- Minimises the risks of garden waste and litter being thrown into woodlands, where it can allow invasive plants to establish and impact detrimentally on tree health.
- Allows wind to flow more smoothly over woodland.
- Increases habitat diversity.

An appropriate default width for a woodland ecotone is **15 metres wide**, measured from the centre of the trunk of the largest forest tree species growing closest to the edge of the existing woodland. This figure represents a typical mature height for a woodland edge tree species and the capping figure for RPAs calculated in accordance with BS 5837:2012. Greater widths may be necessary for ecologically or structurally vulnerable woodlands. Reductions in the default width are only likely to be acceptable where assessment of the woodland demonstrates satisfactorily that the development and woodland will co-exist harmoniously.

4.3 HEDGEROWS

Hedgerows within and bounding a development site should be assessed in accordance with the **Hedgerows Regulations 1997**. The assessment may form part of an **Archaeological** or **Ecological Impact Assessment**, but in all cases it should be clear where the assessment has been placed within the submissions that form part of a planning application.

Hedgerows found to be important in accordance with the Hedgerows Regulations 1997 should normally be retained and incorporated into the design of development, so that the characteristics that render them important are maintained or enhanced. Where overriding design considerations necessitate the removal or translocation of important hedgerows, it must be clear within the submitted **Green Infrastructure Statement**, how the loss will be mitigated through new planting and/or a **translocation** methodology.

4.4   TREE PRESERVATION ORDERS

Where trees on or adjoining development sites are found to be of significant public value, or are likely to become so in time (e.g. newly planted trees or trees required to be planted as a condition of planning permission), the expediency of protecting them by the service of a **Tree Preservation Order (TPO)** may be considered.

The expediency of serving TPOs will be assessed by using a recognised system of amenity tree evaluation to give a point score for the tree(s) in question that then categorises them as follows: -

- Do not apply TPO.
- TPO indefensible.
- Does not merit TPO.
- TPO defensible.
- Definitely merits TPO.

Factors that will be taken into account include: -

- The health and structural condition of the tree(s).
- The life expectancy of the tree(s).
- The visibility of the tree(s) from public places.
- Special factors such as value to wildlife and cultural heritage.
- The level of threat to the tree(s).

5.0   HOW SHOULD TREE PLANTING BE DESIGNED INTO DEVELOPMENT?

Successful tree planting as part of development depends on: -

- Co-operation between the developer and Local Planning Authority (LPA).
- Space designed specifically to support the growth of trees.
- Appropriate specifications.
- Correct implementation and aftercare.

5.1   TREE PLANTING LAYOUT

Physical constraints to planting should be established following: -

- A Topographical Survey.
- A Utilities Survey in accordance with PAS 128:2014 (Ref. 8), or any specification that replaces it.
- Definition of utility easements.

Assessment of service constraints should be made as early as possible and at the most detailed level practicable, to avoid unforeseen problems during the design of planting.

In some cases physical constraints to planting will also need to be understood following consideration of: -

- A Tree Constraints Plan in accordance with British Standard 5837:2012, or any Standard that replaces it.
- A Geotechnical/Geo- environmental assessment.
- A Soil Assessment carried out in accordance with the Soils and Development TGN.

Planting layouts should be designed at the same time as, not after the imposition of constraints such as: -

- Visibility splays.

- CCTV.

- Lighting.

- Highway infrastructure.

- Drainage infrastructure.

- Service corridors.

- Residential layouts.

Services and trees need not always be mutually exclusive. Service corridors can provide valuable rooting space and liaison between service providers, Engineers, Landscape Architects and Arboriculturists may allow for co-existence.

Development providing for a small number of well-spaced, large species, long-lived trees in wide, continuous, **soft landscape** is preferred to that providing for larger numbers of small, short-lived trees in narrow planters, hard landscape, or leftover space **(Fig. 4)**.

FIG. 4 PLANTING LAYOUT

Where planting is restricted to hard landscape, openings of minimum **1.5m x 1.5m** should be provided **(Fig. 5)**. The larger the opening the better trees will grow.
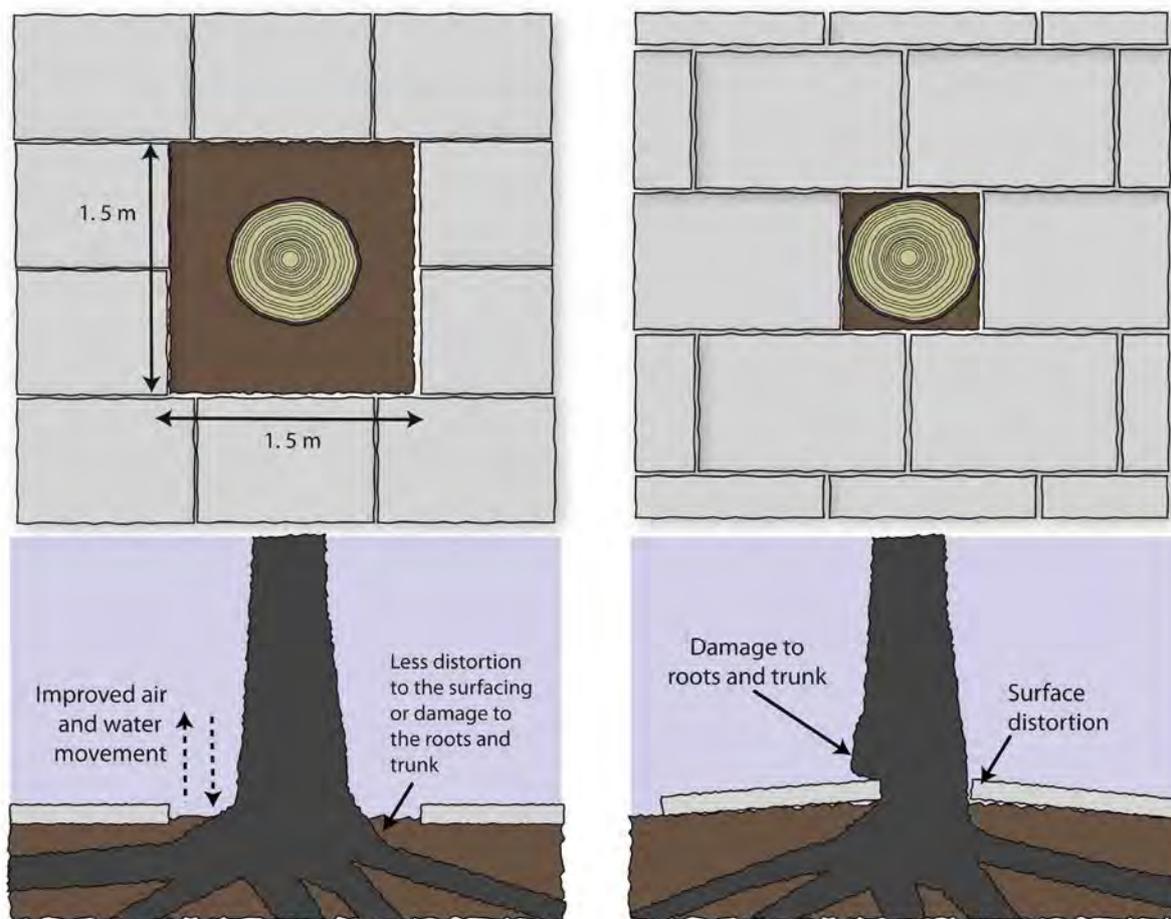
FIG. 5 TREE PIT OPENING SPACE

Trees planted in companionship are likely to grow better than those in isolation. **Canopy** and **under-storey** planting that is appropriately spaced to avoid **mutual suppression (Fig. 6)**, represents the optimal layout to avoid the development of structural weaknesses.
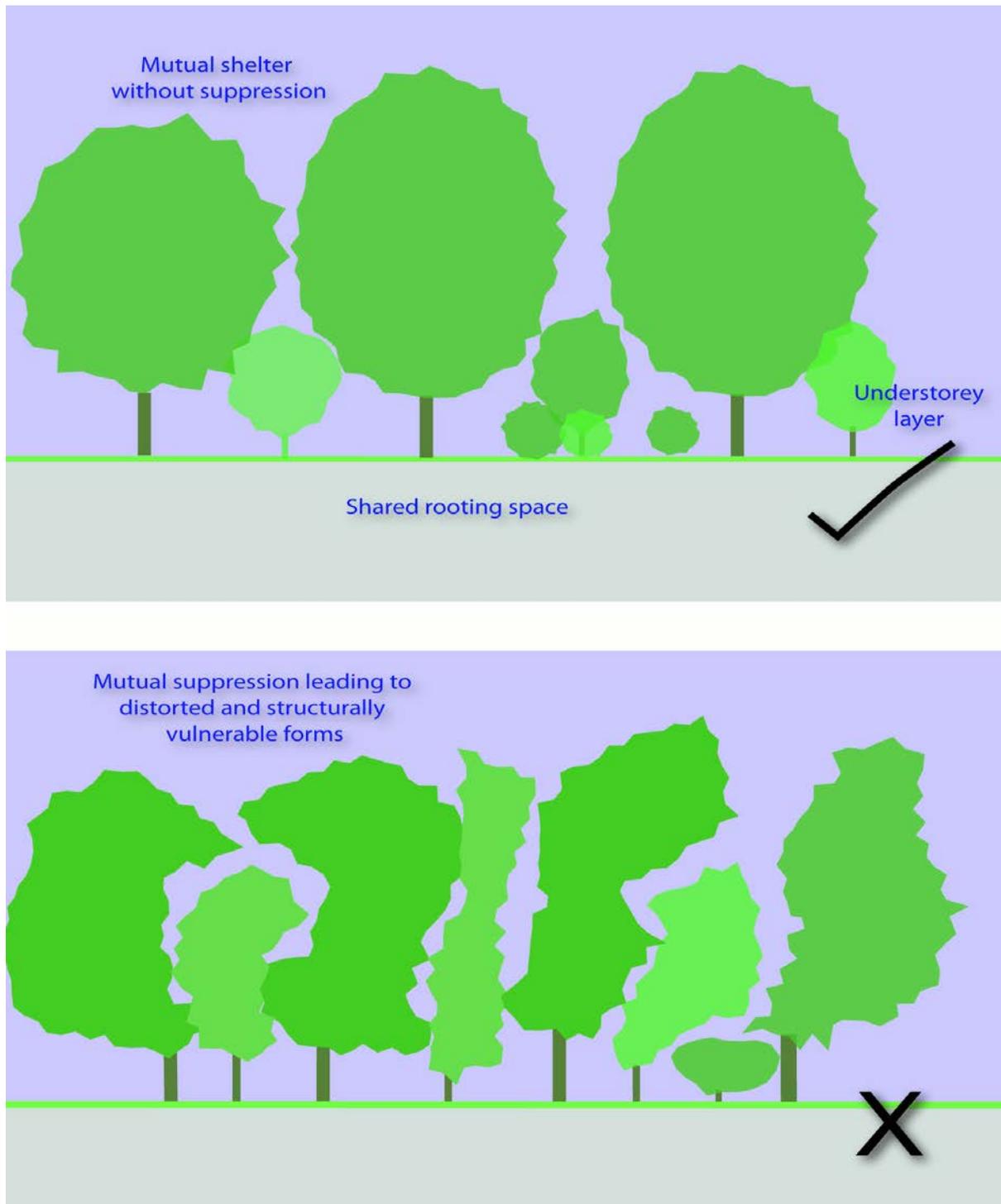
FIG. 6 MUTUAL SHELTER AND SUPPRESSION

Wherever possible, tree-lined **avenues** should be provided, with **staggered** rather than **linear** layouts, where benefits will result to the streetscape or microclimate **(Fig. 7).**
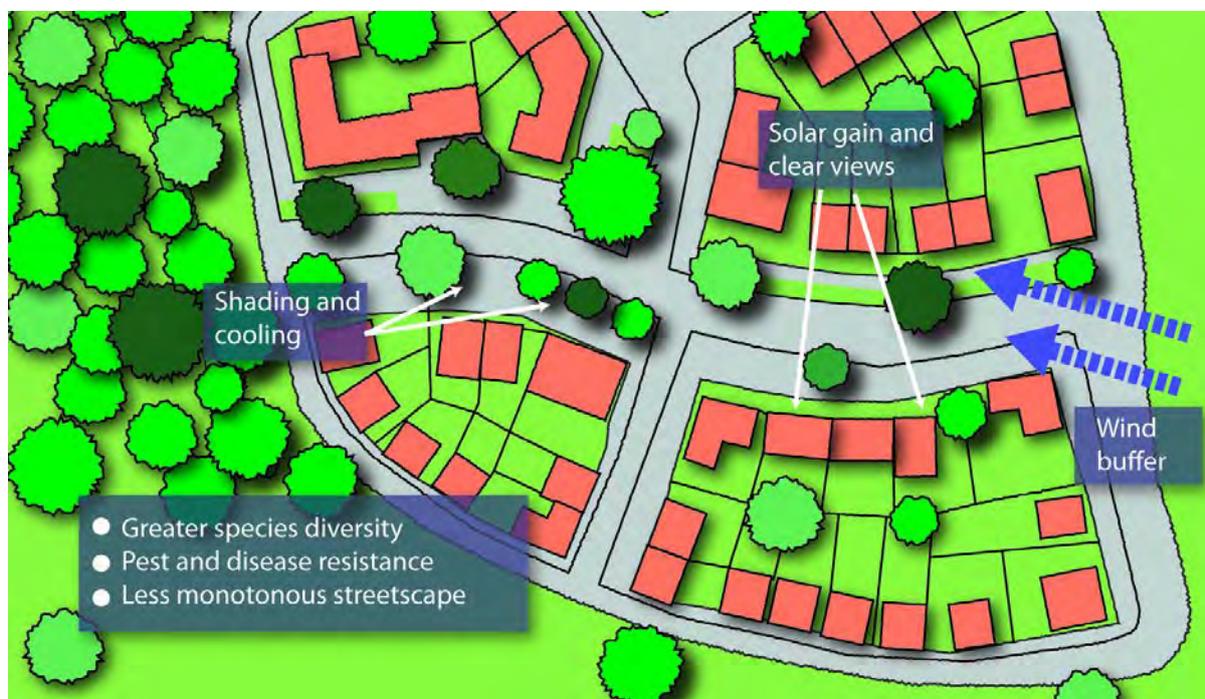
FIG. 7 STAGGERED LAYOUTS USING DIFFERENT SPECIES

Staggered planting using **build- outs**, **central reservations** and **roundabouts** can help to avoid **wind tunnel** effects, and can allow the planting of large trees where verges are otherwise too constrained.

Tree planting can provide shade, cool the air and give shelter, but can also shade to the extent that living or working conditions are oppressive, and central heating is needed more regularly. **BRE Digest 209 (Ref. 9)** and **Forestry Commission Research Note 012 (Ref. 10)** provide guidance on design to maximise the microclimatic benefits trees provide.

Highway sections should show how safe vehicle and pedestrian movement, services and trees will co-exist. Trees planted close to a highway should have sufficient space to prevent conflict with the **kinematic envelope** of the largest vehicle likely to use the highway. The kinematic envelope is the outline of a moving vehicle affected by tilt, slope, adverse camber etc. **(Fig. 8)**.
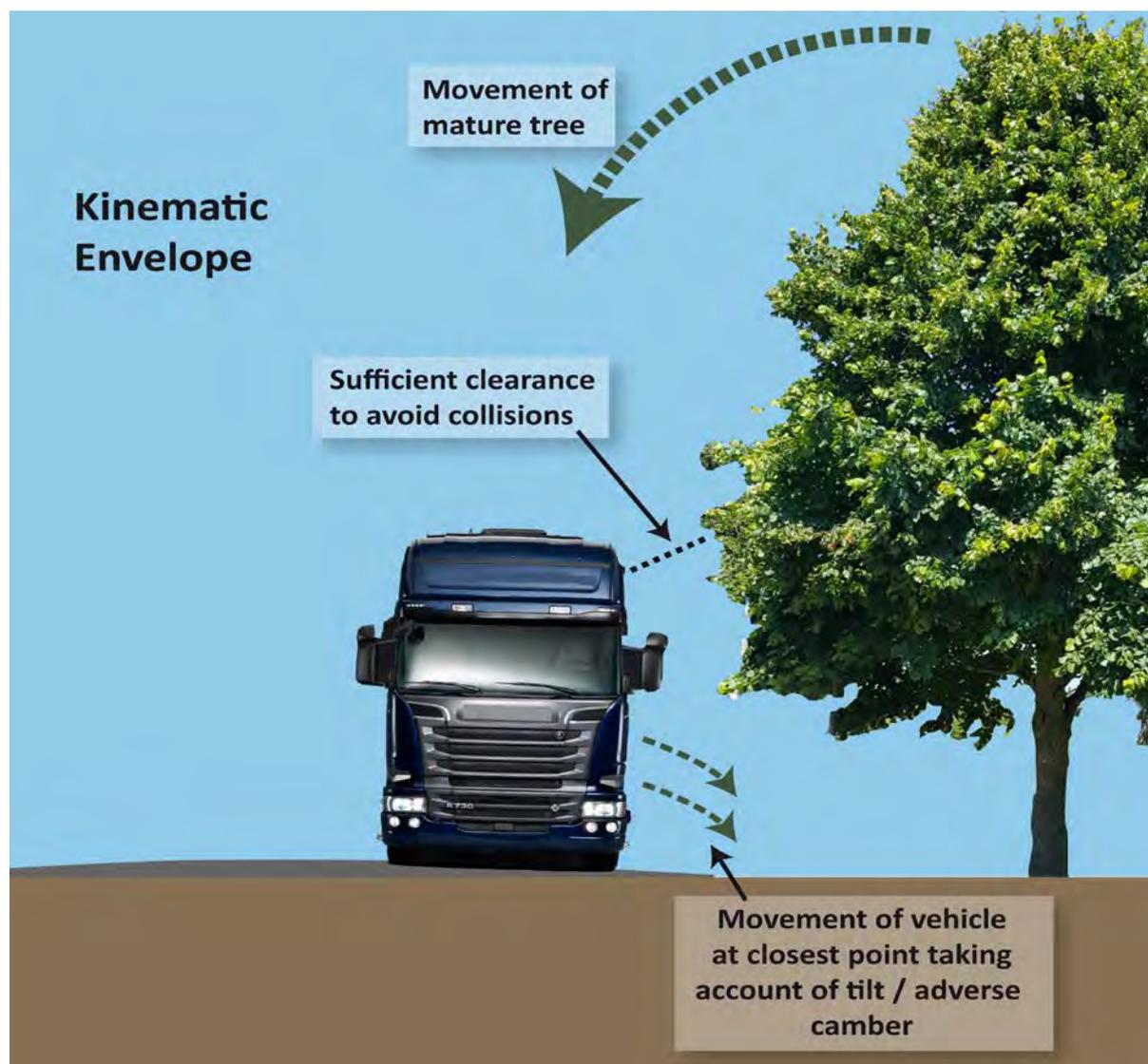
FIG. 8 KINEMATIC ENVELOPE

Avoiding conflict with the kinematic envelope does not mean that all trees planted close to roads must be small or columnar, since large, spreading trees can develop up and above the highway, whereas smaller trees may grow directly into the highway. Careful species selection, and where necessary, provision for formative pruning, can help to prevent conflict.

Planting that creates **lurking space** or otherwise encourages anti-social behaviour should be avoided, but the presence of trees in a development in general terms is likely to discourage crime.

5.2   ROOT AVAILABLE SOIL VOLUME (RASV)

Tree planting soils should be specified in accordance with the **Soils and Development** section of this SPG.

Root Available Soil Volume (RASV) is the volume available to roots due to its physical accessibility and suitable conditions of **aeration**, **irrigation** and **fertility**.

Target, minimum RASV should be provided as follows:

- **30m³** for individually planted large-medium trees.
- **20m³** per large-medium tree when planted as a group of two or more with shared RASV.
- **10m³** for individually planted small trees of approximately 6m height and 3m diameter branch spread after 25 years.
- **5m³** per small tree when planted as a group of two or more with shared RASV.

Rather than depicting a **planting hole** and opening, landscaping drawings should show the RASV for each tree or planting situation, in plan-view and with sections expanded to show not only the treatment of the planting hole and opening, but also the soil and any openings surrounding the planting hole.

Various products, including **structural soils**, **Amsterdam tree sands**, and void forming **soil crates** and **rafts**, can extend RASV beneath engineered surfaces **(Fig. 9)**. These products should only be specified where RASV, for example within gardens or verges, is otherwise unavailable, but they can also provide a link between soft landscape and hard landscape tree pits.
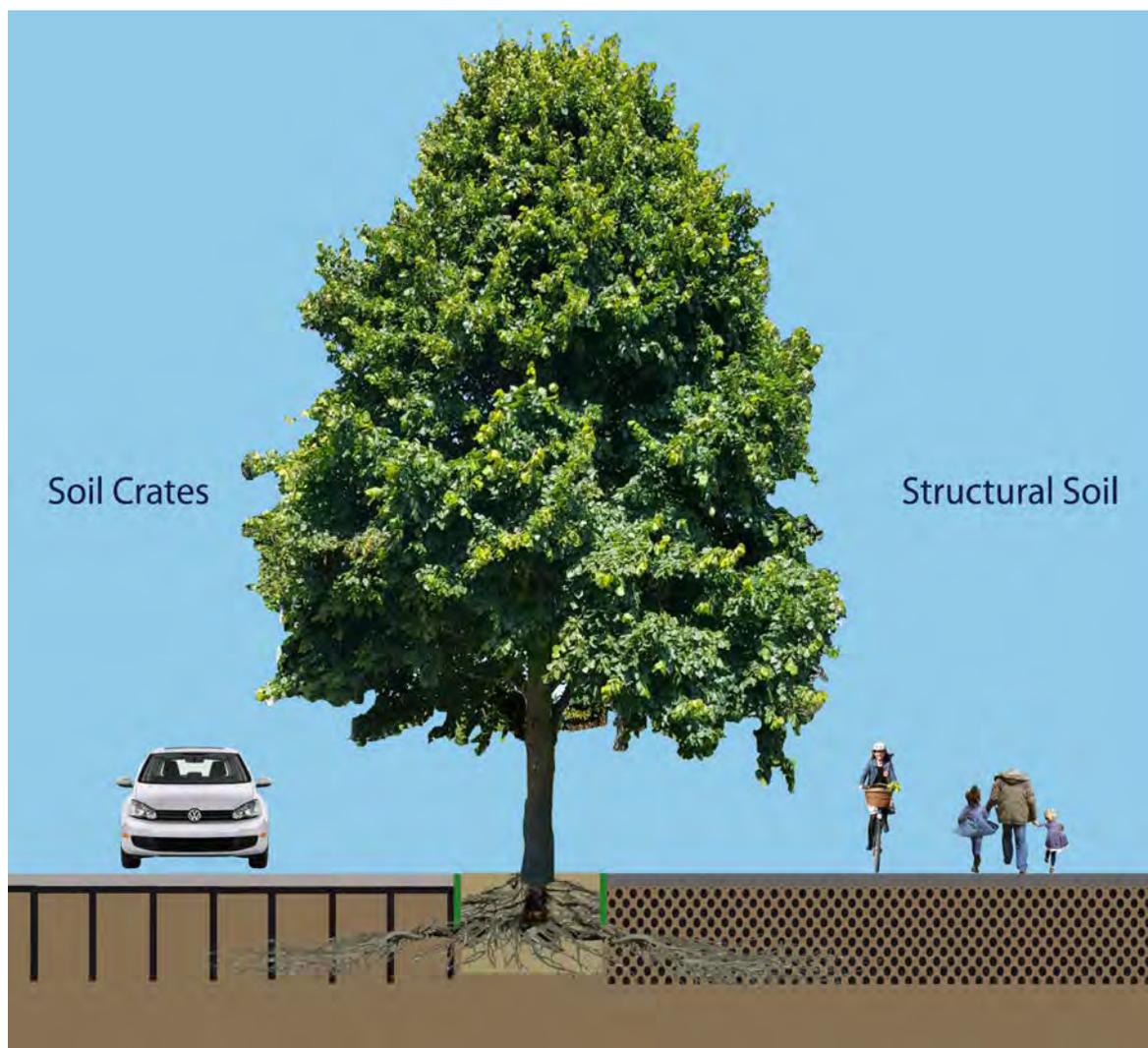
FIG. 9 SOIL CRATES AND STRUCTURAL SOIL

Site specific product supplier specifications should demonstrate how RASV will be provided for, including plan view drawings and details of **irrigation**, **aeration** and **drainage**.

Since structural soils and Amsterdam tree sands typically require large volumes of stone or sand to give them physical strength, they may have less 'nutritious' soil per unit volume compared with 'natural' soils. A stone based structural soil may need to be applied at volumes **five times** greater than a 'natural' soil, to provide an equivalent 'nutritious' soil volume. Consequently, when specifying RASV, it will be necessary to have regard to the particular product being used, since 5m³ of structural soil is not equivalent to the same volume of 'natural' soil.

The use of **site-won** and where this is not available or unsuitable, **imported soils** to backfill crates or rafts is supported in principle, but the fitness for purpose of the soils should first be demonstrated following physical and chemical analysis by a Soil Scientist, and their placement overseen by a Soil Scientist, or other suitably qualified landscape professional. Poor soil specification or placement, such as excessive compaction, excessive topsoil depth, or a failure to **'key in'** topsoil and subsoil interfaces, may result in soils that are poorly drained and not well aerated, so that any theoretical benefit over structural soils in terms of 'nutritious' soil volume, is lost.

The **pH** of Amsterdam tree sands, structural soils and soils to back-fill crates/rafts must be known and appropriate to the tree species planted. Excessive alkalinity is typically more common than excessive acidity, and may be problematic where soils at the top end of the pH scale are used and this is then exacerbated by soil ameliorants or the breakdown of soil constituents.

Wherever Amsterdam tree sands, structural soils or soil crate/raft systems are proposed, it must be clear that they are fit for purpose in terms of the intended site use – i.e. that they **can support the heaviest anticipated vehicular loads whilst maintaining un-compacted soil in the rooting zone.**

Adequate **soil aeration** is essential to the effective functioning of Amsterdam tree sands, structural soils and soil crates/rafts and it should be clear how this will be provided for. **Voids** and **pipe** and **vent** systems can help in this regard, but there should be a sufficient number and extent, and provision to prevent them becoming blocked. **A minimum of two aeration inlets per tree, or per 5m³ of soil, is considered appropriate.**

Subject to engineering advice, bespoke designs can extend RASV. For example, **root paths** and **trenches** are drained subgrade tunnels containing soil compacted to a level that does not prevent root growth, bridged by reinforced concrete or similar **(Fig. 10)**.
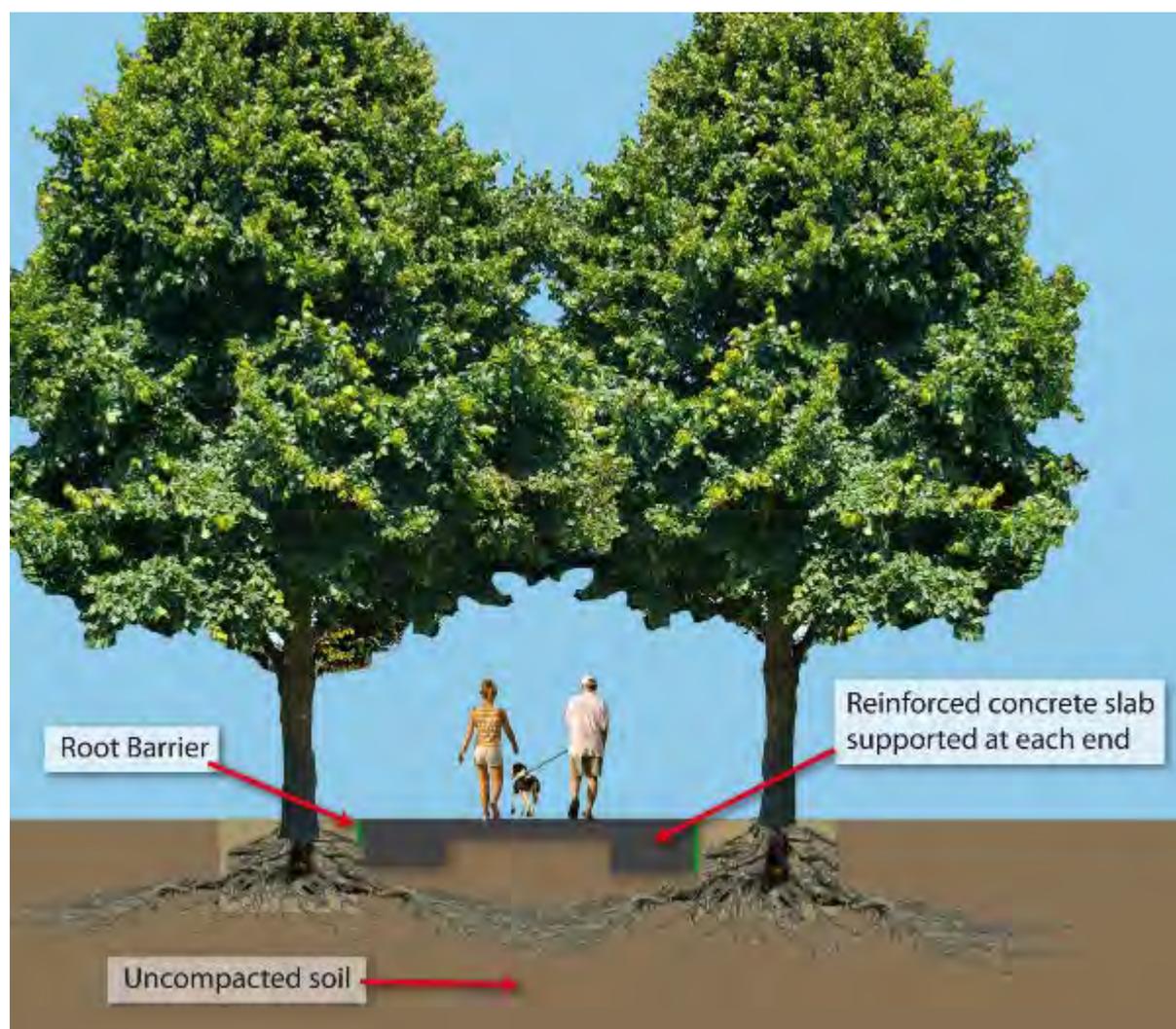
FIG. 10 ROOT TRENCH

5.3 TREE PIT OPENINGS

Functionality in terms of supporting healthy tree growth and usability in the streetscape should be placed above aesthetics, and it should be clear why a particular treatment is proposed.

- **Open soil (Fig. 11)** – encouraging a build-up of leaves, twigs etc., may protect against soil compaction, erosion and temperature extremes. Fine textured root-ball soil may lose structure if compaction occurs during transplantation and this may then be exacerbated by rain-drop impacts, **stem-flow**, foot traffic and limited biological activity outside of the **rhizosphere**.
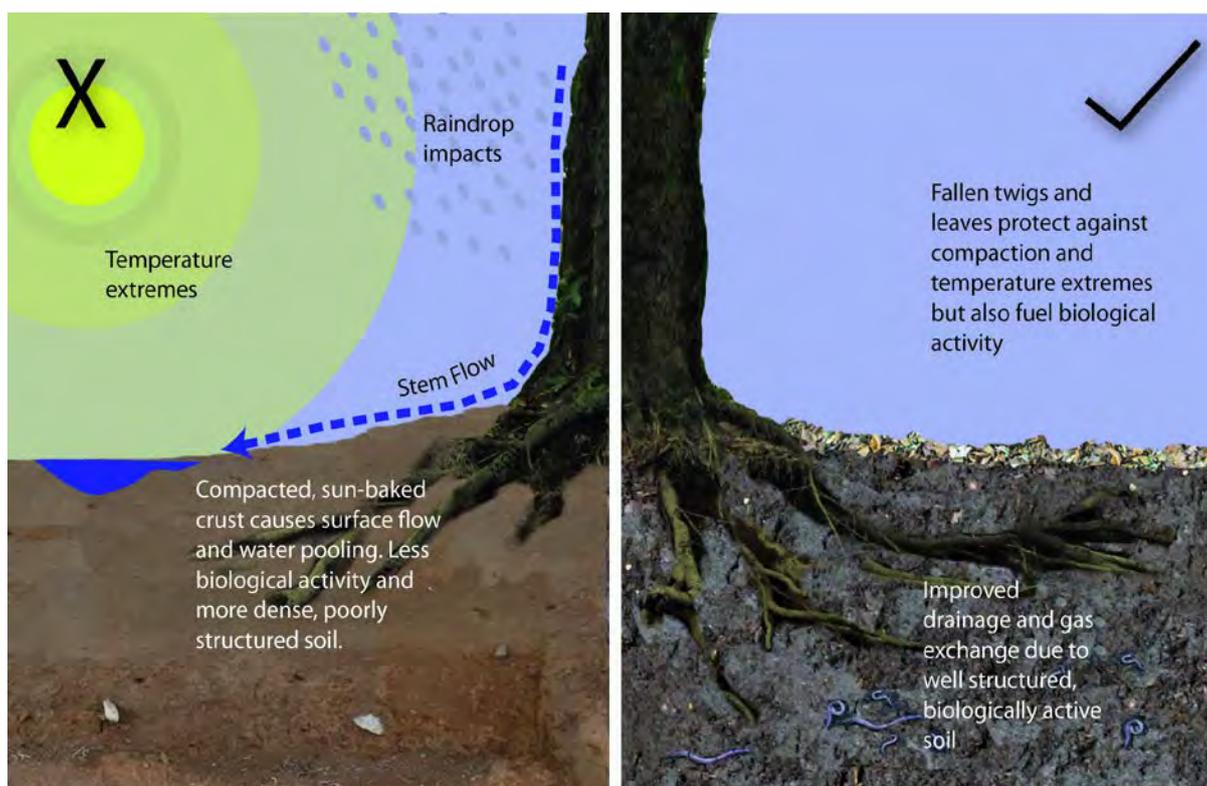
FIG. 11 OPEN SOIL

- **Organic mulch (Fig. 12)** – irrigation requires careful application to ensure underlying soil is wetted and mulch may need to be contained to avoid displacement. Composted mulch should comply with **Landscape Institute** specifications **(Ref. 11)**. **Shredded hardwood bark** is preferred as it interlocks well but should be applied no deeper than **50-75mm**, without a **filter fabric** and avoiding burying the **root flare**. Mulch should not be applied until soils damaged by compaction have been ameliorated by cultivation using hand tools only to avoid damaging roots and trunk.
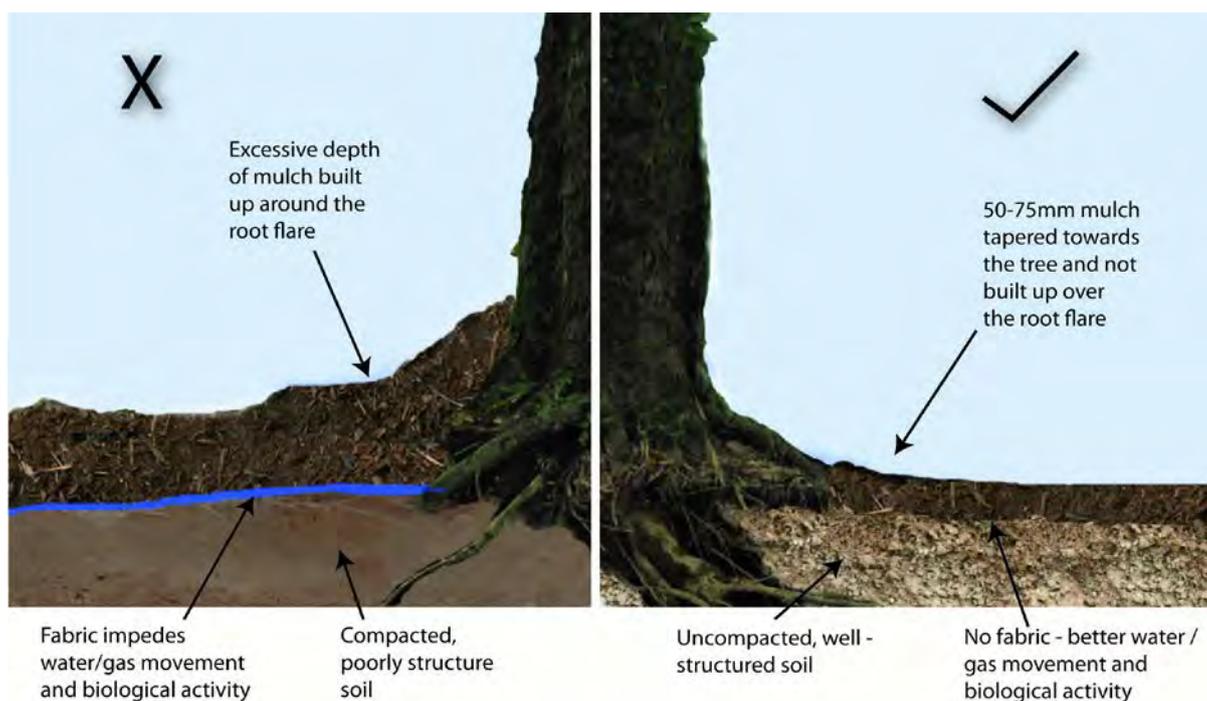
FIG. 12 ORGANIC MULCH

- **Groundcover planting** – **perennials** and grasses are cheap and low maintenance. Repeated **annual** planting is more costly and may damage roots through repeated soil disturbance, but could encourage deeper rooting that helps to prevent roots damaging pavers and other surfacing materials. Above ground barriers may be required to protect plants and only openings greater than **1.5m** are suitable to support viable planting.

- **Inorganic mulch** – **low fines** stone and rubber chippings provide protection against soil compaction, erosion and temperature extremes. Can be used as fill between rigid surfacing and stems or between gaps in grilles. The same principles in terms of application apply as per organic mulch.

- **Resin bound gravels (Fig. 13b)** – may crack or require maintenance to ensure permeability. A minimum **150mm** collar of loose gravel should be provided around stems, but the collar dimensions will depend on the tree species to be planted. **Settlement** damage due to soil shrinkage may result if laid at the same time as planting. Specialist contractors should be used for installation. **Pre-cast**

resin bound gravels **(Fig. 13a)** may avoid installation problems but may be more costly.

FIG. 13a PRE-CAST RESIN BOUND GRAVEL

FIG. 13b RESIN BOUND GRAVEL

- **Rubber crumb (Fig. 14)** – may require maintenance to ensure permeability. A minimum **150mm** collar of loose rubber chippings should surround stems, but the collar dimensions will depend on the tree species to be planted. **Settlement** damage due to soil shrinkage may result if laid at the same time as planting. Specialist contractors should be used for installation.

FIG. 14 RUBBER CRUMB

- **Self-binding gravel** – only appropriate when the fines content is low enough to maintain reasonable permeability. Requires compaction on installation which may also reduce permeability. Compaction due to footfall may be reduced by forking or air-spade treatments, but re-settling may occur.

- **Coarsely graded bitmac** – only appropriate for treatments around established trees where it is not applied directly onto roots, where a gap is left around the trunk and where a protective sand layer of approximately **50mm** is applied between the bitmac and ground. Where a walkable surface is required around the tree, a rubber crumb product should be used as an alternative.

- **Grilles (Fig. 15)** – can have attractive, bespoke designs, but commonly become displaced and a trip hazard, trap litter and damage trees when their removal or adjustment is not built into aftercare specifications. Simple designs with adjustable/removable sections that allow for a large gap between the trunk and grille are preferred, and when used in combination with inorganic mulch they offer an effective treatment that protects soil from compaction where there is heavy foot traffic.
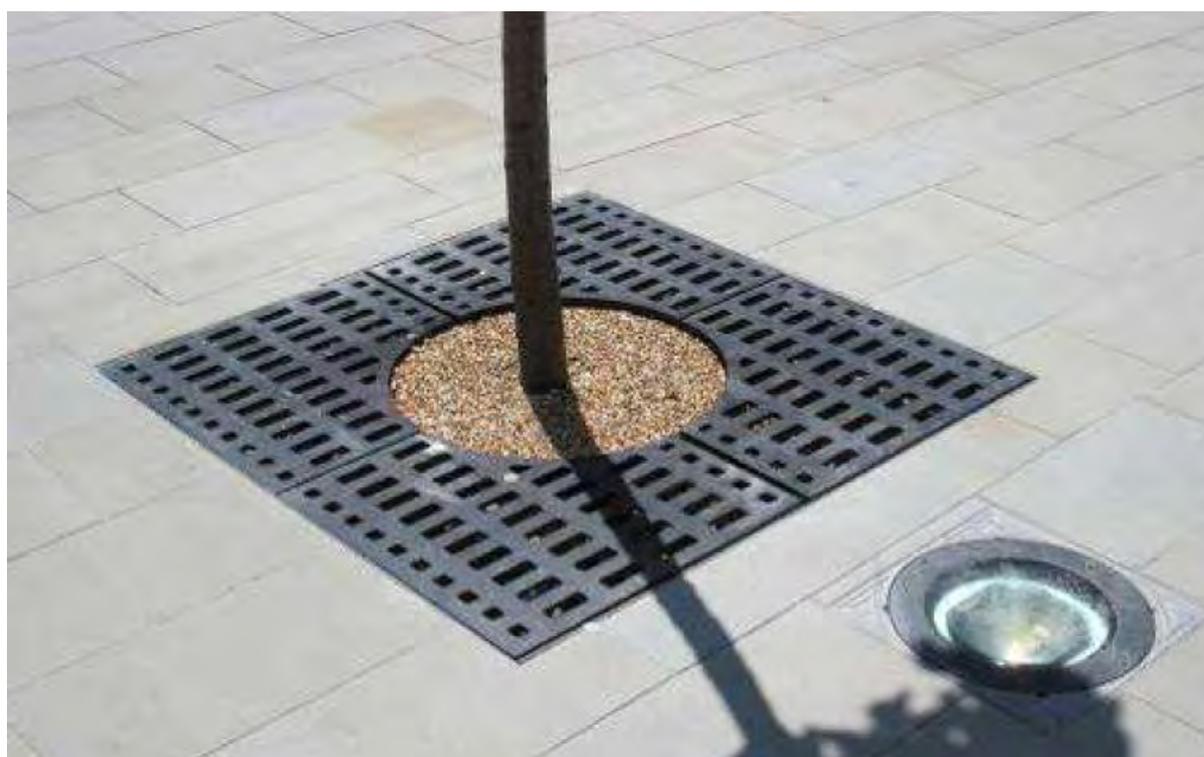
FIG. 15 TREE GRILLE

6.0   WHAT SPECIES SHOULD BE PLANTED?

Important factors to consider before drawing up a tree planting palette are: -

- Soil characteristics.
- Above and below ground constraints.
- Ultimate height and spread.
- Wildlife value.
- Ornamental qualities.
- Tolerance to exposure and climatic extremes.
- Resistance to pests and diseases.
- Nursery availability.

The **Appendix** provides a colour coded list of trees considered appropriate for planting in different contexts as part of development in Cardiff. It is intended to be a 'rough guide' rather than definitive or exhaustive, to help inform the design of planting. Certain genera (e.g. *Fraxinus* & *Larix*) have been excluded due to major, current pest and disease threats, whereas some species that don't typically feature in nursery catalogues have been included based on their potential to perform well in the context of climate change, where periods of drought and periodic inundation may be more frequent. The database can be amended over time as such threats come and go, as research develops and as new species or cultivars become more widely available.

6.1   WILDLIFE

Wildlife value depends not only on **native** or **exotic** status, but also **context**. An avenue of oaks linking to woodland is likely to be of greater value to wildlife than the same number of trees growing in isolation **(Fig. 16)**.

Some trees have the potential to spread rapidly by seed dispersal or suckering, and where this may threaten the viability of an ecologically sensitive site, alternative less invasive species should be used.

Six of the trees listed in the appendix are included within a list of **'critically ranked terrestrial taxa'** in **ref. 12**, meaning that their spread may pose a significant risk to the viability of ecological features. They are: -

- *Pinus nigra*
- *Prunus lusitanica*
- *Quercus cerris*
- *Quercus ilex*
- *Quercus rubra*
- *Robinia pseudoacacia*
- *Thuja plicata* (listed in the **'urgent ranked terrestrial taxa'**).

These trees should not be discounted for planting in all cases, as they have considerable landscape and cultural value, with *Quercus ilex* and *Pinus nigra* forming an important component of the mature tree population in Cardiff, but careful consideration should always be given to their use, and whether or not less invasive alternatives could be planted.
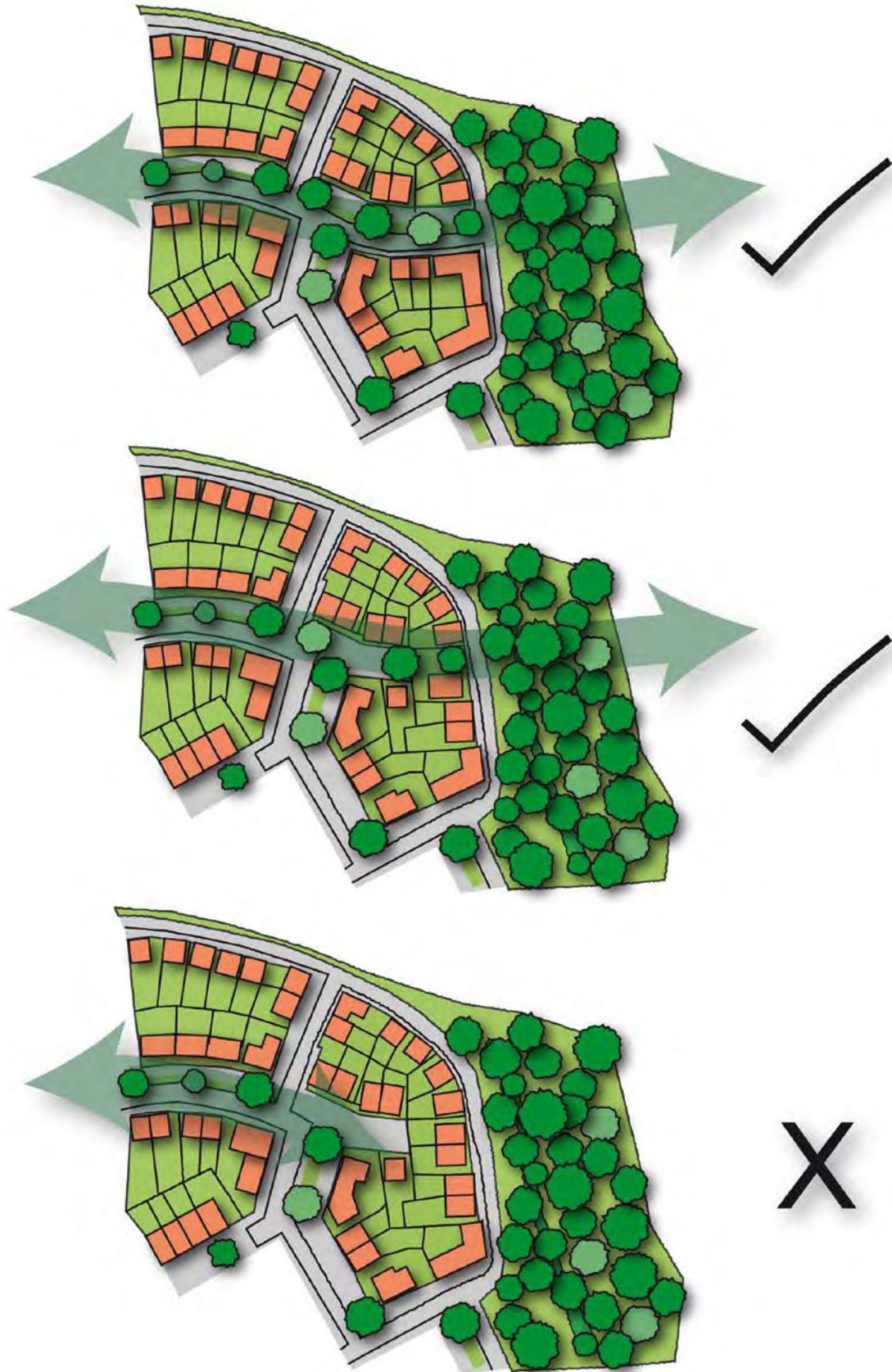
FIG. 16 WILDLIFE CORRIDORS

Whilst some trees like the native birches and oaks are good 'all-rounders' in terms of wildlife, others have more specialised value and examples are given below.

- **Scots pine** – supports a diverse community of **mycorrhizal** fungi and invertebrates and its seeds are an important source of food to some birds.

- **Beech** – supports a diverse community of fungi and bark **epiphytes**.

- **Limes** – important nectar source for **pollinators**.

- **Sallows & Willows** – support a diverse community of invertebrates and are an important, early season source of nectar and pollen.

- **Sycamore** – supports diverse **endomycorrhizal** fungal communities and bark epiphytes and a large **invertebrate biomass**.

Tree **pollen**, **nectar**, **sap**, and **honeydew** excreted by aphids, are important forage for invertebrates, including **bees**, **wasps** and **flies** and including some **natural enemies** of **plant pests**. Planting with this in mind will benefit them and their role in **pollination** and **biological control**.

The **British Beekeepers Association** provide a guide to important sources of nectar and pollen:- .**http://www.bbka.org.uk/learn/gardening_for_bees**

6.2   ORNAMENTAL QUALITIES

Ornamental qualities and growth characteristics are best understood by field study. **Field-guides**, **nursery catalogues** and the **internet** are helpful, but trees may not always conform to the ideals presented in catalogues. For example, trees sold as having an upright or columnar form typically become more spreading once planted outside of a nursery.

A tree planting palette should have a clear **design rationale**. Species that complement each other visually and ecologically (e.g. Scots pine and silver birch) are preferred to random admixtures.

An **evergreen** component including broad leafed evergreen's, should be included wherever possible, since they offer year-round visual interest, screening, pollution absorption and shelter for humans and wildlife.

Planting palettes that seek, within the constraints of a site, to continue the long tradition in Cardiff, of adventurous and experimental tree planting, will be preferred to those that rely on a small number of 'tried and tested' trees, but that will result in visual monotony as part of development.

6.3 CLIMATE CHANGE

The **Forest Research Right Trees for Changing Climate Database** http://www.righttrees4cc.org.uk/ and **Royal Horticultural Society** page at http://apps.rhs.org.uk/advicesearch/Profile.aspx?pid=712 provide information about trees appropriate in the context of **climate change**.

Climate change is likely to result in more extremes in terms of temperature, storms and rainfall. In urban environments where there may be sub-optimal soils and high air and surface temperatures, adaptable tree species that have evolved to cope with extreme, disturbed and ephemeral environments may be required, whereas more demanding species that have evolved to grow in more stable environments may need to be restricted to more substantial green corridors, urban woodlands and parks.

6.4 PESTS AND DISEASES

Information on current pest and disease threats to trees can be found at http://www.forestry.gov.uk/pestsanddiseases and from the **Natural Resources Wales Tree Health Division** treehealth@naturalresourceswales.gov.uk

The global trade in plants and plant based products has resulted in a steady increase in the number of pest and disease threats to trees. Pests and diseases that are introduced from countries far from Britain are likely to be very destructive, since our native trees are unlikely to have evolved strong natural defences to combat them. Wherever new tree planting is proposed it is essential that the stock has been subject to stringent biosecurity checks, at all stages of its life up till planting. Wherever possible, locally sourced trees should be planted that are known to be free of pest and disease problems.

To avoid destructive pest or disease outbreaks and visual monotony, a useful rule of thumb is to plant: -

No more than 10% of any species, 20% of any species within a genus and 30% of any species within a family.

This does not preclude the planting of single species groups or short avenues where overriding design considerations apply, but extensive planting of the same or closely related genera should be avoided.

6.5   HONEYDEW

Some trees, but particularly the native **limes** and **oaks**, **Norway maple**, **sycamore** and **tulip-tree** can support large numbers of **aphids**. The honeydew excreted by feeding aphids **vaporises** and creates a sticky and when wet, slippery veneer to pavers and other surfaces. Large numbers of flies and wasps feed on the honeydew and can present a social nuisance. Dark pigmented '**sooty moulds**' colonise the honeydew and can stain surfaces. Care should therefore be taken when specifying trees for heavily built up areas to minimise nuisance problems associated with honeydew. Limes should not be discounted from planting schemes for heavily built up areas, since several species and cultivars are not heavily colonised by aphids.

6.6 ECOLOGICAL CHARACTERISTICS

Ecological characteristics are often neglected when specifying trees, but successful tree planting needs to have regard to the likely capacity of a proposed tree to establish and grow well in the planting environment proposed, based on its typical growing environment in nature, and the likely environmental conditions that will prevail during its lifetime. Shoe-horning trees that are preferred for aesthetic reasons, into environments that are not well-suited to their evolved traits, can result in costly failures and stunted trees that never achieve their true potential.

Examples of the sorts of ecological considerations that should be taken into account are given as follows: -

- Does the tree in nature grow in a disturbed, ephemeral or early successional environment, e.g. some species in the genera *Alnus*, *Betula*, *Fraxinus*, *Gleditsia*, *Pinus*, *Populus*, *Robinia* and *Salix*. Trees from such genera may grow quickly, making use of mutualistic fungi and bacteria to exploit scarce resources, but may be short-lived.
- Does the tree in nature colonise fine textured, poorly drained soils such as those derived from glacial till, e.g. some species in the genera *Alnus*, *Populus* and *Salix*, or does it colonise coarse grained, free draining sandy soils derived from glacial outwash, e.g. some species in the genera *Betula* and *Pinus*.
- **'Late successional'** trees such as *Fagus sylvatica* and *Quercus robur* may be less vigorous or more likely to succumb to pests and diseases where they are not growing in optimal conditions similar to those found in climax woodland.

Conditions conducive to the growth of late successional trees should be provided for wherever possible, since they are likely to bring long lasting benefits to amenity and the environment, but this is not always practicable, and reliance should not be placed on a limited palette of native or exotic trees that may be vulnerable as environmental conditions change. Instead, the focus should be on planting a diverse range of trees with known ecological traits likely to allow them to grow well in the prevailing environment.

6.7   POISONOUS TREES

Consideration should be given to the toxicity or other potentially harmful characteristics of trees proposed for planting, particularly where children or animals will have free access to them.

The **retailer's code of practice for potentially harmful plants (2000) http://www.kew.org/science/ecbot/HTA_code_list.pdf**, provides details of toxic or otherwise harmful plants, including trees.

6.8   NURSERY AVAILABILITY

Early discussion should take place with supplying nurseries to ensure availability at the optimum size. Supply and demand has its role in what is available, and in the context of climate change and emerging pest and disease threats, the demand side should focus on encouraging nurseries to provide a diverse range of trees, of known provenance and biosecurity status, rather than relying on a restricted palette of tree species, or an ever changing array of cultivars that may differ very little in their growth characteristics.

7.0 WHAT SIZE AND FORM OF TREE SHOULD BE PLANTED?

Plant schedules and specifications should include details of the size and nursery production method of the tree to be planted following the guidance in: -

- **British Standard 3936: Part 1:1992 (Ref. 13)**
- **British Standard 8545:2014 (Ref. 14)**

Most trees planted as part of development will have been produced by one of the following nursery production methods: -

- **Bare root** – field-grown young trees are lifted when dormant with roots not surrounded by soil. Roots are protected from drying until planting.
- **Root-ball –** field-grown trees are lifted with roots surrounded by a ball of soil that is wrapped and bound to enable transportation to the planting site.
- **Containerizing** – field-grown trees are lifted into containers full of a growing medium, allowed to grow for one full season and sold for immediate planting.
- **Container-grown** – trees are grown in a planting medium in a container and moved to progressively larger containers until they are sold for planting.

Each production system has advantages and disadvantages, but whichever system is used to supply trees for planting as part of development, no tree should be accepted for delivery or planting unless it meets the criteria set out in **Table 1 of BS 8545:2014**. Key features of a good quality tree aside from it being in excellent health and free of pest and disease problems include: -

- Clearly defined and straight leader.
- Balanced branching framework with lateral branches subordinate to the leader.
- Clearly defined stem taper and proportionate, balanced height/stem girth ratio appropriate to the species.
- No crossing or co-dominant branches.
- Evenly spaced lateral roots with minimum four major laterals.

- Evenly spaced, well developed fibrous roots.
- An intact root-ball with the root-flare clearly visible.

The use of small, bare-rooted trees with a well-developed fine root system is especially recommended for sites with restricted soil volumes or heavier soils likely to self-compact under the weight of larger root-balled or container trees.

Large container, bare-root and root-balled trees are sensitive and demanding, and likely to fail where soil conditions, RASV and aftercare are sub-optimal. Failure is especially likely where container grown trees have spiralling roots and where bare-root or root-ball trees lack well developed fibrous and lateral roots.

Trees grown using self-pruning **'spring-ring'** pots (otherwise known as **'air-pots')** with an 'egg box' structure encouraging fibrous radial rooting into the open ended cusps of the 'egg box', may establish more quickly because of their large volume of fine, feeding roots. Similarly, trees grown using air permeable bags with white exterior and black interior have good fine root development and fewer problems with spiralling as the roots grown downwards, away from the light.

Most trees planted as part of development will fit into one of the following size categories: -

Standard – 8-10cm girth, 250-300cm height, 175-200cm clear stem, 25-45 litre container, 300mm minimum root-ball diameter and height.

Selected Standard – 10-12cm girth, 300-350cm height, 175-200mm clear stem, 45-65 litre container, 300mm minimum root-ball diameter and height.

Heavy Standard – 12-14cm girth, 350cm minimum height, 175-200cm clear stem height, 45-65 litre container, 400mm minimum root-ball diameter, 300mm minimum root-ball height.

Extra Heavy Standard – 14-16cm girth, 350cm minimum height, 175-200cm clear stem height, 45-100 litre container, 450mm minimum root-ball diameter, 300-350mm minimum root-ball height.

Size is less important than the quality of the stock, planting and aftercare, but **bigger is not necessarily better** and trees planted at small size may establish more quickly and outstrip the growth of trees planted at large size for 'instant impact'.

For all planting schemes the reasons for selecting a particular size or nursery production method for trees should be clear – e.g. time of year of planting, nursery availability, aesthetics, below ground constraints. Whilst planting to give 'instant impact' is not unacceptable in principle, it can only be justified where the growing conditions and aftercare specifications will support healthy long-term growth.

8.0   HOW SHOULD TREES BE PLANTED?

The following method is generally applicable, but will vary slightly dependent on the planting situation, stock size, soil etc. A site specific tree planting methodology should be drawn up including tree pit section and plan views for different site situations.

8.1   BASIC METHOD OF TREE PLANTING (FIGS. 17 & 18)

1) During stable weather remove any existing vegetation in the planting position. Dig a hole that is widest at the top with gently sloping, scarified sides to comfortably accommodate the width, but of no greater depth than the roots or root-ball. For root-balled trees the hole may be slightly shallower than the root-ball (approximately 2.5-5cm), in anticipation of soil settlement. For container-grown trees the hole may need to be 4-6cm shallower. **Do not mix the excavated soil**.

2) Place the tree in the centre of the hole and backfill in layers of approximately 15cm depth, gently tamping each layer except the final one, to remove large voids and to reinstate the pre-existing soil profile. Excessive compaction will result in poor aeration and drainage whilst excessively loose, poorly structured soil may settle excessively. **Do not bury the root flare**.

3) Apply water gradually until the roots or root-ball is thoroughly soaked along with the backfill soil. **Do not over-water to cause waterlogging and apply water gradually through a seep hose or similar to prevent damage to soil structure.**

4) Apply a thin (50-75mm) layer of organic mulch (e.g. shredded hardwood bark) but do not build up around the root flare.

FIG. 17 HOW TO PLANT A TREE

Excessively tall stake attached too high and not driven well enough into the ground

Tree of poor form with co-dominant leaders, broken branches etc.

Excessive depth of mulch built up at stem base

Small root-ball with wrappings left on, set too deep, burying root flare.

Heavy, poorly drained subsoil

Topsoil and compost to excessive depth leading to anaerobic conditions
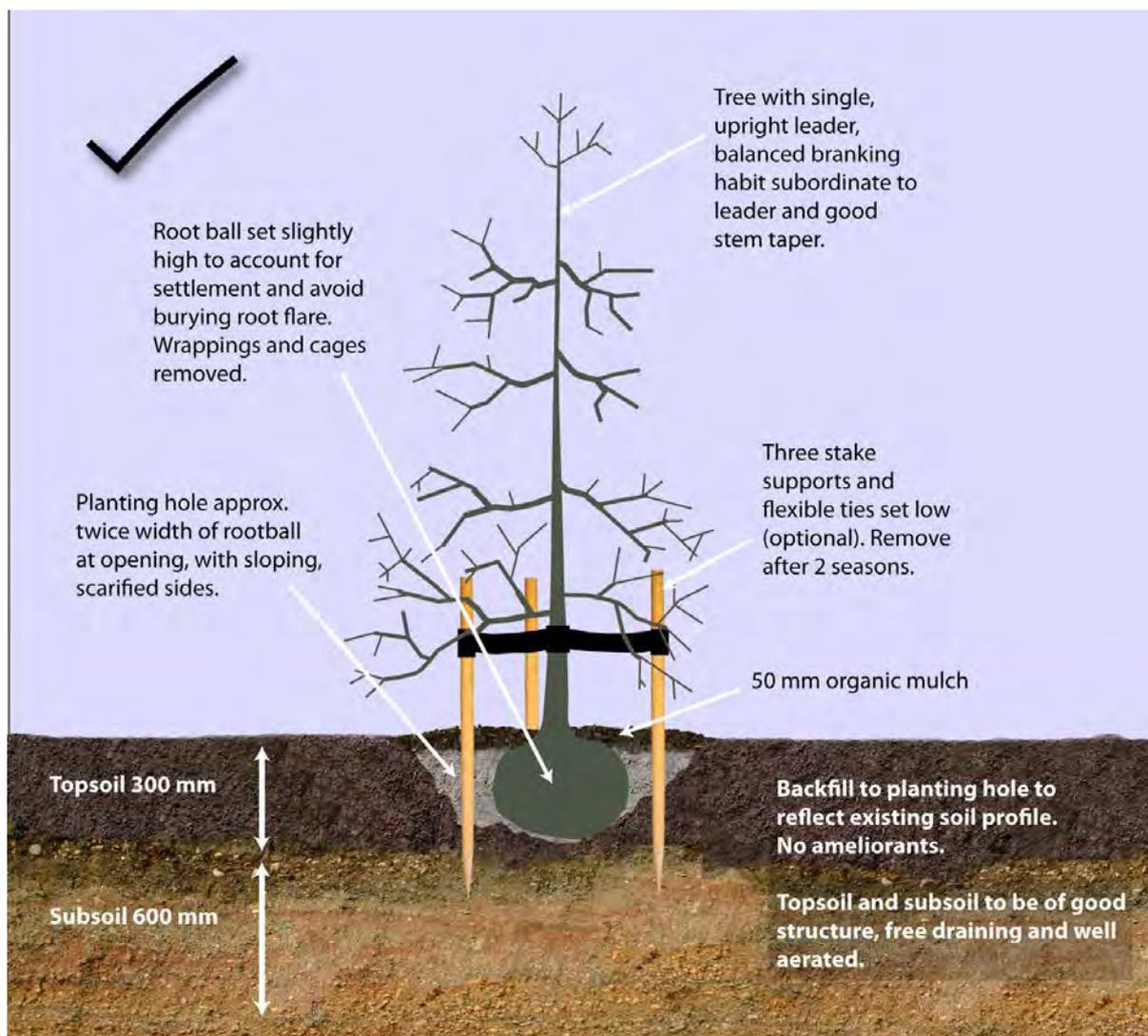
FIG.18 HOW <u>NOT</u> TO PLANT A TREE

8.2   WRAPPINGS AND CONTAINERS

Containers including fabric bags and synthetic wrappings for root-balls should be removed prior to planting. If practicable, biodegradable wrappings, wires, ropes and cages enclosing root-balls should be removed once the tree is in position. Otherwise any wires or ropes around cages or wrappings should be removed and the upper third of biodegradable wrappings or cages cut and peeled back.

8.3   BACKFILLING

Backfills should not be ameliorated with composts or fertilizers unless specifically required following soil analysis, and under no circumstances should 'enriched' backfills surround root-balls at depths below 300mm, where lack of aeration is likely to result in the development of anaerobic soil conditions and the decline or death of the tree.

Backfilled soil should reflect a natural soil profile without sharp interfaces between different layers that may result in ponding and perched water tables.

Where large root-balled or container trees (Extra Heavy Standards and larger) are proposed, consideration should be given to supporting the root-ball on a 150mm-400mm layer (depending on the size of the tree and ground conditions) of **washed sand** to maintain aeration and free drainage and help to support the tree, and prevent the weight of the root-ball causing compaction damage to surrounding soils. If poor drainage is a problem, appropriate washed stone drainage soakaway layers and piped drainage should be built in to the tree pit design, below planting soil layers and following consultation with a **drainage engineer** or **soil scientist**.

8.4   STAKING AND SUPPORT

Larger bare-root and root-balled trees lacking well developed lateral roots, container trees with spiralling roots and evergreens, can be particularly vulnerable to poor anchorage, especially on exposed sites and in poorly structured soils that inhibit root growth. The movement of such trees can damage fine roots, compact soil, or more rarely can result in them falling over or growing at an angle. In these circumstances supports such as stakes and ground anchors may be required, but the need for such should be considered on a case by case basis and **should never be used to help justify the planting of sub-standard trees or a sub-standard soil specification.**

Aftercare specifications should always provide for the adjustment of supports and in the case of stakes and ties, **their removal after one or two growing seasons**. Supported trees that have failed to anchor at this stage should normally be replaced, but **only after consideration of the likely reasons for failure and changes to the planting specification as necessary.**

The most effective supports are those that support the tree **on all sides** and **as low down** as practicable (stakes should not be more than one-third clear stem height), to allow for **maximum stem movement** and thereby **strengthening of the stem base and roots**. Three untreated wooden stakes driven well into the ground with

biodegradable fabric ties, set low on the stem, or biodegradable ground anchors such as untreated timber planks **(Fig. 19)**, set over the root-ball, are good options.

FIG. 19 BIODEGRADABLE ROOT ANCHOR USING UNTREATED TIMBER

Wherever possible supports should be avoided as they commonly do more harm than good by restricting stem movement or root growth and the consequent strengthening of the stem base and major roots. Very commonly stakes and ties are not adjusted or removed, resulting in chafing, girdled stems and poorly anchored trees **(Fig. 20)**.

High risk of stem failure at this point

Unadjusted tie strangling tree and causing adaptive growth above and below

WIND

Lack of movement below tie causes a lack of stem and root development and poor stem taper

Stake and tie set too high and not windward side. Chafing damage occurs as stem makes contact with stake
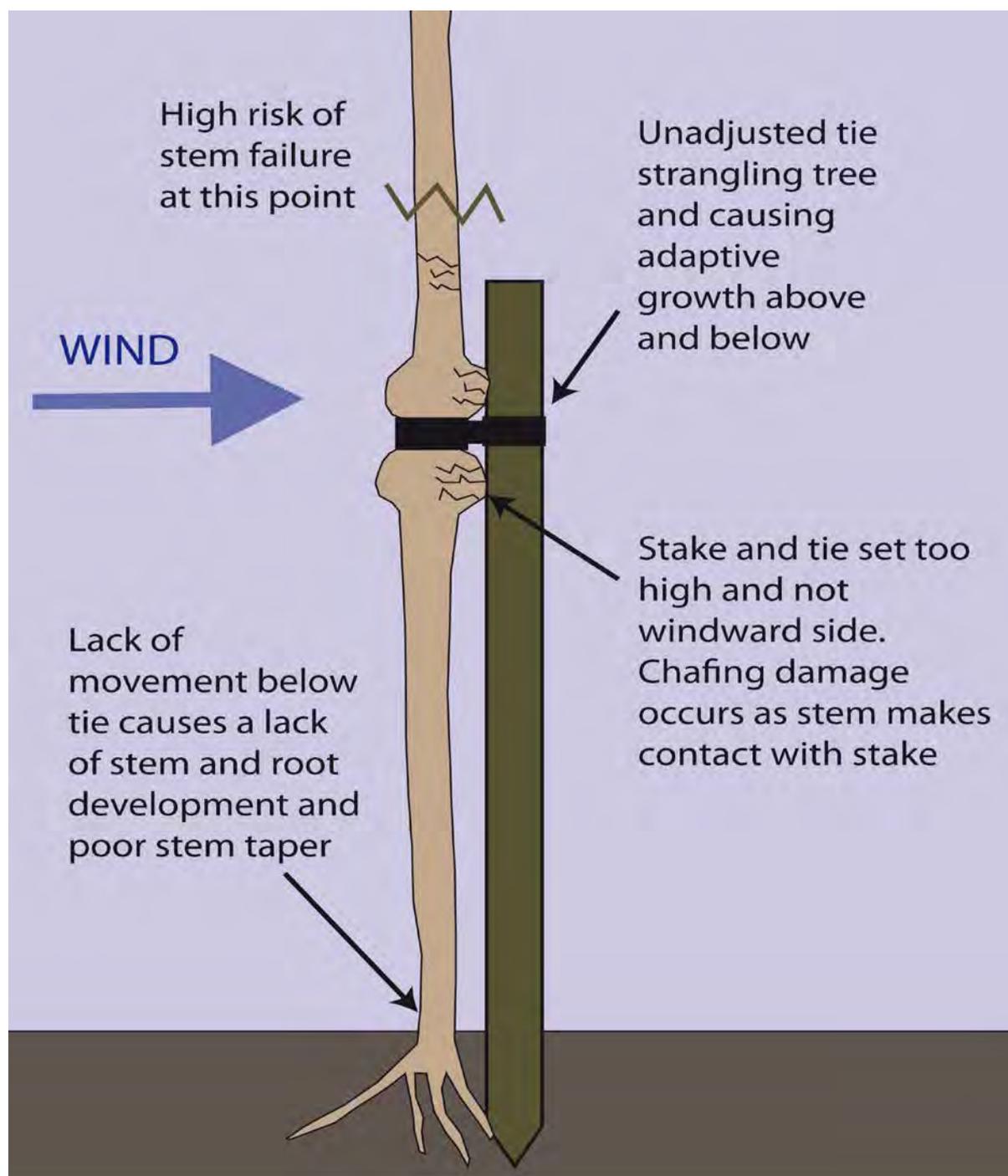
FIG. 20 HOW <u>NOT</u> TO STAKE A TREE

8.5   GUARDS

The use of guards to protect trees from vandalism, mammals, strimmer damage and UV rays, should be considered on a site by site basis. Simple solutions such as plastic mesh and bamboo mat stem guards **(Fig. 21)** can be effective, and the maintenance of mulch beds around stem bases will help to prevent strimmer damage. In some

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cases heavy duty guards can't be avoided, but maintenance specifications should make provision for their adjustment and removal as necessary, or they will do more harm than good.

FIG. 21 BAMBOO MAT GUARD

The use of supporting stakes as vandal deterrents may be appropriate in some cases, but any benefit this confers may be lost if stakes are excessively tall, are not adjusted, or are retained for more than two growing seasons.

8.6   IMPLEMENTATION AND AFTERCARE

Tree planting will be at high risk of failure if implementation or aftercare is to a poor standard, is ignored or is insufficient.

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All developments that include tree planting should include a detailed, site specific, planting and aftercare methodology, prepared by an Arboriculturist or Landscape Architect.

All tree planting and aftercare as part of development should be undertaken by a professional landscape contractor, and in the case of formative pruning, a professional arboricultural contractor.

The key elements of a tree planting and aftercare specification are as follows: -

- Tree planting to be undertaken only following approval of planting soils in accordance with the Soils and Development TGN and approval of tree stock in accordance with BS 8545:2014.
- Irrigation of tree planting in accordance with an irrigation plan, prepared in accordance with the recommendations in sections 11.3, F.1.6 and G.2 of British Standard 8545:2014 that provides for sufficient but not excessive watering.
- Adjustment of and removal of stakes, guards, and tree grilles as necessary.
- Maintenance of mulch beds until trees have fully established, to suppress competing vegetation and help prevent strimmer/mower damage.
- Formative pruning in accordance with British Standard 3998:2010 (Ref. 15) to maintain a good branching habit and prevent conflict with highways or structures.

A **5-year chronological matrix** of aftercare tasks is helpful in presenting different elements of the aftercare specification, clearly and concisely.

The project Arboriculturist or Landscape Architect, should agree a programme of site monitoring for tree planting implementation and aftercare that includes the **submission of a report** to the LPA upon successful completion of each stage.

The programme should allow for site monitoring of the first tree(s) planted demonstrating accordance with the agreed specification; confirmation within three growing seasons post-planting that stakes and ties have been adjusted and removed

as necessary; confirmation that irrigation has been undertaken in accordance with the irrigation plan; confirmation that mulch beds have been maintained and confirmation within 5 years post-planting that formative pruning has been carried out as necessary. Where failures occur within 5 years post-planting, the reasons for failure should be investigated and a programme of replacement proposed, including amendments to the specification as necessary.

9.0   REFERENCES

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(13) British Standards Institution. 1992. BS 3936: Nursery stock. Part 1. Specification for trees and shrubs.

(14) British Standards Institution. 2014. BS 8545:2014. Trees: from nursery to independence in the landscape – Recommendations.

(15) British Standards Institution. 2010. BS 3998:2010. Tree work – Recommendations.

Tree Planting Guide

Species		Situation						Characteristics										
Native																		
Scientific name	**Common name**	Calcareous soil	Acid soil	Dry soil	Wet soil	Coastal	Shade	Deciduous	Evergreen	Small	Medium	Large	Upright	Spreading	Autumn colour	Flowers	Fruit	Wildlife
Acer campestre	Field Maple								N/A									
Acer campestre 'Streetwise'									N/A									
Acer campestre 'Louisa Red Shine'									N/A									
Acer campestre 'William Caldwell'									N/A									
Alnus glutinosa	Common Alder								N/A									
Betula pendula	Silver Birch								N/A									
Betula pendula 'Tristis'									N/A									
Betula pendula 'Swiss Glory'									N/A									
Betula pubescens	Downy Birch								N/A									
Carpinus betulus	Hornbeam								N/A									
Carpinus betulus 'Frans Fontaine'									N/A									
Crataegus laevigata	Midland Hawthorn								N/A									
Crataegus laevigata 'Paul's Scarlet'									N/A									
Crataegus monogyna	Hawthorn								N/A									
Crataegus monogyna 'Stricta'									N/A									
Fagus sylvatica	Common Beech								N/A									
Fagus sylvatica 'Dawyck'									N/A									
Ilex aquifolium	Holly							N/A							N/A			
Ilex aquifolium 'Handsworth New Silver'								N/A							N/A			
Ilex aquifolium 'J C Van Tol'								N/A							N/A			
Juniperus communis 'Hibernica'	Irish Juniper							N/A							N/A			
Pinus sylvestris	Scot's Pine							N/A							N/A			
Pinus sylvestris 'Fastigiata'								N/A							N/A			
Populus nigra var. *betulifolia*	Black Poplar								N/A									
Populus tremula	Aspen								N/A									
Populus tremula 'Erecta'									N/A									
Prunus avium	Wild Cherry								N/A									
Prunus padus 'Albertii'									N/A									
Quercus petraea	Sessile Oak								N/A									
Quercus petraea 'Eastcolumn'									N/A									
Quercus robur	Pedunculate Oak								N/A									
Quercus robur 'Fastigiata Koster'									N/A									
Salix alba 'Liempde'	White Willow								N/A									
Salix alba 'Sericea'	Silver Willow								N/A									
Salix pentandra	Bay Willow								N/A									
Sorbus aria 'Magnifica'									N/A									
Sorbus aucuparia	Rowan								N/A									
Sorbus aucuparia 'Streetwise'									N/A									
Sorbus domestica	True Service Tree								N/A									
Sorbus torminalis	Wild Service Tree								N/A									
Taxus baccata	Yew							N/A							N/A			
Taxus baccata 'Fastigiata'	Irish Yew							N/A							N/A			
Tilia cordata	Small-Leaved Lime								N/A									
Tilia cordata 'Streetwise'									N/A									
Tilia platyphyllos	Broad-Leaved Lime								N/A									
Tilia platyphyllos 'Streetwise'									N/A									
Ulmus glabra	Wych Elm								N/A									

KEY

Conditions to which a species/genus is particularly well suited or attributes which a species or genus is particularly known for.

Conditions to which a species/genus is suited to at a sub-optimal level or attributes which a species/genus displays, but is not particularly known for.

Conditions to which a species/genus is not well suited to or attributes which it does not display or is not known for.

Species		Situation						Characteristics										
Scientific name	Common name	Calcareous soil	Acid soil	Dry soil	Wet soil	Coastal	Shade	Deciduous	Evergreen	Small	Medium	Large	Upright	Spreading	Autumn colour	Flowers	Fruit	Wildlife

Non-native

Scientific name	Common name	Deciduous	Evergreen	Autumn colour
Abies cephalonica	Grecian Fir	N/A		N/A
Abies homolepis	Nikko Fir	N/A		N/A
Abies koreana	Korean Fir	N/A		N/A
Abies numidica	Algerian Fir	N/A		N/A
Abies pinsapo	Spanish Fir	N/A		N/A
Acer buergerianum	Trident Maple		N/A	
Acer capillipes	Red Snake-Bark Maple		N/A	
Acer davidii	Père David's Maple		N/A	
Acer x freemanii 'Armstrong'			N/A	
Acer grandidentatum	Big Tooth Maple		N/A	
Acer griseum	Paperbark Maple		N/A	
Acer lobelii	Lobels Maple		N/A	
Acer monspessulanum	Montpelier Maple		N/A	
Acer opalus	Italian Maple		N/A	
Acer pensylvanicum	Moosewood		N/A	
Acer platanoides	Norway Maple		N/A	
Acer platanoides 'Deborah'			N/A	
Acer platanoides 'Emerald Queen'			N/A	
Acer pseudoplatanus	Sycamore		N/A	
Acer pseudoplatanus 'Brilliantissimum'			N/A	
Acer pseudoplatanus 'Leopoldii'			N/A	
Acer rubrum	Red Maple		N/A	
Acer rufinerve	Grey Snake-Bark Maple		N/A	
Aesculus flava	Yellow Buckeye		N/A	
Aesculus indica	Indian Horse Chestnut		N/A	
Albizia julibrissin	Silk Tree		N/A	
Alnus incana 'Aurea'			N/A	
Alnus incana 'Laciniata'			N/A	
Alnus x spaethii	Spaeth's Alder		N/A	
Amelanchier x grandiflora 'Robin Hill'	Serviceberry		N/A	
Amelanchier lamarckii	Snowy Mespil		N/A	
Araucaria araucana	Monkey Puzzle	N/A		N/A
Arbutus x andrachnoides	Hybrid Strawberry Tree	N/A		N/A
Arbutus menziesii	Madrona	N/A		N/A
Arbutus unedo	Strawberry Tree	N/A		N/A
Betula utilis ssp. albo-sinsensis	Chinese Red-Barked Birch		N/A	
Betula ermanii	Stone Birch		N/A	
Betula ermanii 'Grayswood Hill'			N/A	
Betula lenta	Cherry Birch		N/A	
Betula maximowicziana	Monarch Birch		N/A	
Betula nigra 'Heritage'	River Birch		N/A	
Betula nigra 'BNMTF' (= 'Dura Heat')	River Birch		N/A	
Betula papyrifera	Paper Birch		N/A	
Betula utilis ssp. jacquemontii	Kashmir Birch		N/A	
Betula 'Edinburgh'			N/A	
Calocedrus decurrens 'Columnaris'	Incense Cedar	N/A		N/A
Castanea sativa	Sweet Chestnut		N/A	
Catalpa bignonioides	Indian Bean Tree		N/A	
Catalpa speciosa	Western Catalpa		N/A	
Celtis australis	Southern Nettle-Tree		N/A	
Celtis occidentalis	Hackberry		N/A	

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Conditions to which a species/genus is not well suited to or attributes which it does not display or is not known for.

Species	Common Name																		
Cercis siliquastrum 'Bodnant'	Judas Tree						N/A												
Cercis canadensis 'Forest Pansy'	American Redbud						N/A												
Cordyline australis	Cabbage Tree					N/A							N/A						
Corylus colurna	Turkish Hazel					N/A													
Crataegus x *lavallei* 'Carrièrei'	Hybrid Cockspur Thorn					N/A													
Crataegus x *prunifolia* 'Splendens'	Broad-Leaved Cockspur Thorn					N/A													
Cupressus arizonica 'Glauca'	Smooth Arizona Cypress				N/A							N/A							
Cupressus macrocarpa	Monterey Cypress				N/A							N/A							
Cupressus sempervirens	Italian Cypress				N/A							N/A							
Cupressus sempervirens 'Green Pencil'					N/A							N/A							
Davidia involucrata	Dove Tree					N/A													
Eucalyptus pauciflora ssp. *debeuzevillei*	Jounama Snow Gum				N/A							N/A							
Eucryphia x *intermedia* 'Rostrevor'	Rostrevor Eucryphia				N/A							N/A							
Eucryphia x *nymansensis* 'Nymansay'	Nymans Eucryphia				N/A							N/A							
Genista aetnensis	Mount Etna Broom				N/A														
Ginkgo biloba	Maidenhair Tree						N/A												
Ginkgo biloba 'Princeton Sentry'							N/A												
Gleditsia triacanthos 'Draves Street Keeper'	Honey Locust						N/A												
Gleditsia triacanthos 'Imperial' (= 'Impcole')	Honey Locust						N/A												
Hippophae salicifolia 'Streetwise'	Willow Leaved Sea Buckthorn						N/A												
Ilex x *altaclarensis* 'Golden King'	Highclere Holly					N/A							N/A						
Ilex x *koehneana* 'Chestnut Leaf'	Sweet Chestnut-Leaved Holly					N/A							N/A						
Juglans nigra	Black Walnut						N/A												
Juglans regia	Common Walnut						N/A												
Juniperus scopulorum 'Blue Arrow'	Rocky Mountain Juniper					N/A							N/A						
Koelreuteria paniculata	Golden Rain Tree						N/A												
Ligustrum lucidum 'Variegata'	Chinese Privet					N/A							N/A						
Liquidambar orientalis	Oriental Sweetgum						N/A												
Liquidambar styraciflua	Sweet Gum						N/A												
Liquidambar styraciflua 'Lane Roberts'							N/A												
Liriodendron tulipifera	Tulip Tree						N/A												
Liriodendron tulipifera 'Aureomarginatum'							N/A												
Luma apiculata	Chilean Myrtle					N/A							N/A						
Magnolia grandiflora	Southern Magnolia					N/A							N/A						
Magnolia kobus	Kobushi						N/A												
Malus baccata 'Street Parade'	Siberian Crab Apple						N/A												
Malus hupehensis	Hubei Crab Apple						N/A												
Malus trilobata	Maple-Leaved Crab Apple						N/A												
Maytenus boaria	Maiten					N/A							N/A						
Mespilus germanica	Medlar						N/A												
Metasequoia glyptostroboides	Dawn Redwood						N/A												
Metasequoia glyptostroboides 'Goldrush'							N/A												
Metasequoia glyptostroboides 'Sheridan Spire'							N/A												
Morus spp.	Mulberries						N/A												
Nothofagus nervosa	Rauli						N/A												
Nothofagus obliqua	Roblé Beech						N/A												
Nothofagus dombeyi	Coigüe					N/A													
Nyssa sylvatica	Tupelo						N/A												
Ostrya carpinifolia	Hop Hornbeam						N/A												
Parrotia persica 'Vanessa'	Persian Ironwood						N/A												
Paulownia tomentosa	Foxglove Tree						N/A												
Phillyrea latifolia	Phillyrea					N/A							N/A						
Picea omorika	Serbian Spruce					N/A							N/A						
Picea orientalis	Oriental Spruce					N/A							N/A						
Picea pungens f. *glauca*	Blue Colorado Spruce					N/A							N/A						
Pinus brutia	Calabrian Pine					N/A							N/A						
Pinus halepensis	Aleppo Pine					N/A							N/A						
Pinus cembra	Arolla Pine					N/A							N/A						
Pinus heldreichii	Bosnian Pine					N/A							N/A						

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Conditions to which a species/genus is not well suited to or attributes which it does not display or is not known for.

Species	Common Name
Pinus nigra ssp. *austriaca*	Austrian Pine
Pinus nigra ssp. *laricio*	Corsican Pine
Pinus muricata	Bishop Pine
Pinus peuce	Macedonian Pine
Pinus pinaster	Maritime Pine
Pinus pinea	Stone Pine
Pinus thunbergii	Japanese Black Pine
Pittosporum tobira	Tobira
Platanus x hispanica	London Plane
Platanus orientalis	Oriental Plane
Prunus lusitanica	Portugal Laurel
Prunus sargentii 'Rancho'	Sargent's Cherry
Prunus 'Spire'	
Prunus 'Sunset Boulevard'	
Prunus 'Tai Haku'	Great White Cherry
Pyrus calleryana 'Chanticleer'	Chanticleer Pear
Quercus agrifolia	Coast Live Oak
Quercus bicolor	Swamp White Oak
Quercus canariensis	Mirbeck's Oak
Quercus castaneifolia	Chestnut Leaved Oak
Quercus cerris	Turkey Oak
Quercus faginea	Portuguese Oak
Quercus frainetto	Hungarian Oak
Quercus ilex	Holm Oak
Quercus libani	Lebanon Oak
Quercus palustris	Pin Oak
Quercus pubescens	Downy Oak
Quercus rotundifolia	Ballota Oak
Quercus rubra	Red Oak
Quercus suber	Cork Oak
Robinia pseudoacacia 'Bessoniana'	False Acacia
Robinia x slavinii 'Hillieri'	
Sequoia sempervirens	Coast Redwood
Sequoiadendron giganteum	Giant Sequoia
Styphnoiobium japonica (= *Sophora japonica*)	Japanese Pagoda Tree
Sorbus intermedia	Swedish Whitebeam
Sorbus latifolia 'Henk Vink'	
Taxodium distichum	Swamp Cypress
Tamarix gallica	Tamarisk
Thuja plicata	Arborvitae
Tilia americana 'Redmond'	American Lime
Tilia mongolica	Mongolian Lime
Tilia tomentosa 'Brabant'	Silver Lime
Trachycarpus fortunei	Chusan Palm
Tsuga canadensis	Eastern Hemlock
Tsuga heterophylla	Western Hemlock
Ulmus 'Columella'	
Ulmus 'New Horizon'	
Zelkova serrata 'Green Vase'	Keaki

KEY

Conditions to which a species/genus is particularly well suited or attributes which a species or genus is particularly known for.

Conditions to which a species/genus is suited to at a sub-optimal level or attributes which a species/genus displays, but is not particularly known for.

Conditions to which a species/genus is not well suited to or attributes which it does not display or is not known for.

Cardiff Green Infrastructure SPG

Public Rights of Way and Development
Technical Guidance Note (TGN)

CARDIFF
CAERDYDD

City of Cardiff Council

Green Infrastructure Supplementary Planning Guidance (SPG):

Public Rights of Way Technical Guidance Note (TGN).

November 2017

Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

1.0 Introduction

1.1   Purpose of this document

1.1.1   The purpose of this Technical Guidance Note (TGN) is to provide guidance on the range of policies in the existing Local Development Plan for Cardiff relating to public rights of way. It forms part of the Green Infrastructure SPG, alongside other subject areas, as follows:-

- Ecology and Biodiversity TGN
- Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

1.1.2   This TGN provides advice on:

- How to identify whether a proposal for development affects a public right of way;

- When existing paths should be retained and situations where diversions may be acceptable;

- When new paths are needed and how they should be located within a development;

- Issues to consider when designing paths and the surrounding area.

1.1.3   It is especially relevant for new housing developments but equally relevant to other kinds of development if these are likely to affect an existing public right of way or increase potential usage in the adjacent area.

1.1.4   In any development where rights of way have been identified or proposals to create new paths is being considered, it is advised to liaise directly with the Public Rights of Way Team for advice, design considerations and timescales for legal orders where appropriate at an early stage.

1.1.5   The relevant sections of the Highways Act 1980 apply to all public maintained highway be that a Public Right of Way or Adopted Highway. Guidance is provided in section 3.0 Pre-Planning Considerations for Rights of Way and licenses required prior to works being undertaken.

1.2 Planning / Policy

1.2.1   The Welsh Assembly Government supports the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. TGN must be consistent with development planning policy and national planning policy guidance. It may be taken into account as a material consideration in planning decisions.

1.2.2   Planning Policy Wales sets out the Welsh Assembly Government's planning policies and reinforces the need for this guidance. It states that authorities should promote specific measures to assist pedestrians including the provision of safe, convenient and well-signed routes.

2.0   Definitions

2.1   Definitive Map and Statement

2.1.1   The need to identify recorded and unrecorded rights of way paths within a proposed development is crucial during the pre-planning application stage to ensure the public's right to use and enjoy the network is retained (Section 130, Highways Act 1980).

2.1.2   There are approximately 170 km of public rights of way in the City and County of Cardiff and below define the types of rights of way.

Recorded Rights of Way Types	
Type	**User**
Footpath	For use by walkers only
Bridleway	For use by walkers, horse riders and cyclists
Byways Open to All Traffic (BOATs)	For use by walkers, horse riders, cyclists and vehicular rights
Restricted Byways (RBs)	For use by walkers, horse riders, cyclists and non-motorised (i.e. horse drawn) vehicles.
Other Types of Rights of Way	
Permissive Paths	Formal or informal access given by landowner's consent. These may be under condition for a period of time or simply by word of mouth/signed.
Unrecorded rights of way	Acquired historical rights over 20 year usage by the public

2.1.3   The rights of way network in Cardiff is managed and maintained by Cardiff Council which is also responsible for the Definitive Map and Statement of Rights of Way. These are a legal record of all the rights of way that exist within the City and County of Cardiff. As the Highway Authority for the area, Cardiff Council is legally responsible for keeping the map and statement up to date.

2.1.4   The Definitive Map does not include unrecorded rights of way paths or anomalies which can cause developers considerable difficulties. Local residents may have used a route through a development site for some considerable time and may wish to claim a right of way. These should be identified early on in the process by a request to the Council's Rights of Way Team.

2.1.5   The Definitive Map and Statement are conclusive proof as to the existence, status, width and position of a public right of way. It can be changed but only by a confirmed legal event such as a diversion order. The fact that a legal right of way is shown on the definitive map but does not physically exist on the ground is not evidence that no right of way exists.

2.1.6   The Definitive Map and Statement can be viewed online www.cardiff.gov.uk or available to the public to view at:

City of Cardiff Council
County Hall, Public Rights of Way Team
Atlantic Wharf, Cardiff Bay, Cardiff CF10 4UW

3.0   Pre-Planning Considerations for Rights of Way

3.1   Rights of Way within a Development

3.1.1   At the pre-application stage the developer should give due consideration to whether any paths/rights of way cross the development site. The identification of a right of way at a late stage can cause significant delays and may even halt a development or make properties un-saleable. Obstructions to the rights of way network, even in ignorance, may lead to enforcement action, prosecution and blighted property. The Council's Rights of Way Section can offer specific advice on the status and significance on any paths within the development site.

3.1.2   If it is determined that public safety will be at risk to allow continued access on the right of way crossing the site during development then the developer will need to provide an equally commodious alternative route for the public to use. This will require the developer to:

- Liaise with PROW Officers for approval of the alternative route and suitability

- If approved by PROW, developer to apply to the Network Management Team for a temporary closure of the site and appropriate signage installed to clearly waymark the alternative route.

- Temporary Closures on Public Rights of Way administered by Network Management are only valid for a maximum period of six months. Any extension period must be applied for by Welsh Government.

- Excavation and/or installation of apparatus into the right of way requires a Section 50 license and an opening up notice which can be applied for by Network Management.

3.1.3 The Rights of Way Review Committee Practice Guidance Note 1: Code of Practice on Consultation over changes to rights of way states; "..attention is drawn to paragraphs 1-2 of Department of the Environment Circular 2/93 (Welsh Office 5/93), which stress the need for adequate consideration of the rights of way before the decision on planning applications is taken, and the requirement that development affecting public rights of way must be advertised in a local newspaper and by posting on site. It recommends that consultees be sent a copy of such applications at the same time and a copy of the guidance note together with a suggested list of consultees can be found in Appendix C. This list is not exhaustive and will be reviewed annually.

3.2.1   When should existing paths be retained?

3.2.1   The Council has a duty to protect the public rights of way network (Highways Act 1980 Section 130). For this reason, the first option should be to retain paths on the existing alignment, especially if the path:

- o   Provide a convenient well used route to local facilities;
- o   Link areas of open space and the wider countryside;
- o   Are used for recreational reasons;
- o   An unrecorded right of way is clearly defined and should be acknowledged by the developer/landowner.

3.2.2   The developer should always survey the land to determine if there are any existing unrecorded rights of way which the public have been using and also liaise with the Public Rights of Way Team to confirm if any applications have been requested within the site boundary or nearby. Obstruction of any unrecorded right of way may trigger the public to apply to the Local Authority to acknowledge the path by historic and user based evidence in order to modify the Definitive Map and Statement and record the way by unhindered 20 year usage.

Welsh Government Guidance is available in section 5.18 Modifying the Definitive Map and Statement under the *'Guidance for Local Authorities on Public Rights of Way'*; Published August 2016.

3.3.1   When might a diversion be acceptable?

3.3.1   The developer would need to demonstrate why retaining the existing network would prejudice an otherwise acceptable development or layout. A diversion may be acceptable if an equally convenient route can be found. In some cases, it may be possible to create a more convenient route as a result of a development or to enhance the quality of a route particularly on large sites. These opportunities should be taken even if it means diverting a right of way. The public rights of way network should be considered in a comprehensive manner and as part of the network of off road routes for moving round the site, and linking it with surrounding communities and countryside.

3.3.2   The Town and Country Planning Act 1990 (TCPA 1990) gives Local Authorities the power to divert or extinguish footpaths, bridleways or restricted byways. The TCPA 1990 also enables orders to include the provision for the creation of an alternative highway or improve an existing right of way for use as a replacement to one being stopped up or diverted, however, an order should not be made simply because planning permission has been granted.

3.3.3   Welsh Government's '*Guidance for Local Authorities on Public Rights of Way 2016*' advises that if a path is diverted it should not usually be on the footway or carriageway of an estate road to ensure that the character of the public right of way is maintained as far as possible and that the route remains legible to users, when the development is completed.

3.3.4   The granting of planning permission does not give a developer any right to interfere with, obstruct or move a public right of way (Welsh Office Circular 5/93).

3.3.5   Local Authorities have the power to make public path orders under Section 257 of the Town & Country Planning Act 1990 for the stopping up or diversion of footpath and bridleways when necessary to enable a planning consent to be implemented.

3.3.6   It is essential that consultations between developers and the Council's Development Control and Rights of Way Sections take place at the earliest opportunity. Where a stopping up or diversion order are required it is likely to take up to a year to come into effect. Until that time the original definitive line must be kept open at all times.

3.3.7   When determining an application for a diversion or stopping up order, the Council will need to be satisfied that it is necessary (not just desirable or preferable) for the path to be altered in order for the planning permission to be carried out. The granting of planning permission cannot be conditional upon a path being stopped up or diverted and neither does the granting of planning permission constitute permission to close or divert a public right of way.

3.3.8   As Highway Authority, Cardiff Council can only use the powers of section 257 of the Town & Country Planning Act 1990 while the development is taking place, thereafter any changes can only be made under the Highways Act 1980 legislation. Where it is agreed that a diversion or stopping up order is necessary the full cost of making the order will be borne by the developer.

3.3.9   Temporary Diversions/Stopping up orders can be applied for, to Cardiff Council, to allow works to be undertaken or prevent a danger to the public. This restriction is only temporary and the route must be reopened. These orders cannot be used in lieu of a permanent order

and again the developer will be expected to pay the costs of producing and implementing the order.

3.4   When are new paths needed?

3.4.1   New paths may be needed to supplement the existing network. This is especially relevant for new housing developments where new path links will be required where they are necessary to create convenient access to work, services, leisure, through public open space and countryside primarily for those who live on the site. Such paths should be permanent and made up to adoptable standard i.e constructed to conform to the requirements of Cardiff Council's Highway Standards Manual.

4.0   Design Considerations

4.1   Where should paths be located within a development?

4.1.1   Where a need to realign a path or creation of a new path is identified, the following principles should be taken into account (Note: This is not all inclusive as each site will have various competing elements to consider):

- o   Avoid the need for people to make unduly long circuitous routes to destinations within the site, or in adjacent areas (shops, schools, play areas);
- o   Seek to ensure wherever possible nobody has a walk of over 5 minutes (400 metres) to reach a bus stop or a play area;
- o   Where possible utilise any open space on the site, and any other natural or historic features of interest being retained or created. This will provide a more pleasant route and will help avoid paths being located close to property boundaries;
- o   Public rights of way paths, by law, must be accessible at all times. For example, if a new development is creating public open space and there is a right of way which crosses it, the park cannot be locked at any time;
- o   Paths being realigned or created in an ecologically sensitive area will need to consider technical guidance and the Green Infrastructure SPG to minimise any impact on biodiversity. For example, a site survey may highlight informal routes which are already being used by the public and by formalising and upgrading the surface condition of one or two of the routes will protect the flora and fauna in surrounding area;

- o Avoid risk of crime and nuisance to users and neighbours (see Section 4.2 below);

- o Facilitate access by all members of the community including the elderly, wheelchair users, people with prams and pushchairs, and other people with special access requirements. The '*BT Countryside for All, A Good Practice Guide to Disabled People's Access in the Countryside* is a useful publication for understanding the requirements of disabled users';

- o Where possible footpaths should run alongside other routes (cycle/vehicle) to maximise surveillance;

- o They should be located where their entrances can be overlooked by the active rooms of neighbouring buildings.

4.2 Design to avoid crime and nuisance

4.2.1 Public Spaces Protection Orders (PSPOs) were introduced by the Anti-Social Behaviour, Crime and Policing Act 2014 which came into force on 20 October 2014 and have replaced Gating Orders and Dog Control Orders. The Act and the regulations made under the Act apply in both England and Wales. PSPOs can be used to prevent public access to certain classes of highway, including public rights of way, as well as to wider areas of open space. Public rights of way restricted by a PSPO do not cease to be regarded as a highway. Currently within Cardiff requests are being made to close lanes/paths due to incidents of crime and anti-social behaviour on developments which have been constructed more than 20 years ago. The legal processes required to 'stop up' such lanes are not supported by the Public Rights of Way Team as they would remove the public's right to use them and the legal order would most likely be objected to.

Further guidance is available within the publication, *'Anti-social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers- Statutory guidance for frontline professionals'* published by the Home Office.

4.2.2 It is often difficult to resolve conflicts between the needs of path users and the problems, both real and perceived, to those who live near paths. However, by taking account of the following principles in the design of new schemes, unnecessary problems can easily be avoided:

- o Avoid unnecessary paths which allow casual intrusion by non-residents;

- o Ensure paths are as short as possible, direct, open to view, well lit and clear of hiding places;

- o Paths should be set in a landscaped strip of sufficient width either side of the path to avoid nuisance to neighbours (see section 4.9 below);
- o The number of footpaths should not exceed the local needs and use, in order to ensure regular activity and increased safety;
- o Where possible, paths should be overlooked by the frontages of active rooms and kept away from the sides and rear of houses;
- o Footpaths should not provide access to cul de sacs, compromising the security of the design.

4.3   Detailed design of paths

4.3.1   All paths whether existing or new should be designed to accommodate their intended use and to minimise the risk of disturbance to neighbours and opportunities for crime. Further guidance is set out in *Planning Policy Wales 2016 Technical Advice Note 12: Design.*

4.4   Surfacing and drainage

4.4.1   Paths within urban areas (both existing rights of way and new paths) including path links on housing estates should be surfaced and drained to the same standard as the pedestrian footways which form part of the highway. Paths through areas of open space should usually be hard surfaced in tarmac. Other forms of surfacing such as loose aggregates may on occasions be appropriate subject to the intensity, type and level of use. Bridleways and byways should be surfaced in a way which is appropriate for equestrian and cycle use conforming to British Horse Society and Sustrans guidelines.

4.4.2   The likely increase in their use and role as part of the off road network means that unsurfaced paths will rarely be acceptable unless the anticipated use will be very light. Unsurfaced paths which may be passable in summer can become boggy quagmires in winter even with light use. Where possible gradients should conform to the '*BT Access for All*' guidelines.

4.5   Lighting

4.5.1   In order to make paths safe to use it is essential they are adequately lit. Paths which create part of the key links for communities to shops, schools, and transport. Paths which are being considered for upgrading to an adoptable standard will require street lighting. Other paths, which are in an ecologically sensitive area, may not be suitable for street lighting and will need to refer to Protection and Provision of Open Space and Ecology and River Corridors

TGNs. Landscape should be creating around a path to ensure there is adequate natural light and preventing dark corners where possible to create a safe and enjoyable path for public access.

4.6   Width

4.6.1   Depending on the level of use and status, the actual path should be between 2 and 3 metres wide with a landscaped strip on each side of reasonable width to afford a sense of security and encourage use. A width of 3-5 metres will be required for a bridleway and more for a byway. New paths which are not currently rights of way but are intended for shared use will need to be 4 metres wide or more. Consideration should also be given to segregating the path where shared usage is planned and where appropriate consideration given to providing barrier protection.

4.7   Fences and walls

4.7.1   Paths should not be placed in narrow alleyways between high fences which will deter use. However, where housing adjoins the highway appropriate robust and secure boundary treatment will be required to provide security and privacy.

4.8   Landscaping

4.8.1   The type of planting will depend on the length, width and setting of the footpath. Planting should be designed to provide a pleasant natural, informal, setting.

4.8.2   Planting alongside urban paths between buildings should not unduly enclose or narrow the path or create hidden areas. Low growing shrubs or grass are therefore often preferable.

4.8.3   Where paths lie next to housing it may be sensible to use thorny shrubs to provide security and deter ball games.

4.8.4   The appropriate maintenance arrangements and agreements will need to be put in place for all areas of landscaping abutting paths. The approval of the Council's Parks Services should be sought for any soft landscape proposals.

4.8.5   Development schemes will be expected to provide details on all of the above matters at the earliest opportunity to ensure appropriate consultation.

5.0 Developer Contributions

5.1 Section 106 Contribution

5.1.1   There may be occasions when the Council would require a financial contribution from a developer for offsite works. This would be to ensure that proposed improvements and enhancements within a development site link effectively with the existing network of routes and are constructed to an appropriate standard for the increased use likely to result from the completion of the development.

5.1.2   Where paths contain an adjoining soft landscape area this strip will require a commuted sum for ongoing maintenance if it is to be transferred to the Council.

5.1.3 LDP Policy KP7 relates to planning obligations, and The Planning Obligations Supplementary Planning Guidance (SPG) sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It also sets out the mechanisms for securing survey, assessment, mitigation, compensation and enhancement of green infrastructure, including public rights of way.

6.0 Summary

6.1 For best practise, following the checklist below is advised:

- Take account of National and Local Planning Guidance.
- Check if a Public Right of Way, pending claim or existing features of access affects the development site. There is potential the public may claim unrecorded paths due to a new development.
- Consider if a new Public Right of Way can be incorporated into the site.
- Design the layout to take account of any existing Public Rights of Way and retain them within green corridors.
- Leave sufficient time to apply forrequired licenses, install temporary diversions where approved and apply for legal orders where a path alignment is proposed to being permanently changed..
- Most importantly, talk to the Council's Rights of Way Team at an early stage to ensure that the correct legal procedures can be processed in line with development schedule.

Appendix A: Rights of Way Review Committee Practice Guidance Note

1.0 Consultation over changes to Rights of Way Introduction

1.1   It is now the view of most authorities with powers to make orders affecting public rights of way that the time, cost and possible conflict involved in processing such orders can be reduced if informal consultation is carried out with interested parties prior to the orders being made.

1.2 The Rights of Way Review Committee has therefore prepared the following code of practice on consultation. The code is advisory. Failure to comply with the code will not invalidate any subsequent order, neither does compliance with the code discharge order-making authorities from fulfilling the statutory requirements on the notification of the making and subsequent stages of the orders.

2.0 Application of Code

2.1 The code applies to proposals made by local authorities (county and district councils, unitary authorities, London borough councils, and national park authorities) for:

a. Side roads orders made under section 14 or 18 of the Highways Act 1980.

b. Creation agreements made under section 25 of the Highways Act 1980, especially where these are part of a package also involving public path diversion or extinguishment orders.

c. Public path and rail crossing orders under sections 26, 118, 118A, 119 and 119A of the Highways Act 1980.

d. Applications by local authorities to magistrates' courts under section 116 of the Highways Act 1980 for the stopping up or diversion of highways.

e. Modification and reclassification orders made under sections 53 and 54 of the Wildlife and Countryside Act 1981, and to which Schedule 14 and/or Schedule 15 to the Act apply.

f. Extinguishment orders made under section 32 of the Acquisition of Land Act 1981, section 294 of the Housing Act 1985 or section 258 of the Town and Country Planning Act 1990.

g. Traffic regulation orders made under section 1 of the Road Traffic Regulation Act 1984 to restrict or regulate use of footpaths, bridleways or unsurfaced carriageways (including those shown as byways or RUPPs on definitive maps).

h. Orders made under section 257 of the Town and Country Planning Act 1990 to divert or extinguish a public footpath or bridleway to enable development to be carried out in accordance with planning permission.

3.0 Rights of way affected by planning permission for development

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3.1. Under section 257 of the Town and Country Planning Act 1990, an order can be made to divert or extinguish a public footpath or bridleway to enable development to be carried out in accordance with planning permission. In view of the need to process planning applications quickly and within strictly defined time limits, it is not proposed that the code of practice should apply to planning applications which will, if granted, give rise to such orders. Nevertheless, attention is drawn to Welsh Government's 'Guidance for Local Authorities on Public Rights of Way' which stresses the need for adequate consideration of the rights of way before the decision on planning applications is taken, and the requirement that developments affecting public rights of way must be advertised in a local newspaper and by posting a notice on site. It is recommended that consultees be sent a copy of such applications at the same time.

4.0 Consultees

4.1 The organisations to be consulted will vary, not only between authorities but within them also. It is therefore suggested that a list of consultees should be compiled for each local authority district and that this be sent annually to those included on it for amendment and updating.

4.2. Organisations to be included on such a list are:

   a. Other local authorities, including the parish or community council, or chairman of the parish meeting, and national park authorities.
   b. Statutory undertakers.
   c. Prescribed organisations (see Annex in WG, Guidance for LA for PRoW, AUG 2016) and Annex of this note 6.0 References). Authorities should note that the interests of vehicular users, including four wheel-drive organisations, are being looked after by ACU which has delegated the nomination of its local representatives to LARA.
   d. Local organisations. Such local bodies as appear to the authorities to have an interest in public rights of way in the area concerned.
   e. The Countryside Agency and the Countryside Council for Wales. The Highways Act 1980 requires these bodies to be consulted prior to the making of any order under sections 118 and 119 of that Act with respect to any part of a footpath or bridleway in a national park.

4.3 The owner and occupier of any land affected by a proposal should be consulted unless the proposal has originated from him or he is otherwise given notice of the proposal. In cases where such an owner or occupier is not known to the authority, representative organisations of farmers and landowners should be asked to assist. Authorities should bear in mind that a proposal may have

an effect on owners and occupiers other than those over whose land the path(s) or way(s) in question run(s) or will run as a result of the proposal and should be prepared to consult accordingly.

4.4 Regional managers of the Ministry of Agriculture are also able to comment where agricultural interests are affected and authorities may wish to consult them in appropriate cases.

4.5 Authorities may not be aware of all the organisations in their area with an interest in rights of way. It would therefore be advisable for authorities to advertise in local newspapers at intervals of, say, four years, to explain that a list of consultees exists and to invite applications for inclusion on the list from organisations with an interest. This should not preclude local authorities from adding organisations to the list at any time but it would give authorities the protection of having invited and responded to requests so made.

4.6 For proposals affecting a national trail, the appropriate regional office of the Countryside Agency or Natural Resources Wales should be notified so that they may consider whether it is necessary to make a related order to vary formally the line of the approved route. Organisations representing users of the route such as Offa's Dyke Association or the South West Way Association should also be consulted.

5.0 Procedure

5.1 The letter to consultees requesting comments on a proposed change should include:

a. A plan or map, to a scale of not less than 1:10,000 in rural areas or 1:2,500 in built-up areas. It should show the Ordnance Survey grid and references. It would also be helpful to quote the Definitive Map public right of way number.

b. A statement of reasons for the change.

c. Where appropriate, details of any limitations or conditions to which any proposed new route would be subject, or of any works which would be carried out on such a route.

d. The date by which comments should be received by the authority. This should be at least 28 days from the date of the letter and offer the option of more time if needed.

e. An indication of whether consultees are permitted to inspect the line of any proposed new route without further request or the name, address and telephone number of the person or organisation from whom such permission should be sought.

5.2 Consultees should be requested to acknowledge consultations as they are received from the order-making authorities.

6.0 Reference

6.1 Welsh Government 'Guidance for Local Authorities on Public Rights of Way, August 2016

NB: The Rights of Way Review Committee brings together a wide range of bodies and organisations concerned with public rights of way in England and Wales. It is an informal, non-statutory committee set up to review matters relating to public rights of way in England and Wales with the aim of agreeing, by consensus, proposals for action.

6.2 The following bodies are represented on the Rights of Way Review Committee: Association of National Park Authorities, British Driving Society, British Horse Society, Byways and Bridleways Trust, Central Council of Physical Recreation, County Surveyors' Society, County Landowners' Association, Countryside Agency, Natural Resources Wales, Cycling UK, Institute of Public Rights of Way, Land Access and Recreation Association, Local Government Association, National Association of Local Councils, National Farmers Union, Open Spaces Society, Ramblers' Association, Welsh Local Government Association. Observer Status: Department of the Environment, Transport and the Regions, Ministry of Agriculture, Fisheries and Food, National Assembly for Wales.

Organisation	Proposals/orders for which consultation is required	Address to which pre-order consultation papers should be sent	Address to which the statutory notices should be sent on making of order
Ramblers Association: Cardiff Group	All cases	Local representative as notified to the Authority	Local representative as notified to the Authority
Open Spaces Society	All cases in those areas where the Society has notified Authorities of their interest	hq@oss.org.uk	hq@oss.org.uk Open Spaces Society 25A Bell Street Henley on Thames Oxon RG9 2BA
British Horse Society	All cases	Local representative as notified to the Authority	
S.A.F.E.	All cases	Local representative as notified to the Authority	
Local Access Forum	All cases	Local representative as notified to the Authority	Local representative as notified to the Authority
Cycling UK	All cases except those involving only footpaths not being upgraded for additional access rights	Local representative as notified to the Authority	planning@cyclinguk.org
Auto Cycle Union	All cases, except those affecting footpaths	admin@acu.org.uk	admin@acu.org.uk

	over which no public vehicular rights are claimed or suspected to exist		
Byways and Byways Trust	All cases	notices@bbtrust.org.uk	notices@bbtrust.org.uk BBT, PO Box 117 Newcastle- upon-Tyne NE3 5YT
Peak and Northern Footpath Society	All cases in the area for which the Society is prescribed to receive orders	1 Nelson Street Hazel Grove Stockport SK7 4LR	15 Parkfield Drive Tyldesley, Manchester M29 8NR
Chiltern Society	All cases in the area for which the Society is prescribed to receive orders	Local representative as notified to the Authority	The Chiltern Society, Rights of Way Group, Hankley House Whitehall Lane Checkendon Reading RG8 0TN
Welsh Trail Riders Association	Cases where vehicular rights are affected	Local representative as notified to the Authority	WTRA 28 Porthkerry Rd Rhoose, Vale of Glamorgan CF62 3HD (except where otherwise notified to the authority)
British Driving Society	Cases involving reclassifications, RUPPs and byways	2 Dugard Place Barford, Warwick CV35 8DX	2 Dugard Place Barford, Warwick CV35 8DX

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Cardiff Green Infrastructure SPG

River Corridors
Technical Guidance Note (TGN)

November 2017

CARDIFF
CAERDYDD

Cardiff Green Infrastructure:

River Corridors Technical Guidance Note

November 2017

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Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

1. Introduction

1.1   This guidance note supplements Policy EN4 of adopted Cardiff Local Development Plan (LDP), which provides a planning framework within which the Council can protect, promote and enhance the features of the river corridors whilst also facilitating sustainable access and recreation opportunities together with achieving its aims with regards to the river corridors.

1.2   Technical Guidance Note (TGN) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to river corridors in Cardiff, and is part of the Supplementary Planning Guidance for Green Infrastructure. This is one of a series of Technical Guidance Notes which provide detailed information about the retention and provision of green infrastructure elements in new developments, as follows:-

- Ecology and Biodiversity TGN
- Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

1.3   Welsh Government supports the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications

1.4   This Note is likely to be of particular benefit to those considering development proposals which may affect a river corridor in Cardiff. It enables developers, landowners and potential objectors to understand how the Council considers development proposals and the standard of provision sought.

EN4: RIVER CORRIDORS

The Natural Heritage, character and other key features of Cardiff's river corridors will be protected, promoted and enhanced, together with facilitating sustainable access and recreation.

1.5 The Policy helps to deliver LDP objectives relating to social needs and natural environment together with according with Planning Policy Wales (Para 5.1, 5.4 and 5.5) which values the importance of the natural heritage of Wales including non-statutorily designated sites and seeks to conserve and enhance this heritage in ways which bring benefits to the local community. It will also help deliver the Capital Ambition Report, which outlines the Council's vision for Cardiff.

1.6 This guidance note seeks to provide guidance to applicants on how planning applications located within the River Corridors identified on the LDP Proposals Map will be assessed and importantly what factors will need to be taken into account when submitting a planning application within such areas.

1.7 Cardiff contains the four river corridors of the Taff, Ely, Rhymney and Nant Fawr (see Map at Appendix 1). They make a unique contribution to the character and form of the city providing continuous green corridors between the Severn Estuary and the countryside beyond the urban edge. The watercourses and adjoining open spaces possess high recreational, biodiversity, historic, cultural and landscape value. Additionally, they are located close to local communities and offer excellent opportunities for off-road access routes that can provide part of the wider strategic recreational routes and everyday network of routes.

1.8 The extent of Cardiff's river corridors within the urban area are illustrated on the Proposals Map and Plan 1. They include the rivers together with adjoining open space and other predominantly open land that together form the strategically important corridor of mixed open spaces that run through the heart of the urban area. The Policy also applies to the river corridors outside the urban area (as defined by the settlement boundaries). Such land is protected from inappropriate development through other Policies. However, this Policy will also apply and aims to ensure the strategic role played by the river corridors is continued from the urban area, through the surrounding countryside up to the County boundary. In this respect it is considered inappropriate to designate an arbitrary boundary to a notional river corridor running through

farmland. Any proposals will be assessed to ensure the aims of this Policy are met and not prejudiced.

1.9   Importantly, the Policy is not intended to prevent any development in the designated area. The key point is to ensure development <u>proposals respect key features</u>/factors that are referred to in this guidance.

2   River Corridors Overview

2.1   This section provides a brief description of each of the four river corridors in Cardiff. This helps give a high-level context, in which development proposals can be assessed.

River Rhymney and Nant Fawr

2.2   Outside Cardiff - The River Rhymney previously formed the boundary between Glamorgan and Monmouthshire and is sourced on the Southern edge of the unspoilt landscapes of the Brecon Beacons. The river steeply descends into the town of Rhymney in Caerphilly, which was founded with the establishment of the Bute Ironworks in 1802. Steam coal pits were starting to open in the mid-19th Century and the iron works eventually closed in 1891. Before the Industrial Revolution and the development of the Welsh coal mining industry much of the valley was rural and farmed. The river also travels through the former coal mining communities of New Tredegar, Bargoed, Ystrad Mynach, Bedwas and Machen. As the name Ystrad suggests the southern end of the Rhymney Valley is wide and flat.

2.3   As the river enters Cardiff it is predominantly rural in character passing by the parish of Llanedeyrn before reaching the urban areas of Llanrumney to the East and Pentwyn to the West. The river passes by the 15th Century Church St Edeyrn named after the Celtic Saint of the same name. The open space of the Valley floor narrows as it is occupied by the A48 and residential buildings. Downstream of Llanrumney High School the Rhymney trail lies on top of the river's man-built levees alongside playing fields and open space.

2.4   Immediately after the Riverside playing fields the river meanders signalling the early stages of the formation of oxbow lakes. To the East of the river at this point is the attractive Rumney Hill Gardens, a popular council-owned local park that includes tennis courts and a bowling pavilion. On the other side of the river is the Howardian Nature Reserve. Previously a refuse tip in the early 1970's it now contains a range of habitats including woodland, wildflower meadow, ponds and reed beds. Entrance to the nature reserve can be found on Hammond Way and Ipswich Road. The management and enhancement of this site is enthusiastically supported by Friends of Howardian.

2.5   The Valley floor narrows considerably as it meets the western end of Rhymney Hill. Small cliffs have formed as the river meets the mass of the hill revealing some of the oldest rock in Cardiff and this has been designated as a Site of Special Scientific Interest for its geological importance. As the river passes around Rumney Hill, there is a major highway crossing interrupting the previously extreme flood plain. Before this 'pinch point', the Rumney Trail leaves the flood plain and passes over Rumney Hill, through Rumney Hill Gardens and then passes down the other side to Tredelech Park which was officially opened and named in March 2003. In 2001 a 4 hectare lake was created which is now home to an array of fish and includes a boardwalk. The park was designed with an emphasis on conservation and wildlife. Between Tredelech Park and the coast lies the Lamby Way landfill site, a major landfill facility nearing the end of its operational life. It occupies a large area, and forms a locally prominent hill with wide views over the surrounding area and estuary.

2.6   Rhymney Foreshore – The Rhymney River is the only tidal river in Cardiff, flowing into the Severn Estuary which has the second largest tidal range in the world. At low tide the Rhymney foreshore reveals mud flats; a habitat that comes under the UK's Biodiversity Action Plan and is important for migratory birds. This area includes four designations: Site of Special Scientific Interest; Special Protection Area; Special Area of Conservation; and Ramsar. There are also two salt-marsh SINC's (Site of Importance for Nature Conservation). Adjacent to the foreshore are the Wentloog Levels, an area designated as a Site of Special Scientific Interest due to its unique habitat and associated wildlife. The Wentloog Levels are protected by a sea wall and drained by a network of reens that are a haven for rare species. Cardiff Council is currently working with local partnerships and landowners to input, oversee and progress a route along the coastline of Cardiff as part of the Welsh Government's initiative to improve coastal access.

2.7   Nant Fawr Corridor – The Nant Fawr Corridor stretches from the Caerphilly Ridge north of Lisvane and flows into the River Rhymney just downstream of Howardian LNR. The Corridor contains a wide variety of different habitats such as woodlands, grassed areas, streams, marshes and meadows. The Nant Fawr Community Woodlands occupy part of the corridor and its name derives from the Nant Fawr stream that flows through the woodlands and the majority of the corridor. The Nant Fawr Woodlands together with the many open spaces provide an invaluable wildlife corridor between Roath Park and the open countryside beyond the reservoirs.

2.8 The two reservoirs, Lisvane and Llanishen, are highly valued by the local community and provide an aesthetic and recreational resource. Both reservoirs are of great importance for a diverse range of wildlife. Lisvane reservoir has been designated a Site of Special Scientific Interest (SSSI) since 1972 due to its importance for migratory birds. The embankments of both Lisvane and Llanishen reservoirs have been designated their own SSSI due to the presence of importantly diverse grassland fungi.

2.9 Roath Park is situated further south along the Nant Fawr Corridor and is one of Cardiff's most popular parks which includes a 30 acre lake. The lake was formed with the damming of the Nant Fawr stream and offers a habitat for a diverse range of wildlife as well as being a recreational resource for fishing and water sports. Within the park there is a varied range of habitats that attracts a variety of wildlife and islands within the lake also act as safe nesting sites.

2.10 Roath Brook connects Roath Park to Roath Mill Gardens and Waterloo Gardens and has been designated a Site of Interest for Nature Conservation due to its importance to wildlife. The gardens are located in a Conservation Area that seeks to preserve and enhance the distinct character of the park and the surrounding Edwardian housing. The brook continues for just under a mile through a commercial area but does not contain a high degree of public visibility or access. The Roath Flood Scheme illustrates how the river corridor is being managed to mitigate against flood risk.

2.11 The Landscape Study of Cardiff (May 1999) undertaken by the Council and Countryside Council for Wales (now Natural Resources Wales) undertook a landscape assessment of Cardiff and identified the following key positive and negative attributes relating to the River Rhymney Corridor.

Positive Attributes

2.12 The following key attributes contribute positively to the character, value and sense of place of the River Rhymney Corridor. Wherever possible, they should be maintained and strengthened as part of land management, landscape enhancement or development activity.

- *Important open water, riparian and woodland habitats associated with the River Rhymney;*

- *Areas of ancient semi-natural and planted woodland;*

- *Generally rural, agricultural character to north and east of river corridor;*

- *Relict features of parkland landscape at Cefn Mably, including blocks of woodland, mature parkland trees and areas of pasture;*

- *'Green; riparian character of the river corridor,·*

- *Remnant small-scale pastures and lines of mature trees along riverside;*

- *Sparse, dispersed pattern of farms and dwellings within river corridor, despite the proximity to the urban area;*

- *Northern section of important 'green corridor' of open spaces through urban area, linking inland areas with the coast;*

- *Historic features, including medieval villages and remnants of ancient woodland cover.*

- *Drainage and conversion of small-scale pastures to intensively managed, larger-scale arable land or improved grassland in the valley floor, with associated loss of hedgerows, trees and wetland vegetation; and*

- *Gradual erosion of parkland character at Cefn Mably with loss of pasture to arable, loss of parkland trees and poor maintenance of walls and other boundaries.*

Negative Attributes

2.13 The following attributes currently detract from the distinctive character, value and sense of place of the River Rhymney Corridor. Wherever possible, management, enhancement or development activity should seek to mitigate or remove, rather than compound, such negative influences.

- The Rhymney/ Nant Fawr has urban pressures on the physical environment which are likely to impact biodiversity, connectivity and water quality;

- *Localised visual intrusion from stark or poorly integrated built development in adjoining areas and noise from main roads;*

- *Some localised degradation of farmland and valley floor greenspaces, including localised fly-tipping, vandalism, weed infestation and 'horsiculture';*

- *Drainage and conversion of small-scale pastures to intensively managed, larger-scale arable land or improved grassland in the valley floor, with associated loss of hedgerows, trees and wetland vegetation;*

  - *Gradual erosion of parkland character at Cefn Mably with loss of pasture to arable, loss of parkland trees and poor maintenance of walls and other boundaries;*

- *Fragmentation of river corridor by roads and lack of cohesive landscape character throughout; and*

- *Localised intrusion of electricity pylons.*

River Taff

2.14 From this overview it is clear that the River Taff is of outstanding importance in every respect- its regional value, historic, landscape, biodiversity, recreational, regeneration and tourism importance. Many of Cardiff's most well-known landmarks are located within or adjacent to the corridor including Castell Coch, Llandaff Cathedral, Cardiff Castle and the Millennium Stadium. Additionally, the Taff Corridor provides a highly accessible asset running through the middle of the city that links up areas and is close to local communities.

2.15 Outside Cardiff- The northernmost reaches of the Taff extend right into the heart of the remote and unspoilt upland landscapes of the Brecon Beacons sitting below the area's highest peak, Pen-y-Fan. Numerous reservoirs are located in this area and are used to supply drinking water for the region. From this point, the Taff and its many tributaries form steep sided valleys as they descend through the former heart of the South Wales Valleys mining area. At Quakers Yard, the Taf Bargoed and Cynon merge with the Taff and slightly further downstream the Nant Clydach joins. At Pontypridd, the Rhondda merges and the valley further broadens out and runs through Treforest towards Cardiff in the lower reaches of the South Wales Valleys landscape. This relatively small catchment area within steep valleys produces fast run off and subsequent river levels downstream in Cardiff rapidly reflect conditions upstream. The Taff Trail, a strategic footpath/ cycleway, follows the Taff valley into the Brecon Beacons and continues along minor roads via Talybont to finish at Brecon.

2.16 Taff Gorge- As the river reaches Taffs Well, it dramatically breaks through the southern rim of the valleys coalfield forming a narrow gorge between large wooded hills on either side. The community of Gwaelod y Garth (much of which is a Conservation Area) extends to the west of the river overlooking the valley with Garth Mountain rising steeply behind to a thousand feet in height. To the south of the village lies Lesser Garth, a significant hill containing an operational limestone quarry, before the land slopes down to the coastal plain containing the Cardiff's urban area. The eastern side of the gorge is punctuated by the famous Castell Coch that stands above the village of Tongwynlais. The surrounding countryside is of high biodiversity and

landscape value with very good public access. The Cardiff Beech Woods are designated as having European importance (Special Area of Conservation) and there are numerous other sites of high local value including the Coed y Bedw Wildlife Trust Reserve and many SINC's (Sites of Importance for Nature Conservation) covering a variety of habitats. At the bottom of the valley the floodplain is wide enough to support some farmland including Gelynis Farm that now produces fruit and contains a vineyard. The Taff Trail passes through Tongwynlais then giving users a choice between a high level route over Fforest Fawr or low level passing alongside Taffs Well.

2.17 Forest Farm- Immediately below the M4 the valley floor is relatively wide with distinctly steep slopes forming a definite edge to the west and east. The slopes have developed rich biodiversity value in the form of woodlands which link well with adjoining habitats on the valley floor. The eastern side of the valley contains part of the old Glamorgan Canal that used to link Cardiff to the valleys and also the feeder canal running from Radyr Weir to the former Melingriffith Tinplate works. The land between is largely open with the former Forest Farm buildings a focus for considerable voluntary activity in the area. The Friends of Forest Farm Group has been formed in this area and has been active working with the public to implement projects such as pond creation, habitat management and the provision of interpretation facilities. Within this landscape setting lies an employment area containing a number of significant employers. The Taff Trail continues along the eastern side of the river along a tarmac surface.

2.18 Radyr Woods, Melingriffith and Hailey Park- This section of the corridor is bisected by the river and two railway lines creating distinct areas of greenspace. To the west is a steep wooded slope with meadows and ponds at the base providing a valued local amenity that is supported by the Friends of Radyr Woods. The adjacent large area of former railway sidings is being redeveloped for housing. Between this area and the river lies a wide floodplain, the majority of which is semi-improved grassland. To the east of the river the Taff Trail passes alongside new housing developments occupying the former Melingriffith Tinplate works before entering into Hailey Park, a well used recreation area. The land between Hailey Park and Melingriffith is a more informal area of open space that does not contain pitches.

2.19 Llandaff- The historic centre of Llandaff, a Conservation Area containing a wealth of historic and architectural interest, forms a distinctive section of the corridor south of Hailey Park. There are particularly distinctive views across Llandaff Weir towards the Cathedral. Access is available

along both sides of the river with the Taff Trail following along the eastern side. Llandaff Rowing Club, also hosting the University Rowing Club, is based just above the weir and uses approximately 1Km of the river upstream. Llandaff with its historic interest and other land uses such as the Cardiff Metropolitan University Campus, Cathedral School and thriving centre provides a place of notable importance adjoining the corridor.

2.20   Pontcanna, Bute Park and Cardiff Castle- Cardiff is fortunate to possess such high quality and extensive parklands right in the heart of the city. The combination of Llandaff Fields, Blackweir, Pontcanna, Sophia Gardens and Bute Park provide an impressive combination of open space, woodland and specimen trees. Access is excellent within the parkland area and pitches cater for the needs of a wide surrounding area. Other facilities include the Welsh Institute for Sport, Glamorgan County Cricket Ground, Cardiff Riding School, allotments and a playground. At the southern end of the parkland, access is directly available to the city centre adjacent to Cardiff Castle that looks northwest up the Taff Corridor and on other sides to the city centre. The Taff Trail runs along the eastern side of the river below Western Avenue and crosses the river over the bridge at Blackweir, continuing then along the western side through Pontcanna and Sophia Gardens.

2.21   City Centre to Cardiff Bay - The impressive Millennium Stadium dominates the river after it passes below Canton Bridge. The atmosphere immediately becomes more urban but the scale of the river still provides a significant natural feature that effectively forms the western edge of the city centre. Below the Wood Street Bridge, a small strip of open space extends along the western banks providing an attractive amenity also accommodating the Taff Trail. The eastern side of the river is being transformed as regeneration initiatives seek to replace older industrial units backing onto the river with new development that more fully respects and takes advantage of the riverfront setting. Below Clarence Road Bridge the river gradually widens and enters Cardiff Bay which has been the catalyst for the major regeneration of the area. The Bay itself provides an excellent visual and biodiversity resource as well as a top class recreational facility that is well used by water sport groups. Access around the Bay edge is not yet 100% complete but already provides good quality access linking the Oval Basin (the starting point of the Taff Trail) to the Wetland Reserve, Hamadrayad Park and the Norwegian Church. Cardiff Bay barrage represents the point at which the Taff passes into the Severn Estuary with sluice gates and regulating the movement of water. Fish passes and locks allow for the movement of fish and vessels.

2.22 The Landscape Study of Cardiff (May 1999) undertaken by the Council and Countryside Council for Wales (now Natural Resources Wales) undertook a landscape assessment of Cardiff and identified the following key positive and negative attributes relating to the River Taff Corridor.

Positive Attributes

2.23 The following key attributes contribute positively to the character, value and sense of place of the River Taff Corridor. Wherever possible, they should be maintained and strengthened as part of land management, landscape enhancement or development activity.

- *Semi-rural and 'green' riparian character of the river corridor;*
- *Important open water, wetland, riparian and woodland habitats associated with the River Taff and Glamorgan Canal;*
- *River terrace beech woodlands and other linear belts of trees alongside the river, railway and roads;*
- *Small-scale pattern of well-managed remnant pastures with thick hedgerows in parts of valley floor,·*
- *Dramatic 'gateway' of Taff Gorge;*
- *Views of Castell Coch as prominent landmark on hillside above the valley;*
- *Important green corridor through urban area/with sense of seclusion and escape from the city, and important resource for formal and informal recreation;*
- *Sparse pattern of buildings and roads within the valley floor, and*
- *Historic features/ including evidence of medieval mill and leat, eighteenth century iron and tin plate works and potential for discovery of archaeological features buried in alluvium.*

Negative Attributes

2.24 The following attributes currently detract from the distinctive character, value and sense of place of the River Taff Corridor. Wherever possible, management, enhancement or development activity should seek to mitigate or remove, rather than compound, such negative influences.

- The Taff has urban pressures on the physical environment which are likely to impact biodiversity, connectivity and water quality;

- *Localised visual intrusion of development on the urban fringe;*

- *Visual intrusion and noise from main roads and railway;*

- *Some localised degradation of farmland and valley floor greenspaces, including localised fly-tipping, vandalism, neglect of management and 'horsiculture'; and*

- *Fragmentation of river corridor by roads and built development and lack of cohesive landscape character throughout.*

River Ely

2.25   Outside Cardiff- The source of the river is located approximately 12 miles outside the city, just to the north of Tonyrefail. It has a relatively narrow catchment due to the proximity of other rivers and topography. After breaking out the South Wales Valleys at Talbot Green, the river enters the more rolling countryside of the Vale of Glamorgan and enjoys a predominantly rural setting before entering Cardiff.

2.26   St Fagans- For approximately a mile and a half, the river retains its countryside setting and sits within a gently sloping valley of high landscape value. The floodplain reduces in size as the urban edge approaches but still retains a rural character. The village of St Fagans and Museum of Welsh Life occupy part of the gently sloping northern slopes whilst the edge of urban area runs close to the top of the steeper slopes of the southern valley sides. A good mix of fields, hedgerows and woodlands minimise the impact of the main rail line that runs along the valley floor.

2.27   Ely & Fairwater- For the next mile, the open spaces alongside the river narrow as the communities of Fairwater and Ely occupy the adjoining higher land. Access to the valley is limited as the northern edge is formed by the main rail line and much of the southern edge is formed by an inaccessible steep embankment. An important footbridge links the two communities at Birdies Lane. Arjo Wiggins & Trelai Park- Immediately after Ely Bridge on the east bank is located the Arjo Wiggins site, a major brownfield redevelopment area. Proposals are being worked up for an urban village that will open up the river in contrast to its industrial past. Currently the site has outline permission subject to signing a Section 106 Agreement for the development of 900 housing units plus open space and other facilities. This straight section

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of river has an attractive belt of trees along its sides with extensive areas of open space behind; Trelai Park to the west and the former Civil Service Grounds to the east.

2.28 Leckwith- In this section, the river is located in a narrow, straight corridor between the Link Road to the east and bottom of the Leckwith escarpment to the west. A car recovery operation extends over a large area on the west bank. South of Leckwith Bridge a new section of the Ely Trail has just been constructed along the east bank of the river for about a mile to Penarth Road. The extensive Leckwith Woods form an impressive green backdrop along the whole of this section.

2.29 Grangemore Park, ISV & Cardiff Bay- Just before Penarth Road, the river reverts to its original meandering course. Grangemore Park, a former landfill site, forms an attractive area of open space adjacent to the river. Opposite, a narrow section of unused open space and woodland extends between the river and rail line. To the south of Grangemore Park is the ISV (International Sports Village), a major regeneration project that has seen the development of a wide range of activities overlooking the River Ely and Cardiff Bay. The Penarth Marina regeneration project on the opposite bank shows the successful transformation of this area including full pedestrian access alongside the river. The river flows into Cardiff Bay, a large freshwater lake and major hub for the wider regeneration of the area and an important recreational and biodiversity resource in its own right.

2.30 The Landscape Study of Cardiff (May 1999) undertaken by the Council and Countryside Council for Wales (now Natural Resources Wales) undertook a landscape assessment of Cardiff and identified the following key positive and negative attributes relating to the River Ely Corridor.

Positive Attributes

2.31 The following key attributes contribute positively to the character, value and sense of place of the St Fagan's Lowlands and Ely Valley. Wherever possible, they should be maintained and strengthened as part of land management, landscape enhancement or development activity.

- *Complex, undulating landform;*

- *Large-scale mosaic of pastures and woodland with strong network of hedgerows and trees around larger fields;*

- *Strong parkland or well-managed estate character with regular-sided planted oak/ash/beech woodlands and distinctive row of mature horse chestnut trees along roadside;*

- *Small remnants of semi-improved and marshy grassland, semi-natural woodland, ponds and other valley-side habitats along the River Ely;*

- *Woodland habitats and calcareous vegetation associated with dismantled railway line;*

- *Rural agricultural and generally unspoilt character;*

- *Sparse pattern of settlement outside of St Fagan's village;*

- *Surviving historic features, particularly medieval villages, buildings and field systems at St Fagan's and Michaelston-super-Ely, Civil War battle site and listed historic gardens and display of Welsh buildings at Museum of Welsh life.*

Negative Attributes

2.32   The following attributes currently detract from the distinctive character, value and sense of place of the St Fagan's Lowlands and Ely Valley. Wherever possible, management, enhancement or development activity should seek to mitigate or remove, rather than compound, such negative influences.

- The Ely in parts has the same urban pressures as the Rhymney/Nant Fawr and the Taff. However, it also has agricultural pressures on the water environment;

- *Agricultural intensification in parts of area, including the improvement of pastures, the conversion of grassland to arable, loss of woodlands and the poor maintenance or removal of field boundaries;*

- *Localised visual intrusion of development on the urban fringe;*

- *Some localised degradation of farmland, including localised fly-tipping and 'horsiculture'; and*

- *Localised noise intrusion from traffic on busy minor roads.*

3   Guidance for Developers

3.1   This section seeks to provide guidance to applicants on how planning applications located within the River Corridors will be assessed by identifying the range of key factors which will need to be taken into account when submitting a planning application within these areas. Proposals for development within the river corridors will also be assessed against other relevant policies in the Plan (See Appendix 2).

Access and recreational routes

3.2   Policy T8 of the adopted LDP states that a strategic network of recreational routes will be maintained and developed to link Cardiff's coast, river corridors, open spaces, countryside, and the regional network of routes, facilitating access to them by local communities, and forming an integral part of the wider cycling and walking network in Cardiff. Part of this core strategic network includes the Taff, Ely, Rhymney and Nant Fawr trails and given this it is important that any development proposals within the River corridors do not have an overall adverse impact on existing areas of public access and trails and where appropriate promote the improvement of these trails so opportunities for sustainable access and recreation are improved.

3.3   All new developments should seek to improve visual and physical public access to and along the river corridors. In order to ensure this developments should provide a direct, safe and clear access for pedestrians and cycles to and along the river corridor. They should provide a joined up approach to river access, considering access and uses up and down stream as well as across the river channel. Development should promote uses and activities along the river-side routes to help provide safe public spaces and balance ecological protection and public access and consider carefully were access may be restricted for ecological gains.

3.4   Development proposals should also consider guidance set out in the Public Rights of Way Technical Guidance Note and the Council's Walking and Cycling Strategy.

Recreation

3.5   The river corridors contain areas of linear strategic open space linking the inner areas of the city to the surrounding countryside providing a corridor for recreational routes and wildlife. They also offer opportunities for sport and recreation and provide areas of visual amenity. In this context, rivers and space around them can have positive ecological values as well as providing health and recreation benefits to people living and working nearby. They can also make important contributions to landscapes, can contribute to the setting of built development, and are an important component in achieving sustainable development. Given this it is important that existing open space is taken into account when planning new development.

3.6   Development proposals should also consider guidance set out in the Open Space Technical Guidance Note and the Council's Parks and Green Spaces Strategy.

Public Realm

3.7   New developments should be designed efficiently so that successful public spaces can be created as an integral part of the development. Public spaces should be designed so that they positively respond to the context of the river and provide visual and physical connections to the river.

3.8   Boundary treatments proposed as part of specific schemes should be tailored to reflect the river environment ranging from highly urbanised to a natural one.

3.9   The provision of public art and artistic features should form an integral part of developments, particularly in prominent locations or where works of art would make a significant impact on the physical environment. Wildlife/ecological boards or other means of interpretation should be considered.

3.10   The provision of public art should be discussed with the Council at the concept stage and should be developed through a transparent process that involves community engagement and consultation at an early stage in the process, as appropriate.

3.11   Development proposals should also consider guidance set out in the Planning Obligations Supplementary Planning Guidance relating to public art.

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Biodiversity

3.12   River corridors provide an important biodiversity resource and new developments should preserve or enhance local biodiversity by including the following measures:

- Providing appropriate landscaping that respects existing vegetation of value;
- Establishing less disturbed, low maintenance, riverside areas;
- Providing habitat for a range of species that is appropriate to the area, including shade and shelter;
- Ensuring appropriate lighting is used to avoid a negative impact on species;
- Enhancing green networks that link sites;
- Managing and seeking to eradicate invasive species such as Japanese Knotweed, Himalayan Balsam and Giant Hogweed; and
- Employing biodiversity measures and procedures to reduce the risk of introducing or spreading invasive non-native species (and other harmful organisms such as diseases) in the wild.

3.13   Development proposals should also consider guidance set out in the Ecology and Biodiversity, and the Trees and Development, Technical Guidance Notes.

Historic & Cultural Environment

3.14   The river corridors make a significant historic and cultural contribution to city and it is important that development proposals within or adjoining the river corridors ensure that archaeological remains, historic buildings and historic landscapes are preserved and protected.

3.15   In order to ensure this the impact of the proposed development on the historic environment must be assessed by the applicant.

Landscape

3.16   Development proposals should take into account the character attributes for each of the river corridors set out in Section 2 and provide landscaping to provide visual, accessible and safe amenities and riverside routes should be undertaken. When sites are being landscaped, only appropriate species should be used and sites should be designed to be low maintenance and should consider appropriate bio-security measures and procedures to reduce the risk of introducing or spreading invasive non- native species (and other harmful organisms such as diseases) in the wild.

Surface Water Drainage

3.17   The networks of river corridors can provide opportunities to provide integrated water cycle management. Surface water drainage should consider the potential benefits of slowing the flow of water. Surface water arising from a developed site should as far as practicable, be managed in a sustainable manner to mimic the surface water flows arising from the site prior to the proposed development, while reducing the flood risk in the site itself and elsewhere, taking climate change into account. This should be demonstrated as part of the Flood Consequences Assessment (FCA). Certain works and activities within the river corridors may require a flood risk activity permit (FRAP) which are issued by NRW. Further information is available from: https://naturalresources.wales/permits-and-permissions/flood-risk-activities/?lang=en

3.18   Development proposals should also consider guidance set out in the SuDS Supplementary Planning Guidance Notes.

Floodplain

3.19   The river corridors provide for the natural storage of flood water and are as much part of the river as the channel, which carries normal flows. Given this development proposals will need to ensure that the extent of the flood plain is not reduced when providing compensatory storage elsewhere to avoid increased flooding problems downstream.

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Water Quality and Pollution Prevention

3.20   The ecosystem of the river depends on the quality of the water. Improving the water quality and preventing pollution are paramount and measures to improve the water quality of the rivers should be carried out wherever possible. Development proposals will need to consider pollution prevention as a priority measure and this will need to be addressed from the very beginning of the development process. Developments that could create a potential threat of pollution will not be granted planning permission without appropriate conditions to avoid such risks or without measures either in place or proposed which may be subject to S106 agreements. Development proposals should also take account of the requirements of the Water Framework Directive and the River Basin Management Plans. Further information is available on NRWs website at:

https://naturalresources.wales/evidence-and-data/research-and-reports/water-reports/river-basin-management-plans-published/?lang=en

http://waterwatchwales.naturalresourceswales.gov.uk/en/

Safety

3.21   Safety is critical to how people use the environment. People will only use the river for recreation if it is perceived as safe. Developments that are designed with windows and public routes to overlook the river environment can help with perceived and actual safety.

Litter

3.22   Litter carried by the river, litter dropped on site and fly tipping can have serious negative effects on the amenity value of the corridor and is recognised as a significant issue. This being the case, litterbins should be provided near to areas frequented by the public and designed so that rubbish does not blow out of the bins. It is preferable that people are encouraged to be responsible and take their litter home. Signs should also be displayed to discourage illegal dumping. Development proposals should also consider guidance set out in the Waste Collection and Storage Facilities Supplementary Planning Guidance Note.

Education

3.23   Where possible, the educational value of river corridors should be recognised and organisations should be encouraged to use rivers as an educational tool providing it is appropriate and safe to do so where it will not be to the detriment of safeguarded habitats.

Management and Maintenance

3.24   On-going management and maintenance arrangements should be considered as part of any development. Enhancements and improvements should be designed to be as low maintenance as possible. Management should consider appropriate bio-security measures and procedures to reduce the risk of introducing or spreading invasive non- native species (and other harmful organisms such as diseases) in the wild.

Planning Obligations

3.25   River Corridor Action Plans were prepared (2006 – 2009) for each of the four areas. These identified a series of topic based actions and key priorities aimed at protecting and enhancing these corridors. These actions have been taken forward in the Green Infrastructure Implementation Programme. New development within, or adjacent to the river corridors may be required to contribute to projects identified within these Action Plans and where appropriate and can demonstrate meeting the Community Infrastructure Levy (CIL) tests, planning obligations may be required in accordance with Policies relating to the provision of new infrastructure. Further guidance can be found in the Planning Obligations SPG.

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Appendix 1: Map showing River Corridors within Urban Area
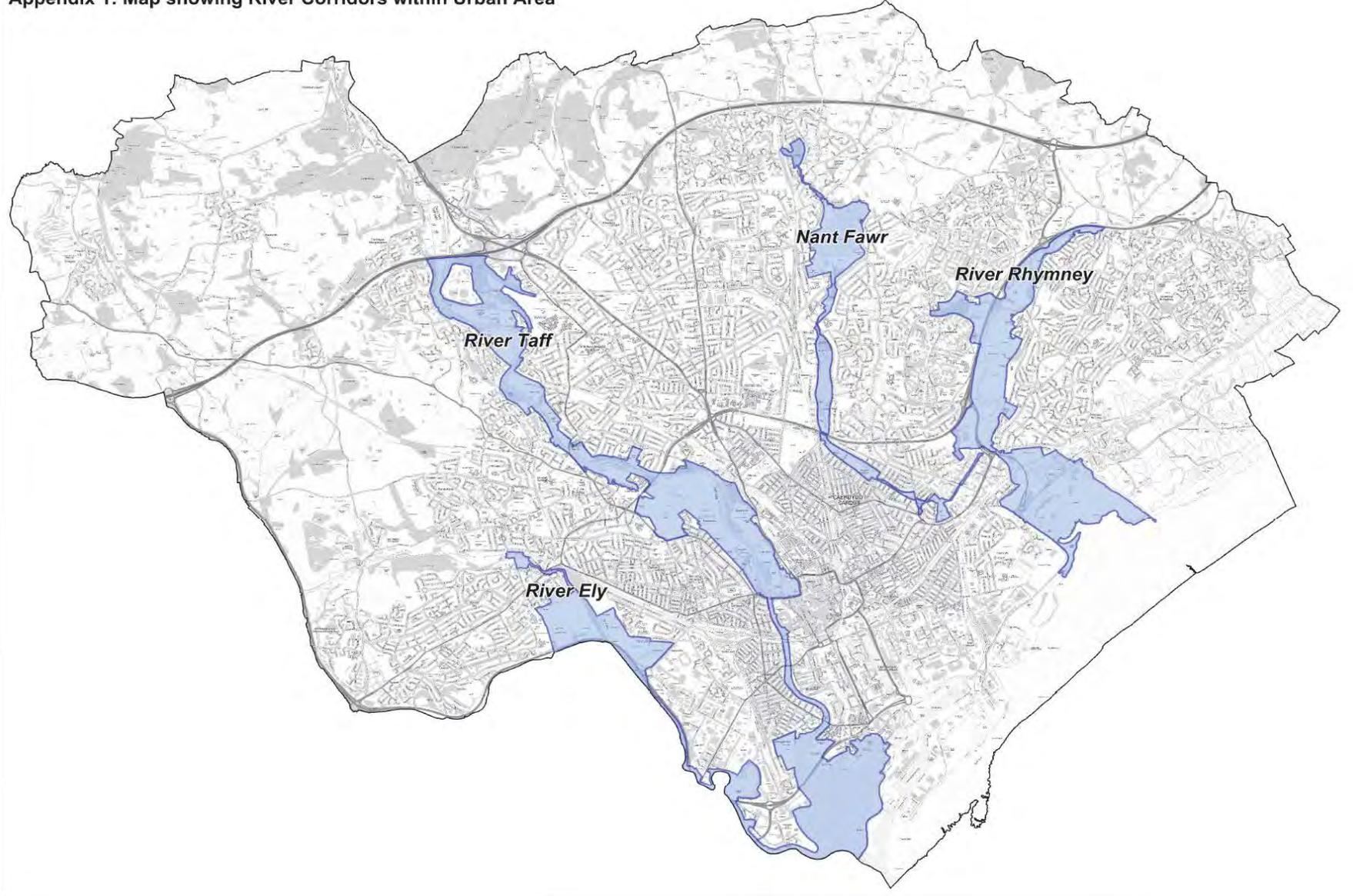
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Appendix 2: Related LDP Policies

KP4: Masterplanning Approach

KP5: Good Quality and Sustainable Design

KP7: Planning Obligations

KP8: Sustainable Transport

KP14: Healthy Living

KP15: Climate Change

KP16: Green Infrastructure

KP17: Built Heritage

KP18: Natural Resources

EN1: Countryside Protection

EN3: Landscape Protection

EN5: Designated Sites

EN6: Ecological Networks and Features of Importance for Biodiversity

EN7: Priority Habitats and Species

EN8: Trees, Woodlands and Hedgerows

EN9: Conservation of Historic Environment

EN10: Water Sensitive Design

EN11: Protection of Water Resources

EN14: Flood Risk

T1: Walking and Cycling

T8: Strategic Recreational Routes

C3: Community Safety/Creating Safe Environments

C4: Protection of Open Space

C5: Provision of Open Space, Outdoor recreation, Children's Play and Sport

C6: Health

W2: Provision of Waste Management Facilities in Development

Cardiff Green Infrastructure SPG

Protection and Provision of Open Space in New Developments

Technical Guidance Note (TGN)

CARDIFF
CAERDYDD

Cardiff Green Infrastructure: Protection and Provision of Open Space in New Developments

Technical Guidance Note

November 2017

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Contents

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1.0   Introduction

1.1   Purpose of this document

1.1.1   This Technical Guidance Note (TGN) for provision and protection of open space should be read in conjunction with the Supplementary Planning Guidance for Green Infrastructure. This is one of a series of Technical Guidance notes that provide detailed information about the retention and provision of green infrastructure elements in new developments.

1.1.2   The Guidance explains the Council's approach towards safeguarding existing areas of open space which contribute to the recreational, amenity or nature conservation resources of the city. It sets out the basis upon which open space provision for new housing developments are assessed, including how much open space is to be provided and what type of provision will be sought.

1.1.3   The Guidance is likely to be of particular benefit to those considering development proposals, which either involve the loss of open space or propose additional housing. It enables developers, landowners and potential objectors to understand how the Council considers development proposals and the standard of provision sought.

1.2   Consultation

1.2.1   The Green Infrastructure Supplementary Planning Guidance and accompanying Technical Guidance Notes has been the subject of consultation as outlined in the main Green Infrastructure SPG, which identifies the comments received, and the changes or otherwise made in response to those comments.

1.3   Status of this document

1.3.1   The Welsh Assembly Government (WAG) supports the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and National Planning policy guidance. It may be taken into account as a material planning consideration in planning decisions.

1.3.2   This TGN supplements policies in the Cardiff Local Development Plan 2006-2026 relating to Open Space. Policies in the Local Development Plan to which this SPG relates are identified in section 2.

1.3.3   This TGN incorporates the findings of the latest assessment of open space within the County (*2017)* (see Section 3.0) and replaces the previous Open Space SPG adopted by the Council in May 2008.

1.3.4   This Guidance applies to all open space within or immediately adjacent to the urban area. The full Open Space Assessment Report shows the location of areas of open space within the city and is available as a separate background document.

1.4   Definitions

1.4.1   For the purposes of this document, the following definitions apply:

Open space	**The following definition of open space is taken from TAN16:** Open space is defined in the Town and Country Planning Act 1990 as land laid out as a public garden, or used for the purposes of public recreation, or land which is a disused burial ground. For the purposes of this guidance, open space should be regarded as all open space of public value, including not just land, but also areas of water such as rivers, canals, lakes and reservoirs which offer important opportunities for sport, recreation and tourism, and can also act as a visual amenity, and may have conservation

	and biodiversity importance. Areas which are privately owned may have amenity value, although access will not be possible without the agreement of the land owner. Areas like domestic gardens are relevant, since places without or with few gardens, are likely to be more reliant upon the provision of public spaces.
Public open space	The term public open space is often used interchangeably with the term open space and in legal terms, the definition is the same (see above). Public open space in the ownership of the local authority is held under either: (a) the purpose of section 164 of the Public Health Act 1875 (pleasure grounds); or (b) in accordance with section 10 of the Open Spaces Act 1906 (duty of local authority to maintain open spaces and burial grounds) Any disposal of public open space must conform to the requirements of the Local Government Act 1972 and any subsequent amendments.
Functional open space	Functional open space is open space that is capable of defined recreational use or multiple uses. These uses will include formal and informal sport and recreation, children's play and provision for teenagers although the balance of defined uses may change with time according to local demand.
Formal recreation	Formal outdoor sports activities such as football and cricket. Land designated for formal recreation can include artificial turf and 3G pitches, greens, courts and athletic tracks, including dedicated ancillary facilities such as floodlighting, changing rooms and associated parking. Formal recreation does not include golf courses, indoor sports and leisure centres.
Informal recreation	Informal open space uses such as walking, jogging, cycling, informal ball games, and general leisure. Land provided for informal recreation can include green corridors that can be used for active recreation due to presence of a permanent hard surfaced footpath. The open space may contain water features or SuDS where it is demonstrated that these serve a recreational function.
Amenity land	Amenity land does not have a defined formal or informal use but may enhance the setting of the development.

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	Amenity areas will not be included in the overall functional open space calculation.
Children's play	Areas specifically designed for children's play with fixed play activities such as swings, slides or multi-units and / or more natural play environments.
Teen facilities	Areas designed for teen use including Multiuse Games Areas (MUGAs), skate parks, outdoor fitness equipment and shelters.
Allotments	Land that is designated for growing purposes to be administrated under the Allotment Acts. Designation of land as statutory allotment land would be undertaken by the Local Authority
Community growing	Land that is designated for growing purposes, but not administered as allotment land under the Allotment Acts.

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2.0   Planning / other policy

2.1   Introduction

2.1.1   This section outlines the policy content with regards to how areas of open space are protected and how development proposals which involve the loss of open space are assessed. It takes account of advice in the Wales Spatial Plan (WSP), Planning Policy Wales (PPW), Technical Advice Note 16, (TAN16), and the provisions of Policy C4 of the Cardiff Local Development Plan 2006 – 2026 (LDP).

2.1.2   This section also outlines the policy content incorporated with regard to how the open space provision on new housing developments is assessed. It takes account of advice in PPW, TAN 16, and the provisions of KP4 and C5 of the LDP.

2.1.3   The **Wellbeing of Future Generations Act 2015** also provides a high level legislative framework for the protection and provision of open space in new developments, recognising how decisions made in the present have long term impacts for the future. The seven wellbeing goals and four ways of working outlined within the Act should underpin any considerations of open space provision.

2.1.4   The **Public Health (Wales) Act 2017** requires Local Authorities to undertake health impact assessments in order to reduce national levels of obesity. Provision of recreational open space contributes to improved access to a healthy lifestyle. The objectives of the act are supported within the Planning for Health and Wellbeing SPG.

2.2   The Wales Spatial Plan

2.2.1   People, Places, Futures, the Wales Spatial Plan (WSP) provides the context and direction of travel for Local Development Plans and sets out a strategic framework to guide future development and policy interventions across the Principality. The WSP

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highlights the Welsh Assembly Government (WAG) commitment to high quality, sustainable and well connected communities within the Capital Region of south east Wales, which is focussed on the two cities of Cardiff and Newport. In particular, paragraph 19.37[1] (Valuing our environment) states:

'The Capital Region has much to offer in terms of a first-class quality of life and this needs to be protected and enhanced by:

- *Getting the best of both high quality urban living and close proximity to stunning countryside, making the most of the unique dispersed low-density, metropolitan development and green spaces in the Area*

2.3   Planning Policy Wales

2.3.1   <u>**Protection of open space:**</u> Planning Policy Wales[2], edition 9, (PPW) provides guidance on the protection of open space in chapter 11, Tourism, Sport and Recreation. The guidance displays a commitment by WAG to support the development of sport and recreation. The policies in PPW outline the planning system's role to provide recreational space for both formal and informal sport and recreation, which will meet the community's need. Paragraph 11.1.10 of PPW[2] states:

'The planning system should ensure that adequate land and water resources are allocated for formal and informal sport and recreation, taking full account of the need for recreational space and current levels of provision and deficiencies, and of the impact of developments related to sport and recreation on the locality and local communities. The role of surface water bodies in flood risk management also needs to be recognised.'

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[1] WSP 2008 update
[2] PPW edition 9, November 2016

2.3.2   The policy content of PPW also displays a commitment by WAG to protect open spaces from development. Paragraph 11.1.11[2] of PPW states that:

'Formal and informal open green spaces, including parks with significant recreational or amenity value, should be protected from development, particularly in urban areas where they fulfil multiple purposes, not only enhancing the quality of life, but contributing to biodiversity, the conservation of nature and landscape, air quality and the protection of groundwater. Such open spaces also have a role in climate protection and in enabling the adaptation of urban areas to the impacts of climate change, for example by contributing to flood management and helping to reduce urban heat island effects.'

2.3.3   The WAG guidance also encourages planning authorities to protect all playing fields, paragraph 11.1.12[2] states:

'All playing fields whether owned by public, private or voluntary organisations, should be protected from development except where:
- *facilities can best be retained and enhanced through the redevelopment of a small part of the site;*
- *alternative provision of equivalent community benefit is made available; or*
- *there is an excess of such provision in the area.'*

2.3.4   **Provision of new open space:** PPW recognises that housing developments should provide open space and that plans should include policies making clear what provision for open space is expected. Paragraph 11.1.8[2] states that:-

'Planning authorities should provide the framework for well-located, good quality tourism, sport, recreational and leisure facilities. The areas and facilities provided in both rural and urban areas should be sensitive to the needs of users, attractive, well-maintained, and protected from crime and vandalism. They should be safe and accessible, including to deprived or disadvantaged communities and to people whose

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mobility is restricted, by a variety of sustainable means of travel, particularly walking, cycling and public transport. Long-distance routes, rights of way, disused railways and waterways are important tourism and recreation facilities, both in their own right and as a means of linking other attractions.'

2.3.5   Paragraph 11.1.10[2] states:

'The planning system should ensure that adequate land and water resources are allocated for formal and informal sport and recreation, taking full account of the need for recreational space and current levels of provision and deficiencies, and of the impact of developments related to sport and recreation on the locality and local communities. The role of surface water bodies in flood risk management also needs to be recognised'.

2.3.6   Consideration of open space provision should also take account of the need to satisfy other functions as part of the green infrastructure network. This will ensure that any open space provided is of an appropriate size and in a suitable location to be accessed by the intended catchment population. Paragraph 11.2.6 states:

'The development plan should encourage the multiple use of open space and facilities, where appropriate, to increase their effective use and reduce the need to provide additional facilities. It should ensure that open spaces and built facilities are, where possible, sited, designed and maintained as integral parts of existing and new developments so as to encourage their use and minimise crime and vandalism.'

2.4   Planning Guidance

2.4.1   **Protection of open space:** Planning Guidance (Wales) Technical Advice Note 16 Sport and Recreation[3] (TAN16) provides detailed guidance on planning for sports and recreation uses and appropriate levels of provision. It recommends a minimum

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[3] TAN 16, 2008 edition

standard for outdoor playing space of 2.4 hectares (6 acres) per 1,000 population. This is in accordance with the guidelines set by Fields in Trust (FIT, formerly the National Playing Fields Association).

2.5   Local Development Plan

2.5.1   <u>Protection of open space:</u> Policy C4 of the LDP states:

Development will not be permitted on areas of open space unless:

i)   It would not cause or exacerbate a deficiency of open space in accordance with the most recent open space study; and

ii)   The open space has no significant functional or amenity value; and

iii)   The open space is of no significant quality; or

iv)   The developers make satisfactory compensatory provision; and, in all cases;

v)   The open space has no significant nature or historic conservation importance.

2.5.2   The supporting text to Policy C4, states that the various types of open space in Cardiff will be listed and explained in detail in the Supplementary Planning Guidance. For the purposes of this policy functional green space includes land that can accommodate formal and / or informal recreational uses including sporting use and children's play. The policy applies equally to land whether in public or private ownership. It also applies to educational playing fields and these will be protected except where facilities can be retained and enhanced through the redevelopment of a small part of the site, an alternative provision of equivalent community benefit is made available or there is an excess of such provision in the area. The policy applies to all existing areas of open space in or adjacent to the urban area.

2.5.3   <u>Provision of new open space:</u> Policy KP4 of the LDP (Masterplanning Approach) provides a set of principles to deliver a masterplanning approach to strategic development sites identified within the LDP. This is intended to provide an overarching context for more detailed design and implementation work to follow.

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This Policy relates to all strategic sites and any other major new developments which may emerge over the Plan period. Within major new developments, Principle 8 within the policy requires that:

'Multi-functional and connected green open spaces form strategically important links to the surrounding area to provide routes for people and wildlife and open spaces for sports, recreation and play.'

2.5.4   Policy KP2 provides details of the strategic sites identified within the LDP, including specific requirements for open space, outdoor recreation, children's play and sport that should inform the development of the green infrastructure and open spaces within these developments.

2.5.5   Policy C5 of the LDP (Provision for Open Space, Outdoor Recreation, Children's Play and Sport) states that:-

'Provision for open space, outdoor recreation, children's play and sport will be sought in conjunction with all new residential developments. This policy is aimed at securing the provision or improvement of open space and other appropriate outdoor recreation and sport in conjunction with all new residential developments over 8 units and on site provision of functional open space in conjunction with all new residential developments over 14 units. The appropriate amount of multi-functional green space is based on a minimum of 2.43 hectares of functional open space per 1,000 projected population. All other open space provision will be in addition to the provision of multi-functional green space.'

2.5.6   Policy C5 sets out the basis upon which the open space provision within new developments is assessed. It applies to sites which are identified in the City of Cardiff Local Development Plan and all new development sites, which may emerge over the plan period. This policy provides the base-line level of open space needed for functional recreation purposes, including children's play, sport and community

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growing purposes. Developers are required to ensure that future occupiers will have access to open space commensurate with their needs.

2.5.7   <u>Planning Obligations</u>

Policy KP7 (Planning Obligations) specifies that planning obligations will be sought to mitigate any impacts directly related to the development. These will be calculated on an individual development basis and the criteria for these are set out within the Planning Obligations Supplementary Planning Guidance which should be read in conjunction with this document.

2.6   Local Green Space standard

2.6.1   PPW does not prescribe specific standards of open space provision, but encourages Local Authorities to develop their own local standards based on the information generated from the Open Space Assessment.

2.6.2   The Cardiff standard is based on quantitative, qualitative and accessibility criteria based on the FIT '*Benchmark Standard'* of 2.43 hectares of functional open space per 1,000 projected population.

2.6.3   Table 1 details the breakdown quantities of open space provision within the standard. Further detail about the provision and calculation of new or compensatory provision of open space is provided within the Planning Obligations Supplementary Planning Guidance.

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Table 1: Cardiff Open Space Standard

Type	Quantity	Straight line catchment
Open space (functional green space) comprising a mix of:	2.43 ha per 1000 population	Dependent upon type of provision made (see below)
• Level land suitable for formal sport	1.2 ha per 1000 population (see Appendix 2)	1000m
• Children's play	Designated area dependent on type. Minimum area of dedicated children's play provision is 0.25 ha per 1000 population (see Appendix 3)	Should be provided within 400m of homes

• Teen facilities
  ○ BMX
  ○ MUGA
  ○ Teen shelters
  ○ Skateboard parks
	Designated area dependent upon type minimum area 0.3 ha per 1000 population (see Appendix 4)	Should be provided within 600m of homes and located to prevent any negative impact of their use on adjacent properties.

• Allotment / growing provision **Strategic sites only** – additional to open space provision. **Non-strategic sites**, provision may be made within the 2.43ha per 1000 population with agreement.	One 40 plot allotment site per 1800 properties[4], increasing pro rata according to the size of the development - strategic sites only. (See Appendix 5)	No distance criteria

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[4] Cardiff Council LDP

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3.0   Open Space Standards and Assessment

3.1   Open Space Study 2017

3.1.1   Cardiff as a whole has a reputation as a green city, with a wide variety of open space types under various ownerships. A full assessment of all open space in Cardiff is undertaken at regular intervals and the latest was completed in 2017. Open spaces across the city are assessed and classified to provide a central data set that can be easily updated which will provide the baseline data for all future open space analysis and assessment.

3.1.2   The assessment provides a range of different classifications for open space to aid comparisons with past data and for future use and analysis. Table 2, overleaf, summarises the total quantities of different types of open space across the city based on the TAN 16 typology[5] and also shows how these quantities relate to the other definitions used within the Open Space Study. These classifications are described in more detail below.

3.1.3   The Open Space Study will be reviewed and updated at regular intervals to provide up-to-date information.

3.2   Open space classification

3.2.1   TAN 16 typology

The TAN 16 typology is used to classify all open spaces in Cardiff, irrespective of ownership. The classification is slightly ambiguous as some categories are essentially broad (e.g. parks and gardens), whereas others are more specific (e.g. outdoor sports facilities) which may form part of a broader definition. For this reason, within the Open Space Study, all open spaces have been classified as having a primary and secondary type.

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[5] Based on January 2017 assessment date

3.2.2   Planning categories

Previous Supplementary Planning Guidance documents for Cardiff have defined open space within the following categories, which are the only categories that would be adopted as open space by the council:

- formal recreation

- informal recreation

- children's play space

- amenity space

This breakdown has been provided to provide comparison with older data, however there is a significant amount of land within the city that does not fall into any of these categories, particularly since the traditional adoption route is no longer the only means of sustaining open space provision.

3.2.3   Functional / visual open space

Functional open space is open space that is capable of defined recreational use or multiple uses as opposed to visual open space which is generally inaccessible.

3.2.4   Accessible natural green space

Natural Resources Wales have developed a Green Space Toolkit to assist local authorities to plan and improve natural green spaces for people in towns and cities. The Accessible Natural Green Space Standards form part of the Toolkit and provide guidance on ensuring that local authorities make a balanced provision of green space within reach of local people to keep their citizens healthy.

The Cardiff Open Space study will provide the data to inform the development of the local Accessible Natural Greenspace map prepared by NRW.

3.3   Open space quality

3.3.1   An assessment of the quality and value of existing open space owned and managed by the local authority has been carried out by the Parks Service who can supply details of the methodology on request. The quality value scores for all existing open

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spaces will be mapped as part of the Open Space Study, although this data will not be available until 2018.

3.3.2   The mix of new open space provision will be determined by the type of development and the availability of existing facilities within the vicinity of the development. The assessment process is described in Section 4.0.

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Table 2: Open space types, quantities and definitions

TAN 16 Typology definition (Primary category[6])	Area (ha) (2017 assessment)	Multi functional green space (Functional / visual)	Area (ha) (2017 assessment)	Planning categories Definitions used in open space study calculations	Area (ha) (2017 assessment)	Accessible natural green space (does not relate to other categories)	Area (ha) (2017 assessment)
Parks & Gardens TAN 16 definition includes urban parks and formal gardens. Parks and gardens can contain other uses including outdoor sport, children's play, teen facilities and amenity land. The figure given includes all land with a primary definition of parks and gardens. Country parks have been excluded within the Cardiff assessment.	909.55	**Functional green space** All formal and informal areas of parks & gardens, outdoor sports facilities, play / teen provision and green corridors.	3246.83	**Informal recreation** All parks and gardens (excluding formal sport and play areas), green corridors and some amenity space)	202.43	Total area across all types	2,957.49
Green corridors Linear open spaces within the urban frame including river and canal banks, footpaths, cycle ways, bridleways, disused railway land and rights of way; these may link different areas within and between urban areas. They may also form part of a network which links urban areas, or links them to the surrounding countryside.	117.14						

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[6] See 3.2.1

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TAN 16 Typology definition (Primary category[6])	Area (ha) (2017 assessment)	Multi functional green space (Functional / visual)	Area (ha) (2017 assessment)	Planning categories Definitions used in open space study calculations	Area (ha) (2017 assessment)	Accessible natural green space (does not relate to other categories)	Area (ha) (2017 assessment)
Outdoor sports facilities Areas with natural or artificial surfaces, publicly or privately owned - including tennis courts, bowling greens, sports pitches, golf courses, athletics tracks and other outdoor sports areas. (Cardiff definition excludes school and other institutional playing fields)	273.50 (an additional 174.57 hectares of open space are used for outdoor sport but already counted within parks and gardens)			**Formal recreation provision** All formal sport and teen court provision (MUGAs) but excluding golf courses	209.44		
Provision for children and young people including play areas, areas for wheeled play, including skateboarding, outdoor kickabout areas (MUGAs, and other less formal areas (e.g. 'hanging out' areas, teenage shelters)	3.05 (an additional 11.30 hectares of open space are used for children's play but already accounted for within parks and gardens)			**Children's play** All fixed equipment play provision	10.87		
Amenity green space	284.61	Areas of amenity		**Amenity**	3005.37		

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TAN 16 Typology definition (Primary category[6])	Area (ha) (2017 assessment)	Multi functional green space (Functional / visual)	Area (ha) (2017 assessment)	Planning categories Definitions used in open space study calculations	Area (ha) (2017 assessment)	Accessible natural green space (does not relate to other categories)	Area (ha) (2017 assessment)
(most commonly, but not exclusively in housing areas) - including informal recreation spaces (private or open to the public), roadside verges, greenspaces in and around housing and other premises e.g. hospitals, schools and colleges, industrial and business premises and village greens (Domestic gardens excluded from Cardiff definition)		space are identified as functional if they contain a path or are otherwise accessible or useable. **Visual green space** All other amenity spaces are defined as visual	780.23				
Allotments and community growing areas	81.38	n/a		Allotments included in amenity space			
Natural and semi natural green space including woodland, urban forestry, scrub, grasslands, open access land (e.g. mountain, moor, heath, downland, common land and meadows) wetlands, wastelands and derelict open land and rocky areas (e.g. cliffs, quarries and pits), and coastal land	961.24	n/a		Natural and semi natural areas included within amenity space			
Water	309.62	n/a		Water	332.61		

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TAN 16 Typology definition (Primary category[6])	Area (ha) (2017 assessment)	Multi functional green space (Functional / visual)	Area (ha) (2017 assessment)	Planning categories Definitions used in open space study calculations	Area (ha) (2017 assessment)	Accessible natural green space (does not relate to other categories)	Area (ha) (2017 assessment)
	(an additional 22.99 hectares of of water is accounted for within parks and gardens)						
Cemeteries and churchyards	87.13	Closed churchyards may be defined as functional open space. Functioning churchyards and cemeteries will be n/a		Cemeteries and churchyards included in amenity space			
Accessible countryside Accessible areas outside the urban frame	734.88	n/a		Not included within assessment			
Civic space	12.15	n/a		Urban spaces	12.15		
Educational open space Included within formal provision in TAN 16	n/a			Education	254.19		
Total	3,774.27		4,027.06		4,027.06		2,957.49

4.0   Protection of open space

4.1   Assessment of development proposals

4.1.1   This section provides detailed guidance on the way in which the Council assesses development proposals which involve the loss of open space. The main factors against which proposals are assessed are:-

       i)   Existing local provision of open space(4.2)

       ii)   The functional or amenity value of the open space (4.3)

       iii)   The quality of the open space (4.4)

       iv)   Any significant nature or historic conservation importance of open space which may be lost (4.5)

       v)   Any compensatory provision for loss of open space (4.6)

4.2   Assessment of existing local provision (i)

4.2.1   Functional open space is defined in section 1.8. It may be in public or private ownership, but must be available for public use for formal / informal recreation, for children's play or for use by teenagers. Functional open space includes equipped children's play areas, informal play spaces and formal recreation areas, such as pitches, greens, athletic tracks, courts and educational land where it is laid out to accommodate formal recreation.

4.2.2   The assessment process considers how a development proposal affects the provision of functional open space in the local area and also the wider implications of whether it would cause a city-wide deficiency of open space.

4.2.3   Local Area assessment is undertaken by using a set of straight line distances, for different categories of recreational open space, to achieve a local catchment area that would be affected by the loss of open space. The straight line distance is taken

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from the centre of the open space and provides a radius within which the provision of functional open space can be examined. The straight line distances that are used for the different categories of recreational open space are shown below in Table 3.

4.2.4   Assessments must be adjusted to accommodate any barriers to movement that exist, such as major roads, railways and rivers.   In all instances, it must be demonstrated that local access to a range of functional open spaces is not impaired by the development.

Table 3: Straight Line Distances for analysis of local provision of functional open space.

Category of Functional Open Space	Straight Line Distance from centre of site
Equipped Children's Play Areas Includes play areas with fixed play activities such as swings and slides and grassed or surfaced play space and areas designed for play purposes using natural land form and other features.	**600 metres**
Teen provision Areas designed for teen use including multi-use games areas (MUGAs), skate parks, outdoor fitness equipment and shelters.	**1,000 metres**
Informal Recreational Open Space Includes those areas although not specifically marked and laid out for formal active recreational activities but can accommodate informal active recreation and children's play.	**1,000 metres**
Formal Recreational Open Space Includes areas of open space marked and laid out for formal active recreation purposes and available to the public, such as pitches, greens, courts and athletic tracks.	**1,500 metres**

4.2.5   Functional open space is examined against the minimum standard of 2.43 hectares per 1,000 population as set out in Policy C5 of the Local Development Plan (see Section 2.3.3).

4.2.6   The population of a selected catchment is established by adding together the output areas which contain the best fit within the catchment radius. The result for a particular category of recreational open space is calculated by adding together all the open space of that type within the radius.

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4.2.7   The Cardiff Open Space Study, described in section 3.2, provides the background to this assessment and is available as a separate document.

4.2.8   An evaluation of the open space within the catchment of a new development can be produced by comparing the amount of a particular type of open space, to the minimum amount of that type of open space that is recommended in the open space standard.

4.2.9   The population within the radius is found by adding together the best fit enumeration districts within the catchment area.

4.3   The functional or amenity value of existing open space

4.3.1   Assessment of the functional value of open spaces is an inherent part of the assessment of open space provision described in 4.2.

4.3.2   The assessment process will also examine whether a development proposal affects the city-wide provision of recreational and amenity open space. Some areas of recreational open space have city-wide importance because they have more than a local recreational function or because of their particular characteristics. Open spaces of city wide importance include those which contain a large number of pitches performing a wider than local role and "specialist" facilities such as artificial pitches and athletics stadiums, which are limited in number and cater for the whole city. These areas will be afforded protection as it is considered that the loss of such areas would have a significant adverse impact on the overall provision of recreational open space. In circumstances where a new city-wide recreational facility is to be provided which has an equivalent, improved or increased provision of recreational facilities, then a case may be made for the replacement of existing facilities. In these instances there would be no adverse impact on the overall provision of city-wide recreational open space.

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4.3.3   Some open spaces have particular value to the amenity of an area, even though they may not obviously provide multi-functional benefits. These can include:

- Woodlands
- Allotments
- Ornamental gardens
- Cemeteries
- Water bodies
- Golf facilities
- Urban spaces

4.3.4   The characteristics of these open spaces can vary considerably and their particular amenity value may be based on different factors. The basis of assessing the amenity value of an area, whether recreational or amenity open space, will relate to:

a) **Visual Amenity** - For a site to possess visual amenity value, it must be located where the general public can gain significant "visual access". It must contribute to the visual character and environmental quality of the surrounding area. There will be an objection to proposals which would adversely affect the appearance of open spaces which significantly contribute to the visual appearance of an area.

b) **Leisure Amenity -** Areas of woodland, allotments, ornamental gardens and public rights of way, by definition are not considered suitable for active sports and recreation. However, such amenity open spaces can provide an important informal open space resource for local people and accommodate passive activities such as walking, dog exercise and nature studies. The importance of such areas is heightened if there are limited alternative areas of recreational and amenity open space in the locality or if the areas make a contribution to the city-wide provision of open space. Proposals which would cause unacceptable harm to areas of leisure amenity value will be opposed.

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4.3.5   The amenity value of some areas of open space is important both locally and in the context of the whole city, including major parks like Roath Park and Bute Park and the designated Country Parks at Forest Farm and Parc Cefn Onn.

4.3.6   The river corridors of the rivers Ely, Taff, Rhymney, Nant Fawr and Nant Glandulais provide continuous corridors of open space linking the urban area with the countryside. These areas although not all publicly accessible create features of city-wide importance and have potential for further improvements. Proposals which could cause unacceptable harm to the integrity of these areas will be opposed. The River Corridors SPG provides further information about this.

4.4   Open space quality

4.4.1   A quality value assessment tool is in use by the Parks Service to assess the comparative condition and value of existing open spaces within their type. Proposals that affect open spaces of high quality and / or high value will be opposed.

Details of the assessment tool and up to date average scores can be provided on request.

4.5   Heritage or Nature Conservation Value of open space

4.5.1   Where built heritage exists within open space   (including scheduled ancient monuments, listed buildings or structures and registered historic parks and gardens), an assessment of these will be required in order to be able to determine the impact of the development on the heritage value of the site.

4.5.2   The Technical Guidance Note for Ecology & Biodiversity outlines how development proposals which affect nature conservation interests will be assessed and enlarges upon the statutory policy framework. In summary, an assessment requires the

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submission of sufficient detail to establish whether a development would harm the nature conservation value of the site. It will establish the acceptability of any proposed compensatory measures and whether the proposal can be conditioned to cause no harm to nature conservation interests during site development.

4.5.2   It is recommended that the Technical Guidance Note for Ecology & Biodiversity is referred to if a development proposal may affect, either directly or indirectly, nature conservation interests.

4.5.3   The Technical Guidance Note for Trees provides information on the impacts of development of new housing right up to the perimeter of woodland in existing areas of open space and how detrimental impacts can be mitigated. It will not be acceptable to propose structures or gardens so close to woodland that the edge trees require repeated pruning to make them acceptable to residents.

4.5.4   If adjacent woodland is Council-owned or is to be transferred to the Council under a planning agreement, there will be a presumption in favour of the Council taking over responsibility for any buffer zones provided to mitigate against the impact of the development on the woodland area, subject to commuted payments, but only if the layout of the development means that this is unavoidable. If the woodland is privately owned and is to remain in private ownership, it will not be appropriate for the buffer strip to transfer to the Council and in these circumstances the developer will be required to make alternative arrangements for the management and maintenance of the strip to the satisfaction of the planning authority. Appropriate accesses for management will be needed.

4.6   Compensatory Facilities

4.6.1   Where a development proposal involving the loss of open space would cause or exacerbate a local or city-wide deficiency of recreational open space, compensatory

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open space or an alternative provision of equivalent community benefit may be acceptable. Details of this are provided within the Planning Obligations SPG.

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5.0   Provision of open space in new developments

5.1   Standards of provision

5.1.1   This section is intended to provide developers with a clear set of guidelines for the provision and layout of open space, reinforced by more detailed information provided as appendices to this document. Each site will require an individual design solution but many of the guidelines remain applicable and should be followed.

5.1.2   The main aim of the design should be to create high quality open spaces of a meaningful size, which provide opportunities for active recreational use, contribute positively to the appearance and functioning of the development, provide biodiversity and other environmental benefits, and can be maintained in viable condition, adapting over time to the needs of the residents.

5.1.3   The quantity, quality and accessibility of new open space provision will be assessed against the standards determined in section 3.3. Detailed information of this assessment is provided in the Planning Obligations SPG.

5.2   Functional open space

5.2.1   The guidance relates primarily to design of functional open space (open space that is capable of providing a range of recreational use), which may include formal and informal sport, recreation, children's play and provision for teenagers although the balance of defined uses may change with time according to local demand.

5.2.2   On-site functional open space will normally be sought on development sites of more than 14 units. Areas of minimum size 0.08ha may be accepted as functional open space, although the Council will not normally adopt areas less than 0.2 hectares. Further details of this can be found in the Planning Obligations SPG.

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5.3   Other types of open space provision

5.3.1   Functional open spaces should be complemented by other areas of amenity or visual open space, which do not serve an active recreational function but provide ecological, visual amenity and many other benefits for the overall development. The aim should be to create a connecting network of green spaces throughout a development.

5.3.2   Open space provision on new residential development must meet the needs of future occupiers and the particular characteristics of the site. For example, if family housing is proposed, equipped children's play space will be required along with formal and informal functional open space for youths and adults. The aim should be to ensure that everyone has easy local access, by means other than the car, to formal and informal recreational facilities and open space.

5.3.3   In recent years, new open spaces provided as a result of new developments have reflected the positive and negative characteristics outlined in Table 4 below. A lack of new formal recreational provision in development has led to increasing reliance on existing areas of formal recreation which has increased the pressures on existing facilities.

Table 4: Positive and negative characteristics of new open space

Positive characteristics	Negative characteristics
• Improved interconnectivity between open spaces • Good provision of play areas for younger children	• Small or narrow open spaces offering limited recreational value • Very few large open spaces capable of supporting multi-functional use • Limited provision of formal recreation (spaces not large enough to support pitches, and little consideration given to the type of sport being provided, indoor or outdoor) • Lack of new allotment provision • Lack of teen provision and facilities for older children

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5.4   The design and layout of open space

5.4.1   All new open spaces should be designed by a qualified landscape architect, with the technical knowledge to understand:

- how the open space will serve the projected population

- the physical characteristics of the site and its impact on the design

- what measures will be required to protect the existing green infrastructure to be retained

- the technical design of each element, both hard and soft landscape

- the long term management and development of the open space over time.

5.4.2   The design principles laid out in Table 5, below should be used as a guide to achieve a successful open space development.

Table 5: Design principles for successful open space layout

1.   **Integrated design**
   Green infrastructure and open space should be integrated into the design process from the start, prior to determining layout of buildings.

2.   **Accessible location**
   Unless otherwise dictated by natural site features, the main open space should be positioned centrally or with easy access from all parts of the new development (and where appropriate other neighbouring developments), making it a central focal point. This will encourage use by the whole community and help orientate visitors.

3.   **Appropriate size**
   The main open space should be large enough to accommodate a range of recreational functions within an attractive landscape, enabling active recreation to take place at a sufficient distance from properties to minimise disturbance.

4.   **Good surveillance**
   Open spaces should be designed with a number of houses facing onto them to provide good natural surveillance to create a sense of ownership and safety. Areas that are tucked away in the corner of the site, or are behind housing should be avoided as this leads to long term problems of anti-social behaviour. Open spaces that are out of sight and difficult to access are seen as a threat rather than a positive asset by residents.

5.   **Intuitive layout**
   Within an open space the most active areas (eg play areas, teen areas, seating) should be in visible locations, but at a sufficient distance from properties to minimise disturbance (see notes on individual design elements). Open spaces should be designed to utilise desire lines, aligning footpaths to key routes, whilst seeking to retain usable space between footpaths. It should also be accessible for maintenance vehicles.

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6. **Multifunctional use**

   Open space should be multi-functional and flexible to take into account the differing needs of those living, working and visiting the area. The layout may evolve over time to reflect the changing needs of the population. For example, an area designated for formal recreation and pitches may become a more informal space as demand changes with time. Wherever possible an open space should provide a range of activities and benefits. Well-designed open space should seek to provide a valuable resource for improving health and wellbeing.

7. **Resilience and mitigation**

   Design of open space should seek to maximise opportunities to increase biodiversity, through the protection of existing habitat and development of new habitat where appropriate, and seeking to strengthen wildlife corridors and habitat connectivity to other open space, in line with the Ecology & Biodiversity TGN

   Open space may build in resilience to climate change, providing flood mitigation for extreme events to protect surrounding buildings and infrastructure. The primary function of the open space however should remain as a space that can be used actively for recreation, with well drained ground conditions allowing good drainage and recovery after extreme weather events. Design should ensure that water should not discharge from the open space into adjacent properties after rainfall.

8. **Integration of existing features**

   Wherever possible the open space should seek to retain and integrate the natural features and characteristics of the site in order to achieve a more character, whilst still being able to meeting the recreational requirements.

9. **Sustainability**

   Open space should be designed so it can be maintained to a high standard, without requiring expensive and time consuming operations. It should be designed using sustainable materials both in terms of sourcing and their durability over time, and have access for maintenance vehicles.

10. **Access for all**

    Open space should cater for the requirements of people with disabilities or other special requirements through appropriate and / or alternative provision. It should also cater for a wide variety of ages, to include provision for older people (e.g. appropriate seating) and children and young people (e.g. formal and informal play provision)

5.4.3   Size of Open Spaces

On new developments of over 50 houses, one open space should be sufficiently large to accommodate a range of recreational functions within an attractive environment, in preference to a number of small areas which can offer only limited recreational value.

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As a general guide the type of functions that need to be accommodated within an open space should dictate the minimum area of space required. For example a formal recreational space needs to consider size of pitches including runoff, circulation space, footpath access, planting / screening, other ancillary items such as changing rooms and parking. An open space containing a play area needs to consider not only the play area, but circulation space, planting, buffer zones to houses and other informal opportunities for play.

5.4.4   Detailed information about the design and layout of open spaces can found in the appendices as follows:

Appendix 1: Design and layout of open space

Appendix 2: Design and layout of formal sports provision in open space

Appendix 3: Design and layout of children's play provision in open space

Appendix 4: Design and layout of teen provision in open space

Appendix 5: Design and layout of allotment and community growing provision in open space

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6.0   Planning submission requirements for open space

6.1   Submission documents

6.1.1   Open space information submitted for planning consent should include the following

- Survey drawings and documents

- Layout drawings

- Detailed landscape drawings, including sections where required

- Levels information

Where Council adoption is to take place the following will also be required

- Technical construction drawings

- Specifications and bills of quantities / schedules where required

- Other supporting information, including technical details from suppliers, health and safety information where required

6.2   Detailed information required

6.2.1   As part of the planning application, detailed information will be required on the following where there is existing or proposed open space or green infrastructure:-

  o   Removal and retention of existing site features

  o   Ground levels and preparation [7]

  o   Drainage

  o   Soft Landscape Works

  o   Hard Landscape Works

  o   Timescale for implementation

  o   Management and Maintenance

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[7] Information should form part of the soil resource plan. See additional information in Soils and Development Technical Design Note.

The amount of information and stage of delivery will depend on the type of application, with outline applications requiring less information than full, hybrid or reserved matters applications.

A detailed checklist is provided in Appendix 8 to assist with compiling the required information.

7.0   Aftercare of open space

7.1   Options for aftercare

7.1.1   Three options exist for aftercare of open space and green infrastructure:

- **Adoption** and maintenance / management of open space / green infrastructure by the Council
  The ownership of the land will be transferred along with a commuted sum to pay for managing and maintaining the land for a set period of time, after which the responsibility for funding the aftercare will rest with the council.

- Maintenance / management of open space / green infrastructure by a **Private Management Company**
  The land remains in the ownership of the developer or another party and a private profit based business is appointed by the landowner, usually funded from a residents' service charge

- Maintenance / management of open space / green infrastructure by a **Community Land Trust** established for that purpose.
  Ownership of the land is transferred to a trust or not-for-profit organisation set up to manage a site in perpetuity, managed by a board of trustees, along with Council representatives, ward members, residents and other stakeholders. Funding may come from a variety of sources, including an initial endowment

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fund or residents' service charge, with additional funding derived from community events etc.

7.1.2   Within each of these options there may be variations in the way that management / maintenance is carried out, but in principle, option 1 would mean that ownership and responsibility for the land would be wholly vested with Cardiff Council. Options 2 and 3 would mean that the Council did not have ownership or responsibility for the land, but the Council would still retain responsibility for dealing with any planning issues arising from subsequent land use and overseeing drainage issues.

7.1.3   The aftercare arrangements for open space arising from new developments must take account of:

a) **Maintenance** - day to day physical operations to retain the environment in a clean usable condition

b) **Management** – both short term - dealing with public issues, e.g. pitch bookings, anti-social behaviour, working with residents, statutory authorities and local elected members; and long term investment to improve places/facilities over time in response to public need and changing priorities

c) **Infrastructure Investment** – repair, replacement and upgrading of assets e.g. play areas or key drainage components requiring larger capital sums of money

7.2   Key criteria for aftercare arrangements

7.2.1   Any aftercare arrangements for open space must satisfy the criteria outlined in Table 6, below.

Table 6: Criteria for aftercare arrangements

Aftercare arrangements must:
1. Cover all the elements within the open space including : • Sustainable drainage systems (SUDS)

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- Open space, including play areas, teen facilities, sports pitches and changing facilities, allotments and community growing
- Other green infrastructure (woodlands, hedges, grassland, managing protected species and other biodiversity)
- Managing public rights of way
- Highways landscapes, e.g. street tree planting and verges
- Other assets that may be included e.g. public art, other public realm (e.g. hard landscaped squares), permanent water features, seating, lighting, signage, bins and other site furniture

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2   Address all three essential levels of operational investment
- **Maintenance of assets** to retain them in a clean, functioning and usable condition
- **Management of assets**
   o   managing public events, anti-social behaviour, issues relating to trees or drainage, encroachment, liaison with sports clubs. ongoing liaison with police, statutory authorities, Local Members and the electorate. (These roles have traditionally carried out by Parks, Drainage and other Council service areas)
   o   long term development and improvement of the asset over time, in conjunction with the local community, to allow open spaces to reach their full potential and respond to the changing needs of the population
- **Infrastructure investment** over time through additional investment (e.g. play equipment, footpaths, tree replacement, drainage equipment) to ensure the open spaces continue to function at an optimum and safe level as equipment reaches 'end of life'.

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3.   Cater for community involvement, through the guidance of a community ranger or land manager, whose role would involve liaison with the community, and physical involvement of community groups, to influence how green infrastructure develops and is used over time)

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4.   Permit open public access rather than areas being 'owned' by local groups who may be funding their maintenance and not wish to see others use the open space areas

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5.   **Be financially sound,** with sufficient long term financial resources and planning to carry out all the above functions in perpetuity

7.3   Adoption by the Council

7.3.1   Appendix 6 provides detailed information about the process for Council adoption of open space.

7.4   Alternative arrangements for aftercare of open space

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7.4.1   If either the Private Management Company or Community Trust model is proposed for aftercare, a secure funding mechanism and a number of legal safeguards will need to be put in place.

7.4.2   **Funding –** a hybrid funding mechanism consisting of resident levy for maintenance, with a commuted sum paid by the developer for larger infrastructure projects would be preferable. Reliance on a resident levy for all funding could result in high and unpredictable costs for residents for replacement of infrastructure in future years.

7.4.3   Any funding mechanism, whether resident levy or commuted lump sum, needs to be protected should the company fail, rather than being lost as an asset to an appointed Administrator. The money needs to be available to employ another company or pay the Council to take on the work. In a similar way the land must be protected from passing to the Crown Estate in the event of company failure.

7.4.3   **Legal safeguards -** A legal mechanism will be required to provide step-in rights for the Council or residents in the event of failure of a management company / trust to survive financially or perform to a sufficiently high standard.

7.4.4   The financial and legal obligations for aftercare will be set out in the section 106 documents for each scheme. These will include the following details to be submitted to Cardiff Council for approval

Details required from developer on management and maintenance:
1. **Management scheme and type of organisation to be appointed** Management Scheme demonstrating how the long term management and maintenance of each open space will be delivered and the type of organisation (management company, community trust, community interest company or other entity) that will be designated to carry out the management / maintenance. 2. **Financial standing of appointed organisation**

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Demonstration that such organisation has sufficient financial standing to perform the obligations required to maintain the open spaces

3. **Proposals in the event of default**

Proposals for default in the event of such Management Scheme failing to become operational or being properly maintained in perpetuity

4. **Standard of maintenance**

The standard to which each open space will be maintained

5. **Access to open spaces**

Provision for access to each open space by

- residents in the development and the public at large

- Cardiff Council in order to inspect and monitor the standard to which it is being managed

6. **Named contact**

Details of a named manager responsible for liaising with Cardiff Council, residents and other parties including Ward Members

7. **Details of service and other charges**

Details of service charges, management or additional charges to be levied on buildings / residents within the development for the management and maintenance of the open spaces and the sustainable drainage system where applicable. This needs to clearly distinguish between charges attributable to the open spaces and the sustainable drainage system.

8. **Potential requirement for master-share membership or other instrument by the Council**

Where it is proposed that a third party is to manage the open spaces or SuDS the constitution, articles or other governing documents shall provide for (if required by Cardiff Council) a master share membership or other instrument to be dormant and activated only in the event of default by the third party of its management or maintenance obligations once the open space or SuDS scheme is transferred to it

9. **Step-in rights in the event of default**

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Step-in rights for Cardiff Council in the event of default by the owners / developer or their agents appointed to manage or properly maintain the open spaces, with the cost of so doing being a debt due to Cardiff Council on demand

Once the transfer has been completed to the appointed organisation responsible for management and maintenance, the following will be required :

1. a covenant to allow access to the public at all times and to manage the open spaces in accordance with the terms of the Management Scheme.

2. an obligation to grant appropriate easements in respect of the SUDS

3. an appropriate land registry restriction which shall appear on the tile to the Open Space, to safeguard that any successors in title to the Open Space are required to enter into a deed of covenant with Cardiff Council to observe and perform the terms of the approved Management Scheme

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8.0   Management of construction works affecting open space and green infrastructure on development sites

8.1   Planning the construction phase

8.1.1   The aim of the construction and management process is to translate the details agreed at planning stage through to delivery on site, both in terms of protecting existing green infrastructure, soils, trees and other elements, through to construction of new hard and soft landscape to the standard required for long term adoption or maintenance.

8.1.2   This process needs to take into account the significant change in personnel from the Planning to Construction phase. Information needs to be communicated clearly to the site manager of the principal contractor at pre-commencement stage (including demolition), and a structure put in place to enable this information to be passed to the other personnel involved in the construction process. This will also involve regular inspections, guidance and submission of monitoring reports as required from a consultant soil scientist, arboriculturist, ecologist and landscape designer / clerk of works, to overcome issues on site and demonstrate compliance with the planning documentation through. The process should also be monitored by Council inspectors.

8.1.3   Unless this process is carried out in a structured and effective way, the aims of the planning process in delivering open space and green infrastructure to the required standard are rarely achieved.

8.2   Monitoring of construction work

8.2.1   Monitoring will be required throughout the construction process and in particular at key stages :

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- To approve setting out of tree and other green infrastructure protection measures, prior to demolition and construction work (followed by ongoing monitoring)

- At setting up of site compounds and haul roads

- At the beginning of each new phase of the development

- On completion of subsoiling works on each open space and prior to top-soiling

- On commencement and completion of planting

- At practical completion of each open space

- At final completion and handover of each open space.

8.3 Key Documents

8.3.1 Construction Environmental Management Plan (CEMP)

This document should set out the management of the site during construction, including an implementation programme, traffic management, details of compound and plant/material storage, construction drainage scheme, and green infrastructure construction protection plan. A CEMP should be in accordance with any method statement / other documents approved for a European Protected Species (EPS) licence, or equivalent legislation.

8.3.2 Green Infrastructure Construction Protection Plan (GICPP)

This drawing or series of drawing should show the measures required on site during construction for protection of ecological, arboricultural, landscape, soil, open space, and SUDS, including existing elements and those proposed to be created and enhanced. The GICPP should accord with the approved Arboricultural Impact Assessment, Arboricultural Method Statement and Tree Protection Plan. A development should be carried out in full conformity with these unless otherwise agreed in writing with the Council. Further information on this requirement is provided within the Trees and Development Technical Guidance Note. A GICPP should be in accordance with any method statement / other documents approved for an EPS licence, or equivalent legislation.

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8.3.3   Soil Resources Survey and Plan

Open space schemes that involve protection, removal, movement, storage or amelioration of soils require submission of a soil resource survey (SRS) and soil resource plan (SRP). This should accord with the "Construction Code of Practice for the Sustainable Use of Soils on Construction Sites" (Defra 2009 or any subsequent updates). For further information see Soils and Development Technical Guidance Note.

8.3.4   Strategic Green Infrastructure Management Strategy (SGIMS)

This document should set out details of the delivery, establishment and ongoing management, monitoring of green infrastructure.

8.4   Site Protection

8.4.1   Areas of existing green infrastructure including open space or protected habitats should be fenced off by the developer during construction works unless the developer receives prior consent of the Council. This should be set out in the Green Infrastructure Construction Protection Plan (GICPP) and the Construction Environmental Management Plan.

8.5   Locating of Site Compounds

8.5.1   The location of site compounds, parking and storage areas on land designated for open space or other retained green infrastructure areas leads to long term problems with compaction and damage to soil structure, which often prove difficult and expensive to alleviate. This results in long term drainage issues and difficulty establishing trees and other vegetation.

8.5.2   On greenfield sites it is of major benefit to retain land for new open space in its original 'agricultural' form where a soil profile and drainage has been built up over a

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considerable length of time, rather than stripping topsoil, compacting the site and then seeking to rebuild it, which can be expensive, time consuming and often unsuccessful. Locating compounds and haul roads on areas which will end up as hard construction (housing or roads) is the preferred option.

8.5.3   Unless agreed in writing with the Council, the developer should avoid locating the builders compound, storage area, parking area or access road on any part of the green infrastructure, including land designated for building open space where it is already formed from topsoil, subsoil or laid to soft landscape. Should construction be permitted on the above areas, a detailed specification demonstrating how the area can provide free draining open space will be required, in accordance with the soil resources plan.

8.5.4   Where land designated for building open space is currently laid to a hard surface or building foundations, the same applies once the hard surfacing and or foundations have been removed and construction of the open space has commenced, including preparation for subsoiling.

8.6   Protection of Council-owned trees on or adjacent to the development site

8.6.1   Trees owned by the Council within or adjacent to the site which could be impacted by the development <u>must</u> be given suitable protection in accordance with the Tree Protection Plan and other documents. This should include the following:

- Inclusion of Council owned trees in any Arboricultural Impact Assessment, Arboricultural Method Statement and Tree Protection Plan, with details of monitoring during construction by an arboriculturist or suitably qualified person until final completion. This should demonstrate how the approved tree protection measures have been complied with

- Notification to the Parks or Tree Protection Officer that Council owned trees may be impacted by the development

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- Prior to any work including demolition, commencing on site the developer shall meet with a Tree Officer from the Council having served a minimum seven days' notice period to agree tree protection measures set out on site

- Builders' compound, temporary buildings, storage area, parking area or access road shall not be located within the agreed root protection area or other area specified within the Tree Protection Plan during construction, unless otherwise agreed in writing with the Council.

8.6.2   If in the opinion of the Council, the Developer fails to comply with the obligations set out in the approved Arboricultural Method Statement and Tree Protection Plan and pre-start tree protection meeting, resulting in damage to Council Trees on or adjacent to the site, the Council may provide a written assessment of the damage and costs of rectifying this based upon the CAVAT method, with the cost of doing so being due from the Developer to the Council on demand.

8.7   Invasive non-native species on development sites

8.7.1   Invasive non-native species are those that have been introduced to the UK, are well suited to the conditions available, and having few or no control mechanisms, spread rapidly, causing economic, social or ecological problems in many locations.

8.7.2   Invasive species are designated under the Wildlife and Countryside Act 1981 (Part II of Schedule 9 and any subsequent updates) and include Japanese Knotweed, Himalayan Balsam, Giant Hogweed, Ragwort and *Rhododendron ponticum*. A current list of Invasive species is available from the INNS (Invasive non-native species) website[8].

8.7.3   Correct disposal and management of plant material from invasive species in accordance with the current best practice is vital in order to:

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[8] NNNS www.nonnativespecies.org

a) Prevent spread within the site and avoid long term contamination of public/private spaces

b) Prevent spread beyond the site

8.7.4 If in doubt the developer should always contact the relevant agency for advice on current requirements for disposal and treatment (including chemical control, composting, burning, burial on site, transfer and disposal of materials including ash to licenced landfill sites). There are also a number of key publications that are referenced below[9].

8.7.5 Japanese knotweed in particular has the potential to create long term issues both physically on site and in terms of adversely affecting sale of properties unless the correct measures are put in place.

8.7.6 Detailed information about treatment of invasive non-native plant species is provided in Appendix 7.

8.8 Services and easements within open space

8.8.1 The following services and / or easements shall not pass over, under, upon or through the open space / green infrastructure without the written consent of the Council

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[9] **Useful guidance on invasive weed control is available from**
    1 PCA Guidance Note "Legislation and Policy for Invasive Non-native Plant Species including Japanese Knotweed"
    2 Welsh Government "Species Control Provisions" January 2016 (currently draft code of practice)
Treatment of Japanese Knotweed should be carried out in accordance with the following documents:
    1 "The Control of Japanese Knotweed in Construction and Landscape Contracts" (Welsh Government 2011 - download available from www.wales.gov)
    2 "Japanese Knotweed and Residential Property" (RICS 2012 - download available from www.rics.org for RICS members)
    3 Property Care Association "Code of Practice for the Management of Japanese Knotweed"
Treatment of Himalayan Balsam should be carried out in a accordance with the following documents:
    1 Property Care Association "Guidance Note on treatment of Himalayan Balsam"
    2 Kelly, Maguire and Cosgrove (2008) Best practice Guidelines Himalayan Balsam"
Treatment of Giant Hogweed should be carried out in a accordance with the following documents:
    1 Property Care Association "Guidance Note on treatment of Giant Hogweed"
    2 2 Kelly, Maguire and Cosgrove (2008) Best practice Guidelines Giant Hogweed"

Other info is available from NRW (Natural Resources Wales) and RICS (Royal Institute of Chartered Surveyors)

- The route of any pipe, sewer, drain, watercourse, cable, wire or other conduit for the provision of electricity gas, water, telecommunications, or drainage for the development

- Easement or wayleave for the provision, maintenance or replacement of any services

8.8.2   Where installation of services or a wayleave are approved by the Council the following information will be required:

- The method of working and programme of works to be utilised in providing maintaining or replacing the services

- The method of reinstatement of land to its original condition or better following completion of works

- The Developer will need to contact the Council to establish whether a licence or permit to work is required

8.8.3   All works in involved in providing maintaining and or replacing services shall be carried out expeditiously and with as little damage as possible. The open space or green infrastructure should be reinstated without delay and to the complete satisfaction of the Council.

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Appendices

Appendix 1   **Additional guidance on the design and layout of open space**

Appendix 2   **Guidance on the design, layout and management of new sports provision**

Appendix 3   **Guidance on the design layout and maintenance of children's play provision**

Appendix 4   **Guidance on provision for teenagers and older children**

Appendix 5   **Guidance on provision of allotments and community growing areas**

Appendix 6   **Adoption process for open space**

Appendix 7   **Treatment of invasive non-native plant species on development sites**

Appendix 8   **Planning Checklists**

Appendix 1:   Additional guidance on the design and layout of open space

A1.1   General

This Appendix provides supplementary information about the general design and layout of open space under the following headings:

A1.2   Footpaths and surface treatments

A1.3   Fences and boundaries

A1.4   Seats

A1.5   Litter bins

A1.6   Ground modelling and drainage

A1.7   Soft landscape

A1.2   Footpaths and surface treatments

a) Generally:

Footpath design should consider access by maintenance vehicles, as well as pedestrians, ensuring that paths designed to carry vehicular movement are of correct construction depth and width.

b) Shared use

Footpaths designed for dual use for pedestrians and cyclists should be designed and laid out to maximise safety and avoid traffic clash

c) Recommended path widths

On busy routes, passing places are particularly important. Where appropriate these may also provide seating. Paths alongside buildings should be designed to take account of windows that open outwards.

Type	Maintenance access required along path	Minimum width (preferred width)	Access for all
Footpath	No	1.2m (1.8m)	2.0m allows room for 2 wheelchairs, or two

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Type	Maintenance access required along path	Minimum width (preferred width)	Access for all
Footpath	Yes	2.2m (2.5m)	people, side by side. 1.5m allows room for 1 wheelchair plus 1 pedestrian alongside. 1.0m allows room for 1 wheelchair with no room alongside
Shared use path	Yes	3m (4m on busy routes)	

d) Footpath materials

Surface materials for paths and hard surfaces should be carefully chosen to ensure safe and comfortable access. Path surfaces should be well constructed to give a firm, non-slip (when wet or dry), level access.

Tarmac, resin-bound or resin-bonded gravel, paving slabs and textured concrete provide a solid surface. Loose or uneven materials, such as gravel, stonedust, cobbles, uneven paviours should not be used for main circulation routes.

Surface type	Positive attributes	Negative attributes
Tarmac / bitmac	Cost effective and durable	Not particularly attractive
Resin bound gravel	Durable and decorative	Relatively expensive to lay
Resin bonded gravel	Durable and decorative	Relatively expensive to lay (less expensive than resin bound gravel but reduced durability)
Stonedust	Low key and inexpensive	Prone to erosion and weed growth, requires regular topping up, unsuitable for areas of wear or damp

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Surface type	Positive attributes	Negative attributes
Hoggin or self binding gravel	Low key and relatively inexpensive, more durable than stonedust	Similar to stonedust

e) Footpath edging

All footpaths should be designed with a retaining edge or kerb. This provides long term strength and durability to the footpath structure. Pin kerb and brick edging are the preferred option. Timber edging is cheaper but less durable and requires more regular replacement.

f) Access for people with a disability

To achieve a good standard of inclusive design, wherever possible, paths should be designed to be accessible to people with sensory impairments and limited mobility. These notes are intended as a basic guide and not as detailed specifications. It is essential that any design conforms to current Building Regulations.

Gradients, camber and steps can impact on users with limited mobility.

Gradients are potentially hazardous and exhausting:

- 1:15 - recommended maximum gradient
- 1:20 - preferred maximum gradient.

A gradient of 1:12 is the maximum given in the British Standards, but in practice this gradient is too steep for many people, particularly older people and wheelchair users with limited upper body strength. The gradient and length of slope must be considered together.

At times, a slightly steeper gradient over a shorter distance may be more acceptable than a gentler one over a long distance. Sustained gradients of more than 1:20 must be interrupted by level resting platforms (approximately 1.8m long) at maximum intervals of 30m.

Handrails may be required for steeper slopes

The **camber** of paths can make them awkward to use:

- 1:50 - recommended maximum

- 1:100 - preferred maximum

Cambers present difficulties for both wheelchair users and people with visual impairments.

Steps are difficult for many people with disabilities and usually impossible for wheelchair users. However for some people steps are preferable to ramps. Careful design of steps is important to ensure that they are as accessible as possible. Steps should be uniform within a series, with consistent risers and treads. Single steps should be avoided as these are easily overlooked. Ramped or angled steps are difficult for most people to use. It is essential that any design meets current Building Regulations.

A1.3   Fencing and boundaries

a) Generally

Clear differentiation is required between public and private space through well designed boundary treatments. Fencing should be appropriate for the purpose for which it is installed.

All fencing adjacent to grass or planting should have a minimum 300mm wide mowing trim (concrete or block paved) to reduce maintenance input

b) Types of fencing and boundary treatment

Type	Purpose of fence	Height of fence	Detail available
Vertical bar railings	Secure perimeter fence for open space	1.8 – 2.1m	Yes

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Type	Purpose of fence	Height of fence	Detail available
Steel post and rail (two and three bar fences) Timber post and rail may be acceptable in some sites, depending on potential level of vandalism	Barrier perimeter fence for unsecured open space	1.0 – 1.5m	Yes
Steel bowtop fence	Play area surround	1.2m	Yes
Coated Weldmesh fence	Play area surround	1.2m	Yes
Coated Weldmesh boundary fence	Used where security is important or fence is designed to be unobtrusive	1.8 – 2.4m	Yes
Palisade security fence – galvanised or coated finish. Green coated finishes preferable to plain galvanised but depends on location	Used where security is important (e.g. around allotments) Style of pale to be appropriate to location and function of fence	1.8 – 3m	Yes
Knee rails (steel only to be used on sites to be adopted)	Vehicle prevention around unsecured open space	Up to 500mm	Yes

c) **Fixes and Finishes**

Anti-tamper fixings should be used to reduce the risk of removal of individual elements.

d) **Paint Finishes**

Paint finishes used on railings, equipment or other structures must be durable to prevent the need for regular repainting. These include factory applied powder coated paint systems. Detailed specifications for durable paint finishes are available from the Parks Service on request.

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e) Hedges and planted boundaries

The use of the centreline of existing or new hedgerows to demarcate public / private property boundaries should be avoided as this rarely results in successful retention of the hedge and frequently causes disputes over the exact line of the property boundary after the development has been completed.

Retained hedges should be fully incorporated into the open space layout and given adequate space to ensure they can be maintained in good condition.

f) Gates

Pedestrian and maintenance access to an open space must be considered from an early stage in the design process.

A vehicle access gate should be minimum 3.5m – 4.5m wide depending on ease of access and type of vehicle, to enable vehicles to enter without damage. Gates should be lockable (e.g. with sliding bolt and padlock loop) to prevent unauthorised vehicle access. Access off a pavement or road will require drop kerbing. Where vehicles are required to park at the entrance, or on wet ground, ground reinforcement should be installed, particularly on wet sites.

The alternative for vehicle access is use of drop bollards. Again these should be lockable to prevent unauthorised access and be located adjacent to a drop kerb.

Gate design for pedestrian access may vary depending on the site. Consideration should be given to access by pushchairs and mobility vehicles. For gates in play areas see design section on play provision.

Control of bikes and motorbikes onto open space is often an issue. Most barriers designed to prevent motorbike also prevent wheelchair access, so should be

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used with care. A chicane type design will still allow access but slow down any bikes or motorbikes entering an open space.

A1.4 Seating

a) Selection of seating

In addition to appearance, factors to consider when choosing seats include durability, usability in different weather conditions (wet, dry or hot), ease of maintenance and repair and accessibility for people with disability. Seating with backs and armrests will be more appropriate for older and less mobile users. Bench seating may attract younger users.

b) Seating materials

Material	Positive attributes	Negative attributes
Galvanised painted steel	Long lasting and resistant to vandalism	Can be hot in very exposed sunny locations
Galvanised painted steel and timber	Attractive and can be durable given correct choice of timber	Less durable and more vulnerable to vandalism that steel only
Timber	Attractive and can be durable given correct choice of timber	Not suitable in locations subject to significant vandalism
Recycled plastic	When well designed and constructed can be attractive and durable	Recycled plastic without steel core subject to warping. Can be vulnerable to arson
Stone or concrete	Long lasting and resistant to vandalism	Can be uncomfortable for long periods of sitting. Prone to graffiti

c) Location of seating

Although seating adjacent to paths will be the most accessible location, seating should also be considered in other parts of the open space to provide choice of a less public and busy location

d) Installation of seating

Seats or benches should be placed on a hard surface extending minimum 0.6m in front of the bench to avoid ground erosion and allow access in wet conditions. Any surfacing around the seat should connect to any adjacent path or hard surface. The seat base should also extend 1.5m to one side to accommodate wheelchair users and pushchairs, if the seat is in an accessible location.

e) Other styles of seating

Picnic benches are a useful addition within the open space and play areas, encouraging group use and wider use of the open space.

A1.5 Litter bins

a) Generally

In order to avoid littering within open spaces, a sufficient number of bins in key locations are required to allow easy disposal of waste by public. Litter bins should allow the use of a plastic disposable liner to allow use for both litter and dog waste. Separate dog waste bins are not required.

b) Location of bins

Bins should be placed in locations that can be easily accessed by collection vehicles, to reduce maintenance times and manual handling. Preferred locations are adjacent to entrances or along footpaths wide enough to take maintenance vehicles. Bins placed in the highway directly outside open spaces should also be considered.

Litter bins located directly adjacent to seating cause nuisance, particularly in summer due to insects and odour. Bins should be placed at least 1m from seating.

Litter bins within play areas provide an important role but must be accompanied by additional bins within the main open space to discourage dog waste being placed within play areas where it can cause a health issue

c) **Size and style of litter bins**

Bins should be of sufficient capacity (90 litres or more) to reduce the frequency of emptying. Covered bins are preferred to prevent unwanted littering by birds or squirrels. The Council can provide a specification for the standard bins used within Cardiff parks.

d) **Installation of litter bins**

For ease of maintenance and avoidance of damage by mowers, bins should be placed on a hard surface extending a minimum 75mm beyond the perimeter of the bin.

e) **Recycling**

Recycling bins within open spaces may become increasingly important but will only be effective if collection methods allow segregation of materials.

A1.6   Ground Modelling and Drainage in Open Spaces

a) **Ground modelling**

The levels and contours of an open space need to be considered in detail during the design and construction process. This is to provide an open space that can be used by the public, enable maintenance to be carried out easily and safely and

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avoid discharge of water from the open space into adjacent properties at a lower level

Both levels within the open space and those of adjacent properties/roads being constructed need to considered in tandem. Open spaces should not be used to make up any variations resulting from incorrect levels on housing or highway areas. This can result in open space with banking, increased gradients or absence of a level area, which can adversely affect its use for recreation, as well as leading to increased drainage problems.

When constructing banks and other features on gradients it is important to consider the maintenance implications of such designs. Based on current legislation and experience the following are general rules for maximum gradients on banks using different types of machinery.

Tractor mowers   and ride-on mowers - 15 degrees

Pedestrian mower and strimming – 30 degrees

Slopes over 30 degrees requires a side arm flail or remote control mower

b) **Drainage**

Good drainage, allowing use of an open space throughout the year (except in very wet conditions) is essential. On a number of sites, particularly those with heavy soil, capping over contaminated material or compacted subsoil due to site operations, lack of drainage can create many problems, making the area unusable for large parts of the year. With potential of open space for SUDS use the balance between open space and drainage is even more critical.

A design should ensure that

- footpaths remain free from regular flooding, being raised if required
- play areas are set at a level that prevents safety surfacing (and timber equipment) being regularly saturated, leading to deterioration and need for regular replacement

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- where pitches or grass kickabout areas are to be laid, the developer should provide a field drainage system of a design approved by the Council unless the site is known to be free draining

- a mechanism is put in place to allow water to be drained from the main open space, through piped drainage to an outlet, discharge to an existing stream or collection within a SUDS basin. Drainage from open space to a highway drainage system via a gully will not be accepted due to problems this creates with Welsh Water adoption.

A1.7   Soft Landscape in Open Spaces

a)   Generally

All landscape soft works should be designed by a landscape architect and carried out in accordance with the following British Standards or updated versions

BS 4428:1989 Code of Practice for general landscape operations

BS 8545 : 2014 Trees: from nursery to independence in the landscape

BS 3936 -1:1992 - Nursery stock : Specification for trees and shrubs

BS 3936 -2:1990 - Nursery stock : Specification for roses

BS 3936 -9:1998 - Nursery stock : Specification for bulbs, corms, tubers

BS 3882 : 2015 Specification for Topsoil

b)   Soil Depths for Planting

Soiling for planting and seeding shall be in accordance with Soil Resources Plan for scheme and the Council's Technical Guidance Note on Soils.

Soils should be derived from existing soils on site, or imported. For use and amelioration of existing soils, and importation of new soils, see Council's Technical Guidance Note on Soils. All imported topsoil should comply with BS3882 and BS4428 and be approved by the soil scientist or landscape architect.

General guidance for topsoil and subsoil depths given below:

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Type of planting	Recommended soil depths
Tree planting	• 300m topsoil over 600mm subsoil •
Shrub and herbaceous planting, hedges	• 300m topsoil over 300mm subsoil
Amenity Grass and Bulb areas	• 150m topsoil over 150mm subsoil
Wildflower meadow	• 300mm subsoil, or 150m low fertility topsoil over 150mm subsoil

c) Timing for landscape operations

Planting Times

- Deciduous trees and shrubs: Late October to late March.

- Conifers and evergreens: September/ October or April/ May

- Herbaceous plants : September/ October or March/ April

- Container grown plants: Any time if ground and weather conditions are favourable. Ensure that adequate watering and weed control is provided if planted out of season

- Dried bulbs, corms and tubers: September/ October, except Colchicum (crocus): July/ August

- Green bulbs: After flowering in spring

Works to be carried out when soil and weather conditions are suitable. Do not plant during periods of frost, waterlogging or strong winds.

d) Planting plans and implementation

All planting to be set out in a detailed scaled planting plan with plant schedule, showing species, sizes, container size/type, planting distance or density. Whenever possible this should be designed as part of the main planning

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application. Any proposed substitutions of plant species or specification to be approved prior to planting

All shrub planting beds to receive 75mm depth amenity bark mulch applied after watering. Finished level of mulch to be 30mm below adjacent grassed or paved areas. Plants to be watered after planting and during dry periods until established.

Where adoption by the Council is due to take place notice shall be given at setting out, delivery of plants and trees, and completion of planting to allow a site inspection to be made.

All planting to be adopted by the Council shall be maintained for a minimum of twelve months prior following planting, with any defective plants replaced prior to adoption.

e) **Tree planting in open spaces**

For information about tree planting see Trees and Development Technical Design Note. On sites to be adopted by the Council liaison should take place with the Parks Tree or Design sections.

Appendix 2:   Guidance on the design, layout and management of new sports provision

A2.1   General

This Appendix is intended to provide developers with a clear set of guidelines for formal sports provision in new developments.

A2.2   The rationale for provision

The opportunity to participate in sport is an important component of a sustainable community and the needs of sport should be given appropriate consideration and significant weight in the development process.

New development will generate increased and varied demands for sport which will need to be accommodated through the enhancement of existing facilities or the provision of new ones. Existing facilities will also require protection. Given the areas of land involved, attention to sport in the early master planning and design of developments is essential to secure the required level of provision and achieve a good level of public participation in sport.

A2.3   Types of sports provision

Sporting provision may comprise of the following:
*   Formal indoor facilities, such as leisure centres (Council, private or community run), or shared school / club facilities (providing opportunities for gyms, exercise classes, badminton, squash etc.)
*   External grass pitches (including football, rugby, hockey, cricket, baseball, rounders, lacrosse)
*   Artificial outdoor sports facilities i.e. 3G or 4G pitches
*   Other facilities e.g. tennis courts, MUGAs, bowling greens, basketball, fitness equipment

New developments will need to provide sporting opportunities through a combination of significant areas of land set aside for pitches, combined with artificial

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pitches that can cater for higher intensity use, and potential for indoor facilities, either community based or commercially run.

A2.4   Principles for successful sporting provision in new developments

The table below sets out principles for successful sports provision in new developments

Good sports provision should:	
1. Meet the needs of the whole local community	Provision should offer a wide range of facilities, both indoor and outdoor within the locality
2. Be based on local need	Provision of new sporting facilities or upgrading of existing should be based on a detailed assessment of existing sporting provision and an assessment of the facilities required to serve the new population.
3. Be well located	Sports facilities should be located in prominent positions in the new development, raising awareness of their existence, inspiring people to use them and ensuring they can become focal points for the community and social interaction. They should be physically accessible for a wide range of people through sustainable transport, with good pedestrian, cycle and public transport access
4. Be located in multi-sport hubs or clusters to allow sharing of facilities	Multiple sports, recreation and other facilities should be co-located together whenever possible to create a multi-sport hub, to allow a choice of activity in one location, and promote the efficient shared management of facilities. Alternatively they may be located with other actively used destinations, such as schools or other community facilities. Where parking is required attempts should be made to share facilities with other uses.
5. Be integrated into the wider network of green space	Formal pitches should be integrated within a broader landscape framework to create an attractive open space providing a variety of formal and informal recreational functions. A site should satisfy a number of physical requirements in order to achieve its full potential : avoiding very exposed windy locations, be reasonably level or with space

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Good sports provision should:	
	to create a level surface, have suitable ground conditions – stable, uncontaminated, good depth of soil, good drainage or potential for a drainage system; availability of services where lighting or changing rooms are required.
6. Be located to take account of adjacent residents	Location of formal sports and leisure facilities needs to be considered in relation to adjoining residential areas in order to minimise noise, light spillage from floodlighting and increased traffic volumes, whilst maximising positive features such as natural surveillance. Any potential conflicts of users with adjoining properties should be appropriately managed and avoided through good design.
7. Be fit for purpose	Sports facilities need to be fit for purpose and be designed to accord with appropriate best practice (with reference to guidance from Sport England, National Governing Bodies of Sport and other organisations such as Fields in Trust).
8. Requirements for changing rooms and other facilities	Provision of any sports facility should consider the requirements for changing rooms, storage for equipment, lighting and accompanying social facilities. For example adult senior pitches will require changing rooms
9. Be viable in terms of long term maintenance and management	Viability, management and long-term maintenance of any sporting facility needs to be demonstrated, considering issues such as retaining grass pitches in a good condition, particularly if subject to flooding, and the capital investment required to ensure that sporting facilities remain in a good condition over a long period, and where this funding will be sourced from.

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A2.5   Dual Use Facilities

Opportunities may exist for joint use of facilities with schools or private sports clubs, through negotiation of a Community Use Agreement to make them available to the general public. But in order to be considered as providing part of the formal recreational allocation for any new development, there has to be certainty that facilities located within the school or club will be available for community use in perpetuity (or as long as the school or club is present) and will be maintained in a good condition.

a)   The benefits of dual use facilities

Developing sites with dual sports facilities has many benefits for all parties. School sports facilities and playing fields can be designed to enable use by pupils in schools hours and by the wider community in the evenings and weekends. This can be achieved when designing new schools, or improving existing ones.

Avoidance of the need to construct and maintain two sets of facilities can result in a significant cost saving, through:

- reduced land take, releasing land for other uses such as housing or open space
- reduced construction costs whilst being able to invest in higher quality facilities
- reduced maintenance costs

For the school or club, dual use has a number of potential benefits

- Improved facilities due to greater investment
- The potential to generate an income stream for the school or club
- Specifically in the case of schools
  - Improved health of pupils and staff resulting from facilities
  - A reduction in the risk of vandalism and anti-social behaviour after school hours through indirect supervision of people using the facilities

b)   Dual use facilities in Cardiff schools

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There are a number of barriers to the use of dual facilities in Cardiff schools:

- The need to maintain a secure environment (particularly in primary schools)

- The difficulty in guaranteeing long term availability if schools opt out of local authority control or a new head teacher declines to support the dual use approach

- Threat of school expansion leading to sporting facilities being built on.

- Costs of opening school facilities for a longer period to allow dual use often seen as prohibitive to schools / clubs without additional funding.

In Cardiff the current policy approach is to consider school dual use provision as an 'add-on' to open space, not a replacement for it.

If provision of sport for community use is made within a school this will not result in a reduction in the Education contribution. Any additional requirements arising from sharing of a sports facility (e.g. parking, changing facilities, funds for additional maintenance) have to be funded separately.

If this position changes in future or a dual use design is employed in a school, the following considerations should be taken into account.

c) **Designing for dual use**

When opening up school facilities for community use it is essential that both the needs of the users and the school are considered. Clubs and groups need to gain access easily and feel welcome, and at the same time schools need to be able to maintain their security and ability to deliver their core business[10].

- The level, type and size of sports facilities that will be required by the school and general community

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[10] Further useful information on this subject can be found on the Sport England website – https://www.sportengland.org/media/4363/planning-bulletin-16.pdf and https://www.sportengland.org/media/4468/successful-management-of-dual-use-cricket-and-football-sites-12256.pdf

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- The design and construction methods that will produce durable high quality facilities for both sets of users

- The design of changing facilities for joint use

- How the security of the school can be managed

- How the facilities can be grouped to achieve better separation between the community users and the school population

- How the facilities can be designed for inclusive use

The table below provides design requirements for dual use facilities in schools or clubs.

Design requirements for dual use sports facilities	
Site entrance	• Clear signage • Safe and well-lit routes for pedestrians, cyclists and cars
Reception	• A welcoming space with area to answer queries and monitor security • Logical routes from reception to changing rooms
Changing rooms	• Clean and comfortable • Cubicle showers and access to lockers • Outdoor changing with direct access to sports pitches and courts • Accessible changing space. • Flexible changing suites to allow use for team changing at certain times as well as individual male and female changing.
Zoning	• Cluster community facilities together • Ensure the ability to isolate security, heating and lighting systems.
Clubs	• Separate team and official changing rooms for competitions • Access to a meeting/coaching room • Secure storage for equipment • Noticeboard or area to promote their sessions.
Spectators/viewing	• Suitable space for parents/spectators to meet and spectate
Safety	• Practical spaces that are clutter and equipment free • Easy to clean - especially sports floors and outdoor surfaces • Well maintained services (lighting and equipment).

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Design requirements for dual use sports facilities	
Efficient/running costs	• Energy saving design (automatic lighting, flexible use of spaces, use of renewable technologies etc) • Recycling waste points • Clear signage to encourage community users to save energy.

A2.6 Sporting Hubs

Community sporting hubs provide an integrated home for sport, often bringing a number of different sports together. They are usually based around a sport centre, community centre, school, or playing field pavilion. In some cases a community sport hub combines a number of these places in one location, or it may centre on a single-venue hosting many clubs.

The sporting hub provides a sustainable community-led environment for local sport. When associated with a strong club structure, this can also provide a key focal point for a community, both sporting and social. This is particularly valuable in creating a sense of identity and community within a new development, therefore it is important that potential organisations/clubs and locations for sport are involved at an early stage in the development process.

A2.7 Outdoor pitch provision

The table below provides general information on requirements for outdoor pitch provision.

Outdoor pitch provision requirements	
1. A level site	**Maximum gradient 1:80-1:100 lengthways, or 1:40-1:50 across the pitch** Although a slight gradient can encourage surface water to run off and improve drainage (especially on clay or silt soil), pitches should be located on reasonably level ground More steeply sloping pitches makes it difficult for players. The

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Outdoor pitch provision requirements	
	problem is best avoided by selecting a suitable site at the outset, or by using cut and fill to create terracing, although this is a more expensive option.
2. Good drainage	**Pitches should be located on well drained ground, capable of supporting use twice a week during winter without significantly deteriorating.** Drainage plays a major role in the quality of surface and reasonable drainage is an essential requirement for natural turf. If on a flood plain the area should be subject to a flood risk of 1:100 years or less. A drainage scheme may be required to remove excess water from the surface or to lower a water table. Drainage types include pipe, slit or blanket. The type of drainage scheme will depend on many factors including intensity of use, underlying substrate and topsoil/subsoil type, and should be designed by a suitably qualified person and in conjunction with the soil resource plan. Further information can be obtained from organisations such as Sport England or the Sports and Play Construction Association.
3. Pitch Orientation	**Recommended playing direction for pitches is approximately north (between 285° and 20°) / south** This will minimise the effect of a setting sun on the players
4. Ground reinforcement	**Reinforcement of areas of wear** If the pitches are to be marked out in the same place year on year, consideration should be given to some type of ground reinforcement so that wear of heavily used areas in the winter months can be managed.

A2.8   Outdoor sports pitch sizes

The table below shows the range of playing pitch sizes for different sports. The sizes shown are for Recreational facilities. For sizes of Club and County / Regional pitches other guidance should be sought from sporting governing bodies.

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Football (soccer) pitch sizes[11]					
Age Grouping	**Team size**	**Recommended Dimensions without runoff Length x width**	**Min / Max Dimensions without runoff Length x width**	**Recommended Dimensions including runoff Length x Width**	**Max / min Dimensions including runoff Length x Width**
Mini-Soccer U7/U8	5 v 5	37 x 27m	**Min** 27.45 x 18.3m **Max** 45.75 x 27.45m	43 x 33m	
Mini-soccer U9/U10	7 v 7	55 x 37m	**Min** 45.75 x 27.45m **Max** 54.9 x 36.6m	61 x 43m	
Youth U11/U12	9 v 9	73 x 46m	**Min** 68.25 x 42m **Max** 82 x 50.77m	79 x 52m	**Min** 71.91 x 49.12m **Max** 88 x 56.77m
Youth U13/U14	11 v 11	82 x 50m	**Min** 72.8 x 45.5m **Max** 91 x 56m	88 x 56m	**Min** 76.46 x 49.16m **Max** 97 x 62m
Youth U15/U16	11 v 11	91 x 55m	**Min** 82.3 x 45.5m **Max** 100.6 x 64m	97 x 61m	**Min** 85.96 x 49.16m **Max** 106.6 x 70m
Youth U17/U18	11 v 11	100 x 64m	**Min** 90 x 45.5m **Max** 120 x 90m	106 x 70m	**Min** 93.66 x 49.16m **Max** 126 x 96m
Adult	11 v 11	100 x 64m	**Min** 90 x 45.5m **Max** 120 x 90m	106 x 70m	**Min** 93.66 x 49.16m **Max** 126 x 96m

Rugby Football Union pitch sizes[12]		
Age Grouping	**Recommended Dimensions without runoff but including in-goal area Length x width**	**Recommended Dimensions including in-goal area and runoff Length x Width**
Mini Rugby U7/U8	**60 x 30m**	**70 x 40m**
Mini Rugby U9/U10	**60 x 35m**	**70 x 45m**

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[11] Information from FA website: http://www.thefa.com/my-football/football-volunteers/runningaclub/yourfacilities/technicalstandards
[12] Information from WRU website: http://www.wru.co.uk/downloads/GrassPitches.pdf

Midi rugby U11/U12	**70 x 43m**	**80 x 53m**
Senior and adult	**144 x 70m**	**154 x 80m**

Cricket Table and outfield sizes[13]

Age Grouping	Size	Recommended Dimensions Recreational Cricket	Recommended Dimensions Club Cricket
Adult (Recreational)	6 pitch	111.56 x 106.69m	111.56 x 106.69m
Adult (Recreational)	9 pitch	111.56 x 115.84m	111.56 x 115.84m
Adult (Recreational)	12 pitch	111.56 x 128.04m	111.56 x 128.04m

Other sports pitch sizes[12]

Age Grouping	Recommended Dimensions without runoff Length x width	Recommended Dimensions including runoff Length x Width
Hockey		
Mini-Hockey (7 v 7)	55 x 43m	63 x 50.7m
Senior Hockey (11 v 11)	91.4 x 55m	101.4 x 63m
Lacrosse		
All ages	100 x 55m (Men) 100 x 50m to 122 x 60m (Women)	106 x 61m (Men) 106 x 56m to 128 x 66m (Women)
Baseball		
U13	21.34 x 21.34m	73.16 x 73.17m
U16	24.38 x 24.38m	88.4 x 88.4m
Adult	27.43 x 27.43m	115.82 x 115.82m
Basketball		
All ages	26 x 14m min 28 x 15m preferred 13 x 14m Half Court	30.1 x 18.1 x 7m min 32.1 x 19.1 x 7m preferred
Tennis		
All ages	23.77 x 10.97m	34.75 x 17.07m min

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[13] Information from Sport England website: https://www.sportengland.org/media/4444/comparative-sizes-outdoor.pdf

Other sports pitch sizes[12]		
Age Grouping	**Recommended Dimensions without runoff** **Length x width**	**Recommended Dimensions including runoff** **Length x Width**
		36.57 x 18.29m preferred

A2.9   Provision for football (soccer)

In the past, football pitches have been marked out using the maximum and minimum pitches sizes as outlined in the football laws. Consequently the size of pitches varies tremendously and is often adapted to fit the space available. The Football Association have now produced national pitch sizes for mini soccer, 9v9, Youth football and Adult football which are given in the table above and in FA guidance information[10].

Specific design requirements for football provision are detailed in the table below.

Design requirements for football provision	
Pitch layout	• For pitch layouts (including marking out) see FA Guide for further details[10]. • Further information on goalposts and line marking is also provided in the FA Guide.
Run off areas	• Run-off areas (beyond the pitch) should be free of any obstacle (including dugouts and floodlight columns) to ensure players and officials do not injure themselves by running into any fixed object • Run-offs should be surfaced with exactly the same surface as the playing area.
Providing spectator areas	• See FA Respect Programme[14] which provides information about designated spectators areas, introduced in 2008. These involve zones that are designed to deter spectators from standing on the touchline or infringing

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[14] Information available from the FA website – see Referees Guide at http://www.thefa.com/get-involved/more/respect/respect-resources

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Design requirements for football provision	
	onto the pitch.
Layout of multiple pitches	• See FA Guide for examples • There should be a minimum of six metres of clearance (three metres run-off from each pitch) between pitches to avoid player injuries. • If a spectator area is added, then this is in addition to the six metres runoff.
Junior pitches	• Junior (mini and midi) pitches should be laid out in multiples of two to achieve maximum use. • One adult football pitch can accommodate two mini pitches orientated across the main pitch. • Mini pitches do not require changing facilities.

A2.10 Provision for cricket

Although cricket pitches within open spaces may be provided, to be successful and sustainable the preference is for cricket facilities to be associated with a school or local cricket club, with design being carried out in conjunction with them. Stand-alone pitches within open space need to be associated with other facilities and be capable of being maintained to the required level.

Detailed guidance for requirements can be obtained from ECB guidance or the cricket club concerned, Clubs will usually require one or two pitches providing nine or preferably twelve strips to allow a full season of matches to be played on each (to sizes shown in the table). The outfield will need to be well drained, enabling cricket in the summer and other sporting activities such as football during the winter (squares themselves must be reserved solely for cricket). Other requirements may include an artificial (non-turf) strip for junior matches, cricket nets, club house with changing and social facilities, car parking, storage for equipment and machinery.

A2.11 Other Outdoor Sports Facilities

Design of certain specific sports facilities requires involvement of specialist companies from an early stage in order to determine the best technical approach and ensure preparation of a clear and comprehensive brief. It is much more likely to result in a well-designed and constructed facility that meets the needs of its users and can be easily maintained.

Information can be obtained from the relevant governing bodies and specialist organisations for the following sports:

- Tennis courts[15]
- Cricket[16]
- Bowling greens[17]
- Athletics[18]

A2.12 Changing Facilities

Whenever possible, changing facilities should be integrated into multi-functional buildings, such as schools or leisure centres. Changing rooms can also be integrated into a community building that provides a social function for a club and wider community. Stand-alone changing facilities are more expensive to build and manage. They are also more prone to vandalism as a result of lack of use during prolonged periods.

The number of changing rooms required will vary depending on the number of pitches and sports being served, with a referee's room for team sports.

A2.13 Installation of artificial 3G, 4G and subsequent generations of artificial turf pitches

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[15] Lawn Tennis Association (LTA)
[16] England and Wales Cricket Board (ECB)
[17] Sport and Play Construction Association (SAPCA)
[18] The International Association of Athletic Federations (IAAF)

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The technological advances in artificial grass in recent years has led to the widespread use of artificial grass surfaces for training and competitive play in rugby league, football, hockey and rugby union.

Definitions of these surfaces are provided in the table below.

3G pitch surface	In 3G turf, the pile (artificial grass 'blades') is supported by a thin base layer of sand, and by an infill of rubber crumb. The pile height ranges from 40mm to 65mm depending on which primary sport is to be played on the surface.
4G pitch surface	4G artificial grass combines the newest and most revolutionary yarn and tuft design technology to create exceptionally high quality, low maintenance pitches that meet the highest standards. 4G pitches are laid onto a shockpad and do not require sand or rubber infill.
5G pitch surfaces	5G sport surfacing is currently (2016) only a marketing tool being used by football leagues saying they have the newest 5G synthetic turf. These are usually modified from 4G or 3G pitches, but there is no defined construction method for these surfaces.

Selecting the right surface can be difficult as each sport has its own specific performance requirements and subsequent testing criteria, and the picture is further complicated by the wide range of different artificial grass products that have specialised playing characteristics. It is not possible to provide a surface that can meet the needs of all sports. Therefore it is essential that the right artificial grass surface is selected to maximise the benefit from the investment.

Given the rapidly advancing nature of artificial turf technology it is strongly recommended that an artificial turf pitch specialist is employed to assist with the design and implementation process.

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Construction should be carried out by a suitably qualified company with a proven track record of pitch construction to ensure that pitches are installed to the required quality.

Technical Advice Note 16 Sport and Recreation (1998), and any subsequent revision, provides additional guidance on the planning issues related to sport and recreational facilities and the ancillary requirements that these generate.

Technical Advice Note 11 Noise (1997) provides guidance on consideration of the impact of noise generated from recreational facilities.

A2.14   Design considerations for artificial turf pitches

a)   Selection of pitch type

In order to determine the most appropriate type of pitch, a number of key questions will need to be answered to determine the best location and type of construction:

- Which sports been identified as a priority for pitch use and why?

- What standard of use is proposed for each sport – casual, recreational, school / club use or regional?

- Will the artificial pitch facility replace or supplement existing provision nearby?

- Are there any long term realistic plans and aspirations for the sport or local clubs that need to be considered?

- Are there particular sites that have been identified for particular sports use and why?

- How much use will the pitch be expected to receive, in terms of frequency and total number of hours per week / month / year?

A specialist artificial pitch consultant will be able to advise on the most suitable type of pitch for the circumstances.

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b) Pitch location

The design and cost of a new artificial turf pitch will be greatly influenced by the site on which it is to be built and it should be recognised that some sites are not cost effective to develop. The table below outlines the criteria that need to be considered for pitch location.

Artificial turf pitches should be located:	
Close to changing accommodation	• Pitches require supporting facilities to be viable
On relatively flat ground	• To reduce construction complexity and costs • Will also prevent contamination of the playing surface from run-off from adjacent banking, etc.
In a sheltered location	• Away from exposed terrain to maximise the longevity of the playing surface
Close to services (electricity and drainage)	• Installation of services is essential and can be prohibitively expensive
With good vehicular access	• Easy access for maintenance and emergency vehicles is essential
Away from trees	• Roots and leaf litter can cause on-going structural and maintenance issues
Where access is good for players and spectators	• Players, spectators and maintenance equipment should be able to access the pitch without crossing natural turf areas • Mud, debris and other contaminants will all contribute to the deterioration of the playing surface
With correct orientation to the sun	• The main playing direction is approximately north (between 285° and 20°) / south as this will minimise the effect of a setting sun on the players • The inability to achieve this orientation need not preclude the construction of a pitch.

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c) **Other design considerations**

The following table indicates other design considerations for the construction of artificial pitch facilities.

Other design considerations for artificial turf pitches:	
Boundary fence	• FA recommended fence height on all sides of the artificial pitch is 4.5m
Gates	• Single gate access and at least one pair of double gates should be provided to allow maintenance and emergency vehicle access. • The furthest section away from the spectator entrance should have an additional single gate to aid ball retrieval
Spectators	• Viewing areas should be included on all artificial pitches, located minimum 3m away from the touchline.
Access path	• The access pathway to the pitch should be wide enough to ensure that players avoid bringing debris onto the playing surface.
Line marking	• The main pitch and training lines should be tufted in during the manufacturing process
Floodlighting	• Floodlights can extend hours of use, especially during winter months and should be considered during the design process. • Design proposals should be accompanied by a lighting spill plan for the site and surrounding area, as lighting should not impact on local residents.. • Conditions can be attached to planning permission to restrict hours of operation. • Floodlights of 4m or over will require planning approval. • Independent specialist technical advice should be sought regarding the choice and performance of the lighting system, the illumination requirements for the specific sports that will be catered for, and the management of the lighting system. • In general four floodlights should be installed, one at each corner. • Where pitches are illuminated, the installation of amenity lighting along access routes should be considered to increase safety for people leaving the facility after dark.

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A2.15 Maintenance

Correct maintenance of artificial turf pitches is crucial to ensure longevity and the health and safety of users. All pitches have in place a maintenance schedule in line with that recommended by the manufacturer.

Pitch rejuvenation

If a surface is neglected and becomes heavily contaminated it will over compact and the drainage will be affected, reducing the performance characteristics and life of the pitch. In some circumstances the infill may need replacing through a rejuvenation process.

Floodlight Maintenance

Maintenance will need to extend to the floodlighting system, and it is suggested that following the completion of the defects liability period, a specialist floodlighting contractor is retained to maintain the system.

A2.16 Replacement Fund (Sinking Fund)

Artificial grass pitches have a life span of approximately seven to ten years depending on factors such as pitch type and quality, usage and maintenance, therefore an allowance needs to be made for replacement of the surface within this timeframe. The FA strongly recommends that a sinking fund is established for the future replacement of the surface. It is suggested that an allowance of £25,000 per annum is placed into a 'ring-fenced' sinking fund account to cover these future costs (based on 2013 prices)[19].

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[19] Information from FA: The FA Guide to 3G Football Turf Pitch Design Principles and Layouts 2013 (Download from Google)

Appendix 3:   Guidance on the design layout and maintenance of children's play provision

A3.1   Generally

This Appendix is intended to provide developers with detailed guidance on provision of well- designed and good quality play environments.

A3.2   The rationale for provision

Play is essential to children and young people's physical, social and cognitive development. Outdoor play is particularly valuable as it provides unique opportunities to experience the elements and because of the sense of well-being and enjoyment that being outdoors can bring. Access to the outdoors also gives children opportunities to move freely and run around, in contrast to the 'virtual reality' world experienced by many children today.

Play spaces also have particular social value for parents and carers of young children, as places for both adults and children to meet informally, taking away some of the pressure of individual childcare responsibilities.

A3.3   Play in the wider environment

Wherever they live, all children and young people should have easy, free access to spaces and facilities where they can play freely. Play opportunities should be located within 400m of homes, with provision of better access to and management of the public realm as important as the provision of play areas.

Play space needs to be of high quality and good design to attract children and families. Poor quality, unimaginative space in the wrong location will not be valued by the local community and is likely to fall in to disuse and disrepair.

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Play space should be integrated sensitively into the wider design of the public realm, including streets designed for safe play, open space, fixed equipment playgrounds, supervised play centres, the wider countryside, and private gardens.

A3.4   The design of dedicated play space

Play space should be designed specifically for its location, using a design-led approach where the play value, landscaping, equipment and features are all embedded in the designer's thinking from the start.

This approach will produce play environments that are landscape schemes containing play equipment and features rather than more conventional 'playgrounds' dominated by equipment and bounded by fencing.

Involvement of a professional designer experienced in designing play spaces is critical to this approach. Good technical skills in landscape design and an understanding of play are both essential.

The aim in designing play spaces is not to abandon the use of manufactured play equipment but to design in a way that uses the equipment creatively, and with a keen understanding of the different ways that children need play.

A3.5   Principles for successful play area design

The table below sets out principles for successful design of playgrounds[20]

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[20] Adapted from Play England

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A good playground should:	
1. **Be designed to enhance its setting**	Play equipment and features should be selected for the way they can complement and enhance their setting as well as for their play value. Knowledge of the local area should provide inspiration.
2. **Be located in the best possible place**	Located where children would want to play naturally – away from dangerous roads, noise and pollution, but on well used routes. Children like to feel they are away from adult oversight but there is a fine balance between pleasant seclusion and being remote and hidden away.
3. **Be close to nature**	Access to the natural environment is important – grassy mounds, boulders and nearby planting all add to the playful environment
4. **Allow children to play in different ways**	Imagination and creativity are important so include elements with no defined function
5. **Allow children to play together**	Successful play spaces allow children with disabilities to play alongside their non-disabled peers, while accepting that not everything is accessible to everyone
6. **Be loved by the community**	Successful play spaces meet the needs of both children and their communities.
7. **Allow children of different ages to play together**	Good play spaces avoid segregation, allowing different patterns of use throughout the week
8. **Provide appropriate risk and challenge**	Children need to be able to test their own abilities and skills, having opportunities to experience challenge and excitement in their play
9. **Be maintained for play value and environmental sustainability**	Long term maintenance and sustainability are vitally important but these should not overshadow play value
10. **Evolve as the children grow**	The location and layout should be considered carefully to allow the site to change as time passes.

A3.6 Cardiff Playground Provision

The Council's Draft Playground Strategy 2013-2018 uses a simple two category approach to playground classification. Developers will be guided at planning stage which level of provision is required.

- **Local Playgrounds**

Equipped children's playgrounds that are provided to accommodate the needs of the local community within 400 metres of the facility. Local playgrounds will vary in scale

according to the nature of the development and include the LAP, LEAP and NEAP categories of playground defined within the FIT standard[21]. The purpose of using this wider definition is to ensure that playgrounds provided are designed less to a prescriptive formula and more to suit the needs of local children.

Provision will be assessed on the range of activities offered within the playground (or combination of playgrounds), the age appropriateness of the facility, the range of abilities catered for and the opportunities for children to play both alone (which can suit children who experience difficulties with socialising) and in groups of mixed ability.

- **Destination Playgrounds and Large Playgrounds**
  Equipped playgrounds that serve local need but have enhanced features that attract users from further afield and are part of a wider range of attractions at the location. Destination playgrounds offer greater variety and choice of play opportunities and are located within accessible parks or open spaces with other family friendly recreational facilities and will be suited to large scale developments where there is a central, large scale open space provided.

A3.7 Design brief for new dedicated play spaces

Design submissions shall be for either destination or local play spaces, as advised at master-planning stage or during subsequent planning negotiations.

Play spaces should be designed and equipped to enable children of different ages and abilities to play together. They should ideally include natural site features for play combined with selected items of traditional equipment to enhance play value.

Where more than one playground is provided within a development, the playgrounds should be designed to provide variety and complimentary activities across the

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[21] FIT (Fields in Trust) Children's Play Space Standard

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development, whilst ensuring that each location satisfies the minimum requirements described.

a) **Location of play provision**

Play provision should be located so as to be visible from surrounding properties, roads, or other users. It should not be located in an isolated area or behind properties, where it cannot be overlooked - this leads to anti-social behaviour, vandalism and can often result in the play area being removed over time.

The play area should be located within the open space in a location that minimises nuisance to local residents, in accordance with the buffer zones shown.

b) **Area / extent of play provision**

The size and extent of playgrounds will depend upon the age groups catered for and the number of range of play facilities within a development. The table below indicates the area / extent of playgrounds catering for different age groups.

Age range	FIT equivalent	Activity zone[22] area	Minimum distance from nearest property boundary
Local play areas			
Under 3 and 3-8	LEAP	400m^2	20m
Under 3, 3-8 and 8-14	NEAP	1000 – 1500m^2	30m
Destination play areas			
All the above	n/a		Over 30m

Where the land allocated for a new playground is very small (areas for very young children) and close to property boundaries, the developer must ensure that

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[22] The activity zone is the area within which the equipment is located. It should not include any grass areas for free play, but may include areas of natural play provision.

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residents of surrounding properties are made aware of the proposals at outline design stage and are in agreement with its development.

c) Design

Preference will be given to imaginative designs which maximise play opportunities for children and minimise long-term maintenance implications. The design should provide a wide range of different opportunities for play, social and developmental learning, curiosity and discovery, providing an opportunity for children to use their imagination when playing, rather than being simply formulaic equipment

Site characteristics such as sloped areas and existing vegetation should be incorporated into the layout of the facility to avoid expensive alterations at a later date. Where appropriate, playgrounds should be located within a space of sufficient size to accommodate other open space functions including footpaths, seating and informal grassed kickabout space.

d) Play equipment

A wide range of play equipment serving many different ages is available. The selection of equipment will depend on location, type and age range of play area, but all equipment should:

- Be EN 1176 compliant (or appropriate equivalent standard)
- Be robust, withstanding significant use over a long period
- Be easily maintained with availability of spare parts
- Provide good play value in association with other equipment
- Have anti-tamper external fittings
- Avoid being over complex

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Certain items of equipment have particular issues or cause specific maintenance problems and should be avoided or specified in a particular way to avoid future problems:

- Swings should have anti-wrap bearings to avoid future damage caused when the chains are wrapped around the frame

- Aerial runways or cableways are very popular but require a high level of maintenance input to keep them running (the bearings wear very quickly and may need replacing every 6 months)

- Flush fitted roundabouts should be avoided due to complexity and expense of repairs

- Timber equipment is not suitable for the majority of playgrounds in Cardiff due to the damp climate. Where timber equipment is used, it should be fitted with steel shoes for ground installation. If the playground is to be adopted by the council and the use of timber equipment has been agreed, a higher commuted sum will be charged to reflect the need for more frequent replacement

The Council can provide advice on individual items of equipment that have proved to have a good track record in terms of play value, durability and ease of maintenance.

e) Natural play

The use of ground modelling and natural materials (for example boulders, logs, felled trees) can add to the play value of playgrounds, but this will not replace the use of fixed equipment unless there is good evidence to support the proposal. Long term maintenance and durability always need to be considered when designing or utilising natural play features.

f) Surfacing

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A number of different playground surfaces are available:

- sand-dressed safety carpet systems

- rubber wetpour

- rubber tiles

- grass matting

- play bark

- sand

- grass.

Any surfacing used must be compliant with the relevant fall heights for the equipment under which it is installed and must comply with BS EN 1177.

In order to minimise costs of repair and maintenance of safety surfacing, the selected surface is best limited to within the approved safety zone of the equipment, unless larger repair budgets are available. The Council will not adopt large continuous areas of safety surfacing.

In order to facilitate repair and maintenance of equipment and safety surfacing, the selected surface should only be used within the approved safety zone of the equipment. Large areas of safer surfacing tend to be difficult to patch repair and are costly to replace so new play spaces should avoid large continuous expanses of proprietary surfacing which generate excessive repair costs and significant long term maintenance problems for the Council. Within play areas hard surfacing is required to connect equipment as grass is subject to rapid wear. Ground graphics can be used on hard surfacing to provide added play value.

A summary of the different safety surface systems and their use is provided in the table below:

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Surface type	Suitability	Pros	Cons
Sand-dressed safety carpet systems with VHAF underlays and shock pads	All equipment	• Attractive • Durable • Non fading • Easy to patch and repair • Ground graphics can be used	• Expensive • Needs annual topping up with sand
Wetpour rubber	Not suitable – apart from under rotating items. Use only black with coloured fleck if to be adopted by Council. Use L-section precast edge to minimise shrinkage problems	• Can be attractive when first laid	• Limited durability (probably linked to local climate) • Expensive • Shrinkage issues around joints • Repairs difficult to match • Expensive to replace • Ground graphics are problematic (shrinkage)
Rubber tiles	Not suitable	• None	• Not durable • Shrinkage • Poor adhesion and lifting over time.
Grass matting	Use only on established turf – good for alongside or tops of embankment slides	• Cost effective • Unobtrusive • Good for erosion control	• Not suitable for areas of high wear (eg under swings, moving items)
Bark and chippings	Presumption against use but may be appropriate in certain situations. Good vehicle access required for topping up.	• Attractive and versatile • Cheap to install	• High level of maintenance required (removal of contaminants eg glass, needles etc) • Not suitable under moving equipment
Sand	As for bark	• Attractive and versatile Cheap • to install	• High level of maintenance required (removal of contaminants eg glass, needles etc) • Not suitable under moving equipment
Grass	Only suitable under low equipment (refer to BS EN 1177)	• Cheap to install	• Not suitable in areas of high wear • Requires regular maintenance (cutting and repair of worn areas)

Based on Council experience from existing play schemes the sand-dressed safety

carpet system has provided the most durable, cost effective and easily

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maintained surface. Although widely used, wetpour rubber has proved to have a number of problems, with surfacing often requiring replacement in less than five years, particularly on wet sites.

g) Perimeter Fencing

All or part of the play space may be fenced or un-fenced, depending on the location. Consideration should be given to whether or not the playground needs to be fenced and what the purpose of erecting a fence would be. The decision to fence or not should take into account the following factors:

- The location of the play space within the park or green space
- The proximity of the playground is close to highways and / or busy cycle routes
- Area of heavy use that are likely to attract children to cross in front of moving equipment
- Whether or not dogs are likely to detract from the use of the playground (for example - if the park is known or likely to be popular with dog walkers)

If a fence is not considered necessary, the design needs to take account of issues such as dog control or movement of children in relation to surrounding areas. In general younger children's play areas are more likely to benefit from fencing due to the added feeling of security it gives.

If a fence or barrier is considered necessary, the fencing or barrier should be selected to be low maintenance, durable, to compliment the setting and (where possible) provide play value to the site.

The table below outlines the types of fencing and barrier that can be used within playgrounds. Care should be taken to ensure that the selected boundary type complies with BS EN 1176 – paying particular attention to entrapment issues.

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Type	Use	Pros	Cons
Flat top steel bar fencing	Playground boundary (dog proof) painted or galvanised finish	Attractive and durable	Expensive Needs regular repainting
Bow top steel bar fencing	Playground boundary (dog proof) painted or galvanised finish	Tried and tested Attractive and durable	Expensive Needs regular repainting
Steel post and weldmesh	Playground boundary (dog proof) various finish types (painted, galvanised, plastic coated)	Economic to install Attractive systems available	
Strained post and weldmesh (timber uprights)	Playground boundary (dog proof) galvanised with timber uprights	Cheap to install	Will require frequent replacement if timber posts are used.
Hedging	Boundary (possibly combined with post and wire fence). Non spiny non-poisonous species only. .	Natural looking Adds to play value	Expensive to maintain Will require gapping up and ongoing replacement
Log paling	Not appropriate for use (unsuitable for damp climate)	Attractive and natural looking	Rots easily Expensive to maintain and replace
Tubular barrier	Proprietary swing barriers or other barriers within the playground to prevent running in front of moving equipment	Proprietary items available	Can become a problem if attractive as a play item

h) Gates for playgrounds

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If the playground is fenced consideration should be given as to how the entrances are controlled. All gates and other entrance types must be provided and installed in line with BS EN 1176 and BS EN 1177.

At least two gates should be provided for fenced playgrounds and these should open outwards from the playground to provide a means of escape in the event of bullying on the playground.

Self-closing gates must be fitted to provide a controlled closing time of 6-7 seconds to prevent slamming/crushing. Pre-fabricated self-closing gates are more durable than self-closure mechanisms added to standard gates. Gates should be a contrasting colour to the fencing to make them fully visible for all users.

Maintenance access needs to be provided for all fenced playgrounds in the form of a locked double maintenance gate for vehicular access to undertake repair or replacement of equipment. These need to be a minimum of 3m wide.

i)   **Planting and play**

Incorporating existing mature trees and other vegetation into a play environment or providing new planting (trees, shrubs, bulbs and wildflowers), can create added play value, give an increased sense of place, and help integrate a play area into its surroundings. New planting will need robust protection to allow establishment. Positioning of planting should be carefully considered to avoid leaf litter and other debris adversely affecting safety surfacing.

j)   **Site Furniture**

The following furniture will need to be included as part of the play area design.
- Seating – 2 no 1.8m long seats or equivalent seating for 6 people

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- Litter bins – covered bins. Must be accompanied by other bins within the open space to allow disposal of dog waste away from the play area where it can cause a hazard

- Cycle racks – minimum 2

- No dogs sign – displayed at each entrance to fenced play areas

- Site information sign – giving details of site management, including name and address of playground, emergency telephone number and telephone number to contact maintenance personnel

A3.8   Inclusive play

Play spaces should feel welcoming to all children. Often social barriers to access greater than physical ones; it is important to develop an all-welcoming atmosphere. Footpaths should be constructed from a hard surface that enables access for all children throughout the year.

There are now a number of specially designed pieces of 'accessible' equipment popular with children of all abilities, however equipment which is specially designed for disabled children can encourage segregation so should be used with care.

Equipment that allows flexible use by a range of different abilities includes basket swings, wide slides, spring rockers with supportive seating and certain types of rotating equipment.

Equipment that can be used flexibly and is 'non-prescriptive' in its use will encourage a wide range of users.

A3.9   Assessing the design of playgrounds

The play area should provide a wide range of play opportunities for children, both in terms of types of play value the equipment provides (rocking, spinning, rotating etc.) and the play environment. Additional guidance is available from Fields in Trust, Play England and other play providers/companies.

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Play value should be assessed for:

(a) Site features

(b) Equipment features

(c) Access for all and play co-operation

The design submission should show the play area layout in simple 2D plan format, including how the new playground will be located within the public park and/or residential setting.

The following tables provide a list of activities / features that could be included.

SITE FEATURES
• Visual appeal and sense of place
• Site layout and the way it works, avoiding potential traffic clash between equipment
• Informal supervision e.g. the site is well overlooked from front doors of housing or adjacent to a well-used footpath
• Ground contouring and sculpturing
• Internal hard surfaced footpaths linking items or equipment
• Child seat (or group of seats)
• Adult seat (or group of seats)
• Appropriate safety surface(s) under equipment with forced movement
• Pedestrian self-closing gate(s) for an activity zone within a continuous fenced boundary
• Minimum 2.4m high clearance for vehicular maintenance access gate to a MUGA with a continuous high boundary fence
• Minimum 3.0m wide clear opening for vehicular maintenance gates to an activity zone with a continuous boundary fence
• Sign advising on dog control and site management, to include name and address of playground, emergency telephone number and telephone number to contact maintenance personnel
• Bicycle resting points that enable locking of bicycles
• Covered litter bins (must be seagull proof)

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SITE FEATURES
• Shelter e.g. a roof structure for rain or sun protection – this may be incorporated within one or more items of equipment

EQUIPMENT FEATURES
ITEM
• Rocking, per user position
• Springing and bouncing
• Rotating, single or twin user item
• Rotating, multi-user item
• Sliding, conventional slide
• Sliding, hand-grip, eg. fireman's pole
• Single swinging, per seat
• Gliding, e.g. aerial runway
• Group swinging, e.g. single point suspension swing
• Balancing
• Jumping
• Climbing and agility e.g. scramble nets, traversing walls, climbing boulders, rock stacks or fallen trees
• Agility bridges e.g. clatter, totter or suspension
• Crawling and hiding, e.g. short tunnels, tubes and dens
• Problem solving
• Role play
• Viewing e.g. platforms, towers and tumps
• Ball play
• Wheel play, e.g. space for bicycles and skate boards

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ACCESS FOR ALL AND PLAY CO-OPERATION
ITEM
• All ability equipment e.g. nest swing, spinning bowl, high contrast colours
• Items promoting curiosity
• Items promoting a play challenge
• Educational or learning feature
• Sandpit or sandbox
• Sand play or item to assist sand play
• Social / group play elements e.g. group of child seats and table, group play elements on a multi-unit
• Thermoplastic ground graphics e.g. hopscotch
• Items generating or reflecting sound e.g. wind pipes and dendrophones
• Tactile elements

A3.10 Provision of informal play opportunities

Whilst the formal provision of play space is essential, it is also important to make the general environment child friendly by the provision of informal play opportunities where possible. These can range from pedestrian and child friendly street layouts

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that allow children to play close to home, to incidental landscape features and the use of landscape design (for example through earth mounding, rocks and surface materials) that stimulate a sense of fun and playfulness in the general environment.

A3.11 Inspection and maintenance of children's play provision

The safety of children on their playgrounds does not depend solely upon the initial design of the site and the selection of equipment. Continued management and provision of high quality inspection and maintenance programmes are essential if play facilities are to be preserved. There is no specific legal obligation to provide inspection and maintenance for playgrounds, but the manager responsible for the site has a duty of care towards children using the playground.

New playgrounds and equipment should be carefully checked and certified post installation by an appropriately skilled registered Play Inspector for compliance with manufacturer's installation instructions and appropriate standards before being accepted. Evidence of this will be required if the site is to be adopted by the council.

Regular inspections and maintenance operations should be carried out in accordance with BS EN 1176, part 7 and in line with the manufacturer's recommendations as applicable.

Further information about the playground inspection process is provided on the RoSPA website[23].

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[23] http://www.rospa.com/play-safety/advice/inspection-maintenance/

Appendix 4:   Guidance on provision for teenagers and older children

A4.1   General

This Appendix is intended to provide developers with a clear set of guidelines for the provision and design of outdoor facilities for teenagers and older children within open spaces. It includes detailed advice on specific elements, including multi-use games areas (MUGAs), BMX and skateboard, fitness equipment, parkour and teen shelters.

A4.2   The rationale for provision

Children under the age of 12, and particularly those under 8, are usually well catered for through provision of play areas in new developments. Playgrounds add value to a development, without creating any adverse issues.

However provision for older children and teenagers is also important. Teenagers collect together and learn to relate to each other away from direct adult supervision. A group of teenagers hanging out together is often viewed with suspicion and can intimidate people, however unless places are provided for this to take place in a safe and planned environment teenagers will meet in unsuitable locations leading to a number of problems. The provision of teen facilities helps to draw young people away from unsuitable locations and it reduces opportunities for anti-social activity.

Providing places for older children can potentially be unpopular with residents, so it is important that locations are well planned and identified clearly before properties are sold. Liaison with local police and youth workers will help to determine the best locations for this type of provision and also secure commitment to the facilities.

A4.3   Types of provision

Teenage provision is often focused on ball games areas and wheeled play, which are almost exclusively used by boys. Careful design, including provision of different types of seating around the perimeter, will create a variety of social spaces for everyone to use. The types of provision covered in this guidance are:

- Teen shelters

- Multi use games areas (MUGAs)

- BMX tracks

- Skateboard parks

- Fitness equipment

- Parkour

The following paragraphs describe the range of facilities that can be provided within open spaces for teenagers.

A4.4   Teen Shelters

Teen shelters are purpose-built heavy duty outdoor seating areas which can provide a place for teenagers to meet in safety, whilst still having their own space. They often work best located adjacent to other facilities making users feel less conspicuous.

The table overleaf outlines a number of factors that should be considered when designing, installing and managing teen shelters.

Factors for consideration in the design, installation and management of teen shelters:	
Location	• Visible - ideally from roads (allowing supervision by police if required), but also footpaths or housing • Located a minimum of 30m from nearby residential properties • Located adjacent to other facilities (e.g. MUGAs, skateboard parks, BMX tracks, fitness equipment) • Located in a neutral area not dominated by one particular group where others may not feel welcome • Located away from young children's play areas • Use of landscape features to provide shelter from exposure (trees, mounds etc)
Lighting	• Sufficient ambient light should be available to allow users to see and be seen • Routes top and from the shelter should also have sufficient light • Use of existing lighting may be a way of achieving this (street lighting, car park lighting) • Shelters with inbuilt solar lighting are available but the ongoing

Factors for consideration in the design, installation and management of teen shelters:	
	running cost needs to be considered.
Accessible	• Connected to the footpath network • Year round accessibility is required
Surfacing	• Hard, easily maintained surfacing beneath shelter • Accessible to all users
Litter	• Large and robust litter bins nearby • Emptied regularly
Design of shelter	• Attractive to teenagers • Robust and well built • Can be refurbished • No timber or plastic components • Modify 'off the peg' designs with local teenagers
Artwork	• Collaborative artwork with users • Good for gaining a sense of ownership • Potential to reduce damage to the structure
Management and involvement	• Proactive management arrangements with local police, PSCOs and youth workers • Prompt reactions to anti-social behaviour are important

A4.5   Multi Use Games Areas (MUGAs)

A MUGA is a fenced, non-turf surfaced area, marked out, and an adequate size for, at least two of the following sports: tennis, netball, basketball and five-a-side football[24]. By definition, a MUGA is used for more than one sport and the performance of the facility has to satisfy the often conflicting demands of the various sports

A MUGA can operate on a managed or unrestricted basis. Managed facilities must be pre-booked, while unrestricted ones operate on a first come, first served basis. Open access facilities are more likely to attract informal use for young people providing a place for them to congregate, whereas other facilities may focus on providing a place

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[24] Definition from Sport England

for organised sport. Therefore critical to the success of any facility is an initial assessment of the likely use.

This guidance does not focus on larger, artificial turf sports facilities. Further information on these can be found in Appendix 2.

Not all MUGAs require planning permission as they can be installed in Council owned parks/ open spaces as an ancillary use[25] MUGAs proposed for non-parks land are considered as development and do require planning permission. The erection of fencing over 2.5m and / or floodlighting over 4m would not constitute permitted development and would also require planning permission. Where MUGAs do not require planning permission, it is advisable to consult Pollution Control on the protection of residential amenity (noise and lighting) and Highways where larger facilities with several pitches have the potential to attract more traffic.

a) **Design and installation considerations**

The following table provides a bulleted list of factors that should be considered in the design and installation of a MUGA in open space.

Factors for consideration in the design and installation of MUGAs:
Type of MUGA   - Need to undertake an initial assessment of likely use: - Can the location meet the strategic and local needs?   - What sports will be provided for?   - What standard of performance is being catered for?   - What are the priorities for different types / standards of use?   - Thorough assessment of proposed management and operation of the facility will be required   - The final proposal may not satisfy all needs, but should demonstrate that is provides the best option for the site

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[25] Class A, Part 12, Schedule 1 of the General Permitted Development Order.

Factors for consideration in the design and installation of MUGAs:	

Location / siting	• Will depend on the requirements identified in the assessment:
	   o Within school site[26]
	   o Adjacent to Leisure / Community centres
	   o Alongside car parks
	   o Within parks
	• Must be located to deter anti-social behaviour
	   o Good natural surveillance
	   o Do not locate in hidden or inaccessible locations
	   o Consideration should be given to surrounding the MUGA with a clear 'sterile area' to eliminate potential hiding places and to maintain good sightlines.
	• Must not cause nuisance to nearby properties
	   o Locate at least 30m from residential property boundaries (larger sized MUGAs with more than one pitch should be further away).
	   o Use landscape and mounding to limit noise, floodlight impact and create physical or symbolic boundaries
	• Must not be located in areas of steeply sloping or exposed ground

Access	• MUGAs should be well connected to access roads / footpaths so that users of all abilities can access without having to cross muddy or waterlogged areas • Access roads must be wide enough to allow maintenance and emergency vehicle access. • Where a level approach is not available, a ramp of maximum gradient 1:15 (and associated handrail) will enable access for people with pushchairs or wheelchairs.
Opening hours	• May have to consider restricted opening if floodlit or near to residential properties – this may be conditioned within planning consent
Fencing / enclosure	• MUGAs may be single or dual ended depending upon type and space available (single ended MUGA facilities tend to be used for goal practise) • Should be enclosed by durable welded fencing between 1 and 4 metres depending on surrounding use to retain balls within the enclosed area. Where play areas or residential properties are nearby the fencing should be at least 3m in height at the goal ends. • Single ended MUGA facilities may not require fencing if their use does not cause nuisance in the surrounding area. • Fencing should be visually permeable to allow surveillance and spectators.

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[26] See Appendix 2, A2.5 Dual use facilities

Factors for consideration in the design and installation of MUGAs:	
	• MUGAs for 5 aside football use should have rebound fencing. Other sports may require specialist designs. • The use of rubber damping pads within the fencing should be considered in noise sensitive areas. • The colour of fencing should be selected to enhance the local environment
Gates / entrances	• At least 2 pedestrian gates should be provided, minimum width 1.2m, opening outwards. Alternatively chicane type access points can be used. • Double maintenance gates should be provided with a width of at least 3m. These should be wide and high enough to allow sweeping machinery and maintenance vehicles to access the playing area. • Maintenance gates should be lockable
Playing surface	• Surface selection with depend upon the types of sport being accommodated and whether or not any shock absorbency is required. • Standard MUGA construction would be a porous engineered macadam comprising two layers of open textured bituminous macadam on a graded stone foundation. Porous macadam surfaces may be colour coated with an approved coating system to improve aesthetics and the playing environment. • Macadam surfaces should be capable of supporting vehicles and plant during construction without causing deformation of the surface. • Synthetic turf systems may be used – these should be installed by a specialist installer[27]. • The installation of lines should be considered carefully to avoid confusion between different sports.
Drainage	• MUGA surfaces should be porous and free draining to enable surface water to be removed at a rate which will prevent accumulation of water and to enable them to be used intensively, thereby reducing pressure on grass pitches • Surface run off from MUGAs must be managed to avoid exacerbating drainage on surrounding land • Construction levels should ensure that water cannot drain onto the MUGA from adjacent surfaces. • Where ground conditions are suitable, MUGA surfaces should be drained via sustainable drainage techniques.
Floodlighting	• Floodlights can extending hours of use, especially during winter months and should be considered during the design process. Lighting should not impact on local residents.

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[27] See Appendix 2, A2.9 Installation of artificial 3G, 4G and subsequent generations of artificial turf pitches

	Factors for consideration in the design and installation of MUGAs:
	• Design proposals should be accompanied by a lighting spill plan for the site and surrounding area. • Conditions can be attached to planning permission to restrict hours of operation. • Floodlights of 4m or over will require planning approval. • Independent specialist technical advice should be sought regarding the choice and performance of the lighting system, the illumination requirements for the specific sports that will be catered for, and the management of the lighting system. • In general four floodlights should be installed, one at each corner. • Where MUGAs are illuminated, the installation of amenity lighting along access routes should be considered to increase safety for people leaving the facility after dark.
Trees	• Trees roots can threaten the facility itself by distorting or cracking the surface. Impact can be reduced by use of root barriers[28]. • Overhanging branches resulting in dripping water, leaf sap and bird droppings can create a hazardous playing surface and decreased porosity. • Trees should not be located where they may compromise lighting.

b) **Size of MUGA facilities**

Due to the use of rebound fencing, MUGAs are generally smaller than open grass kickabout spaces. The size of MUGAs is partly dictated by location but also the likely demand and the activities accommodated. Very small MUGAs, including the use of single end facilities, may not provide sufficient recreational space in popular locations and will limit the number of people able to use them at any time.

The table overleaf illustrates the range of sizes for MUGAs based on successful facilities in Cardiff. These sizes do not include single ended facilities.

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[28] Refer to Tree SPG

Type of MUGA	Size	Comments
Small single pitch MUGA	21 x 15m	Smallest size for dual ended facility
Medium single pitch MUGA	34 x 18m	Preferred minimum size for effective use
Large multi pitch MUGA	40 x 34m	Multi court area
3G training area	60 x 37m	Formal sport training area for comparison

c) **Maintenance and management of MUGAs**

The quality of management and maintenance can impact upon the success of the completed facility. Continued maintenance of a facility is important if a MUGA is to retain users and not decline, particularly its surface and lighting. The MUGA should be subject to regular inspection to ensure that it is in a safe condition.

When designing and costing a MUGA sufficient funds are required to meet the on-going costs of routine maintenance of the facility, together with the cost of replacement of the surface or other elements at the end of life. The manufacturer of the surface will be able to advise on the likely lifetime of the surface, provided it is properly maintained. Similar information should be obtained in respect of the floodlighting installation, fencing and other equipment.

Both a maintenance fund and an asset renewal fund should be established as soon as the new facility is in use, in order to ensure that sufficient funds are available to replace the surface when necessary.

Maintenance of surface

The maintenance of any synthetic sports surface is of vital importance if it is to remain consistent in play, good to look at, permeable (if appropriate) and long

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lasting. The contractor upon completion of the project should provide full maintenance instructions. The contractor's guarantee will usually be conditional on the recommended maintenance requirements being carried out with reasonable diligence.

The precise maintenance requirements will vary according to the type of surface and the particular product and guidance should be sought from the contractor/manufacturer[29].

Floodlighting Maintenance

The maintenance of the floodlighting installation is of vital importance if it is to continue to meet the performance standards set at the design stage over its working life. The maintenance will include routine work on all the associated electrical services, cleaning of fittings and the correct adjustment of them to maintain the 'aiming angles' set up during final commissioning.

A4.6   BMX Tracks

BMX racing is a type of off-road bicycle racing on purpose-built off-road single-lap race tracks. There are two types of BMX track - Race Tracks and Pump Tracks. Full size BMX race tracks will usually be 300-400 metres long and are beyond the scope of this design guide.

Pump Tracks are non-racing tracks that are designed and built for small areas or for those on a tight budget. A pump track is a progressive bike course that can take many shapes or sizes, that uses an up and down 'pumping' motion to propel the bicycle forward instead of pedalling. They are typically shorter and narrower than standard BMX race tracks with a circuit of rollers, berms (banked corners) and jumps, that usually forms a circuit so that riders can keep on going.

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[29] Detailed maintenance guidelines for MUGA surfaces are included in the Codes of Practice for the Maintenance of Sports Surfaces, published by the Sports and Play Construction Association and available on their website, www.sapca.org.uk .

BMX Pump Tracks are ideal for beginners and are safe to ride for all ages and skill levels. They can be used to start building up BMX biker skills, and the circuits can often be used with skateboards, rollerblades, scooters and mountain bikes.

Design and construction of BMX tracks is a specialist skill and a suitably qualified BMX designer should be employed in order to produce a track that is both safe and works effectively. RoSPA has written a definitive guide got the installation and maintenance of BMX tracks[30].

The table overleaf provides information about the factors that need to be considered when designing or installing a BMX pump track facility.

Factors for consideration in the design and installation of BMX pump tracks:

Location / siting	• Tracks may be located within or adjacent to school premises, leisure or community centres, car parks or within parks. • They must be located in a position that allows good natural surveillance in order to deter anti-social behaviour. Inaccessible or hidden locations with little surveillance should be avoided. • The location of a BMX tracks within parks should be sympathetic to the surroundings and any adjacent infrastructure, particularly residential development. • Due to noise and visual disturbance they should be located they should be located at least 30m, preferably more, from the boundary of the nearest residential property.
Access	• BMX tracks are used primarily by young people and should be located to allow them to be reached on foot or other sustainable forms of transport. • Provision should be made for emergency vehicles to gain access relatively close to the facility
Track surface	• Track surface to be constructed with a compacted stone sub bases with limestone or tarmacadam surfacing. • Use of tarmacadam surfaced berms and start hills reduces wear and decreases rainwater erosion, resulting in a lower level of maintenance. • The track may be contoured to fit the lie of the land and to blend in with the landscape. •

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[30] BMX Tracks Safety and Planning Guide available from http://www.rospa.com/play-safety/resources/publications/

Factors for consideration in the design and installation of BMX pump tracks:	
Health and safety	• Tracks should be designed for single direction use and be ROSPA compliant. • Following completion the track should be inspected by a qualified safety inspector, such as ROSPA, to ensure it reaches the required safety standards. • Signage giving safety and other information should be located close to the track.
Maintenance	• Although simple in design, frequent track maintenance is still needed to provide for a safe operation. • BMX tracks can rapidly deteriorate if regular maintenance is not carried out

A4.7   Skateboard Parks

A skateboard park can vary in scale from a few pieces of individual equipment to a larger integrated facility. The aim of any design is to create a challenging and exciting environment from beginners to experienced skateboarders.

Design and construction of skateboard parks is a specialist skill and only a specialist skateboard company should be employed in order to produce a facility that is both safe and works effectively. A professionally designed skatepark that meets the needs of the community, rather than an "off the shelf" solution, is the best way to ensure a skatepark meets the demand and remains a well-used recreational facility over a long period. Liaison should also take place with potential users during the design process.

A good skate park is in a location that is easy to find, is known for its specific design characteristics and provides good place for social interaction.

The table below provides information about the factors that need to be considered when designing or installing a skate facility[31].

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[31] Further information on the design, installation and management of skate parks can be found from http://www.skateparkguide.com and http://publicskateparkguide.org

Factors for consideration in the design and installation of skate parks:	
Location / siting	• Skate park facilities are best located in central and visible locations, combined with other facilities such as leisure centres, MUGAs, fitness areas, or adjacent to schools and car parks. • The location of a skateboard park should be sympathetic to its surroundings and any adjacent infrastructure, particularly residential development. • Due to noise and visual disturbance they should be located at least 30m from the boundary of the nearest residential property, preferably more. • ROSPA recommends that noise levels at surrounding properties should not exceed 55 decibels. • Skate parks should be separate from other play areas, and with sufficient space around to avoid risks to the general public • Individual skaters often use a skate park for long periods, therefore location near facilities such as toilets and refreshment outlets would be beneficial. • Access for emergency vehicles should be available.
Materials	• A skate park, made up of individual ramps (fabricated from wood, steel or other materials) should only be considered for locations such as unused basketball or tennis courts - these types of ramp structures are for short term use only. • A concrete park offers a permanent and virtually maintenance-free solution which the majority of skaters prefer.
Size	• Minimum size for an integrated purpose built skate park is $1000m^2$, preferred size $1500m^2$ • Smaller skate parks with lots of interest and challenge will be more popular than an unimaginative large skate park
Users	• Skate park facilities can attract a lot of people and may need to operate at a high capacity, particularly during peak hours after school and during summer. • Facilities should be designed to meet all skill levels • There should be an area within the skate park where users can leave their belongings
Design	• Skate park design should combine a mix of street elements (e.g. stairs, rails) and transition elements (e.g. half pipes, bowls) • Each skate park should have a unique, signature element – the defining characteristic that users can use to identify the facility as a unique, one-of-a-kind facility. Design should only be carried out by a specialist.
Surveillance	• It should be easy to see the activity happening within the skate

Factors for consideration in the design and installation of skate parks:	
and spectators	park from certain vantage points. • Seating should be provided within the perimeter of the skating area for people using the park and outside the active area for spectators
Fencing and boundaries	• Boundary treatments should be considered on a site by site basis. Fencing should be avoided if possible
Health and safety	• Injuries usually are caused by unexpected falls or due to collisions between high-speed and low-speed, or experienced and non-experienced users in common areas. These can be minimised through use of specialist designers. • Following completion of construction a post installation inspection from a suitably qualified body such as RoSPA should be obtained to ensure that all safety standards are met. • Skateboard parks will require regular maintenance (minimum once a week) and an independent annual inspection of the site.
Maintenance	• Good maintenance is essential to keep the skate park safe and welcoming. • Regular litter removal is essential

A4.8   Outdoor fitness equipment

Well located and appropriate outdoor fitness equipment can be extremely well used and an important addition to an open space. With fitness being increasingly important, outdoor fitness equipment can play a significant role and provides a healthy outdoor alternative to an indoor gym.

There are two types of equipment; fixed and moving. Examples of fixed equipment include parallel bars, sit up benches, chin-up bars. Examples of moving gym equipment include 'lat' pull down and chest press, rowing machine, cross trainer, bike.

The table below provides information about the selection and layout of fitness equipment in open spaces.

Factors for consideration in the selection and installation of outdoor fitness equipment:	
Location / siting	• Fitness equipment can be sited to form a trail along a recreational route, or grouped together with a cluster of outdoor exercise stations forming an outside gym. • Individually sited pieces of equipment are rarely successful. • Fitness equipment is best linked to other recreational facilities eg adjacent to pitches, or other facilities such as skateboard parks or MUGAs. • When sited with teen shelters or more challenging equipment, fitness equipment can provide a good focus for teenage users.
Materials	• Equipment needs to be robust, built from heavy gauge steel. • Visual appearance is important to attract people to use the equipment.
Surfacing	• Fitness equipment should be installed on a durable surfacing as the area receives considerable wear. • When placed directly onto grass rutting and erosion occur, often making the equipment inaccessible.
Users	• Fitness equipment is usually intended to be used by people over the age of 14 and over 1.4m in height. • Products of this type are not suitable for children, although there is some equipment specifically designed for younger users. • Unless designed for children, fitness equipment should not be installed inside an area that is dedicated for play by children under the age of 12 years.
Health and safety	• Fitness equipment should comply with EN16630:2015 the standard for 'Permanently Installed Outdoor Fitness Equipment'. This supersedes DIN79000 and PAS888. • Signage should be installed to instruct the users how to use the equipment effectively and safely.
Maintenance	• Fixed equipment requires very limited maintenance. • Moving equipment needs to be well designed and built by companies with a good track record able to supply replacement parts (durability is vital; equipment that breaks down regularly is rarely used).

A4.9 Parkour

Parkour or free-running, is an activity that uses a combination of running, jumping, vaulting and climbing to move freely from A to B as efficiently, quickly and safely as

possible, with help from obstacles in the environment. It focuses on developing the fundamental attributes required for such movement, including strength, fitness and balance. Parkour involves a number of movements, including precision jumping, landing, swinging and rotating, vaulting and wall-running.

Parkour can be practiced by people of all levels of ability providing everything from simple balance and coordination challenges though to high end complex movement. It is seen as an activity which requires a lot of skill. There are growing numbers of organised parkour groups across the country and it is seen to offer many benefits.

Parkour uses elements found in the environment eg walls, fences, posts and other obstacles. Specifically designed prefabricated parkour units, usually fabricated from concrete and steel, may be used to create a parkour training facility which can make a positive use of an existing space.

Design and construction of a parkour training facility requires input from a company or organisation with specialist knowledge of parkour, in order to achieve a suitable layout, with the right level of challenge and safety[32].

The table below provides information about the development and layout of parkour in open spaces.

Factors for consideration in the selection and installation of parkour equipment:	
Location / siting	• Specific parkour facilities can be designed into an open space. • Locations next to schools or other teen facilities (MUGAs, shelters, fitness areas, skateboard parks) will help to maximise use and improve informal surveillance. • Locating parkour where teenagers can use the facility to demonstrate their ability, alongside other challenging equipment and seating can add to creating a hub for teenage provision.

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[32] For further information about parkour visit http://www.freemove.co.uk/

Factors for consideration in the selection and installation of parkour equipment:	
Surfacing	• Surfacing under Parkour should comply with BS EN 1177 • For exact specification please refer to the relevant British Standards and individual supplier information. • Playground safety surfacing may be used for tall elements – but attention should be paid to the height of the equipment (maximum 3m)
Health and safety	• There is currently no specific standard for Parkour Training Facilities (although a British Standard for Parkour is proposed (BS10075), but the recommendations within BS EN 1176 and 1177 can be used as guidelines for all surfacing specifications and freespaces. • Signage needs to be located close to the equipment to provide basic instruction and safety information.

Appendix 5:   Guidance on provision of allotments and community growing areas

A5.1   Generally

This Appendix is intended to provide developers with a clear set of guidelines for the provision and design of allotments and community growing areas on new development sites.

A5.2   The rationale for provision

Growing food has a wealth of benefits for both physical good health and mental well-being. In recent years there has been a resurging interest in growing as an activity to promote health and wellbeing and to provide a source of locally grown food. New developments provide an opportunity to create new provision, ranging from statutory allotment provision to community growing sites, which can both have a positive impact on general population health and wellbeing as well as developing a sense of local community in the new development.

A5.3   Types of growing provision

a) Allotment sites

Allotments are areas of dedicated growing land divided in to small plots that are leased to local people for growing purposes. Most allotment sites in Cardiff are owned by Cardiff Council, although private allotment sites have existed in the past and some local Community Councils also manage their own allotments.

Plot holders pay a rental payment for an annually renewable tenancy for their plot. Allotment legislation provides a legal framework for the management of allotment sites, which can be statutory (acquired for the purpose of allotment growing) or non-statutory / temporary (acquired for another purpose but in use for allotment growing). The implications of allotment legislation are set out in recent Welsh Government Guidance on allotments and community growing[33]

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[33] http://gov.wales/docs/drah/publications/160321-guidance-allotments-gardening-projects-en.pdf

In Cardiff, the waiting list for council run allotment sites is managed in a single database for the whole city. Most allotment sites have a local Allotment Association. These are voluntary bodies that represent the individual plot holders. Some Associations in Cardif have taken a degree of management responsibility from the Council for allotment management, in return for a payment of part of the income from their site. This allows small scale repairs and day to day management of the site to be run at a local level, whilst the major repair work and more strategic issues are dealt with across the city by the Allotment Service.

The National Allotment Society provides additional information about setting up and managing allotment sites[34].

The table below outlines the design and management considerations that need to be taken into account when developing a new allotment site.

Factors for consideration in the development of new allotment provision:	
Level of allotment provision	• Strategic development sites only – one 40 plot allotment should be provided per 1800 housing units. • Non-strategic sites – if provision is made the allotment will form part of the overall open space allocation within the development. This will need to be agreed with the Council at an early stage of planning the development.

Area of site and plots	• As a guide, a 40 plot allotment site would be around 1 hectare in area
	• A range of plot sizes should be provided as follows:
	    o 15% 250 square metre plots (full size)
	    o 75% 125 square metre plots (half size)

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[34] http://www.nsalg.org.uk/

Factors for consideration in the development of new allotment provision:	
	o 10% of the site should be laid out as raised beds no wider than 2m with a 1.5m path between each bed. The majority of plots need to be at least 125m2 in order to allow for good horticultural practise with a proper crop rotation. Very small plot sizes (under 125 square metres) allow new allotment holders and people with disabilities to experience allotment gardening but most first time gardeners request a larger plot after one or two seasons.
Accessibility	• The allotment site should be level and accessible • The site should be located with good access to public transport • Accessible parking should be available on or off the site, but not adjacent to individual plots • Provision should be made for cycle parking within the allotment site boundary • Internal access to plots should be provided through hard surfaced access (tarmac construction) minimum 3m width with appropriate measures taken to ensure drainage from roadways does not impact on the rest of the allotment site. These are primarily for pedestrian access to plots and the layout should discourage car use within the allotment site.
Quality of provision	• All plots should be topsoiled to a minimum depth of 450mm with Grade 1 topsoil supplied in accordance with BS3882: 2015 (or most recent update) • The allotment site should be free from invasive non native species (see Appendix 7) • All plots should be free from shading by adjacent

Factors for consideration in the development of new allotment provision:	
	trees/ building / hedges etc
Security	• The allotment site should be secured with galvanised or powder coated steel palisade security fencing, minimum 1.8m high, or an alternative such as vertical bar or weldmesh fencing where this provides sufficient security. • Access to the site should be via a lockable vehicle access gate with a restricted profile padlock • Access to the site should be via a lockable vehicle access gate with a restricted profile padlock • The number of keys to the padlock should be double the number of plots on site
Facilities	• A community building or store should be provided • Water supply should be provided to a single stand pipe close to the community building • Composting toilet facilities should be provided Sheds on plots are usually provided by the allotment holders and removed after their tenancy has elapsed. Centrally managed sheds are difficult to manage and would not be advised.
Management and aftercare	• Appropriate measures should be put in place to manage the allotment site after completion.

b) Community growing sites

Community growing projects are set up and run by local people who want to grow food for their own use and benefit the wider community. These are normally managed collaboratively and there is no single model for laying out or managing such facilities. Most community growing sites are open to anyone who wants to join and they do not have waiting lists.

Details of how to set up and manage a community growing site can be obtained through the Community Land Advisory Service[35] or the Federation of City Farms and Gardens[36].

Land that has been allocated for community growing purposes is often difficult to develop while a new development is being implemented. Community growing areas may be allocated as part of the overall open space allocation, but if these do not materialise the land should be incorporated back into the open space layout to avoid open space deficiency in the future.

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[35] http://wl.communitylandadvice.org.uk/
[36] https://www.farmgarden.org.uk/your-area/wales

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Appendix 6:   Adoption process for open space

A6.1   Generally

The detailed layout of open space to be adopted by the Council should be agreed with the Parks Service as part of the planning process to ensure an efficient adoption can take place.

A6.2   Early adoption of green space

Early adoption of green space within developments will be encouraged to avoid the problem of over compaction due to use of the green space area for storage / compound during development and increase the attractiveness of the development for potential purchasers.

Early adoption will require a basic layout to be completed by the developer to the satisfaction of the Council with subsequent funding at a later stage of the completion of the development to be transferred to the Council to allow completion the open space layout in line with the needs of the newly established community.

A6.3   Adoption process

a)   **Open space layout**

The following applies to all open spaces and areas of green infrastructure <u>to be adopted by the Council</u>. Where the land is not to be adopted, and will instead be maintained by a management company, trust or other body many of the same principles will apply, although compliance with the requirements will be the responsibility of the successor body.

All works to open space should be carried out in accordance with the approved details and, if dedication of the open space to the Council is to be sought, to the satisfaction of the Council's Parks Services Division. Where no specification is provided for a specific operation, the relevant British Standard should apply.

Where the Council has agreed in principle, to accept the adoption of an open space or GI, the developer will obtain the written approval of Parks Services for the works carried out. Failure to notify the Council and obtain written approval may result in abortive works and the requirement for operations to be repeated.

The Developer should notify the Council at commencement of the open space works and both commencement and completion of the stages listed below. The Council will provide written approval for each stage once works have been completed to a satisfactory standard.

- site clearance and regrading
- ploughing/ripping and installation of drainage
- top soiling
- final cultivation and seeding
- completion of planting
- hard landscape construction
- play area construction

The owner should obtain all the necessary consents for laying-out of the GI / POS and will carry out the work in accordance with the consents and any requirements of current Health and Safety Legislation including but not limited to the Construction (Design and Management Regulations)

b) **Practical Completion**

Once construction of each phase of the open space has been substantially completed the developer should arrange for the Council to inspect the site and agree implementation of any remedial works required to achieve compliance with the drawings and specifications.

Following inspection the Council will issue a Certificate of Practical Completion or provide a written schedule of defects and matters outstanding to the

developer. Once satisfied that all works have been completed to the agreed standard the Council will issue a Certificate of Practical Completion.

In some circumstances the Council may provide a Certificate for part of the open space or individual elements.

c) **Maintenance Period**

The developer should maintain the open space and other green infrastructure to the standards set out in the specification and Green Infrastructure Management Plan/Strategy for a minimum period of twelve months from the date of the Certificate of Practical Completion. This will include regular maintenance and repair / rectification of all defects arising due to vandalism, breakage, defects in materials and construction

During this period the developer should ensure that open space is available to the public at all times unless these are properly closed off for health and safety reasons during the carrying out other work on the development.

d) **Final Completion and Transfer**

On completion of the twelve month maintenance period the developer will arrange for the Council to inspect the open space and other green infrastructure and agree implementation of any remedial works required to achieve compliance with the drawings and specification, to ensure that it is suitable for transfer

Once any defects identified by the Council have been completed the Council will re-inspect the site. Once satisfied that these have been completed to the agreed standard the Council will issue a Certificate of Final of Completion subject to receipt of the following:

• Payment of the agreed commuted sum updated for RPI from the date of the original calculation

- Provision of 3 copies of a site plan at 1:1250 scale with north point and a red line delineating the boundaries of the site, and identifying ownership and responsibility for maintenance of all boundary structures. No boundary structure, fence or obligations to repair these should be included unless the boundary structure is built for the exclusive use of the open space.

- Provision of the following to enable the Council to create an asset record for the Open Space for maintenance purposes
  - As built plans, technical details and design specifications for all elements in Autocad and PDF format and three paper copies. As built plans to be based on survey of site following completion of scheme.
  - Suppliers details, maintenance schedules and health and safety information where relevant for play equipment, site furniture and other structures
  - A schedule of quantities for hard surfaced areas, grass, trees and other planting, play equipment, site furniture, fencing and other elements to allow asset records to be created by the Council
  - Existing and proposed services above and below ground level within or adjacent to the area being adopted
  - A conveyancing plan showing all areas of Public and Private land ownership within the development including grass, hedges and trees clearly identifying responsibility for maintenance

e) **Non-completion or Delayed Completion of new Open Space**

Any new open space or other green infrastructure works should be carried out by the developer to the timescales agreed within the Section 106 Agreement or Planning Conditions unless otherwise agreed in writing.

Should the developer fail to complete the open space or other green infrastructure works in accordance with the specifications and drawings approved by the Council by the deadline for completion of work, the Council

may give reasonable notice to the developer of two months after the deadline has passed requiring the work to be completed.

In the event of the developer failing to carry out the remedial works agreed the Council may access the land with contractors and carry out any remedial works with the cost of doing so including fee time being due from the developer to the Council on demand.

Appendix 7:   Treatment of invasive non-native species on development sites

A7.1   Generally

For any planning application, and prior to the commencement of development or remediation, the developer must carry out the following.

1. **Site Assessment**

    - A detailed survey of all invasive species on site. This should extend beyond the site boundary by 10-20m wherever possible if it is suspected that invasive species are present that may spread onto the main site. Treating invasive species on a development site is of limited benefit if contamination from neighbouring sites is likely to cause the problem to reoccur.

    - For Japanese Knotweed, the survey must include the rooting zone (up to 7m) around a Knotweed stand (measured from the perimeter above ground stems).
      Given its invasive nature and potential impact on properties a knotweed survey should extend 20m into adjacent sites. This is particularly important on developments adjacent to river banks and open space.

    - The survey should be carried out by an appropriately qualified holding accreditation, such as those listed below.

2. **Invasive Species Management Plan**
    The survey should be submitted to the Council along with an Invasive Species Management Plan. This should include;
    - A detailed plan showing location and extent of invasive species
    - A written proposal for the treatment and disposal of contaminated soil and vegetation from invasive species, including type, frequency and period of treatment (a programme of treatment).
    - Details of the contractor carrying out treatment work, The contractor must be some or all of the following :

- accredited under the Basis Advanced Contractor Certification Scheme (BACCS) (essential)
- A certified member of the Amenity Assured Scheme (essential)
- Property Care Association (PCA) approved Invasive Weed Group (optional)

For Japanese Knotweed additional information is required including:

- A detailed plan showing location within the site and on adjacent sites
- A detailed plan showing areas of treated or buried Knotweed, including any removed stems
- Confirmation of location for off-site disposal of knotweed in accordance with the Environmental Protection Act 1990 disposal of controlled waste
- Detailed treatment programme for knotweed, including type and frequency of treatment, and period treatment is to be carried out on or adjacent to the site, including proposals to control spread of any invasive species identified in the survey that could impact on the sale of the developers houses

3. **Implementation of Invasive Species Management Plan**

   The developer or their approved contractor should notify the Council of prior to commencement of the weed control of invasive species carried out in accordance with the approved programme, to enable liaison between the contractor and Council inspector. Where Council involvement is required a fee may be charged.

   Where a developer or their appointed contractor fails to carry out weed control in accordance with the Invasive species Management Plan, the period of control will be extended. In exceptional circumstances the Council may step in to carry out weed control and obtain costs from the developer.

   For any land due to be adopted by the Council, the developer remains responsible for control of invasive weeds until final adoption has been completed, or beyond in the case of measures set out in the invasive species

management plan. By certifying that the agreed treatment will be carried out, this should avoid delays in adoption.

4. **Additional Notes on treatment of Japanese Knotweed**

   If knotweed is identified growing within 7m of a property it is likely that a mortgage lender may refuse funds without an approved 10 year insured guarantee and treatment plan by an accredited invasive weed control contractor.

   Where there is Japanese Knotweed on site, no land (including open space, highway landscape or other green infrastructure) will be adopted by the Council for maintenance without provision of a 10 year treatment plan meeting the above requirements. The same is applicable to treatment of knotweed on Council land within 20m of the development boundary and identified in the invasive species management plan where it has a potential impact on houses. The developer will remain responsible for carrying out (or arranging a qualified contractor to carry out on their behalf) treatment of knotweed over this period. Treatment should include:

   - a treatment period of 3 years in order to bring knotweed under control
   - a further period of 2-3 years to revisit the site in order to treat any regrowth
   - the remaining part of the 10 year contract requiring the weed control contractor to attend site to carry out treatment following contact from a resident.

   This is to ensure that residents buying or selling properties can obtain a mortgage.

   The developer shall provide the Council with contact details and a copy of the contract with the approved contractor prior to adoption. The Council will not accept for adoption any land containing buried knotweed, unless otherwise agreed in writing

Where knotweed is located on Council owned land adjacent to the development site, the developer shall provide written evidence that an appropriate membrane has been installed in accordance with approved guidance to prevent spread of knotweed into the development site.

A7.2   Pesticide use generally

The Council's requires the use the safest pesticides currently available and only those pesticides which are listed in the publication –The UK Pesticide Guide which is updated annually and lists all the approved pesticides and details how and where they can be used.

Appendix 8: Planning Checklists

The following checklists can be used as an aid primarily to guide Planning officers in considering the design of the elements listed below but may also be used to remind prospective planning applicants of the information that they may need to provide with their application.

- Open space protection

- Open space provision

- Design and layout of open space

- Design, layout and management of formal sports provision

- Design layout and maintenance of children's play provision

- Design layout and maintenance of teen provision

- Design layout and maintenance of allotments and community growing areas

Planning Officer's Checklist – Open Space Protection	Yes	No	n/a
1. Is the proposed development likely to result in a loss of existing functional open space			
2. Has an assessment of existing amounts and types of functional open space within 1500m of the site been carried out			
3. Has an assessment of existing population within 1500m of the site been carried out			
4. What are the characteristics of the open space to be lost. Do they have : • city wide importance • local importance in terms of functional provision and what type • visual, leisure or other amenity benefits listed in 4.3.3 • heritage or nature conservation value • arboricultural value			
5. Has a quality value assessment been carried out on the open space			
6. Have compensatory facilities been considered and what characteristics will these provide			

Planning Officer's Checklist – Open Space Provision	Yes	No	n/a
General			
1. Is there a requirement for functional open space as part of this development			
2. Is functional open space being provided on site or an off-site contribution being made in line with the Planning Obligation SPG			
3. Based on the number of dwellings, what quantity and type of open space provision is required (or off-site contribution), calculated from the figures set out in the Planning Obligation SPG			
4. Has an assessment of functional open space within 1500m of the site boundary been carried out to establish existing levels and quality of the formal, informal and play provision			
5. Has an assessment been made of the types and amount of open space provision needed to serve the new population (taking into account			

Planning Officer's Checklist – Open Space Provision	Yes	No	n/a
existing provision off-site)			
6. Does the amount, type and location of the functional open spaces being proposed meet the requirements above			

Planning Officer's Checklist – Open Space Design and Layout (Page 1)	Yes	No	n/a
Design and Layout of Open Space			
1. **Use of Landscape Architects and other qualified personnel**			
Have suitably qualified landscape architects (along with arboriculturists, soil scientists, ecologists as required) been employed from an early stage to advise on the location and design of open spaces			
2. **Key design elements for open space**			
Have the following elements been considered			
• Open space design integrated from the start, prior to determining layout of buildings, to establish best locations of a suitable size			
• Central or visible position, or most suitable location in terms of topography and surrounding land use, allowing open space to form to a focal point and allow good access by sustainable transport			
• Large enough and of a suitable shape to accommodate a range of recreational functions and required buffer zones to houses. Able to offer multi-functional use with sufficient space for formal recreation, informal recreation, younger children's play and teen provision as required			
• Forms part of a green network of interconnecting spaces, avoiding isolated spaces surrounded by roads			
• Front of houses face onto open space, providing good surveillance, avoiding spaces hidden by tall back garden boundaries			
• Key functions e.g play and teen areas, sport, footpaths following desire lines, placed in best locations, taking into account design characteristics and surrounding land uses			
• Resilience to climate change, with primary focus on providing recreation, with flood mitigation and SuDS functions secondary			
• Retention and integration of natural site features to provide character			
• Sustainable design, using durable materials and avoiding expensive maintenance operations. Access for maintenance vehicles provided			
• Designed to be accessible and to cater for a number of age groups and people with disabilities			
3. **Other design features for open space**			
Have design features been considered in accordance with Appendix 1			

Planning Officer's Checklist – Open Space Provision	Yes	No	n/a
• Footpath widths, materials and gradients fit for purpose, in accordance with section A1.2			
• Use and design of fencing and gate fit for purpose, in accordance with section A1.3			
• Sufficient seating provided to allow use of open spaces by residents in accordance with section A1.4			
• Number, location and type of bins in accordance with section A1.5			
• Planting details provided in accordance with section A1.7			
• Levels and contours of proposed open space and surrounding properties / roads designed to achieve open space which is both usable and can be maintained, in accordance with section A1.6			

Planning Officer's Checklist – Open Space Design and Layout (Page 2)	Yes	No	n/a
• Open space designed to be free draining with areas for discharge of water as necessary, and to avoid issues with flooding of infrastructure, in accordance with section A1.6			
4. Other information to be considered during design process			
Has consideration been given to the following			
• Are there any Council owned trees within or adjacent to the site that are likely to be affected by the (section 8.6)			
• Has the required assessment and protection measures for these been set out, and mechanisms put in place to monitor protection of trees during construction			
• Have surveys for non-native invasive species been carried out, both within the site and on neighbouring sites, in accordance with advice set out in section 8.7 and Appendix 7			
5. Information to be provided by applicant on proposed open spaces			
Has the information below been provided for planning purposes (where appropriate)			
a) Survey information			
• Arboricultural Assessments and tree protection plans			
• Ecological surveys			
• Soil Resource Survey and Plan			
b) Removal and retention of existing site features			
• Vegetation including trees to be removed			

Planning Officer's Checklist – Open Space Provision	Yes	No	n/a
• Presence of any non-native invasive species on or within 10-20m of the site, including details of treatment / disposal			
• Protection details for vegetation to be retained during development - trees, woodlands, hedgerows, grassland and the open space as a whole during the construction period (as part of the Green Infrastructure Construction Protection Plan (GICPP)			
• Details of existing hard landscape elements (fences, walls, paving, bridges, buildings etc.) to be retained			
• Materials and structures including foundations to be removed from the open space, if appropriate			
• Environmental remediation works necessary to make the open space suitable for public use, including treatment of contaminated areas, if appropriate			
• Existing and proposed services plus the full extent of the associated easements or wayleaves			
c) Ground levels and preparation			
• Ground modelling, with existing and proposed levels of the open space along with that of adjacent housing or highways, including sections where appropriate			

Planning Officer's Checklist – Open Space Design and Layout (Page 3)	Yes	No	n/a
• Details of topsoiling, cultivation and horticultural works			
• Details of ground preparation including ripping and subsoiling to achieve free draining open space suitable for regular functional use (in accordance with Soil Resource Plan where provided)			
d) Drainage to provide free-draining open space			
• Details of mechanisms for drainage of excess water from an open space to an external drainage point or collection within a SuDS system, including installation of a land drainage system where required to allow both winter and summer use of the open space			
e) Soft Landscape Works			
• Details of tree, shrub and other planting, seeding or turfing, including layout, species, sizes, planting distances, ground preparation and planting details			
• Details of enhancement of wildlife habitats and green infrastructure			
f) Hard Landscape Works			
• Layout of hard surfacing and enclosure, including footpaths and car parking, fencing, knee rails and pedestrian / vehicle access gates			
• Construction details of hard surfacing and enclosure (only on sites to be Council adopted)			
• Details of site furniture and other amenity features : seats, litter bins			

Planning Officer's Checklist – Open Space Provision	Yes	No	n/a
picnic benches signs, artwork, other landscape structures			
• Detailed design and construction of children's play areas and teen areas, including equipment and surfacing			
g) Proposed Services or easements			
• Existing or proposed services or easements identified within the proposed open space			
h) Timescale for implementation			
• Phasing and timescale of works, with a programme for laying out the open space within each phase to ensure that the open space is completed within the timescales set out in planning agreement or S106 document			
• On large schemes - a phased green infrastructure master plan showing location, amount and type of the green infrastructure that is to be included within each phase of the development			
i) Management and Maintenance			
• Details of management and maintenance arrangement to be put in place for the new open spaces, i.e. Council adoption, private management company, community trust. See list in section 7.4.4. May be provided as part of S106 requirements			
• A Green Infrastructure Management Plan (or Strategic Green infrastructure Management Strategy – SGIMS on large sites) for ongoing management and maintenance of existing and new green infrastructure including measures for managing protected species and habitats (sites containing open space and green infrastructure only), and highway landscapes			

Planning Officer's Checklist – Open Space Design and Layout (Page 4)	Yes	No	n/a
• Detailed information on management and maintenance of hard landscape, play, sport and other features			
• Mechanism for funding : • Maintenance of new open spaces, green infrastructure, SuDS • Management of new open spaces, green infrastructure, SuDS • Asset renewal / infrastructure improvement of new open spaces and green infrastructure over time			
i) Construction considerations and information			
• Have site compounds, storage and haul roads been located away from proposed areas for open space and root protection areas			

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Planning Officer's Checklist – Open Space Design and Layout (Page 4)	Yes	No	n/a
Have the following documents been provided (as required)			
• Construction Environmental Management Plan (CEMP) or equivalent, setting out management of site during construction			
• Green Infrastructure Construction Protection Plan (GICPP) or equivalent			

Planning Officer's Checklist – Formal Sports Provision (Page 1)	Yes	No	n/a
General			
1. Is there a requirement for formal sporting provision as part of this development			
2. Has an assessment of existing sports provision within 1500m of the site boundary been carried out to establish existing levels and quality of the following : • External grass pitches (including football, rugby, hockey, cricket, baseball, rounders, lacrosse) – adult and junior • Artificial outdoor sports facilities i.e. 3G or 4G pitches • Other facilities e.g. tennis courts, MUGAs, bowling greens, basketball, fitness equipment • Indoor sports facilities			
3. Are there any sports clubs or community groups in the area that could form a focus for provision in the new development			
4. Based on the number of dwellings, what quantity of formal provision is required calculated from the figures set out in the Planning Obligation SPG			
5. Has an assessment been made of the types of sporting provision needed to serve the new population – adult and junior, grass pitches and artificial surfaces			
6. Has consideration been given to the optimum location of sporting facilities • Prominent, physically accessible location, with good transport links • A number of sports located together to form a multi-sport hub or located with schools and other community facilities • Facilities linked to a wider network of green spaces			
Outdoor Pitch Provision			
1. Does the area allocated for grass pitches satisfy the following • Sports pitches grouped together, avoiding single isolated pitches			

Planning Officer's Checklist – Open Space Design and Layout (Page 4)	Yes	No	n/a

• Designated site large enough to accommodate full sized pitches with runoff and ancillary features, including car parking if required
• Does the site have the right physical characteristics to allow regular use
  • level or with room for cut and fill
  • well drained (naturally or with a suitable drainage scheme) and with a flood risk of 1:100 or less
  • reasonably sheltered location not subject to significant wind exposure
• Are the facilities shown on plan the required size, based on the Open Space TGN or other current guidance (Section A2.8)
• Where adult pitches are to be provided where will changing rooms be located
• If cricket pitches are being provided have discussions taken place with a local club to maximise benefit			

Planning Officer's Checklist – Formal Sports Provision (Page 2)	Yes	No	n/a
Artificial Pitches			
1. Has the location been chosen taking into account the best long term use and management of the facility			
2. Has the location chosen taken into account impact on nearby properties and other users			
3. Has consideration been given to the type of sport and standard of use being provided for			
4. Has a specialist been employed to assist with the design and implementation process			
5. Has the design of the artificial pitch taken into account fencing, gates, viewing areas, hard surfaced access			
6. Is floodlighting to be used, and has consideration been given to impact on neighbouring properties and the need to retain dark corridors for wildlife			
7. Is construction of the pitches being carried out by a suitably qualified company with technical expertise			
8. Has the long term management of the facility been considered			

Planning Officer's Checklist – Formal Sports Provision (Page 2)	Yes	No	n/a
9. Has the long term renewal / replacement of the pitches been considered, with financial mechanisms put in place			
General Design of Sporting Facilities			
1. Have sporting facilities been designed in accordance with the Technical Guidance Note and best practice guidance from National Sporting Bodies			
2. Have specialist companies been employed from an early stage to determine the best technical approach and ensure preparation of a clear comprehensive brief			
3. Are changing facilities integrated into multi-functional buildings, rather than being stand- alone			
4. If dual use facilities within a school are being considered has an assessment based on the guidelines within the Open Space TGN been followed			

Planning Officer's Checklist – Children's Play Provision (Page 1)	Yes	No	n/a
General			
1. Is there a requirement for play provision as part of this development			
2. Has an assessment of existing play provision within 1000m of the site boundary been carried out to establish existing levels and quality of the following : • Play provision for younger children (8 years and under) • Play provision for older children (8-14 years)			
3. Based on the number of dwellings, what quantity of play provision is required calculated from the figures set out in the Planning Obligation SPG			
4. Has an assessment been made of the types and amount of play provision needed to serve the new population to provide play opportunities within 400m of homes for younger and older children			
5. Does the size and location of the development make provision of a Destination Playground a reasonable requirement			
6. Has consideration been given to the optimum location of play areas • Prominent, visible, physically accessible location • In a location that is not subject to waterlogging or frequent flooding • Minimum 20m buffer to property boundaries for younger children's local play area (equivalent to LEAP); Minimum 30m buffer to property boundaries for older children's local play area (equivalent to NEAP);			

Planning Officer's Checklist – Formal Sports Provision (Page 2)	Yes	No	n/a
Over 30m buffer to property boundaries for destination play area • Within a large enough open space to provide a variety of play and other recreational opportunities, along with the required buffer zones			
Design			
1. Has a landscape architect or other specialist designer been employed to design each play area			
2. Have the principles for successful playground design been considered Appendix A 3.5			
3. Have the following detailed design elements been considered • Type of play equipment to be used, taking into account durability, play value, projected lifespan and ease of maintenance • Types of surfacing taking into account long term durability, projected lifespan, ease of maintenance and frequency/costs of replacement • Amount of safety surfacing required, along with other hard surfaces • The need for fencing and gates, and type if used • Whether the play area has some elements of inclusive play • Have natural play elements been included			
4. Has the playground been scored in accordance with the Play Value Assessment			
5. Does the playground meet or exceed the required standards			

Planning Officer's Checklist – Children's Play Provision (Page 2)	Yes	No	n/a
6. Has provision been made for formal inspection of the playground by RoSPA or an equivalent organisation at completion			
7. Has the long term management of the play area been considered			
8. Has the long term renewal / replacement of the play area been considered, with financial mechanisms put in place			

Planning Officer's Checklist – Teen Provision (Page 1)	Yes	No	n/a
General			
1. Is there a requirement for teen provision as part of this development			

Planning Officer's Checklist – Children's Play Provision (Page 2)	Yes	No	n/a
2. Has an assessment of existing teen provision within 1500m of the site boundary been carried out to establish type and quality (MUGAs, BMX, Skateboard Parks, Teen Shelters, Fitness Equipment, other provision)			
3. Based on the number of dwellings, what quantity of teen provision is required based on the figures set out in the Planning Obligation SPG (0.3ha per 1000 population)			
4. Has an assessment been made of the types of teen provision needed to serve the new population, taking into account existing provision			
5. Has consideration been given to the optimum location of teen facilities • Prominent, physically accessible location, with good transport links • Part of a multi-sport hub, larger open space with other play provision, located with schools, community facilities or other well-used areas • Visible allowing a high level of supervision, with lighting to enable safe use • Accessible by hard-surfaced footpath, with lighting as required • Minimum 30m from properties and away from younger children's play areas • Vehicle access for cleansing and emergency vehicles			
General Design Principles			
1. Is the size of the facility sufficient to support the anticipated level of use			
2. Is the facility integrated into the surrounding environment and accompanied by seating, bins and signage			
3. If lighting is to be used, has consideration been given to impact on neighbouring properties and the need to retain dark corridors for wildlife			
4. Has the long term management of the facility been considered			
5. Has the long term renewal / replacement been considered, with financial mechanisms put in place			
Teen Shelter			
1. Does the size and location of the development make provision of a teen shelter a reasonable requirement			
2. Have teen shelters been included within the design of the development			
3. Is the design robust, with shelter placed on a hard easily maintained surface			
4. Does the location and choice of shelter satisfy the design guidance given in the Appendix A 4.4			
5. Has discussion taken place with local police and youth workers to identify best location and a long term management approach put in place			

Planning Officer's Checklist – Children's Play Provision (Page 2)	Yes	No	n/a

Planning Officer's Checklist – Teen Provision (Page 2)	Yes	No	n/a
Multi-Use Games Area			
1. Does the size and location of the development make provision of a MUGA a reasonable requirement			
2. Has one or more MUGAs been included within the design of the development			
3. Is the MUGA designed to be managed or have open informal access			
4. What sports and level of use will the MUGA cater for, with size reflecting this			
5. Has the MUGA been located on a level area with enough space to enable the ball to be retrieved without impacting on adjacent uses			
6. Does the location and design satisfy the guidance given in Appendix A 4.5			
7. Has the MUGA been designed to be robust with sufficient height fencing to avoid problems for adjacent users, with at least two pedestrian entrances and vehicular maintenance gate, seating and bins, and suitable surfacing			
BMX Tracks			
1. Does the size and location of the development make provision of a BMX track a reasonable requirement			
2. Has a BMX track been included within the design of the development			
3. Has a specialist company been employed to design the track,			
4. Does the location and design satisfy the guidance given in the Appendix A 4.6			
Skateboard Parks			
1. Does the size and location of the development make provision of a skateboard park a reasonable requirement			
2. Has a skateboard park been included within the design of the development			
3. Has a specialist company been employed to design the skateboard park, with a purpose built facility of the required size and variety to support a high level of use			
4. Is the skateboard park located with access to toilets and other facilities			
5. Does the location and design satisfy the guidance given in the Appendix A 4.7			
Outdoor Fitness Equipment			
1. Does the size and location of the development make provision of outdoor fitness equipment a reasonable requirement			
2. Has fitness equipment been included within the design of the development			
3. Does the location and choice of equipment satisfy the design guidance given in the Appendix A 4.8.			

Planning Officer's Checklist – Children's Play Provision (Page 2)	Yes	No	n/a
Parkour			
1. Has Parkour been included within the design of the development			
2. Has a particular demand been established for Parkour in the area			
3. Does the location and choice of equipment satisfy the design guidance given in the Appendix A 4.9.			

Planning Officer's Checklist – Allotment and Community Growing	Yes	No	n/a
General requirement and location			
1. Does the site meet the requirement for allotment provision (Strategic development sites only). Allotment provision may be provided on other sites but this is at the discretion of the developer and will form part of the open space allocation			
2. Has a suitable site been allocated for allotment provision • Relatively level and accessible • Large enough to accommodate the number of required plots at the sizes and ratios shown in Appendix 5 • Good access to public or other sustainable transport • Some available parking on or off site (away from plots) • Free from significant shading • Free from invasive non-native species • Free from contamination, with good depth (450mm) topsoil already available or capacity to accommodate it			
Design			
1. Does the allotment have the following design and facilities • Securely fenced site – fence minimum 1.8m high • Lockable vehicle gate, wide enough to allow deliveries • Secure cycle parking • Community building or store • Stand pipe providing water supply • Composting toilet facilities			
Community Growing			
1. Is there a demand for community growing in the area, with existing groups already in place			
2. Are there suitable potential sites for community growing available on site, which satisfies a number of the requirements for allotments			

Cardiff Green Infrastructure SPG

Soils and Development
Technical Guidance Note (TGN)

November 2017

CARDIFF
CAERDYDD

Cardiff Green Infrastructure SPG: Soils and Development Technical Guidance Note November 2017

Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

SOILS AND DEVELOPMENT

CONTENTS

1.0   INTRODUCTION

This Technical Guidance Note (TGN) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to climate change, green infrastructure, biodiversity and trees, and is part of the Supplementary Planning Guidance (SPG) for Green Infrastructure. It is one of a series of Technical Guidance notes that provide detailed information about the retention and provision of green infrastructure elements in new developments as follows:-

- Ecology and Biodiversity TGN
- Open Space TGN
- Public Rights of Way and Development TGN
- River Corridors TGN
- Soils and Development TGN
- Trees and Development TGN

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Welsh Government supports the use of Supplementary Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications

This Note is likely to be of particular benefit to those considering development proposals which involve works to soils. It enables developers, landowners and potential objectors to understand how the Council considers development proposals and the standard of provision sought.

2.0   WHAT IS SOIL?

The top layer of the earth's crust formed by varying quantities of mineral particles, organic matter, living organisms, air and water.

Soil may take thousands of years to develop but be destroyed in seconds by development, so in human terms it is a **non-renewable resource**.

A typical **soil profile** consists of variably well-defined **topsoil** and **subsoil** layers of differing volumes over **parent material** which might be **bedrock** or **superficial deposits** of glacial or alluvial origin **(Fig. 1)**.

Where a new soil profile is constructed after earthworks operations such as **'cut and fill'**, topsoil and subsoil layers are usually placed over an engineered **formation layer (Fig. 1)**.

Topsoil

Landscaping topsoil should be suitably drained and aerated and provide a sufficient source of water, nutrients, organic matter, soil fauna and flora to enable healthy, sustained growth by plants.

The majority of fine, feeder roots and their associated mycorrhizal fungi that are important in providing water and nutrients, grow in topsoil, with a proportion of larger, structural roots providing anchorage and storing resources.

Topsoil usually contains a higher quantity of organic matter, microbes and nutrients (e.g. nitrogen & sulphur) than subsoil, and is therefore particularly important to plant nutrition.

Subsoil

Landscaping subsoil has a number of key functions important to healthy plant growth:

- Acts as a reservoir during dry periods.

- Absorbs surplus water percolating down from topsoil.

- Provides anchorage for roots of large shrubs and trees.

- Provides a reserve of plant nutrients (e.g. potassium, magnesium & calcium).

- Provides an 'ecosystem service' attenuating water during periods of high rainfall.

TOPSOIL

SUBSOIL

**PARENT MATERIAL
or FORMATION LAYER**

Figure 1. Typical soil profile

3.0   SOILS AND DEVELOPMENT

Development requires soils to be **stripped**, **shaped**, **compressed** and **sealed** to provide a base for construction. Unfortunately these processes can seriously damage the functionality of soils in other respects.

When soils are considered as part of design and precautions taken to protect them during development, the extent of their loss and damage is reduced and the quality and sustainability of development enhanced.

This **Technical Guidance Note (TGN)** provides guidance on the **assessment**, **protection**, **handling**, **placement** and **amelioration** of soils to enhance the quality and sustainability of development. It does not cover **agricultural land quality**, **geo-environmental** or **geotechnical** aspects of soils and development.

4.0 SOILS AND PLANNING POLICY IN WALES

European Union directives on **Environmental Impact Assessment (EIA) (Ref. 1)** and **Strategic Environmental Assessment (SEA) (Ref. 2)** establish the requirement for consideration of the impacts on soils where development needs an EIA or SEA.

Planning Policy Wales (Ref. 3) states that one of the Welsh Government's objectives for the conservation and improvement of natural heritage is to: -

'….*promote the functions and benefits of soils, and in particular their function as a carbon store'*.

Technical Advice Note 5 Nature Conservation (Ref. 4) advises that for non EIA development, applicants *'may find it useful'* to prepare and submit a soils report: -

'….*demonstrating how and when the soils that may be affected by the development proposals will be moved, stored, used and conserved.'*

An objective of the **Cardiff Local Development Plan (LDP) (Ref.5)** is to: -

'….*protect, manage and enhance Cardiff's natural environmental assets, including....the best soils'.*

The supporting paragraphs for LDP **Key policy 15 (Climate Change)** emphasise the role of soils in storing carbon and sustainable drainage: -

'….*Trees and soils act as substantial reservoirs of carbon, sequestering atmospheric carbon, and contributing substantially to soils, which accrete carbon faster under tree cover than other forms of vegetation. This stored carbon will usually be emitted as a greenhouse gas if trees are removed or damaged, or soils removed, covered or disturbed (by compaction or contamination) during the construction process.'*

'….As far as practicable, trees should be retained and protected, and land kept as functioning vegetated soil open to the fall of organic matter, with new trees and shrubs provided by developers wherever possible. Where trees and shrubs cannot be surrounded by open soil, hard surfaces should not be used unless there is an overriding need, and areas that are not needed for pedestrian or vehicle use should be retained for soft landscape. Cardiff's open spaces, trees and soils play a crucial role in mitigating the effects of climate change at the local level. Open vegetated soils absorb rainfall and runoff.

The Planning Obligations Supplementary Planning Guidance (SPG) sets out the Council's approach to planning obligations when considering applications for development in Cardiff. It also sets out the mechanisms for securing survey, assessment, mitigation, compensation and enhancement of Green Infrastructure interests, which include soils.

5.0   SOIL ASSESSMENT

Baseline information about soils on development sites should be provided by submitting a: -

- Soil Resource Survey (SRS) *and a*
- Soil Resource Plan (SRP).

The SRS and SRP should be prepared in accordance with the **DEFRA Construction Code of Practice for the Sustainable Use of Soils on Construction Sites (2009) (Ref. 6)**, or any updated version of this Code.

The SRS and SRP should be prepared before site clearance, preparation or development that may result in damage to in-situ soils through compaction, contamination, excavations and vegetation removal.

Planning conditions may be applied requiring submission of an SRS and SRP and examples are given as follows: -

1)   No development shall take place until the following has been submitted to and approved in writing by the Local Planning Authority: -

A Soil Resource Survey (SRS) prepared by a qualified soil scientist in accordance with the 2009 DEFRA Construction Code of Practice for the Sustainable Use of Soils on Construction Sites that delineates, characterises and quantifies all re-usable topsoil and subsoil resources on the site.

Reason: To ensure that usable soil resources are fully utilised within the development and any surplus soil is identified for off-site use.

2)   No development shall take place until the following has been submitted to and approved in writing by the Local Planning Authority: -

A Soil Resource Plan (SRP) prepared by a qualified soil scientist in accordance with the 2009 DEFRA Construction Code of Practice for the Sustainable Use of Soils on Construction Sites that has been informed by a Soil Resource Survey carried out in discharge of condition (*). The SRP shall set out the methods and equipment to be used for the protection, recovery, storage, re-use and disposal of all site topsoil and subsoil and shall include details of an auditable system of site monitoring by a qualified soil scientist to ensure correct implementation of the SRP.

Reason: To ensure that all usable soil resources are appropriately recovered and protected, and not lost, damaged or sterilised during the construction process.

Descriptions of soils within an SRS should conform to the criteria defined in the:

- Soil Survey Field Handbook (Ref. 7) *or*
- BS EN ISO 25177:2011 (Ref. 8).

Soil testing as part of an SRS should accord with: -

- BS 3882:2015 - Table 1 (Ref. 9) *and*
- BS 8601:2013 - Table 1 (Ref. 10) *or* any updated versions of these Standards.

The SRS and SRP should be prepared by a **Soil Scientist**. The **British Society of Soil Science www.soils.org.uk** provides details of Soil Scientists.

So long as they conform to the Code and are prepared by a Soil Scientist, it is appropriate to include an SRS and SRP as part of a: -

- Geo-environmental assessment *and/or*
- Geotechnical assessment *and/or*
- Agricultural Land Classification Survey (ALCS).

Geo-environmental or geotechnical assessments may show irremediable levels of soil contamination, negating the requirement for an SRS and SRP, but should not replace an SRS and SRP.

An ALCS may provide useful information about soils, but this is focused on functionality in supporting agriculture, not re-use for landscaping as part of development, so an ALCS should not replace an SRS and SRP.

Information provided by **Soils and their Use in Wales (Ref. 11)**; the **Soilscapes** viewer at **http://www.landis.org.uk/soilscapes/** and the **Soils Site Reporter** at **http://www.landis.org.uk/services/sitereporter.cfm** should supplement, not replace assessment in accordance with the Code.

For small sites, or sites where existing garden or other soft landscaping soils are to be retained and protected in situ, and used for new planting, an SRS and SRP is unlikely to be required. However, a basic soil assessment by a Soil Scientist, Environmental Scientist, Arboriculturist, Horticulturist or Landscape Architect, based on the preparation of trial pits, is appropriate. Soil physical characteristics should be recorded, photographed and submitted as evidence of the suitability of the soil for its intended end use, and a strategy for soil handling, storage and placement prepared, that accords with the principles set out in BS 3882:2015, BS 8601:2013 and the DEFRA Code.

The **Soil Survey Field Handbook** and **BS EN ISO 25177:2011** give guidance on examining soils in the field and a photographic field guide to preparing soil pits and assessing the physical characteristics of soils is provided by the **Environment Agency Think Soils Manual (Ref. 12)**.

For small scale developments such as domestic extensions, where little disturbance to existing garden soils is proposed, a soil assessment is not likely to be required.

6.0   SOIL PROTECTION

Development should be designed to protect the largest possible volume of the best **in situ** soils – i.e. *those that are likely to perform the greatest number of functions to enhance the quality and sustainability of development.*

Where in situ soils are to be retained, soil protection up to the point of completion of built development and implementation of landscaping should comprise a **physical barrier** and/or **ground protection** to prevent **compaction** and **contamination**.

Barriers and ground protection should accord with **BS 5837:2012 (Ref. 13)**, or any updated version of this Standard, and their positions be shown on a plan submitted as part of an SRS.

Soils to be protected may coincide with the **Root Protection Area** of retained trees or areas of proposed structural landscaping. In these cases there should be concordance between the SRS and the **Arboricultural Method Statement** and **Tree Protection Plan**, submitted in accordance with BS 5837:2012.

7.0   SOIL STRIPPING AND STORAGE

Where soil stripping and storage is unavoidable, strict adherence to an approved SRP should prevent irremediable loss of functionality due to compaction, contamination, loss of structure, loss of organic matter and loss of biodiversity.

Key considerations to ensure that soil stripping and storage do not cause an irremediable loss of functionality include: -

- Use of fit for purpose equipment that minimises compaction.
- Stripping to defined depths to avoid mixing topsoil and subsoil.
- Adherence to an approved stripping plan showing soil types to be stripped, haulage routes and phasing.
- Avoiding multiple handling and avoiding handling during or following wet weather.
- Stockpiling for the shortest possible period of time and to a depth and method appropriate to the characteristics of the soil, including its wetness.
- Stockpiling different soil types separately.
- Ensuring the angle of repose for stockpiles is less than 40 degrees, or 25 degrees where stockpiles are to be seeded and maintained.
- Ensuring that stockpiles to be stored for over 6 months are seeded with a grass or clover mix to minimise erosion, reduce weed development and maintain biological activity.

All stages of soil stripping and storage as part of development should be overseen by a Soil Scientist, to ensure compliance with the approved SRP. Auditable site monitoring reports should be prepared by the Soil Scientist and submitted to the Local Planning Authority upon satisfactory completion of each stage.

8.0 SOIL PLACEMENT

Only soils that have been handled in accordance with an approved SRP and/or where appropriate, tested, certified and found to be fit for purpose by a Soil Scientist in accordance with **BS 3882:2015** and **BS 8601:2013**, or updated versions of these Standards, should be emplaced as part of development.

Soil placement should only take place where the receiving substrate is fit for purpose and under the supervision of a Soil Scientist. For example, where large container or root-balled tree planting is proposed, topsoil should not be emplaced onto compacted, poorly drained sub-soil, or soil compacted to **bulk densities** that will impede root growth. To ensure root growth is not impeded, bulk densities should be provided that accord with those reported in Watson *et al.* **(Ref. 15)** as follows: -

- Sands & loamy sands: <1.60g cm^{-3} ideal. >1.80g cm^{-3} will restrict root growth.

- Sandy loams & loams: <1.40g cm^{-3} ideal. >1.80g cm^{-3} will restrict root growth.

- Sandy clay loams & clay loams: <1.40g cm^{-3} ideal. >1.75g cm^{-3} will restrict root growth.

- Silts & silt loams: <1.30g cm^{-3} ideal. >1.75g cm^{-3} will restrict root growth.

- Silt loams & silty clay loams: <1.10g cm^{-3} ideal. >1.65g cm^{-3} will restrict root growth.

- Sandy clays, silty clays, some clay loams (35-45% clay): <1.10g cm^{-3} ideal. >1.58g cm^{-3} will restrict root growth.

- Clays (>45% clay): <1.10g cm^{-3} ideal. >1.47g cm^{-3} will restrict root growth.

The method of placement should be described in the SRS, but the most appropriate method generally is **loose tipping** by machine as described in the **DEFRA Code**, during weather conditions that will not result in the soil becoming sticky, amorphous or **self-compacting**.

Some soils, such as well-structured sandy loams, are more 'tolerant' of handling than soils with high clay or silt content, and lose less of their functionality on placement. One of the important functions of an SRS therefore, is to identify soils with different 'tolerances' in relation to handling and placement.

As a rule of thumb, topsoil and subsoil depths for different planting types should be as follows: -

- Trees – 300mm topsoil over 600mm subsoil.
- Shrubs – 300mm topsoil over 300mm subsoil.
- Amenity grassland – 150mm topsoil over 150mm subsoil.

Over-specification of topsoil and **under-specification of subsoil** should be avoided. Topsoil functionality below 300mm is impeded and excessive depths can increase the risks of anaerobic soil conditions developing and resulting in planting failures.

9.0   SOIL AMELIORATION

Where soils are found to be degraded, every effort should be made to recycle constituents that can be used in the manufacture of soils to be re-used on site. Where soil manufacturing is proposed, full details of the process and end product specification should be provided by a Soil Scientist within an SRP.

Soil ameliorants such as **compost** and **fertiliser** should only be proposed if deficiencies of composition or structure are shown by the SRS or testing in accordance with BS 3882:2015 and BS 8601:2013, or updated versions of these Standards.

The type and extent of soil amelioration should be specified by a Soil Scientist within an SRP.

The use of machinery to break up subsoil and relieve compaction does not guarantee good aeration and drainage thereafter and may result in significant damage to soil biota.

Ripping and other forms of machine cultivation should only be used as a last resort, where other less invasive forms of amelioration are not available, or will not be effective. Ripping may not be effective for soils with high silt content, or soils with high clay content but that are poorly structured. In all cases, the method and equipment to be used should be specified by a Soil Scientist.

Where more sensitive planting types such as large trees are proposed, the importation of well-aerated, freely draining subsoil may be more appropriate than machine cultivation in ensuring good soil functionality.

The following documents provide useful guidance on soil amelioration in relation to landscaping: -

- DEFRA Construction Code of Practice for the Sustainable Use of Soils on Construction Sites.

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- The Impact of Subsoil Compaction on Soil Functionality and Landscape (Ref. 16).

- Forest Research Best Practice Guidance for Land Regeneration Notes 3, 4, 5 and 19 (2014) (Refs. 17, 18, 19, 20).

- BS 4428:1989 Code of practice for general landscape operations (excluding hard surfaces) (Ref. 21).

- BS 7370: Part 4: 1993 Grounds Maintenance Part 4: Recommendations for maintenance of soft landscape (other than amenity turf) (Ref. 22).

- BS 3998:2010 Tree work – Recommendations (Ref. 23).

- BS 8601:2013 Specification for subsoil and requirements for use.

- BS 8545:2014 Trees: from nursery to independence in the landscape – Recommendations.

- BS 3882:2015 Specification for topsoil.

10.0   IMPORTED SOILS

Where existing soils or manufactured soils using local resources cannot be used and importation of topsoil and subsoil is proposed, a **soiling plan and specification** should be submitted giving details of proposed topsoil and sub-soil types, profiles and extents. This information should be supported by certification for all proposed soils in accordance with **BS 3882:2015** and **BS 8601:2013**, or updated versions of these Standards, and by an **interpretive report** prepared by a **Soil Scientist**, demonstrating that the proposed soils will be fit for purpose.

Different planting types such as root-balled and container tree planting, bare-root, transplant and whip planting, amenity grassland, sports pitches and wildflower grassland, have differing requirements of the soil. A **'one size fits all'** or **'multi-purpose BS 3882 soil'** soil is therefore unlikely to be appropriate in many cases, and particularly not for sensitive functions such as large tree planting, where optimal conditions of aeration and drainage to depth are critical to successful establishment; or sports pitches where regular, intensive footfall may result in damage to soil functionality.

Where large tree planting is proposed, soils meeting the **'sandy loam'** textural range in the British Standards should be used as a default, but meeting British Standards alone, will not guarantee good functionality in this regard, particularly for soils that are at the top end of the textural range limits in terms of silt and clay content. Wherever possible, specifications that exceed British Standards and are designed specifically for their intended end use should be used.

The use of specialist soils for landscaping, such as **Amsterdam tree sands**, **structural soils** and **'hybrid'** topsoil-subsoils should be supported by site specific product manufacturer's specifications that demonstrate fitness for purpose.

All imported soils should also be assessed in terms of potential contaminants, not only in terms of plant health, but also human health. As such, conditions are

likely to be attached to planning permissions requiring that any imported topsoil or subsoil, natural or manufactured, must be assessed for chemical or other potential contaminants in accordance with a scheme of investigation submitted to and approved in writing by the Local Planning Authority, in advance of its importation.

11.0   REFERENCES

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(2)   European Union. Directive 2001/42/EC of the European Parliament and of the Council of 27 June 2001 on the assessment of the effects of certain plans and programmes on the environment. *Official Journal of the European Communities* L 197/30. 21.7.2001.

(3)   Welsh Assembly Government. 2016. Planning Policy Wales. Edition 9.

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(5)   Cardiff Council. City of Cardiff Council Cardiff Local Development Plan 2006-2026.

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(7)   Hodgson, I.M. 1974. Soil Survey Field Handbook (3rd edition). Soil Survey Technical Monograph No. 5. Harpenden.

(8)   British Standards Institution. 2011. British Standard EN ISO 25177:2011 Soil quality – Field soil description.

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(14)   Watson, G. W., Hewitt, A.M., Custic, M. & Lo, M. 2014. The Management of Tree Root Systems in Urban and Suburban Settings: A Review of Soil Influence on Root Growth. Arboriculture & Urban Forestry 40 (4).

(15)   Department for Environment, Food and Rural Affairs. 2006. The Impact of Subsoil Compaction on Soil Functionality & Landscape.

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(17)   Moffat. A. 2014. Forest Research Best Practice Guidance for Land Regeneration Note 4.

(18)   Foot, K & Sinnett, D. 2014. Forest Research Best Practice Guidance for Land Regeneration Note 5.

(19)   White, T & Doick, K. J. 2014. Forest Research Best Practice Guidance for Land Regeneration Note 19.

(20)   British Standards Institution. 1989. British Standard 4428:1989. Code of practice for general landscape operations (excluding hard surfaces).

(21)   British Standards Institution. 1993. British Standard 7370:1993 Grounds Maintenance Part 4: Recommendations for maintenance of soft landscape (other than amenity turf).

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Cardiff Infill Sites

Supplementary Planning Guidance

CARDIFF
CAERDYDD

Contents

1.   Introduction

1.1   This Supplementary Planning Guidance (SPG) provides design guidance on what is broadly termed as 'infill' development. This type of development commonly consists of three main types:

- Gap site development within a street frontage.
- Backland development.
- Site redevelopment (where the replacement of an existing building is proposed).

1.2   Welsh Government support the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications.

1.3   In general terms this type of development is normally small-scale (10 units or less), but there may be exceptions for development proposals of higher numbers of units (10 - 25), where the guidance contained in this document will apply. Development proposals for 10+ units should also consider the guidance contained in the Cardiff Residential Design Guide SPG. A design and Access Statement will be required for such proposals.

1.4   The overarching aims for this SPG are that infill development:

- Protects residential amenity, both of new and existing occupiers.
- Makes a positive contribution to the creation of distinctive communities, places and spaces.
- Is of good design which encompasses sustainability principles.
- Responds to the context and character of the area.
- Makes efficient use of brownfield land.

1.5   This SPG is written in the broader context of sustainable development outlined in Welsh Government's Planning Policy Wales and TAN 12: Design. Welsh Government endorses Manual for Streets and Manual for Streets 2 principles. These should be applied in infill development.

1.6   Planning Policy Wales indicates that development should seek to mitigate the consequences of climate change by building resistance into the natural and built environment. One element of sustainable development includes the efficient use of resources. The utilisation of previously developed land (brownfield) promotes the efficient use of land and helps to reduce demand on greenfield sites. The merits of this type of development, however, need to be balanced with a number of design considerations. Inappropriate development that would damage the character and residential amenity of existing residential areas will be resisted.

1.7   This guidance is primarily supplementary to Policy KP5 (Good Quality and Sustainable Design) of the Adopted Cardiff Local Development Plan (2006 - 2026), although other development plan policies may also be relevant.

1.8   Contributions will be sought on developments containing 5 or more dwellings or on sites exceeding 0.1 hectares. Refer to policy H3: Affordable Housing, of the Local Development Plan and the Planning Obligations SPG for further details.

1.9   Further planning guidance is available at www.cardiff.gov.uk/planning

1.10   Further details regarding legislation, guidance and development plan policies can be found in Appendix A.

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2. Definitions and design approach for infill

2.1 Infill development commonly consists of three main types:

- Gap site development within a street frontage (p.5).
- Backland development (p.7).
- Site redevelopment (p.9).

2.2 All three types of development often result in a more intensive use of land; therefore, account needs to be taken of neighbouring land uses, potential increases in a particular use or activity and vehicular and pedestrian generation. The context and adjacent townscape/landscape should influence the appropriate intensity of development.

2.3 All development must be of good design and make a positive contribution to the adjacent townscape/landscape. This should come about following a clear vision for the project identified after a detailed analysis of what is appropriate for the context. The design response may be expressed in a number of ways but should always make a positive contribution to the context of the area.

2.4 Infill development commonly takes place within a built-up environment, but in places which are more rural in context. The landscape setting must inform the location and boundary treatments of any development.

2.5 Additional measures may be requested to make a site acceptable for development. Examples of this might include landscaping or lighting. A financial contribution may be requested for improvements to the access route or to areas outside the immediate site.

2.6 The following section sets out the key characteristics relevant to the three types of infill development, and highlights specific points that need to be considered. This should be read in conjunction with the general objectives of good design set out in Section 3.

Gap site development within a street frontage

2.7   Infill development that takes place within a gap in an existing built up frontage can have a significant effect on the appearance of an established street, so careful consideration must be given to how the scheme will relate to its context.

Examples of gap sites with street frontages

These infill developments successfully employ elements of contemporary design whilst also responding to character and context in terms of:

Scale and massing
Appropriate to neighbouring dwellings.

Building line
Maintains the existing building line in the street.

Materials
The predominant facing materials reflect the materials in the neighbouring dwellings, whilst the additional materials chosen for finer detailing complement the building and the street scene.

Architectural detailing
The design reinvents the various shapes and features in the adjacent buildings in a contemporary way, such as window design.

Boundary treatment
A dwarf wall which includes main entrances from the street maintains the character and activity on the street.

Parking
Parking is incorporated into the plot in a similar manner to the adjacent houses and does not dominate the street scene.

Gap site development within a street frontage

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Poor examples of gap site development
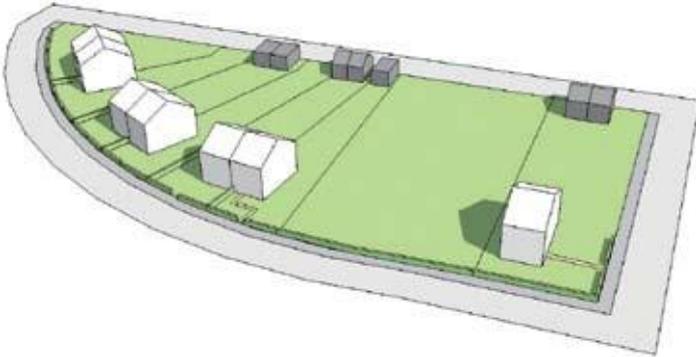
Gap site prior to development
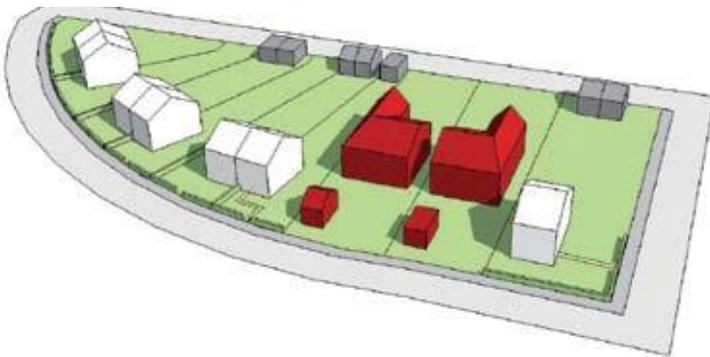
These two examples fail to respond to the existing character of the surroundings which comprise of:

- A strong pattern of buildings.
- A clear building line.
- Consistent boundary treatment along the street frontage.
- Consistent house proportions.
- Parking garages to the rear.

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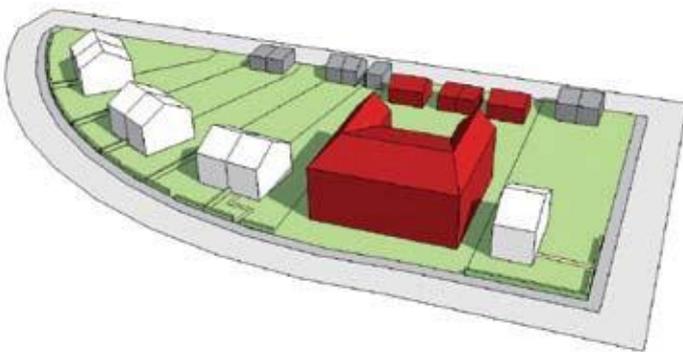
Backland development (including rear lanes)

2.8 Backland development refers to the development of land that lies to the rear of an existing building / line of properties fronting a highway. Such land may comprise of an area with some existing structures such as garages, a single rear garden or an accumulation of adjoining sections of rear gardens. The term normally applies within predominantly residential areas. Development proposals accessed primarily by rear lanes are unlikely to be supported unless it can be demonstrated that the pedestrian access arrangement (street lighting, highway safety and surveillance) and living conditions (light, outlook, overlooking and quality of amenity space) would be acceptable.

2.9 Any proposals within backland sites should reflect the characteristic scale of backland development within the local area. As a general rule, backland development should be a subservient form of development (lower than the front facing properties). The design of backland development must be based on a clear understanding of the effects that this type of development has on character and residential amenity. Problems that can occur which must be avoided, or minimised to an acceptable level, are:

- Loss of privacy and spaciousness.
- Loss of daylight.
- Inadequate access.
- Loss of green/garden space.
- Enclosure of public utility services.
- Loss of car parking.
- The prejudicing of future development through piecemeal development.
- Poor aspect onto 'inactive' frontages or rear lanes.

2.10 Backland sites may have a considerable number of 'inactive' frontages surrounding the site boundary (i.e. fences or walls) which will need to be taken account of in the design. Layouts should make the best use of maximising a pleasant outlook for residents. Some appropriate sites (in particular backland sites) might consider arranging buildings around a central courtyard space for houses to look out onto.

2.11 **Tandem** development is a form of backland development where one new house is placed directly behind another either sharing the same, or an additional driveway/access. This form of development is generally unacceptable because of the consequential impact on the residential amenity of the surrounding dwellings. Where plots are of a sufficiently large size, proposals which are sensitively designed to limit their impact upon neighbouring properties may be considered.

Tandem Development

Development must not have a detrimental effect on the amenity of neighbouring occupiers. Tandem development is therefore normally unacceptable.

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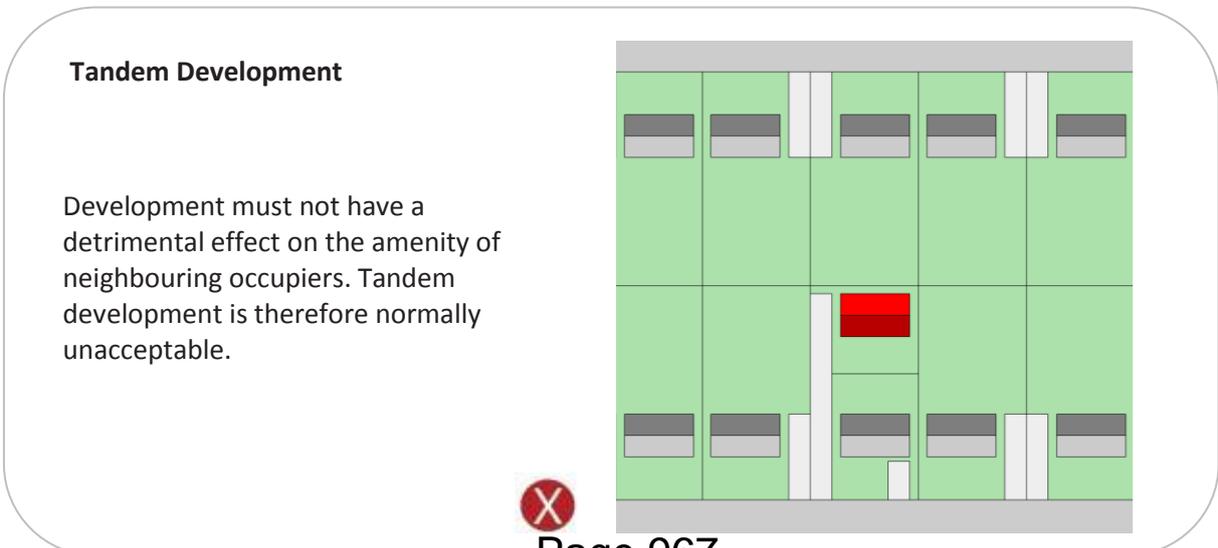
Backland example

This backland development comprises of land to the rear of the main house. It is considered successful in terms of:

Scale
The new dwellings are of a subservient scale and the roof pitch mirrors that of the main house.

Layout
There is sufficient amenity distance between the existing house and the new dwellings.

Garden
The main house has been left with a useable private garden space. The three new dwellings have individual small private amenity spaces to the rear.

Materials
The materials of the main house have been carried through the development.

Overlooking
The window on the side elevation of the new dwellings creates some overlooking to the side road.

Boundary
The side of the backland buildings are close to the highway and is appropriate to this particular side street setting. Some landscaping has been included to enhance the boundary.

Parking
A parking court has been integrated behind the garage as part of the design of the development. The garage itself is not overly dominating in the street due to the choice of matching materials.

In this context, a subservient side street, a garage fronting the highway is acceptable, but this would not normally be acceptable on a street with strong housing frontages.

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Site redevelopment / corner sites

2.12   Site redevelopment may involve the redevelopment of any type of building, but proposals to redevelop dwellings by replacing original houses with larger ones, dividing large plots into two smaller ones and redeveloping single/multi dwelling plots for flats are becoming increasingly common.

2.13   It is important to strike a balance between maintaining the established positive character of a residential street and introducing additional housing. To avoid a 'town cramming' effect, any proposals must:

- Maintain a useable amenity space or garden for new as well as any existing dwellings/ occupiers.
- Maintain an established spacing between buildings that respects the pattern of layout in the vicinity of the site.
- Maintain appropriate scale and massing which respects buildings in the vicinity of the site.
- Respect the building line and be of a design which complements the existing street scene.

2.14   The intensification of a site often means that additional car parking needs to be accommodated within the site boundary. Parking design is an important consideration with all infill development (see section on Parking), but the increased unit densities can specifically create problems for site redevelopment. Front gardens are important for biodiversity, amenity, drainage, street character and therefore parking should not intrude on these areas where they contribute to the character of the area.

2.15   Parking should be designed and sited to encourage the use of street frontage to access dwellings. Proposals which create car-dominated frontages that harm the street scene, and/or create blank frontages at the ground floor will not be accepted.

Poor redevelopment example
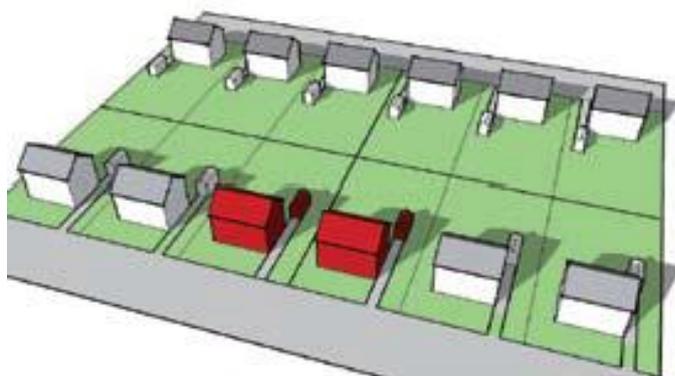
Before

Existing site consisting of a strong pattern of 2-storey detached houses prior to development.
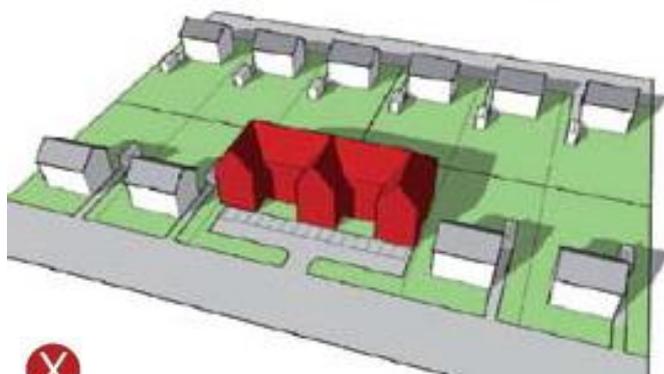
After

Unacceptable redevelopment that fails to respond to the urban grain and existing character of the area.

Parking should also not dominate the frontage.

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Redevelopment example – corner site

Before

This development maintains appropriate space between dwellings and is of appropriate scale and massing on the corner site.

The building is set back into the plot to respond to the character of the area.

Materials and detailing respond to local context; reinterpreting the Edwardian character found on Penylan Road in a contemporary style. This is evident in roof materials, deep eaves and steep pitch, use of natural stone combined with stone coloured render, projecting bay windows and vertically emphasised fenestration with narrow framing.

After

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10

3.   Objectives of good design

3.1   Good designs should embrace established principles of sustainable design and development and make a positive contribution to the creation of distinctive communities, places and spaces.

3.2   Infill development requires special attention be paid to context, the spatial characteristics of an existing street scene, and the building's relationship with space. The following design objectives should be used as guidelines for achieving good design. The objectives should be considered in conjunction with the appropriate information contained in the *Cardiff Residential Design Guide* SPG.

Sustainable buildings

3.3   Any intensification of development on a site may give rise to the possibility of more innovative and energy efficient heating systems becoming feasible. This potential should be explored in order to reduce carbon emissions from the development and offset the environmental impact of intensification.

3.4   Opportunities for compatible mixed use developments in appropriate locations can help to create sustainable communities and are supported by the Welsh Government (TAN 12 and PPW). Buildings that are designed for adaptability and flexibility should be considered at appropriate sites. If social or economic conditions change in the future, buildings that are designed to accommodate change are more likely to have the opportunity to be able to be converted for alternative uses.

Quality of living

3.5   Infill, backland and site redevelopment must result in the creation of good places to live. This needs to be demonstrated through the quality of internal living space; private amenity space; and through adherence to principles relating to access, security, and legibility.

Inclusive design

3.6   All development should be designed using an inclusive design approach. This means that design solutions should provide access to the widest possible range of people, and there should be no barriers that create undue effort and separation. Further advice on this can be found in TAN 12: Design para. 5.3 and Inclusive Mobility (Department for Transport, 2002).

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Character and context

3.7   As an overarching guide for all residential development, the *Residential Design Guide* SPG sets out the following list of design characteristics that should inform a character analysis:

- Locally distinct patterns of streets and spaces.
- Urban grain/built form relationships.
- Local or strategic views.
- Building envelope: scale, mass, form, height, roof form.
- Detailing and visual richness : window profiles, timberwork, building entrances, materials.
- Layout: plot widths, set backs.
- Topographical, microclimatic and ecological features.
- Local patterns of landscape: front garden treatments, street trees.

3.8   Infill development needs to be sensitive to its context. It is important that in residential areas where there is a clear existing pattern and form of development, that new buildings, landscaping and boundary treatments (e.g. gates, railings, walls and hedges) complement the character of the surroundings. A thorough understanding of detailing in the street scene which contributes to the form and character of the area needs to be gained and responded to.

3.9   Boundary treatments, including the means through which pedestrians/vehicles move from the building to the street, should be included in the character analysis as part of the local patterns of landscape. The proportion of "active frontages" (such as entrances) to 'inactive' frontages (such as high walls and blank facades) in the existing street should be responded to in the development. In general, development should maximise active frontages, such as pedestrian entrances for ground floor units.

3.10   Proposals which have an impact on the countryside must respond sensitively to the landscaped context. Such areas of countryside exist in many areas within the settlement boundary, including the river corridors. Any infill proposals must be sensitively located and appropriately landscaped to respect the countryside setting and views into the countryside.

3.11   Proposals must respect the urban grain and consider locally distinct patterns of streets and spaces including:

- Elements of the form of the street (organic or regular).
- Predominant housing layouts (terraced, semi-detached or detached).
- Garden sizes.

3.12   Materials (colour, texture and extent) used for roofing, walls, doors and window frames should respond to the dominant construction or facing material in the area; materials should either match exactly or be complimentary.

3.13   The fenestration of new developments should complement the size, proportions, design and rhythm of detailing of neighbouring properties. The roofline should include appropriate design and pitch of roofs, ridge height, eaves level, and notice taken of any other relevant details in the street scene.

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New infill

This is a re-development of a social club. It is behind a row of existing terraces where there is a heavily planted area containing a number of Tree Preservation Orders.

Situated on the edge of Pontcanna Fields and Llandaff Fields Historic Park and Garden, it has successfully responded to elements of the Victorian terraces from the wider area and pays close attention to detailing.

The parking is sensitively integrated opposite the houses amongst the mature trees.

Some examples of historic character typically found in surrounding streets and nearby Conservation Areas

Page 973

Responding to character and context

This infill development, which is separate from the existing terraces, makes a marked contrast in terms of architectural style, materials and its relationship to the street. The use of large contrasting bay windows is not entirely successful, however, the siting of the plot on the corner and the visual separation between the buildings, together with the modern interpretation makes a positive contribution to the character of the street.

The white render ties in with the colour on the bay windows of the adjacent terraced properties and the roof material and colour adds an element of continuity between the buildings.

This infill development is a modern interpretation of the adjacent Victorian terraced form. It includes pedestrian entrances at the front of the dwellings to encourage active streets and respond to the character of the area. Larger windows would have further improved the aesthetic.

The building turns the corner with several windows for overlooking the street. Bin storage is integrated in the design.

Page 974

Responding to character and context

This street has two adjacent infill developments with a different design response to context:

The end of terrace gap-site development matches the brickwork to the rest of the terrace, and continues the roof detailing. The recessed doorway and brick wall boundary treatment matches the style present in the rest of the terrace.

The rhythm of windows is slightly different to the adjacent properties due to the narrow plot width constraints, however this building quietly integrates well into the existing character. The style of boundary treatment is continued.

Adjacent to the end terrace is a contemporary redevelopment of a coach house.

Whilst it is to the rear of the main house, it also fronts onto the side street.

It responds well to context and to a variety of different elements in the streetscape.

Page 975
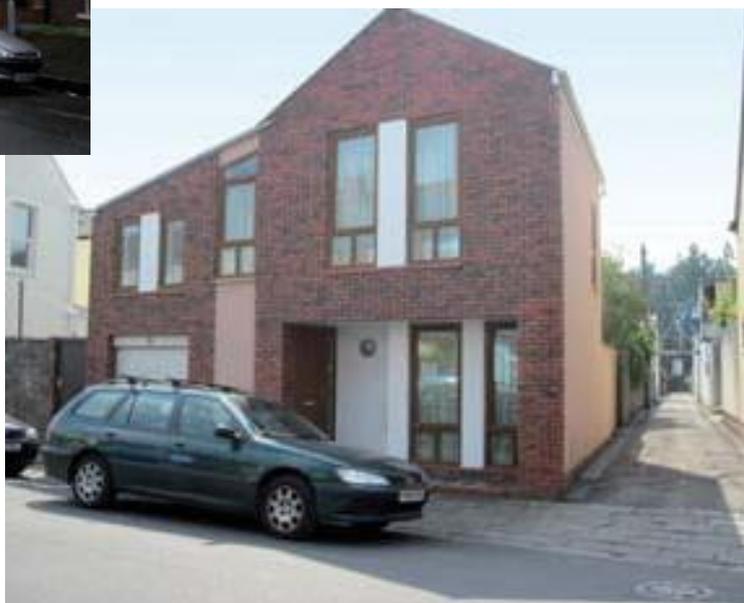
Building plot and building line

3.14   Plot ratios should reflect those prevailing in adjacent properties. The amount of development which projects back into a site should echo the rhythm of the street and respect the existing neighbouring buildings in order to reduce the overbearing impact of any development.

3.15   The spaces between adjacent buildings often have as much impact on the character of the area as the form of the buildings themselves. Plots must be of sufficient width to accommodate buildings that fit well into the street scene and provide adequate visual separation where appropriate. Where existing plot boundaries form a distinctive part of the street scene, these boundaries should be retained and replicated through appropriate building design and landscape treatment. Any significant public views and vistas in the street scene, including between and beyond buildings, which contribute to the character of the area should be respected.

3.16   Development should seek to respond to the prevailing building line that is created by the main frontages of houses, taking into account how the buildings are set back from the street and any rhythms or patterns of existing development, or protrusions.

3.17   The prevailing depth of frontage should be maintained where it is a feature of the area that contributes to the character and distinctive appearance of the street.

Building line

The terraced form and the building line have been continued. This infill building was visually divided in half to maintain the rhythm of the buildings in the street.

The architecture is modern and each 'half' of the development fits between two buildings of different architectural styles on either side and acts as a transition between them.

Building plot

The modern infill building sits well in the corner site, allowing separation space between the historic terraces and the infill.

The buildingline is consistent and the building projects back into the site to an appropriate distance.

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Building lines

Where there is a consistent building line that adds to the character of the street, this should be maintained.

Straight building line
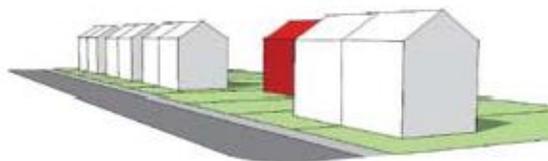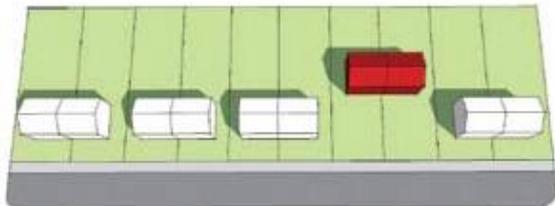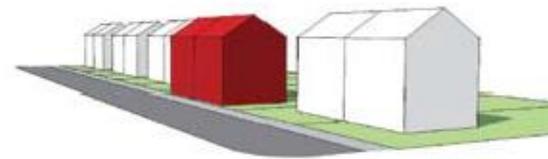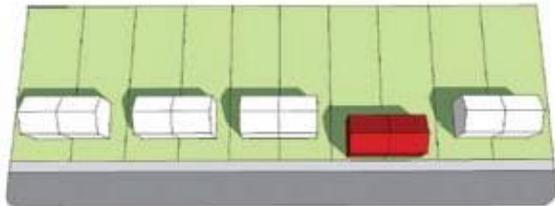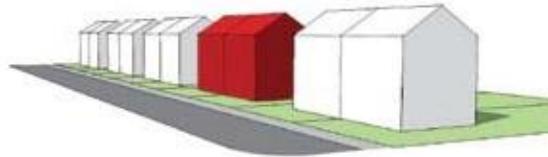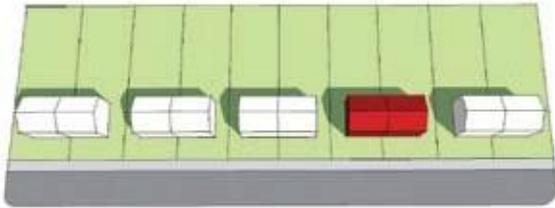
Stepped building line

Page 978
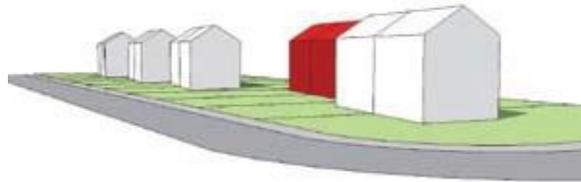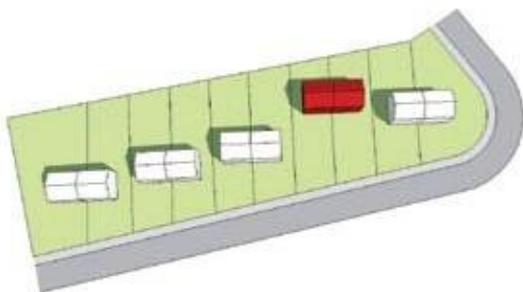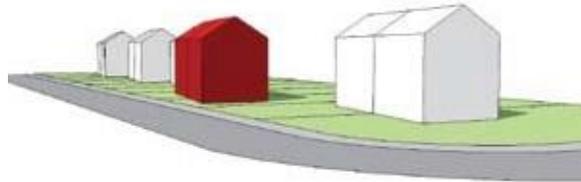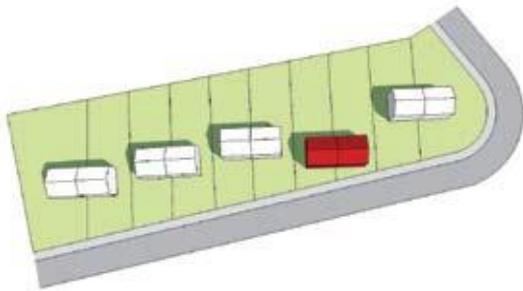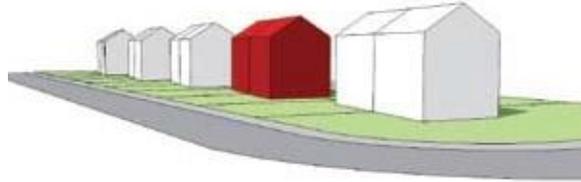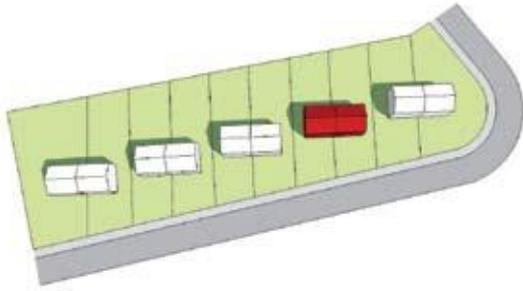
Height, scale and massing

3.18   Infill development should take account of and respond to existing building heights (number of storeys and floor to ceiling heights), scale and massing of buildings in the street.

3.19   For a backland site, a less conspicuous building of a lower scale in building height is often more appropriate to minimise overbearing and reduce impact on residential amenity. Account should be taken of ground levels as development is likely to have a greater impact on neighbouring properties when it is located on higher ground.

3.20   Some appropriate sites may be able to accommodate slightly taller buildings where they make positive contribution to the street scene, such as corner sites, on primary routes, and in higher density areas with variation in heights and massing. Where a taller building is proposed, the end treatment should relate sensitively to the heights of the adjacent buildings so that the rhythm of the street is not interrupted. This will often result in an appropriate reduction of height. The use of sympathetic elevational treatments can be used to relate innovative or modern designs with a more traditional context. Roofs should remain in proportion with those in surrounding buildings to create a successful transition between new and existing development.

This contemporary redevelopment of a former garage site comprises of three-storey terraced housing.

The height, scale and massing is appropriate for the site context, which consists of a substantial corner plot, a variety of existing building types, heights and characters, situated along a primary vehicular route with a wide carriageway.

The increase in height between the existing two-story housing opposite to three-storey development is not over-bearing given the scale of the street; the three-storey height helps to create a better sense of enclosure than the two storey housing opposite.

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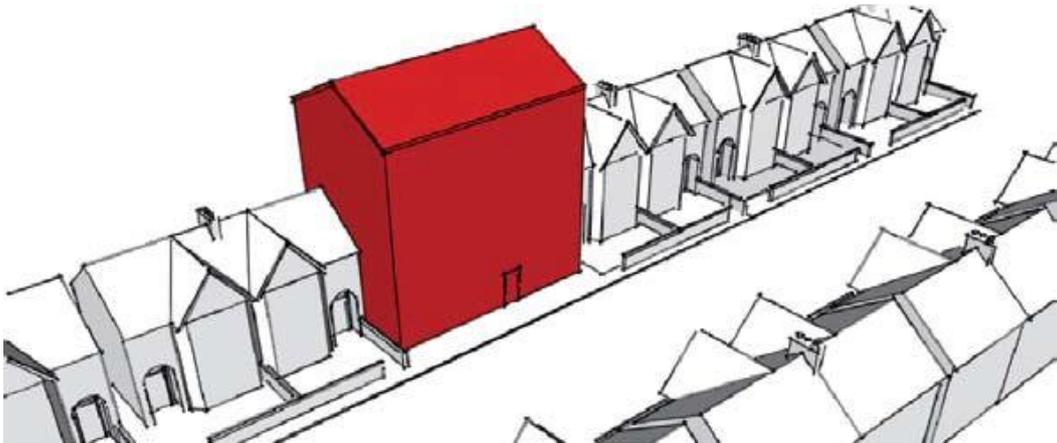
Scale

The height and massing of this proposal fails to respond to the consistent scale, massing and character along the street.

Density

3.21 Infill, backland development and site redevelopment can help to increase the efficiency of land and reduce demand for greenfield sites as outlined in PPW and Cardiff Local Development Plan, Policy KP5. However, the density of development, both in terms of scale and massing, as well as the number and type of units, should vary according to the site character and context and must respond sensitively to the scale, form and massing of existing development in the area.

3.22 The appropriate development capacity of a site will be determined by the following criteria:

- Existing urban grain (pattern of streets, plots and buildings).
- Character and context of the surrounding area.
- The need to retain and preserve natural and manmade features within the site.
- The need to protect privacy and amenity.
- The retention and/or provision of adequate garden space and parking provision.
- Proximity to public transport.

3.23 In general, the Council supports a range of density solutions, provided that they relate well to their surroundings. However, any increase in the intensity of existing accommodation will mean that careful consideration will need to be given to innovative solutions for useable amenity space, car parking provision, cycle storage and refuse storage facilities.

3.24 To minimise the need to travel by modes other than the private car, higher density development will be encouraged:

- Within walking distance of public transport nodes.
- Near corridors well served by public transport.
- In areas with the potential to be served by public transport.
- In the city centre and district centres.

Applications for higher density developments in such locations must also take account of all of the design criteria listed further above.

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3.25   The impact of any additional parking required from higher density housing must be taken carefully into account and not dominate the street scene (see section Access and Parking, for further guidance). It is anticipated that development in areas with better access to services and public transport may be able to incorporate reduced parking provision in line with the Access, Circulation and Parking SPG[1].

Open space, trees, biodiversity and landscaping

3.26   Applications for development on areas which involve the loss of green or open space will be assessed against the following factors outlined in the Green Infrastructure SPG (2017):

- Existing local provision of open space.
- The functional or amenity value of the open space.
- The quality of the open space.
- Any significant nature or historic conservation importance of open space which may be lost.
- Any compensatory provision for loss of open space.

3.27   In addition to this, the safeguarding of areas of space that are valued for historic conservation reasons, or spaces that contribute to the local landscape and/or distinctiveness of an area will be sought.

3.28   In order to support sustainability objectives, such as encouraging walking and cycling between communities on linear greenways, and protecting carbon sinks and facilitating evaporative cooling, infill development should not take place on areas of green space that are part of an urban network of green spaces. Applicants should refer to the Green Infrastructure SPG (2017) for detailed guidance.

3.29   Trees and hedges provide visual amenity benefits, provide natural structure and enclosure to a site, a home, shelter or feeding place for a wide range of wildlife and a diverse range of environmental benefits including acting as a carbon sink, aiding natural drainage, cooling the air and absorbing pollution.

3.30   Development that would cause unacceptable harm to trees, woodlands and hedgerows will be resisted. The retention of and protection of the growing space for large trees, or those capable of achieving large size, is especially desirable since these trees provide the greatest benefits to visual amenity, biodiversity, cooling, carbon accretion and sustainable drainage. Developers should always check whether trees on or adjoining properties are subject to a TPO (Tree Preservation Order). Trees on, and adjoining a site will require assessment in accordance with the Green Infrastructure SPG, prior to the submission of a planning application. This assessment must inform the site layout and design.

3.31   In addition to trees, the site layout must consider all existing natural and semi-natural features such as hedges, open and vegetated soil, and the contribution these features make. The retention or incorporation of such features in a development play a crucial role in ensuring that the development is consistent with principles of sustainable development.

3.32   Even where there is no loss of existing trees, the design of development should be adapted to accommodate new trees and soft landscaping appropriate to the location, scale and type of development. The design of new tree planting and soft landscaping should be informed by the 'Trees and Development' and 'Soils and Development' chapters in the Green Infrastructure SPG.

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[1] This SPG is proposed to be replaced by a *Design and Parking Guidance SPG* within the LDP plan period.

Important natural features should influence site layout
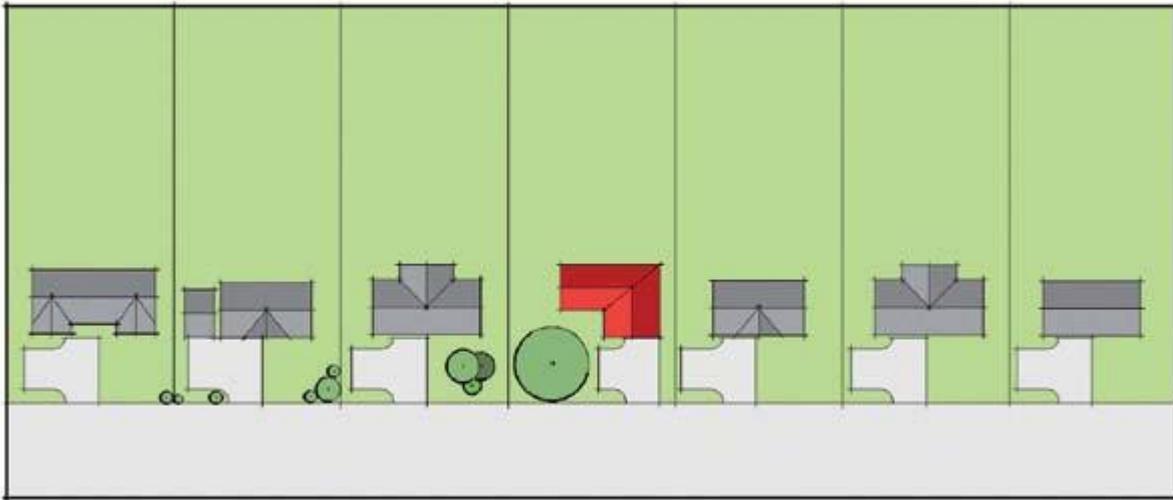
Protected species

3.33 The Green Infrastructure SPG (2017) explains the actions which should be undertaken if protected species such as bats and nesting birds are present on a site. It is important that no works are undertaken until the necessary investigations have taken place. Surveys should be carried out by suitably qualified, experienced and licensed surveyors in accordance with published guidance and best practice. If EPS are likely to be affected by the proposals, the planning application should include details of all the mitigation that will be put in place to offset the anticipated impacts.

3.34 Further information on European Protected Species Licensing can be found at https://naturalresources.wales/permits-and-permissions/protected-species-licensing/european-protected-species-licensing/?lang=en

Boundary treatment

3.35 Boundary treatments fronting onto a highway or public space can make a significant contribution to the character of an area. It visually affects the street scene, influences street activity and affects pedestrian and vehicular movement. Boundaries should create a successful interface between a building and the street or open space, and should not result in blank facades or create dead space. Boundary treatments should be high quality, balance security needs with providing good natural surveillance and not create a 'fortress' feel to the development.

3.36 Attention to detail is particularly important in infill and site redevelopment sites as a poor boundary treatment or one which deviates from the prevailing type of boundary treatment prevalent in the area may harm the existing character of the street. Where there is a clear type of successful boundary treatment prevailing in the immediate area, the proposal should closely match that in terms of size and materials. The entrances along the boundary will need to mirror the rhythm and setting of existing entrances in the area.

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3.37   Boundary treatments alongside communal areas, such as parking areas, should be high quality and easily maintained (i.e. brick walls rather than close-boarded fences).

The character of boundary treatment should be maintained along the street
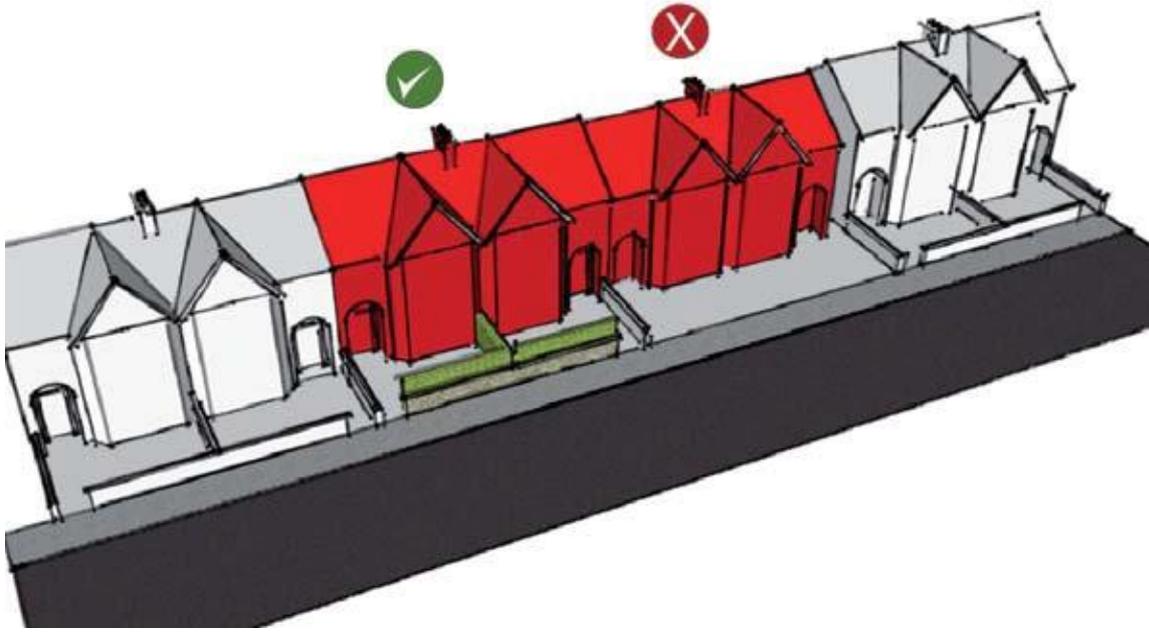
Designing out crime

3.38   All developments must demonstrate how they positively contribute towards safe and secure environments (such as providing natural surveillance together with a sense of ownership), and these measures should be effective, and proportionate to the local crime risk factors. Reference should be made to the *Residential Design Guide* SPG. South Wales Police can provide information on how to achieve the 'Secured by Design' award. Further information can be obtained from www.securedbydesign.com.

Vehicular access and parking

3.39   Sustainable development should encourage use of alternative means to the car where possible, such as walking, cycling and public transport. Cycle parking provision should always be an integral part of the design of the development. The principles of Manual for Streets 1 and 2 should be employed with increased consideration given to the place function of streets.

3.40   The car is recognised as an important transport method and account needs to be taken of parking in line with the Access, Circulation and Parking Standards SPG[2]. Both vehicular and cycle parking must not be detrimental to the street scene, urban vitality or the historic built environment.

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[2] Proposed to be replaced by a *Design and Parking Guidance* SPG within the LDP plan period

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3.41 Where car parking is necessary, provision should be effectively incorporated into the design of the development as a whole and should not be introduced later. The effect of intensifying a site means that additional car parking may need to be accommodated within a confined site boundary. Innovative design solutions that minimise impact on the street scene and on the amenity of neighbouring properties are encouraged. Parking (for gap site development in particular) should help to define an attractive and well used street, and promote the use of front entrances to dwellings. Proposals which create car-dominated frontages that harm the street scene and/or create blank frontages at the ground floor will not be accepted.

3.42 Parking areas and driveways are encouraged to incorporate permeable materials to create sustainable drainage. This is particularly important in areas that have been previously vegetated. Car parking should not impinge on the quality of amenity or natural space. Permitted Development rights may need to be removed in some cases to ensure that paving is not replaced with impermeable paving at a later date.

3.43 It may be appropriate for existing access arrangements to serve infill redevelopment where it helps to maintain the appearance of the street frontage. Where new access is necessary, it must be located in a safe and visible location, with clear visibility splays and set away from junctions or other hazards.

3.44 New driveways should be appropriate to their context. New driveways serving rear garden development should be positioned to minimise any audio and visual disturbance to neighbouring dwellings.

3.45 In central areas and other areas of higher density, in order to make efficient use of land, the utilisation of the minimum number of car parking spaces in line with the Access, Circulation and Parking SPG is encouraged. Development in the central area (see Parking SPG) may include zero parking provision, however the merits and circumstances of each planning application will be taken into account when applying parking standards. This includes cycle parking, blue badge parking provision, visitor parking, and a range of locational and contextual factors. Details can be found in the Access, Circulation and Parking SPG.

Parking

Additional parking spaces have been sensitively incorporated away from the street within this backland development and are overlooked from the front of the new dwellings.

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4.   Residential amenity and privacy

4.1   Any infill, backland or site redevelopment must consider both the new and future occupiers' amenity, as well as the amenities available to neighbouring residents.

Gardens and open amenity space

4.2   All new residential dwellings, as well as existing dwellings affected by the development, should maintain useable and appropriate external amenity space. This space should be integrated within the design proposals and not just be 'left over space' after planning.

4.3   It should be demonstrated that the size and type of external amenity space is appropriate to the type of development and to the urban grain of the area.

4.4   Amenity space can provide many different functions, such as a secure playing space for children, a horticultural area, or a place for sitting outside in the fresh air. The size and nature of private or shared amenity space will be dependent on a range of contextual circumstances, such as the type of accommodation, the form, density, location and access to nearby public open space. Amenity space should be adjacent or in close proximity to the dwelling and be wheelchair accessible.

4.5   Houses and ground floor flats that will serve as family accommodation should include enclosed and secure private amenity areas. Such amenity areas should measure at least 10.5m in depth or 50m^2 overall but generally reflect that which is characteristic of the surrounding area.

4.6   Types of shared amenity space such as roof gardens, roof terraces, communal gardens and areas for play can be suitable in some forms of development. Where a proposal is of a size or nature that triggers specific requirements for public open space (with reference to the Council's Green Infrastructure SPG), this should be sought on-site wherever practical.

4.7   Consideration needs to be given to the retention of existing trees and functioning vegetated soils (e.g. grass, shrubs, or an area for growing vegetables), and the introduction of new trees and soils as part of amenity space where practicable. Refer to section on 'Open space, trees, landscaping and boundary treatment.'

4.8   Existing houses affected by new development should maintain reasonable garden sizes (both front and back), appropriate to house and surrounding area. Properties which have contributed land for backland or infill development must not be left without reasonable and useable gardens or parking spaces where they already have them. Existing access for pedestrians and vehicles should be retained.

Amenity Space

This example of a well-used shared amenity space is within a perimeter block development, Coin Street, London.

The ground floor units have individual private spaces which back onto private communal space that is shared by all of the occupiers.

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Privacy, overlooking and overshadowing

4.9   New developments should allow for adequate privacy for the occupiers of the proposed buildings as well as for neighbouring properties. Normally, a minimum of 21m should be maintained between principal windows to habitable rooms. However, it may be possible to achieve privacy with a combination of separation distance; appropriate position and aspect of habitable rooms; screening; building orientation; window positioning, size and style of window and placement of gardens. Design proposals will need to demonstrate how an adequate level of privacy has been provided for habitable rooms within each dwelling. The minimum overlooking distance from a habitable room window to a garden area of a separate dwelling should be 10.5m. Relying on obscurely glazed windows or non-opening windows is not a preferred means of achieving privacy.

4.10   Dual aspect dwellings (where windows are found on two external walls) are preferable to single aspect units. There will be a presumption against single aspect units unless the design is shown to allow adequate daylight and ventilation to all habitable rooms.

Privacy

21m
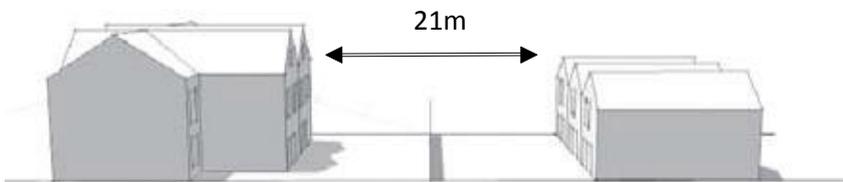
21m allows privacy created by distance.

If the angle of rotation is more than 30 degrees, dwellings could be brought slightly closer together. Account needs to be taken of building height.

Innovative design solutions, as exhibited by Accordia in Cambridge, show that a narrow mews doesn't have to compromise privacy if the windows are staggered and designed accordingly. These narrow, urban spaces are successful here because of a range of influencing factors, including:

- The buildings are of an appropriate layout and scale.

- The mews forms part of a designed hierarchy of streets.

- The narrowness is complimented by wide shared courtyard spaces to the rear.

- The mews are very close good quality, accessible public open space.

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4.11   To safeguard the amenity of existing residents, proposals must not result in unacceptable harm regarding the level of overbearing, overshadowing or overlooking of neighbouring properties.

This proposal is too overbearing on the neighbouring properties.

25 / 45 degree rules

4.12   The assessment of sunlight and daylight is based on the BRE guidance presented in Site Planning for Daylight and Sunlight- a guide to good practice.

4.13   Although changes to permitted development rights have allowed certain types of infill development which might exceed these standards, where the opportunity to control exists, we will apply the standards in a reasonable manner.

4.14   These guidelines will sometimes be used flexibly as we recognise that light can be provided to living spaces via a number of means which might not be evident from the assessment approaches, whilst certain townscape situations might reasonably deserve some flexibility in their use. As such the standards are initially used as a trigger to invite further justification for a design.

4.15   Developments which do not meet these standards will be resisted without further justification or other reasonable measures being in place to provide adequate light. The standards apply equally to impacts on both new and existing buildings, and should be assessed accordingly. The standards will not apply to affects resulting from the height of minor gables. Where the standards are not being met, ways to improve the situation to the required standard will be sought.

Affected rooms

4.16   This guidance applies to habitable rooms which, according to the layout plan, are the main daytime living spaces of the scheme. Assessments will not relate to small kitchens (where there is no additional space to provide a dining area large enough to accommodate a table and chairs - typically an area of 2m² in addition to kitchen space), toilets, bathrooms, circulation spaces, storerooms or similar spaces. Rooms containing beds will only be included in an assessment if they form part of the daytime living space. Rooms containing more than one effective source of light, such as windows on other facades, light wells or tubes will not be included in any assessment.

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The 25 degree rule

4.17 The first assessment relates to windows facing other buildings or relevant structures. A significant building or structure will be obstructing reasonable light to a relevant window if it breaks a line projecting up from the centre of the relevant window 25 degrees from the horizontal.

25^0

The 25 degree line projecting from the centre of the relevant window. In this case the scheme is acceptable.
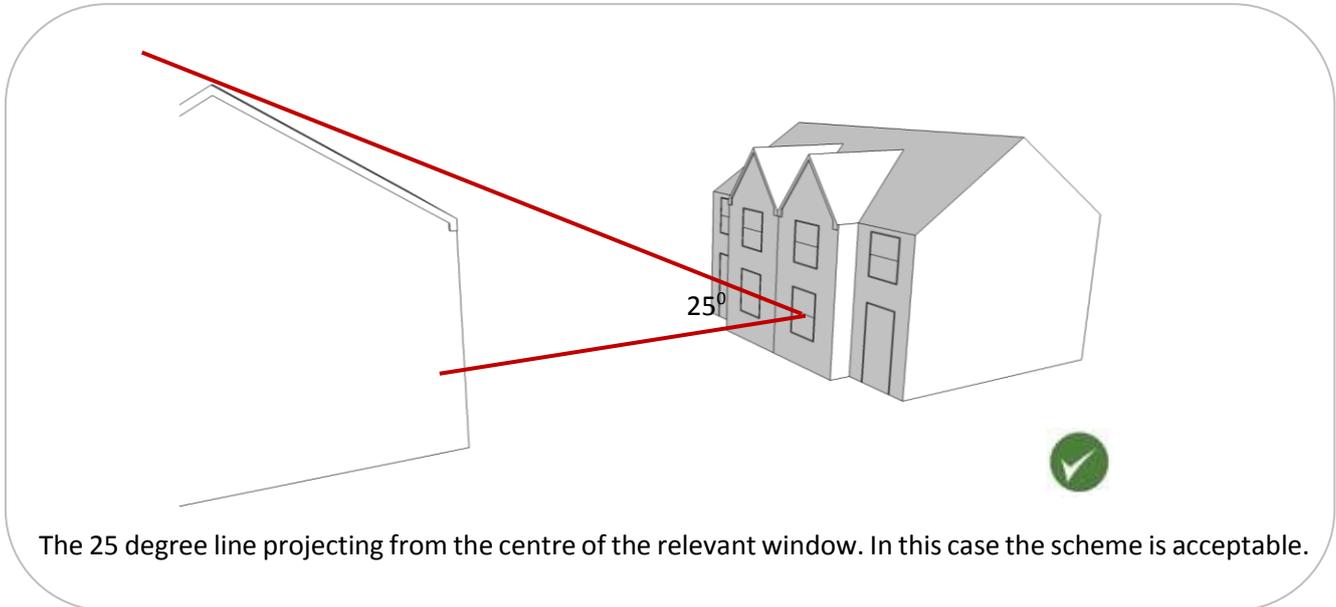
4.18 If obstruction occurs, applicants will be required to provide proof that windows will not be adversely affected by this structure by quantifying the daylight using the Skylight Indicator or Waldram assessments set out in the BRE publication. The measure of daylight reaching a window should not fall below 27%. Software applications exist to help with such an assessment.

4.19 If the window is in a glass door, the line can originate from 2 metres above the relevant floor or storey level.

4.20 If a new building is improving an existing situation then the standards may be applied flexibly, and before and after studies should be provided.

The 45 degree rule

4.21 The second assessment relates to any extensions from an existing building line, and windows affected by this extension.

4.22 An extension will be obstructing reasonable light to a relevant window if it breaks a line projecting 45 degrees both horizontally (assessed in a plan) and vertically (assessed in relevant elevations) from the centre of the window.

4.23 Extensions with a pitched roof should be assessed from the centre of the pitch. This measure can also be applied to the assessment of relevant windows in a courtyard. Facing windows can be assessed using the 25 degree method.

4.24 It is particularly important to avoid the tunnelling effect, where a window is affected by projecting extensions from two directions.

Page 988
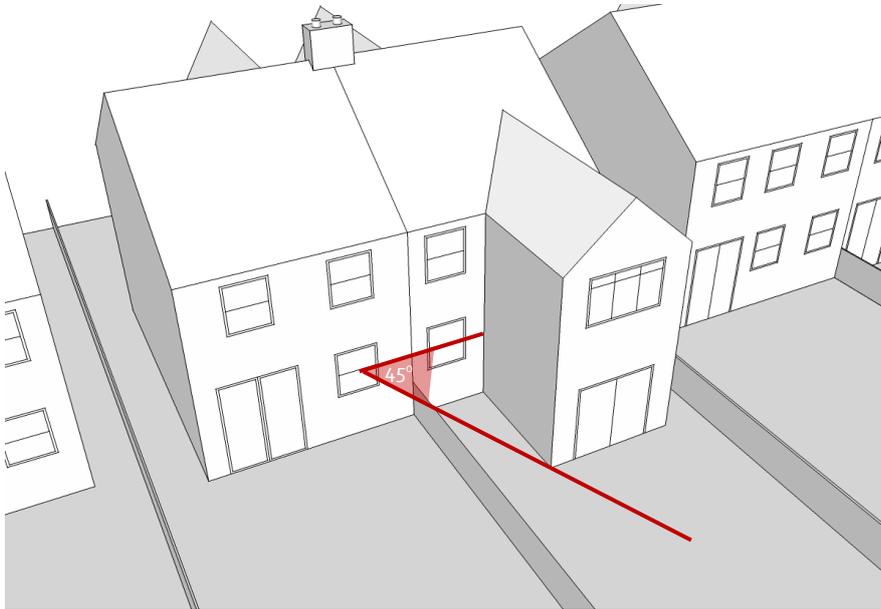
A 45 degree line projecting from the centre of the window in both elevation and plan shouldn't hit the relevant extension.

In these cases the scheme is acceptable in both elevation and plan.

Sunlight

4.25 Windows facing within 90 degrees of due south will gain some direct sunlight for some period of the day, if there is no obstruction.

4.26 Sensitive design of living spaces will ensure that each dwelling has a main living room which can receive a reasonable amount of direct sunlight.

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5. Conservation areas and listed buildings

5.1   Development within a conservation area, or affecting the setting of a conservation area, will only be permitted where it preserves or enhances the character, or appearance of the area.

5.2   Each of the Council's twenty-six adopted Conservation Area Appraisals (2004-2009) outline the historic significance of an area, contains a character assessment and recommends opportunities for the enhancement of that character. These also have further guidance for homeowners and those planning development within a conservation area. The appraisals (available at www.cardiff.gov.uk/conservation) were adopted following public consultation, and should be read in conjunction with this SPG.

5.3   Conservation Area consent is normally required for the demolition of a building within a conservation area. PPW and Circular 61/96 (to be replaced in 2017 by Technical Advice Note 24: The Historic Environment) provide more information.

5.4   Listed Building Consent is required for demolition, alteration or extension where the character of a statutory listed building is affected. Alterations to listed buildings will only be acceptable where they relate sensitively to the building and preserve its character. In assessing an application the Council has a statutory requirement to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses.

5.5   Separate to buildings listed by Cadw, the Council holds a list of buildings in Cardiff that have been locally listed. The purpose of local listing is to ensure that a building's locally important architectural or historic interest is recognised. More information is available at www.cardiff.gov.uk/conservation.

6.   Refuse

6.1   Adequate provision must be made for recycling, food, garden and general waste facilities within the guidelines of the Council's Waste Collection and Storage Facilities SPG. Appropriate access for collection will also need to be accommodated where the proposed residential dwellings are required to use communal waste facilities.

6.2   Innovative solutions for waste management should be integrated into the design of the development and should be achieved with minimal impact on the quality and vitality of the public realm and the amenity of neighbouring and future residents. Where possible, all waste storage should be at the rear of the dwelling. In situations where waste is stored at the front of the property, it must be suitably screened from the highway.

6.3   The Council reserves the right to decide the waste receptacles required for new residential developments. Further details of the required receptacles can be found in the Waste Collection and Storage Facilities SPG.

Waste and recycling storage should be thoughtfully designed into the development.

Appendix A: Policy Context

7.1 **Planning Policy Wales** sets out Welsh Government's land use planning policy in respect of promoting sustainability through good design. Good design is not just about the aesthetics of a development, but also includes the social, environmental and economic aspects of the development, including its construction, operation and management, and its relationship to its surroundings.

7.2 Chapter 9 (Housing) outlines policies on designing good quality, affordable housing, and advises that sensitive infilling may be acceptable, although this will depend the character of the surroundings. Insensitive infill development, including conversion and adaptation, that would damage an area's character or amenity should be not be allowed.

7.3 PPW (see Chapters 4 and 9) provides information specifically on infill development in the countryside.

7.4 Safe environments should be produced through good design, and local authorities are under a legal obligation to consider the need to prevent and reduce crime and disorder in all decisions that they take. Crime prevention and fear of crime may be material considerations in the determination of planning applications.

7.5 **Technical Advice Note (TAN) 12: Design** advises on how promoting sustainability through good design may be facilitated through the planning system. Good design in the built and natural environment should deliver environmental sustainability, economic development and social inclusion. Buildings, places and need to be well designed, flexible and adaptable, achieving a high quality public realm, vibrant streets and active neighbourhoods.

7.6 Legislation requires a Design and Access Statement (DAS) to accompany applications for all new dwellings. The DAS should include a full design appraisal of the site and will need to illustrate how sustainability requirements have been taken into account as part of the design process. Following this, it should explain and justify the objectives and concepts on which a development proposal is based and how this will be reflected throughout the scheme. TAN 12: Design provides an outline of the broad content of a DAS for planning permission and listed building consent.

7.7 **TAN 15: Development and Flood Risk** (para 6.2), states that new development should be directed away from zone C, and that new development should only be permitted within zones C1 and C2 if determined by the planning authority to be justified in that location. As part of this justification, an applicant should undertake and submit a flood consequence assessment (FCA) prior to determination of an application that meets the criteria set out in TAN 15. TAN 15 also states that highly vulnerable development (such as residential use) should not take place in zone C2.

7.8 (Manual for Streets 1 and 2 (Department for Transport, 2007; 2010) is endorsed by Welsh Government and gives emphasis on the place function of streets. It recommends that designers should place a higher priority to the needs of pedestrians, cyclists and public transport users over motor vehicles.

7.9 **Design and Access Statements in Wales (2017),** has been written as an easy reference guide by the Design Commission for Wales, to assist those involved in writing and submitting applications for planning permission or listed building consent in Wales.

7.10 **Cardiff Conservation Area Appraisals** - A conservation area is defined as: an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance. The Council has prepared twenty-six conservation area appraisals which should be read in conjunction with this SPG.

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Appendix B: Contacts

City of Cardiff Council
www.cardiff.gov.uk/planning
planning@cardiff.gov.uk
(029) 22 330800

Other Organisations

Cadw – Welsh Government's historic environment service
www.cadw.wales.gov.uk

Design Commission for Wales – National organisation providing Design Review service and design guidance
www.dcfw.org

Design Council - Design support and advice to industry and communities
www.designcouncil.org.uk

Housing Design Awards - Recognition of excellence in the design and planning of new homes
info@hdawards.org

Landscape Institute - chartered body for landscape architects
www.landscapeinstitute.org

Planning Aid Wales - An independent, charitable organisation helping individuals and communities across Wales to participate more effectively in the planning system
www.planningaidwales.org.uk

RSAW - Royal Society of Architects in Wales is the regional organisation of the Royal Institute of British Architects (RIBA)
www.architecture.com/RIBA/Contactus/OurUKoffices/Wales/Wales

RICS Wales - Royal Institute of Chartered Surveyors.
www.rics.org/wales

Secured by Design - Award scheme managed by the Association of Chief Police Officers Crime Prevention Initiatives.
www.securedbydesign.com   South Wales Police Crime Prevention Design Advisors: 01656 761893 OR 01656 761888

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Appendix C: Consultation

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation, in addition to members of the public and individual Councillors.

ACE - Action in Caerau and Ely
Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Barratt Homes
Barton Willmore
Bellway Homes
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board
Cardiff Access Group
Cardiff Against the Incinerator
Cardiff Bus

Cardiff Bus Users
Cardiff Civic Society
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Lib Dem Group ***
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan Planning Consultant
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru
Community Land Advisory Service Cymru
Confederation of British Industry
Confederation of Passenger Transport

Connections Design
Country Land and Business Association
CSJ Planning Consultants
Cymdeithas yr iaith gymraeg
Danescourt Community Association
David Lock Associates
Davies Sutton Architects
DavisMeade Agricultural
Derek Prosser Associates
Design Circle RSAW South
Design Commission for Wales
Development Planning Partnership
Development, Land & Planning Consultants Ltd
Disability Arts Cymru
Disability Wales
DLP Consultants
DLP Planning Ltd
DPP Cardiff
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc
Firstplan
Forestry in Wales/Natural Resources Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning

G L Hearn
G Powys Jones
Garden History Society
Geraint John Planning Ltd
GL Hearn Planning
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association
GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
H O W Commercial Planning Advisors
Hafod Housing Association Limited/ Hafod Care Association Limited
Halcrow
Hammonds Yates
Heath Residents Association
Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Hughes
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
JP Morgan Asset Management
Keep Wales Tidy
Kelly Taylor & Associates
Kingsmead Assets Limited
Knight Frank
Landscape Institute Wales
Levvel Ltd
Lichfields
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society

Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Planning Practice
McCarthy & Stone (plc)
Meadgate Homes Ltd
Mike Pitt
Mineral Products Association
Morgan Cole
Mott MacDonald
National Federation of Builders
National Youth Arts
Natural Resources Wales ***
Neame Sutton
Network Rail
Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes
Peterson Williams
Peterstone Community Council
Phillippa Cole
Planning Aid Wales
Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Prospero Planning
Quarry Products Association
Quinco
Quod

Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council
Radyr and Morganstown Partnership and Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
RCT
Redrow Homes
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales
Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical Monuments of Wales
Royal National Institute for the Blind
RPS Group Plc
RSPB Cymru
Save Creigiau Action Group
Savills
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting
South Wales Chamber of Commerce Cardiff
South Wales Police
South Wales Police Crime Prevention Design Adviser
South Wales WIN
Splott and Tremorfa Communities First
Sport Wales
SSE Energy Supply Ltd

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St Fagans Community Council
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning
Stuart Coventry Scott Wilson
Sullivan Land & Planning
Sustrans Cymru
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Design Group 3
The Georgian Group
The Institute of Cemetery and Crematorium Management

The Land Mark Practice
The Planning Bureau
The Royal Town Planning Institute
The Urbanists
The Victorian Society
The Wildlife Trust of South & West Wales
Theatres Trust
T-Mobile (UK) Ltd
Tongwynlais Community Council
Torfaen County Borough Council
Turley
United Welsh Housing Association
Urban City Ltd
Velindre NHS Trust Corporate Headquarters
Virgin Media
Vodaphone

Wales & West Housing Association
Wales Council for Voluntary Action
Wales Women's Aid
Watts Morgan
Welsh Ambulance Services NHS Trust - South East Region
Welsh Government
Welsh Government - Economy Skills and Transport Division
Welsh Language Commissioner
Welsh Tenants Federation Ltd
Wentloog Community Council
White Young Green
Wimpey Homes
WS Atkins Planning Consultants
Wyevale Garden Centre

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Appendix D: Summary of External Consultation Comments and Responses

Page / para	Comment	Response
Section 3	Suggest stating that surveys for protected species should be undertaken by suitably qualified, experienced and licensed surveyors in accordance with published guidance and best practice. If EPS are likely to be affected by the proposals, the planning application should include details of all the mitigation that will be put in place to offset the anticipated impacts.	Agree. Text added at paras 3.33 and 3.34
Section 3	Suggest stating that further information on European Protected Species Licensing can be found at https://naturalresources.wales/permits-and-permissions/protected-species-licensing/european-protected-species-licensing/?lang=en	Agree. Text added as para 3.33
General	No reference is made to flood risk. Consider that reference should be made to the potential need to submit a Flood Consequences Assessment (FCA) if the application site is located within Zone C as defined by the Development Advice Map (DAM) and for development to have regard to the requirements of Technical Advice Note 15: Development and Flood Risk (TAN15) (July 2004).	Disagree – this information is at para 7.7
7.7	Typing error, (Flood Consequence Assessment)	Corrected
Page 10 (Redevelopment example – corner site)	The example provided of the corner site development on Penylan Road is an interesting building and merits its place in the street scene. However, the claim that it re-interprets the Edwardian style of nearby properties needs further explanation. The 're-interpretation' argument needs to be made clearer as this is key to many objections. In what way, does this example re-interpret Edwardian architecture? Without such clarity, it simply becomes a subjective assessment which, in the experience of many ward members and representatives, tends to be the assessment of officers.	Clarification added to the example for the avoidance of doubt: *This is evident in roof materials, deep eaves and steep pitch, use of natural stone combined with stone coloured render, projecting bay windows and vertically emphasised fenestration with narrow framing.*
Page 14 top example	By contrast, the example of the infill development is less successful and in fact lacks a lightness of touch that characterises the neighbouring buildings. In an understandable attempt to avoid pastiche, the bay frontages are overly obtrusive.	Agreed that the scheme is not successful in every regard. Note regarding the bays added to the annotation for this example.

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Page 15 top example	The first example of page 15 is also a poor template for how windows should maintain a coherence with existing buildings. The claim in the SPG that it does not 'harm the street scene' seems unsustainable. A better, alternative example should be found.	Commentary amended to remove reference to street scene. However, this is still considered to be an appropriate example to include.
Building line diagrams at pages 17-18	Finally, while we recognise the importance of infill development in contributing to our housing supply, we also fill this should not be at the expense of good architecture and consistency of design. We would therefore like to see more explicit guidance on the depth of infill developments, which may not be obtrusive from the street but which break the dominant housing line when seen from the rear of neighbouring properties or gardens. It is one thing to ensure that the street front remains coherent. We believe the view from the rear should be given significant weight too and, at present, this SPG fails to do that.	The guidance relating to building lines is primarily relates to the character of streets in terms of public viewpoints. Concerns relating to depth of development and over dominance to the rear is assessed on a case by case basis depending on privacy, overlooking and overshadowing considerations. As such, no amendment is considered necessary.

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Planning for Health and Well-being

Supplementary Planning Guidance

November 2017

Page 1001

CARDIFF
CAERDYDD

Contents

Mae'r ddogfen hon ar gael yn Gymraeg/This document is available in Welsh

1. Introduction

1.1   This SPG supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to health and planning and has been developed jointly between the Council and the Cardiff and Vale University Health Board. This interaction underlines the fact that neither health nor planning considerations are made in isolation.

1.2   Welsh Government support the use of Supplementary Planning Guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively and highlights relevant (health) policy guidance not mentioned in detail within the development plan. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications.

1.3   The purpose of this Supplementary Planning Guidance (SPG) is:

- To provide supporting information and guidance for planners, developers and investors on how our environment and the planning decisions we make, impact on the health and wellbeing of the population.
- To help achieve the Council's vision of addressing health inequalities and become a leading city on the world stage as set out in the Capital Ambition Document
- To ensure planning decisions contribute to the national and local Well-being Goals set out in the Well-being of Future Generations (Wales) Act 2015.
- To offer guidance for addressing the effect of the built and natural environment on health and well-being as part of a strategic approach to tackling the city's health inequalities and promoting healthy lifestyle options.
- To provide guidance on appropriate locations for health care facilities.
- To be an important material consideration in the determination of planning applications by setting out a range of potential health and well-being related factors that developers should consider when drawing up development proposals.

1.4   Local planning policy has a crucial role to play in ensuring that the opportunities exist for people to be able to make healthier lifestyle choices and address health inequalities. There is overwhelming evidence to show that health and environment are inextricably linked and that poor environments, such as poor air quality, contribute significantly to poor health and health inequalities. This SPG helps develop a way to consider health and wellbeing outcomes through the planning process by giving detailed guidance on making planning decisions.

1.5   The document focuses on the healthy urban planning principles set out in chapter 3, which highlight all the fundamental links between planning and health.

1.6   A Checklist is presented in the document (chapter 5) setting out a range of health-related factors that developers should consider when drawing up proposals.

1.7   This SPG will be taken into account by the Council in making sustainable planning decisions. The SPG contains information on how health and well-being can be positively impacted upon by good planning, and it will give guidance on ensuring that the health implications of any new development are considered.

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1.8   Good planning means linking economic, social and environmental matters with the strategies of public agencies and service providers in the aim of creating attractive, safe and accessible places to live. This in turn improves the quality of life and wellbeing of individuals and communities. Developing strong, healthy and vibrant communities is vital to ensuring the well-being of the city's population and planning therefore, has a crucial role to play in ensuring health and well-being is promoted, and health inequalities addressed. The health and well-being of communities must begin with the planning process. It is accepted that if communities and individuals have easy access to facilities and services, healthy food outlets, local employment opportunities, sustainable travel options and well designed, open and green public space, they will be more active, happier and healthier. Local planning policies, and the location of new developments and facilities, should enable people to have a choice of high quality and attractive places to live and allow them to reach the services they need and, for the services they need to reach them.

1.9   There has been much research and guidance formulated in recent years regarding ways of improving health and well-being through healthy spatial planning (chapter 3). Health professionals and planners are now adopting a much more collaborative approach implementing planning policies or introducing planning for health guidelines which allow health to be built into our environment at the earliest possible stage. This is often referred to as 'designing in health' much in the same way as we can 'design out' crime. This can be as important as investment in healthcare but whereas healthcare treats the symptoms, healthy urban planning can help address the causes of health inequalities and poor health.

How this guidance should be used

1.10   This SPG will be a material consideration when determining planning applications. The SPG sets out the areas where planning influences health outcomes in the form of themes and presents a list of recommendations for each theme. A Healthy Urban Planning Checklist is presented in chapter 5 which sets out a range of health-related issues which developers should consider when proposals are being prepared.

1.11   This SPG sets the basis for discussions at a pre-application stage to ensure that health and well-being is an early consideration in the planning process. Additionally, the guidance should give input into larger regeneration projects and masterplans and is intended to be used by both planners and developers/investors.

Document Structure

1.12   This SPG begins by setting out the document's position within the planning framework and how it links to the wider health and well-being agenda. Chapter 3 documents the strategic links between planning and health and highlights the inequalities in health which currently exist in the city. Chapter 4 focuses on appropriate locations for health care facilities and chapter 5 includes a healthy urban planning checklist setting out a list of issues which developers should consider when preparing development proposals.

Planning Obligations SPG

1.13   The purpose of this SPG is not to set out how planning obligations for new health care facilities will determined. This is set out in detail in the Planning Obligations SPG[1].

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[1] https://www.cardiff.gov.uk/ENG/resident/Planning/Planning-Policy/Documents/Cardiff%20Planning%20Obligations%20SPG%20-%20Edition%201%20(26th%20January%202017).pdf

2. Planning and Public Health Context

National Planning Guidance

Well-being of Future Generations (Wales) Act 2015

2.1   Human health and sustainable development are inextricably linked and action at the local level is especially important in achieving healthy, sustainable development. Sustainable development encompasses environmental, economic, and socio-demographic dimensions including health. The Act provides a clear definition of sustainable development and states that a public bodies must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

2.2   Sustainable development underpins the Well-being of Future Generations (Wales) Act 2015 and embedding the concept across the planning system will support the City of Cardiff Council in achieving progress against the 7 Well-being Goals and accord with Planning Policy Wales. The Well-Being Goals cover the full range of sustainability issues (environmental, economic, social and cultural) including health issues and Planning Policy Wales has suggested the following sustainability objectives for the planning system:

- **A Prosperous Wales**. The proposal or plan has the opportunity to support resource efficient and climate change resilient settlement patterns

- **A Resilient Wales.** The proposal or plan has the opportunity to protect and improve the environment, so as to improve the quality of life and protect local and global ecosystems.

- **A Healthier Wales**. The proposal or plan has the opportunity to contribute to the protection and improvement of people's health and well-being and respond to climate change. There is the potential of supporting individuals and communities to access active and sustainable transport, access and grow locally produced healthy food, use local leisure activities and well maintained open, green spaces, experience reduced exposure to pollutants and reduced exposure to crime, live in safe neighbourhoods, experience safer roads and reduced injuries/accidents and access safe play areas

- **A More Equal Wales**. The proposal or plan has the opportunity to promote access to employment, shopping, education, health, community, leisure and sports facilities and open and green space, maximising opportunities for community development and social welfare. The proposal or plan should take into account how the development will be used by diverse groups and at every life stage

- **A Wales of cohesive communities**. The proposal or plan has the opportunity to locate developments that minimise the demand for travel, ensure that all communities have sufficient good quality housing in safe neighbourhoods, foster improvements to transport facilities and services and support social inclusion. Ensuring that development proposals do not result in severance of communities nor act as barriers to accessibility will be important considerations

- **A Wales of vibrant culture and thriving Welsh language**. The proposal or plan has the opportunity to help to ensure the conservation of the historic environment and cultural heritage and contribute positively to the well-being of the Welsh language.

- **A globally responsible Wales**. The proposal or plan has the opportunity to support the need to tackle the causes of climate change by moving towards a low carbon economy.

2.3   To demonstrate the application of the 'sustainable development' principle, public sector bodies will need to

- Look to the long term
- Focus on prevention
- Deliver an integrated approach to achieving the Well-being Goals
- Act in collaboration with others
- Involve people and communities who have an interest in achieving the well-being goals.

2.4   This duty must be considered by Local Planning Authorities when assessing planning applications to assess the impact of the proposed development on the achievement of the Wellbeing Goals. Developers when submitting proposals should assess how their proposal impacts on the Well-being Goals.

2.5   The SPG will assist the Council and the Cardiff Public Service Board in taking forward the sustainable development principle, the ways of working and Well-being Plans. The Future Generations Commissioner for Wales[2] has encouraged the strengthening of links between the Local Development Plans and Well-being Plans and supports the consideration of the role of places and spaces in people's well-being.

Active Travel (Wales) Act 2015

2.6   The Act requires Welsh ministers to publish annual reports on the amount of active travel journeys are made in Wales. The Act makes it a legal requirement for local authorities in Wales to map and plan for suitable routes for active travel, and to build and improve their infrastructure for walking and cycling every year. It creates new duties for highways authorities to consider the needs of walkers and cyclists and make better provision for them. It also requires both the Welsh Government and local authorities to promote walking and cycling as a mode of transport.

2.7   By connecting key sites such as workplaces, hospitals, schools and shopping areas with active travel routes, the Act will encourage people to rely less on their cars when making short journeys.

Public Health (Wales) Act 2017

2.8   This Act will make changes to the law in Wales to improve health and prevent avoidable health harms. Some of the relevant changes in the Act include the production of a national strategy on preventing and reducing obesity and a requirement to undertake Health Impact Assessment (HIA) on key decisions.

Health Impact Assessment (HIA)

2.9   HIA is a process that helps to assess the impact of any change or amendment to a policy, service, plan, procedure or programme on the health of the population and on the distribution of those effects within the population, particularly within vulnerable groups. Undertaking an HIA produces information on how negative impacts on health can be reduced and positive health gains can be encouraged. There is no set methodology for the preparation of HIA's but information and tools are available from the Wales Health Impact Assessment Support Unit http://www.wales.nhs.uk/sites3/home.cfm?OrgID=522.

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[2] https://futuregenerations.wales/wp-content/uploads/2017/07/FGCW_Well-being_in_Wales-Planning_today_for_a_better_tomorrow_2017FINALENG.pdf

2.10   HIA is currently not a statutory requirement for most types of development but provisions in the Public Health (Wales) Act 2017 will strengthen the position of HIA in Wales. By making the use of HIA mandatory in specified circumstances and their application consistent, the intention is to ensure that potential future impacts on the health and well-being of communities or on individuals are considered when making decisions. Provisions for the technical detail, and the circumstances and manner in which HIAs should be undertaken, will be set out in legislation expected during 2019.

Planning (Wales) Act 2015

2.11   This Act introduces provision for groupings of Local Planning Authorities to prepare Strategic Development Plan's (SDP's) and a requirement for Welsh Government to prepare a National Development Framework (NDF). It also introduces pre-application consultation requirements for developers, including engagement with specialist and community consultees. These pre-application consultation requirements provide an opportunity for health impacts to be factored in early in the development process.

Planning Policy Wales and Technical Advice Notes

2.12   Planning Policy Wales and related Technical Advice Notes set out national planning guidance for local authorities in relation to health and well-being. Paragraph 4.43 states that in contributing to the Well-being of Future Generations Act National Well-being Goals, planning policies, decisions and proposals should:

Contribute to the protection and, where possible, the improvement of people's health and well-being as a core component of achieving the well-being goals and responding to climate change. Consideration of the possible impacts of developments – positive and/or negative – on people's health at an early stage will help to clarify the relevance of health and the extent to which it needs to be taken into account.- "A Healthier Wales"

2.13   Sections 4.3 and 4.4 of Planning Policy Wales on Planning for Sustainability sets out the expectations from all working in the planning system in relation to the achievement of the sustainable development principle and specifies how planning policies, proposal and decisions can contribute to all 7 National Well-being Goals. Individual planning applications are also subject to the requirements of the Act. Detailed statutory guidance has been developed for those public bodies and public services boards subject to the well-being requirements

Local Policy Guidance

Local Development Plan

2.14   The Local Development Plan was adopted in January 2016 and sets out a number of policies relating to health which are set out below. This SPG sets out detailed guidance on the way in which these policies will be applied when considering development proposals.

Key Policy KP14: HEALTHY LIVING

Cardiff will be made a healthier place to live by seeking to reduce health inequalities through encouraging healthy lifestyles, addressing the social determinants of health and providing accessible health care facilities. This will be

achieved by supporting developments which provide for active travel, accessible and useable green spaces, including allotments.

2.15   Paragraph 4.160 of the supporting text to this policy states that "*This Policy accords with the aim in PPW to deliver sustainable development through ensuring that health is considered in new developments. It also assists achievement of a number of PPW objectives regarding travel and access to key community facilities. It reflects the direction that 'health considerations can be material considerations in determining planning applications' (PPW Para. 12.13.8) and accepts that the effect of development on people's health is a key element of sustainable development and its consideration will raise any significant issues which need to be taken into account.*"

Detailed Policy C6: HEALTH

Priority in new developments will be given to reducing health inequalities and encouraging healthy lifestyles through:
I. Identifying sites for new health facilities, reflecting the spatial distribution of need, ensuring they are accessible and have the potential to be shared by different service providers; and
ii. Ensuring that they provide a physical and built environment that supports interconnectivity, active travel choices, promotes healthy lifestyles and enhances road safety.

2.16   Paragraph 5.340 of the supporting text to this state that the "*Policy aims to improve the health of Cardiff's population by seeking to secure new health facilities in areas most at need, requiring that the built environment fosters healthy lifestyles, and ensuring that health is a key consideration in new developments.*"

2.17   In addition to these two policies there are a number of other related LDP policies and SPG, such as detailed policy EN13: Air, Noise, Light Pollution and Land Contamination. Paragraph 5,178 of the supporting text states that "poor air quality can harm people's health, quality of life and amenity. These are listed in Appendix A and B.

Capital Ambition Document (2017)[3]

2.18   The implementation of this SPG will help deliver the Council's vision to become a leading city on the world stage and to make the city a great place in which to live, work, study and visit. By providing guidance to developers on health related factors they should consider when drawing up development proposals it will also help deliver the commitment to work with partners to reduce health inequality across the city.

Cardiff & Vale University Health Board Shaping Our Future Wellbeing Strategy (2015 – 2025)[4]

2.19   By setting out appropriate locations for health care facilities the implementation of this SPG supports the Cardiff & Vale University Health Board Shaping Our Future Wellbeing Strategy

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[3] https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/capital-ambition/Documents/Capital%20Ambition%20ENG%20low%20res.pdf
[4] http://www.cardiffandvaleuhb.wales.nhs.uk/sitesplus/documents/1143/10%20-%20UHB%20Shaping%20Our%20Future%20Wellbeing%20Strategy%20Final.pdf

(2015 – 2025) in its focus on the health and care needs of the population and in delivering sustainable services collaboratively. A key element of the Strategy is the delivery of community based multi-agency services delivered from local shared use facilities.

Well-being Assessment and Plan

2.20   The Well-being of Future Generations (Act) gives the key public and third sector bodies working in Cardiff a legally-binding common purpose to improve the city's social, economic, environmental and cultural wellbeing for this and future generations, by forming a Public Services Board (PSB). Under the Act, the Cardiff PSB must publish a Local Well-being Plan by May 2018, which sets out shared objectives for improving the well-being of the city. To give a robust evidence base for these objectives, the Cardiff PSB is required to publish a local Well-being Assessment bringing together a comprehensive view of the well-being of the city and its communities. The Act places a 'well-being duty' on public sector bodies across Wales to take action to achieve seven well-being goals. The Cardiff Well-being Assessment[5] was published in January 2017 and a Well-being Plan is currently being developed. This will replace the Cardiff Partnership Strategy.

Strategic Links between Planning and Health

2.21   A number of key policy documents across the health and public health system support the focus on addressing the impact of the environment on health.

Public Health Outcomes Framework[6]

2.22   This Framework is used to measure and monitor the health of the Welsh population and will aid understanding of the impact which our policies, programmes, services and behaviours are having on health and well-being in Wales. It supports the national indicators for the Well-being of Future Generation (Wales) Act 2015 and recognises that the achievement of good health, and the wider economic, environmental and social determinants of health can only be tackled by concerted and collective action.   The document will usefully inform the ongoing annual monitoring relating to the implementation of the policies in the Local Development Plan.

NHS Wales Planning Framework. Developing an Effective Planning system in NHS Wales[7]

2.23   This Planning Framework provides guidance for developing Integrated Medium Term Plans (IMTP) for each health board. IMTPs focus on the health planning role to develop and manage healthcare services to respond to local challenges. IMTPs are the vehicle for strengthening existing and forging new partnerships across the public and third sectors. The Cardiff & Vale University Health Board's IMTP is available at http://www.cardiffandvaleuhb.wales.nhs.uk/uhb-medium-term-plan

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[5] https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Liveable-City-Report/Documents/Well-being%20Assessment%20Summary%20Document.pdf

[6] http://gov.wales/topics/health/publications/health/reports/public-health-framework?lang=en

[7] http://gov.wales/docs/dhss/publications/131126nhswalesplanningframeworken.pdf

Our Plan for Primary Care Service for Wales up to March 2018[8]

2.24   The document sets out a framework aimed at assisting health boards in the development and delivery of improved primary care and community based services for their local populations.

NHS Wales Infrastructure Investment Guidance 2015[9]

2.25   This Guidance sets out requirements for planning, delivery and management of NHS infrastructure investment. It supports the use of Health Impact Assessments as part of the decision making in respect of infrastructure investment proposals.

Useful Resources

Planning for Better Health and Well-being in Wales[10]

2.26   This document produced by the TCPA, the Wales Health Impact Assessment Support Unit and Public Health Wales provides useful information and guidance relating to Planning for Health and Well-being.

Health Impact Assessment - A Practical Guide[11]

2.27   This document produced by the Wales Health Impact Assessment Support Unit (WHIASU) describes the process, provides methods and lists resources to support Health Impact Assessment (HIA).

Spatial Planning for Health: An evidence resource for planning and designing healthier places[12]

2.28   This document provides the findings from an evidence review examining the links between health, and the built and natural environment to help inform policy and support local action. The review concentrated on 5 built environment topics:

- Neighbourhood design
- housing
- access to healthier food
- natural and sustainable environment
- transport

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[8] http://gov.wales/docs/dhss/publications/150218primaryen.pdf
[9] http://www.wales.nhs.uk/sites3/Documents/254/WHC-2015-012%20-%20English%20Version.pdf
[10] https://www.tcpa.org.uk/Handlers/Download.ashx?IDMF=841c7b10-ffb9-4020-87d0-e71f53512121
[11]
https://www.wales.nhs.uk/sites3/Documents/522/Whiasu%20Guidance%20Report%20%28English%29%20V2%20WEB.pdf

[12] https://www.gov.uk/government/publications/spatial-planning-for-health-evidence-review

Planning Healthy Weight Environments[13]

2.29   This document produced by the TCPA and Public Health England is a practical resource for practitioners to use when working together to enable the creation of healthy-weight environments through the planning system.

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3. Planning for Health and Well-being - Themes and Guidance

3.1 Historically planning and public health were explicitly linked, tackling ill health and poor sanitary conditions and air pollution. The gap in life expectancy, inequalities in health, rising obesity levels, low physical activity levels and the impact of environmental inequalities on population health has strengthened the understanding of the importance of the built environment in promoting health. Much evidence exists which suggests that the design of the built environment has a significant impact on physical and mental health and how people perceive their environments. Location, density and mix of land uses can have far-reaching effects on how individuals live their lives and access to public services, employment, local fresh food and open green spaces are all imperative for healthy lifestyles.

3.2 Healthy urban planning considers the impact of planning policy on the health and well-being of populations, in addition to the environmental, social and economic consequences. Healthy urban planning adopts a place making approach, placing people's needs at the heart of urban and rural planning processes.

3.3 Local planning policies and planning decisions have a crucial role to play in ensuring opportunities exist for people to make healthier lifestyle choices and in addressing inequalities in health. The Health Map (figure 1) sets out the interactions and influences affecting health and well-being with people at the heart of the map. It illustrates the close association between the built and natural environment within which people live, lifestyle choices adopted, availability of accessible services, sense of community, social relationships, good jobs, and the creation of sustainable and healthy, thriving communities. The Health Map helps understanding of the impact of the built and natural environment on the health of communities and people and of the potential to address inequalities in health through the planning system.

Figure 1 The Health Map
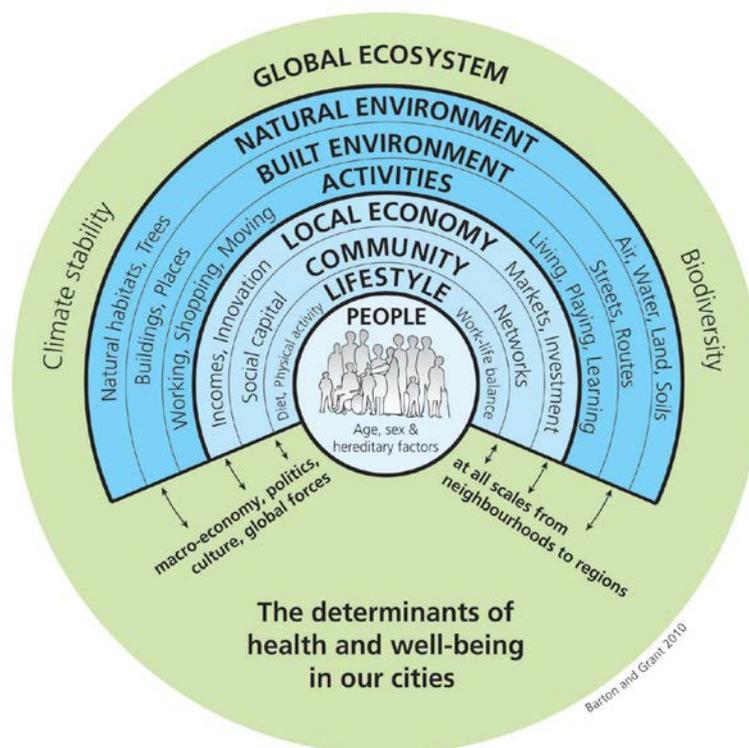
Ref - Barton, H. and Grant, M. (2006) A health map for the local human habitat. The Journal of the Royal Society for the Promotion of Health, 126(6), pp252-253.

3.4   This section focuses on the themes which represent the strategic links between spatial planning and health and gives guidance on where planning can facilitate an improvement in health and well-being. The checklist in Section 5 sets out a wide range of health-related issues that developers should consider when drawing up development proposals. The purpose of the checklist is as a quick reference to ensure that the impact on health and well-being of any particular development proposal has been considered.

3.5   Inequalities in life expectancy and healthy life expectancy

3.5.1   Across Cardiff, inequalities in health in terms of life expectancy and healthy expectancy at birth persist (see appendix C). For men, an eleven year gap in life expectancy (9.2 years for women) is evident between our most deprived and the least deprived communities. For healthy life expectancy at birth, the gap is 24.4 years for men and 21.8 years for women. This means that our residents living in the most deprived areas not only die sooner but experience ill health for longer.

3.5.2   Health and environmental inequalities are unavoidably linked and poor environments contribute significantly to poor health and health inequalities. Environmental inequalities impact on health and wellbeing, and 'conspire' with other factors to reinforce health inequalities. There is a disproportionate impact of environmental burdens on disadvantaged groups, in particular poor housing, high unemployment, higher rates of crime, poorer air quality, lack of green spaces and places for children to play, and more risks to safety from traffic as well as the negative effects of climate change.

Considerations that developers should take into account when submitting development proposals to help address health and environmental inequalities

3.5.3   The "Health Map" illustrates the links between the various environmental layers, the social and physical environment and the individual /population. Inequalities in health can begin to be addressed through providing affordable, energy efficient homes; creating good quality jobs; promoting walking and cycling; reducing traffic emissions and traffic speed; ensuring access to good quality open and green spaces; removing barriers to community participation and interaction; and reducing social isolation.

3.6   Healthy Lifestyles

3.6.1   Lifestyle behaviours are influenced by the determinants of health, as illustrated by the "Health Map". The key lifestyle behaviours that could be influenced by planning decisions include being overweight and/or obesity and physical activity levels. For Cardiff, 54% of the population is obese or overweight, with 19% of the population obese[14] (all Wales figures are 59% and 23% respectively) and 23% of the population is active for less than 30mins per week while 62% report being active for more than 150 minutes per week[15] (all Wales figures are 30% and 58% respectively).

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[14] http://gov.wales/statistics-and-research/welsh-health-survey/?lang=en
[15] http://gov.wales/statistics-and-research/welsh-health-survey/?lang=en

Considerations that developers should take into account when submitting development proposals to help promote healthy lifestyles

- **Active lifestyles**

3.6.2   Evidence is clear that being physically active benefits individual and population health by reducing the risks of obesity and chronic conditions. The built environment can support individuals, families and communities to be active by ensuring interconnectivity within and between developments, prioritising the pedestrian over motorised transport, prioritising active travel structures and layouts, and promoting access to community and retail facilities by walking or cycling.

3.6.3   To improve population health, promote sustainability and enhance community safety, policy guidance recommends the prioritising of walking and cycling (including provision for accessible bikes), reducing traffic speed and encouraging children's outside play.

- **Access to open space**

3.6.4   Numerous studies point to the direct benefits of well-maintained green open spaces to environmental, physical and mental health and well-being. Green spaces have been associated with a decrease in health complaints, blood pressure and cholesterol, improved mental health and reduced stress levels, perceived better general health and the ability to face problems. There is strong evidence that provision of green space effectively improves mental health.

3.6.5   The Local Development Plan (Policy C5) states that new development should provide a minimum of 2.43 hectares (6 acres) of functional open space per 1,000 population and distances to local provision are recommended in the Open Space Technical Guidance Note which forms part of the Green Infrastructure SPG.

- **Food environment**

3.6.6   Access to a food environment that promotes healthy eating is known to improve health, support the maintenance of a healthy weight and reduce the risks of developing long term chronic conditions. The built environment can provide access to food growing spaces within communities such as gardens, allocated food growing spaces near community buildings and allotments[16]. Additionally, the provision of retail units selling fruit and vegetables and restricting the positioning of hot food takeaways in communities is known to influence the health of the communities[17].

3.7   Air, noise and light pollution

3.7.1   Air, noise and light pollution impacts on health and well-being, increasing the burden of disease from stroke, heart disease, lung cancer, and both chronic and acute respiratory diseases, including asthma. Invariably there is a disproportionate impact on disadvantaged groups. The importance of the need to consider this issue is set out in NICE (National Health and Care Excellence) Guidance 'Air pollution: outdoor air quality and health' which was published in June 2017. In response to this issue the Council is currently developing a Clean Air Strategy which will set out measures to improve air quality within the city.

3.7.2   The Local Development Plan (Policy EN13) states that 'development will not be permitted where it would cause or result in unacceptable harm to health, local amenity, the character

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[16] http://www.sustainweb.org/publications/?id=295

[17] https://www.tcpa.org.uk/healthyplanning -

and quality of the countryside, or interests of nature conservation, landscape or built heritage importance because of air, noise, light pollution or the presence of unacceptable levels of land contamination'.

Considerations that developers should take into account when submitting development proposals to reduce air, noise and light pollution

3.7.3   The Health Map illustrates the links between the various environmental layers and the individual /population. Air, noise and light pollution can begin to be addressed through promoting walking and cycling; reducing traffic emissions and traffic speed; ensuring access to good quality open and green spaces; supporting the development of energy-efficient buildings and neighbourhoods; where mitigation is not possible positioning developments away from existing or proposed sources of significant noise. Through engagement with the Council, the developer needs to outline what, where and for whom are the risks and vulnerabilities to significant impacts from air, noise, light pollution and land contamination.

3.8   Access to services

3.8.1   Access to and availability of health care services provided in good quality local facilities promotes health and reduces inequalities in health, in addition to being crucial for economic, social and environmental sustainability[18]. It is also important that other services such as shops and schools are easily accessible and available to future residents. It has been found that geographical factors (lack of connectivity, for example) may inhibit the use of services by groups who experience difficulties in mobilising the practical resources required to access distant services.

Considerations that developers should take into account when submitting development proposals to promote access to services

3.8.2   Health Boards are major users of the built environment with facilities located centrally and locally for the provision of services and office accommodation and their positioning and design decisions impact on health as greatly as other services (for example, education and transport), as highlighted within the Health Map. To promote health and improve access for those in greatest need, it is suggested that

-   All local primary /community health facilities and larger healthcare facilities be accessible by walking and close to regular sustainable travel modes and the service implements a travel plan that promotes sustainable transport
-   Primary/community healthcare services are co-located within facilities shared with local authority and third sector organisations[19].

3.8.3   Key to delivery will be the transformation of health services to meet population need and working with Local Authority and third sector partners to develop a network of flexible, shared multi-functional community based facilities.

3.8.4   In addition to access to health care facilities developers should take into account access to a wide range of other services such as retail shops, post offices, libraries, schools, public transport, arts and leisure and community centres.

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[18] Planning Policy Wales November 2016 Edition 9 http://gov.wales/docs/desh/publications/161117planning-policy-wales-edition-9-en.pdf

[19] Barton H, Grant M and Guise R (2010) Shaping Neighbourhoods for Health and Global Sustainability. 2nd Edition. Routledge Oxon

3.9   Designing for safety and wellbeing

3.9.1   Well-designed places can help to reduce the circumstances and opportunity for crime and increase public confidence and security. Social exclusion can also be addressed by design solutions which integrate well maintained public spaces, community facilities, shops and parks into the surrounding development.

Considerations which developers should take into account when submitting development proposals to ensure developments are designed for safety and wellbeing

- **Road safety**

3.9.2   Road injuries are the ninth-leading cause of death globally and they are the biggest cause of death for people aged 15 to 25[20]. Children are the most likely road users to be killed in road accidents and chances for their survival decrease with increasing vehicle speed. Roads with speed limits of 20 mph are the safest and have a lower risk, with only 5% of children likely to die from collision with a vehicle at this speed. Initiatives that create better conditions for walking and cycling and reduce speed limits to 20mph are effective road safety approaches. Traffic calming and designating streets as home zones where pedestrians take precedence can also be used to create safer road environments.

- **Healthy Buildings**

3.9.3   Buildings in which we live and work can have a profound impact on health. Issues to consider include combating sick building syndrome, reduced VOC's (Volatile Organic Compounds) in materials, natural lighting, good ventilation, positioning stairs in buildings so they are more obvious than lifts and well insulated homes, particularly for the elderly. Well insulated homes are important to both keep well and warm in the colder months and to also keep cool and well in the summer months without the need to use air conditioning, as increased incidence of heatwaves is an expected consequence of climate change. The design of buildings and bridges should also take into account the need to reduce suicide harm through restricting access to the means of suicide when designing such structures and the potential for slips or falls.

3.9.4   The quality of housing plays a key role in maintaining and promoting health and well-being. When submitting proposals for conversion of existing housing it is important that the design addresses any issues relating to poor quality housing and new developments are delivered to high standard of housing design.

3.10   Life stages, equality and inclusion

3.10.1   Factors that promote good health, particularly good mental health, include community participation, social equity and family and friendship support networks. Positive feelings about one's life, self-esteem, control, and a sense of purpose influence levels of mental wellbeing which in turn impacts on physical and mental ill health.

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[20] http://www.who.int/mediacentre/factsheets/fs310/en/

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Considerations which developers should take into account when submitting development proposals to promote equality and social inclusion

3.10.2   Planning has an important role to play in promoting equality and social inclusion. Children and young people need opportunities for sport, recreation and places where they can interact socially with their peers and as they become older, job and training opportunities must be available and accessible. Similarly, every individual in any community, regardless of age, sex, physical or mental ability should have access to community facilities and the services they require throughout all stages of their life. As we progress into later life, our daily requirements will change and it is imperative that communities are developed to incorporate services and opportunities which older people may need and desire.

3.10.3   In this respect the Council is committed to engaging with the UNICEF Child Friendly Cities Initiative, focusing on ensuring that children's rights are embedded across the organisation and partnerships, and that policies and practice are child-centred.

3.10.4   Cardiff is a multi-cultural society and in order to ensure that it is a fair and equal society, social inclusion should be built into the redevelopment of our buildings and spaces. Our community spaces and places need to be adaptable, flexible, welcoming and acceptable to everyone at all ages and from all walks of life. People should be at the heart of the planning system because planning is a service to improve the quality of everyday lives. In order to help achieve this it is important that communities which may be affected by a development are actively involved at an early stage in the process.

- **The role of planning in creating dementia friendly environments**

3.10.5   There are currently 850,000 people living with dementia in the UK. This is set to increase to 1 million by 2021 and to 2 million by 2051.1 Evidence has shown that good quality housing and well planned, enabling local environments can have a substantial impact on the quality of life of someone living with dementia, helping them to live well for longer and of course, town planning has a key role to play if health and social care policies are to succeed. If you get an area right for people with dementia, you get it right for older people, for young disabled people, for families with small children, and ultimately for everyone.

3.10.6   A good practice note has been produced by the RTPI[21] which gives advice to developers on how good planning can create better environments for people living with dementia. It summarises expert advice, outlines key planning and health policy and highlights good practice case studies.

- **The role of planning in creating sensory environments**

3.10.7   Planning Policy Wales states that local planning authorities and developers should consider the issue of accessibility for all, including the needs of people with sensory impairments at an early stage in the design process. Technical Advice Note 12: Design sets out key objectives of good design and states that developers should adopt inclusive design principles that deliver adequate provision for all people including those with

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[21] Dementia and Town Planning Creating Better Environments for People Living with Dementia RTPI Practice Advice January 2017

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sensory impairments. It also states that particular consideration should be given to the volume and relative ease of pedestrian movements.

4.   Location of Health Care Facilities

4.1   As set out in section 3 access and availability of health care facilities promotes health and well – being. This section provides more detailed guidance on appropriate locations for new health care facilities, including doctors and dentists surgeries. Policy C1 Community Facilities of the adopted Local Development Plan describes where such facilities should be located.

C1: COMMUNITY FACILITIES

Proposals for new and improved community facilities, health and religious facilities will be encouraged, subject to the following criteria being satisfied:

i. The facility would be readily accessible to the local community it is intended to serve by public transport, walking and cycling;
ii. The facility would not unduly prejudice the amenities of neighbouring and nearby residential occupiers;
iii. The facility would not detract from the character and appearance of a property or the locality;
iv. The facility will not lead to unacceptable parking or traffic problems;
v. The facility is designed with the greatest possible flexibility and adaptability to accommodate additional community uses without compromising its primary intended use.

4.2   It is important that when development occurs the adequacy of existing heath care facilities is considered as it can place a strain on existing facilities, to the detriment of the local community. As a result, there is a need to ensure that adequate health care facilities are provided to meet the future demands of local communities.

4.3   The provision of new health care facilities should go hand in hand with and be integrated into new development. Providing a range of community facilities that are accessible to as many people as possible is fundamental in terms of securing sustainable communities. Such facilities are valuable not only in terms of the amenity they provide, but are also important in generating employment and attracting people to live within an area. Whilst, it is recognised that there are many competing needs for the development and use of land, the Council is committed to ensuring that there are adequate facilities to serve residents within new strategic housing allocations. This will be achieved through planning obligations or the community infrastructure levy as appropriate. Further information on this is set out in the Planning Obligations Supplementary Planning Guidance Note.

4.4   Health care facilities will be favoured within District or Local Centres where appropriate, however, where such uses cannot be satisfactorily accommodated within centres, proposals on the edge of centres or within residential areas (to include the conversion or redevelopment of existing residential premises) will be favourably considered provided that issues of residential amenity, urban design, and transportation are appropriately addressed.

4.5   Furthermore, if the residential area falls within a Conservation Area, the proposed development should not detract from its character, nor should it have any negative impact on the built heritage assets.

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5. Healthy Urban Planning Checklist

5.1   Given the links between health and well-being and planning set out in Chapter 3 it is important that developers take into account a wide range of health and well-being related factors as proposals are prepared. It is important that developers engage with the local planning authority and other stakeholders, such as the Local Health Board as early as possible in the process of drawing up development proposals.

5.2   To assist this process and ensure the full range of potential health and well-being related issues are considered, the following list of issues should be considered by developers when preparing s major development proposals for housing, retail, employment and transport schemes. The list of issues has been developed from a Healthy Urban Planning Checklist developed by the NHS London Healthy Urban Development Unit and is based on Health Impact Assessment (HIA) methodology. Major developments are defined in planning legislation[22] as:

- Residential developments of 10 or more dwellings or 0.5 hectares or more;
- The provision of a building or buildings where the floor space to be created by the development is 1,000 square metres of more; or
- Development carried out on a site having an area of 1 hectare or more

5.2   It is recognised that health and well-being issues are cross-cutting and overlap with a range of issues including housing, transport, pollution, open space, flood risk and biodiversity. Given this, the health-related issues listed below are likely to be presented in a range of supporting documentation submitted with the application through documents such as the Environmental Statement, Transport Assessment, Travel Plan, etc.

5.3   Not all the health and well-being related issues will be relevant to all types of developments and the Council recognises the need for a balanced approach to the determination of development proposals where health related matters are one of many other material considerations. Developers will need to identify what is relevant and ensure it is included in the supporting documentation. For reference, relevant LDP Policies on each of the issues are listed below together with a weblink to the LDP:

- Provision of affordable family sized homes (Policies KP13 & H3)
- Connectivity to Cycle and Walking networks (Policy KP4, KP5, KP8, KP14 & T1)
- Promotion of Walking and Cycling (Policy KP4, KP8, KP14 & T1)
- Promotion of Highway safety (Policy T1)
- Promotion of Public Transport (KP4, KP5, KP6, KP8, T2, T3, T4 & T5)
- Minimising Car Use (Policy KP4, KP8 & T1)
- Provision of Health Services (Policies KP7, KP14 & C6)
- Provision of Education Services (Policy C7)
- Provision of employment (Policy KP1 & KP9)
- Accessibility to Social Infrastructure (Policy KP4, KP13 & C1)
- Accessibility to local food shops (Policy R4 & R5)
- Provision of Accessible Housing for older/disabled people (Policy KP5)
- Provision of Public Realm (Policy KP5)
- Noise Minimisation (Policy EN13)
- Minimise Air Pollution (Policy EN13)

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[22] http://www.legislation.gov.uk/wsi/2012/801/article/2/made

- Open Space Protection and Provision (Policies KP5, C4 & C5)
- Play Space Provision (Policy C5)
- Local Food growing (Policy KP6, KP14 & KP16)
- Contribution to Biodiversity (Policies KP16, EN3 -8)
- Flood Risk Reduction (Policy EN14)
- Climate Change and Overheating (Policy KP5 & KP15)

5.4   The adopted LDP can be viewed at the following weblink:

https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx

Appendix A - Relevant LDP Policies

KEY POLICIES

KP1: LEVEL OF GROWTH
KP4: MASTERPLANNING APPROACH
KP5: GOOD QUALITY AND SUSTAINABLE DESIGN
KP6: NEW INFRASTRUCTURE
KP7: PLANNING OBLIGATIONS
KP8: SUSTAINABLE TRANSPORT
KP9: RESPONDING TO EVIDENCED ECONOMIC NEEDS
KP13: RESPONDING TO EVIDENCED SOCIAL NEEDS
KP14: HEALTHY LIVING
KP15: CLIMATE CHANGE
KP16: GREEN INFRASTRUCTURE

DETAILED POLICIES

HOUSING
H3: AFFORDABLE HOUSING

ENVIRONMENT

Countryside Protection
EN1: COUNTRYSIDE PROTECTION

The Natural Environment
EN3: LANDSCAPE PROTECTION
EN4: RIVER CORRIDORS
EN5: DESIGNATED SITES
EN6: ECOLOGICAL NETWORKS AND FEATURES OF
IMPORTANCE FOR BIODIVERSITY
EN7: PRIORITY HABITATS AND SPECIES
EN8: TREES, WOODLANDS AND HEDGEROWS

Natural Resources
EN10: WATER SENSITIVE DESIGN
EN11: PROTECTION OF WATER RESOURCES

Renewable Energy
EN12: RENEWABLE ENERGY AND LOW CARBON
TECHNOLOGIES

Pollution
EN13: AIR, NOISE, LIGHT POLLUTION AND LAND
CONTAMIINATION

Flood Risk
EN14: FLOOD RISK

TRANSPORT
T1: WALKING AND CYCLING
T2: STRATEGIC RAPID TRANSIT & BUS CORRIDORS
T3: TRANSPORT INTERCHANGES
T4: CENTRAL TRANSPORT HUB
T7: STRATEGIC TRANSPORTATION INFRASTRUCTURE
T8: STRATEGIC RECREATIONAL ROUTES
T9: CARDIFF CITY REGION 'METRO' NETWORK

RETAIL

R1: RETAIL HIERARCHY
R2: DEVELOPMENT IN THE CENTRAL SHOPPING AREA
R4: DISTRICT CENTRES
R5: LOCAL CENTRES
R8: FOOD AND DRINK USES

COMMUNITY
C1: COMMUNITY FACILITIES
C2: PROTECTION OF EXISTING COMMUNITY FACILITIES
C3: COMMUNITY SAFETY/CREATING SAFE
ENVIRONMENTS
C4: PROTECTION OF OPEN SPACE
C5: PROVISION FOR OPEN SPACE, OUTDOOR
RECREATION, CHILDREN'S PLAY AND SPORT
C6: HEALTH
C7: PLANNING FOR SCHOOLS

MINERALS
M4: MINERALS BUFFER ZONES
M5: RESTORATION AND AFTER - USE OF MINERAL
WORKINGS
M8: AREAS WHERE COAL WORKING WILL NOT BE
ACCEPTABLE

WASTE
W1: SITES FOR WASTE MANAGEMENT FACILITIES
W2: PROVISION FOR WASTE MANAGEMENT FACILITIES IN
DEVELOPMENT

The adopted LDP can be viewed at the following weblink:

https://www.cardiff.gov.uk/ENG/resident/Planning/Local-Development-Plan/Pages/default.aspx

Appendix B - Links to other SPG's

1. Planning Obligations
2. Green Infrastructure
3. Flooding
4. Residential Design Guide
5. Householder Design Guide
6. Food Drink and Leisure Uses
7. Noise
8. Renewable Energy Assessments
9. Design Guidance and Standards for Flats, Flat conversions and student accommodation
10. Access, Parking and Circulation

Appendix C – Extracts from Public Health Wales Observatory – Measuring Inequalities 2016 Trends in Mortality and Life Expectancy in Cardiff and Vale UHB http://www.wales.nhs.uk/sitesplus/922/page/87234

Comparison of life expectancy and healthy life expectancy at birth, with Slope Index of Inequality (SII), Cardiff, 2005-09 and 2010-14

Produced by Public Health Wales Observatory, using PHM & MYE (ONS), WHS & WIMD 2014 (WG)

■ 2005-09   ⊢ 95% confidence interval

■ 2010-14   ▇ Inequality gap (SII in years)

Males

Life expectancy
- 77.0   11.8
- 78.2   11.0

Healthy life expectancy
- 63.8   20.6
- 65.3   24.4

Females

Life expectancy
- 81.7   9.4
- 82.7   9.2

Healthy life expectancy
- 66.0   21.7
- 67.1   21.8
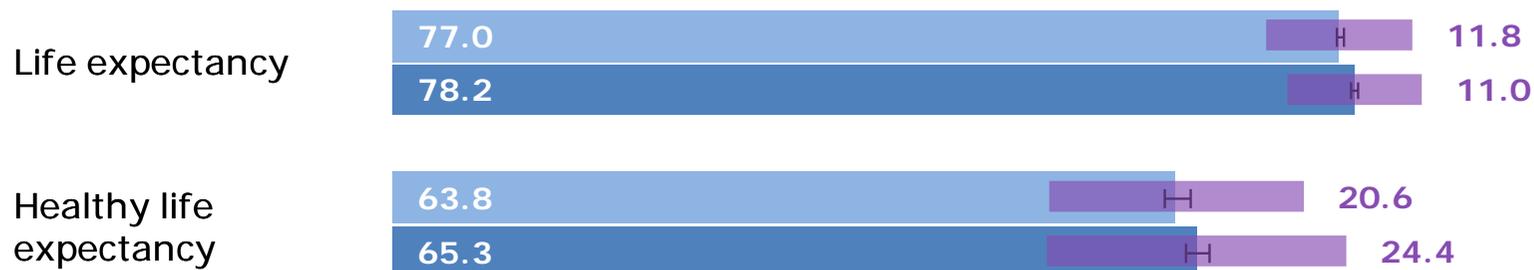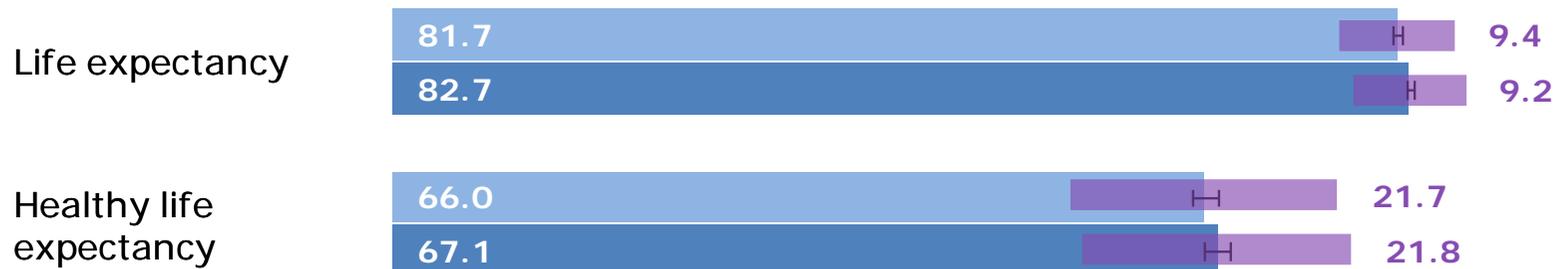
Local authority fifths of deprivation, Cardiff
Lower Super Output Area

- Most deprived (43)
- Next most deprived (43)
- Middle (42)
- Next least deprived (43)
- Least deprived (43)

Local authority boundary
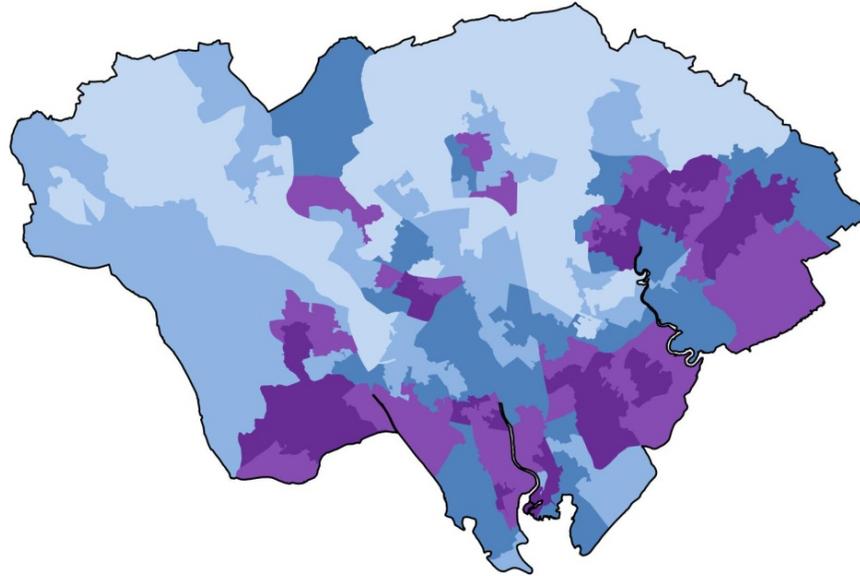
Produced by Public Health Wales Observatory, using WIMD 2014 (WG)
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Life expectancy at birth, males, Cardiff and Vale UHB, 2010-14
Middle Super Output Area

- 81.8 to 84.6 (12)
- 79.0 to < 81.8 (15)
- 76.3 to < 79.0 (20)
- 73.5 to < 76.3 (13)
- 70.8 to < 73.5 (3)

Local authority boundary
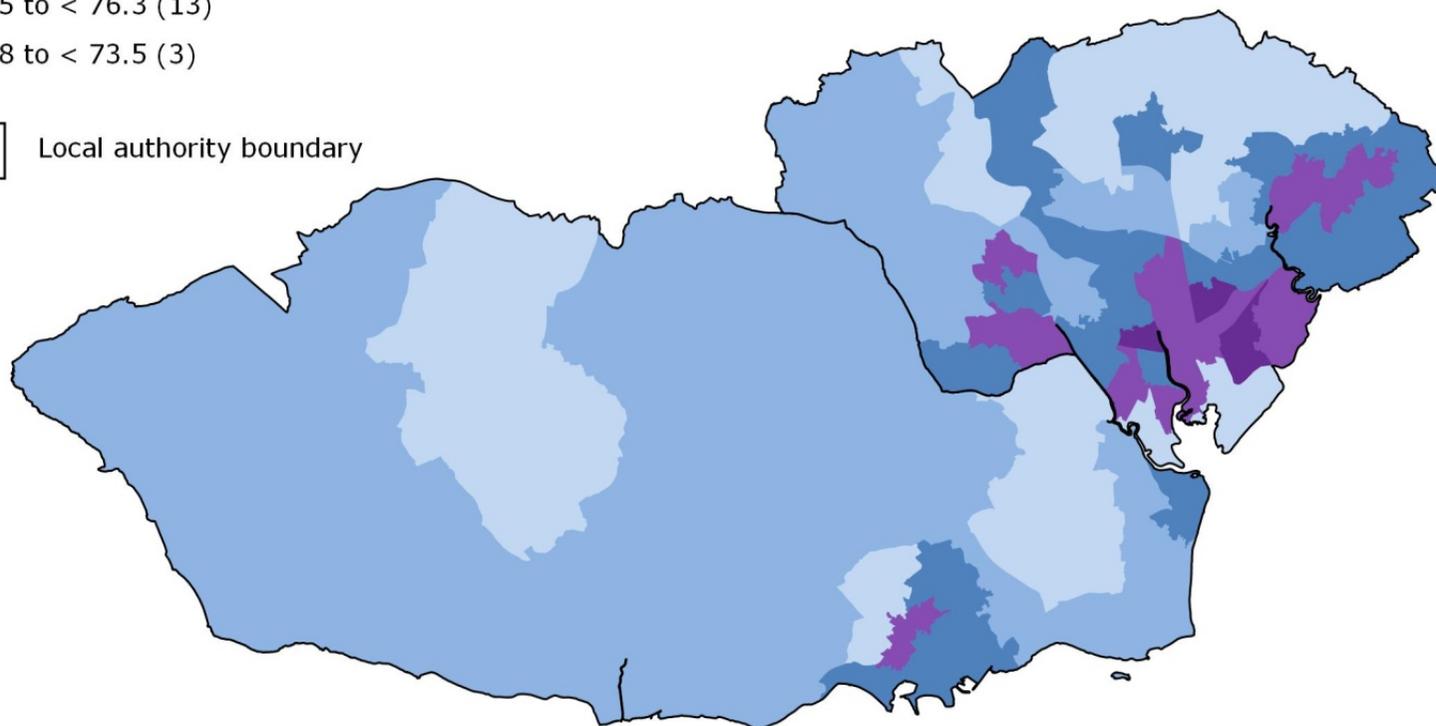
Produced by Public Health Wales Observatory, using PHM & MYE (ONS)
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Life expectancy at birth, females, Cardiff and Vale UHB, 2010-14
Middle Super Output Area

- ☐ 86.7 to 89.8 (5)
- ☐ 83.7 to < 86.7 (22)
- ☐ 80.7 to < 83.7 (22)
- ☐ 77.7 to < 80.7 (11)
- ☐ 74.6 to < 77.7 (3)

☐ Local authority boundary
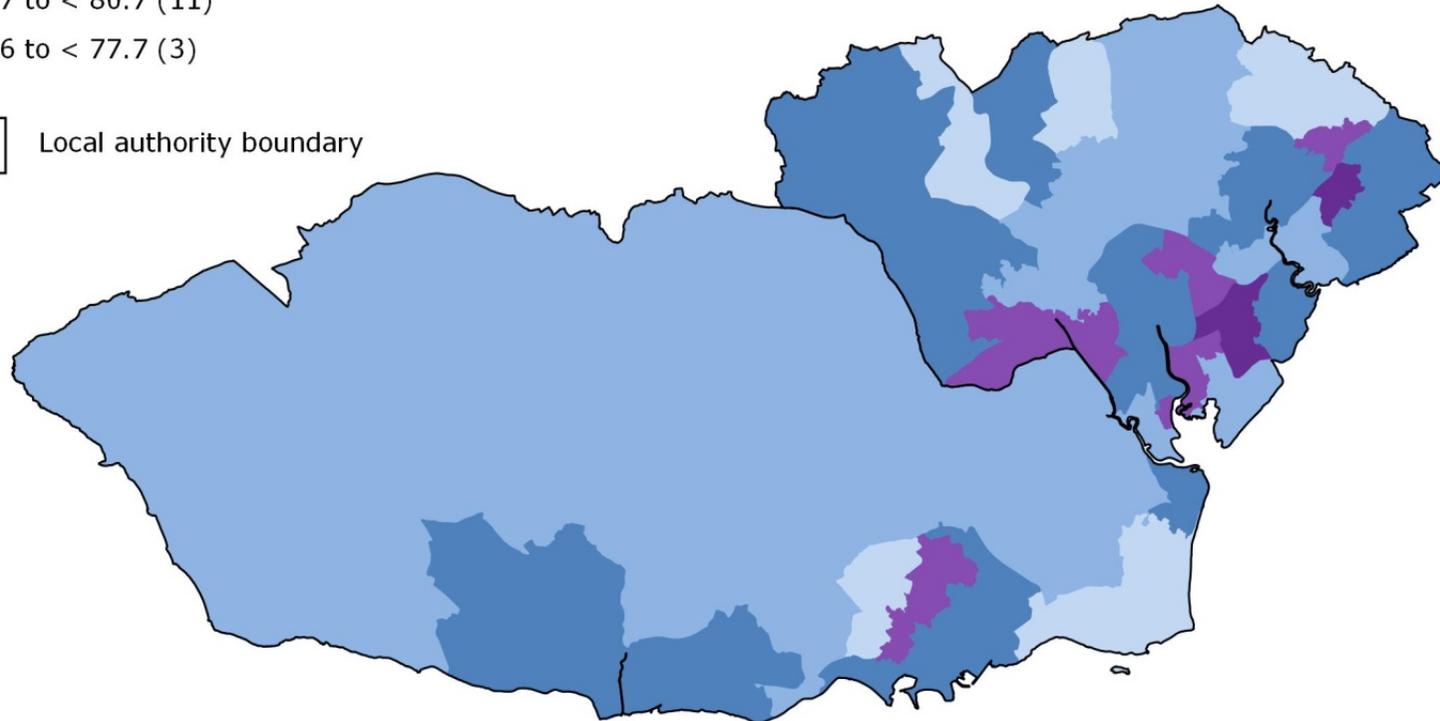
Produced by Public Health Wales Observatory, using PHM & MYE (ONS)
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Percentage of males assessing their general health status as good or very good, Cardiff and Vale UHB, 2011
LSOA, European age-standardised percentage*

- 83.8 to 90.5 (73)
- 77.1 to < 83.8 (87)
- 70.4 to < 77.1 (81)
- 63.7 to < 70.4 (49)
- 57.0 to < 63.7 (3)

Local authority boundary
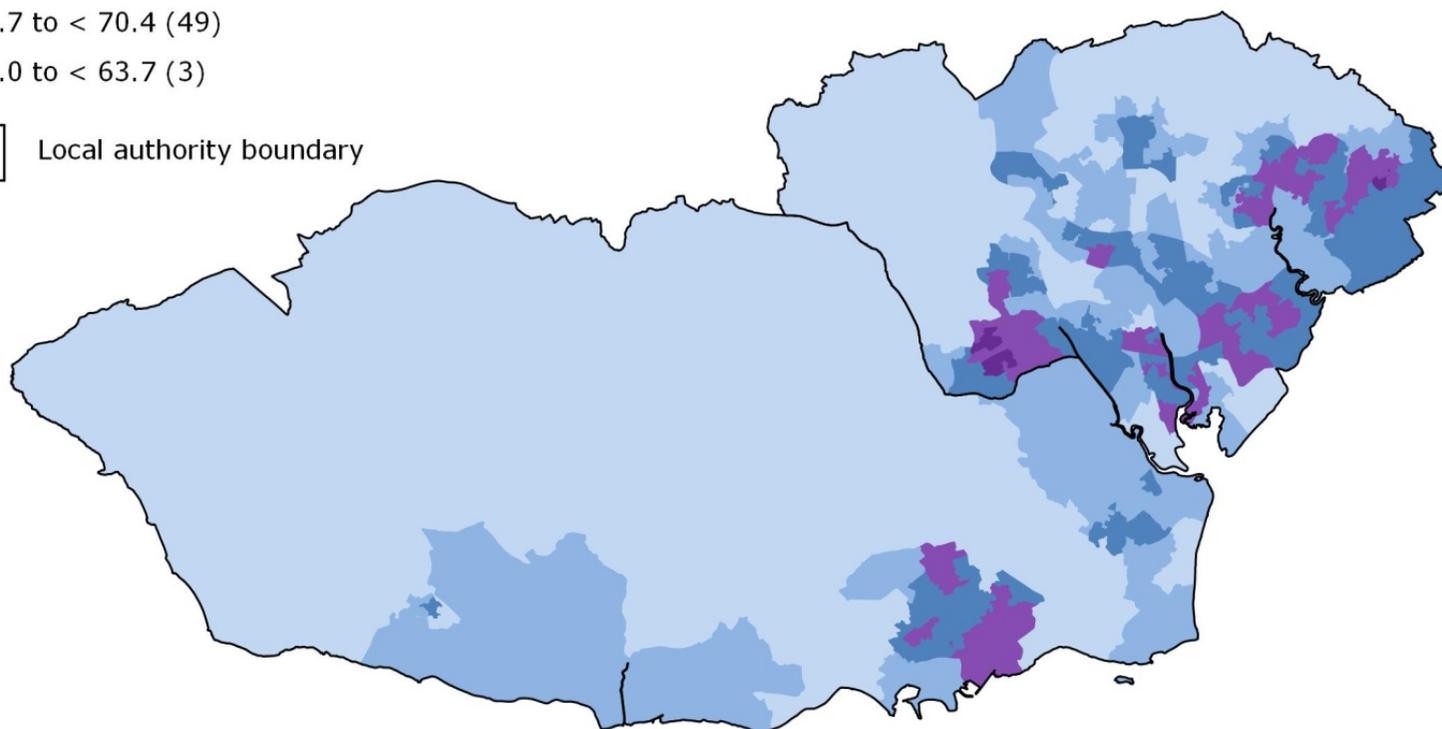
* Using aggregated weightings from the 2013 European Standard Population

Produced by Public Health Wales Observatory, using 2011 Census data table LC3302EW (ONS)
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Percentage of females assessing their general health status as good or very good, Cardiff and Vale UHB, 2011
LSOA, European age-standardised percentage*

- 83.3 to 89.5 (65)
- 77.0 to < 83.3 (91)
- 70.8 to < 77.0 (67)
- 64.5 to < 70.8 (54)
- 58.3 to < 64.5 (16)

Local authority boundary
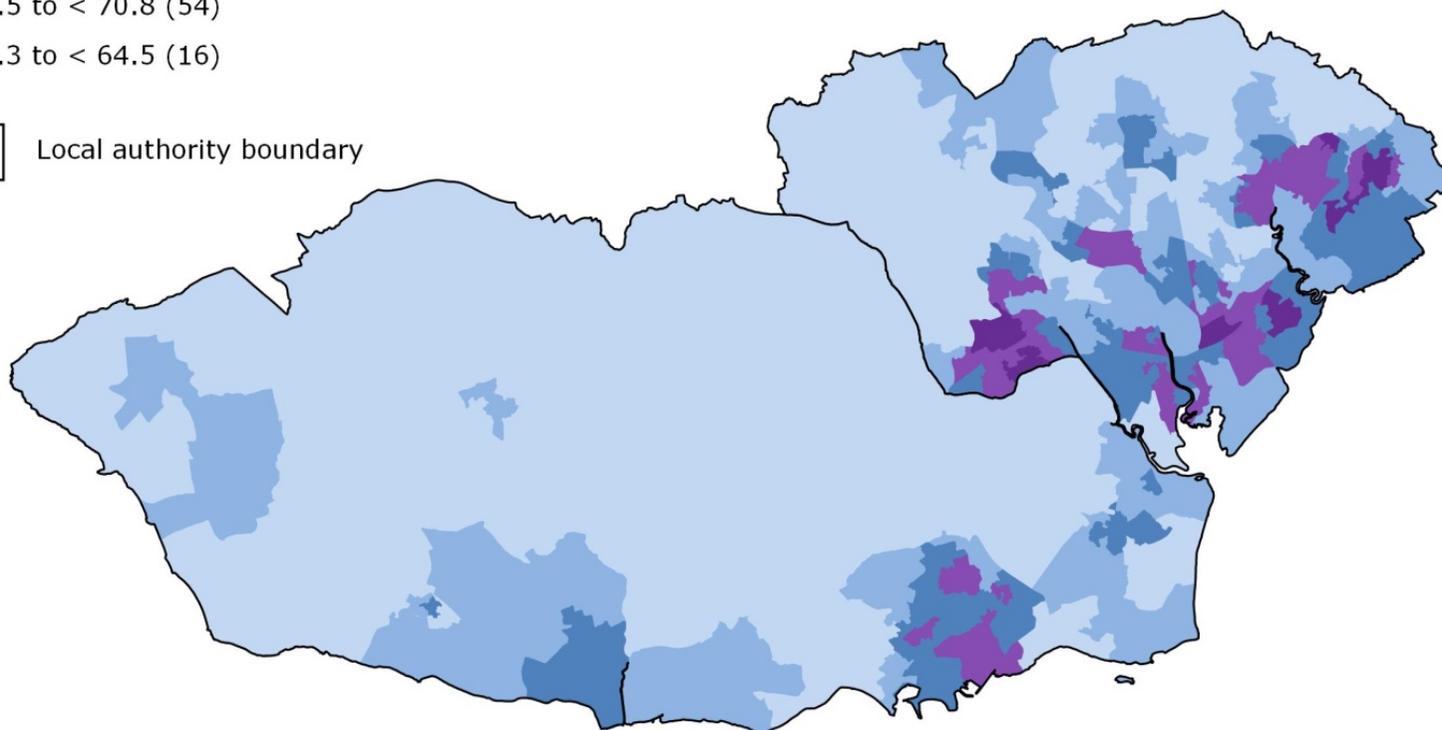
* Using aggregated weightings from the 2013 European Standard Population

Produced by Public Health Wales Observatory, using 2011 Census data table LC3302EW (ONS)
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Appendix D – List of References

1. Planning Obligations SPG, Cardiff County Council, January 2017
2. Well-being of Future Generations (Wales) Act 2015, National Assembly for Wales
3. Well-being in Wales: Planning for a better tomorrow, Future Generations Commissioner for Wales, 2017
4. Active Travel (Wales) Act 2015, national Assembly for Wales
5. Public Health (Wales) Act 2017, National Assembly for Wales
6. Planning (Wales) Act 2015, National Assembly for Wales
7. Planning Policy Wales, Welsh Government
8. Cardiff Local Development Plan, Cardiff County Council, January 2016
9. Capital Ambition Document, Cardiff County Council, 2017
10. Cardiff & Vale University Health Board Shaping Our Future Wellbeing Strategy (2015 – 2025), Cardiff and Vale University Health Board, September 2015
11. Well-being Assessment, Cardiff Partnership Board, January 2017
12. Public Health Outcomes Framework, Welsh Government, March 2016
13. NHS Wales Planning Framework. Developing an Effective Planning system in NHS Wales 2013
14. Our Plan for Primary Care Service for Wales up to March 2018
15. NHS Wales Infrastructure Investment Guidance 2015
16. Planning for Better Health and Well-being in Wales
17. Health Impact Assessment - A Practical Guide
18. Spatial Planning for Health: An evidence resource for planning and designing healthier places
19. Planning Healthy Weight Environments
20. Barton, H. and Grant, M. (2006) A health map for the local human habitat. The Journal of the Royal Society for the Promotion of Health, 126(6), pp252-253.
21. Planning Sustainable Cities for Community Food Growing, Sustain, April 2014
22. Barton H, Grant M and Guise R (2010) Shaping Neighbourhoods for Health and Global Sustainability. 2nd Edition. Routledge Oxon
23. Dementia and Town Planning Creating Better Environments for People Living with Dementia RTPI Practice Advice January 2017

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Appendix E – Consultation on the Draft SPG

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation in addition to members of the public.

ACE - Action in Caerau and Ely
Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Barratt Homes
Barton Willmore
Bellway Homes
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board
Cardiff Access Group

Cardiff Against the Incinerator
Cardiff Bus
Cardiff Bus Users
Cardiff Civic Society
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Lib Dem Group ***
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan Planning Consultant
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru

Planning for Health and Well-being SPG

Community Land Advisory Service Cymru
Confederation of British Industry
Confederation of Passenger Transport
Connections Design
Country Land and Business Association
CSJ Planning Consultants
Cymdeithas yr iaith gymraeg
Danescourt Community Association
David Lock Associates
Davies Sutton Architects
DavisMeade Agricultural
Derek Prosser Associates
Design Circle RSAW South
Design Commission for Wales
Development Planning Partnership
Development, Land & Planning Consultants Ltd
Disability Arts Cymru
Disability Wales
DLP Consultants
DLP Planning Ltd
DPP Cardiff
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Wales Health Impact Assessment Support Unit (WHISAU)/Environmental Public Health Service in Wales***
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc
Firstplan
Forestry in Wales/Natural Resources Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning
G L Hearn
G Powys Jones
Garden History Society
Geraint John Planning Ltd
GL Hearn Planning
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association

GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
H O W Commercial Planning Advisors
Haford Housing Association Limited/ Hafod Care Association Limited
Halcrow
Hammonds Yates
Heath Residents Association
Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Hughes
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
JP Morgan Asset Management
Keep Wales Tidy
Kelly Taylor & Associates
Kingsmead Assets Limited
Knight Frank
Landscape Insitute Wales
Levvel Ltd
Lichfields
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Plannning Practice
McCarthy & Stone (plc)
Meadgate Homes Ltd

Mike Pitt
Mineral Products Association
Morgan Cole
Mott MacDonald
National Federation of Builders
National Youth Arts
Natural Resources Wales
Neame Sutton
Network Rail
Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes
Peterson Williams
Peterstone Community Council
Phillippa Cole
Planning Aid Wales
Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Prospero Planning
Quarry Products Association
Quinco
Quod
Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council
Radyr and Morganstown Partnership and Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
RCT

Redrow Homes ***
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales
Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical Monuments of Wales
Royal National Institute for the Blind
RPS Group Plc
RSPB Cymru
Save Creigiau Action Group
Savills
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting
South Wales Chamber of Commerce Cardiff
South Wales Police
South Wales Police Crime Prevention Design Adviser
South Wales WIN
Splott and Tremorfa Communities First
Sport Wales
SSE Energy Supply Ltd
St Fagans Community Council
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning
Stuart Coventry Scott Wilson
Sullivan Land & Planning
Sustrans Cymru
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects

The 20th Century Society

The Boarding Centre Ltd

The Design Group 3

The Georgian Group

The Institute of Cemetery and
Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Velindre NHS Trust Corporate
Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Watts Morgan

Welsh Ambulance Services NHS Trust -
South East Region

Welsh Government

Welsh Government - Economy Skills and
Transport Division

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

WS Atkins Planning Consultants

Wyevale Garden Centre

Appendix F – Summary of Consultation Representations and Responses

Page/Para	Comment	Response
Para 5.3	It would be worth pointing out that whilst health-related issues are likely to be relevant to most development, not all development will be able to fully meet the criteria set out in the draft SPG. It is important that the draft SPG recognises the need for a balanced approach to the determination of development proposals where health related matters are one of many other material considerations.	Agreed – text added to recognise this issue
Para 2.9 & 2.10	There needs to be more clarity about when a Health Impact Assessment will be required to be submitted as part of a planning application. As it stands, the draft SPG suggests that the preparation of an HIA is good practice for appropriate development. Redrow consider that greater clarity on thresholds should be subject of consultation and would suggest that the draft SPG needs to recognise that there is no set methodology for the preparation of HIA's and that the methodology promoted by the Wales Health Impact Assessment Support Unit is simply one means of carrying this out.	Agreed SPG amended accordingly
Para 2.18	In the latest Cardiff Ambition document, the target for a 'liveable' city has been dropped. This SPG may therefore need rewriting in a number of places.	Agreed change made
Paras 3.5 to 3.10	In general, there is little to object in this SPG. However, a significant problem is exposed in Chapter 3, which is little more than a series of platitudes, without any sense of how they might be enforced. The open-ended nature of this SPG therefore risks creating more loop-holes than it closes.	SPG strengthened so it clearly outlines considerations developers must take into account when submitting development proposals
Para 3.10.7	While we welcome the focus on creating a dementia friendly environment, we regret there is not a similar reference to those with sight or other sensory deprivations. This is a significant oversight as legislation doesn't cover all aspects of designed environment, yet it can have a big impact on those affected by sensory deprivations and fail to meet the requirements of an Equality Impact Assessment.	New section added on sensory deprivations
General	As a general comment, we feel the lack of	This issue is not

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	reference to the infrastructure required for the emerging electric car revolution is a major failing. There is no planning for residents who do not have access to a drive and are therefore unable to charge electric or plug-in hybrid cars (they may live in flats or densely populated streets with limited on-street parking).	considered to fall within the remit of the SPG
General	We applaud the intention behind the SPG and welcome its development. However, having reviewed it, we believe that it needs further work and there are enormous opportunities to strengthen it. Currently, it is disjointed in places, could be clearer in its direction to readers and misses some really useful resources which could aid developers and all the associated stakeholders.	Agreed - Document structure revised to give a clearer direction to readers and additional links to resources added to aid developers and stakeholders
General	Although it refers to the wider determinants of health and includes the Barton and Grant Health Map, it contains and makes highly explicit links to health care services and physical health. This may reinforce the idea that health is biophysical, illness and health services related...which is not what the health map intends. Health is much more than physical health, illness and disease and the need for services to treat those. It is physical, *social and mental health and wellbeing.* The document could make these links much more explicit and I would suggest renaming the SPG '*Planning for Health and Wellbeing'* – this would also strengthen the connection to the Wellbeing of the Future Generations Wales Act (WBFG Act).	Agreed - Additional links added to document to make links to social and mental health more explicit and document renamed to "Planning and Health and Well-being SPG"
Para 5.1	In general the WBFG Act could have a great prominence in framing the document as this is the legislative vehicle for "Health in all Policies in Wales" and provides the underpinning principles for all policy and decision making, including economic development, in Wales. The document currently covers some of the "what" needs to be addressed around health in planning but does not address the "how" in terms of what processes will enable better health outcomes to be achieved through the planning system. Is there a possibility to introduce a greater focus on the ways of working in the WGFG by the planners/developers such as engaging and working in partnership or consulting with the whole range of stakeholders at the right time and as early as possible? Likewise it is about building up the responsibility of the NHS to engage effectively with the planner/developers.	Agreed – Additional text included to cover this issue

	These sorts of documents could be interpreted by some as placing all the responsibility on the planners and developers.	
Para 2.8 to 2.10	The Public Health Act should also have a greater prominence in the document otherwise it would be a missed opportunity in supporting the implementation of statutory HIA. This will be a big lever in the planning for health agenda.	Reference to Public Health Act and HIA added to document.
Para 5.1 to 5.4	We wonder whether using an adapted version of the HIA wider determinants checklist as an alternative to the Healthy Urban Planning Checklist in section 5. This could enable a more consistent approach to furthering the understanding between planning and health. Through WHIASU one of our purposes is providing a framework for the practice and understanding of HiAP and HIA that is applied consistently across Wales part of that is having a common language, the tools developed by WHIASU are one of the ways to do this. With the introduction of a statutory HIA this 'language' will be promoted further to really embed that understanding. I think it would be good if that followed within any related policies documents to embed that thinking, approach and understanding	It is not considered appropriate to use the HIA wider determinants checklist as this covers issues outside the scope of planning. The Healthy Urban Planning checklist is more focussed on planning issues and provides a clear line of sight to policies in the adopted LDP
General	Many sections would be strengthened if there was a linkage made with or informed by sections from the TCPA/WHIASU Planning for Better Health and Wellbeing briefing as well as other direct guidance for planners and developers. The Table on page 5 of the TCPA/WHIASU briefing The Why.... and the table on page 7 spheres from the health map would both be helpful. Resources to include links to: The HIA checklist from the Wales HIA Guidance www.whiasu.wales.nhs.uk could also be included along with the following documents: 'Planning for Better Health and wellbeing' TCPA and WHIASU 2016 www.whiasu.wales.nhs.uk The recently published PHE Evidence Briefing for Planning https://www.gov.uk/government/publications/spatial-planning-for-health-evidence-review	Sections strengthened and links to resources added

For further information, please contact:
Policy Team
City of Cardiff Council
Room 219, County Hall
Atlantic Wharf
Cardiff
CF10 4UW

DevelopmentPlanConsultations@cardiff.gov.uk

Cardiff Residential Extensions & Alterations
Supplementary Planning Guidance

November 2017

CARDIFF
CAERDYDD

Contents

1.   Summary

1.1   Before you start

Find out whether Planning Application or Building Regulation approval is required (see section 3).

1.2   Get advice if you need it

If necessary, get skilled technical advice from an experienced architect or surveyor. They can design, prepare drawings and make an application on your behalf.

1.3   Follow the design guide

This guidance will help towards a good design solution and a successful planning and Building Regulation application.

1.4   Look at your surroundings

Ensure your proposal respects the context of your neighbourhood.

1.5   Detailing & use of materials

Ensure that your proposal complements the detailed design and materials of your existing house.

1.6   Be a good neighbour

Consult your neighbour if your proposal may affect their home or privacy, or if you will need to gain access for building work or maintenance. Be aware of the Party Wall etc. Act 1996 which places obligations on you in such circumstances.

2.   Introduction

2.1   Cardiff Council is committed to raising design standards in Cardiff. This guidance sets out what you should consider when planning to extend or alter your property, whether it is in use as a single household, a house in multiple occupation (HMO), or subdivided into flats. It is based upon the principles of good design and intended to be applied to all forms of extensions and alterations including those that do not require planning permission.

2.2   Welsh Government support the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan polices and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications.

2.3   This guidance is primarily supplementary to Policy KP5 (Good Quality and Sustainable Design) of the Cardiff Local Development Plan, although other development plan policies may also be relevant.

2.4   An alteration to a house or garden may have an impact, not only on its own setting, but also on the wider neighbourhood. It is therefore essential that these types of proposals achieve the highest design quality. Good design can be achieved at comparative cost and can avoid future expenditure associated with problems and maintenance due to poor design. Poorly-designed alterations which detract from the appearance of your property can often reduce its value.

2.5   This design guidance does not detail whether planning permission or Building Regulations approval are required or not, but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document; therefore if a particular development type is not covered specifically by this guidance then applicants are advised to contact the council for further advice.

2.6   All applications are judged on their individual merits. In situations where unsympathetic alterations are evident in a locality, this will not provide justification for further poor design.

2.7   **It is your responsibility to check whether any proposed works require planning permission and/or Building Regulations approval.**

2.8   This guidance is intended for use by prospective applicants, agents, architects, members of the public with an interest in an application, elected members of the council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against.

2.9   **If you are unclear about how the guidance contained in this document applies to your home or want more detailed advice, please contact Development Management or Building Control.** There may be a fee for this service – visit www.cardiff.gov.uk/planning for more information.

3.   Do I need planning permission?

3.1   Planning permission, Building Regulation approval or other consents may be required for even minor alterations to a dwelling.

3.2   The majority of planning applications that the council receives are for permission to extend a residential property. Improvements to the city's housing stock are welcomed in principle. House extensions and alterations can however have significant impact on the appearance of individual properties as well as the form and character of the surrounding environment.

3.3   Even in cases where planning permission is not required you are advised to consider the guidance contained in this SPG in order to ensure a high standard of design.

3.4   General advice is set out below relating to the main consents you may require.

3.5   **Starting building works without the necessary consents can render the owner of the property liable to enforcement action and prosecution**.

Permitted development

3.6   Permitted developments is granted under the *Town and Country Planning General Permitted (Amendment) (Wales) Order 2013*.

3.7   Not all development requires planning permission. For more information as to what development a householder can carry out without planning permission please use the *Planning Portal* interactive house. (Ensure the Welsh flag is at the top of the page as the regulations differ to those in England).

3.8   The Welsh Government's *Planning: A Guide for Householders (July 2013)* also provides information on what improvements, alterations and extensions to your home you can make without needing planning permission.

3.9   For a formal determination as to whether your proposal requires planning permission you are required to submit an application for a *Lawful Development Certificate*. A fee is charged for this.

3.10   In certain circumstances, Permitted Development rights may have been removed. This applies for example to: all flats, development in some conservation areas with an Article 4 Direction, alterations to Listed Buildings or as a result of conditions placed on a property or development by a previous planning consent.

Flats and Houses in Multiple Occupation (HMOs)

3.11   The design considerations within this document will also be applied to alterations and extensions involving an existing or proposed HMO or property divided into flats.

3.12   To subdivide a house into multiple units, to extend a ground floor flat or to extend or alter the roof space of a top floor flat you must obtain planning permission.

3.13   Flats have different permitted development rights to single dwellings. You should check if permission is required for the alteration you are considering using the resources above.

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3.14   Since their creation as a planning use class in February 2016, changes of use to smaller (C4) HMOs have required planning permission. The adopted HMO SPG (2016) provides more information.

3.15   Licensing information related to the Housing Act can be found at www.cardiff.gov.uk/licensing.

<u>Pre application advice</u>

3.16   For a small fee, discretionary pre-application advice can be provided by prior to the submission of a planning application. More information can be found at: www.cardiff.gov.uk/ENG/resident/Planning/Pre-application-enquiries.

3.17   The benefits to you of obtaining this advice are that it:

- Explains which policies/standards are likely to apply to your development.
- Identifies at an early stage any need for specialist input (trees, landscape, noise, transport, contaminated land, ecology, fire safety, conservation areas, listed buildings & archaeology).
- Helps ensure that your application is complete and ready for validation, which avoids rejection at the registration stage or early refusal because of inadequate information.
- Indicates where a proposal is unacceptable, potentially saving you the full cost of an application.

3.18   Note: if you require a formal determination as to whether your proposal falls within permitted development rights or is deemed lawful for other reasons, please submit a *Certificate of Lawful Development* application.

<u>Conservation areas</u>

3.19   **Alterations to buildings within conservation areas must preserve or enhance the character or appearance of the area**.

3.20   If you're not sure whether your home is within a conservation area, you can check the designation boundaries, read more about the special character and controls in place in each area at www.cardiff.gov.uk/conservation.

3.21   If you live in a conservation area, some alterations and extensions may be permissible under Permitted Development rights. However other forms of development normally permitted may require a planning application due to Article 4 Directions. The controls do not prevent occupiers from altering or repairing their homes, rather they require planning permission to be sought before specific works are carried out. Such works can include the changing or replacing of doors or windows, construction of porches, roof alterations and exterior painting. You should check the specific restrictions of your conservation area first.

3.22   **Remember: enforcement action can be taken against unauthorised work to buildings in a conservation area.**

<u>Listed buildings</u>

3.23   **Alterations to listed buildings will only be acceptable where they relate sensitively to the original building and preserve the character of the listed building.**

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3.24 Government advice is that there should be a general presumption in favour of the preservation of listed buildings. The council will therefore endeavour to preserve listed buildings, their settings and those features of special architectural and historic interest that they possess.

3.25 Works to listed buildings may require Listed Building Consent and/or planning permission, depending on the nature of the proposal. This applies to all parts of the building including objects and structures, interior or exterior, regardless of its grade and whether or not the feature concerned is specifically mentioned in the list description. It may also apply to associated buildings that are within the curtilage of the principal building and can include boundary walls.

3.26 **It is a criminal offence to carry out works to a listed building without first acquiring the necessary Listed Building Consent.** Specialist conservation advice should be obtained for proposals affecting listed buildings (See section 5.0)

Archaeology

3.27 Alterations or extensions to buildings (whether 'listed' or not) in certain parts of the city may have archaeological implications which could be affected by even minor works. The *Archaeologically Sensitive Areas[1] SPG* provides further advice.

Trees

3.28 Consideration should be given at the design stage for adequate distancing between an extension and trees or hedging to avoid structural design problems with the building, problems with drainage systems, and subsequent vegetation loss due to concerns over loss of light and to allow sufficient spacing for future growth to maturity. In circumstances where trees (including canopies and root structures) are likely to be affected by a proposed extension or hardstanding, a tree assessment may be required in accordance with **BS 5837:2012 Trees in Relation to Design, Demolition and Construction - Recommendations**, with the assessment being used to inform design. The adopted SPG *Trees and Development[2]* (2007) provides more details.

3.29 *Trees in Cardiff: A Householder's Guide* offers further advice on trees and legal issues.

3.30 If you live in a conservation area, most works to trees require 6 weeks prior written notification to the council.

Tree Preservation Orders

3.31 Some trees which are important to a local area are protected by Tree Preservation Orders (TPO). If proposed works affect a tree, you should take advice from the Council's Tree Officer.

Protected species

3.32 The Green Infrastructure SPG (2017) explains the actions which should be undertaken if protected species such as bats and nesting birds are present on a site. It is important that no works are undertaken until the necessary investigations have taken place. Surveys should be carried out by suitably qualified, experienced and licensed surveyors in accordance with published guidance and best practice. If

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[1] Proposed to be replaced by a revised Archaeology and Archeologically Sensitive Areas SPG within the LDP plan period.

European Protected Species are likely to be affected by the proposals, the planning application should include details of all the mitigation that will be put in place to offset the anticipated impacts.

3.33   Further information on European Protected Species Licensing can be found at https://naturalresources.wales/permits-and-permissions/protected-species-licensing/european-protected-species-licensing/?lang=en.

3.34   Bats and birds such as House Martins, Swifts, Swallows and Barn Owls are all species which regularly use buildings to nest or 'roost' in. Great crested newts are often found in garden ponds. Advice regarding bat roosting can be found at http://www.bats.org.uk/pages/bat_roosts.html. Advice on bird nests can be found at: https://www.rspb.org.uk/birds-and-wildlife/read-and-learn/birds-and-the-law/whatsintheroof/removal.aspx.

3.35   Homeowners can undertake simple but important compensatory measures such as:

- Providing bird boxes
- Landscaping your garden to include native hedgerows, trees and wildflower areas
- Erecting bat boxes or a barn owl box
- Creating a pond or bog garden.

Sustainable Urban Drainage and Biodiversity

3.36   Planning regulations require new and replacement areas of hardstanding to either be porous/permeable or designed to allow water to run-off from the hard surface to a permeable or porous area or surface within the curtilage of the house, for example to part of a garden. Compliance with the requirements is ongoing.

3.37   Gardens can combine paving with planting or hedging, which can benefit the character of streets, attract wildlife and even filter out dust pollution. More advice and ideas can be found at: https://www.rhs.org.uk/advice/profile?PID=877 .

4.   Other considerations

<u>Building regulations</u>

4.1   This is not the same as planning permission. Building regulations deal with technical matters such as structural stability, fire resistance, energy conservation, thermal insulation, accessibility and electrical safety. You are strongly advised to seek advice before carrying out any works. Contact *Building Control* for further advice.

4.2   Important: obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and any changes sought by building regulations may mean you have to revise your planning application and vice versa.

<u>Works exempted from building regulations</u>

4.3   Certain types of work are considered exempt from the requirements of the Building Regulations (e.g. small detached buildings, garden sheds, greenhouses and some conservatories). These are listed under **Schedule 2 of the Building Regulations 2010** (as amended).

<u>Sewers and services</u>

4.4   The effect of any development on sewers, water mains, gas pipes and electricity mains should be considered. An extension must not compromise any rights of access required by service providers.

4.5   The position of a sewer can affect the size of the extension that is allowed. Your plans might have to be altered to suit the existing conditions or the sewer has to be diverted. In Cardiff, Dŵr Cymru Welsh Water are responsible for the Public Sewer network and Building Control is obliged to consult with them where your proposals have an impact on a public sewer. The advice of *Building Control* should be sought at an early pre-development stage. Failure to do so may jeopardise the viability and implementation of a proposed extension.

<u>The Party Wall Act</u>

4.6   If you intend to carry out work on or near to a boundary (including boundary walls and lofts), the Party Wall etc. Act 1996 requires that you notify your neighbours and give them the opportunity to comment, whether or not the work needs planning permission or Building Regulation approval. It is always advisable to check before you start work. For guidance, you should read ***The Party Wall etc. Act 1996: Explanatory Booklet***.

4.7   If further guidance is required, the advice of a competent professional Party Wall Surveyor should be sought as the council does not control this matter. The Faculty of Party Wall Surveyors (FPWS) and the Royal Institute of Chartered Surveyors (RICS) hold details of competent surveyors. The Citizen's Advice Bureau may also be able to provide some advice.

<u>Flood risk</u>

4.8   Careful design principles need to be adopted for development within a food risk area. To establish whether your property is in a flood zone and which appropriate design measures should be employed please go the *Natural Resources Wales website*. Further information on improving the food performance

of buildings can be found in the guidance *Improving the Flood Performance of New Buildings*. For proposals involving subdivision or conversion of space to residential use, a Flood Consequences Assessment (FCA) may need to be submitted if the application site is located within Zone C as defined by the Development Advice Map (DAM). Development should also have regard to the requirements of Technical Advice Note 15: Development and Flood Risk (TAN15) (July 2004).

Inclusive design

4.9 The potential for improving accessibility to a property should be considered when alterations and extensions are proposed. Incorporating level access and providing a ground floor bathroom can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in daily life whilst recognising that needs may change in the future.

Legal restrictions

4.10 In addition to planning controls, there may be legal covenants which restrict the use and development of your property.

4.11 Details of covenants will be set out in your title deeds. If you require advice or guidance in this matter you should consult a solicitor. It is important to note that covenants are separate and distinct from planning control and from the remit of the council.

Skips, scaffolding & hoardings

4.12 Building materials should not be placed on the pavement or highway – please ensure you have enough space on your own property to accommodate any deliveries (pallets of bricks, bags of sand etc.).

4.13 *Permits and licences* are issued by the council for skips, scaffolding and hoardings to be placed upon footways, verges and carriageways. Inspections are made by Cardiff Council Highway Inspectors to ensure that the skips, scaffolding and hoardings comply with these conditions.

Deep excavations

4.14 Deep excavations for foundations and drainage works should be considered carefully, especially near existing buildings or boundaries. Deep excavations can undermine and destabilise existing buildings or structures and pose a significant risk to personal safety. They should always be guarded. The *Health and Safety Executive (HSE) website* contains some helpful guidance.

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5.   Preparing your design

Get advice

5.1   You are advised to use a competent architect or designer to prepare your planning application. They will be familiar with these guidelines and should help you to achieve a well-designed extension/ alteration. The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), The Royal Institute of Chartered Surveyors (RICS) and the Chartered Institute of Architectural Technologists (CIAT) can provide advice. For proposals within a conservation area or affecting a listed building, you should consider using a heritage specialist on a register such as IHBC, AABC or RIBA's Conservation Architect members list. Contact details are provided in Appendix B.

5.2   Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients if possible.

Speak to your neighbours

5.3   When you have a firm idea of what you want to do it is always good practice to go and see your neighbours. When your planning application is received, we will write to your neighbours to inform them of your proposal and to give them 21 days to formally object to, or support your application in writing. To maintain goodwill, it is therefore a good idea to speak to your neighbours about your plans before submitting your application. Ensuring they are well informed of your proposals may result in a more efficient transition through the planning process.

5.4   If your proposal affects a shared wall or boundary, you must comply with the requirements of the *Party Wall etc. Act 1996*, (See page 9).

5.5   **Please note that issues relating to boundary disputes and land ownership are not a planning matter.**

6.   Understanding the character of your area

6.1   All alterations and additions to a property should relate well to the character and context of the surrounding area.

6.2   For smaller schemes, 'context' may relate to the character of the street or estate, while for larger schemes, or those on prominent sites, consideration should be given to the scheme's impact on the wider area.

6.3   House alterations and extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance and fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

6.4   Innovative contemporary design solutions may be appropriate where they demonstrate a sound understanding of context, effective use of resources and satisfactorily address issues of layout, density, scale, massing, height and detailing.
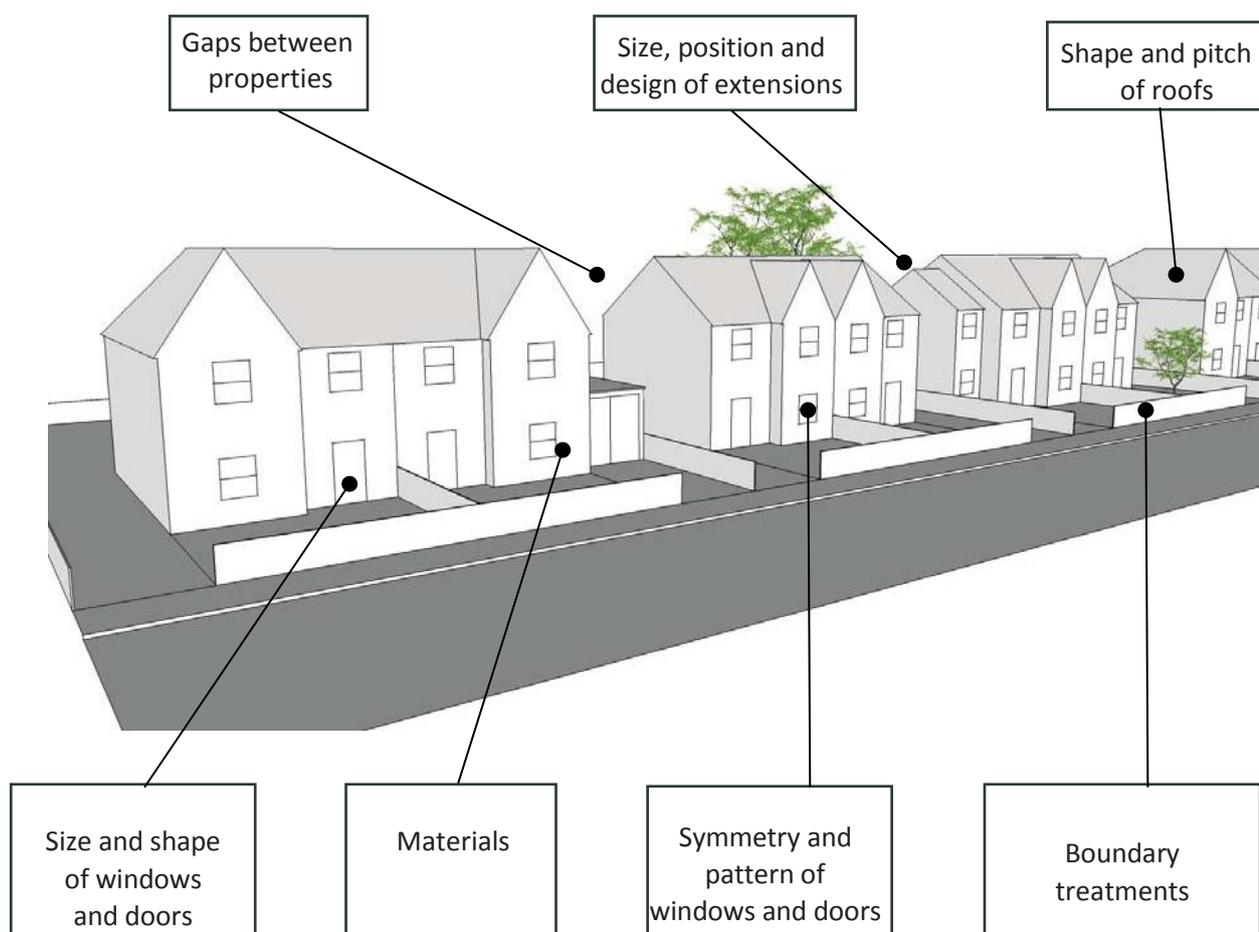
Frontage of a typical street with semi-detached houses

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7. Extensions

Rear extensions

7.1 A rear extension may have less visual impact on the existing house and the surrounding area than a side or front extension. Rear extensions do however have the potential to impact on the daylight and outlook of your neighbours.

7.2 **Design principles:**

- **Be subordinate to the original dwelling**
- **Avoid blocking natural light and outlook to habitable rooms in neighbouring properties**
- **Avoid reducing garden space to an unreasonable small size**
- **Consider the impact on trees within or adjacent to the site**

7.3 The extension should preferably be set in from the end gable of the building in order to ensure it is subservient to the existing dwelling.

Rear extensions should not adversely impact on the daylight and outlook of your neighbours or unacceptably overlook their private amenity space.
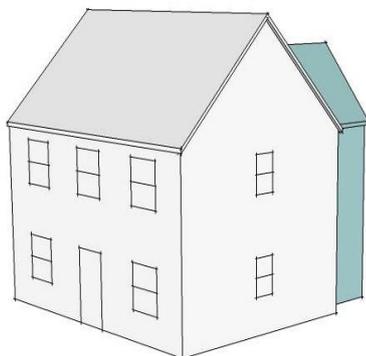
The position, scale and design of the extension should be subordinate to the main house.

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Side extensions

7.4   Side extensions, particularly to semi-detached dwellings, are likely to have a significant impact on the symmetry of the pair of dwellings.

7.5   With a semi-detached property it is crucial to make sure that the extension does not detract from the character and appearance of not just your property but also the pair of semis. It is important that they appear as a balanced pair. A two storey side extension to a semi-detached property should be set back from the front of the original property and set down from the existing ridge line. This will make the extension appear more subservient.

7.6   **Side extension: Design principles:**

    • **Proposals should be appropriate to the existing house in terms of their scale, form and finish.**
    • **Should fit comfortably within the street scene.**
    • **Materials and window detailing should match or complement the existing house.**
    • **Avoid blank elevations where they front the highway.**

7.7   Side extensions should normally be set in from the neighbouring boundary. This can help to ensure that the street scene does not appear cramped. It will also help to prevent a terracing effect should your neighbours also extend their property. On a practical level it will ensure that sufficient space remains to allow for future maintenance.
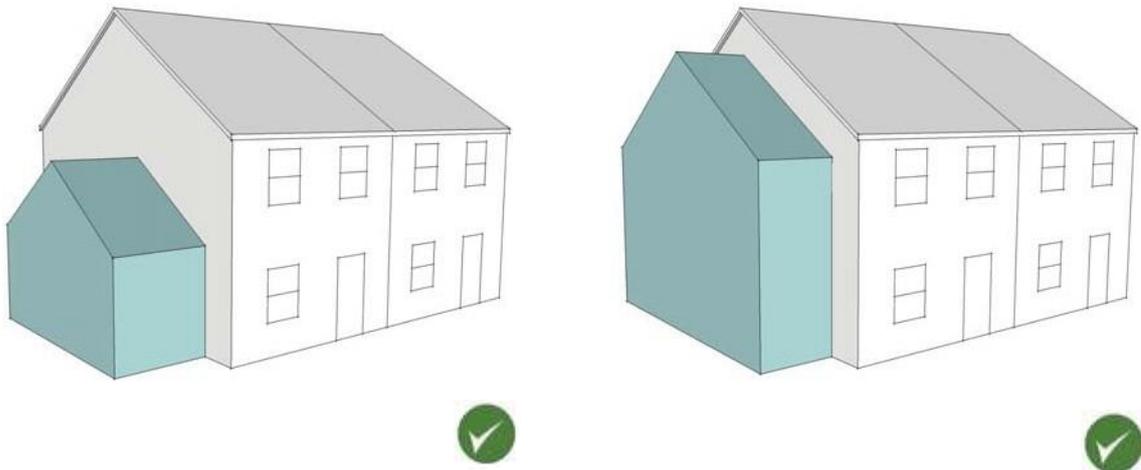
Extensions are subordinate to the main property and their roofs compliment the host building.

Front extensions

7.8   **Extensions to the front of a property can have a significant impact on the character of the neighbourhood.**

7.9   For most properties, (in particular semi-detached and terraced) any form of front extension other than a porch will appear an overly prominent feature within the street scene. Large detached properties set well back from the road usually have more scope for front extensions.

7.10   An excessive projection can impact negatively on the rhythm of a row of properties and become the dominant feature in the street scene. It can also be overbearing and result in the loss of light or privacy to neighbouring properties. Proposals for such extensions will be resisted.

7.11   Front extensions can also change the overall architectural character and emphasis of a property. They can impact on features such as bay windows or decorative entrances. The loss of these features is detrimental not only to the property, but can also undermine the character of a whole street.

7.12   Front extensions should normally be sited behind the building line. The building line is considered a line formed by the fronts or sides of houses along a street. Each case is a matter of judgment. Some areas have a clear building line whereas others are more variable. Any development forward of the building line can have a significant effect on the appearance of the street.
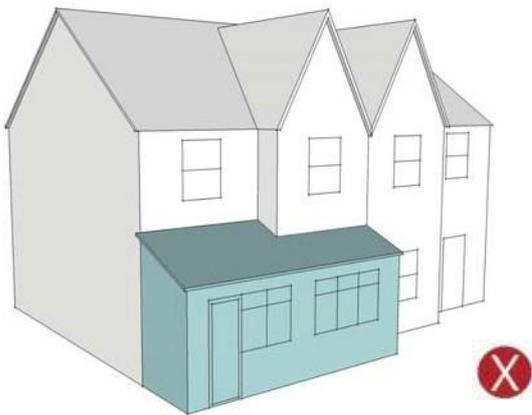
Front extension breaks forward of front building line and does not respect the character of the house
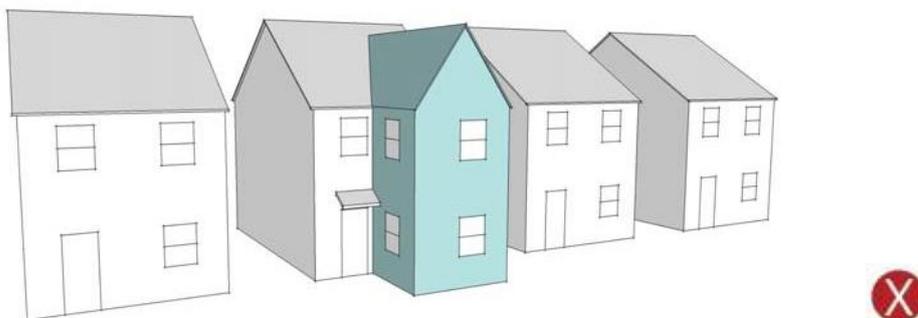
Front extensions that are larger than a porch are usually unacceptable as they are over dominant and significantly change the appearance of the house and street.

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Side return extensions

7.13   In Cardiff, many areas are characterised by terraced houses that have an original 2 or 3 storey rear annexe. These are usually set in from the boundary on one side, which creates a narrow gap to the boundary wall or passage to the rear of the property, often known as the 'side-return'.

7.14   **A successful extension which infills this space is dependent upon:**

- **The design proposed (scale, form, roof pitch and finish)**
- **The land levels between properties**
- **Whether the adjacent property has an existing infill extension.**

7.15   Side return extensions can have an overbearing impact on the adjacent property. It is important that careful consideration be given to the height and design of the roof of the extension in order to minimise the impact of the extension on your neighbour.

7.16   Depending on their height, side return extensions with flat roofs can often be overbearing. You should consider a pitched, 'lean-to' design with the eaves set at a level that respects the fact that Permitted Development would allow for the construction of a 2m high wall or fence along the boundary with your neighbour.

7.17   The use of glazing as opposed to solid materials may help to reduce the visual impact of any infill extension.
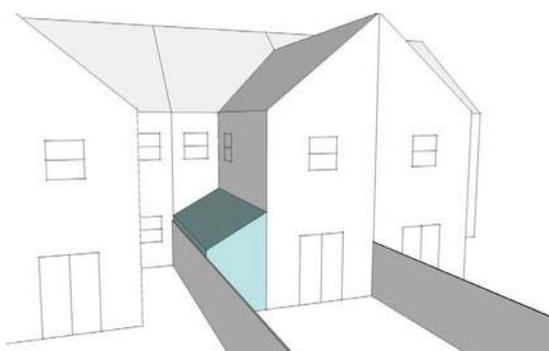
Roof set low relative to retained boundary ✓
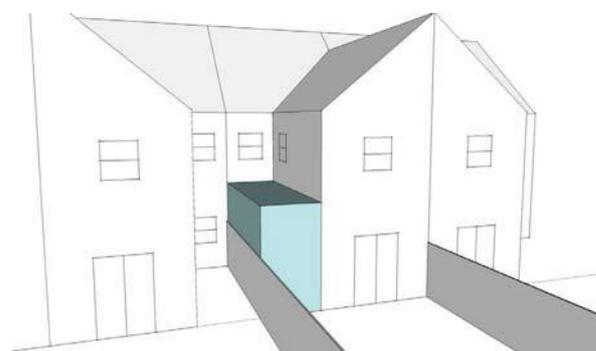
The height of the extension and position on the boundary is overbearing ✗
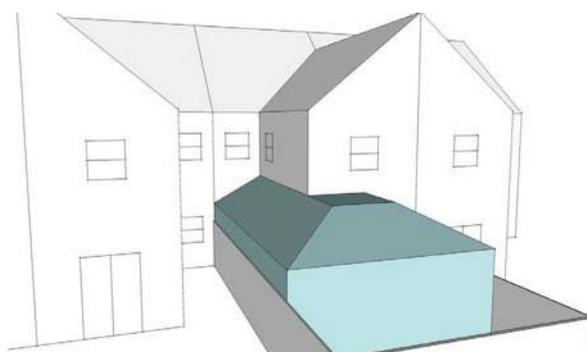
Depth and height of the extension is overbearing ✗

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Corner plots

7.18 **To avoid creating a 'tunnel' effect, any extension should adhere to the building line along both of the streets to which it relates.**

7.19 Corner plots and plots located at junctions are likely to have more than one established building line, each of which should be respected. In most cases there will be two building lines, one to the road facing the property, and one to the side.

7.20 There may be circumstances where developments on corner plots contribute to the creation of a 'gateway feature' at the entrance to a housing area. In such instances, extensions are likely to require very careful design. Pre-application enquiries are strongly encouraged for such sites.
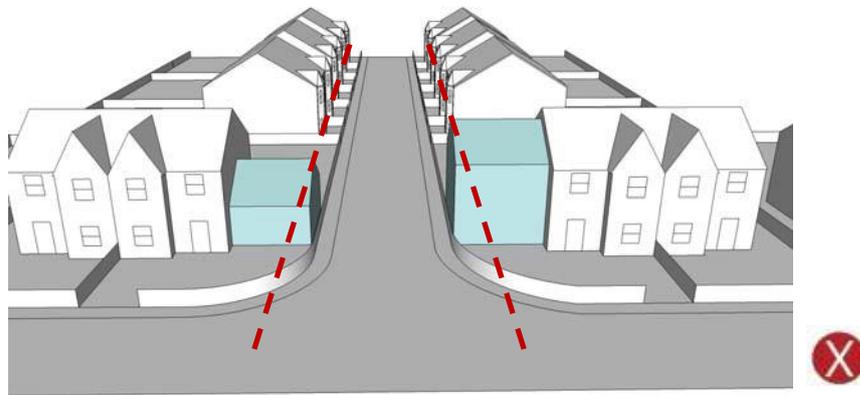
Extensions fail to conform to building line and are of an inappropriate scale relative to the main dwelling
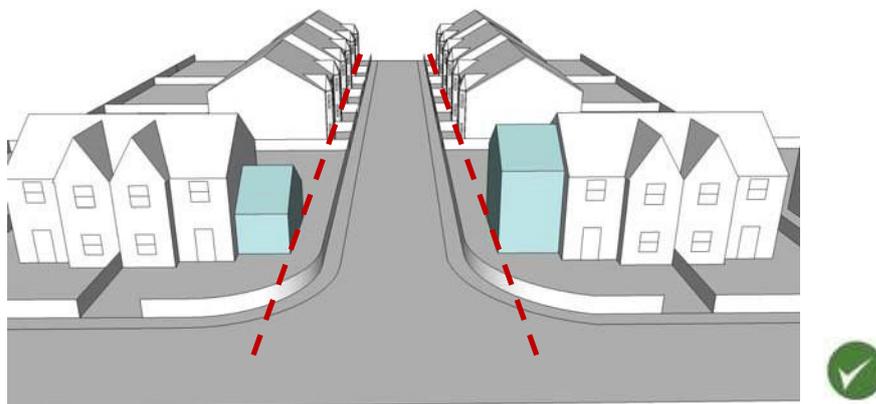
Extensions are subordinate to host dwelling and set off side boundary

Roofs match those of the host buildings

Extension respects building line to street

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Conservatories

7.21 **Conservatories are treated as an extension to your property and are subject to the same considerations as any other extension.**

7.22 Care should be taken to ensure that conservatories do not compromise neighbours' privacy. This can be achieved by careful siting, or if necessary, incorporating a solid wall or obscured glazing to the side nearest to the boundary of an adjoining dwelling.

7.23 Ensure that the conservatory can be fully accommodated within your own property boundary. If you build right up to the boundary it is likely that the guttering will overhang. You will need your neighbour's permission to do this, and you will also need to serve notice on them when you apply for planning permission. You should also note the requirements of the Party Wall etc. Act 1996 and the possible implications from building regulations requirements.

A conservatory with a solid wall along the neighbouring boundary to protect privacy and prevent overlooking
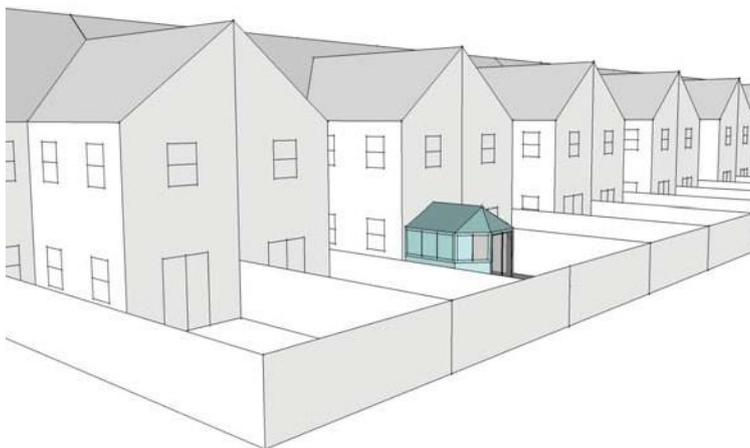
A conservatory with obscure glazing along the neighbouring boundary to protect privacy and prevent overlooking

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Siting, scale & impact on the street scene

7.24   The scale and form of an extension must be in keeping with, and subservient to, the existing building and its setting. Siting is likely to be influenced by a number of factors, including the space available around your home and the prominence and appearance of the extension to the street scene.

Overlooking

7.25   Extensions should not result in adverse loss of privacy to your neighbours. Windows in an extension must therefore be positioned carefully. First floor side windows, which look directly across to your neighbour's property or garden, should generally be avoided or be obscurely glazed and non- opening. If this is the only window in the room it should only sensibly serve a landing or bathroom.
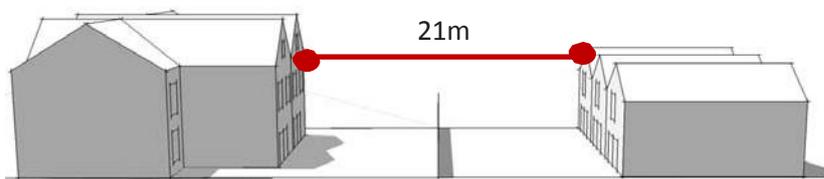
Allowing 21m where there is direct overlooking of a neighbour's principal room window (lounge, dining, bedroom and kitchen) will avoid loss of privacy

If the angle of rotation is more than 30 degrees, dwellings could be brought slightly closer together. Account needs to be taken of building heights.
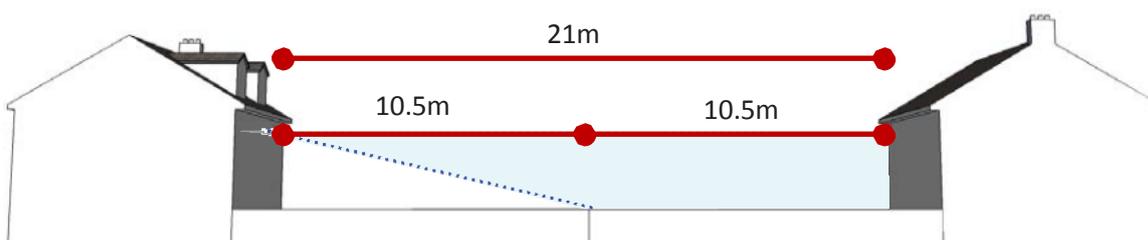
In the case of extensions above single storey, a distance of 10.5m between the rear wall of a property and its rear boundary, and 21m between the rear habitable room windows of dwellings which directly back on to each other, is normally required to avoid overlooking and to protect neighbouring amenity.

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Avoid overbearing design

7.26   Extensions should not be overbearing to your neighbours or result in an unacceptable loss of daylight or sunlight to neighbouring properties.

7.27   As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbour's property. Generally, two storey rear extensions should not come nearer than 2 metres of a boundary that forms a party wall between terraced and semi-detached properties and 1 metre of other boundaries. Two storey extensions if appropriate should be subservient to the main dwelling and be limited in depth, width and height so as to avoid an overbearing appearance, significant overshadowing and loss of privacy.

The location and scale of the extension would create an overbearing and oppressive impact upon a neighbouring property.

The location and scale of the extension is appropriate to the existing dwelling and minimises any impact upon the neighbouring property.

25 & 45 degree rules

7.28   The assessment of sunlight and daylight is based on the BRE guidance presented in Site Planning for Daylight and Sunlight- a guide to good practice.

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7.29   Although changes to permitted development rights have allowed certain types of infill development which might exceed these standards, where the opportunity to control exists, we will apply the standards in a reasonable manner.

7.30   These guidelines will sometimes be used flexibly as we recognise that light can be provided to living spaces via a number of means which might not be evident from the assessment approaches, whilst certain townscape situations might reasonably deserve some flexibility in their use. As such the standards are initially used as a trigger to invite further justification for a design.

7.31   Developments which do not meet these standards will be resisted without further justification or other reasonable measures being in place to provide adequate light. The standards apply equally to impacts on both new and existing buildings, and should be assessed accordingly. The standards will not apply to affects resulting from the height of minor gables. Where the standards are not being met, ways to improve the situation to the required standard will be sought.

Affected rooms

7.32   This guidance applies to habitable rooms which, according to the layout plan, are the main daytime living spaces of the scheme. Assessments will not relate to small kitchens (where there is no additional space to provide a dining area large enough to accommodate a table and chairs - typically an area of 2m² in addition to kitchen space), toilets, bathrooms, circulation spaces, storerooms or similar spaces. Rooms containing beds will only be included in an assessment if they form part of the daytime living space. Rooms containing more than one effective source of light, such as windows on other facades, light wells or tubes will not be included in any assessment.

The 25 degree rule

7.33   The first assessment relates to windows facing other buildings or relevant structures. A significant building or structure will be obstructing reasonable light to a relevant window if it breaks a line projecting up from the centre of the relevant window 25 degrees from the horizontal.
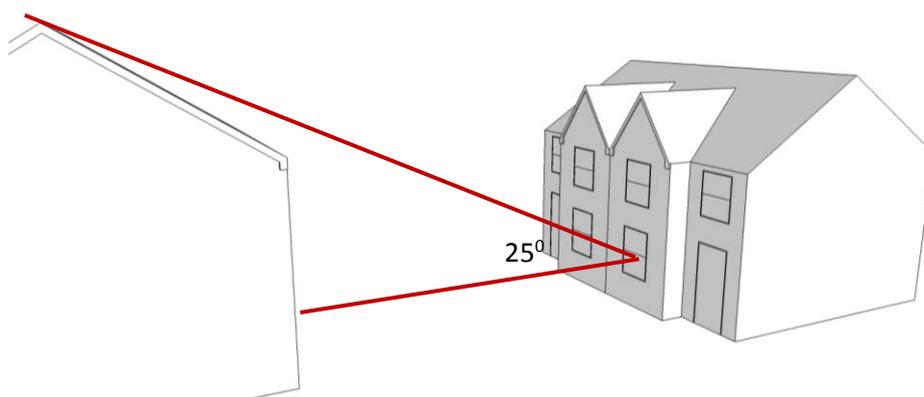
The 25 degree line projecting from the centre of the relevant window. In this case the scheme is acceptable

7.34   If obstruction occurs, applicants will be required to provide proof that windows will not be adversely affected by this structure by quantifying the daylight using the Skylight Indicator or Waldram

assessments set out in the BRE publication. The measure of daylight reaching a window should not fall below 27%. Software applications exist to help with such an assessment.

7.35   If the window is in a glass door, the line can originate from 2 metres above the relevant floor or storey level.

7.36   If a new building is improving an existing situation then the standards may be applied flexibly, and before and after studies should be provided.

The 45 degree rule

7.37   The second assessment relates to any extensions from an existing building line, and windows affected by this extension.

7.38   An extension will be obstructing reasonable light to a relevant window if it breaks a line projecting 45 degrees both horizontally (assessed in a plan) and vertically (assessed in relevant elevations) from the centre of the window.

7.39   Extensions with a pitched roof should be assessed from the centre of the pitch. This measure can also be applied to the assessment of relevant windows in a courtyard. Facing windows can be assessed using the 25 degree method.

7.40   It is particularly important to avoid the tunnelling effect, where a window is affected by projecting extensions from two directions.
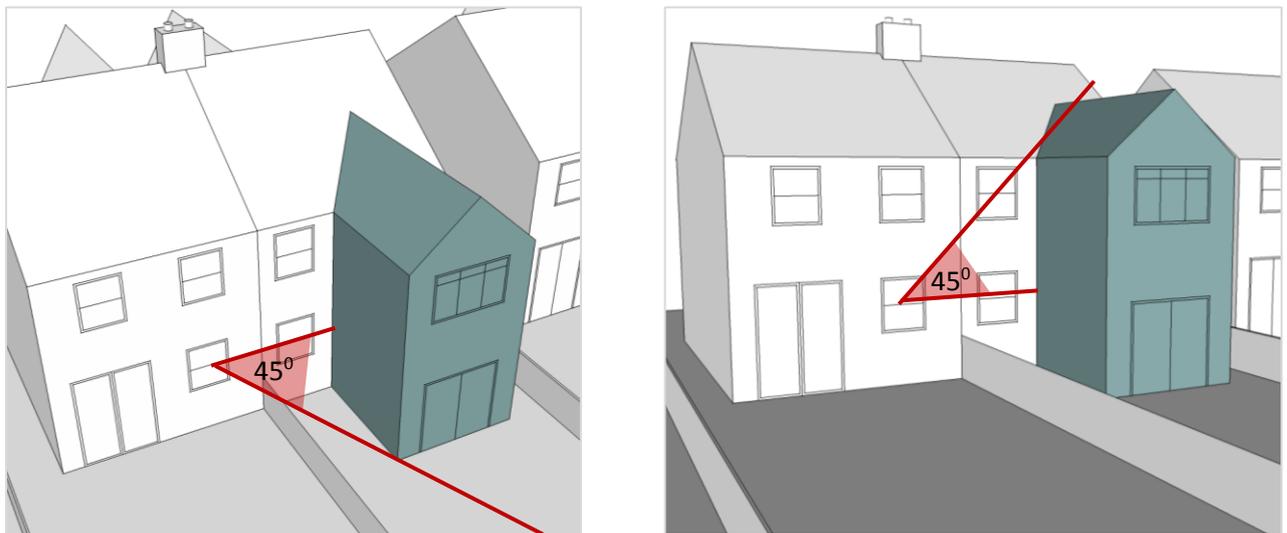
A 45 degree line projecting from the centre of the window in both elevation and plan shouldn't hit the relevant extension. In these cases the scheme is acceptable in both elevation and plan

<u>Sunlight</u>

7.41 Windows facing within 90 degrees of due south will gain some direct sunlight for some period of the day, if there is no obstruction.

7.42 Sensitive design of living spaces will ensure that each dwelling has a main living room which can receive a reasonable amount of direct sunlight.

<u>Roof extensions</u>

7.43 **Roof extensions can have a significant effect on the appearance of a house and their design needs careful consideration.**

7.44 Some roof extensions do not require planning permission, they will however require Building Regulation approval. The *Planning Portal* (site for Wales) provides a comprehensive guide. **Roof extensions in Conservation Areas will always require planning permission for which a fee is applicable.**

7.45 A loft conversion or roof extension is an effective way of achieving extra accommodation within the roof space (play room, guest room, or study), subject to the suitability of the existing roof structure. Different roof types mean there cannot be a standard design solution, but often the work will result in the installation of dormer windows. The same care and attention to detail should be taken over size, position, materials and window details as for any other alteration, addition or extension.

7.46 Roof extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance which fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

<u>Roof alterations and increased roof height</u>

7.47 Roof alterations to bungalows, can lead to a significant change in the character and appearance of an area, and can lead to loss of privacy and amenity to neighbours

7.48 As with other types of extensions, the size, location, materials and design should complement those of the existing dwelling. Overlooking should be avoided where possible and the extension should not adversely affect the living conditions of surrounding neighbours.

7.49 Proposals for roof extensions to create extra living space should be designed to minimise the effect on neighbouring properties of overshadowing and overlooking. It may be more appropriate to create a dormer bungalow, by increasing the roof pitch and adding dormer windows. You should follow the advice set out in the Dormer Windows section (see page 30 - 31), as in some cases the addition of new loft dormers can overlook previously private areas which could compromise the privacy of neighbours.

7.50 Before submitting for roof alterations to a bungalow it is advised to ensure that the existing bungalow can support the extra weight. Any demolition of a bungalow will require planning permission and the appropriate fee.

7.51 **Where a roof ridge needs to be raised to allow increased headroom in the roof space, careful consideration should be given to its impact on the street scene.**

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7.52   Some roof spaces may not be suitable for conversion as the roof pitch is too shallow. In such circumstances getting enough headroom may result in an overly large addition to the roof, which may have a detrimental effect on the character and appearance of the house.

7.53   Where a roof is raised, its pitch should reflect the original, or the roofs of other nearby buildings, as appropriate. Any such proposal will be considered within the context of the site and associated levels.

In an area where most roofs are the same height, the significant raising of the roof of a house could look over-dominant and out of character with the surrounding area.

Roof form

7.54   **The roof of an extension should match the main roof in terms of style, form, pitch and materials to ensure that the extension appears to be part of the original house.**

7.55   The ridge height of any extension should usually be lower than the original roof to emphasise the distinction between the original dwelling and its addition, and to ensure the subservience of the addition. Depending on the architectural style of the original building, a pitched, hipped or gabled roof will almost always be more appropriate than a flat roof.
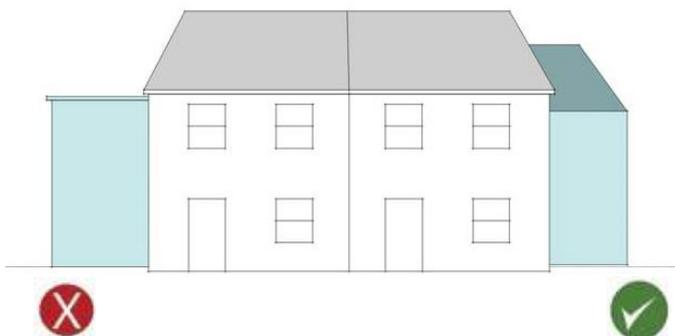
Flat roofs, particularly in prominent positions are best avoided as they can present long-term maintenance problems and rarely appear as though they blend harmoniously with the existing property.

Impact on amenity space, privacy and visual amenity

7.56   **Any extensions to the side or rear of your house should maintain a 'reasonable' extension to back garden ratio. This will vary according to the size and location of your house.**

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7.57   Any dwelling can accommodate only a finite amount of extension. In addition to the visual impact, the over-development of a property will result in an inadequate amount of amenity space within the plot and could have a detrimental impact on neighbouring amenity through overshadowing and loss of light or privacy. Any extension should not result in the overdevelopment of the original garden area.

Extension is modest in scale and retains a sufficient and useable rear garden area.

7.58   Sufficient garden space should be retained to accommodate bin and cycle storage, a washing line and a useable form of private amenity space. A minimum of 25 sq m of an appropriate shape and siting should be retained, although this figure is dependent upon the individual context and size of the house and garden.

7.59   For larger houses, or those in areas where the established character includes good sized private gardens, any extensions or groups of extensions / outbuildings beyond the Permitted Development limit, should ensure the retention of a significant area of garden space. Proposals in this instance will be considered in relation to the character and context of the original house.

Extension is an over-development of the plot

7.60   **Trees and established hedges and vegetation provide amenity value and, wherever possible, should be retained.** You should site your extension to avoid the removal of significant and healthy trees. Where trees and hedges are retained then the foundations for the development must be designed to accommodate existing root structures and future growth. Also ensure that if a young tree is to remain close to the extension that it has room for future growth. If the loss of a tree is unavoidable, a replacement should be planted in another location within the site.

Rear access

7.61   Many dwellings have a direct access from the front of the property to the rear, other than by passing through the building. If a side extension is set away from the boundary then it can allow for bins to be stored at the rear, easier access to the rear garden without needing to go through the house, and, for easier access to undertake future property maintenance.

Bin storage

7.62   Adequate provision should be made for waste, recycling and composting facilities in accordance with the guidelines of the Councils *Waste Collection and Storage Facilities SPG*.

7.63   If planning an extension you should consider where refuse bins are to be located so that they are stored in a visually discrete manner. It is preferable to provide for bin storage to the rear. Within conservation areas, the construction of bin stores to the front of the house will require planning permission. This is likely to be resisted where it would harm the character or appearance of the area.

Highway safety and parking

7.64   An extension should not have an adverse impact on highway safety. The loss of parking provision as a result of an extension, or the conversion of a garage, will be assessed against the guidance contained in the *Council's adopted Access, Circulation and Parking Standards SPG (2010)*[3].

Detailing and materials

7.65   All materials and detailing should reflect or complement the existing house.

7.66   Matching brickwork and pointing is important. Unless your property is very modern, it is likely that the original bricks have weathered and changed in appearance. When you construct your extension, even if it is from the same type of bricks that were originally used, there will be a distinctive difference in the appearance of the extension compared to the original house. It is therefore appropriate to set the extension back slightly so that there is a neater join in the materials and a more acceptable visual appearance. If necessary, roof tiles from the rear of the original building should be used to ensure a colour match at the front of the property.
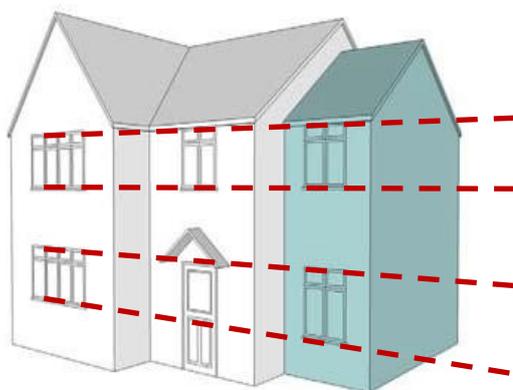
The size, positioning, style and materials of new windows and doors should generally match those on the existing dwelling in order to achieve a consistent appearance.

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[3] [3] This SPG is proposed to be replaced by Design and Parking Guidance SPG within the LDP plan period

7.67   The architectural detailing on the existing property should be repeated, where appropriate, on any extension. This includes the continuation of plinths, stringcourses, decorative brickwork, bargeboards, sills and fascias as they are important elements in the overall design. The repeat of details such as decorative bargeboards, quoins or brick courses can also help to integrate the extension with the original property.
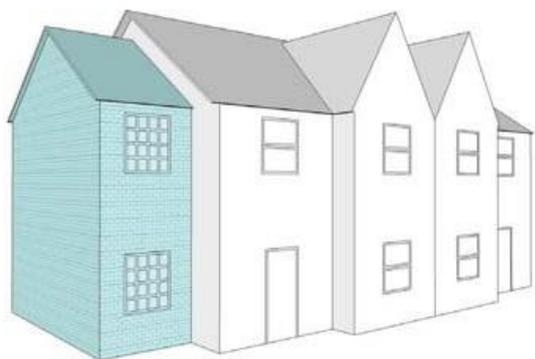
The materials and detailing of the extension fail to complement those used in the existing property. Conflicting materials can lead to an unattractive appearance.

New windows should also reflect those in the original dwelling in terms of design, positioning and size.

Hip to gable roof extensions

7.68   An extension that results in the conversion of a hipped to a gabled roof can unbalance the appearance of a house, pair of semi-detached houses or terrace. This is especially so when the roofscape and spaces between buildings are important features of the character of a street.

7.69   All hip to gable extensions should have roof tiles or slates to exactly match those of the original roof. The extended gable wall should also match the materials of the existing dwelling.

7.70   Often, enough old slates or tiles from the rear of the original property can be salvaged to re-cover the front roof slope to ensure a colour match at the front.

Hip to gable roof extension on a semi-detached property
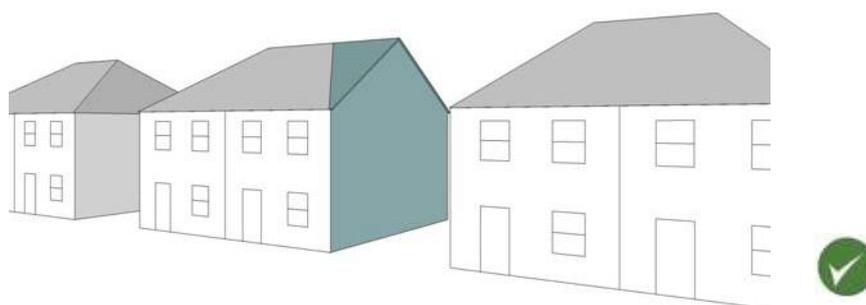
The extended gable wall should match the existing dwelling

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Rooflights

7.71   Where a roof light is required to the front or other prominent elevation; care should be taken to ensure that its proportions and positioning reflect the style and character of a dwelling, and that it does not look unduly prominent. Flush-fitting roof lights may help to reduce prominence.

7.72   In conservation areas the installation of roof lights requires planning permission. Roof lights should be few in number and discreetly positioned so that they are not readily visible from prominent views within the conservation area. They should also be of a 'conservation type' which do not protrude above the plane of the roof. Consideration should also be given to the general arrangement of any roof lights in order to reduce their impact, even if this is limited to private   views alone.
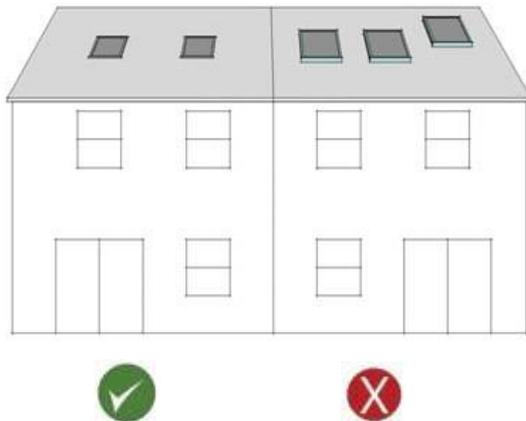
Roof lights should be evenly spaced, matching and relate to features of the house (diagram above details the rear of a typical pair of semi-detached properties).

Chimneys

7.73   Chimneys are an important feature of many properties and contribute to the overall character of the skyline. The rebuilding of stacks and reinstatement of chimney pots where possible will be supported. The Building Regulations Part J places specific requirements on the design of chimneys and flues to ensure that they can discharge the products of combustion safely.

7.74   Within conservation areas the installation, alteration, replacement or removal of a chimney will require planning permission.

7.75   Where a chimney, or group of chimneys, make a positive contribution to the character and appearance of a conservation area, its removal or unsympathetic alteration will be resisted.

Dormer windows

7.76   Where there is inadequate headroom within an existing roof space, it may be possible to create additional space through the insertion of dormer windows.

Design

7.77   **The design of dormer windows should be considered carefully,** as they can have a significant impact on the character and appearance of a house and its surrounding area.

Dormer windows should:

- Relate well to the dwelling on which they are positioned/located.
- Relate well to the context of the street or immediate surroundings.
- Be avoided on the front elevation of a dwelling, unless they are a local feature.
- Be appropriately scaled in order that they appear subservient to the existing roof.
- Be set up from the external wall, down from the ridge and in from either side by an appropriate distance.
- Be finished in materials which reflect or complement the main dwelling.
- Respect any symmetry evident within the existing dwelling.
- Positioned to minimise impact upon neighbouring amenity.

Position

7.78   Dormers should normally be positioned on the least prominent elevation – usually the rear. Front- facing dormers have a big impact on the appearance of the house and the street. Dormers positioned to the side of rear annexes, where planning permission is required, can be inappropriate in terms of privacy and visual impact. Where there is a requirement to provide adequate headroom for stairs, the dormer should be set down from the ridge and clear of the hips.
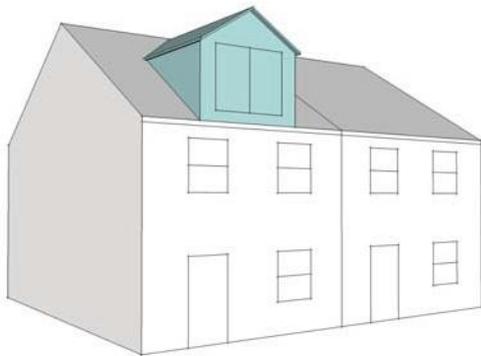
Front dormers can have a big impact on the appearance of a house and street

Scale

7.79   Dormer windows should not dominate the original house and should look as though they were designed as part of the original roof of a dwelling.

7.80   The scale of a dormer window should be appropriate to the roof upon which it is located. To achieve this, dormers should be set in from either side of the roof, set down from the ridge and set up from the external wall. It is important that dormers appear well proportioned and therefore subservient to a roof.

7.81   The roof of the dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip. Large, flat roofed dormers are over-dominant and can cause the property to appear 'top-heavy'.

Page 1070
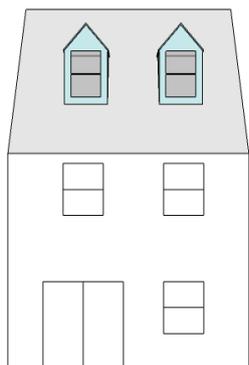
Dormers modestly scaled within roof plane, aligning with the windows below
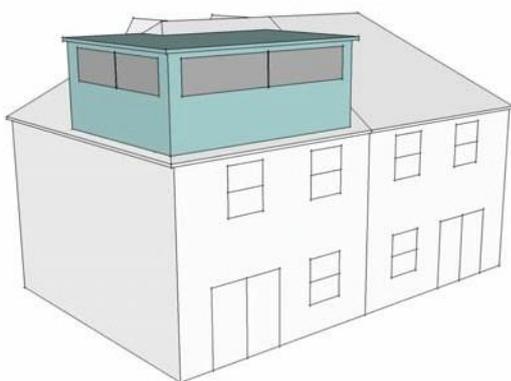
The dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip.
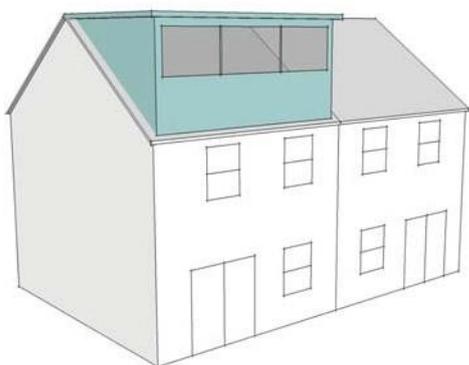
Box dormer is excessively scaled relative to the roof and has poor window alignment with those below.

Materials

7.82   Dormer extensions should appear subservient to the original dwelling/roof and relate well to the existing roof through the use of materials. The window(s) should fill the majority of the front of the dormer in order to limit the use of surrounding cladding materials. Finishing materials should respond to those of the original dwelling.

Window style

7.83   Avoid mixing window types. The windows of the dormer should match those in the rest of the house in terms of proportions, materials and opening and also reflect any evident symmetry.

8.   Other Alterations

Porches

8.1   A porch can take many forms from a simple canopy to an enclosed structure. The front entrance of a property is the main focal point and small alterations can have a large impact on the street scene, with poorly designed porches significantly detracting from the appearance of a property.

8.2   Porches should be designed to complement the character of and be subservient to the original house. The roof should reflect the design and pitch of the main property. A porch situated close to a neighbouring property should be designed to have minimal impact on the amenity of the adjacent dwelling.

Scale and design of the porch is out of character within the street scene.

Recessed entrances

8.3   **The insertion of a second external door, to bring the entrance flush with the front of the property can detract from the appearance of the dwelling.**

8.4   Many Victorian and Edwardian terraced houses in Cardiff have recessed front doors, often with ornate tiled or feature doorways. In conservation areas planning permission may be required for the enclosure of this type of entrance and in general such applications will not be supported.

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Garages

8.5   A new garage, whether an extension or a detached structure should:

- **Reflect the style, character and proportions of the house and its surroundings.**
- **Be built of the same materials and have consistent detailing to the main house.**
- **Be subservient to the house, in size, scale and location.**
- **Not project forward of the house.**
- **Be capable of being overlooked from the house.**

8.6   Consideration should be given to how difficult or easy it will be to manoeuvre a car in and out of the proposed garage. You should design a layout which retains some of the landscaping and planting in the front garden, together with safe pedestrian access to the house.

8.7   Separate consent for the construction of a new crossover across the pavement should be obtained from council's highways section. They will provide further information about construction standards and current charges.

8.8   Although car ports do not have enclosing walls, the same design issues apply.

Conversion of a garage to living accommodation

8.9   The conversion of an existing garage into additional living space can result in changes to the external appearance of the building as well as reducing parking availability. New windows and doors should match the main property in terms of proportions, materials and openings.

8.10   Advice should be sought from Development Management as to whether planning permission is required for converting your garage. See also the Planning Portal.

8.11   Building Regulation approval will be required.

8.12   **The loss of parking provision as a result of the conversion of a garage will be assessed against the guidance contained in the Council's adopted Access, Circulation and Parking Standards SPG (2010).**

Sheds / garden rooms / home offices

8.13   Any structures within the curtilage of your property should respect the privacy and amenity of neighbours, and should respond positively to local character and context, as well as the main house.

8.14   Large garden buildings if used for purposes other than storage may intensify the use of garden spaces and they may detract from the generally green nature of gardens, contributing to the loss of amenity for existing and future residents of the property.

- **Siting, scale and design should be visually subordinate to the garden.**
- **The development should NOT detract from the amenity of neighbouring gardens.**
- **Suitable landscaping should be used to reduce the impact of development.**
- **Use materials which complement the main property.**

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8.15   The materials should be similar to the ones used in the rear of the existing house. The proposed roof style should also match that of the roof of the original house.

Family annexes

8.16   If the purpose of an extension is to provide accommodation for a relative, and not a separate dwelling, you should follow the general guidance for extensions outlined in this document.

8.17   **Annexes will only be acceptable where:**

- **The scale and appearance of the building is modest in proportion to the site.**
- **The plot is of sufficient size to comfortably accommodate the building.**
- **Clear dependency is retained at all times with the main property.**

8.18   Dependency can be demonstrated through the sharing of facilities with the main building, such as garden space, kitchen/bathroom facilities, site access and the retention of internal links.

Driveways and hardstandings

8.19   When considering driveways and hardstandings you should use permeable surfacing or only cover a small part of the front garden, allowing water to drain into remaining soft landscaped areas such as flower beds. For further advice please see Guidance on the permeable surfacing of front gardens. Department for Communities and Local Government 2008.

8.20   A standard car parking space is 2.4m (width) x 4.8m (length) and no vehicle must project out from the driveway and over the pavement. If the hardstanding is to be enclosed with gates they should open inwards to prevent obstruction of the pavement/ highway.

8.21   The hardstanding must be connected to the highway via a crossover across the pavement. Separate consent for the construction of a new crossover may be required from the council's highways section.
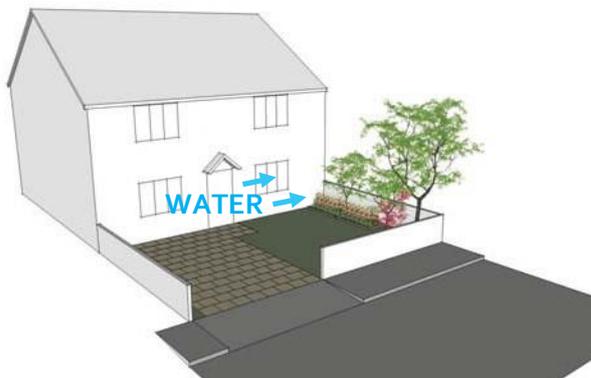
Non permeable surfacing may cover part of the front garden, providing that surface water is directed onto a porous or permeable surface, such as a grassed area

Page 1074
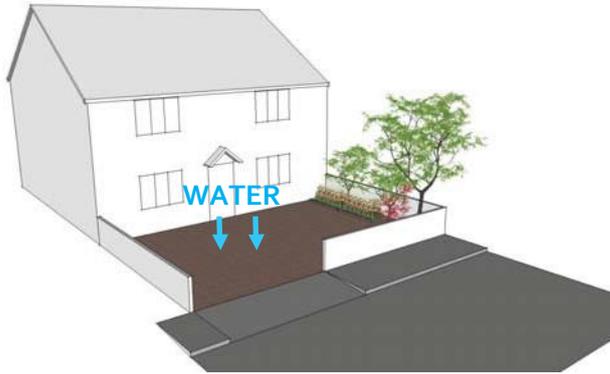
Driveway / hardstanding is constructed from porous or permeable material

Garden decking and platforms

8.22   Any structures within the curtilage of your property should respect the privacy and amenity of neighbours,

8.23   **Proposals will be assessed in terms of:**

- **Loss of privacy (in neighbouring houses and gardens)**
- **Dominance**
- **Loss of character or amenity of the area**

8.24   Decking should not be prominently located or easily viewed from public vantage points. It should ideally set in from the boundary and where there is sufficient permanent screening, such as a high boundary wall or an outbuilding in an adjacent garden.

8.25   In some circumstances, to reduce overlooking, it may be possible to install screening such as fencing/trellising but any screening should not result in significant overshadowing or loss of outlook from neighbouring dwellings or have a detrimental impact on visual amenity.

8.26   Raised areas of decking and platforms should be provided with suitable edge protection or guarding to prevent the risk of falls. The Building Regulations Part K provides suitable guidance.
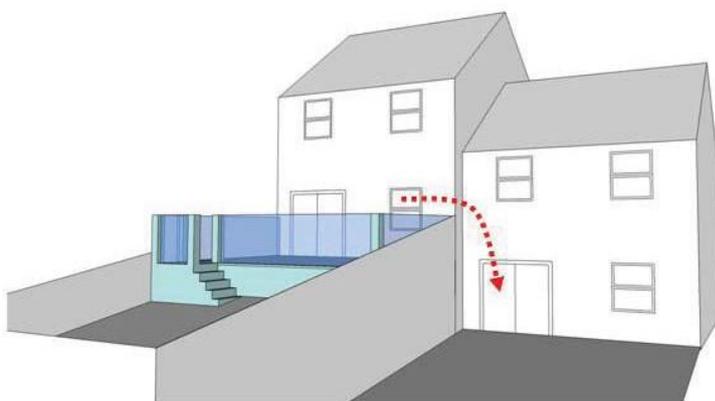
The positioning of decking should respect the rights of neighbouring residents to enjoy their gardens without being the subject of intrusive overlooking.

**Balconies and roof terraces**

8.27   **When considering a balcony or roof terrace you should take into account the impact on neighbours.**

8.28   Potential problems include overlooking and privacy, structural stability, daylight, noise, light spillage and security. Consideration should therefore be given to the following:

- **Use of setbacks to minimise overlooking (a balcony need not necessarily cover the entire available wall space)**
- **Use of screens or planting to prevent overlooking of habitable rooms or gardens, without reducing daylight and sunlight or outlook**
- **The need to avoid creating climbing opportunities for burglars**
- **Ensuring that the existing flat roof area is designed to accept additional loading as a floor**
- **Balustrades and guarding are designed to prevent the risk of falling**

8.29   A roof terrace should be set back behind the slope of a pitched roof or a parapet. The dimensions of the roof should be sufficient to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property. A Building Regulation application will be required to change an existing flat roof in to a balcony or roof terrace.

- **Any balustrades should be well set back behind the line of the roof slope, and be invisible from the ground**
- **The terrace should not result in overlooking of habitable rooms of adjacent properties**
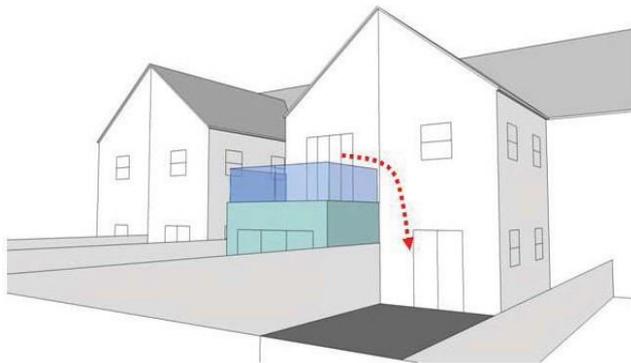
Roof terraces should not allow for the private amenity of the neighbouring properties to be unacceptably compromised.

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Walls, fences, hedges and railings

8.30 **Boundary treatments, particularly front boundaries, have a significant impact on the character of an area and the street.**

8.31 Original gates, railings and walls should be retained, restored and repaired. Where walls, hedges or railings have been previously removed, consideration should be given to their reinstatement.

8.32 Alterations to walls, fences, hedges or railings should be carefully considered in terms of both appearance, siting and security. Further guidance on permitted development rights for boundary enclosures can be found at the Planning Portal. Some areas may not enjoy these rights, such as listed buildings, planned estates or conservation areas.

8.33 Front enclosures will be resisted in areas which have established open plan gardens as they could disrupt the open character of the street and harm the visual amenity of the area.

8.34 The Party Wall etc. Act 1996 may impose specific requirements.

High fences or walls to the front or side of a property can be very stark additions which harm the character of an area.

Satellite dishes, TV and radio aerials

8.35 In order to minimise the visual impact, such equipment should respect the views from the street and neighbours' properties.

8.36 Keep dishes and aerials out of sight as much as possible. Consider placing them:

- Within roof slopes
- Behind roof parapets
- On side walls
- On a rear extension roof
- On lower roofs or garages
- In the rear garden

8.37 More information is outlined in *'A householders planning guide for the installation of Antennas, including satellite dishes'*, Welsh Government 2014.

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8.38   Within conservation areas, satellite dishes require planning permission where they face on to and are visible from a road.

Cladding, pebble dash, external wall insulation

8.39   If you are thinking of carrying out any external wall treatment please consider whether it will have an adverse effect on the structural integrity of the house.

8.40   External treatments can bridge damp courses and block air bricks. Rainwater / ice can be trapped behind them. This may result in condensation and timber rot.

8.41   Work on the 'thermal envelope' either inside or outside the property is likely to require Building Regulations approval; you should contact Building Control for further advice.

8.42   **Cladding of properties in a Conservation Area in any external wall insulation or with stone, artificial stone, pebble dash, render, timber, plastic or tiles will require planning permission.**

Replacement windows and doors

8.43   Altering door or window openings, or replacing windows and doors, can radically change the character and appearance of your home and affect the appearance of the area. This is particularly the case where the property forms part of a terrace or is one of a pair of semi-detached houses.

8.44   Alterations or replacement of windows or doors in conservation areas often requires planning permission.

8.45   For further advice on window replacement in conservation areas please see the Window Repair & Replacement in Conservation Areas advice note.

9. Sustainable design and renewable energy

Energy efficiency

9.1. All proposals for alterations or extensions should take account of opportunities for reducing energy use.

9.2. Building Regulations impose minimum standards for energy efficiency. Should you wish to introduce further sustainable design measures, you may wish to consider the following points:

- **Orientation and siting to take account sunlight /other micro-climatic effects**
- **Internal layout which maximises the conservation of heat and natural ventilation**
- **Suitability of renewable energy systems (e.g. solar power)**
- **Grey water recycling and rain water collection systems**
- **Impact of planting, such as green roofs or use of natural screening**
- **Sustainable choice of materials, such as natural or locally sourced, recycled and recyclable materials.**

9.3. For further guidance please refer to Planning Policy Wales and Tan 12: Design.

Microgeneration

9.4. Consideration needs to be given to the visibility of PV/solar water panels or turbines and their likely impact. They should be positioned in an unobtrusive location and integrated with existing features such as on a rear or inner roof-slope.

9.5. Installation should be carried out by a trained and experienced contractor who is accredited with the Microgeneration Certification Scheme. Further guidance is available from a series of Welsh Government leaflets entitled 'Generating Your Own Renewable Energy: A Planning Guide'. These leaflets provide details on those installations that fall within permitted development rights. Where installations require planning permission, full details will be required to assess the likely visual impact.

Green roofs and living walls

9.6. Green roofs or living walls can create habitats and store / slow down the rate of rain water run-off, helping to reduce the risk of flooding.

9.7. Green roofs are specially designed and constructed to be waterproof and covered with material to encourage wildlife and to help plants grow. Green walls are structures attached to walls, where plants have been planted either directly into material within the wall or in the ground or a pot and encouraged to climb up a structure so that the wall is covered with vegetation. They both provide useful habitats and a food source for birds and bats. Dense foliage provides nesting sites for birds, evergreen climbing plants provide insulation and can reduce wind chill during winter months. Climbing plants provide shade which can help to cool a building in summer.

9.8. Careful consideration needs to be given to the design of the roof and any blank walls to enable the incorporation of these features and the need to access these areas for maintenance.

9.9. **Where green roofs are to be accessible for amenity / sitting out purposes, potential overlooking and loss of privacy to adjoining properties will need to be assessed; additionally the requirements of the Building Regulations will also be relevant.**

10.   Design for security

10.1.   Under S17 of the Crime & Disorder Act, the Council is obliged to encourage design that reduces crime.

10.2.   All developments must demonstrate how they positively contribute towards safe and secure environments (such as providing natural surveillance together with a sense of ownership), and these measures should be effective, and proportionate to the local crime risk factors.

10.3.   Alterations should maximise opportunities to provide overlooking of access routes and parking areas and limit the creation of hidden recesses and poor sightlines.

- Front enclosures should be low enough to see over (no higher than 1 metre)
- High walls and fences of 1.8m provide good security at the rear
- Side entrances should be lockable
- Boundary walls, bin and fuel stores, low flat roofs and balconies should be designed so that they do not provide climbing aids to gain access into the property
- Windows in a new extension should be positioned to maximise views over parking and private areas
- Consider fitting low energy dusk to dawn lighting to front/rear/side access points
- Movement sensitive lighting should be located with suitable timing devices to avoid unnecessary light pollution
- Ensure that all locks are securely fitted and meet British Security Standards
- Fit laminated glass to side lights of doors and accessible windows which are not overlooked

10.4.   **Particular care is needed when installing security devices on listed buildings. Listed Building Consent may be required.**

10.5.   Further advice is available from *www.securedbydesign.com.*

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11. Householder design checklist

✓

Have you discussed the proposal with neighbours?	
Is a Design and Access Statement required? (only likely to be required for Listed Buildings)	
Is your property a listed building or in a conservation area requiring specialist advice?	
Are there any implications for trees (TPO, within a conservation area or otherwise) requiring specialist advice or surveys?	
Have necessary ecological investigations been undertaken? (see 3.32)	
Is a Flood Consequences Assessment (FCA) required? (see 4.8)	
Does the design address the character of the property and surrounding street?	
Does the design avoid harmful impact on your neighbours in terms of loss of light, overshadowing and privacy?	
Does the proposal result in an adequate provision of amenity space?	
Does the design take account of opportunities for resource efficiency?	
Have measures been taken to reduce crime?	
Have any changes to access and/or parking been agreed with the council?	
Do your proposals also require a separate Building Regulation application to be made?	
Are your proposals affected by the requirements of the Party Wall etc. Act 1996?	

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Appendices

Appendix A: Policy Context

Planning Policy Wales

12.1   Planning Policy Wales and Technical Advice Note (TAN) 12: Design acknowledge the role that good design in new development can play in enhancing the environment, delivering sustainable development, attracting inward investment and promoting social inclusion and well-being. Good design is not just about the physical appearance of development, but achieving sustainable forms of development that successfully respond to their local context and character.

Town and Country (General Permitted Development) (Amendment) (Wales) Order 2013

12.2   The order introduces a number of changes to permitted development rights including: Greater flexibility to enable householders to make a wider range of improvements and alterations to their homes without the need to apply for planning permission. Useful technical guidance entitled *'Permitted development for* householders' is available from wales.gov.uk.

Cardiff Local Development Plan

12.3   This draft guidance supplements Policy KP5 (Good Quality and Sustainable Design) of the Local Development Plan (adopted January 2016), which states:

To help support the development of Cardiff as a world-class European Capital City, all new development will be required to be of a high quality, sustainable design and make a positive contribution to the creation of distinctive communities, places and spaces by:

    i. *Responding to the local character and context of the built and landscape setting so that layout, scale, form, massing, height, density, colour, materials, detailing and impact on the built and natural heritage are all addressed within development proposals;*

   ii. *Providing legible development which is easy to get around and which ensures a sense of continuity and enclosure;*

  iii. *Providing a diversity of land uses to create balanced communities and add vibrancy throughout the day;*

  iv. *Creating interconnected streets, squares and spaces as distinctive places, which are safe, accessible, vibrant and secure and incorporate public art where appropriate;*

   v. *Providing a healthy and convenient environment for all users that supports the principles of community safety, encourages walking and cycling, enables employment, essential services and community facilities to be accessible by sustainable transport and maximises the contribution of networks of multi-functional and connected open spaces to encourage healthier lifestyles;*

  vi. *Maximising renewable energy solutions;*

 vii. *Achieve a resource efficient and climate responsive design that provides sustainable water and waste management solutions and minimise emissions from transport, homes and industry;*

viii. *Achieving an adaptable design that can respond to future social, economic, technological and environmental requirements;*

  ix. *Promoting the efficient use of land, developing at highest practicable densities and where appropriate achieving the remediation of land contamination;"*

   x. *Ensuring no undue effect on the amenity of neighbouring occupiers and connecting positively to surrounding communities;*

  xi. *Fostering inclusive design, ensuring buildings, streets and spaces are accessible to all users and is adaptable to future changes in lifestyle; and*

 xii. *Locating tall buildings in locations which are highly accessible through walking and public transport and within an existing or proposed cluster of tall buildings.*

Appendix B: Contacts

Cardiff Council
www.cardiff.gov.uk/planning
planning@cardiff.gov.uk   02922 330800

Cadw - Welsh Government's historic environment service
www.cadw.wales.gov.uk
cadw@wales.gsi.gov.uk

CIAT - Chartered Institute of Architectural Technologists
www.ciat.org.uk

DCFW - Design Commission for Wales
www.dcfw.org

Health & Safety Executive
www.HSE.gov.uk

Natural Resources Wales
Floodrisk, protected species etc.
www.naturalresourceswales.gov.uk

Party Walls
Faculty of Party Wall Surveyors provides party wall surveyors by area
www.fpws.org.uk

RICS Wales - Royal Institute of Chartered Surveyors
www.rics.orglwales

RSAW - Royal Society of Architects in Wales (part of RIBA - Royal Institute of British Architects)
www.architecture.com

RTPI - Royal Town Planning Institute
www.rtpi.org.uk

Secured by Design
www.securedbydesign.com

Planning Portal
The Government's online planning and building regulations resource (ensure you view site for Wales
- check for the flag in the top corner)
www.planningportal.gov.uk

IHBC - The Institute of Historic Building Conservation
www.ihbc.org.uk

AABC - Register of Architects Accredited in Building Conservation
www.aabc-register.co.uk

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Appendix C: Glossary

|	
Arboricultural	Relating to trees.
Amenity	The quality of life enjoyed by occupants. Factors which make a positive contribution to the overall character of the area – trees, landscaping, architecture etc.
Amenity Space	Areas of open space such as gardens, balconies and roof terraces.
Article 4 Direction	A direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995, which removes specified permitted development rights to a property within an identified area, usually within a conservation area.
Bargeboard	A timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.
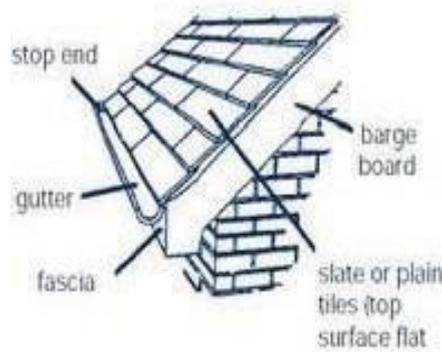
Bay	A protruding element of the main elevation, set forward of the building line.
Building Line	The line formed by the frontages of buildings along a street.
Cill (Sill)	The horizontal ledge at the base of a window or door frame.
Conditions	Requirements or restrictions placed on a property or development, specified in its planning consent.
Conservation Area	An area of special architectural or historic interest designated under the Planning (Listed Buildings & Conservation Areas) Act 1990, whose character and appearance is desirable to preserve and enhance.
Context	The setting or surroundings of a building, usually the area from which a building can be seen (front, rear or side).
Curtilage	The land around, and belonging to, a house. Includes hard standing and garden areas.

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Dormer Window	A small window, projecting beyond the plane of the existing roof slope.
Eaves	The point at which the top of the wall meets the roofline.
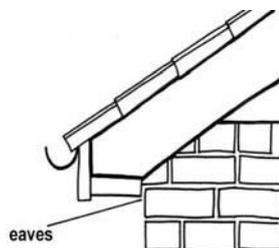
Elevation	The front, side or back walls of the building and features inserted in them.
Features	In relation to buildings; the aspects of it such as windows, materials used, corner and edge treatments that are distinctive and give the building unique character.
Fenestration	The style and arrangement of the windows on a property.
Gable Roof	The generally triangular section of wall at the end of a ridged roof.

|	
Habitable Room	Any room used for sleeping, cooking, living or eating purpose. Bath or toilet facilities, corridors, hallways, utility rooms or kitchens with no dining facilities are excluded from this definition.
Highway	Any road open to vehicles (adopted or not) as well as any footpath (which can be used by the public) and bridleways.
Hipped Roof	A roof that slopes down to each of the eaves of the House.

Main Windows	The primary source of light into main living rooms of a dwelling, including dining and living rooms.
Off-street Parking	Car parking provided on private land which reduces the use of the highway for car parking.
Party Wall	A wall or fence that straddles the boundary between two or more properties or stands entirely on land in one ownership but used to separate two buildings in separate ownership/occupation.
Permitted Development	You can make certain types of minor changes to your property without needing to apply for planning permission. These are called 'Permitted Development' rights. They derive from a general planning permission granted not by the local authority but by the Welsh Assembly Government.
Plan	The plan should show property boundaries and means of access to the site, and nearby structures if they are relevant to the design. Within the site boundary, the plan should show the buildings already existing and those that are proposed.
Plinth	A visible support or base to a wall, pedestal or column.
Pointing	The visible mortar finish to the jointing between bricks or stone blocks in a wall.
'Principal' Elevation	Usually the front of the house which faces (directly or at an angle) the main highway serving the house. It will contain the main architectural features such as main bay windows or a porch serving the main entrance to the house.
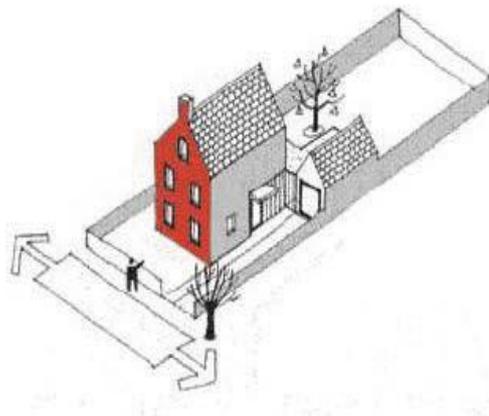
Quoins	The junction formed between the front and side wall of a building; also at a window or door opening. In traditional buildings the quoin is often emphasised by larger blocks of stone or different colours of brickwork.

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Render	External wall finish of cement/lime/sand, sometimes textured and often painted.
Ridge Line	Generally the highest point of the roof except for the chimneys, where the slopes meet.
Ridge Tile	Half-round tile fitted to apex of roof.
Roof Lantern	A small dome like structure on top of roof allowing for the admission of light, for ventilation or for ornament.
Roof Light	A window inserted into and aligning with the roof slope.
Roof Pitch	The angle at which the roof slopes from the top of the wall to the ridgeline.
Roughcast	A rough textured render.
Sightlines	Direct lines of vision for a driver of a motor vehicle. Can be taken along a highway or at a road junction or access point.
Street Scene / Streetscape	Everything that can be seen along a street from any given point.
String course	A continuous layer of building material, such as brick or tile, on a wall or roof of a building.
Subordinate / Subservient	Of lesser importance or status
Surveillance	An area which can be easily observed by overlooking windows, doors or other activity such as passing traffic/pedestrians.
Thermal Element	Wall, floor or roof which separates a thermally conditioned part of the building from the external environment or an unconditioned or lesser conditioned space.
Valley	The intersection of two sloping surfaces of a roof towards which water flows.
Visibility Splay	An area of land on which the height of any object is restricted in order that a sightline can be taken across the land.

Appendix D: Consultation

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation, in addition to members of the public and individual Councillors.

ACE - Action in Caerau and Ely

Alder King

Alternatives for Transport

AMEC Environment & Infrastructure UK Limited

Arts Council of Wales

Arup

Asbri Planning Ltd

Associated British Ports

Association of Inland Navigation Authorities

Atkins

Austin-Smith: Lord

Barratt Homes

Barton Willmore

Bellway Homes

Biffa

Bilfinger GVA

Black Environment Network

Blake Morgan LLP

BNP Paribas Real Estate

Bovis Homes

Boyer Planning

Bristol City Council

BT Group plc

Business in the Community Wales

C2J

Cadwyn Housing Association

Caerphilly County Borough Council

Campaign for the Protection of Rural Wales

Cardiff & Vale Parents Federation

Cardiff & Vale University Health Board

Cardiff Access Group

Cardiff Against the Incinerator

Cardiff Bus

Cardiff Bus Users

Cardiff Civic Society ***

Cardiff Community Housing Association

Cardiff Cycling Campaign

Cardiff Greenpeace

Cardiff Heliport

Cardiff International Airport Ltd.

Cardiff Lib Dem Group ***

Cardiff Local Access Forum

Cardiff Metropolitan University

Cardiff Naturalists

Cardiff Pedestrian Liberation

Cardiff Transition

Cardiff University

Cardiff West Communities First

Carolyn Jones Planning Services

CDN Planning

Celsa Manufacturing (UK) LTD

Cemex Uk Operations Ltd

CFW Architects

CGMS Consulting

Chartered Institute of Housing in Wales

Chichester Nunns Partnership

Chris Morgan Planning Consultant

Chwarae Teg

Civil Aviation Authority

Coal Authority

Coleg Glan Hafren

Communities First Adamsdown

Community Housing Cymru

Community Land Advisory Service Cymru

Confederation of British Industry

Confederation of Passenger Transport

Connections Design

Country Land and Business Association

CSJ Planning Consultants

Cymdeithas yr iaith gymraeg

Danescourt Community Association

David Lock Associates

Davies Sutton Architects

DavisMeade Agricultural

Derek Prosser Associates

Design Circle RSAW South

Design Commission for Wales

Development Planning Partnership

Development, Land & Planning Consultants Ltd

Disability Arts Cymru

Disability Wales

DLP Consultants

DLP Planning Ltd

DPP Cardiff

DTB Design

DTZ

Dwr Cymru Welsh Water

Edenstone Homes

Equality and Human Rights Commission

Ethnic Business Support Project

Federation of Small Businesses

First City Limited

FirstGroup plc

Firstplan

Forestry in Wales/Natural Resources Wales

Freight Transport Association

Friends of Nantfawr Community Woodland

Fulfords Land & Planning

G L Hearn

G Powys Jones

Garden History Society

Geraint John Planning Ltd

GL Hearn Planning

Glamorgan - Gwent Archaeological Trust Ltd

Glamorgan Gwent Housing Association

GMA Planning

Graig Community Council

Graig Protection Society

Great Western Trains Company Limited

Grosvenor Waterside

GVA

H O W Commercial Planning Advisors

Hafod Housing Association Limited/ Hafod Care Association Limited

Halcrow

Hammonds Yates

Heath Residents Association

Herbert R Thomas LLP

Home Builders Federation

Hutchinson 3G UK

Hyland Edgar Driver

Hywel Davies

Interfaith Wales

Jacobs Babtie

Jeremy Peter Associates

JLL

John Hughes

John Robinson Planning & Design

John Wotton Architects

Jones Lang LaSalle

JP Morgan Asset Management

Keep Wales Tidy

Kelly Taylor & Associates

Kingsmead Assets Limited

Knight Frank

Landscape Institute Wales

Levvel Ltd

Lichfields

Linc-Cymru

Lisvane Community Council

Llandaff Conservation Group

Llandaff Society

Lovell Partnership

Loyn & Co Architects

LUC

Madley Construction

Mango Planning and Development Limited

Marshfield Community Council

Martin Robeson Planning Practice

McCarthy & Stone (plc)

Meadgate Homes Ltd

Mike Pitt

Mineral Products Association

Morgan Cole

Mott MacDonald

National Federation of Builders

National Youth Arts

Natural Resources Wales ***

Neame Sutton

Network Rail

Newport City Council

NFU Cymru

North West Cardiff Group

Novell Tullet

O2 UK

Oakgrove Nurseries

Old St Mellons Community Council

Orange

Origin3

Pantmawr Residents Association

Peace Mala

Peacock & Smith

Pegasus

Pentyrch Community Council

Persimmon Homes

Peterson Williams

Peterstone Community Council

Phillippa Cole

Planning Aid Wales

Planning Potential

Police & Crime Commissioner

Powell Dobson

Powergen

Prospero Planning

Quarry Products Association

Quinco

Quod

Race Equality First

Radyr & Morganstown Association

Radyr and Morganstown Community Council

Radyr and Morganstown Partnership and Community Trust (PACT)

Radyr Farm

Radyr Golf Club

Rapleys

RCT

Redrow Homes

Reeves Retail Planning Consultancy Ltd

Renplan

Reservoir Action Group (RAG)

Rhiwbina Civic Society

Rhondda Cynon Taf County Borough Council

RICS Wales

Rio Architects

Riverside Communities First Team

Robert Turely Associates

Roberts Limbrick

Robertson Francis Partnership

Royal Commission on the Ancient & Historical Monuments of Wales

Royal National Institute for the Blind

RPS Group Plc

RSPB Cymru

Save Creigiau Action Group

Savills

Scope Cymru

Scott Brownrigg

Sellwood Planning

Shawn Cullen

SK Designs

SLR Consulting

South Wales Chamber of Commerce Cardiff

South Wales Police

South Wales Police Crime Prevention Design Adviser

South Wales WIN

Splott and Tremorfa Communities First

Sport Wales

SSE Energy Supply Ltd

St Fagans Community Council

Stedman Architectural

Stewart Ross Associates

Stonewall Cymru

Stride Treglown Town Planning

Stuart Coventry Scott Wilson

Sullivan Land & Planning

Sustrans Cymru

Taff Housing Association

Tanner & Tilley

Taylor Wimpey

Terry Nunns Architects

The 20th Century Society

The Boarding Centre Ltd

The Design Group 3

The Georgian Group

The Institute of Cemetery and Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Velindre NHS Trust Corporate Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Watts Morgan

Welsh Ambulance Services NHS Trust - South East Region

Welsh Government

Welsh Government - Economy Skills and Transport Division

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

WS Atkins Planning Consultants

Wyevale Garden Centre

Appendix E: Summary of External Consultation Comments and Responses

Page / para	Comment	Response
3.32	Suggest stating that surveys for protected species should be undertaken by suitably qualified, experienced and licensed surveyors in accordance with published guidance and best practice. If EPS are likely to be affected by the proposals, the planning application should include details of all the mitigation that will be put in place to offset the anticipated impacts.	Agree. Text added
3.32	Suggest stating that further information on European Protected Species Licensing can be found at https://naturalresources.wales/permits-and-permissions/protected-species-licensing/european-protected-species-licensing/?lang=en	Agree. Text added as para 3.33
Section 12. Householder design checklist	Ecological investigations should be reflected in the checklist in section11 (page 40).	Agree. Added to checklist
4.8	In 4.8 (page 9) we consider that reference should be made to the potential need to submit a Flood Consequences Assessment (FCA) if the application site is located within Zone C as defined by the Development Advice Map (DAM) and for development to have regard to the requirements of Technical Advice Note 15: Development and Flood Risk (TAN15) (July 2004). This is due to this SPG covering subdivision of a residence into multiple units.	Agree. Text added to para 4.8
Section 12. Householder design checklist	The need for a FCA should be replicated in the checklist in section 11 (page 40).	Agree. Added to checklist
General comment	The glossary in the Residential Extensions and Alterations SPG is welcomed and makes the SPG more accessible to those who may not be familiar with usual planning/construction terms.	Noted
Page 7, Protected species	More detail is required about - How to identify whether the building may be being used by birds, bats, etc - What you must not do, if they are - Where to go for further advice	More information added at paras 3.32-3.36

	- More detail about mitigation – e.g. preservation of existing nest/roost access points, built in nest boxes, etc.	
7.28 (now 7.27)	Lack of clarity about what constitutes building 'very close' to the boundary. Without more detail this is left to the whim of the officer.	Added further guidance to 7.27.
7.64 (now 7.63)	The SPG states that it is preferable for bin storage to be in the rear of properties. However where new wheelie bins have been introduced in some parts of Cardiff this isn't always possible, as this guidance doesn't align with refuse collection routes. This anomaly needs to be dealt with to prevent confusion.	In order to protect the character of streets, this remains the preferred storage location.
8.13	We believe this SPG should provide greater clarity about the alteration of stand-alone garages or garden rooms. How can they be converted? What amenities can serve them? Can they be used as separate dwellings or even rented out? While all this may be dealt with elsewhere, this SPG would benefit from such questions being considered.	These matters are addressed on a case by case basis, applicants are advised to submit pre-application enquiries. The issues raised regarding conversion for new dwellings are covered by the Infill/Residential Design Guide SPGs.
8.30	There is often confusion about how high a wall or fence can be. Clarity on this would be useful at this point in this SPG.	Link to further guidance added.
General comment	In general, much in this SPG is sensible. However, as is always the case, its use comes down to interpretation. There will be no ward member who has not objected to a planning application, drawing upon specific aspects of the SPG only to be left bemused when the application is granted anyway. Such an outcome contributes to residents' general disillusion with the local authority and the sense that the system is stacked against them. It would therefore be useful to have a statement in the SPG that deals with how the local authority uses this SPG when making decisions. It is essential to quell the sense that this is a purely subjective document that is regularly ignored by officers who know that objectors, unlike applicants, have no recourse to appeal. Without this, communities feel powerless. Unless such a statement is included, we would find it hard to offer our full endorsement of this SPG, irrespective of its many admirable elements.	Noted, however the guidance encourages best practice and is not intended to set out maxims or be a code. Some decisions are taken in the context of recently allowed appeals for similar applications or other material factors particular to a specific location. It is not possible to cover every circumstance within this SPG.
General comment	In line with this, it would also be useful to include a section that details how objectors should use the SPG to frame their arguments.	Noted, although this information/service is provided by Planning Aid Wales.

Section 3	More detailed advice on how to find out if buildings are inhabited by birds/bats and other protected species.	Added as para 3.34
Section 3 (with reference to protected species)	More information about what must not be done as well as what can be done.	Added as para 3.32
Section 3	More detail on exactly what mitigation can be put in place if there is absolutely no other alternative. (Germany requires developers/residents to replace nesting sites lost and therefore has a better outcome. From my personal experience, developers take no notice of the guidance, and nest sites are lost in the nesting season, trees uprooted and gardens paved over. In dialogue with developers a lot of information and education is needed about why it is important and also exactly how to remedy it.	This is considered to be beyond the scope of this SPG. The SPG is aimed at householders as opposed to developers.
Section 3	Add recommended numbers or replacement numbers for bird or bat nesting sites lost in development, based on good practice, advice on how to site them, what sort of materials & how to incorporate into design first if possible as good practice, siting, numbers of sites/boxes, links to websites and good practice advice and information for further advice,e.g Swift Conservation, www.swift-conservation.org, *RSPB* , Wildlife Trusts etc.)- The current wording does not read that such mitigation is an important feature.	This is considered to be beyond the scope of this SPG
Section 3	More cross reference to the importance of adequate sinks and run offs and the environmental features that can be incorporated into this- a double win.	Added some guidance text at para 3.36-37
Section 3	The importance of trees and gardens in neighbouring areas and impact of developments on biodiversity. (These more detailed elements should have been included in the Design planning guidance that has already been approved.)	This falls within the Green Infrastructure SPG
7.3	Typographical error	Corrected
7.8	Unclear/errors	Para removed as it is covered elsewhere.
7.16 (now 7.15)	Typographical error	Corrected

7.18 (now 7.17)	Typographical error	Corrected
7.21 (now 7.20)	Where corner plots contribute to the creation of a "gateway feature" shouldn't it read that other rules may apply. It's my understanding that in those situations, there may be situations where extensions that do not conform to building lines may be acceptable but also that extensions that do conform, may be unacceptable.	Clarified and suggested that such sites be subjected to pre-application discussions.
7.22 (now 7.21)	Reference is made to conservatories being treated the same as a "Brick" extension. Rather than referring to a specific material, would be better to use "traditional" or "masonry", although that would preclude timber frame. Alternatively, leave out the material and say …same considerations as any other extension.	Amended.
7.24 (now 7.23)	Typographical error	Corrected
General	The SPG must include information for householders about how to identify if their house is being used by birds or bats and what householders should do if they think that this is the case.	Added guidance text at para 3.32-37
Page 7 Protected species	Much more detail is required here about - • How to identify whether the building may be being used by birds, bats, etc • What you must not do, if they are • Where to go for further advice • More detail about mitigation – e.g. preservation of existing nest/roost access points, built in nest boxes, etc.	Added guidance text at para 3.32-37

Food, Drink and Leisure Uses

Supplementary Planning Guidance

November 2017

CARDIFF
CAERDYDD

Contents   page

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

1.   Introduction

1.1   This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the location of food, drink and leisure uses.

1.2   Welsh Government supports the use of supplementary planning guidance to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan, but are a material consideration in the determination of planning applications

What is the purpose of this SPG?

1.3   This guidance recognises the need to maintain and enhance the vitality, attractiveness and vitality of the city centre as a major retail and cultural destination. This document can contribute to this through appropriately controlling the type and amount of food, drink and leisure uses. This guidance will also support and enhance the key role played by existing and future district and local centres as accessible hubs, which need to be safe, lively, attractive environments. This will help support and deliver Cardiff's Capital Ambition Document which outlines the Council's vision for Cardiff.

1.4   In addition to the above, there are instances where the provision of appropriately sized retail (including A3) units may be actively encouraged or required as part of redevelopment plans. This is especially likely in areas of regeneration, where such uses can facilitate good placemaking by helping to promote greater levels of ground floor activity within buildings and streets, increase levels of natural surveillance, provide facilities for new residents and introduce opportunities for social interaction. Such sites are assessed on a case by case basis, however specific use and unit size conditions may be applied and amenity issues will form part of the considerations.

1.5   This SPG intends to:

- Identify the most appropriate locations for food, drink and leisure uses across the city.
- Provide advice to prospective developers and members of the public on the policy framework, upon which proposals for food drink and leisure uses will be considered. The guidance sets out planning policy issues which must be considered in relation to this type of use, and its potential impact on an area's vitality, and viability as well as residential amenity and other detailed considerations.

This SPG, covers:

- Uses within Class A3 (Food & Drink) of the Town & Country Planning (Use Classes) Order (1987) - such as restaurants, hot food takeaways, public houses, wine bars, cafés and snack bars. Premises where the main use is as a shop (for example, a sandwich bar selling hot drinks or a department store which provides a small café area) remain within Class A1 (Shops);

- Uses within Class D2 (Assembly & Leisure) - such as nightclubs, cinemas, skating rinks, gymnasiums, bingo clubs and casinos; and,

- Uses which combine different elements of A3 and D2, such as bar/restaurants or pub/clubs.

1.6 The guidance relates to applications for changes of use, new build, extensions and variations of conditions attached to previous planning consents. It also provides guidance on the type of condition that may be attached to a planning permission.

1.7 Planning permission is required to change the use of premises to an A3 or D2 use from any other use. It is not normally required where the existing and proposed uses are both within the same Use Class (for example, to change from a restaurant to a hot food takeaway in Class A3, or a change of use from a cinema to a gymnasium in Class D2). However, in some cases, conditions attached to a planning permission may restrict the particular uses that are allowed at a property. The range of activities and their impact within the food and drink Use Class A3 is very broad. For example, the impact of a café or a restaurant is likely to be significantly different to that of a public house. However, as such uses are all within the same Use Class, changes between them cannot be controlled unless they are subject to specific restrictive conditions.

1.8 The Council will consider imposing conditions that would prevent a change in the use within the specific use class or to the character of the premises after planning permission has been granted, so as to limit the potential impact on the character or amenity of an area. For example, a café may be conditioned so that is does not fulfil a takeaway function which would be open later at night and cause greater disturbance to residential amenity.

1.9 Planning permission may also be required for the siting of temporary vans; kiosks and trailers selling hot food. In all cases developers are advised to contact the Development Management. Please contact Planning Reception, County Hall on (029) 22330800.

2. Policy Context

2.1 The relevant legislation, guidance and Local Development Plan policies relating to this SPG are listed in Appendix A. In particular this SPG relates to Key Policies KP10 and KP13; and detailed policies R2, R3 R4, R5, R7, R8 and EC2. Policies T5 (Managing Transport Impact) and W2 (Provision of Waste Management Facilities in Development) are also of relevance.

3. Appropriate Locations (in principle)

3.1 Food, drink and leisure uses, provide important services and facilities that need to be located where they are widely accessible. They can serve to complement and enhance the existing shopping role of a centre as well as increase its footfall. They are also essential to providing a thriving night time economy. However, they can also cause various impacts that require their location to be carefully considered, including vehicular and pedestrian traffic, noise, fumes, litter, late night disturbance and anti-social behaviour. For these reasons, such uses are in principle most appropriately located, within the following designated centres:

- Central Shopping Area (Protected Shopping Frontages) (*LDP policy R2 and R3*)
- City Centre (Central Business Area) (*LDP Policy KP10*)
- The inner harbour/waterfront area of Cardiff Bay (Bay Business Area) (*LDP Policy KP10*)
- District and Local Centres (*LDP Policy R4 and R5*)

- Planned District and Local Centres within Strategic sites *(LDP Policy R7)*

(Please refer to LDP Proposal Map for defined areas)

3.2   Food, drink and leisure uses are unlikely to be acceptable within or adjacent residential areas, if they would cause nuisance and loss of amenity to residents (please see Section 5 for further details); or result in the loss of a residential property. In the interests of good placemaking (see para 1.4 [above]), some flexibility will be applied to larger residential or mixed uses development proposals outside of existing or proposed Centres, subject to detailed considerations and where it can be demonstrated that amenity concerns would not arise.

3.3   By locating A3/D2 uses in designated centres they can increase the range of facilities provided and will generally have the least impact on residential amenity. Their acceptability in these locations will be subject to the detailed considerations outlined in the next two chapters, including the impact on the shopping role and character of designated centres, amenity considerations, crime/fear of crime considerations, and highway matters.

3.4   Policy EC2 'Provision of Complementary Facilities for Employees in Business, Industrial and Warehousing Developments' of the LDP also supports the provision of food drink and leisure uses within existing and new office, industrial and warehousing development. These uses may also be acceptable in other areas of commercial development subject to detailed considerations (see section 5)

3.5   Policy R7: 'Retail Provision within Strategic Sites' recognises the need for food and drink outlets within Strategic Sites. As well as the defined district and local centres identified in Policy R4 and R5, it is also important to acknowledge the role of future District and Local Centres which will form part of the Strategic Sites, identified in Policy KP2. These centres will also provide appropriate location for food, drink and leisure uses, subject to detailed considerations.   The current form these centres will take can be summarised as follows:

- KP2(C) North-West Cardiff – 1 District Centre/3 Local Centres
- KP2 (D & E) North of Junction 33 – 1 Local Centre
- KP2 (F) North East Cardiff – 1 District Centre/1 Local Centre
- KP2 (G) East of Pontprennau Link Road – 1 Local Centre.

4.   How Proposals are Assessed in Centres:

Specified Uses

4.1   In assessing a planning application, it is important to have a full understanding of the nature of the proposed use. A range of uses are covered by Class A3 of the Use Classes Order, including:

- Restaurants, Cafes and Snack Bars – Where the primary use is for the sale of food and consumption on the premises.

- Drinking Establishments – Where the primary purpose is the sale and consumption of alcoholic drink on the premises.

- Hot Food Takeaway – Where the primary use is for the sale of food for consumption off the premises.

4.2 Given that each planning application is judged on its own individual merits, it is important that sufficient information is provided to enable its potential impact to be properly assessed. Speculative applications, which do not identify a specified use are less likely to be granted planning consent, given the potential wide-ranging characteristics and associated impacts of an open A3 consent.

4.3 Each use will have its own particular characteristics and potential impacts, for example, hot food takeaways require particular attention to be paid to issues such as litter, odour, refuse and disturbance caused by customers outside the premises. Premises where alcohol sales are the primary purpose, such as pubs and bars, may cause particular problems related to noise, disturbance, disorder and other anti-social behaviour, particularly at 'closing time'.

4.4 Applicants may be required (and are recommended) to submit a statement in respect of their proposed use, which establishes the precise nature of the proposal, including customer / market characteristics and type of operation.

4.5 An open A3 consent could enable the permitted change of use of a premises from, for example, a café to a drinking establishment. Should planning permission be granted, conditions may be imposed to limit the operation of the use in line with the details submitted (i.e. a specified use condition or hours of opening) in order to limit or prevent potential future harm. Conditions may also be imposed to ensure that certain facilities are provided before the premises open to the public (i.e. refuse storage/kitchen extraction system). Planning obligations may also be sought to mitigate any adverse impacts.

Mixed A3 and A3/D2 Uses.

4.6 Within the city centre recent years have witnessed key changes in the characteristics of pubs and bars such as the blurring of distinction between them and restaurants, cafes and night-clubs. A key trend has been a stronger emphasis on the sale of food throughout the day and dancing in the evening. It is also evident that the character, nature and role of an individual establishment, such as café-bars, can change significantly during trading hours, from a café / restaurant type operation during the day to a pub / club operation during the evening hours.

4.7 In circumstances where a mixed A3 or A3/D2 use is proposed, applicants will be expected to submit a statement in respect of their proposed use, which establishes the precise nature of the proposal, including customer / market characteristics and type of operation, in order that potential impacts can be fully considered.

Locational and Policy Considerations

The City Centre and Cardiff Bay

Central Shopping Area (Protected Shopping Frontages)

4.8   The Central Shopping Area (CSA) of the City Centre provides a range and choice of shopping opportunities within a relatively compact and accessible area. All proposals to change the use of ground and upper floor level commercial premises within the CSA to food and drink uses, amongst other uses, are assessed against Policies R2 (Development in the Central Shopping Area), R3 (Protected Shopping Frontages) and R8 (Food and Drink Uses) of the Local Development Plan.

4.9   Policies R2 and R3 are intended to protect the shopping role and character, and vitality and viability of the Central Shopping Area by controlling the location and number of non-shop uses. It establishes that food and drink uses are acceptable, in principle, within the CSA. Recognising the potential benefits of non-shop uses, it seeks to secure a balanced distribution of such uses and to broaden diversification, while restricting the erosion of an area's shopping role and character. Non-shop uses will not be permitted where they threaten the shopping role and character of an area, and / or its continued vitality and viability. The limited scope for further loss of shopping uses in the western area of the CSA is particularly noted, as is the specialist protection afforded to the Victorian arcades.

4.10   It is recognised that Class A3 uses, such as Restaurants, Cafes and Snack Bars that are open during normal shopping hours (and where the primary use is for the sale and consumption of food on the premises) can have the potential to complement the city centres retail offer by catering for extended shopping trips to the city centre. Proposals that result in an inactive frontage during shopping hours are unlikely to be supported.

4.11   A high level of vacancies within a centre is often an indication of poor performance, reduced levels of demand and / or investor confidence, and can be damaging in the long term as it presents a poor image and can create 'dead frontages'. Allowing vacant units to be bought back into complementary uses may, therefore, be beneficial to the vitality and viability of an area.

4.12   The benefits arising from the re-use of premises that have been vacant for a reasonably short period of time will be marginal. This is particularly true of vacant shop premises, given the inherent dynamism of the retail sector. Similarly, reduced weight will be given to the re-use of a property in an area where the vacancy rate is below average, on the grounds that all centres require a stock of vacant floorspace in order provide opportunities for business to acquire and occupy new premises.

Location and Prominence

4.13   The impact of a proposal may increase where it is visually prominent. Visual prominence may be derived from a number of factors including its size, height, frontage length and location in relation to important pedestrian and vehicular routes, key land marks / attractions, and transport nodes and interchanges. The prominence of a site is particularly significant where

the issue relates to the impact of a proposal on public perceptions, such as perceptions of shopping character, amenity and attraction, and crime and disorder. Premises that occupy either a corner position or 'gateway' location, for example, at the entrances to an Arcade or street, provide an important and prominent first impression of the essential role and character of the area or frontage. As such, they will be particularly sensitive to changes of use.

4.14 Special regard will be given to applications which undertake physical work within Conservation Areas or which affect a listed building or its setting.

Scale and Layout.

4.15 The scale and layout of a particular proposal is an important determinant of the nature of the use. This mainly relates to the numbers of people that are attracted to the premises, which itself relates to factors such as floorspace and customer capacity. Large-scale premises are likely to attract a significant number of customers and present a greater potential for harmful impact in relation to matters such as amenity, and crime and disorder. It is possible for very large pubs to cause unacceptable problems on their own, in the absence of a concentration of similar uses.

4.16 Consideration will be given as to whether the proposed internal layout of the premises includes seating areas (tables and chairs), which reduces the capacity of the premises and encourage people to stay for longer durations, or whether they promote vertical drinking, which will be resisted.

Impact on the Special Character of an Area.

4.17 Local Development Plan policies explicitly cover the protection of the Central Shopping Area and Protected Shopping Frontages (Policies R2 and R3, respectively), however, there are other parts of the city with a special character that warrant particular protection (refer to Appendix B, Map 2), including:

- The Mill Lane Café Quarter. The areas character is derived from its predominant restaurant / café use, however there is some concern that its role as a restaurant quarter is being threatened by pressure for associated bars and night-clubs. Proposals that harm the special character of Mill Lane as a restaurant / café quarter will be resisted.

- The Northern Professional Office Area. The NPOA provides a focus for small scale professional offices within the Central Business Area and there is concern that its role is being threatened by pressure for Class A3 and D2 uses. To date, the limited number of such uses and the use of planning conditions, where appropriate, have helped ensure that the amenity of surrounding premises and the character of the area have not been unduly affected. The situation is however delicately balanced and proposals that harm the special character of the NPOA as a focus for small scale professional offices will be resisted.

- The Hayes and Queen Street. The Hayes (including John Street and Trinity Street) and Queen Street represent two of the main pedestrianised shopping streets with the city centre's Central Shopping Area (CSA). There is some concern that the role and amenity of these

shopping streets could be threatened by pressure for hot food takeaways and drinking establishments and proposals that harm the special character of these areas will be resisted.

4.18 Within the Central Business Area (CBA), small scale ancillary Class A3 uses that are complementary to the primary office role and function of the area (i.e. restaurants / cafes / snack bars) may be considered appropriate, subject to site specific considerations.

<u>City Centre Cumulative Impact Area (CIA)</u>

4.19 In the interests of minimising crime, disorder and nuisance and promoting public safety, to create a safe environment for people to enjoy the night time economy in Cardiff, the Licensing Authority considers it is appropriate for a Cumulative Impact Policy to apply to new licensing and full variation applications in the City Centre area (Please see Appendix B for CIA Map - including relevant street references). This policy will relate to the following licensed premises: Pubs/bars/Night Clubs, Takeaways/Fast Food outlets, Restaurants and off-licenses.

4.20 This Policy creates a rebuttable presumption that where relevant representations have been received the application will be refused or subject to certain limitations unless the applicant can successfully demonstrate that the premises will not add to the negative cumulative impact on one or more of the licensing objectives.

4.21 For further information please, contact Regulatory (Licensing) Services.

District and Local Centres

4.22 Within District and Local Centres, the primary shopping function should be retained whilst accommodating a range of complementary services and facilities. Policies R4 and R5 are intended to protect the shopping role and character, and vitality and viability of each district and Local Centre by controlling the location and number of non-shop uses. District Centres are generally more likely to be able to satisfactorily accommodate A3/D2 uses without causing unacceptable harm due to their size and character.

4.23 Local Centres and smaller neighbourhood centres are generally more residential in nature, and do not have the scale or variety of retail and non-retail uses of larger centres. Therefore, A3 and commercial leisure (D2) proposals may be more difficult to accommodate, and are less likely to be acceptable on amenity grounds (e.g. potential noise and disturbance, anti-social behaviour and litter associated with this type of development proposal). As a consequence more emphasis will be placed on protecting residential amenity within these centres through restricting closing times and the type of A3 premises.

4.24 All A3 and D2 uses at ground floor level will be assessed in terms of their potential impact on the shopping role and character of the area. An assessment should take into account:
- The existing level and nature of non-shopping uses within the centre as a whole
- The size of the retail unit (frontage length and floorspace)
- The distribution and proximity of non-shopping uses within a frontage.

4.25 Within established District and Local Centres, where the proportion of non-shopping uses exceeds 60%, an application for a change of use of an active A1 retail unit for food, drink and leisure uses will be less favourably considered. This threshold broadly reflects current levels of non-retail use.

4.26   An element of flexibility will be applied to non-A1 thresholds in relation to planned future centres (Strategic Sites) until such time that they become established and predominantly occupied.

4.27   In addition to attempting to preserve existing A1 retail within both District and Local centres, it is also important to discourage too great a number of non-shopping uses which interrupt the flow of shops and can lead to areas of 'dead frontage'. The number of existing non-shopping uses within a frontage will therefore be a factor in deciding whether to permit a further change of use. It is important that non-shopping uses are dispersed as much as possible in order to limit harm to the shopping role and character of a centre.

4.28   Within District Centres and Local Centres proposals that result in, or add to a continuous stretch of non-shopping uses (3 or more units in non-shopping use) will be less favourably considered, as they will fragment the shopping frontage. In this instance the least favourable use would be an A3 hot food takeaway, resulting in dead frontage during core shopping hours. It is acknowledged that an A3 café would have the ability to attract passing trade during general shopping hours, and could serve to enhance the shopping experience within a centre and could still be considered appropriate subject to the unit being vacant, and satisfying the criterion below (see vacancy rate). An element of flexibility will also be applied to the non-shopping use frontages analysis in relation to planned future centres (Strategic Sites) until such time that they become established and predominantly occupied.

4.29   The loss of a shop unit that occupies a large amount of floorspace, relative to the overall size of a centre or a specific frontage, has the potential to undermine shopping role and character, and should also be taken into consideration.

Vacancy Rate:

4.30   A high level of vacancy is often an indication of poor retail performance, reduced levels of demand and/or investor confidence, and can be damaging to the vitality, attractiveness and viability of an area in the long term. Applications for changes of use that involve new A3 or D2 uses in vacant premises will, therefore, be considered in light of the following:

- Whether and for how long, the premises have remained vacant whilst been actively marketed for their existing or previous use.
- The vacancy rate in the centre as a whole

4.31   Where units are vacant, and there appears to be little demand for A1 floorspace, a non–shopping use may add to the vitality of frontages. However, vacancy rates will be carefully assessed, since a recently vacated unit may have the potential to attract an A1 use. It is suggested that a vacant A1 unit within reasonable condition should be actively marketed for its current format for a period of at least 6 to 12 months, before a restaurant/café/hot food takeaway is considered appropriate.

5.   **Other Considerations**

5.1   Having established the suitability of the location in policy terms and how proposals for A3/D2 uses are assessed within these locations, the other main issues in relation to A3/D2 uses can be summarised as follows:

- Amenity (Noise and disturbance, Litter, Smells)
- Crime and fear of crime
- Concentration/cluster of similar uses

- Traffic, Parking and Access
- Hours of Opening
- Health and Well-Being

Amenity

5.2   Maintaining a pleasant and attractive environment is essential if designated centres are to continue to attract shoppers, businesses, residents and visitors, and to secure investment.

5.3   Class A3 and D2 uses have the potential to harm the amenity of the surrounding area, by giving rise to or exacerbating problems relating to litter and refuse, noise and disturbance, smells and fumes. Consideration will be given to whether a proposal, either alone or cumulatively with other existing and approved similar uses, will create an adverse effect on the amenities of local residents, hotel occupiers and businesses in the surrounding area, and the public at large.

5.4   Applications for hot food takeaway units within close proximity to residential units will not be considered acceptable where it is considered that there may be significant adverse impacts on residential amenity, in terms of noise, odours, traffic, litter etc. which cannot be mitigated.

5.5   It should be acknowledged that residents living within designated centres, cannot expect the same standards of amenity as those living in a wholly residential area. Where there are residents in flats above a hot food takeaway conditions may be imposed to restrict hours of opening and noise. Each case will be assessed on its merits. Local centres are generally more residential in nature, therefore A3 hot food takeaways are less likely to be acceptable on amenity grounds.

5.6   It is not normally considered acceptable to locate hot food takeaways outside of designated centres where they are directly adjacent to residential properties, or where there is a residential premises directly above the takeaway.

Noise and disturbance

5.7   Noise and disturbance, and other anti-social behaviour, arising from customers leaving a premises at 'closing time' can cause particular problems for local residents and hotel occupiers. The proximity to residential property and thus the potential impact on residential amenity, are factors considered in assessing development proposals. In predominantly residential areas, proposals for food, drink and entertainment uses are unlikely to be acceptable. Whilst City Centre residents must expect a degree of disturbance from late night activity, this must be within acceptable limits.

5.8   Unacceptable harm can result from the incompatible nature of a proposed use, or an intensification of an existing operation, and/or the volume of vehicles and pedestrians generated as a result of the use.

5.9   A3 uses can present particular problems with regard to use of upper floors. Acoustic insulation is not always fully effective in protecting the amenities of residents in adjoining buildings and this can inhibit the use of adjacent upper floors for residential purposes. The LPA take advice on soundproofing proposals from Pollution Control.

5.10   Planning applications for change of use at upper floors to A3/D2 uses will be resisted if levels of acoustic insulation would not be sufficiently effective to protect the amenities of residents in adjoining rooms/buildings. The use of upper floors also increases the intensity of use particularly where several A3 uses may be present.

5.11   Where mitigating measures are possible, conditions will be attached to any planning permission. These may relate to soundproofing, opening hours, noise from fixed plant machinery, playing of amplified music and/or delivery hours. Contact the Regulatory (Environment and Public Protection) Service for further information.

Litter

5.12   A3/D2 uses should include adequate on-site refuse storage facilities for litter generated by the business. Refuse bags or receptacles left outside the premises, or on a nearby street, are not considered an acceptable means of storage.

Full details of any waste storage facilities should be submitted with a planning application. The Council's 'Waste Collection and Storage Facilities' Supplementary Planning Guidance (Approved October 2016) provides further information. Alternatively, contact the Council's Waste Management Service for information on storage and collection arrangements. Failure to provide adequate storage facilities may result in a fixed penalty notice.

As stated in paragraph 5.8 of the Waste Collection and Storage Facilities SPG all class A3 units are required to provide a litter bin in order to prevent littering which could occur as a result of this development. This is particularly relevant when a take-away service is provided.

Smells

5.13   Cooking smells and/or smoke resulting from the preparation and cooking of hot food can have an adverse impact on amenity. To minimise problems, the installation of fume extraction and ventilation equipment will be required. It is generally required that fumes from the food preparation area should pass through a deodorising filter and be mechanically extracted via a flue. Typically this would be positioned at a point around 1m above the eaves of the main roof and directed away from any immediate dwelling. Subject to discussion with Pollution Control alternative filtration systems may be suitable.   Full technical details of the design of any fume extraction system, and scaled plans showing its siting, must be submitted to the Development Management Service with any planning application for a new use. Any fume extraction system, in itself, will be subject to assessment. It is important to ensure that any equipment does not create an unacceptable level of noise, thereby causing nuisance to neighbours, or detract from the building in visual terms. Contact Pollution Control for further information.

Crime, Disorder and Fear of Crime

5.14   Crime and fear of crime, can adversely affect the vitality, attractiveness and viability of an area. Whilst these concerns are primarily matters of law enforcement and are also specifically addressed by the Licensing regime, Planning Policy Wales and Welsh Office Circular 16/94 recognises that crime reduction can be a material consideration in assessing planning application. There are concerns that increasing numbers of food, drink and leisure facilities, and, in particular, further concentration of premises selling alcohol, worsen the perception and incidence of crime, disorder and anti-social behaviour.

5.15   All sections of society should reasonably expect to use all parts of the City Centre and other designated centres, and should not feel a need to avoid certain areas. The crime and security reputation / perception of an area can undermine the objective of promoting a safe, vital and attractive city centre for all, especially at night.

5.16   There is a growing concern that food and drink uses (hot food takeaways / drinking establishments), and leisure-related facilities that cater predominantly for the younger people, and in particular, young circuit-drinkers discourage older people and families.

5.17   Consideration will be given to whether a proposal, in conjunction with existing and approved similar uses, would give rise to or exacerbate problems of public safety and security, which by impacting on public perceptions, will harm the vitality, attractiveness and viability of an area, particularly at night.

5.18   Proposals for food and drink uses in frontages or areas where there are high concentrations of existing and/or approved similar uses are unlikely to be acceptable, particularly where perceptions of safety and security can be affected by the area's night time use.

5.19   It can be difficult to predict the precise impact of a proposal in advance of trading. However, it is likely that an additional proposal would attract greater numbers of people to the area and exacerbate, rather than improve, or even maintain, an existing problem.

5.20   The effect of a proposal on the potential for, and/or the perception of, crime and disorder, can provide justification for refusing planning permission on grounds of harm to the vitality, attractiveness and viability of an area. It may also be necessary to impose conditions excluding particular types of uses that are likely to contribute to these problems. Premises whose primary purpose is the sale of alcohol are more likely to attract anti-social behaviour. As such, conditions may be imposed to restrict such A3/D2 uses.

Concentration/Clusters of Similar Uses

5.21   A concentration of A3/D2 uses can have significant impacts upon the character of an area. Unacceptable harm can result from the incompatible nature of the proposed use, an intensification of the proposed activity, and/or the volume of vehicles and pedestrians generated as a result of the use. In some areas, where the number, type and density of premises selling alcohol for consumption on the premises are unusual, serious problems of nuisance and disorder may be arising or have begun to arise outside or some distance from A3/D2 uses. For example, concentrations of drinkers can result in queues at fast food outlets and for public transport. Queuing in turn may be leading to conflict, disorder and anti-social behaviour. While more flexible opening hours may reduce this impact by allowing a more gradual dispersal of customers from premises, it is possible that the impact on surrounding areas of the behaviour of the customers of all premises taken together will still be greater in these cases than the impact of customers of individual premises. Concentrations of such uses can exacerbate impacts and can adversely affect the character of an area.

Traffic, Parking and Access

5.22   Planning permission is unlikely to be granted where increased traffic flows would cause or aggravate congestion or otherwise affect road safety.

5.23   Adequate servicing arrangements must be made; for both delivery vehicle and refuse collection. Proposals that might encourage short-stay parking near to junction, traffic lights, pedestrian crossings, bus stops, or double yellow lines are unlikely to be acceptable. Reference should be made to the Council's approved Parking Guidelines, which are available from Traffic and Transportation Services and SPG 'Access, Circulation and Parking Requirements'.

Hours of Opening

5.24   Opening hours can significantly affect the potential impact of proposals on the shopping role and character of an area, amenity, or highway safety. In general, daytime A3 uses such as cafes are supportive to the shopping role of centres and   have less of an impact on local residents. In contrast, evening time A3 activity can create disturbance and in so doing harm residential amenity.

5.25   It is often necessary to use planning conditions to limit opening hours to minimise disturbance to the surrounding communities. However, one set of time limits would not be appropriate throughout the county because areas vary considerably. An application must be determined on its merits.

5.26   In some circumstances, planning permission may be granted for daytime use only, generally taken to be between 8.00am and 6.00pm. In district centres, in particular, restrictions are likely to be placed on the opening times of businesses proposing to operate during the evenings, after 6.00pm. Hours of openings in district centres are normally restricted to 11.30 pm. However, where there are residents nearby an earlier closing restriction may be imposed. Within Local Centres which are more residential in nature an earlier time will normally be applied. Each case will be assessed on its merits, taking into consideration the nature and individual characteristics of the centre. Any external seating area should also be restricted to no later than 9.00pm in the interests of residential amenity.

5.27   There is also a need to minimise the adverse impact on residential amenities from other activities including A3/D2 uses in the City Centre (Central Business Area) and Bay Business Area. This guidance does not impose any set time limits within these areas, and they are to be determined on their merits. The extension of opening hours in both these locations is unlikely to be acceptable where there would be a negative impact on residential amenity.

5.28   Information on intended hours of opening should be submitted with applications for planning permission for A3 or D2 uses. Where conditions restricting opening hours are attached to planning permissions, these will be strictly enforced and action will be taken against those owners or occupiers who fail to comply. This means that no member of the public should be let into, or allowed to remain on the premises, outside these hours.

Health and Well-Being

5.29   Access to food environments that promote healthy food and eating well can benefit well-being. Please refer to The Council's Planning for Health SPG for further information.

6. Appendices

Appendix A: Legislation, Guidance and Development Plan Policies

National Planning Policy

Paragraph 10.2.4 of Planning Policy Wales (Edition 8: January 2016) states that:

"Although retailing should continue to underpin town, district, local and village centres it is only one of the factors which contribute towards their well-being. Policies should encourage a diversity of uses in centres. Mixed use developments, for example combining retailing with entertainment, restaurants and housing, should be encouraged so as to promote lively centres as well as to reduce the need to travel to visit a range of facilities."

However, it is also acknowledged that such uses can also cause harmful effects, particularly where there is a concentration of similar uses. Paragraph 10 of Technical Advice Note (Wales) 4: Retailing and Town Centres (November 1996), states that:

"Changes of use can create new concentrations of single uses, such as restaurants and take-away food outlets, where the cumulative effects can cause local problems. Such proposals should be assessed against development plan policies, on their contribution to diversification and on the cumulative effects on matters such as parking and local residential amenity."

Local Development Plan Policies

Policy KP10 'CENTRAL AND BAY BUSINESS AREAS'

The following uses are considered appropriate within the Central and Bay Business Areas:
i.   New offices, residential and commercial leisure uses within the Central and Bay Business Areas;
ii.   Enhanced retail and complementary facilities within the Central Shopping Area; and
iii.   Other uses most appropriately located in city centres.

KP13: RESPONDING TO EVIDENCED SOCIAL NEEDS

A key part of the successful progression of the city will be to develop sustainable neighbourhoods, tackle deprivation, and improve the quality of life for all. This will be achieved through:
i. Providing a range of dwelling sizes, types and affordability including seeking to provide a target of 6,646 affordable dwellings over the remaining 12 years of Plan period;
ii. Supporting the vitality, viability and attractiveness of existing District and Local Centres and their regeneration, including retail and other commercial development and housing of an appropriate scale;
iii.. Encouraging the provision of a full range of social, health, leisure and education facilities and community infrastructure for both existing and new communities that are accessible to all by walking and cycling and public transport;
iv. Supporting the regeneration of deprived communities within the city and maximising the additional benefits that new communities can bring to adjoining or surrounding communities;
v. Encouraging the enhancement of communities through better equality of access to services for all, promoting cultural and wider diversity for all groups in society, and creating places that encourage social interaction and cohesion;

vi. Developing new cultural and sporting facilities to build upon Cardiff's role as a major tourist, cultural and sporting destination for visitors and residents alike; and
vii. Designing out crime and creating communities which are safer and feel safer.

Policy EC2: 'PROVISION OF COMPLEMENTARY FACILITIES FOR EMPLOYEES IN BUSINESS, INDUSTRIAL AND WAREHOUSING DEVELOPMENTS'

Provision for open space, public realm, leisure, food and drink, and child-care facilities will be appropriate in office, industrial and warehousing developments, provided, the facility is of an appropriate scale and nature intended primarily to meet the needs of workers in the vicinity, therefore not attracting significant levels of visitor traffic into the area, or exacerbating existing traffic conditions.

Policy R2: 'DEVELOPMENT IN THE CENTRAL SHOPPING AREA'

Development proposals within the Central Shopping Area (CSA) will be assessed against the following criteria:
i. Whether the proposal involves the loss of shop uses (Class A1) from within Protected Shopping Frontages;
ii. Whether the proposal involves retail and other uses which enhance the vitality, viability and attractiveness of the city centre;
iii. Whether the development allows for, or retains the effective use of, upper floors; and
iv. Supports the regeneration, renewal and enhancement of the city centre.

Policy R3: 'PROTECTED SHOPPING FRONTAGES'

Development proposals involving the loss of Class A1 (shop) uses within Protected Shopping Frontages will be assessed against the following criteria:
i. The balance and distribution of existing and committed non-shop uses;
ii. The amount of A1 floorspace and frontage length being lost;
iii. Whether, and for how long, the premises have been vacant and actively marketed;
iv. The location, character and prominence of individual premises or frontages;
v. The nature of the proposed use, including whether an appropriate shop front and window display is to be provided; and
vi. The impact of the proposed use upon the amenity of adjacent or nearby residents.

Policy R4: 'DISTRICT CENTRES'

Retail, office, leisure and community facilities will be favoured within the following District Centres identified on the Proposal Map:
(1) Albany Road / Wellfield Road
(2) City Road
(3) Clifton Street
(4) Cowbridge Road East
(5) Crwys Road/ Woodville Road
(6) Bute Street/James Street
(7) Merthyr Road, Whitchurch
(8) Penarth Road/Clare Road
(9) St Mellons
(10) Thornhill

(11) Whitchurch Road
This will be subject to:
(i)The proposal being of a scale appropriate to the particular centre;
(ii) The location of business offices (Class B1) above the ground floor,
(iii) Proposals not impeding the effective use of upper floors.
(iv) Proposals for uses other than Class A1 being permitted at ground floor level if they would not cause unacceptable harm to the predominant shopping role and character of the centre, the vitality, attractiveness and viability of a specific frontage or group of frontages;
Unacceptable harm should take account of:
· The existing level and nature of non-shopping uses within the centre as a whole
·The size of the retail unit in relation to the overall size of a centre or a specific group of frontages; and
· The distribution and proximity of non-shopping uses within a frontage.
Proposals that result in, or add to a continuous stretch of non-shopping uses (3 or more units in non-shopping use) will be less favourably considered.
Applications for changes of use that involve new non-shopping uses in vacant premises will be considered in light of the following:
· The vacancy rate in the surrounding area; and
· Whether, and for how long, the premises have remained vacant whilst being actively marketed for their existing or previous use.

Policy R5: 'LOCAL CENTRES'

Retail, office, leisure and community facilities will be favoured within the following Local Centres identified on the Proposal Map:
(1) Birchgrove
(2) Bute Street (Loudoun Square)
(3) Cathedral Road
(4) Countisbury Avenue
(5) Caerau Lane
(6) Fairwater Green
(7) Gabalfa Avenue
(8) Grand Avenue
(9) High Street, Llandaff
(10) Maelfa, Llanedeyrn
(11) Newport Road, Rumney
(12) Rhiwbina Village
(13) Salisbury Road
(14) Splott Road
(15) Station Road, Llanishen
(16) Station Road, Llandaff North
(17) Station Road, Radyr
(18) Tudor Street
(19) Willowbrook Drive
(20) Wilson Road
This will be subject to:
(i) The proposal being of a scale appropriate to the particular centre;
(ii) The retention of residential accommodation at upper floors;
(iii) Proposals for uses other than Class A1 (except business offices class B1) being permitted at ground floor level if they would not cause unacceptable harm to the predominant shopping role and

character of the centre, the vitality, attractiveness and viability of a specific frontage or group of frontages;
Unacceptable harm should take account of:
- *The existing level and nature of non-shopping uses within the centre as a whole*
- *The size of the retail unit in relation to the overall size of a centre or a specific group of frontages; and*
- *The distribution and proximity of non-shopping uses within a frontage.*

Proposals that result in, or add to a continuous stretch of non-shopping uses (3 or more units in non-shopping use) will be less favourably considered
Applications for changes of use that involve new non-shopping uses in vacant premises will be considered in light of the following:
- *The vacancy rate in the surrounding area; and*
- *Whether, and for how long, the premises have remained vacant whilst being actively marketed for their existing or previous use.*

R7: RETAIL PROVISION WITHIN STRATEGIC SITES

Retail development which forms part of the allocated housing led Strategic Sites will be assessed against Policy R4 (Retail Development (Out of Centre) and will be supported where:
i. It is of appropriate scale which satisfies an identified need;
ii. It will not negatively impact on the vitality and viability of designated centres;
iii. It is located along public transport corridors and easily accessible by walking and cycling; and
iv. It forms part of a planned centre which reinforces a sense of place.

R8: 'FOOD AND DRINK USES'

Food and Drink Uses are most appropriately located in:
i. The City Centre (Central Business Area)
ii. The inner harbour/waterfront area of Cardiff Bay (Bay Business Area)
iii. District and Local Centres
Subject to amenity considerations, highway matters, crime and fear of crime considerations, and where they do not cause unacceptable harm to the shopping role and character of designated centres. Food and drink uses are unlikely to be acceptable within or adjacent to residential areas, where they would cause nuisance and loss of amenity, or result in the loss of a residential property.

W2: 'PROVISION FOR WASTE MANAGEMENT FACILITIES'

Where appropriate, provision will be sought in all new development for facilities for the storage, recycling and other management of waste.

T5: MANAGING TRANSPORT IMPACTS

*Where necessary, safe and convenient provision will be sought in conjunction with development for:*

i. Pedestrians, including people with prams and/or young children;

ii. Disabled people with mobility impairments and particular access needs;

iii. Cyclists;

iv.   *Powered two-wheelers;*

v.   *Public transport;*

vi.   *Vehicular access and traffic management within the site and its vicinity;*

vii.   *Car parking and servicing;*

viii.   *Coach parking; and*

ix.   *Horse-riders.*

Appendix B: Map 1

## City Centre Cumulative Impact Area (CIA) – Map/street references

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[2016] Ordnance Survey 100023376
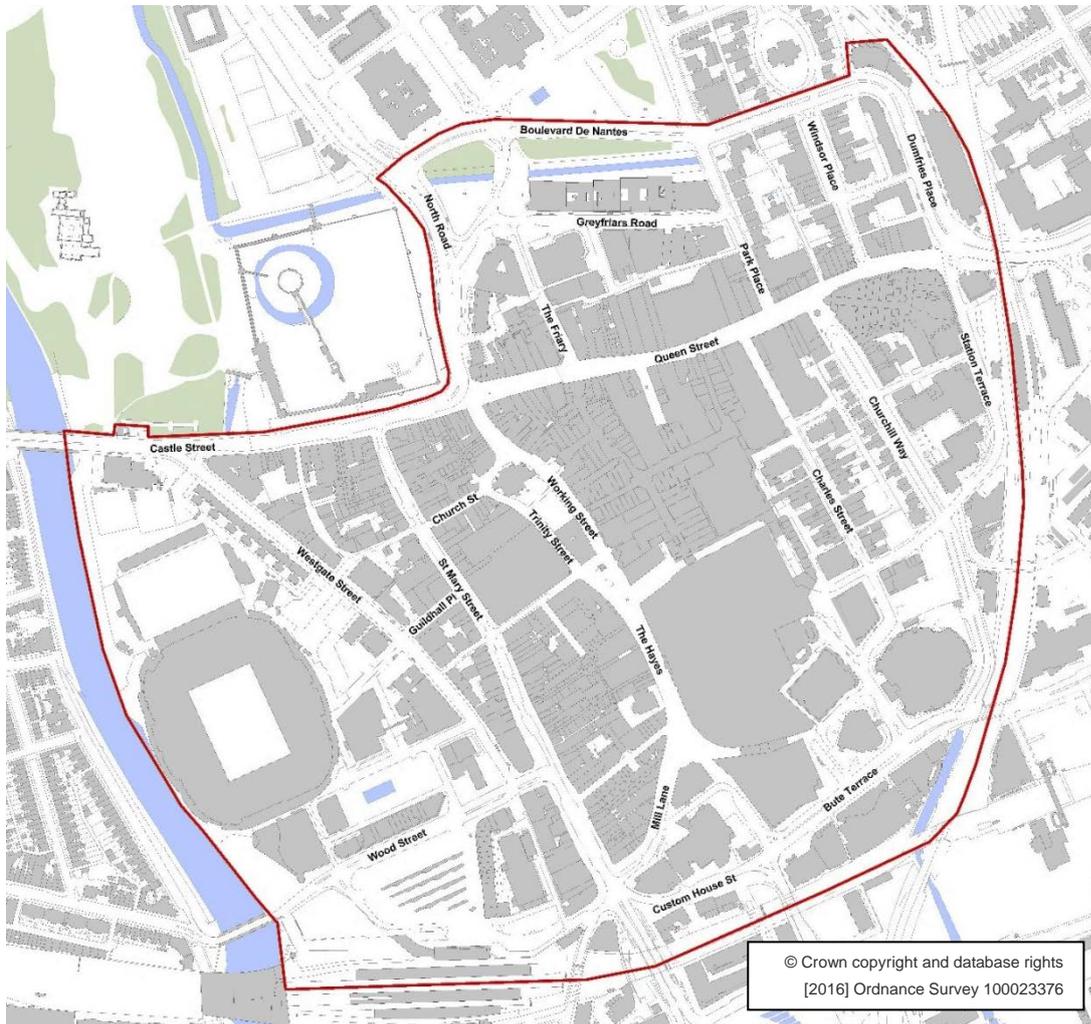
Bakers Row	Barrack Lane	Barry Lane
Boulevard de Nantes	Bridge Street	Bute Terrace
Canal Street	Caroline Street	Castle Street
Cathedral Walk	Central Square	Charles Street
Church Street	Churchill Way	Crockherbtown Lane
Customhouse Street	David Street	Duke Street
Dumfries Place	Frederick Street	Golate Street
Great Western Lane	Greyfriars Road	Guildford Crescent
Guildford Street	Guildhall Place	Havelock Street
Hayes Bridge Road	Hayes Place	High Street
Hills Street	Hope Street	Kingsway
Little Frederick Street	Love Lane	Mary Ann Street
Mill Lane	Millicent Street	Newport Road (part of)
North Edward Street	Park Lane	Park Place (part of)
Park Street	Penarth Road (part of)	Quay Street
Queen Street	Saunders Road	Scott Road
St John Street	St Mary Street	Station Terrace
Stuttgarter Strasse	The Friary	The Hayes
Tredegar Street	Trinity Street	Union Street
Victoria Place	Wesley Lane	Westgate Street
Wharton Street	Wharton Place	Windsor Place
Windsor Lane	Womanby Street	Wood Street
Working Street		

Map 2 – Areas of Special Character

Legend:
- Northern Professional Office Area
- The Hayes and Queen Street
- Mill Lane
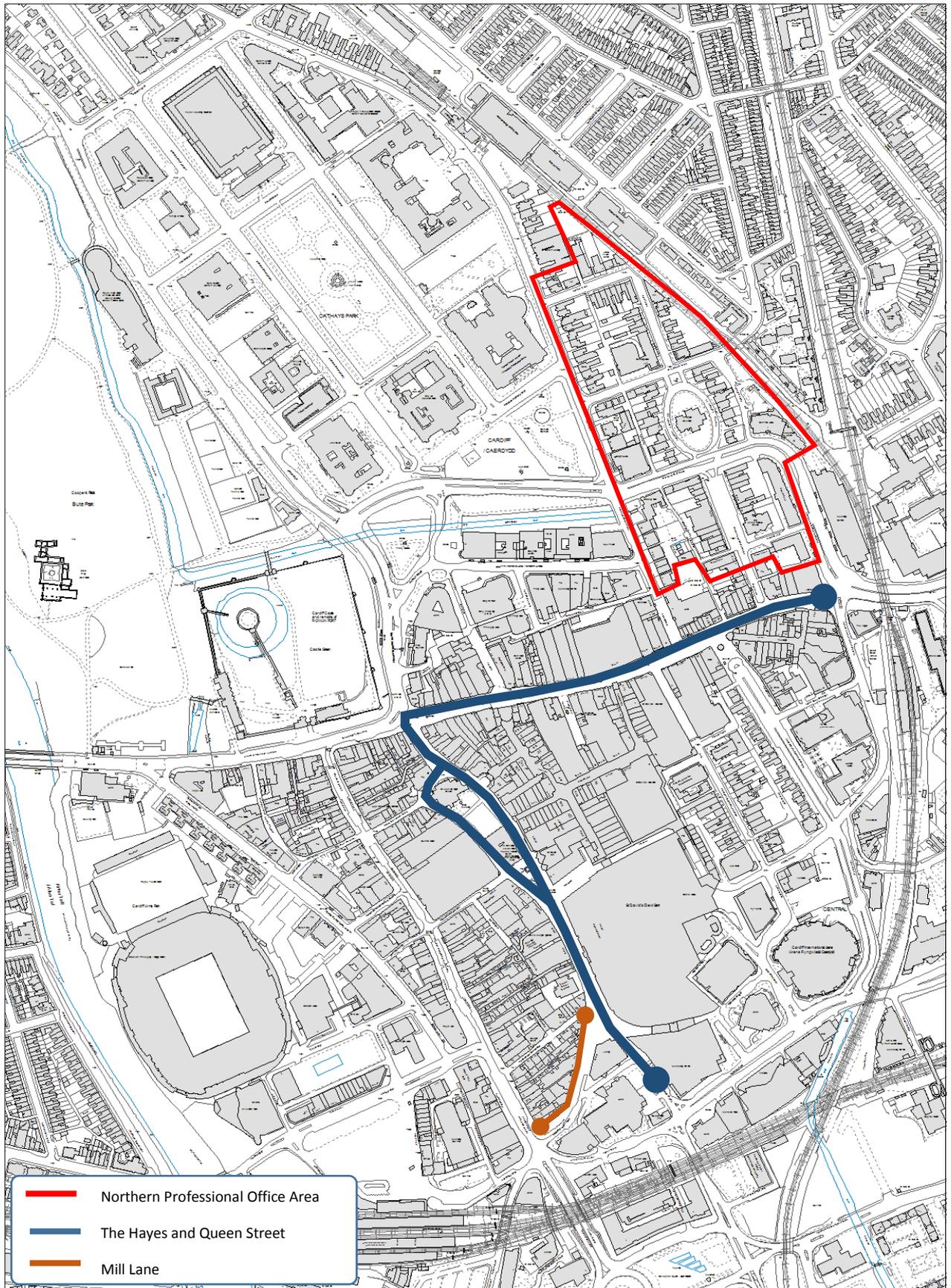
Appendix C: Summary of Consultation

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors , the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation in addition to members of the public

ACE - Action in Caerau and Ely
Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Barratt Homes
Barton Willmore
Bellway Homes
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board
Cardiff Access Group
Cardiff Against the Incinerator
Cardiff Bus
Cardiff Bus Users

Cardiff Civic Society
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Lib Dem Group *******
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan Planning Consultant
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru
Community Land Advisory Service Cymru
Confederation of British Industry
Confederation of Passenger Transport
Connections Design
Country Land and Business Association
CSJ Planning Consultants
Cymdeithas yr iaith gymraeg

Danescourt Community Association
David Lock Associates
Davies Sutton Architects
DavisMeade Agricultural
Derek Prosser Associates
Design Circle RSAW South
Design Commission for Wales
Development Planning Partnership
Development, Land & Planning Consultants Ltd
Disability Arts Cymru
Disability Wales
DLP Consultants
DLP Planning Ltd
DPP Cardiff
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc
Firstplan
Forestry in Wales/Natural Resources Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning
G L Hearn
G Powys Jones
Garden History Society
Geraint John Planning Ltd
GL Hearn Planning
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association
GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
H O W Commercial Planning Advisors
Hafod Housing Association Limited/ Hafod Care Association Limited

Halcrow
Hammonds Yates
Heath Residents Association
Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Hughes
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
JP Morgan Asset Management
Keep Wales Tidy
Kelly Taylor & Associates
Kingsmead Assets Limited
Knight Frank
Landscape Institute Wales
Levvel Ltd
Lichfields
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Planning Practice
McCarthy & Stone (plc)
Meadgate Homes Ltd
Mike Pitt
Mineral Products Association
Morgan Cole
Mott MacDonald
National Federation of Builders
National Youth Arts
Natural Resources Wales
Neame Sutton
Network Rail

Newport City Council
NFU Cymru
North West Cardiff Group
Novell Tullet
O2 UK
Oakgrove Nurseries
Old St Mellons Community Council
Orange
Origin3
Pantmawr Residents Association
Peace Mala
Peacock & Smith
Pegasus
Pentyrch Community Council
Persimmon Homes
Peterson Williams
Peterstone Community Council
Phillippa Cole
Planning Aid Wales
Planning Potential
Police & Crime Commissioner
Powell Dobson
Powergen
Prospero Planning
Public Health Wales ***
Quarry Products Association
Quinco
Quod
Race Equality First
Radyr & Morganstown Association
Radyr and Morganstown Community Council
Radyr and Morganstown Partnership and Community Trust (PACT)
Radyr Farm
Radyr Golf Club
Rapleys
RCT
Redrow Homes
Reeves Retail Planning Consultancy Ltd
Renplan
Reservoir Action Group (RAG)
Rhiwbina Civic Society
Rhondda Cynon Taf County Borough Council
RICS Wales

Rio Architects
Riverside Communities First Team
Robert Turely Associates
Roberts Limbrick
Robertson Francis Partnership
Royal Commission on the Ancient & Historical Monuments of Wales
Royal National Institute for the Blind
RPS Group Plc
RSPB Cymru
Save Creigiau Action Group
Savills
Scope Cymru
Scott Brownrigg
Sellwood Planning
Shawn Cullen
SK Designs
SLR Consulting
South Wales Chamber of Commerce Cardiff
South Wales Police
South Wales Police Crime Prevention Design Adviser
South Wales WIN
Splott and Tremorfa Communities First
Sport Wales
SSE Energy Supply Ltd
St Davids Partnership ***
St Fagans Community Council
St Fagans No1 and No2 Trust and St Fagans No 3 Trust ***
Stedman Architectural
Stewart Ross Associates
Stonewall Cymru
Stride Treglown Town Planning
Stuart Coventry Scott Wilson
Sullivan Land & Planning
Sustrans Cymru
Taff Housing Association
Tanner & Tilley
Taylor Wimpey
Terry Nunns Architects
The 20th Century Society
The Boarding Centre Ltd
The Design Group 3
The Georgian Group

The Institute of Cemetery and Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Velindre NHS Trust Corporate Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Watts Morgan

Welsh Ambulance Services NHS Trust - South East Region

Welsh Government

Welsh Government - Economy Skills and Transport Division

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

WS Atkins Planning Consultants

Wyevale Garden Centre

Appendix D: Summary of Consultation Representations and Responses

Section	Comment	Response
General	Concern that the market for food and beverage uses in Cardiff is becoming saturated. Supports further guidance, to ensure that these uses are further controlled to compliment, rather than undermine, the retail function of the city centre.	Noted. No change
Paragraph 4.17 to 4.21	Supports the Council's identification of the Hayes and Queen Street as Special Character areas. Agrees that these areas should be afforded an enhanced level of protection from new hot food takeaway and drinking establishment uses. Supports the Licensing Authority's Cumulative Impact Area (CIA) policy	
Paragraph 3.5	Support reference to planned District and Local Centres within Strategic Sites.	Noted. No Change
Paragraph 4.25 to Paragraph 4.27	Maximum flexibility should be afforded to the planned retail centres within Plasdwr at this point in time as the specific operators and developer of the retail units are unknown. In relation to paragraph 4.25, consider it inappropriate to seek to apply thresholds/caps in respect of district and local centres that are yet to be developed. Paragraph 4.26 and 4.27 – Concern in relation to limiting the number of non-A1 along a continuous frontage. Could hinder delivery of centres. SPG should not seek to constrain the range and mix of non-A1 uses that are appropriate to retail centres particularly in respect of planned future centres. This flexibility is essential to allow the developer to respond to changing market conditions and customer expectations. SPG should be amended to specifically state that planned district and local centres will be excluded from proposed	It is recognised that a degree of flexibility is needed in relation to the delivery of future planned centres. Text has been amended accordingly to recognise this issue.

	non-A1 thresholds until such time that they become established.	
General	SPG makes no reference to the Well-being of Future Generations (Wales) Act 2015. Recommend its inclusion. SPG should also make reference to the Public Health (Wales) Act 2017. The Council's Planning and Health SPG recognises the benefit to well-being of having access to a food environment that promotes healthy food and eating. A cross reference to this SPG would be useful.	Noted. A cross reference has been included to the Planning and Health SPG which refers to the appropriate Acts.
General	Generally a comprehensive SPG. It would be useful to have a section on the outdoor space of pubs, bars, cafes and restaurants. A relaxed atmosphere is created by the sympathetic use of outdoor furniture, be it high quality furniture, awnings, planters, umbrellas. This SPG would benefit from guidance on how the lessons from major European cities can be captured and recreated here.	Noted. It is recognises that new food, drink and leisure uses can potentially bring benefits/enhancements to the surrounding environment/public realm. Where appropriate new street furniture, paving and landscaping can be secured through the use of planning obligations or conditions (Refer to Planning Obligations SPG). No change

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Safeguarding Business and Industrial Land and Premises

Supplementary Planning Guidance

November 2017

CARDIFF
CAERDYDD

Contents page

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

1.   INTRODUCTION

1.1   This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the safeguarding of identified employment land and premises for their employment function and circumstances where alternative uses may be acceptable.

1.2   Welsh Government supports the use of supplementary planning guidance to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan, but are a material consideration in the determination of planning applications.

1.3   This SPG has been produced to provide further detail on the following economic policies contained within the LDP:

- EC1 'Existing Employment Land';
- EC2 'Provision of Complimentary Facilities for Employees in Business, Industrial and Warehousing Developments'.
- EC3 'Alternative Use of Employment Land and Premises'.
- EC4 'Protecting Offices in the Central and Bay Business Areas'.

2.   POLICY CONTEXT

NATIONAL POLICY

2.1   National planning guidance as contained in **Planning Policy Wales** paragraph 7.1.3 states that:-

'The planning system, including planning policies, should aim to ensure that the growth of output and employment in Wales as a whole is not constrained by a shortage of land for economic uses. Local planning authorities should aim to facilitate the provision of sufficient land required by the market, except where there are good reasons to the contrary'.

2.2   Paragraph 7.5.1 states:

'Development Plans should:

- *Include policies relating to future development on existing employment sites to protect them from inappropriate development:*
  - *to encourage the regeneration and re-use of sites which are still suitable and needed for employment;*
  - *to control and manage the release of unwanted employment sites to other uses'.*

2.3   **Technical Advice Note 23 'Economic Development'** advises that Planning authorities should avoid releasing for other uses sites where there is strong evidence of likely future need for B1-

B8. In some areas, older, lower-cost employment areas may be required, especially for small and new firms who cannot afford newer and more prestigious accommodation. The loss of such areas may cause harm to local economies and should be avoided.

2.4   The TAN advises that existing employment sites should only be released for other uses if one or more of the following apply:

- they have poor prospects of being re-occupied for their previous use;
- the particular market that the site is part of is oversupplied;
- the existing employment use has unacceptable adverse impacts on amenity or the environment;
- the proposed redevelopment does not compromise unduly neighbouring employment sites that are to be retained;
- other priorities, such as housing need, override more narrowly focussed economic considerations; and/or
- land of equal or better quality is made available elsewhere, even if this is not within the local planning authority boundary.

LOCAL PLANNING POLICY

2.5   The Cardiff Local Development Plan was adopted on 28th January 2016. It sets out the Council's land use planning policies up to 2026. In consideration of applications for employment development, the following policies are particularly relevant:

- KP2(A): Cardiff Central Enterprise Zone and Regional Transport Hub
- KP2(H): Strategic Sites
- KP9 : Responding to Evidenced Economic Needs
- KP10: Central and Bay Business Areas
- EC1 : Existing Employment Land
- EC2 : Provision of Complementary Facilities for Employees in Business, Industrial and Warehousing Developments
- EC3 : Alternative Use of Employment Land and Premises
- EC4 : Protecting Offices in the Central and Bay Business Areas
- EC6: Non- Strategic Employment Site

2.6   Policy KP9 and KP10 are strategic policies which respond to Cardiff's role as the economic driver of the city-region and deliver the strategic aspirations for economic development in Cardiff through the identification and protection of business, industrial and warehousing land and premises (B1b/c, B2 and B8 uses) in order to improve the competitiveness of the city, promote and protect indigenous business and attract inward investment. Similarly, this applies to high quality and accessible office accommodation in the Central and Bay Business Areas. The strategic policies recognise the growing pressure for the development and redevelopment of employment land for alternative uses which can result in significant losses to the county's stock of employment land and premises. This loss is a significant issue given that the continuous supply of employment land and premises is highly reliant on market churn involving the regeneration and intensification of existing employment land and premises.

2.7   Policy KP2(A) allocates the Cardiff Central Enterprise Zone; Policy KP2 (H) allocates land South of St Mellons Business Park as a Strategic Employment Site; and Policy EC6 allocates 3.3 hectares of land for university related research and development uses at Maindy Road.

2.8   Policy EC1 seeks to protect existing employment areas which are identified on the Proposals Map. Policy EC2 allows for the provision of appropriate complementary leisure, food and drink and childcare facilities in existing and new business, industrial and warehousing areas. Only facilities of an appropriate nature and scale intended to meet the need of employees will be permitted.

2.9   Policies EC3 and EC4 provide criteria against which proposals for the change of use of business, industrial, warehousing land and premises and offices will be assessed. It will apply to offices within the Central and Bay Business Areas and to existing, permitted and allocated business, industrial and warehousing land and premises.

2.10   The above policies are detailed in Appendix 1.

3.   SCOPE OF GUIDANCE

3.1   The increasing numbers of proposals for the redevelopment of employment land and premises to non-employment uses, has prompted the Council to clarify its approach towards such proposals in the form of this SPG. The Council is concerned that the loss of employment land and premises to other uses will have a negative impact on the competitiveness and social inclusiveness of the local and regional economy.

3.2   This SPG provides guidance on the assessment of alternative development proposals for protected business, industrial and warehousing land and premises and allows applicants to determine the acceptability of alternative uses on existing and allocated employment land and the alternative use of offices in the Central and Bay Business Area together with the necessary evidence required to satisfy the policy criteria.

3.3   The overriding objective of this SPG is to ensure that where the loss of an existing employment sites occurs, it is not at the expense of the local economy. It therefore provides guidance aimed at overcoming the difficulties associated with suitable, yet **UNVIABLE**, employment land and premises, for which there is a **PROVEN LACK OF DEMAND.**

It applies to the following:-

- existing employment land designated on the Local Development Plan Proposals Map and detailed in **Policy EC1: Existing Employment Land;**
- offices in the Central and Bay Business Areas, (including the Northern Professional Office Area) as defined by **Policy EC4: Protecting Offices in the Central and Bay Business Areas** and illustrated in Appendix 3.
- Employment land and premises in the Central Enterprise Zone as detailed in **Policy KP2(A): Cardiff Central Enterprise Zone and Regional Transport Hub** and defined on the Proposals Map;
- **Policy KP2 (H): South of St. Mellons Business Park,** which is a strategic employment site allocated in the Local Development Plan and;

- **Policy EC6: Non- Strategic Employment Site**, which allocates land for university related research and development at Maindy Road.

3.4   The Council will assess all applications for the redevelopment of employment sites to alternative uses on their individual merits. However the Council's starting point will be to retain all employment land and premises considered suitable in land use terms, for continued employment use in order to ensure Cardiff has a thriving and prosperous economy, consistent with the Council's Capital Ambition Report, which outlines the Council's vision for Cardiff.

4.   POLICY INTERPRETATION AND GUIDANCE

4.1   **Policy EC3** seeks the retention of employment land and premises (identified in Policy EC1 and defined on the Proposals Map) unless it can be clearly demonstrated that:-

   I.   The land and premises are no longer well located for business, industrial and warehousing use; or
   II. There is no realistic prospect of employment use on the site and/or the property is physically unsuitable for employment use, even after adaption/refurbishment or redevelopment; or
   III. There is no need to retain the land and premises for business, industrial or warehousing use, having regard to the demand for such land and premises and the requirement to provide for a range and choice of sites available for such use; and
   IV. There will be no unacceptable impact on the operating conditions of existing businesses.

4.2   **Policy EC4** seeks the retention of offices in the Central and Bay Business Areas unless it can be demonstrated that there is no need to retain the site or premises for offices having regard to demand and the requirement to provide a range and choice of sites for such use. This policy recognises that in order to ensure that Cardiff continues to attract and retain quality businesses, there must be sufficient land for new office accommodation, in addition to providing a range and choice of office premises for existing and future occupiers, including large grade A offices, small and medium sized offices (including Grade B), incubator units and live-work premises. The Cardiff Central Enterprise Zone and the Northern Professional Office Area provide examples of this range and choice (See Plans in Appendix 3).

4.3   The Council will assess the need to retain land and premises for business, industrial, warehousing and office use subject to the following criteria:

   - Whether and for how long the land or premises have been vacant and actively marketed and the expressions of interest during the marketing period
   - Whether the site offers particular benefits not generally available in the land bank
   - Whether the site is within an area of high unemployment and offers realistic prospects of use for appropriate employment purposes;
   - Whether the relocation of existing occupiers to other suitable accommodation will be facilitated;
   - Whether the proposed development would retain an employment element;

- Whether the proposal needs to be located on business, industrial or warehousing land (e.g. transport depots);
- Other priorities, such as housing need, override more narrowly focusses economic considerations;
- Whether the proposed use is complementary to an employment use; and
- Whether the proposed development can demonstrate wider economic, social and regeneration benefits.

4.4   Subject to the proposal meeting other policy requirements the Council will adopt a sequential approach towards proposals that involve the loss of employment land and premises to alternative such as housing, retailing and leisure uses for example. This is illustrated in the flow diagram overleaf.

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Is the site located within land designated for protection under Policy EC1, offices designated for protection under EC4 (Central and Bay Business Area) or within a Strategic or locally allocated employment Site (KP2(A), KP2(H),and EC6)

No → **Consider alternative uses provided that it does not compromise the operations of existing business and complies with other policies of the Plan**

Yes ↓

Is the evidence of demand from another employer to reoccupy the site?

Yes → **Retain land or premises in employment use**

No ↓

Is the retention of the site in employment use financially viable in its current state or following refurbishment or redevelopment?

Yes → **Retain site in employment use**

No ↓

Is the site appropriate and viable for a mixed use development incorporating an element of employment uses?

Yes → **Encourage mixed use development with an appropriate employment element provided that it does not compromise the operations of existing business**

No → **Consider alternative use subject to developer contributions to compensate the loss of employment sites**

The above criteria clearly demonstrates that consideration will only be given to alternative uses where an applicant is able to clearly demonstrate that there is no demand for the site and that it is unviable to retain the site in employment uses, including the prospects of refurbishment of the existing premises or the redevelopment of the site for new employment uses.

5. EVIDENCE REQUIRED TO JUSTIFY ALTERNATIVE USE

5.1   Where an applicant is seeking to demonstrate that an existing employment site is not suitable, in land use terms, to continued employment use, the Council will expect a planning application to be accompanied by a detailed supporting statement that seeks to demonstrate that this is the case. In determining the application, the Council will come to a view as to whether the site is suitable for continued employment use taking into account the evidence supplied in the supporting statement.

Viability Issues

5.2   In determining the viability of existing employment land and premises, the Council will expect applicants to provide evidence in relation to both **ECONOMIC VIABILITY** and whether there is a **DEMAND** for the site.

5.3   There may be instances where an applicant is seeking to demonstrate that the retention of a site in employment use is not economically viable. In such cases the Council will expect the applicant to provide detailed development appraisals. In undertaking detailed appraisals, consideration should be given to the viability of retaining the site:
   - In its current format;
   - Following selective demolition;
   - Following clearance and complete redevelopment for new employment uses; and
   - Following clearance and redevelopment for mixed-use development incorporating an element of employment uses within it.

5.4   One of the key indicators of viability is whether or not there is a proven market demand for the site. While some older, more traditional employment sites and premises may not be suited to modern industrial requirements they do provide a valuable source of affordable accommodation and provide for local demand. In addition, their economic regeneration and intensification makes an important contribution to the supply of employment land and premises in relation to market churn.

5.5   Where it is proposed to redevelop existing land or premises that are considered suitable in land use terms, (for example, is well located or provides employment in an area of high unemployment), for continued employment use, applicants will be expected to clearly demonstrate that the site has been **ACTIVELY MARKETED** at a realistic price that reflects the employment use. Such marketing should normally be undertaken for a minimum of 12 months (although this time scale may need to be reviewed if the market is slow at that time or if the site is large and/or more complex).

5.6   Applicants will be expected to submit a supporting statement that accompanies the planning application that demonstrates that the site has been comprehensively marketed and that there is no demand for the site. The supporting statement should be prepared by a suitably qualified professional, such as a Chartered Surveyor, that is active within, and familiar with the Cardiff employment land and premises market.

5.7   The Council will expect employment sites to be marketed in a way that identifies all the options available in retaining the site in employment use. This will included, where appropriate, the potential for refurbishment, redevelopment for new employment uses, sub-division, amalgamation or selective demolition in order to improve the format, layout and access arrangements and therefore its market attractiveness.

5.8   The supporting statement will be expected to include the following evidence:

- Widespread marketing for employment purposes through an agent dealing in commercial property at the prevailing market rate for the site or premises in employment use and that no reasonable offer has been refused. Any alterations in market price made during the course of the marketing will need to be shown. The Council will require evidence that the site is being marketed for a price which accords with other commercial property of a similar type in the area. This is to ensure that the price does not reflect any aspirations for alternative uses on the site, such as residential;
- Advertisements in the regional and local press, the property press and specialist trade papers, on a regular basis throughout the agreed marketing timescale.
- Continuous inclusion on the agent's website;
- Continuous and prominent advertisement on the site by an agent's advertisement board on each site frontage to the highway throughout the period;
- Circulation at the outset to other local property agents, specialist commercial agents and the Council by way of mail shots and/or hard copies of sales particulars, and circulated again if any significant details change;
- Referral to the local business community for consideration of its potential for reuse or redevelopment for employment use;
- All expressions of interest/offers received including rental interest. Where possible the applicant should obtain for interested parties reasons/explanations as to why they were not able/willing to proceed; and
- On-going review, with a view to adjust the marketing as necessary.

5.9   A lesser financial return on investment relative to alternative development or reuse options will not be sufficient to justify the site not continuing to be available for employment use.

5.10   Owners/agents of business land and premises currently being marketed for continued business use are advised to keep a comprehensive record of the steps involved in marketing their site (taking account of the criteria set out above) in case they wish at a later stage to apply for permission for redevelopment for non-employment use. In instances where the Council considers that the marketing strategy has been inadequate (assessed against the above criteria), the applicant will be advised that it is likely that the planning application will be recommended for refusal.

5.11   Irrespective of whether the retention of the land/premises in employment use may not be viable at a particular moment in time, the economics of development may change over time and its refurbishment/redevelopment for employment uses could potentially become a viable proposition in future. Such sites are still considered to have value as an employment resource and their loss would be deemed as detrimental to the Cardiff economy.

5.12   In addition the Council's Economic Development Department hold information on historical and current enquiries for property in the city highlighting business and property demand. A separate database, compiled in association with commercial property agents, monitors actual take-up rates and current availability. This data source will also be referred to when considering demand for alternative use of employment land. Further details on the database can be obtained from the Council's Economic Development section (tel: 029 20788559). The Council's Economic Development section will also refer to market surveys and current research in order to assess the potential demand for investment on particular sites.

Need

5.13   If demand has been established on a site for business, industrial or warehousing use, this is taken as evidence of a need to retain the site for such purposes. The land or premises evidently perform a role in meeting economic development requirements and should be protected from alternative uses.

5.14   Where demand has not been established, the need to retain a site for business, industrial or warehouse use will be assessed against a range of criteria, including locational considerations and levels of local unemployment.

5.15   Criteria for assessing whether land and premises remain well located for business, industrial and warehousing uses include:

- Accessibility to the primary highway network, rail-freight facilities and the port;
- Accessibility by public transport; and
- Proximity to housing or other sensitive uses.

Mixed Use Development

5.16   Where an applicant can clearly demonstrate there is no demand for the employment land or premises and redevelopment/refurbishment is unviable, and where it is considered appropriate to do so, developers will be expected, subject to other policy   considerations, to explore the prospect of a mixed use development which incorporates an element of a higher value use to cross-subsidise the partial redevelopment of the site for employment uses. This will enable employment opportunities to be retained on the site.

5.17   Mixed use development proposals involving housing and employment will need to demonstrate that the resulting residential amenity levels are satisfactory and that there will be no unacceptable impact on the operating conditions of new and proposed businesses.

5.18   Schemes involving residential accommodation should also ensure that the necessary community facilities are accessible or can readily be provided on the site. Contributions may be sought from developers towards the provision of the necessary community facilities. Open space and affordable housing provision in particular will need to be addressed, the relevant policy framework is provided in Appendix 1.

5.19   When determining the proportion of the overall site to be developed for employment uses, the Council will assess the individual merits of each case, but in doing so will take account of the employment resource being lost and the potential level of employment that can be achieved within the mixed use development.

5.20   It is advised that a prospective developer should approach the Council at an early stage in order to enter into pre-application discussions to determine the appropriateness of a site for mixed use development and what level of employment provision the Council may be seeking to achieve.

5.21   Where a mixed use approach is pursued, any planning permission will be conditional on a programmed of phasing whereby the delivery of the employment element is linked to the progress of the higher value use.

Complementary Facilities

5.22   Policy EC2 enables the provision of appropriate complementary facilities in existing and new office, industrial and warehousing areas. Complementary facilities include open space, public realm, leisure uses such as a gym, food and drink uses and child care facilities. Such facilities should be appropriate in scale and nature intended primarily to meet the needs of workers in the vicinity and therefore not attract significant levels of visitor traffic. This approach recognises that employees in business, industrial and warehousing areas may require good access to a range of facilities including food and drink, leisure/recreation and child care. The absence of such facilities in   an employment area can increase travel demand and make the areas less attractive to employers and employees.

5.23   In existing employment areas, change of use of existing premises will be considered for appropriate complementary facilities, including food and drink, leisure and child-care.

5.24   Where new employment areas are proposed, the need for such facilities should be considered as part of the overall development scheme.

In all cases, only facilities of an appropriate nature and scale to meet the needs of employees will be permitted.

6.0   DEVELOPER CONTRIBUTIONS

6.1   The constraints on some existing employment sites may be of such a scale that the provision of any new employment uses on the site may be proven to be unviable at that point in time. Irrespective of this, the County's employment land is a finite resource and once it is lost it is highly likely to ever return to that use. In addition, the economics of development can change over time and although the retention of employment uses on the site may not be economically viable at that time, this is not to say that it would not become a viable proposition in the future. As such the loss of the site would still represent a depletion of the County's economic resource in a location that is considered to be acceptable for economic development uses in land use terms.

6.2   Where a developer is able to demonstrate that a current employment site that is considered suitable in land use terms has no prospects for continued use, or for a mixed use development that retains a significant element of Class B use on site, under the prevailing economic conditions, the Council will give consideration to other uses (subject to other LDP policies) on the condition that developer provides compensation for the economic harm arising from the loss of the site to housing or another alternative use.

6.3   This compensation should take the form of a financial contribution secured via a Section 106 Agreement.

6.4   Additional information on developer contributions is contained in Appendix 2 and the Planning Obligations SPG.

APPENDIX 1: DEVELOPMENT PLAN POLICIES

Cardiff Local Development Plan 2006 – 2026 (Adopted January 2016)

KP2: STRATEGIC SITES

> **Strategic Sites are allocated as set out below to help meet the need for new dwellings and jobs:**
>
> **Brownfield Strategic Sites:**
> **(A) Cardiff Central Enterprise Zone and Regional Transport Hub;**
> **(B) Former Gas Works, Ferry Road;**
> **Greenfield Strategic Sites:**
> **(C) North West Cardiff;**
> **(D) North of Junction 33 on M4;**
> **(E) South of Creigiau;**
> **(F) North East Cardiff (West of Pontprennau)**
> **(G) East of Pontprennau Link Road; and**
> **(H) South of St. Mellons Business Park – Employment Only.**

KP9: RESPONDING TO EVIDENCED ECONOMIC NEEDS

> **Provision will be made for a range and choice of new employment sites including those identified in KP2 for different types of employment and in different geographical locations to effectively deliver the level of growth set out in the plan together with putting in place a framework to protect the role of existing employment land.**

KP10: CENTRAL AND BAY BUSINESS AREAS

> **The following uses are considered appropriate within the Central and Bay Business Areas:**
>
> **(i)   New offices, residential and commercial leisure uses within the Central and Bay Business Areas;**
> **(ii)   Enhanced retail and complementary facilities within the Central Shopping Area; and**
> **(iii)   Other uses most appropriately located in city centres.**

EC1: EXISTING EMPLOYMENT LAND

> **The city's existing employment areas outside of the Central and Bay Business Areas (as designated on the Proposals Map) will be protected for B Use Class employment generating uses (together with appropriate ancillary and/or complementary uses and activities as referred to in Policy EC2) as described in the table below.**

Site Ref	Site Name	Primary Use/Activity	Status
EC1.1	Ocean Park	B1, B2, B8	Primary
EC1.2	Cardiff Port (& Heliport and surrounds)	B1, B2, B8	Primary (Port related activities)
EC1.3	Rover Way (Celsa Steel Works, Tremorfa Industrial Estate, Seawall Road)	B2, B8	Primary
EC1.4	Wentloog Road (Capital Business Park, Lamby Way Industrial estate, Wentloog Corporate Park, Rail Freight Terminal)	B1, B2, B8	Primary
EC1.5	St Mellons Business Park	B1, B2, B8	Primary
EC1.6	Cardiff Gate Business Park	B1 (offices), ancillary B2	Primary
EC1.7	Cardiff Business Park & Land North of Maes y Coed Road, Llanishen	B1, B2, B8	Primary
EC1.8	Forest Farm, Longwood Drive	B1, B2, B8	Primary
EC1.9	Green Meadow Springs	B1 (offices)	Primary
EC1.10	Penarth Road Area (includes Hadfield Road, Sloper Road, Bessemer Road)	B1, B2, B8	Primary
EC1.11	Ty Nant Road	B1, B2, B8	Local
EC1.12	Crown Way (Companies House)	B1 (offices)	Local
EC1.13	Wentloog Road (North of railway line)	B1, B2, B8	Local
EC1.14	Pentwyn (Panasonic Plant, Avenue Industrial estate)	B1, B2, B8	Local
EC1.16	Eastern Business Park	B1 (offices)	Local
EC1.17	Willowbrook Business Technology Park	B1 (science, research and development)	Local
EC1.18	Excelsior Rod	B1, B2, B8 & complementary trade counter	Local
EC1.19	Norbury Road Industrial Estate	B1, B2, B8	Local
EC1.20	Wroughton Place, Ely	B1, B2, B8	Local
EC1.21	Argyle Way, Caerau	B1, B2, B8	Local
EC1.22	Garth Industrial Estate	B1, B2, B8	Local
EC1.23	Land around Volvo Garage	B1, B2, B8	Local
EC1.24	Alexandra Gate Business Park	B1	Local

EC2: PROVISION OF COMPLEMENTARY FACILITIES FOR EMPLOYEES IN BUSINESS, INDUSTRIAL AND WAREHOUSING DEVELOPMENTS

Provision for open space, public realm, leisure, food and drink, and child-care facilities will be appropriate in office, industrial and warehousing developments, provided, the facility is of an appropriate scale and nature intended primarily to meet the need of workers in the vicinity, therefore not attracting significant levels of visitor traffic into the area, or exacerbating existing traffic conditions.

EC3: ALTERNATIVE USE OF EMPLOYMENT LAND AND PREMISES

Development of business, industrial and warehousing land and premises for other uses will only be permitted if:

i.   The land or premises are no longer well located for business, industrial and   warehousing uses; or

ii.   There is no realistic prospect of employment use on the site and/or the property is physically unsuitable for employment use, even after adaption/refurbishment or redevelopment; or

iii.   There is no need to retain the land or premises for business, industrial or warehousing use, having regard to the demand for such land and premises and the requirement to provide for a range and choice of sites available for such use; and

iv.   There will be no unacceptable impact on the operating conditions of existing businesses.

EC4: PROTECTING OFFICES IN THE CENTRAL AND BAY BUSINESS AREAS

The alternative use of offices within the Central and Bay Business Areas will only be permitted where it can be demonstrated that there is no need to retain the site or premises for office use having regard to the demand for offices and the requirement to provide a range and choice of sites available for such use.

EC6: NON-STRATEGIC EMPLOYMENT SITE

Land is allocated for university related research and development uses at Maindy Road, Cathays (3.3ha).

H3: AFFORDABLE HOUSING

The Council will seek 20% affordable housing on Brownfield sites and 30% affordable housing on Greenfield sites in all residential proposals that:

i.   Contain 5 or more dwellings; or

ii.   Site of or exceeding 0.1 hectares in gross site area; or

iii.   Where adjacent and related residential proposals result in combined numbers or site size areas exceeding the above thresholds, the Council will seek affordable housing based on the affordable housing target percentages set out above.

Affordable housing will be sought to be delivered on –site in all instance unless there are exceptional circumstances.

H6: CHANGE OF USE OR REDEVELOPMENT TO RESIDENTIAL USE

Change of use of redundant premises or redevelopment of redundant previously developed land for residential use will only be permitted where:

i.   There is no overriding need to retain the existing use of the land or premises and no overriding alternative local land use requirement;
ii. The resulting residential accommodation and amenity will be satisfactory;
iii. There will be no unacceptable impact on the operating conditions of existing businesses;
iv. Necessary community and transportation facilities are accessible or can be readily provided or improved; and
v.   It can be demonstrated that the change of use to a more sensitive end use has been assessed in terms of land contamination risk and that there are no unacceptable risks to the end users.

C5: PROVISION FOR OPEN SPACE, OUTDOOR RECREATION, CHILDREN'S PLAY AND SPORT

Provision for open space, outdoor recreation, children's play and sport will be sought in conjunction with all new residential developments. This policy is aimed at securing the provision or improvement of open space and other appropriate outdoor   recreation and sport in conjunction with all new residential development over 8 units and on site provision of functional open space in conjunction with all new residential developments over 14 units. The appropriate amount of multi-functional green space is based on a minimum of 2.43 hectares of functional open space per 1,000 projected population. All other open space provision will be in addition to the provision of multi-functional green space.

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APPENDIX 2: DEVELOPER CONTRIBUTIONS

Key Principles (extract from Planning Obligations SPG)

13.1.   In circumstances where employment land or floorspace is lost as part of a proposed development, a contribution will be sought towards the provision of training and support to enable displaced employees and people who may have sought employment at the site, to gain employment elsewhere in the city.

13.2.   A contribution would not be sought in circumstances where a mixed use development is proposed that retains a significant element of Class B use on a site.

Infrastructure Mitigation

Development Type		Mitigation Sought
All developments involving the loss of B1 floorspace within:	The Central and Bay Business Areas, where; ▪ The loss of floorspace exceeds 1000m^2 and where no Class B1 employment use is proposed to mitigate this loss;	A financial contribution towards bringing forward compensatory employment and training opportunities.
All developments involving the loss of Class B1, B2 or B8 employment land and / or floorspace within:	Areas of Existing, Permitted and Allocated Employment Land as designated on the Local Development Plan Proposals Map, where: ▪ The loss of floorspace exceeds 1000 m2 and where no employment use is proposed to mitigate this loss; ▪ A site exceeds 0.2 hectares and where no employment use is proposed on site to mitigate this loss.	

How Contributions will be utilised (The Cardiff Capital Fund)

13.3.   The Capital Cardiff Fund aims to assist companies to safeguard and create employment in the city by offering packages of financial support in the form of grants, loans and equity investment. Eligible applicants include new start growth and established businesses within Cardiff's key sectors (Creative Industries, Bio Science, ICT, Manufacturing and Business and Financial Services). Support is provided to businesses that require specialist advice, undertaking innovation, improving competitiveness, expanding, investing in technology and knowledge exploitation and investment for environmental improvements to commercial premises.

13.4.   Funding is offered between £5,000 and £50,000 and the level of support for each case is linked to the economic development outputs such as job creation. Companies must demonstrate business to business activity and at the minimum a national market for their products or services. Typical funding projects within the Capital Cardiff scheme include:

▪   Relocation into Cardiff
▪   Capital Investment
▪   Job Creation/Retention
▪   Purchase of Capital Equipment

▪   Provision of workshop / business start-up units
▪   Research and Development
▪   Renovating a Property
▪   Environmental Works

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13.5.   Where appropriate the Council would also seek to utilise the funds through investing in appropriate projects to support business development or accessibility to employment.

What level of contribution will be sought

13.6.   The level of contribution sought will take account of:

- The number of people that could have been employed in the employment floorspace to be lost.
- The proportion of displaced employees that would be unable to find new employment without retraining or other support.
- The cost of providing the training and support necessary to enable a person to gain employment.
- Whether a proposal seeks to retain a significant element of Class B floorspace.

13.7.   Assumptions for the number of square metres of floorspace required per employee are set out in the table below. From this information, an estimate of the number of employees that could have been employed within the floorspace / on the site to be lost through an alternative use can be calculated.

Employment floorspace type:	Floorspace per employee (m^2):
Office - B1a	14.5
Other Business Space – B1b/c and B2	47
Warehouse - B8	75

Source: Employment Densities Guide, 2nd Edition 2010, Drivers Jonas Deloitte on behalf of OffPAT and HCA.

13.8.   In circumstances where an alternative use is proposed on employment land, an estimated floorspace density assumption will be applied to the land area (ha) in order to derive the sqm development potential on site.

13.9.   Whilst the precise number of employees that would be unable to find new employment without retraining would depend upon the nature of the existing employment use, it is estimated that approximately 15% of employees within B1 use classes and 30% within B2 and B8 use classes would require retraining to enable them to access alternative employment.

13.10. Where it is identified (and agreed by the Council) that existing businesses floorspace / employees are being relocated to suitable alternative premises within Cardiff as part of an application these figures would be deducted from calculations.

13.11. Recent information from Job Centre Plus indicates that it costs between £3,000 and £6,000 to provide the training and support necessary to enable a person to gain employment. A contribution of £2,000 per person requiring retraining or support will be sought, which would fund between one third and two thirds of the training and support costs, based on the Job Centre Plus information.

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Example Calculations

Calculation	B1 office (1,250m2)	B8 Warehouse (5,000m2)
Total floorspace / floorspace per employee = estimated no of employees.	1,250 / 14.5 = 86.2	5,000 / 75 = 66.6
Employees requiring retraining	86.2 / 100 x 15 = 12.93	66.6 / 100 x 30 = 19.98
Contribution Sought	12.93 x £2,000 = £25,860	19.98 x £2,000 = £39,960

JUSTIFICATION FOR DEVELOPER CONTRIBUTIONS

Planning Policy Wales (PPW) Edition 8 (January 2016) sets out the land use planning policies of the Welsh Government. Chapter 3 provide guidance relating to planning obligations and states that a planning obligation may only constitute a reason for granting planning permission for development if the obligation is

- Necessary to make the development acceptable in planning terms;
- Directly related to the development; and
- Fairly and reasonably related in scale and kind to the development.

A key role for the LDP is to ensure the provision of a portfolio of an appropriate range, quantity and quality of employment land and premises to meet the current and future needs of the county and the county's workforce. One of the main strategies to achieve this aim is the protection of existing employment land and premises across the county.

A critical factor in Cardiff maintain a supply of employment land will be the ability to protect land and premises for employment being lost to alternative uses. There has been growing pressure over recent years for the development/redevelopment of employment land and premises for other uses (predominantly residential), whether still occupied or where current operations have ceased. Such development proposals can result in significant losses to the county's stock of employment land and premises.

The loss of employment land can be incremental with the loss of one site setting the precedent for the loss of a series of others in a similar location, leading to the gradual erosion of an employment site. Sometimes alternative uses can also fragment a larger business area or sever links between employment uses in an area. Over time pressure for alternative uses result in a material aggregate loss of employment sites to the detriment of the economy.

It is also important to protect employment land and premises as this allows for opportunities for churn in the market through modernisation and refurbishment of land and property and the opportunity to increase density of development on underused land and premises.

The County's employment land and premises are finite resources. Once lost, they are highly unlikely to return to that use. In this respect, all employment land and premises, irrespective of the quality and location, have a value although this may not necessarily be recognised by the market due to the cost of removing constraints at that particular point in time. In seeking to ensure that any loses are compensated for by a financial contribution, the Council will be in a position to assist companies to safeguard and create employment in the city by offering packages of financial support in the form of grants, loans and equity investment through the Capital Cardiff Fund.

Given that any financial contributions would be used to compensate for the loss of part of the County's economic resource, there will be a direct functional link between the loss of the employment resource arising from the proposed development and the enabling of alternative employment and training provision elsewhere.

In the absence of such contributions, the loss of the economic resource would be considered to conflict with the policy framework.

Contributions will be fairly and reasonably related in scale and kind to the proposed development by virtue of the fact that in calculating the amount of compensation payable, it is intended that the level of contribution will take account of the number of people that could have been employed in the floorspace to be lost, the proportion of displaced employees that would be unable to find new employment without retraining and the cost of training.

APPENDIX 3

Northern Professional Office Area (NPOA)

Central Business Area
(CBA)

Bay Business Area
(BBA)

Central Enterprise Zone
(CEZ)

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Ordnance Survey 100023376
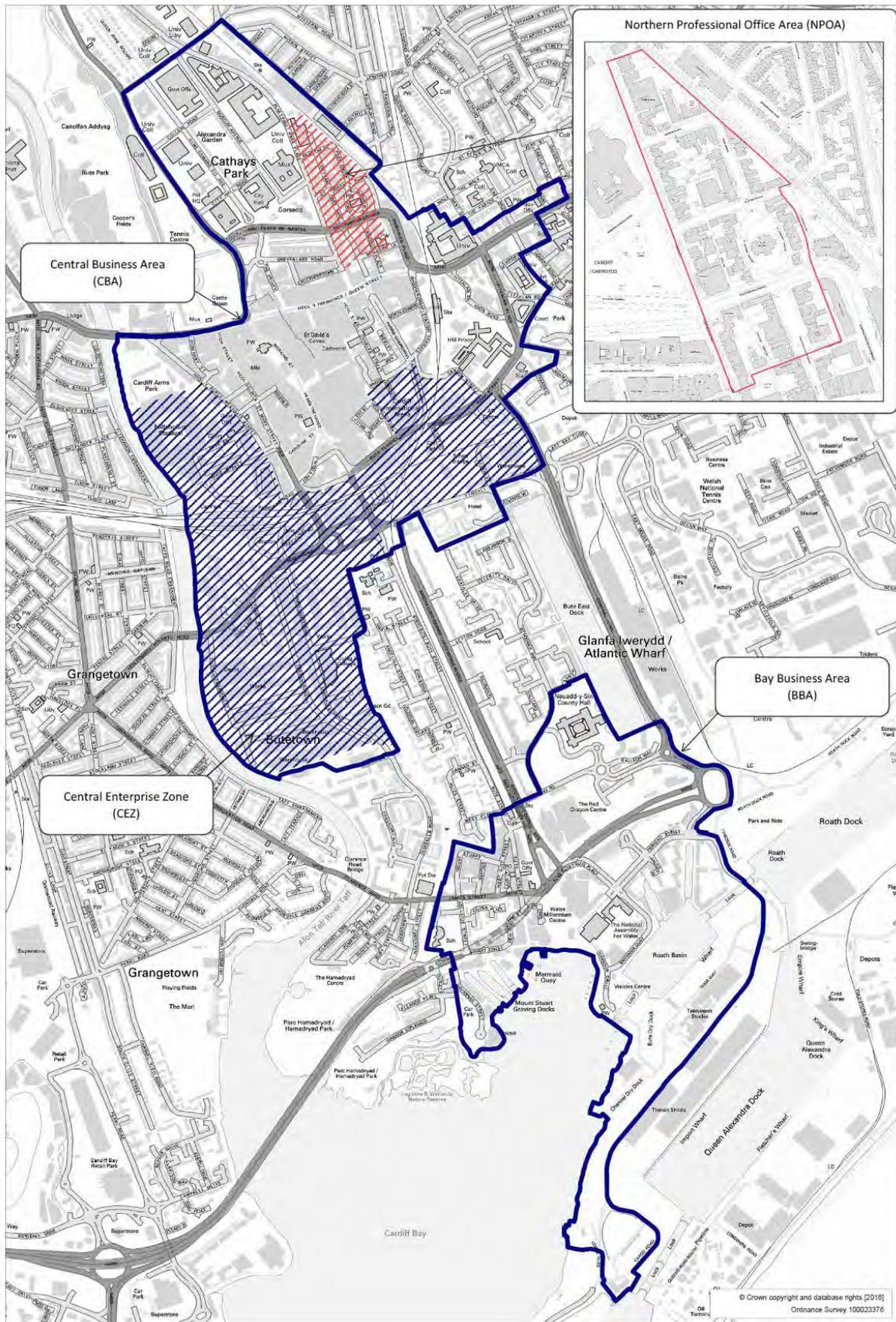
Appendix 4 – Consultation on the Draft SPG

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors *** , the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance.

*** denotes consultees who have responded to consultation in addition to members of the public.

ACE - Action in Caerau and Ely
Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Barratt Homes
Barton Willmore
Bellway Homes
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board
Cardiff Access Group
Cardiff Against the Incinerator

Cardiff Bus
Cardiff Bus Users
Cardiff Civic Society
Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Gate International Business Park***
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Lib Dem Group
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan Planning Consultant
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru
Community Land Advisory Service Cymru

Confederation of British Industry

Confederation of Passenger Transport

Connections Design

Country Land and Business Association

CSJ Planning Consultants

Cymdeithas yr iaith gymraeg

Danescourt Community Association

David Lock Associates

Davies Sutton Architects

DavisMeade Agricultural

Derek Prosser Associates

Design Circle RSAW South

Design Commission for Wales

Development Planning Partnership

Development, Land & Planning Consultants Ltd

Disability Arts Cymru

Disability Wales

DLP Consultants

DLP Planning Ltd

DPP Cardiff

DTB Design

DTZ

Dwr Cymru Welsh Water

Edenstone Homes

Equality and Human Rights Commission

Ethnic Business Support Project

Federation of Small Businesses

First City Limited

FirstGroup plc

Firstplan

Forestry in Wales/Natural Resources Wales

Freight Transport Association

Friends of Nantfawr Community Woodland

Fulfords Land & Planning

G L Hearn

G Powys Jones

Garden History Society

Geraint John Planning Ltd

GL Hearn Planning

Glamorgan - Gwent Archaeological Trust Ltd

Glamorgan Gwent Housing Association

GMA Planning

Graig Community Council

Graig Protection Society

Great Western Trains Company Limited

Grosvenor Waterside

GVA

H O W Commercial Planning Advisors

Hafod Housing Association Limited/ Hafod Care Association Limited

Halcrow

Hammonds Yates

Heath Residents Association

Herbert R Thomas LLP

Home Builders Federation

Hutchinson 3G UK

Hyland Edgar Driver

Hywel Davies

Interfaith Wales

Jacobs Babtie

Jeremy Peter Associates

JLL

John Hughes

John Robinson Planning & Design

John Wotton Architects

Jones Lang LaSalle

JP Morgan Asset Management

Keep Wales Tidy

Kelly Taylor & Associates

Kingsmead Assets Limited

Knight Frank

Landscape Institute Wales

Levvel Ltd

Lichfields

Linc-Cymru

Lisvane Community Council

Llandaff Conservation Group

Llandaff Society

Lovell Partnership

Loyn & Co Architects

LUC

Madley Construction

Mango Planning and Development Limited

Mapley Estates Ltd***

Marshfield Community Council

Martin Robeson Planning Practice

McCarthy & Stone (plc)

Meadgate Homes Ltd

Mike Pitt

Mineral Products Association

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Morgan Cole

Mott MacDonald

National Federation of Builders

National Youth Arts

Natural Resources Wales

Neame Sutton

Network Rail

Newport City Council

NFU Cymru

North West Cardiff Group

Novell Tullet

O2 UK

Oakgrove Nurseries

Old St Mellons Community Council

Orange

Origin3

Pantmawr Residents Association

Peace Mala

Peacock & Smith

Pegasus

Pentyrch Community Council

Persimmon Homes

Peterson Williams

Peterstone Community Council

Philippa Cole ***

Planning Aid Wales

Planning Potential

Police & Crime Commissioner

Powell Dobson

Powergen

Prospero Planning

Quarry Products Association

Quinco

Quod

Race Equality First

Radyr & Morganstown Association

Radyr and Morganstown Community Council

Radyr and Morganstown Partnership and Community Trust (PACT)

Radyr Farm

Radyr Golf Club

Rapleys

RCT

Redrow Homes

Reeves Retail Planning Consultancy Ltd

Renplan

Reservoir Action Group (RAG)

Rhiwbina Civic Society

Rhondda Cynon Taf County Borough Council

RICS Wales

Rio Architects

Riverside Communities First Team

Robert Turely Associates

Roberts Limbrick

Robertson Francis Partnership

Royal Commission on the Ancient & Historical Monuments of Wales

Royal National Institute for the Blind

RPS Group Plc

RSPB Cymru

S4C ***

Save Creigiau Action Group

Savills

Scope Cymru

Scott Brownrigg

Sellwood Planning

Shawn Cullen

SK Designs

SLR Consulting

South Wales Chamber of Commerce Cardiff

South Wales Police

South Wales Police Crime Prevention Design Adviser

South Wales WIN

Splott and Tremorfa Communities First

Sport Wales

SSE Energy Supply Ltd

St Davids Partnership ***

St Fagans Community Council

St Fagans No1 and No2 Trust and St Fagans No 3 Trust ***

Stedman Architectural

Stewart Ross Associates

Stonewall Cymru

Stride Treglown Town Planning

Stuart Coventry Scott Wilson

Sullivan Land & Planning

Sustrans Cymru

Taff Housing Association

Tanner & Tilley

Taylor Wimpey

Terry Nunns Architects

The 20th Century Society

The Boarding Centre Ltd

The Design Group 3

The Georgian Group

The Institute of Cemetery and
Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Velindre NHS Trust Corporate
Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Watts Morgan

Welsh Ambulance Services NHS Trust -
South East Region

Welsh Government

Welsh Government - Economy Skills and
Transport Division

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

WS Atkins Planning Consultants

Wyevale Garden Centre

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Appendix 5 – Summary of Consultation Representations and Responses

Section	Comment	Response
General	Welcome this SPG however concern that business and housing become framed as being in competition and that there is scope for housing needs to override business needs.	The SPG relates to the safeguarding of identified employment land and premises for their employment function and circumstances where alternative uses may be acceptable. No change proposed.
General	SPG doesn't seek to address the potential impact of the gig economy and home working on the future relevance of this guidance.	This issue is not considered to fall within the remit of the SPG. No change proposed.
5.2 - 5.12	Concern that decisions on financial viability of a site are dependent on global market conditions, Fallow land one year could be attractive years later. Irrespective of paras 5.2 - 5.12 (in particular 5.11) the SPG fails to deal with this.	A key objective of this SPG is to ensure that where the loss of an existing employment site occurs, it is not at the expense of the local economy. Guidance is aimed at overcoming the difficulties associated with suitable, yet unviable, employment land and premises, for which there is a proven lack of demand.
Chapter 2	SPG is not consistent with Policy EC3 – fails to reflect the flexibility of the policy. Tests set out are considered more onerous than the policy and national guidance.	SPG is considered consistent with Policy EC3. Flow Chart has been amended to provide further clarity.
Para 4.3	Support the other priorities identified that can override narrowly focussed economic considerations, such as housing need. Tests set out in the SPG for the release of employment land are more onerous than national policy and Policy EC3 – Implies all the criteria should be met. The flow chart on page 6 – the sequential approach to be adopted is a significant tightening up of national and LDP policy - focus of approach is that employment sites will only be released for alternative uses where there is no demand and it is unviable to retain in employment use, including through refurbishment and redevelopment.	The flow chart is an indicative guide relating to how an application will be considered. This approach is deemed consistent with Policy EC3. Flow Chart has been amended to provide further clarity.
General	Fails to recognise that housing , retail and leisure encompass business and employment opportunities	Noted. The purpose of the LDP policy and this SPG is to protect land and premises in relation to the employment use classes (B1, B2 and B8). No change proposed.

Para 3.4	Support assessing all applications on their own merit as there is a need for flexibility but consider the Council's starting point of retaining all employment land and premises considered suitable in land use terms is onerous	Noted. SPG aims to protect strategically and locally important protected sites. There will be greater flexibility outside of these defined sites. Please see amended flow chart for clarification.
Para 5.2	Unreasonable to expect applicants to demonstrate both a lack of economic viability and a lack of demand	SPG is considered consistent with Policy EC3. No change proposed
Para 5.4	Should be amended to refer to exceptions such as large scale high rise schemes in out of centre locations.	SPG is considered consistent with Policy EC3. No change proposed
Para 5.5	Object to the reference that the minimum 12 months marketing may be reviewed for larger sites. No evidence to justify a longer period. In certain circumstances larger sites may not be required to undertake marketing.	Noted. No changes proposed as marketing requirements will be assessed on a case by case basis.
Para 5.8	Consider the marketing requirements to be onerous and a pragmatic approach should be adopted to marketing. Advertising in 4 different publications – amend to that the applicant chooses; Remove the word prominent as it may not be possible or appropriate to provide prominent advertising on all sites; Referral to the local business community is vague and should be deleted – difficult to determine if it has been addressed;	No changes proposed as the requirements will be clarified at the planning application/pre application stage. Each application will be assessed on a case by case basis. The applicant will need to demonstrate where certain requirements are not appropriate.
Para 5.9	Should also consider the level of return against current value and the cost of retaining the site in its current use, for example the Minimum Energy Efficiency Standards (MEES) regulations. Meeting these regulations could be significant and may undermine the viability of retention.	No changes proposed.
Para 5.11	It is not reasonable to make developers sit on unsuitable and unviable land for prolonged periods in case refurbishment/ redevelopment may become a viable proposition in the future.	Protected designated employment land is deemed a suitable location for employment. The onus is on the applicant to demonstrate that the land in not viable. No changes proposed.
Para 5.12	Council's Economic Development Departments database on historical and current inquiries should only be used as a guide as the inquiries are speculative and not location specific. Database should be made readily available by the Council.	The database contains commercially sensitive information and given this it is not considered appropriate to make it available on line. No changes proposed.

Para 5.13	It is not always the case that where demand has been established then this is evidence that the site should be retained for employment use – demand may be identified but rent is not a viable proposition. SPG should be more commercially aware and recognise that landlords will not accept offers below the market rate.	A key objective of this SPG is to ensure that where the loss of an existing employment site occurs, it is not at the expense of the local economy. Guidance is aimed at overcoming the difficulties associated with suitable, yet unviable, employment land and premises, for which there is a proven lack of demand.
Para 5.19	It is not reasonable in cases where there is a significant amount of floorspace to provide a similar amount of employment floorspace as part of a mixed use development as it will be infeasible and unviable.	Noted. A mixed use scheme will need to provide a reasonable provision of employment floorspace. Requirements will be determined on a case by case basis. No change proposed
6.1	Whilst agree employment land is a finite resource the LDP can be used to make new allocations that are better located than the peripheral sites that may have been lost.	LDP has allocated Strategic Sites: KP2(A) Cardiff Central Enterprise Zone KP2(H) South of St. Mellons Business Park This provides a range and choice of employment uses over the plan period. No change proposed
	Acknowledge the justification for developer contributions for employment land but consider that there must be continued scope for viability appraisals to address this rather than a prescriptive approach.	The Planning Obligations SPG has been approved in its current format. No change proposed
6.2 – 6.4	The draft SPG should make reference to the fact that financial contributions should be waived where there is no harm arising from the redevelopment of the site for alternative uses.	The Planning Obligations SPG has been approved in its current format. No change proposed
	Permitted employment floorspace should not be subject to the same protectionist policies proposed in the draft SPG in relation to existing business uses. Consider that it is vitally important that the SPG does not set out an overly onerous policy position that would preclude the use of the permitted employment floorspace for alternative uses should the demand for employment use decline in the future.	Permitted employment floorspace within land designated for protection under Policy EC1, offices designated for protection under EC4 (Central and Bay Business Area) or within a Strategic or locally allocated employment Site (KP2(A), KP2(H),and EC6), will be assessed against SPG criteria. No change proposed
P 12	EC2 End of second line, "if" should be "is" "… provided, the facility is of an appropriate…."	Noted. Wording amended accordingly to reflect LDP Policy EC2.
p13	H3 Affordable Housing. Can "seek" in line 1 be changed for a more positive	Policy is already adopted in the LDP. No change proposed

	word such as "require"? In the same line the W% sign is missing from the 30. ".. and 30% affordable…"	Noted. Text has been amended in line with LDP Policy H3
	H3 Affordable Housing. % sign is missing from the 30. ".. and 30% affordable…"	
Item 13.10 p 16	Should the item read "Where it is identified …"?	Noted. Wording amended accordingly

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CHILDCARE FACILITIES

Supplementary Planning Guidance

CARDIFF
CAERDYDD

CONTENTS

Mae'r ddogfen hon ar gael yn Gymraeg / This document is available in Welsh

1. INTRODUCTION

1.1 This Supplementary Planning Guidance Note (SPG) supplements policies in the adopted Cardiff Local Development Plan (LDP) relating to the provision of childcare facilities.

1.2 Welsh Government supports the use of supplementary planning guidance to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan, but are a material consideration in the determination of planning applications.

1.3 This SPG has been produced to provide further detail on the following policies contained within the LDP:
- KP13 'Responding to Evidenced Social Needs';
- H4 'Change of Use of Residential Land or Properties';
- EC2 'Provision of Complementary Facilities for Employees in Business, Industrial and Warehousing Developments';
- EC4 'Protecting Offices in the Central and Bay Business Areas';
- C7 'Planning for Schools'.

1.4 It is intended to:
- Identify the developments to which the policies apply;
- Identify locations and properties which are acceptable in principle for childcare facilities; and
- Provide advice to prospective applicants and the general public on the criteria against which proposals for childcare facilities will be considered.

2. POLICY CONTEXT

NATIONAL POLICY

2.1 The **Childcare Act 2006** clarifies the role Local Authorities play in the provision of childcare within their localities. It focuses on ensuring the provision, so far as is reasonably practicable, of sufficient, sustainable and flexible childcare that is responsive to the needs of parents and children. Section 22 places a duty on Local Authorities to secure sufficient childcare provision to meet the needs of parents/carers within their area who require childcare in order to train, work or study. Section 26 places a duty on the Local Authority to assess the adequacy of childcare provision in their area, by carrying out a Childcare Sufficiency Assessment every three years which assesses the supply of, and demand for, childcare in the Local Authority area and identifies any gaps in provision. This will be kept under review through the publication of an annual progress report.

2.2 **Building a Brighter Future: Early Years and Childcare Plan (2013)** aims to support and develop the childcare market in partnership with the childcare sector and local authorities to increase capacity and ensure sustainability. The Welsh Government will work with the childcare sector and local authorities to increase both the capacity and quality of the childcare market.

2.3 The Welsh Government's **Policy Clarification Letter CL-01-16 'Planning and Childcare in Wales' (2016)** reiterates that access to affordable childcare is a key Welsh Government

priority and that local planning authorities should support the development of childcare services for children and families. When formulating planning policy, considering planning applications and providing pre-application advice, local planning authorities should have regard to all relevant factors in the local area and should take full account of local need for childcare places. It states that Section 7.2 of **Planning Policy Wales (2016)** indicates that development management decisions should take account of local development policies and locally specific evidence. Such evidence should include the Childcare Sufficiency Assessments undertaken by Local Authorities.

LOCAL POLICY

2.4   This SPG provides more detail on LDP policies KP13, H4, EC2, EC4 and C7 and supports the Capital Ambition Report, which outlines the Council's vision for Cardiff.

2.5   Policy **KP13 'Responding to Evidenced Social Needs'** states that a key part of the successful progression of the city will be to develop sustainable neighbourhoods, tackle deprivation and improve the quality of life for all. One of the ways this will be achieved is:
'v. Encouraging the provision of a full range of social, health, leisure and education facilities and community infrastructure for both existing and new communities that are accessible to all by walking and cycling and public transport;'

2.6   Policy **H4 'Change of Use of Residential Land or Premises'** states that one of the circumstances where the conversion or redevelopment of residential properties will be permitted is:
'ii. The proposal is for a community use necessary within a residential area.'
Paragraph 5.16 states:
'There is a range of community uses that are appropriate and necessary, in principle, within residential areas. These include doctors' and dentists' surgeries, residential homes and childcare facilities.'

2.7   Policy **EC2 'Provision of Complementary Facilities for Employees in Business, Industrial and Warehousing Developments'** states that childcare is one of a range of complementary uses which can be considered appropriate in office, industrial and warehousing developments, provided that the facility is of an appropriate scale and nature intended primarily to meet the needs of workers in the vicinity, therefore not attracting significant levels of visitor traffic into the area, or exacerbating existing traffic conditions. Paragraph 5.44 states that in existing employment areas, change of use of existing premises will be considered for appropriate complementary facilities, including childcare.

2.8   Policy **EC4** is concerned with **'Protecting Offices in the Central and Bay Business Areas'**. Paragraph 5.61 states that:
'Where proposals involve the loss of office accommodation, they will only be permitted where they do not harm, and are complementary to, the primary office role and function of the area and accord with other Plan policies. Such uses could include childcare facilities...'

2.9   Paragraph 5.354 of policy **C7 'Planning for Schools'** states that in planning new schools opportunities should be taken to share school buildings and facilities, or co-locate on shared sites with other Council Service areas and selected external services. Opportunities for shared facilities could include integrated childcare facilities.

2.10   Childcare facilities provide a valuable service for parents and carers who wish to work, train or study away from their children. The provision of an adequate supply of good quality,

accessible and affordable childcare will help support and deliver the Capital Ambition Report which outlines the Council's vision for Cardiff, by supporting parents and carers of children to achieve their full potential through work, training or study, which will contribute towards Cardiff having a thriving and prosperous economy.

3.   SCOPE OF GUIDANCE

3.1   This document provides guidance on the assessment of proposals for:

- New buildings for childcare facilities;
- Change of use of an existing building or premises to a childcare facility;
- Alterations to existing childcare facilities, such as extending premises or intensifying the use;
- Variation of conditions attached to an existing planning permission for a childcare facility, such as those restricting opening hours or the number of children to be cared for.

3.2   The childcare facilities referred to include:

- Day Nurseries – trained staff provide care for children, primarily aged up to five years old, in non-domestic premises;
- Crèches – provide sessional care for children under twelve years old, usually operating for two hours a day or more, in non-domestic premises;
- Playgroups/Cylch Meithrin – provide sessional care for children under five years old, typically for fewer than four hours a day, in non-domestic premises;
- Childminding – person looking after one or more children under the age of twelve in domestic premises, usually the childminder's own home, for reward;
- Breakfast clubs, after school clubs and holiday play schemes – where these would be provided in self-contained premises rather than within existing community buildings such as schools, community centres, sports halls etc.

3.3   Under the Town and Country Planning (Use Classes Order) 1987, community uses within the D1 use class include:

- Health centres;
- Crèches;
- Schools;
- Museums;
- Libraries;
- Halls;
- Places of worship;
- Church halls.

3.4   If the existing lawful use falls within the D1 use class, planning permission is unlikely to be required to use the building, or part of it, for childcare purposes unless the building is the subject of a condition which restricts changes of use within the same use class. If the building does not have planning permission for one of these uses, planning permission would be required for its use in whole, or part, as a childcare facility.

3.5   Planning permission is not normally required where the use of part of a home for childminding purposes does not change the property's use as a dwelling. Childminding may be carried out

within a dwelling or its curtilage without the need for planning permission, provided that the use remains ancillary to the main residential use of the house. Where a use ceases to be ancillary to the main residential use, then the local planning authority will take the view that a 'material change of use' has occurred, and planning permission would be necessary. A material change of use may be considered to have occurred where a childminding business generates visitors, traffic, noise or disturbance over and above what would normally be expected of a home without an ancillary use.

3.6   Whether a childminding use is ancillary to the main use as a dwelling, or would constitute a change of use, is a judgement which will be made by the local planning authority. Applicants are advised to contact the Development Management service to establish whether planning permission is required, or to submit a formal request for pre-application advice. Potential providers can also submit an application for a Lawful Development Certificate to receive a formal determination of whether a childminding use requires planning permission. Further information can be obtained by visiting www.cardiff.gov.uk/dc or contacting 029 2233 0800.

4.   NEED FOR CHILDCARE PLACES

4.1   The Council carries out a Childcare Sufficiency Assessment (CSA) every three years, to assess the supply of and demand for childcare in Cardiff and identify any gaps in provision. This is kept under review through the publication of an annual progress report. The CSA identifies both geographical gaps in provision in specific wards, as well as specific need gaps across the whole city, such as provision for disabled children. Advice will be sought from the Childcare Business Support Team on the need for additional childcare places.

5.   APPROPRIATE LOCATIONS FOR CHILDCARE FACILITIES

5.1   The most appropriate locations for new childcare facilities will be those in areas where there is a need for additional childcare places, where the proposed facility is compatible with neighbouring land uses, where the location is widely accessible and the proposal minimises travel demand and reliance on the private car. The location of childcare facilities should be carefully considered, as they can generate impacts such as noise and vehicular traffic.

5.2   For these reasons childcare facilities are most appropriately located, in principle, in the following areas:

- Industrial and office areas – Existing Employment Land, Central and Bay Business Areas (both as shown on the Local Development Plan Proposals Map), other smaller existing employment areas and proposed new employment developments;
- Shopping areas – Central Shopping Area, District and Local Centres (both as shown on the Local Development Plan Proposals Map) and smaller existing commercial parades;
- Residential areas (subject to type of property and issues of scale, compatibility with neighbouring land uses and impact upon residential amenity).

5.3   The general presumption is that childcare facilities are most acceptably located within Existing Employment Land, the Central and Bay Business Areas and District and Local Centres.

5.4 **Industrial and Office Areas**

Within Existing Employment Land, the Central and Bay Business Areas, other smaller existing employment areas and within proposed new employment developments, childcare facilities are considered to be appropriate complementary facilities. Within these areas, proposed childcare facilities would be considered acceptable where they:

- Are appropriate in scale and nature and are intended primarily to meet the needs of workers in the vicinity;
- Would not attract significant levels of visitor traffic;
- Would not negatively impact upon the operating conditions of existing businesses.

5.5 **The Central Shopping Area**

Childcare facilities are considered to be an appropriate land use within the Central Shopping Area, provided that such uses would not harm the area's shopping role and character. Within the Central Shopping Area shown on the Local Development Plan Proposals Map, proposed childcare facilities would be considered acceptable where they:

- Complement the Central Shopping Area's primary shopping role and are not considered to harm the vitality and viability of the area;
- Would operate during normal shopping hours;
- Provide satisfactory signage, shop front and window display;
- Do not contribute to the loss of A1 shop uses, or harm the shopping role and character within the Protected Shopping Frontages;
- Do not occupy ground floor shopping frontages if this would cause harm to the Central Shopping Area's retail vitality, viability and attractiveness;
- Do not impede the use of upper floors, or increase the amount of vacant upper floor space.

5.6 **District and Local Centres**

District and Local Centres provide some of the most accessible locations for walking, cycling and public transport and are convenient for parents working in local businesses and shops. Within District and Local Centres shown on the Local Development Plan Proposals Map, proposed childcare facilities would be considered acceptable where they:

- Complement the Centre's predominant shopping role and character and would not cause unacceptable harm to the vitality, attractiveness and viability of a specific frontage or group of frontages;
- Do not contribute to the loss of A1 shop uses;
- Would operate during normal shopping hours;
- Provide satisfactory signage, shop front and window display;
- Do not impede the effective use of upper floors or increase the amount of vacant floor space.

5.7 **Smaller shopping parades**

Existing commercial premises within smaller shopping parades which are not specifically shown on the Proposals Map may be suitable to accommodate childcare facilities. Within these parades, proposed childcare facilities would be considered acceptable where they:

- Would not lead to the loss of local shops, where these have a significant role in meeting local shopping needs;
- Would not affect the viability of the parade of premises for continued shopping use;
- Would operate during normal shopping hours;
- Provide satisfactory signage, shop front and window display;
- Would not have an unacceptable impact upon residential amenity.

5.8   **Residential Areas**
        Applications for childcare facilities often propose the change of use of existing dwellings, particularly larger traditional properties near employment areas, shopping centres and schools. Childcare facilities serve an important community function. They are a community use which is considered appropriate and necessary, in principle, within residential areas, subject to considerations of scale and impact upon residential amenity. Within residential areas, childcare facilities would be considered acceptable where they:
        * Would not have an unacceptable adverse impact upon residential amenity;
        * Can provide satisfactory arrangements for access and parking provision;
        * Provide satisfactory arrangements for signage and window displays.

5.9   In determining whether a proposal in a residential area is likely to have an unacceptable adverse impact upon residential amenity, the following factors will be considered:
        * The type of property – most suitable would be existing non-residential properties, detached dwellings, pairs of semi-detached dwellings, or a semi-detached dwelling adjoining an existing commercial property;
        * The characteristics of the area – consideration would be given to the residential character of the area and the type and number of other non-residential uses in existence in the street;
        * The adequacy of access by means of transport other than private car and the likelihood of generating traffic and demand for parking;
        * The likelihood of generating noise, disturbance, smells etc;
        * The numbers of children to be cared for and the number of staff;
        * The proposed hours of operation;
        * The location and proximity of outside play areas in relation to nearby residential accommodation.

5.10   Any proposed extension of a dwelling to accommodate a childcare facility would be assessed on its own merits, which would include considerations of design, character and impact upon residential amenity.

6.   **OTHER CONSIDERATIONS**

6.1   **General Considerations**
        All proposed childcare facilities would be expected to:
        * Encourage the use of walking, cycling or public transport, rather than reliance on the private car;
        * Provide adequate facilities for the collection and storage of waste. All commercial premises have a duty of care under the Environmental Protection Act 1990 to ensure that their waste is transferred to, and disposed of by, a registered waste carrier;
        * Be adequately soundproofed, where necessary, in order to minimise disturbance to adjacent buildings;
        * Be adequately protected against adverse effects from neighbouring land uses, for example by noise, smells or air pollution.

6.2   **Highway Considerations**
        Childcare facilities can generate considerable demand for short stay parking, especially during peak periods. Proposals which would encourage short stay parking in inappropriate areas, such as near to junctions, pedestrian crossings, bus stops etc. are unlikely to be acceptable.

Proposals would need to demonstrate adequate provision for both parents dropping off and collecting children and for staff parking.

6.3 **Signage and Window Displays**
Within shopping and commercial areas, it is important that signage and any shop fronts or window displays complement the surrounding area. If the facility would be within a shopping frontage, then a suitable shop front and display should be maintained so that the frontage is not disrupted and there is no negative impact upon vitality.

6.4 In residential areas, signage and window displays which draw attention to the presence of the childcare facility need to be carefully considered so that they do not have an adverse impact upon the character of the residential area. Signage and window displays will generally not be favoured within environmentally sensitive areas, such as Conservation Areas.

6.5 **Other Legislative Requirements**
Planning permission is only one of a number of permissions which are required before a childcare facility can begin operating. Applicants are advised to contact the Care and Social Services Inspectorate Wales (CSSIW) prior to submitting a planning application to ensure that all physical requirements, e.g. minimum space standards, are likely to be met by a proposal before it is submitted.

7. CONDITIONS

7.1 If planning permission for a childcare facility is approved, a number of conditions may be imposed:
- Hours of operation may be restricted – particularly used in relation to applications within residential areas in order to safeguard residential amenity;
- Maximum number of children who can be cared for – in order to minimise the impact upon occupiers of neighbouring properties;
- Restrictions on use of outdoor play areas may be necessary in certain circumstances;
- Sound insulation measures;
- Car parking requirements;
- Installation of a cooking fume extraction system, dependent upon the scale and location of the childcare facility proposed;
- Restrictions on further changes of use – it may be necessary to prevent changes of use to other uses within the D1 use class.

8. PLANNING APPLICATION SUBMISSION REQUIREMENTS

8.1 When applying for planning permission for a childcare facility, the application should contain enough information for the proposal to be fully considered. It should contain adequate information on:
- The number of children to be cared for;
- The number of staff;
- Proposed opening hours;
- Details of any sound proofing, where necessary;
- Details of any cooking fume extraction system, where necessary;
- Floorplans showing the proposed internal arrangements, as well as any outdoor play areas proposed;
- Proposed waste storage arrangements.

APPENDIX 1: CONSULTATION UNDERTAKEN ON THE DRAFT SPG

Public consultation was undertaken between Thursday 22nd June 2017 and the Thursday 3rd August 2017. A press notice was placed in a local newspaper on Wednesday 21st June 2017. Copies of the draft guidance was placed in all Cardiff libraries and at County Hall Reception. The draft guidance was also published on the Council website. Letters notifying that consultation was being undertaken on the draft guidance were sent to all Councillors, the Welsh Government, Community Councils in Cardiff and any interested persons and the following organisations known to have general interest in planning in Cardiff or a potential interest in this guidance:

ACE - Action in Caerau and Ely
Alder King
Alternatives for Transport
AMEC Environment & Infrastructure UK Limited
Arts Council of Wales
Arup
Asbri Planning Ltd
Associated British Ports
Association of Inland Navigation Authorities
Atkins
Austin-Smith: Lord
Barratt Homes
Barton Willmore
Bellway Homes
Biffa
Bilfinger GVA
Black Environment Network
Blake Morgan LLP
BNP Paribas Real Estate
Bovis Homes
Boyer Planning
Bristol City Council
BT Group plc
Business in the Community Wales
C2J
Cadwyn Housing Association
Caerphilly County Borough Council
Campaign for the Protection of Rural Wales
Cardiff & Vale Parents Federation
Cardiff & Vale University Health Board
Cardiff Access Group
Cardiff Against the Incinerator
Cardiff Bus
Cardiff Bus Users
Cardiff Civic Society

Cardiff Community Housing Association
Cardiff Cycling Campaign
Cardiff Greenpeace
Cardiff Heliport
Cardiff International Airport Ltd.
Cardiff Local Access Forum
Cardiff Metropolitan University
Cardiff Naturalists
Cardiff Pedestrian Liberation
Cardiff Transition
Cardiff University
Cardiff West Communities First
Carolyn Jones Planning Services
CDN Planning
Celsa Manufacturing (UK) LTD
Cemex Uk Operations Ltd
CFW Architects
CGMS Consulting
Chartered Institute of Housing in Wales
Chichester Nunns Partnership
Chris Morgan Planning Consultant
Chwarae Teg
Civil Aviation Authority
Coal Authority
Coleg Glan Hafren
Communities First Adamsdown
Community Housing Cymru
Community Land Advisory Service Cymru
Confederation of British Industry
Confederation of Passenger Transport
Connections Design
Country Land and Business Association
CSJ Planning Consultants
Cymdeithas yr iaith gymraeg
Danescourt Community Association
David Lock Associates
Davies Sutton Architects

DavisMeade Agricultural
Derek Prosser Associates
Design Circle RSAW South
Design Commission for Wales
Development Planning Partnership
Development, Land & Planning Consultants Ltd
Disability Arts Cymru
Disability Wales
DLP Consultants
DLP Planning Ltd
DPP Cardiff
DTB Design
DTZ
Dwr Cymru Welsh Water
Edenstone Homes
Equality and Human Rights Commission
Ethnic Business Support Project
Federation of Small Businesses
First City Limited
FirstGroup plc
Firstplan
Forestry in Wales/Natural Resources Wales
Freight Transport Association
Friends of Nantfawr Community Woodland
Fulfords Land & Planning
G L Hearn
G Powys Jones
Garden History Society
Geraint John Planning Ltd
GL Hearn Planning
Glamorgan - Gwent Archaeological Trust Ltd
Glamorgan Gwent Housing Association
GMA Planning
Graig Community Council
Graig Protection Society
Great Western Trains Company Limited
Grosvenor Waterside
GVA
H O W Commercial Planning Advisors
Haford Housing Association Limited/ Hafod Care Association Limited
Halcrow
Hammonds Yates
Heath Residents Association

Herbert R Thomas LLP
Home Builders Federation
Hutchinson 3G UK
Hyland Edgar Driver
Hywel Davies
Interfaith Wales
Jacobs Babtie
Jeremy Peter Associates
JLL
John Hughes
John Robinson Planning & Design
John Wotton Architects
Jones Lang LaSalle
JP Morgan Asset Management
Keep Wales Tidy
Kelly Taylor & Associates
Kingsmead Assets Limited
Knight Frank
Landscape Insitute Wales
Levvel Ltd
Lichfields
Linc-Cymru
Lisvane Community Council
Llandaff Conservation Group
Llandaff Society
Lovell Partnership
Loyn & Co Architects
LUC
Madley Construction
Mango Planning and Development Limited
Marshfield Community Council
Martin Robeson Plannning Practice
McCarthy & Stone (plc)
Meadgate Homes Ltd
Mike Pitt
Mineral Products Association
Morgan Cole
Mott MacDonald
National Federation of Builders
National Youth Arts
Natural Resources Wales
Neame Sutton
Network Rail
Newport City Council
NFU Cymru
North West Cardiff Group

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Novell Tullet

O2 UK

Oakgrove Nurseries

Old St Mellons Community Council

Orange

Origin3

Pantmawr Residents Association

Peace Mala

Peacock & Smith

Pegasus

Pentyrch Community Council

Persimmon Homes

Peterson Williams

Peterstone Community Council

Phillippa Cole

Planning Aid Wales

Planning Potential

Police & Crime Commissioner

Powell Dobson

Powergen

Prospero Planning

Quarry Products Association

Quinco

Quod

Race Equality First

Radyr & Morganstown Association

Radyr and Morganstown Community
Council

Radyr and Morganstown Partnership and
Community Trust (PACT)

Radyr Farm

Radyr Golf Club

Rapleys

RCT

Redrow Homes

Reeves Retail Planning Consultancy Ltd

Renplan

Reservoir Action Group (RAG)

Rhiwbina Civic Society

Rhondda Cynon Taf County Borough
Council

RICS Wales

Rio Architects

Riverside Communities First Team

Robert Turely Associates

Roberts Limbrick

Robertson Francis Partnership

Royal Commission on the Ancient &
Historical Monuments of Wales

Royal National Institute for the Blind

RPS Group Plc

RSPB Cymru

Save Creigiau Action Group

Savills

Scope Cymru

Scott Brownrigg

Sellwood Planning

Shawn Cullen

SK Designs

SLR Consulting

South Wales Chamber of Commerce Cardiff

South Wales Police

South Wales Police Crime Prevention
Design Adviser

South Wales WIN

Splott and Tremorfa Communities First

Sport Wales

SSE Energy Supply Ltd

St Fagans Community Council

Stedman Architectural

Stewart Ross Associates

Stonewall Cymru

Stride Treglown Town Planning

Stuart Coventry Scott Wilson

Sullivan Land & Planning

Sustrans Cymru

Taff Housing Association

Tanner & Tilley

Taylor Wimpey

Terry Nunns Architects

The 20th Century Society

The Boarding Centre Ltd

The Design Group 3

The Georgian Group

The Institute of Cemetery and
Crematorium Management

The Land Mark Practice

The Planning Bureau

The Royal Town Planning Institute

The Urbanists

The Victorian Society

The Wildlife Trust of South & West Wales

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Theatres Trust

T-Mobile (UK) Ltd

Tongwynlais Community Council

Torfaen County Borough Council

Turley

United Welsh Housing Association

Urban City Ltd

Velindre NHS Trust Corporate Headquarters

Virgin Media

Vodaphone

Wales & West Housing Association

Wales Council for Voluntary Action

Wales Women's Aid

Watts Morgan

Welsh Ambulance Services NHS Trust - South East Region

Welsh Government

Welsh Government - Economy Skills and Transport Division

Welsh Language Commissioner

Welsh Tenants Federation Ltd

Wentloog Community Council

White Young Green

Wimpey Homes

WS Atkins Planning Consultants

Wyevale Garden Centre

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