



DINAS A SIR CAERDYDD
CITY AND COUNTY OF CARDIFF

COUNCIL SUMMONS

THURSDAY, 26 NOVEMBER 2020

GWYS Y CYNGOR

DYDD IAU, 26 TACHWEDD 2020,

You are summoned to attend a meeting of the **COUNTY COUNCIL OF THE CITY AND COUNTY OF CARDIFF** which will be held remotely on Thursday, 26 November 2020 at 4.30 pm to transact the business set out in the agenda attached.

Davina Fiore
Director of Governance & Legal Services

County Hall
Cardiff
CF10 4UW

Friday, 20 November 2020

Promotion of equality and respect for others | Objectivity and propriety | Selflessness and stewardship
Integrity | Duty to uphold the law | Accountability and openness

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| <i>Item</i> | | <i>Approx Time</i> | <i>Max Time Allotted</i> |
|--------------|---|--------------------|--------------------------|
| 1 | Apologies for Absence <i>To receive apologies for absence.</i> | 4.30 pm | 5 mins |
| 2 | Declarations of Interest <i>To receive declarations of interest (such declarations to be made in accordance with the Members Code of Conduct)</i> | | |
| 3 | Public Questions <i>To receive previously notified questions from Members of the Public.</i> | | |
| 4 | Petitions <i>To receive petitions from Elected Members to Council.</i> | 4.35 pm | 10 mins |
| 5 | Cardiff Local Development Plan Full Review <i>(Pages 7 - 94)</i> <i>Director for Planning, Transport and Environment</i> | 4.45 pm | 20 mins |
| 6 | Treasury Management Mid-Year Report 2020-2021 <i>(Pages 95 - 112)</i> <i>Report of the Corporate Director Resources</i> | 5.05 pm | 15 mins |
| 7 | Statements <i>(Pages 113 - 148)</i> <i>To receive statements from the Leader and Cabinet Members</i> | 5.20 pm | 45 mins |
| Break | | | |
| 8 | Motion 1 Proposed by: Councillor Mia Rees Seconded by: Councillor Oliver Owen This Council notes: 1) The impact of Coronavirus will be with us for some time to come. It has affected key aspects of people's lives, including their social lives. It has isolated | 6.20 pm | 30 mins |

| | | | |
|---|---|---------|---------|
| | <p>many people from their peer groups and friends.</p> <p>2) That groups, including clubs, societies, religious groups and community organisations which offer activities and a chance to meet socially, have had to stop meeting physically and that some are at a real risk of permanently closing down as a result.</p> <p>3) That an increase in social isolation amongst individual residents potentially leads to illness, especially mental health issues.</p> <p>4) That a number of groups across the city are run by people who may not have a computer or know how to use one.</p> <p>5) That if groups are using virtual meeting technology, there may be a cost to the group.</p> <p>This Council calls on the Cabinet:</p> <p>1) To continue tackling the problems of loneliness caused by Coronavirus in all age groups but especially the elderly and vulnerable.</p> <p>2) To introduce a package of measures to assist local groups across Cardiff which could include the following measures:</p> <ul style="list-style-type: none"> • Small grants ring-fenced to allow local groups to afford subscriptions to use virtual meeting facilities. • Training for those who are not experienced in how to use virtual meetings to use it to maximum benefit. • To consider what other small scale targeted and effective support can be offered to local groups across Cardiff. <p>3) To provide advice and support to groups returning to meeting in person when it is safe to do so.</p> <p>4) To ensure the Council will offer online sessions to groups on key messaging to help residents such as council tax reductions, community alarm services, how to learn online and how to access services to support people living with dementia.</p> | | |
| 9 | <p>Motion 2</p> <p>Proposer: Councillor McEvoy</p> <p>Seconder: Councillor Keith Parry</p> <p>1. This Council regrets the ill-advised closure of Castle Street.</p> | 6.50 pm | 30 mins |

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| | | | |
|-----------------------------------|--|---------|---------|
| | <p>2. We note the disruption caused by closure.</p> <p>3. We furthermore express concern about the extra car miles now being driven and the negative effect on the environment.</p> <p>4. The Council resolves to re-open Castle Street as soon as can be done in practical terms in January 2021, whilst preserving safe cycling lanes.</p> | | |
| 10 | <p>Oral Questions</p> <p><i>To receive oral questions to the Leader, Cabinet Members; Chairs of Committee and/or nominated Members of the Fire Authority.</i></p> | 7.20 pm | 90 mins |
| 11 | <p>Urgent Business</p> | 8.50 pm | 5 mins |
| Unopposed Council Business | | | |
| 12 | <p>Appointment of Local Authority School Governors (Pages 149 - 150)</p> <p><i>Report of the Director of Governance and Legal Services and Monitoring Officer.</i></p> | 8.50 pm | 5 mins |
| 13 | <p>Officer Decision - SMT (Pages 151 - 154)</p> | | |
| 14 | <p>Written Questions</p> <p><i>In accordance with the Council Procedure Rules, Rule 17(f) Written Questions received for consideration and response will be included as a record in the minutes of the meeting.</i></p> | | |

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**CYNGOR CAERDYDD
CARDIFF COUNCIL****COUNCIL:****26 NOVEMBER 2020**

CABINET PROPOSAL

CARDIFF LOCAL DEVELOPMENT PLAN FULL REVIEW**Reason for this Report**

1. The purpose of this report is to respond to legislation which requires Local Authorities to undertake a full review of their Local Development Plan (LDP) within 4 years of adoption.
2. Specifically, approval is sought to:
 - Undertake consultation on the draft Cardiff LDP Review Report (Appendix 1) which proposes that a full revision of the LDP is undertaken through the preparation of a Replacement LDP for the period 2021-2036;
 - Undertake consultation on the Cardiff Replacement LDP draft Delivery Agreement (Appendix 2); and
 - Report back to Council on the findings of the consultation processes and the final Review Report in March 2021.

Background

3. The Cardiff Local Development Plan (LDP) was adopted by the Council on 28th January 2016 and sets out the Council's planning framework for the development and use of land in the city over the period 2006 to 2026.
4. An up-to-date LDP is an essential part of the plan-led planning system in Wales and statutory measures are in place to manage the Plan review process. In this respect, the Council is required under Section 69 of the Planning and Compulsory Purchase Act 2004 to commence a review of the adopted LDP within 4 years from the date of adoption of the last LDP. As such, this report directly responds to this requirement given the LDP adoption date.
5. A draft Review Report and Delivery Agreement were originally considered by Cabinet and Council in November 2019 and were issued for public consultation in January and February 2020. The findings of this

consultation exercise and a final version of the documents were due to be considered by Cabinet and Council in March 2020 with a view to formally commencing the review of the LDP in May 2020. However, this meeting was cancelled as a result of the pandemic.

6. Welsh Government guidance issued in July 2020 stated that Local Planning Authorities must reflect on the implications of the pandemic and consider consequences for LDPs under review. Given this, the original draft Review Report and Delivery Agreement have been revised to take into account the implications of Covid-19 together with other relevant contextual changes that have occurred over the last 12 months.

Draft Review Report

7. Regulations state that the full review process must be informed by a Review Report (RR) which must determine the revision procedure to be followed- specifically, whether to undertake a full or short form revision. A full revision would require the preparation of a Replacement LDP, whereas a short form revision would involve revising limited parts of the existing LDP. Guidance makes it clear that should a Local Planning Authority decide to employ the short form revision, it must be sure it can fully justify its approach as there are significant risks that this approach may be considered inappropriate and challenged since the issues involved may warrant the full revision procedure.
8. The draft RR is contained in Appendix 1 and must be subject consultation prior to the final RR being formally approved by the Council. It considers relevant information and issues to help inform the review process and includes the following sections:
 1. Introduction- Outlining the requirements for the draft RR
 2. Information and issues informing the Plan review- Including:
 - Significant contextual changes with regard to national legislation and guidance, the regional/local context and evidence base
 - Findings from LDP Annual Monitoring Reports
 - Implications arising from the Covid-19 pandemic
 3. Review of Plan and potential changes required- Assessing the implementation of Plan strategy and policy topic areas to inform potential changes to be addressed through the revision procedure
 4. Future evidence base requirements- Identifying which parts of the evidence base require updating
 5. LDP review options including opportunities for collaborative working
 6. Conclusions and next steps
9. The draft RR concludes that the full revision procedure is considered the most appropriate option and that a replacement LDP is prepared for the period 2021-2036. In this respect, it is recognised that the significant

scale, complexity and over-lapping nature of issues to be addressed in a Replacement LDP, together with the need to respond to the issues arising out of the Covid-19 pandemic, cannot justify the short form revision procedure. This approach will ensure that the Council will have up-to-date Plan coverage beyond 2026 and supports the Plan-led approach in Wales.

10. Importantly, the preparation of a Replacement LDP provides an opportunity to aid the recovery of the city from the impacts of the pandemic and positively respond to a national policy framework which has evolved significantly since the evidence base was collated underpinning the existing LDP. Furthermore, it enables other matters identified in the draft RR to be more fully assessed as part of a comprehensive review process which will then represent a new and updated evidence base to inform the Replacement Plan.
11. The draft RR identifies topic areas where new evidence is required to inform the Replacement Plan. It is therefore premature to be articulating potential replacement LDP strategy at this juncture. However, work undertaken to date on the draft RR shows that the starting point is completely different to the existing LDP which was faced with high official population projections and a low supply of housing sites. A Replacement LDP would overlap with the current LDP period and coupled with a 'carry over' of existing consents, would result in a far stronger supply of housing sites. In terms of demand, it is noted that Welsh Government projections issued since those informing the existing LDP have shown reduced anticipated rates of population growth.
12. There has been positive regional dialogue regarding the progression of a Strategic Development Plan (SDP) for the Cardiff Capital Region. Leaders have agreed in principle to pursue the development of a Strategic Development Plan. However, from Cardiff's perspective, significant uncertainties have been created by the National Development Framework, following the Council's response to the Welsh Government's draft proposals, and the proposed establishment of Corporate Joint Committees (CJCs). These issues will be further considered by the Welsh Government in coming months ahead of potential new legislation and adoption of the NDF early next year. It would therefore be premature to consider a report on the SDP until there is greater clarity on these emerging matters of such fundamental importance.
13. The existing LDP benefitted from a bespoke regional collaborative exercise to help inform the Plan strategy involving all Local Authorities and other key stakeholders in South East Wales. This process worked well and a similar approach is proposed again to help inform the Replacement LDP. Should work commence on a SDP for South East Wales, information gathered through the LDP process can be used to inform the SDP and vice versa. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

14. In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 8 of the 9 other Local Authorities in South East Wales are already in the process of preparing, or have already completed their own Replacement LDPs with no examples of a joint approach. The remaining Local Authority (the Vale of Glamorgan) have not yet reached the Plan Review stage due to a later Plan adoption date and it is not considered that there are sufficient synergies to warrant the preparation of a Joint LDP. The proposed regional collaborative working approach referenced in the paragraph above is considered the most effective way of addressing cross-boundary matters.

Draft Delivery Agreement

15. In addition to the preparation of a Review Report, a Delivery Agreement must also need to be submitted to Welsh Government demonstrating that plan preparation can be achieved in within 3½ years from the formal commencement of the review process. The draft revised Delivery Agreement consists of a timetable for preparation of the Replacement LDP and a Community Involvement Scheme. The summary timetable below sets out the key dates including statutory consultation periods, for each of the different stages of Plan preparation and publication. It also includes key stages for the Sustainability Appraisal, which is an iterative process undertaken as an integral part of the Plan preparation process.

| Key Stage | | | |
|-------------------|---|-------------|------------|
| Definitive | | From | To |
| 1 | Draft Review Report consultation and submission of Final Review Report to Welsh Government | Jan 2021 | March 2021 |
| 2 | Draft Delivery Agreement consultation and submission of Final Delivery Agreement to Welsh Government | Jan 2021 | March 2021 |
| 3 | Evidence Base Preparation | Dec 2020 | June 2023 |
| 4 | Pre-Deposit Participation <ul style="list-style-type: none"> • Launch, May 2021 • Candidate Site submission and appraisal • SA Scoping Report • Vision/Objectives/growth levels and spatial options | March 2021 | Sept 2022 |
| 5 | Preferred Strategy Consultation – six weeks statutory consultation | Oct 2022 | Nov 2022 |
| 6 | Deposit Plan Consultation – six weeks statutory consultation | Oct 2023 | Nov 2023 |

| Indicative | | From | To |
|-------------------|---------------------|--------------|-----------|
| 7 | Submission | March 2024 | |
| 8 | Examination | March 2024 | Sept 2024 |
| 9 | Inspectors Report | Sept 2024 | |
| 10 | Adoption by Council | October 2024 | |

16. The timetable of Plan preparation has Definitive and Indicative stages. Definitive stages are up to the Deposit of the Plan and are under the control of the Council. The Council has less control over the progress of the Plan after the statutory Deposit stage, as subsequent stages associated with Examination, Receipt of the Inspector's Report and Adoption is more dependent on external factors from Welsh Government and the Planning Inspectorate (PINS). As such these stages are indicative only.
17. The Community Involvement Scheme (CIS) outlines the LPA's principles of community engagement, its approach in relation to who, how and when it intends to engage with the community and stakeholders; how it will respond to representations and how these representations will inform later stages of plan preparation.
18. The pandemic has resulted in the need to revisit the consultation and engagement principles set out in the CIS. Welsh Government guidance issued in July 2020 outlines a range of different engagement options including the use of larger venues, longer consultation periods, appointments, increased use of web-based technology and other electronic means. The CIS incorporated in the draft revised DA takes into account this guidance and includes measures to respond to potential future waves of infection and the need to maintain social distancing. These include longer consultation periods, use of virtual drop in exhibitions, podcasts, on-line surveys and other electronic means aimed at accessing hard to reach groups.
19. The draft Delivery Agreement also sets out the resources that will be required to prepare the Replacement LDP together with a Risk Assessment identifying areas of uncertainty that may impact on the timetable for Plan preparation and mitigation measures required to keep the Plan on track.

Next Steps

20. In order to provide an opportunity to comment, consultation is proposed to take place on the draft Review Report and Delivery Agreement in January/February 2021. A report on the consultation findings and recommendations will be taken to Cabinet in March 2021. Should the

recommendations support the preparation of a Replacement LDP, it is proposed to report the final Review Report and Delivery Agreement to Council for approval in March 2021 and submit both documents to Welsh Government for their approval so formal preparation of the Replacement LDP can begin.

Reason for the Recommendation

21. The Planning and Compulsory Purchase Act 2004 section 69, and regulation 41 of the Town and Country Planning (Local Development Plan) (Wales) Regulation 2005 requires that a Local Planning Authority must commence a review of its LDP every 4 years from the date of its initial adoption and that such a review must be preceded by a Review Report. The LDP Manual (2020) also advises that the review process should involve engagement with key stakeholders to assist in clarifying the issues to be considered in the review process.

Financial Implications

22. The costs of undertaking the consultation for the draft Review Report and draft Delivery Agreement can be met from within existing resources. The financial implications of the on-going process to update the LDP will need to be considered and identified as part of the Budget Setting Process in February prior to the further LDP report due in March 2021.

Legal Implications

23. A review of the LDP is part of the wider statutory LDP process as referred to in paragraph 21 above and the body of the report. The form and content of the LDP, as well as the procedure for its preparation and review, including requirements for the Community Involvement Scheme and Delivery Agreement, are governed by the 2005 Regulations referred to in paragraph 21. The requirements of these Regulations in relation to a review of the LDP are set out in the report.
24. In relation to public consultation, case law has established that any consultation process should:
 - (i) be undertaken when proposals are still at a formative stage;
 - (ii) include sufficient reasons and information for particular proposals to enable intelligent consideration and response;
 - (iii) provide adequate time for consideration and response; and;
 - (iv) ensure that the product of consultation is conscientiously taken into account when the ultimate decision is taken.
25. Following public consultation, the Review Report and Delivery Agreement must be approved by full Council prior to submission to the Welsh Ministers. After the Review Report has been approved by full Council, it must be published on the Council's website and copies made available for public inspection.

26. The decision about these recommendations has to be made in the context of the Council's public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties) – the Public Sector Equality Duties (PSED). These duties require the Council to 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 '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.
27. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language, and is globally responsible.
28. In discharging its duties under the Act, the Council has set and published well-being objectives designed to maximise its contribution to achieving the national well-being goals. The well-being objectives are set out in Cardiff's Corporate Plan 2020-23 <https://www.cardiff.gov.uk/ENG/Your-Council/Strategies-plans-and-policies/Corporate-Plan/Pages/Corporate-Plan.aspx> When exercising its functions, the Council is required to take all reasonable steps to meet its well-being objectives. This means that the decision makers should consider how the proposed decision will contribute towards meeting the well-being objectives and must be satisfied that all reasonable steps have been taken to meet those objectives.
29. The well-being duty also requires the Council to act in accordance with a 'sustainable development principle'. This principle requires the Council to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that Council decision makers must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, the Council must:
- Look to the long term
 - Focus on prevention by understanding the root causes of problems
 - Deliver an integrated approach to achieving the 7 national well-being goals
 - Work in collaboration with others to find shared sustainable solutions
 - Involve people from all sections of the community in the decisions which affect them.

The decision maker must be satisfied that the proposed decision accords with the principles above; and due regard must be given to the Statutory Guidance issued by the Welsh Ministers, which is accessible using the link: <http://gov.wales/topics/people-and-communities/people/future-generations-act/statutory-guidance/?lang=en>

30. The Council has to be mindful of the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards when making any policy decisions and consider the impact upon the Welsh Language.

Human Resources Implications

31. There are no HR implications for this report.

Property Implications

32. There are no property implications for this report.

CABINET PROPOSAL

Council is recommended to:

1. approve the draft Review Report and draft Delivery Agreement for the purposes of consultation
2. Agree that a further report is taken to Council in March 2021 with the findings of the consultation processes and recommendation(s) on the proposed way forward.

THE CABINET

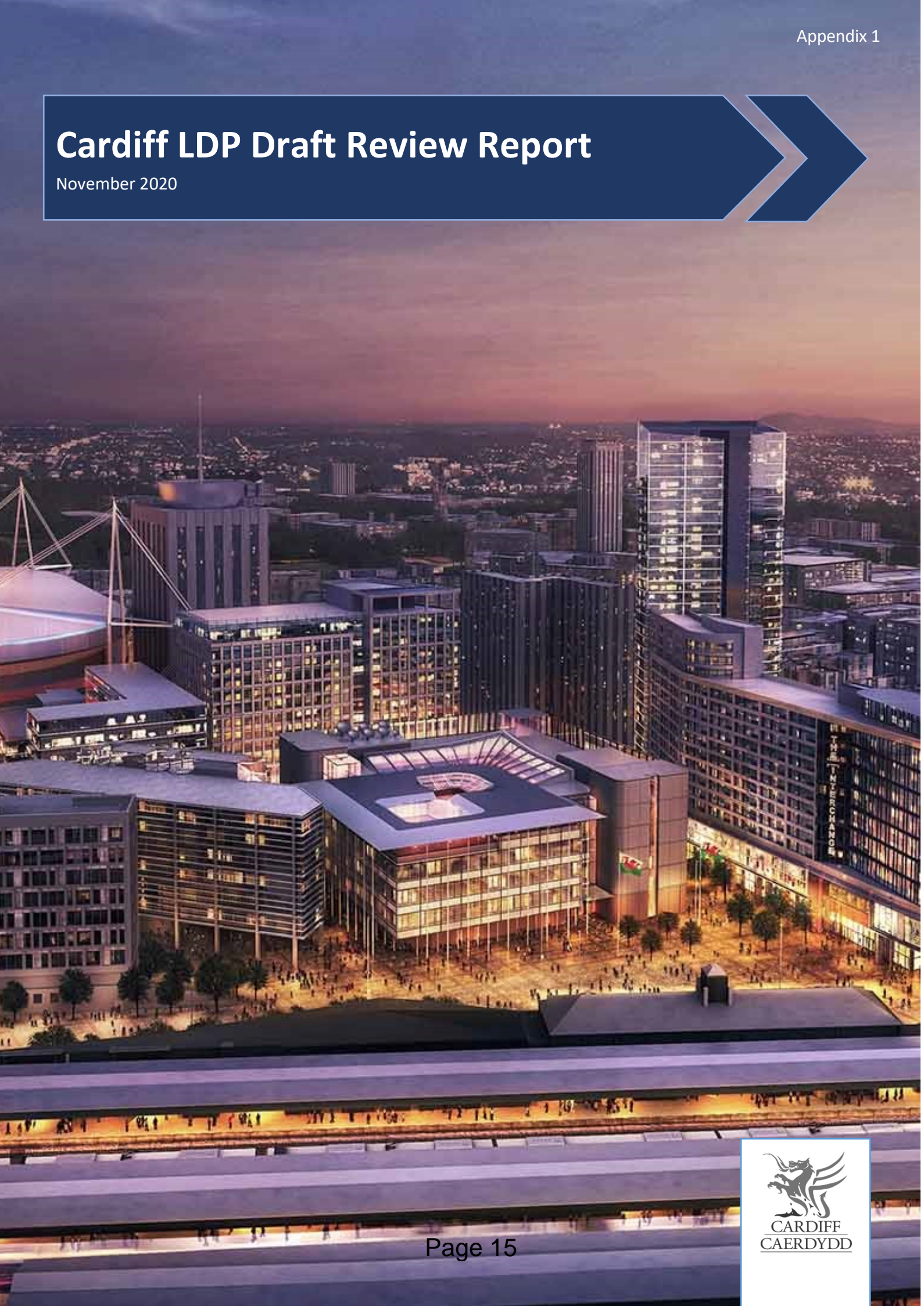
19 November 2020

The following Appendices are attached:

- Appendix 1 – Draft Review Report, November 2021
- Appendix 2 – Draft Delivery Agreement, November 2021

Cardiff LDP Draft Review Report

November 2020



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1. Introduction

Background

1.1. The Cardiff Local Development Plan (LDP) was adopted by the Council on 28th January 2016 and sets out the Council's planning framework for the development and use of land in Cardiff over the period 2006 to 2026.

Purpose of this Report

1.2. The draft Review Report sets out the proposed extent of likely changes to the existing LDP (2006-2026) and seeks to confirm the revision procedure to be followed in preparing a replacement LDP. It is proposed that the Replacement LDP will cover a plan period up to 2036, which is the end of a 15 year plan period that will commence in 2021.

Structure of the Report

1.3. The draft Review Report is structured as recommended in national guidance and contains the following sections:

1.4. **Section 2** details the key legislative, national and local policy changes and evidence base that have occurred since the adoption of the LDP in 2016 which are important considerations to inform the review of the LDP and a summary of the main findings of the 2019 (3rd) and 2020 (4th) Annual Monitoring Report, taking into account the previous 2 AMR's and associated implications for review of the LDP.

1.5. **Section 3** provides an assessment of the current LDP and sets out the potential changes required in terms of the Vision and Objectives, Development Strategy and Policies to inform the review process.

1.6. **Section 4** considers the areas of evidence base that would need to be reviewed/ updated in preparing a revised LDP

1.7. **Section 5** considers the potential options for review of the LDP and opportunities for collaboration.

1.8. **Section 6** provides a conclusion on the appropriate form of plan revision.

2. Information and Issues informing the LDP Review

Contextual Changes

2.1. A wide range of contextual material has been published since the adoption of the LDP and creates a more up-to-date evidence base to inform plan review. This includes national legislation and relevant plans, policies and strategies at the national, regional and local level. The most significant of these changes are set out below.

Legislative Changes

Planning (Wales) Act 2015

2.2. The Planning (Wales) Act received Royal Assent in July 2015 and came into force in stages between October 2015 and January 2016. It sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development. The Act addresses 5 key objectives which includes strengthening the plan-led approach to planning. It introduces a legal basis for the preparation of a National Development Framework (NDF) and Strategic Development Plans (SDPs). The NDF is a national land use plan which will set out Welsh Government's policies in relation to the development and use of land in Wales. It has currently reached the Consultation Draft stage with adoption anticipated in 2020 when the NDF is intended to replace the Wales Spatial Plan. SDPs are intended to address cross-boundary issues at a regional level such as housing, employment and waste and must be in general conformity with the NDF. The Regulations make reference to three strategic planning areas including South East Wales. It is anticipated that Cardiff will be part of this strategic planning area, in alignment with the emerging Cardiff Capital Region City Deal proposals. LDPs will continue to have a fundamental role in the plan-led system. The Act requires LDPs to be in general conformity with the NDF and any SDP which includes all or part of the area of the authority. SDPs must set the scene for the preparation of LDP 'Lites' by LPAs. These must be in general conformity with the SDP.

The Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

2.3. Amendments to The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 were carried out in response to the outcome of the LDP Refinement Exercise and aim to simplify certain aspects of the local development plan process.

2.4. The amended Regulations:

- Remove the statutory requirement to advertise consultation stages in the local press;
- Allow local planning authorities to make revisions to the local development plan where the issues involved are not of sufficient significance to warrant the full procedure, without going through the full revision process;

- Eliminate the need to call for and consult on alternative sites following the deposit consultation; and
- Make minor and consequential amendments.

2.5. The amended LDP Regulations came into force on 28 August 2015 and together with the related policy and guidance in Planning Policy Wales (PPW) and the revised LDP Manual aim to make the LDP process more efficient and effective (i.e. enabling swifter plan preparation and revision without imposing unnecessary prescription). The amended Regulations do not have any implications for the current LDP but will need to be considered in relation to any Plan review and will be given further consideration as necessary.

Well-being of Future Generations (Wales) Act 2015

2.6. The Well-being of Future Generations (Wales) Act gained Royal Assent in April 2015 and came into force on 1st April 2016. The Act strengthens existing governance arrangements for improving the well-being of Wales by ensuring that sustainable development is at the heart of government and public bodies. It aims to make a difference to the lives of people in Wales through setting objectives which maximise its contribution to achieving each of the seven wellbeing goals namely ‘a globally responsible Wales’, a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales; a Wales of cohesive communities, and a Wales of vibrant culture and thriving Welsh Language.

2.7. The Act established a Public Service Board for each local authority area in Wales who must improve the economic, social environmental and cultural well-being of its area by working to achieve the well-being goals. The Cardiff PSB are responsible for preparing and publishing a Local Well Being Plan (LWBP) which sets out its objectives and the steps it will take to meet them. The four statutory members of the PSB are the Local Authority, Local Health Board, Fire and Rescue Authority and Natural Resources Wales; other organisations are also invited. As part of its responsibility the PSB has produced a well-being assessment which assesses the state of economic, social, environmental and cultural well-being in Cardiff. The PSB LWBP was agreed in May 2018 and sets out a 5 year plan (2018-2023) to respond to the issues raised. The objectives are set out below and will inform the vision and objectives for the replacement LDP:

- Objective 1 A Capital City that Works for Wales;
- Objective 2 Cardiff grows in a resilient way;
- Objective 3 Safe, Confident and Empowered Communities;
- Objective 4 Cardiff is a great place to grow up;
- Objective 5 Supporting people out of poverty
- Objective 6 Cardiff is a great place to grow older; and
- Objective 7 Modernising and Integrating Our Public Services

2.8. Given that sustainable development is the core underlying principle of the LDP (and SEA) there are clear associations between the aspirations of both the LDP and Local Well-being Plans. It is important that the Plan review process recognises the importance of responding to this agenda and consequent WG guidance as captured in the revised Planning Policy Wales (Edition 10) also referenced in this section.

Environment (Wales) Act 2016

2.9. This Act received Royal Assent in March 2016 and came into force on 21st May 2016 and sits alongside the Planning (Wales) Act 2015 and the Well-being of Future Generations (Wales) Act 2015 in promoting sustainable use, management and development of Welsh resources. The Environment (Wales) Act introduces new legislation for the environment and provides an iterative framework which ensures that managing Wales' natural resources sustainably will be a core consideration in decision-making. It requires Natural Resources Wales (NRW) to prepare a State of Natural Resources Report that provides an assessment of natural resources and considers the extent to which they are being sustainably managed. The Act also requires Welsh Government to produce a National Natural Resources Policy that sets out the priorities, risks and opportunities for managing Wales' natural resources sustainably. NRW will also produce a local evidence base (Area Statements) to help implement the priorities, risks and opportunities identified in the National Policy and set out how these will be addressed.

Historic Environment (Wales) Act 2016

2.10. The Historic Environment (Wales) Act 2016 received Royal Assent in March 2016. The Act makes important changes to the two main UK laws that provide the legislative framework for the protection and management of the historic environment: the Ancient Monuments and Archaeological Areas Act 1979 and the Planning (Listed Buildings and Conservation Areas) Act 1990. The Act will give more effective protection to listed buildings and scheduled ancient monuments; improve the sustainable management of the historic environment; and introduce greater transparency and accountability into decisions taken on the historic environment.

Public Health (Wales) Act 2017

2.11. The Public Health (Wales) Act 2017 received Royal Assent in July 2017. The Act makes 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.

National Planning Policy Amendments

Planning Policy Wales (PPW) and Technical Advice Notes

2.12. Since the LDP was adopted in January 2016 Welsh Government have issued a completely revised version of Planning Policy Wales (Edition 10) in December 2018. This has been re-drafted so that the seven well-being goals and five ways of working of the Well Being of Future Generations Act 2015 is fully integrated into policy. It also puts the concept of placemaking into the heart of national planning policy in order to ensure that planning decisions consider all aspects of well-being and deliver new development which is sustainable and provides for the needs of all people. In addition the following new or amended Technical Advice Notes have been issued since the LDP was adopted in January 2016:-

- TAN 4: Retail and Commercial Development (November 2016)
- TAN12: Design (March 2016)
- TAN 20: Planning and the Welsh Language (October 2017)
- TAN21: Waste (February 2017)
- New TAN 24: The Historic Environment (May 2017)

Natural Resources Policy

2.13. In line with the Environment (Wales) Act 2015 the Welsh Government produced a Natural Resources Policy (NRP) in August 2017. The focus of the NRP is the sustainable management of Wales' natural resources, to maximise their contribution to achieving goals within the Well-being of Future Generations Act. The NRP sets out three National Priorities: delivering nature-based solutions, increasing renewable energy and resource efficiency, and, taking a place-based approach. The NRP also sets the context for Area Statements, which will be produced by Natural Resources Wales, ensuring that the national priorities for sustainable management of natural resources inform the approach to local delivery. Local Planning Authorities must have regard to the relevant area statement in Local Development Plans. The implications of the NRP and the relevant Area Statement, which is due to be finalised in 2019, for the LDP will be considered through the revision process.

National Development Framework – Future Wales the National Plan 2040

2.14. The Welsh Government has commenced work on the production of a National Development Framework (NDF) which will replace the Wales Spatial Plan. The NDF will set out the 20 year spatial framework for land use in Wales, providing a context for the provision of new infrastructure/growth. It will concentrate on development and land use issues of national significance which the planning system is able to influence and deliver. WG undertook a Call for Evidence and Projects between December 2016 and March 2017, consulted on Issues and Options in April 2018 and a draft NDF in August 2019. In September 2020 the draft NDF was laid in the Senedd for a 60-day scrutiny period. The documents laid in the Senedd included a "Schedule of Changes" report which identifies the changes the Minister intends to make to the draft NDF which was consulted on in August 2019. A final version of the NDF is due to be issued in February

2021 and any resultant implications of the NDF will be considered through the LDP revision process.

Building Better Places

- 2.15 This guidance sets out the Welsh Government's planning policy priorities to assist in taking action in the recovery period after the Covid-19 pandemic crisis. The guidance places the planning system at centre stage when considering built and natural environment issues that have arisen from the pandemic. The guidance should be read in parallel with PPW and seeks to signpost the key planning policies and tools in PPW which should be used to aid the recovery from the pandemic in Wales.
- 2.16 Essentially the guidance looks to lock in the benefits that have occurred as a result of the pandemic. It seeks to achieve this through building on the Placemaking approach set out in PPW and identify the key existing planning policies and tools which should be used by all sectors in the environmental, social, cultural and economic recovery of Wales.
- 2.17 Importantly the guidance states that the policy direction towards better places and Placemaking has not changed and the need for economic recovery should not be at the expense of quality, both in terms of health and well-being and in response to the climate and nature emergencies. The guidance therefore promotes a people-focused and environment-led recovery.
- 2.18 The guidance states that taking a Placemaking approach has multiple benefits which not only helps improve quality of life, but also helps us to tackle climate change, reduce our carbon footprint and improve biodiversity and ecological resilience for the future.
- 2.19 A summary is listed below of the **8 areas of policy** which should be the focus of consideration and action, in order to act as a catalyst for a recovery. These fall into one of three categories:
1. How we experienced the direct impacts of the Covid-19 lockdown period and the permanent positive changes we need to see in places and as part of new development.
 2. The lessons we have learned over this time and how we can help to make places more resilient and adaptable to future pandemics, should they happen again.
 3. Aiding the recovery after the pandemic has passed and restrictions are eased to ensure that it benefits all parts of society and helps us to decarbonise, tackle climate change, reverse biodiversity decline and improve health and general wellbeing.

1 Staying local: creating neighbourhoods

- Identifying land for community gardens and protecting the best and most versatile land (BMV)
- Energy efficient housing
- Social housing

- Emphasis on Placemaking principles
- New housing sites to integrate with existing communities, services and infrastructure
- Reference made to the use of Local Development Orders

2 Active travel: exercise and rediscovered transport methods

- Build on positive modal shift of lockdown
- Siting development in the right locations easily accessed by active and sustainable travel modes
- New development should be well served by walking, cycling and public transport
- Re-emphasises sustainable transport hierarchy

3 Revitalising our town centres

- Recognise renaissance of local independents service sector
- Enable retail and commercial centres to operate flexibly
- Realistic and sensible boundaries
- Role and function of established centres should be reassessed
- Use of outside space
- Traditional centres should be home to variety of uses – flexible co-working spaces, residential, community, health, leisure etc.
- Primary retail space should be urgently reviewed
- Retail Assessments in LDP replaced by town centre assessments encapsulating wider array of uses than just retail
- Retain Town Centre First principle outlined PPW – based on a vision for each centre
- Retain sequential test alongside careful management of out-of-centre locations to avoid unsustainable travel patterns.

4 Digital places – the lockdown lifeline

- Importance of high quality digital infrastructure in new development

5 Changing working practices: our future need for employment land

- Re-examine economic forecasts to ensure employment land supply is adequate & fit for the future
- Review employment allocations in light of the above – deallocate surplus unsustainable sites, reallocate well located sites for mixed use
- Re assess need for strategic employment allocations; Work collaboratively to identify cross boundary sites
- Flexible workplaces for remote workers – in town and city centres, potential use of surplus sites and buildings, creation of hubs etc.

6 Reawakening Wales' tourism and cultural sectors

- Consider use of outdoor space around tourism and cultural assets

7 Green infrastructure, health and well-being and ecological resilience

- Renewed importance of access to green spaces
- Opportunity to reverse biodiversity decline and enhance resilience of ecosystems
- Chance to re-look at traditional and current use of space in towns and cities

8 Improving air quality and soundscapes for better health and well-being

- Placing good acoustic design and air quality at forefront of planning decisions

2.20. This guidance has significant implications for the review of the LDP and reinforces the need to begin the review of the LDP as soon as possible and ensure that these 8 priorities and actions are fully considered when preparing the Replacement LDP in order to provide a catalyst for recovery of the city. The guidance also reinforces the need for robust evidence base and evidence base studies relating to population growth, economic forecasts, employment land supply, retailing and Green Infrastructure which will need careful consideration to ensure the impacts of Covid are fully considered.

Overview

2.21. Overall, there has been significant and strategic changes to the national legislative and policy framework which are considered to be of direct relevance to land use planning. Collectively, the new legislative policy and guidance represents a significant departure from the evidence base informing the existing LDP and supports the need to respond to this new contextual framework and the Covid pandemic.

Welsh National Marine Plan (WNMP)

2.22. Welsh Government issued the first marine plan for Wales in November 2019. It sets out national policy for the next 20 years for the sustainable use of inshore and offshore Welsh marine plan regions. It has been prepared and adopted under the Marine and Coastal Access Act (MCAA) 2009 for the purposes of Section 51 of the MCAA and in accordance with Schedule 6 of the MCAA and in conformity with the UK Marine Policy Statement (MPS) 2. The Plan and supporting material should be used by applicants to shape proposals and licence applications, public authorities to guide decision making, and other users to understand Welsh Government's policy for the sustainable development of the Plan area.

Prosperity for all: A Low Carbon Wales

2.23. This Plan was issued in March 2019 and sets the foundations for Wales to transition to a low carbon nation. Cutting our emissions and the moving towards a low carbon economy bring opportunities around clean growth for business, as well as wider benefits for people and our environment. The Plan sets out the actions that are required to cut emissions and support the growth of a low carbon economy in a way that maximises the wider benefits for Wales, ensuring a fairer and healthier society. The Plan also shows how Wales is leading on the international stage with other States and Regions, contributing to the challenge of global climate change and sharing learning with others.

Regional Context

Cardiff Capital Region and City Deal

2.24. South-East Wales is identified as a new city-region in Wales, covering Cardiff and South-East Wales Local Authorities. As set out in the report 'Powering the Welsh Economy, the Cardiff Capital Region is intended to encourage the ten local authorities and other key partners in its boundaries to work together and collaborate on projects and plans for the area. The Authorities forming the Capital Region are continuing to work on a City Deal bid to fund projects aimed at boosting the competitiveness of the region over the next 20 years. Of note, the City Deal document was signed by the 10 local authority leaders, Secretary of State for Wales, Chief Secretary to the Treasury and First Minister in March 2016. The progress of the Cardiff Capital Region agenda, City Deal Bid and any subsequent implications for the LDP will be given further consideration in subsequent AMRs where appropriate.

Neighboring LDPS

2.25 In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 8 of the 9 other Local Authorities in South East Wales are already preparing their own Replacement LDPS with no examples of a joint approach. The remaining Local Authority (the Vale of Glamorgan) have not yet reached the Plan Review stage due to a later adoption date and it is not considered that there are sufficient synergies to warrant the preparation of a Joint LDP.

2.26 The existing LDP benefitted from a bespoke regional collaborative exercise to help inform the Plan strategy involving all Local Authorities and other key stakeholders in South East Wales. This process worked well and a similar approach is proposed again to help inform the Replacement LDP.

Local Context

2.27. A number of local policy documents and strategies have been prepared or revised since the adoption of the LDP.

Capital Ambition (2017 to 2022)

2.28. This sets out the Administration's five-year policy agenda for the city. The plan focuses on four main areas: Working for Cardiff - making sure everyone who lives and works here can contribute to, and benefit from, the city's success. Working for Wales - A successful Wales needs a successful capital city. Working for the future - Managing the city's growth in a sustainable way. Working for public services - Making sure public services are delivered efficiently, effectively and sustainably in the face of rising demands and reduced budgets. The Corporate Plan (2020-2023) and the Well-Being Plan 2018-2023 are the key documents in delivering Capital Ambition.

Cardiff Well-Being Plan 2018-2023

2.29. Under the provisions of the Well-Being of Future Generations Act, every Public Service Board in Wales must publish a Local Well-Being Plan by May 2018.

2.30. Having undertaken a local well-being assessment to understand the city's strengths and challenges, Cardiff's Public Services Board (PSB) has produced a Local Well-being Plan – a 5 year plan to respond to the issues raised.

2.31. The Well-being Plan sets out the Cardiff PSB's priorities for action focusing on the areas of public service delivery which fundamentally require partnership working between the city's public and community services, and with the citizens of Cardiff.

2.32. The Plan contains Well-being Objectives, high-level priorities that the Cardiff PSB has identified as being most important. It also contains 'Commitments,' or practical steps that the city's public services, together, will deliver over the next 5 years.

Bilingual Cardiff 5 Year Welsh Language Strategy

2.35 The strategy was published in March 2017 following Cabinet and full Council consideration. It sets out our priorities for facilitating and promoting the Welsh language in Cardiff with our partners, starting our journey to becoming a truly bilingual capital for Wales.

Strategic Equality Plan

2.36 In March 2016 the Council adopted a new plan to set out the Council's equality priorities for the next four years. Seven new Equality Objectives were agreed in conjunction with local citizens and third sector organisations. These new Equality Objectives are shaping the Council's policy, service delivery, and support to employees – eliminating discrimination, advancing equality of opportunity, and fostering good relations between different groups.

Transport White Paper

2.37 The Council's transport White Paper, lays out an ambitious 10-year plan to tackle the climate emergency, reduce congestion and improve air quality in the Welsh capital. The White Paper lists a series of projects which could revolutionise public transport options in Cardiff and the region, including:

- Expanding current Metro plans to deliver more new tram/train routes and stations in Cardiff and the region
- Introducing new Bus Rapid Transit services and Park & Ride sites;
- Lowering the cost of bus travel significantly
- Delivering safer walking and cycling routes
- Offering real travel options designed to get people out of their cars and onto public transport.

Clean Air Plan

2.38 The Council is very aware of the concerns for air quality impacts and recognise that there is no defined "safe level" when describing levels of air quality. Recent public health concerns have focussed on elevated nitrogen dioxide (NO₂) levels. The Council is committed to achieving levels as low as reasonably practicable by demonstrating levels beyond the annual objective set for NO₂ set as 40µg/m³.

2.39 In order to improve the air quality in Cardiff, action needs to be taken across the city as a whole. As a result The Council has developed and published a Clean Air Plan which was undertaken in order to comply with a legal direction which was issued by Welsh Government in 2018. This direction required the Council to develop a Plan to address air quality concerns as a number of road links in Cardiff were forecasted to exceed the legal limits for NO₂ beyond 2021 if no additional action was taken.

2.40 The Councils plan and funding for approximately £20M was fully approved by Welsh Ministers at the end of December 2019, and this Plan will implement a number of measures to reduce NO₂ levels across Cardiff and these include:

- Implementation of Electric Buses – 36 Electric Buses to be implemented on a number of routes across Cardiff;
- Bus Retro Fitting Programme to clean up older polluting buses;
- Taxi Licensing Policy to only grant new licenses to vehicles which comply with the latest emission standards;
- City Centre Transportation Improvements ; and
- Further Active Travel Measures

2.41 These measures have been assessed to not only ensure compliance with the legal levels for NO₂ are achieved by the end of 2021, but also ensure that levels across the City are further reduced in order to protect and improve the health of residents.

Cardiff Older Persons' Housing Strategy 2019 - 2023

2.42 This strategy sets out how the Council and its partners will deliver the best housing outcomes for all older people in Cardiff. The Strategy has a number of key aims, including planning new homes and communities to address future housing and care needs across all tenures and building strong inclusive communities and tackling social isolation.

The Council's Economic Strategy Building More Homes and Better Jobs

2.43 The Economic Strategy contains 3 parts – a spatial strategy, an industrial strategy and underpinning themes to support the strategy and sets out a number of priorities and projects aimed at delivering the Council's aims for the economy over the next 10 years including: generating 20,000 additional jobs for the city –region; creating Wales first significant commercial business cluster in Central Square, Central Quay and Callaghan Square; establishing Cardiff Bay as a leading UK urban visitor destination in its own right; putting Cardiff at the heart of the UK's Creative and Digital sector; positioning Cardiff as a national centre for Reg-Tech as part of its fin-tech and cyber security cluster; strengthening Cardiff city-region's place as the focal point for advanced manufacturing in Wales, focusing on compound semi-conductors and life sciences; supporting the city's communities and districts to take advantage of the city's growth and; establishing stronger city-region governance that delivers for Wales.

Cardiff 2030 A Ten Year Vision for a Capital City of Learning and Opportunity

2.44 This strategy was launched in October 2019 and includes aims to continue to enhance and develop the education estate in order to meet the changing demographic and societal requirements of the city. The strategy includes commitments to deliver the 21st Century Schools Programme including new/rebuilt schools and deliver new schools to take account of population growth and economic development in the city through the LDP.

Cardiff Recovery Strategy

2.45 In response to the issues raised by the pandemic the Council have prepared a strategy which outlines what is required during the Covid-19 recovery period to ensure that the city centre, and wider local and district centres, fully support local businesses, retailing, and the wider range of positive social and leisure activity associated with Cardiff city centre.

2.46 The strategy identifies essential interventions for creating a safe city centre and sets out key actions at a city-wide level which will enable an integrated strategic approach across the city, based on social distancing and ensuring people's safety while social distancing is required. The roll out of these interventions will be accompanied by targeted information and publicity.

2.47 The strategy comprises the following elements:

A Safe City Centre – In order to support three key strands of activity – employment retail and hospitality the strategy includes an operational management plan for the city centre which identifies measures to facilitate social distancing requirements, including queuing, routes for circulation/movement, spill-out space and information, including signage and street ambassadors. It outlines an approach to facilitating events and activities, which will attract users back to the city centre.

A Safe Connected City - Measures include a package of safety and greening in local and district centres such as pavement widening, cycle routes, speed restrictions and more significant measures where appropriate, with a pilot scheme in Wellfield Road. Other key locations such as parks and universities will be identified and schemes developed to ensure social distancing and effective access.

In addition urgently required measures to mitigate the loss of public transport capacity will include walking and cycling schemes, safety measures (for example, pavement widening), bus priority schemes and ongoing engagement with operators, such as Transport for Wales and Cardiff Bus. Additional car parking capacity and ‘park and pedal/stride’ schemes will also be explored.

A systematic ‘pop up’ cycle network will encourage additional use of the mode and provide connectivity into the city centre, local centres and transport/demand hubs. Additional cycle parking will be delivered.

Welsh Government Population and Household Projections

2.48 Since the LDP was adopted the Welsh Government has released population and household projections based on mid-year population estimates for 2018 (published in August 2020 and mid-year population estimates (published annually). The key changes for Cardiff are as follows:

- The 2018 based population projections indicate that population levels will increase from 364,248 to 372,944 between 2018 and 2026. This is 8% lower level of increase to that projected in the LDP which showed an increase to 403,684.
- The 2018 based household projections indicate that household levels will increase from 153,204 to 160,052 between 2018 and 2026. This is a 10% lower level of increase to that projected in the LDP which showed an increase to 177,845.
- The Mid Year Estimates for the period 2011 to 2019 identify a steady increase from 345,442 to 366,903, which equates to an increase of 0.73% per year over the last 8 years.

2.49 Together with previously issued projections since LDP adoption, this important source of evidence will clearly be of significance in the Plan review process where the level of growth over the Plan period will need to be assessed.

LDP Annual Monitoring Report – Key Findings

- 2.50 Due to implications arising from the Covid pandemic Welsh Government have confirmed that there is no requirement this year to formally submit the AMR. However, where possible data has been collected for the 4th AMR to inform the review of the Plan and this has been included in the section below on key findings. It has not been possible however to collect indicator data relating to housing completion rates for the 4th AMR and given this data from the 3rd AMR has been used referenced in the relevant section below.
- 2.51 Given this when considering the review of the LDP it is necessary to both consider the overall the findings of both the 3rd and 4th AMRs. Overall the findings of the 3rd and 4th AMRs are positive with the majority of the indicators shown as green indicating that most LDP policies are being implemented effectively. A summary of performance against the main Plan topics are set out below with Appendix 1 setting out the data and conclusions in more detail.
- 2.52 **Employment** – Monitoring data from the 4th AMR shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015 and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing with an additional 8,000 jobs provided over the last 4 years.
- 2.53 **Housing** – Monitoring data from the 3rd AMR shows new homes have now started to be completed on many of the LDP Strategic Sites. Specifically, there are new completions on 3 of the Strategic Sites.
- 511 completions have been achieved at St Ederyns Village (just short of the 515 target included in the AMR);
 - 167 completions have been achieved on the North West Cardiff Strategic site, which has three separate outlets underway with more planned in the near future
 - 51 completions have been recorded on the North East Cardiff Strategic site and construction is underway at Churchlands.
- 2.54 Although these rates are below targets set out in the AMR it is now evident that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. The 1,444 completions in 2018/19 (43% higher than 2017/18) contrast with the previous 9 years where completions averaged 725 units per annum, with no year above 1,000 units for this period.
- 2.55 The data on housing delivery demonstrates the ‘lag’ between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver the Council’s aspirations as set out in the LDP. Overall, over the 13 years between 2006 and 2019

a total of 16,521 new dwellings were built in Cardiff which represents 40% of the overall dwelling requirement.

- 2.56 However, construction has now started or is about to start on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that housing completions over the remaining 6 years of the Plan period will increase significantly.
- 2.57 **Affordable Housing** - In terms of the delivery of affordable housing, the plan sets a target for the delivery of 6,646 affordable units to be provided for the 12 years between 2014 and 2026, with an interim target in the AMR to provide 1,942 affordable dwellings by 2019.
- 2.58 Monitoring data from the 3rd AMR indicates that at 2019, 1,082 affordable units had been delivered which represents 25% of overall completions. Whilst this is less than the numerical target, as highlighted above it reflects the slower than anticipated progress in the strategic housing allocations being delivered. Given the low overall completion rates over previous years, it would be unrealistic in these circumstances to expect any significantly higher affordable housing contribution which inevitably reflects a percentage of the overall number of completions. As set out above, construction has now started or is about to start on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that affordable housing completions over the remaining 6 years of the Plan period will increase significantly. Affordable housing completions are also gathering pace in the Council's new build programme with 170 units currently under construction and a further 1,700 in the confirmed pipeline of schemes.
- 2.59 **Transportation** - Data collected for the 4th AMR in relation to travel by sustainable modes is reflecting the fluctuations as shown in past trends over the last 10 years. This demonstrates that sustainable travel trends have continued to increase over the last 10 years for work, shopping and leisure, although for education the trends show a slight decrease.
- 2.60 There has been a positive outturn in sustainable travel over the past year, with the target 1% increase having been achieved for each of the journey purposes, with significant growth in particular evident for journeys to Work (+7.2% mode-shift). In terms of sustainable travel modes, significant progress has been made this year in meeting bus use targets with the first recorded increase in the percentage of people travelling by bus for all journey purposes, with bus use for work and shopping (city centre) in particular having experienced substantial growth in the past one year period (+5.3%). Long term trends for cycling, train use show significant increases for all journey purposes. Walking has increased over the last year for all journey purposes, with the exception of education and overall displays a fluctuating longer term trend.
- 2.61 At this juncture, without the significant roll-out of new houses and provision of supporting sustainable transportation infrastructure, the early stage of Metro delivery together with the ongoing implementation of wider Council initiatives, it is too early to

draw any firm conclusions with regard to policy delivery, particularly given that the 50:50 modal split target relates to 2026. Future AMR's will provide formal regular annual updates. However, the masterplanning approach together with section 106 Agreements already secured will enhance the phased future provision of supporting transportation infrastructure along with other measures such as increased frequency of public transport services and provision of bus passes to new residents.

- 2.62 **Gypsy and Traveller Sites** - work previously undertaken on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites will be taken forward in the review of the LDP and will be informed by the preparation of a revised Gypsy and Traveller Needs Assessment. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the LDP revision process.
- 2.63 Supplementary Planning Guidance – Significant progress has been made in producing a programme of new Supplementary Planning Guidance (SPG) and since adoption of the LDP 18 SPGs have been approved by Council to support the policies in the adopted Plan and the Cardiff Infrastructure Plan is currently being updated.
- 2.64 Changes – the contextual review highlights significant changes in the national planning policy framework which has evolved significantly over the last four monitoring periods. In particular, Planning Policy Wales (PPW, Edition 10, December 2018) which in turn responds to the Well-being of Future Generations Act, 2015 have made significant changes to the high-level policy framework. And in order to aid the city's recovery from the Covid pandemic it will be necessary to ensure the plan responds to the 8 priorities and actions set out in Building Better Places.

Implications Arising from Covid Pandemic

- 2.65 The Council started the process to review the LDP in November 2019 and published a draft Review Report for consultation in January 2020. However it was not possible to report back to Council on the consultation findings due to the Covid pandemic in March 2020 and although the impacts of the COVID-19 pandemic are still being understood, it is clear that this crisis will have a significant impact on the city looking ahead.
- 2.66 Given this there is clearly a need to re-visit the findings set out in the Review Report to take account of the likely significant impacts of COVID-19. This work will directly inform the review of the plan and identify what additional evidence base the Council requires to respond to these impacts and ensure the plan strategy is robust and can meet the challenges raised by the current crisis.
- 2.67 As set out above the impacts of the pandemic are still being fully understood but the following list provides a useful assessment of the issues that will need to consider and be considered in the forthcoming review of the LDP
- Impact on the economy and rising unemployment

- Less demand for traditional office space and increased demand for logistics sector floorspace
- Increased need for affordable housing
- Impact on high street retailing
- Impact on the role of the city centre
- Impact on leisure, experience-led uses and community facilities
- Impact on the use of the road network and public transport from long term changes in commuting and travel patterns
- Long term changes to travel modes such as increased walking and cycling
- Increased importance of access to open spaces
- Impact on the viability of schemes and potential to secure planning obligations.
- Need to maintain the Improved air quality
- Need to aid a green recovery and deliver the climate emergency zero-carbon targets
- Need to deliver a SMART city to take advantage of technological advancement
- Need to deliver 'critical infrastructure' in a consistent and joined-up manner.
- Need to ensure LDP review takes into account the Council's ongoing work on the 'City Recovery Plan' and 'City Visioning'

Conclusions

2.68 The Replacement LDP process will assess the implications of these issues more fully and it would be inappropriate to reach conclusions on how we take them forward at this juncture. It does however highlight the urgent need to review the plan in order to respond to these issues and the 8 priorities and actions set out in Building Better Places and help provide a catalyst for the recovery of the city from the pandemic.

3. Review of LDP and potential changes required

LDP Vision

3.1. In order to tackle key issues and guide and manage future development the LDP identified a clear vision of what the City should look like in 2026. Therefore, an important aspect of the LDP review, will be assessing the extent the Plan vision should be updated having regard to changes since Plan adoption. Specifically, the LDP Vision was derived from the vision is as set out in the 10 year, 'What Matters' Strategy (2010-2020) and states that:

By 2020...Cardiff will be a world class European capital city with an exceptional quality of life and at the heart of a thriving city-region.

3.2. In order to deliver the vision set out in the 'What Matters' Strategy it identified the following seven strategic outcomes:

- People in Cardiff are healthy
- People in Cardiff have a clean, attractive and sustainable environment
- People in Cardiff are safe and feel safe
- Cardiff has a thriving and prosperous economy
- People in Cardiff achieve their full potential
- Cardiff is a great place to live, work and play
- Cardiff is a fair, just and inclusive society

3.3. The "What Matters" Strategy was replaced by a Local Well Being Plan (Agreed May 2018) which a requirement of the Well Being of Future Generations Act (2015).

3.4. The review process provides a timely opportunity to consider the implications of the new context for determining the most appropriate future vision.

LDP Objectives

3.5. The LDP Vision is delivered through 4 Strategic Objectives (and 23 specific objectives) which seek to respond to the evidenced economic and social needs but in a way that is co-ordinated, respects and enhances Cardiff's environment and sets out a framework for delivering the sustainable neighbourhoods of the future. These four strategic objectives are at the centre of the LDP: They are:

1. To respond to evidenced economic needs and provide the necessary infrastructure to deliver development;
2. To respond to evidenced social needs;

3. To deliver economic and social needs in a co-ordinated way that respects and enhances Cardiff's environment; and
4. To create sustainable neighbourhoods that form part of a sustainable city.

Assessment of the existing LDP Objectives against the Well Being Goals

3.6. The assessment of compatibility between the 4 Strategic LDP Objectives (and 37 specific objectives) and the 7 Well Being Goals indicates that the current LDP Objectives contribute to achieving a range of Well Being goals and individual objectives delivering multiple goals. There is no obvious conflict between the Objectives and the Well Being Goals. However, the review process will allow a more in-depth assessment to take place and inform the most appropriate and up-to-date objectives.

3.7. The table below provides an assessment of LDP Objectives against Well Being Goals.

Seven Well Being Goals

| |
|---|
| Prosperous Wales |
| Resilient Wales |
| Healthier Wales |
| More Equal Wales |
| Wales of Cohesive Communities |
| Wales of vibrant culture and thriving Welsh Language |
| Globally Responsible Wales |

| LDP Objectives | Well Being Goals | | | | | | |
|---|------------------|-----------|-------------|-------------|-------------|-------------|-------------|
| | Prosperous | Resilient | Healthier | More Equal | Cohesive | Vibrant | Responsible |
| 1. To respond to evidenced economic needs and provide the necessary infrastructure to deliver development | Green | Green | Green | Green | Green | Green | Green |
| <i>1a. To effectively respond to Cardiff's role as capital city for Wales, seat of the National Government and centre of the city-region in terms of providing a range and choice of economic opportunities that will drive the prosperity of the region.</i> | Light Green | White | Light Green | Light Green | Light Green | Light Green | White |

| LDP Objectives | Well Being Goals | | | | | | |
|--|------------------|--------|-------|----------|-----------|-------|------------|
| | Yellow | Orange | Red | Dark Red | Dark Blue | Blue | Light Blue |
| 1b. To maximise the economic potential of the city centre of Cardiff as a major financial and service sector opportunity that builds upon its position next to a transport hub of national and regional significance and is readily accessible from all areas within the city and well connected to other UK cities. | Green | | Green | Green | Green | | |
| 1c. To maintain and enhance the vitality, attractiveness and viability of the city centre as a major retail and cultural destination and as a place to work, visit and live. | Green | | Green | Green | Green | Green | |
| 1d. To continue the successful regeneration of the Cardiff Bay area, maximising opportunities for quality commercial buildings and further development, particularly water and river frontage developments that can provide attractive and distinctive environments. | Green | | Green | Green | Green | | |
| 1e. To promote clusters of specialist sectors and research & development expertise including the following key sectors: ICT; Energy and environment; Advanced materials and manufacturing; Creative industries; Life sciences; and Financial and professional services. | Green | | Green | Green | Green | | |
| 1f. To ensure a range and choice of employment land and business premises at sustainable locations across the city is provided to assist economic competitiveness, encourage entrepreneurship, promote the growth of indigenous businesses of all types and size and attract inward investment. | Green | | Green | Green | Green | | |
| 1g. To assist the promotion of Cardiff as a major tourist destination including the provision of the development of a variety of high quality tourist facilities and visitor accommodation. | Green | | Green | Green | Green | Green | |
| 1h. To create a physical and economic environment that develops, attracts and retains skilled workers, businesses and entrepreneurs to Cardiff together with maximising links with Universities and supporting indigenous skills and enterprises. | Green | | Green | Green | Green | Green | |
| 1i. To quantify critical strategic infrastructure required to realise development aspirations and set out clear mechanisms for delivery including sustainable transport solutions for strategic sites. | Green | | Green | Green | Green | | Green |
| 1j. To establish Cardiff as a sustainable travel city by reducing the need to travel, increasing the use of sustainable travel modes and networks (particularly walking and cycling), decreasing private car use and improving the city's key transport hub based at the adjacent central bus and train stations. | Green | | Green | Green | Green | | Green |
| 1k. To protect existing mineral resources and ensure an adequate supply of limestone aggregates in the north west of the city for the construction industry and to promote their efficient and appropriate usage, including the use of recycled aggregates where possible. | Green | | Green | | | | Green |
| 1l. To support sustainable collection and recycling methods for Municipal Waste by maintaining and improving an integrated network of facilities in Cardiff. | Green | | Green | | | | Green |

| LDP Objectives | Well Being Goals | | | | | | |
|--|------------------|--------|-------|----------|-----------|-------|------------|
| | Yellow | Orange | Red | Dark Red | Dark Blue | Blue | Light Blue |
| <i>1m. To lead and participate in securing regional facilities for the sustainable treatment and disposal of Municipal Waste in accordance with the Regional Waste Plan and in a manner that follows the waste hierarchy which seeks to maximise the reduction of waste in the first place and thereafter reusing, recovering and recycling options before the disposal of waste material is considered.</i> | Green | Green | Green | White | White | White | Green |
| <i>1n. To facilitate an integrated network of commercial and industrial sustainable waste management facilities consistent with the needs of the South East Wales area and in a manner that follows the waste hierarchy which seeks to maximise the reduction of waste in the first place and thereafter reusing, recovering and recycling options before the disposal of waste material is considered.</i> | Green | Green | Green | White | White | White | Green |
| 2. To respond to evidenced social needs | Green | Green | Green | Green | Green | Green | Green |
| <i>2a. To provide new homes required to support the economic progression of the city and to respond to population change, continued in-migration and evidenced demand for affordable and family housing so that social needs can be addressed.</i> | Green | White | Green | Green | Green | White | Green |
| <i>2b. To provide a range and choice of new homes of different tenure, type and location that meets specific needs such as the provision of affordable housing, family accommodation, housing for the elderly, the disabled and students and pitches for the gypsy and traveller community.</i> | Green | White | Green | Green | Green | White | Green |
| <i>2c. To maximise the use of the existing building stock through refurbishment, retro-fitting and empty homes initiatives.</i> | Green | White | Green | White | White | White | White |
| <i>2d. To bring about changes to Cardiff's environment and neighbourhoods that help to tackle health inequalities, promote good health and enable healthier lifestyles to be led by the city's population in line with Cardiff's status as a World Health Organisation, 'Healthy City'.</i> | Green | White | Green | Green | Green | White | White |
| <i>2e. To bring about changes to Cardiff's environment that create a safer city and reduce the likelihood, fear and consequences of crime.</i> | Green | White | Green | White | Green | White | White |
| <i>2f. To create an environment that is made more accessible to all groups in society so that the employment opportunities, facilities and services of the city can be more readily used and enjoyed by all.</i> | Green | White | Green | Green | Green | White | White |
| <i>2g. To maximise the multi-functional role played by Cardiff's parks, open spaces and allotments together with improving their accessibility for the whole community.</i> | Green | White | Green | Green | Green | White | White |
| <i>3h. To recognise, support and enhance the key role played by existing District, Local and Neighbourhood Centres as accessible local hubs providing community services, local shops, healthy food choices, businesses, employment and access to public transport.</i> | Green | White | Green | Green | Green | White | White |

| LDP Objectives | Well Being Goals | | | | | | |
|--|------------------|--------|-------|----------|-----------|-------|------------|
| | Yellow | Orange | Red | Dark Red | Dark Blue | Blue | Light Blue |
| <i>2i. To support the regeneration of local neighbourhoods including reducing inequalities, particularly areas experiencing high levels of deprivation, areas vulnerable to decline and areas with opportunities for change.</i> | Green | | Green | Green | Green | | |
| <i>2j. To ensure that the necessary education and training facilities are provided and are accessible to all: to build strong futures for children, provide a diverse range of learning opportunities for all and assist economic progress through the development of required skills.</i> | Green | | Green | Green | Green | | |
| <i>2k. To develop new cultural, leisure and sporting facilities to meet needs and enhance Cardiff's role as a premier cultural and sporting destination.</i> | Green | | Green | | Green | Green | |
| <i>2l. To ensure that the necessary community and cultural facilities (community centres, shops with healthy food choices, youth facilities, child care, faith buildings, health centres, etc.) are provided that are accessible to all in areas that are deprived.</i> | Green | | Green | Green | Green | | |
| <i>2m. To address rising unemployment and provide accessible local job opportunities, particularly in areas of greatest need.</i> | Green | | Green | Green | Green | | |
| <i>2n. To promote social inclusion, equality of opportunity and access for all.</i> | Green | | Green | Green | Green | | |
| 5. To deliver economic and social needs in a co-ordinated way that respects Cardiff's environment and responds to the challenges of climate change. | Green | Green | Green | Green | Green | Green | Green |
| <i>3a. To mitigate the effects of climate change through reducing energy demand and increasing the supply of renewable energy.</i> | | Green | Green | | | | Green |
| <i>3b. To ensure that Cardiff adapts to the full anticipated impacts of climate change and that new development and infrastructure is designed to be resilient to possible consequences.</i> | | Green | Green | | | | Green |
| <i>3c. To protect, manage and enhance Cardiff's natural environmental assets.</i> | Green | | Green | | | | Green |
| <i>3d. To conserve and enhance Cardiff's built and historic assets that define distinctive character and reflect its past development.</i> | Green | | Green | | | | Green |
| <i>3e. In identifying new sites to meet economic/social needs, to follow a sequence of firstly maximising the contribution of brownfield sites, then identifying greenfield sites that are considered to represent the most</i> | Green | | Green | | | | Green |
| <i>3f. To have full regard to flood risk when considering the acceptability of development proposals and considering mitigation and adaptation measures.</i> | | Green | Green | | | | Green |
| <i>3g. To maximise opportunities to create a cleaner and more attractive environment that enhances the quality of life and helps Cardiff to become a world-class European capital city.</i> | Green | | Green | Green | Green | Green | Green |
| 6. To create sustainable neighbourhoods that form part of a sustainable city | Green | Green | Green | Green | Green | Green | Green |

| LDP Objectives | Well Being Goals | | | | | | |
|--|------------------|--------|-------|----------|-----------|-------|------------|
| | Yellow | Orange | Red | Dark Red | Dark Blue | Blue | Light Blue |
| 4a. To ensure that all new development areas (whether greenfield or brownfield) create sustainable neighbourhoods. | Green | Green | Green | Green | Green | Green | Green |
| 4b. To take opportunities to apply the above principles to existing neighbourhoods in order to create a more sustainable city. | Green | Green | Green | Green | Green | Green | Green |

LDP Strategy and Policies

3.8. The LDP strategy and policies have been reviewed having regard to the following:

- Findings of LDP Annual Monitoring Reports;
- Significant contextual changes that have occurred since the Plan’s adoption, including changes in national policy and legislation and updates to the evidence base;
- Significant implications arising out of the Covid pandemic; and
- Internal consultation with relevant specialist officers.

3.9. This gives an overview of whether a policy/allocation is functioning effectively, whether any amendments are likely to be needed and whether any policies should be removed as part of the Plan revision process. The policy assessment undertaken to date is not considered to be definitive and further consideration will be given to the need to revise the Plan’s policies as part of the revision process.

3.10. The revision of the Plan will also need to consider the implications of an extended Plan period. The current Plan runs to 2026, with the Replacement Plan likely to extend to 2036 (plan period 2021-2036). Extending the Plan period will result in a revised dwelling need and a requirement for new sites for both market and affordable dwellings. It will need to take account of the revised version of Planning Policy Wales, latest population and household projections and a revised Local Housing Market Assessment, as well as other updates to the evidence base. Furthermore, the review process can also explore the ways that a new plan could respond to current challenges such as the Covid pandemic, climate emergency, obesity crises and other issues identified below. These updates and issues will need to be thoroughly considered and addressed in a comprehensive manner.

3.11. The key policy areas that are considered likely to require amendment based on the policy review assessment are discussed in more detail below.

Level of growth, delivery, spatial distribution and allocations (KP1, KP2 A-H, H1)

3.12. The proposed level of housing provision in the LDP is 41,415 dwellings (Policy KP1) over the Plan period 2006-2026. This figure was primarily informed by the then latest WG household projections which projected a population rise of 33% over the Plan period. Official WG population and household projections issued since have shown

reduced levels of growth, with the latest 2018 based population and household projections showing a 8% lower level of increase in population and 10% lower level of increase in households.

- 3.13. Whilst the level of growth in the latest WG projections has reduced, Cardiff is still projected to experience growth over future years. This is illustrated by the fact that even using these latest WG projections Cardiff's population is still expected to grow by 8% up to 2036. This growth is driven by both natural change – the difference between births and deaths and net migration levels – the difference between in and out migration. Whilst growth due to natural change is easier to predict growth as a result of migration is more volatile and difficult to predict.
- 3.14. The Council will commission expert consultants to provide advice on the most appropriate level of growth for a Plan period beyond the end date of the existing LDP. This work will also need to take into account the impact of Covid pandemic for future housing growth in the city.
- 3.15. In terms of spatial distribution, the LDP recognises that brownfield sites will continue to play an important role in delivering windfall sites and proposes that brownfield sites contribute over half of the provision. However, the LDP also recognises that there is a limited supply of brownfield land. Therefore, in order to provide a catalyst to the local housing market and recognise the role greenfield sites can play in bringing forward high levels of affordable and family housing and wider provision of strategic infrastructure the LDP proposes 5 strategic greenfield housing allocations around the edge of the city, to deliver a total of 13,450 homes by 2026 (Policies KP2 (C) to KP2 (G)).
- 3.16. Future considerations as part of the review process can also be usefully informed by evidence regarding the delivery of growth. In this respect it is clear that the Plan-led approach is now starting to successfully drive the delivery of new homes at a level not seen for the last 10 years. The 1,444 completions in 2018/19 (43% higher than 2017/18) contrast with the previous 9 years where completions averaged 725 units per annum, with no year above 1,000 units for this period.
- 3.17. The data on housing delivery demonstrates the 'lag' between Plan adoption and homes being completed on new sites allocated in the Plan. Due to a combination of site assembly, legal and logistical factors experienced by landowners/developers along with the time required to secure the necessary planning and adoption consents, trajectories of delivery are slower than originally anticipated. This includes time spent securing the accompanying Section 106 Agreements which fully deliver the Council's aspirations as set out in the LDP. Overall, over the 13 years between 2006 and 2019 a total of 16,521 new dwellings were built in Cardiff which represents 40% of the overall dwelling requirement.

3.18. However, construction has now started or is about to start on most of the strategic housing sites following the master planning and infrastructure plans approach as set out in the plan and it is therefore expected that housing completions over the remaining 6 years of the Plan period will increase significantly after allowing for an additional lag as a result of Covid.

3.19. Evidence gained from the Housing Land Availability Study can also inform the plan review process. Data from the last 11 years is shown below and shows that Cardiff has not achieved a 5 year housing land supply over this period. However, since the adoption of the plan in 2016, the overall land bank, including dwellings estimated to be completed beyond 5 years, has significantly increased to around 14,363. Despite the housing land supply currently standing at 2.9 years, Cardiff has therefore has a large overall landbank of 24,009 dwellings with such data providing an important source of information to inform the review process.

Table 1: Cardiff Housing Land Supply April 2009 to April 2018

| Year | Number of Years Supply |
|-------|--------------------------|
| 2009 | 4.5 |
| 2010 | 3.4 |
| 2011 | 2.3 |
| 2012 | 2.9 |
| 2013 | 3.2 |
| 2014 | 3.6 |
| 2015* | No adopted Plan in place |
| 2016 | 3.8 |
| 2017 | 3.6 |
| 2018 | 3.5 |
| 2019 | 2.9 |

3.20. Overall, the evidence summarised above demonstrates that good progress is now being made and importantly the spatial housing strategy is sound and is adhering to the masterplanning and infrastructure plan approach embedded in the plan.

3.21. However, the review process provides an opportunity to revisit the most appropriate future levels of growth for an extended Plan period and allows a thorough analysis of all other relevant factors such as delivery, urban capacity, spatial approach and how the level of growth would form a key element of the overall Plan strategy. As set out above this process will clearly need to take into account the implications of the Covid pandemic for levels of housing growth over the extended Plan period.

Affordable Housing (H3)

3.22. In terms of the delivery of affordable housing, Policy KP13: Responding to Evidenced Social Needs sets a target for the delivery of 6,646 affordable units to be provided for

the 12 years between 2014 and 2026, with an interim target in the AMR to provide 1,942 affordable dwellings by 2019.

- 3.23. Monitoring data indicates that at 2019, 1,082 affordable units had been delivered which represents 25% of overall completions. Whilst this is less than the numerical target, as highlighted above it reflects the slower than anticipated progress in the strategic housing allocations being delivered. Given the low overall completion rates over previous years, it would be unrealistic in these circumstances to expect any significantly higher affordable housing contribution which inevitably reflects a percentage of the overall number of completions.
- 3.24. Encouragingly, the allocated strategic sites are securing the required 30% affordable housing through the issuing of planning consents. This accords with the policy set in the LDP but the physical completions are yet to be fully implemented on the ground.
- 3.25. Construction has now started or is about to start on most of the strategic housing sites so affordable housing completions over the remaining 6 years are expected to increase significantly. This conclusion is supported by the fact there are an additional 4,790 affordable homes in the landbank, which are due to come forward over the next 7 years.
- 3.26. In addition, the Council has a target of delivering 2,000 Council homes, with 1,000 of these programmed to be delivered by May 2022. Part of this target will be delivered through the Cardiff Partnership Programme, which has a target of delivering 1,500 homes in the next 10 years (600 of these will be council homes). To date 109 Council homes have been completed and a further 191 are currently under construction.
- 3.27. Away from the Strategic Sites, a wide range of percentages of affordable housing has been achieved on brownfield sites. Examples include Former Highfields Road Centre, Allensbank Road (24%), Briardene, North Road (23%), Former Wharf Pub, Atlantic Wharf (17%), Capital Quarter (20%) and Avenue Industrial Park (20%).
- 3.28. An issue which can be further assessed as part of the review process relates to the impact of viability factors undermining the ability of some sites/proposals to deliver either on-site provision or off-site contributions. Whilst the greenfield strategic sites allocated in the LDP with a clear Plan-led requirement to deliver provision have successfully met expectations, some brownfield windfall proposals are using viability evidence to justify a limited or zero provision (given the policy requirement is subject to viability considerations).
- 3.29. The review process will therefore allow a further analysis on need data, the most appropriate policy response, a thorough consideration of viability aspects and wider analysis of potentially suitable sites to meet the demand. This analysis will clearly need to take into account the implications of the Covid pandemic for affordable housing supply.

Gypsy & Traveller accommodation (H7)

- 3.30. The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment to ensure that needs are properly assessed and planned for. An assessment was required to be submitted to Welsh Government by February 2016 with a statutory duty placed on local authorities to make provision for site(s) where an assessment identifies an unmet need.
- 3.31. The Cardiff Gypsy and Traveller Accommodation Assessment was formally approved by Welsh Government in 2016. In summary, the GTAA covers the period 2016-2026 and estimates the additional pitch provision needed for Gypsies and Travellers in Cardiff. For the first 5 years of the GTAA plan period, there is a requirement for 48 additional pitches, and for the remainder of the GTAA plan period, a further 24 additional pitch is required. This gives a total need for the whole GTAA plan period of 72 additional pitches.
- 3.32. Work previously undertaken on the identification of sites to meet the evidenced need for permanent and transit Gypsy and Traveller sites will be taken forward in the review of the LDP and will be informed by the preparation of a revised Gypsy and Traveller Needs Assessment. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the LDP revision process.
- 3.33. This issue will need to be given further consideration in the LDP revision process with a clear need for the process to demonstrate the ability to identify an appropriate level of need and how this will be met in terms of site allocation(s).

Detailed housing policies (H2, H4-6)

- 3.34. The plan review provides an opportunity to review these policies which concern changes of use of existing residential properties, conversions/redevelopment to residential use and the sub-division of residential properties.
- 3.35. Collectively, these policies provide the framework for managing an important aspect of housing supply in the city and can help deliver important brownfield contributions to supply in sustainable locations.
- 3.36. The review process allows a refreshed consideration of these policies to take into account changes in national planning policy, contextual changes, any changes in the LDP evidence base and monitoring of on-going Development Management decisions. In this respect, the issue of sub-divisions/conversions into HMOs and flats is a matter which is considered to warrant a detailed analysis in response to concerns regarding the cumulative impact of proposals on local communities and amenity considerations of occupiers and neighbours. Whilst additional SPG has been prepared, appeal decisions are not always supporting the Council's position so a review is considered timely.

Employment (KP9, EC1-7)

- 3.37. Local Development Plan Policy KP9: Responding to Evidence Economic Needs responds to Cardiff's role as the main economic driver in South East Wales and deliver the strategic aspirations for economic development in Cardiff and meet the demand for 40,000 new jobs over the plan period through the identification and protection of employment land and premises and opportunities to deliver the key economic growth sectors.
- 3.38. The Local Development Plan's employment land is safeguarded for employment purposes, with Policies EC1, EC3 and EC4 and the future prosperity of the local economy is facilitated by ensuring that Cardiff can offer a range and choice of employment sites and premises for employment uses with the allocation of Cardiff Central Enterprise Zone (Policy KP2 (A)) and South of St Mellons Business Park (Policy KP2 (H)). In addition policy EC7 allows for employment proposals on land not identified for employment uses which provides an element of flexibility, should there be an additional demand for employment land over the plan period and which will satisfactorily enable businesses to locate within the County.
- 3.39. An analysis of monitoring indicators during the period 1st April 2019 to 31st March 2020 shows continuing strong performance. Of particular importance is data regarding net job creation - There is a requirement for 40,000 new jobs over the plan period 2006-2026. 20,900 jobs were created between 2006 and 2015 and therefore the target for the remaining plan period is 19,100 jobs or 1,750 jobs annually. Since the first AMR (16/17) the number of jobs has been steadily increasing with an additional 8,000 jobs provided over the last 4 years which demonstrates that Policy KP1 is functioning effectively.
- The employment land permitted (hectares) on allocated sites as a percentage of all employment allocations is 2.4%, slightly higher than the previous 12 months. While the take up in terms of hectares would appear low, the schemes permitted are high density, high rise offices which have smaller land requirements.
 - Office completions amounted to 39,726sq m largely attributable to completions within the Central Enterprise Zone. A further 42,652sq m of office floorspace is under construction and 49,328sq with planning permission which is not yet started.
 - Although falling short of the annual target there have been a number of significant industrial completions, which includes 0.6ha for a new brewery production facility/head office at Pacific Business Park.
 - There are a number of current planning permissions for industrial use including 16.5ha of land for a biomass power plant with industrial accommodation.

- The employment land lost to alternative uses has largely been as a result of uses which are considered complementary uses such as day nursery, gyms and small scale food and drink uses to cater for the needs of the workforce.
- Planning permissions have been granted on strategic sites at North West Cardiff, part of north east Cardiff and North West Cardiff, however, the employment elements of these residential led schemes are yet to be started. Pre application dialogue is continuing with regard to the strategic employment site at St. Mellons Business Park which will inform a submission for consent in the near future.

3.40. Overall, the LDP policy review has found in general the Plan's employment policies are functioning effectively in enabling appropriate industrial and business development across the county. However as part of the revision process, consideration will need to be given to the impacts of the Covid pandemic on the economy and their locational, sites and premises requirements, new labour force projections, an assessment of current employment land allocations and the identification of new employment land allocations. The Council's long term economic priorities and aspirations linked to the Cardiff Capital Region City Deal and Cardiff's Economic Strategy 'Building More and Better Jobs' will also need to be considered through the revision process.

Retail (Policies KP10, R1 to R8)

3.41. Policy R1: Retail Hierarchy is the central component of the retail strategy and establishes the hierarchy of centres in line with national guidance and favours new and improved retail facilities within the Central Shopping Area and at an appropriate scale, within district and local centres, whilst seeking to control the amount, size and nature of out-of-centre retail.

- The latest annual retail survey indicates that:
- Central Shopping Area – vacancy rate is 10.7%
- District centre – vacancy rate is 10%
- Local centre – vacancy rate is 8%
- Vacancy rates in the Central Shopping Area and Local Centres have fallen since the 2017/18 AMR and are in line with national trends.

3.42. These average vacancy rates are below the Goad UK average 11.8%. This below average vacancy rate suggest that the LDP retail policies are functioning effectively and there is a reasonable balance between the supply of shop premises and occupiers demand for space within these centres. The presence of some vacancies within centres provides an opportunity for new businesses to enter the market, attracting investment and modernising vacant units.

3.43. A new Retail Study will be undertaken in order to inform the revised LDP. This study will provide an update of the retail expenditure forecasts for comparison and convenience retail for the County. The purpose of a new retail study will be to provide

comprehensive data and information on the current performance of the retailing and commercial centres and to provide an up-to-date assessment of retail expenditure capacity within the County and identify capacity for comparison and convenience goods. This updated study will inform the Plan revision in terms of retail strategy, retail policies and LDP allocations. Wider work will also be undertaken in response to the current challenges faced by Covid pandemic on the High Street to inform the merits or otherwise of how future LDP policy can respond most effectively.

Transport (KP8, T1-T9)

- 3.44. Data collected in relation to travel by sustainable modes is reflecting the fluctuations as shown in past trends over the last 10 years. This demonstrates that sustainable travel trends have continued to increase over the last 10 years for both work and shopping, although for leisure and education the trends show a slight decrease.
- 3.45. In terms of sustainable travel modes, significant progress has been made in meeting cycling targets for all journey purposes with cycling to work in particular having experienced substantial growth in the past one year period (+3.7%). Train use has very slightly declined over the past year for work and education but the 10 year trend shows a significant increase. Walking has increase over the last year for all journey purposes with a fluctuating longer term trend. Bus use has decreased for education, shopping and leisure, reflecting a longer term downward trend.
- 3.46. In accordance with Welsh Government Local Transport Plan (LTP) guidance (May 2014), Cardiff Council prepared a new Local Transport Plan (LTP) in 2015 which was approved by Welsh Government. The LTP replaces the 2010 South East Wales Regional Transport Plan (RTP) which informed the preparation of the adopted LDP. As directed by the guidance, the LDP is an update of schemes and priorities identified in the RTP.
- 3.47. In addition, the LTP reflects the requirements of the Active Travel (Wales) Act 2013 which places a duty on local authorities in Wales to continuously improve facilities and routes for pedestrians and cyclists, together with preparing maps identifying current and potential future routes. Cardiff has made good progress in advance of the Act through schemes to develop the city's Strategic Cycle Network and numerous pedestrian improvements. Recent increases in cycling trips demonstrate Cardiff's potential to become one of the UK's leading cycling cities. Any new or amended proposals for active travel routes and facilities, especially for walking and cycling may be considered for safeguarding through the LDP revision process where they are within a programme, supported by funding and likely to be delivered in the plan period.
- 3.48. The Council's Transport Strategy was agreed by Cabinet in October 2016 and brings together the proposals in the Local Development Plan and the Local Transport Plan. The purpose of this strategy is to:

- Raise awareness of Cardiff's transport challenges over the next 20 years
- Highlight the main projects and actions which the Council proposes to undertake to tackle the challenges and increase sustainable travel in Cardiff

3.49. Consideration will also be given to the policy/land use implications of the Cardiff Capital City Region South East Wales Metro proposals in the Plan revision process. The Metro proposals seek to improve transport connectivity across the region which is integral to achieving wider economic and social outcomes for South East Wales.

3.50. Overall, the direction of travel of the LDP policies is considered to be consistent with subsequent guidance produced at a national and local level. Indeed, the approach set out in the LDP for sustainable travel, modal shift and active travel are considered to become more fully embraced in national policy. The review process allows for the further development of this approach to maximise the way that sustainable travel can form part of the overall plan strategy and take into account the implications of the Covid pandemic.

Environment (KP3 A&B, KP15-16, KP18, EN1-8, EN10-14)

3.51. The effectiveness of Green Wedge and Settlement boundary policies has been monitored by the 3 AMR's produced to date and no applications for inappropriate development in the Green Wedge have been permitted and no applications were permitted outside the settlement boundary that did not satisfy policy, since the LDP was adopted. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of both the boundary of the Green Wedge and Settlement boundary will take place to ensure it takes account of the implications of the Covid pandemic, changes in national planning policy and the evidence base for the plan.

3.52. The effectiveness of wider environment policies (EN1-8) has been monitored by the 3 AMR's produced to date and have shown that there has been no negative impact on Special Landscape Areas, Ancient Woodlands, SSSI's, SNCI's, and Natura 2000 and European designated sites. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of the implications of the Covid pandemic, changes in national planning policy, contextual changes and any changes in the LDP evidence base.

3.53. The effectiveness of natural resources policies (KP18, EN11, and EN13) has been monitored by the 3 AMR's produced to date and have shown that there has been no negative impact on water quality and quantity and the number of Air Quality Management Areas has not increased since the plan was adopted. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account

of the implications of the Covid pandemic, changes in national planning policy, contextual changes and any changes in the LDP evidence base.

- 3.54. The effectiveness of policies regarding climate change (KP15, EN10, EN12, EN14) have been monitored by the 4 AMR's produced to date and they have shown the policies are functioning effectively.
- 3.55. Monitoring for the flood risk policies shows that no applications for highly vulnerable development have been permitted in flood zone C2 and only 4 applications for highly vulnerable development have been permitted in flood zone C1, which didn't meet the flood risk criteria set out in TAN15. These applications related to the conversion and extension of existing properties in the Canton and Riverside area of the city to flats and Natural Resources Wales had objected stating the depth of flooding at ground floor level would be greater than 600 metres and therefore did not meet the tolerable limits set out in TAN15 (Section A1.14). In determining these applications the Council considered that it would be unreasonable to refuse planning permission on this issue as the properties were already in residential use and surrounded by other residential properties with the same finished floor level. In addition it was noted that each flat unit has access to a first floor refuge and in both cases the applicant was made aware of the risk of flooding at the premises. Given this it is considered these four applications raise particular issues that need separate consideration and are not related to the performance of Policy EN14 which is functioning effectively as evidenced by the fact that flood risk has been considered.
- 3.56. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of the implications of the Covid pandemic, changes in national planning policy and the evolving evidence base relating to the links between climate change and flood risk in order to ensure the plan review responds to the climate change emergency.
- 3.57. In relation to Policy EN12: Renewable Energy and Low Carbon Technologies the LDP review found that since the adoption of the LDP a total of 6 schemes have been permitted.
- 3.58. In many respects, it is considered that there is relatively limited scope for renewable energy in Cardiff. Unlike some other local authorities in Wales, Cardiff has no Strategic Search Areas (TAN8) thereby restricting the potential for harnessing large-scale onshore wind power. With regards to other technologies, Cardiff is a relatively small area with much of its land already developed. Outside the urban areas, topography, environmental constraints plus relatively high land values constrain opportunities for medium-large renewable energy generation. There are however exceptions, within the former docklands two notable schemes are already in operation including an Energy Recovery Facility in Splott (30MW) and more recently a biomass plant in Tremorfa (2MW). Planning permission was also granted in June 2018 for a biomass plant at Rover Way (9.5MW) and just outside the current monitoring period in May 2019 for a

8.7 MW Solar Farm on the former Lamby Way tip. Also during the year 9 applications were granted planning permission which incorporated solar energy amounting to 0.52 MW in total.

- 3.59. However, significant contextual changes have occurred in relation to renewable and low carbon energy since LDP adoption which will need to be considered/addressed through the LDP review process. In addition, the Cardiff Renewable Energy Assessment (September 2013) informed the policies set out within the LDP. The new LDP will need to consider the revised Toolkit and address the additional requirements set out within it to produce a revised REA as evidence to support carbon reduction targets and mitigate the effect of climate change.
- 3.60. Overall, the plan review process will need to look beyond AMR reporting and the analysis of existing policy in response to the current Covid pandemic and declared Climate Emergency and wider evidence regarding the extent and magnitude of issues faced. The review process can explore the most appropriate policy response to this changed context.

Built Heritage (KP17, EN9)

- 3.61. The effectiveness of these policies has been monitored by the 3 AMR's produced to date and have shown that all the relevant applications received on historic environment assets were considered to be policy compliant subject to conditions/recommendations placed on the permission. No applications were permitted with an outstanding objection from statutory heritage advisors. Given this it is considered that both these policies are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of changes in national planning policy, contextual changes and any changes in the LDP evidence base.

Masterplanning, design and infrastructure (KP4-7)

- 3.62. The Materplanning Approach set out in KP4 (and delivered in a site-specific manner through Policies KP2 (A) to (H)) has proved very effective in providing an over-arching framework to ensure that Strategic Sites are delivered in a comprehensive manner; putting placemaking principles at the heart of new developments, and delivering necessary infrastructure in a timely manner. Policy KP5, alongside a series of new design supplementary planning guidance, has also proved effective in setting detailed criteria to secure high quality and sustainable design.
- 3.63. Changes to Planning Policy Wales (Edition 10) in 2018 are broadly consistent with this policy approach. The review process will provide the opportunity to further embed placemaking principles through good design, preservation of heritage assets, biodiversity and community infrastructure delivery within the planning policy framework. This emphasis on placemaking principles is consistent with Welsh Government guidance set out in "Building Better Places" and will aid the recovery of the city from the impacts of the Covid pandemic.

3.64. LDP Strategic Policy KP6: New Infrastructure identifies that new development will make appropriate provision for, or contribute towards, the necessary infrastructure required as a consequence of proposed new development. LDP Strategic Policy KP7: Planning Obligations seeks contributions from developers towards the additional demands new development generates upon existing services, facilities, infrastructure and the environment, as well as negotiating benefits that improve the standard of development proposals by providing necessary infrastructure and community benefits. This policy is delivered through the development management process.

3.65. Since 2009, the Council has secured £165 million in financial contributions from planning applications (see table 2 below). This figure does not include on-site works such as affordable housing, green infrastructure, active travel and highway improvements. A significant proportion of these contributions are from the LDP strategic sites where detailed policies and the masterplanning approach have assisted in negotiating, securing and phasing infrastructure delivery in a comprehensive and timely manner.

Table 2: Section 106 Financial Contributions secured 2009 to 2019

| Year | Section 106 financial contributions secured (£) |
|--------------|--|
| 2009 | 2,057,283 |
| 2010 | 3,488,465 |
| 2011 | 8,331,659 |
| 2012 | 1,459,561 |
| 2013 | 5,779,325 |
| 2014 | 31,304,088 |
| 2015 | 12,555,008 |
| 2016 | 14,248,428 |
| 2017 | 77,470,070 |
| 2018 | 4,223,307 |
| 2019 | 3,204,329 |
| 2020 | 1,147,744 |
| Total | 165,269,268 |

3.66. Contributions are secured through the use of planning obligations as set out in Section 106 of the Town and Country Planning Act 1990. Agreements can also be entered into under Sections 278 and 38 of the 1980 Highways Act. These prescribe the highway works required as a result of proposed developments.

3.67. The Council resolved on 18 September 2014 to commence work on a Community Infrastructure Levy (CIL) for Cardiff and consult on a Preliminary Draft Charging Schedule (PDCS). Following consultation on the PDCS in November/December 2014, a consultation on the Draft Charging Schedule (DCS) took place in September/October

2016. The next stage would have been to submit the DCS for Examination by an independent inspector. However, further stages in the preparation of a CIL for Cardiff were not actioned given impending changes to CIL governance outlined below.

3.68. In 2017, the Department for Communities and Local Government (DCLG) published a review of the Community Infrastructure Levy, entitled 'CIL Review: Report to Government', which recommended a series of changes to the process. CIL has now been devolved to the Welsh Government through the Wales Act 2017. The *Welsh Ministers (Transfer of Functions) Order 2018* also transferred the necessary executive functions to the Welsh Ministers to accompany devolution of the CIL. This came into force in May 2018.

3.69. The review process will provide a timely opportunity to consider if there is merit in progressing a CIL for Cardiff given the changes in context. For example, this could examine if there is scope for the CIL to secure monies from the type of sites and uses which are sometimes proving challenging to secure Section 106 monies due to viability factors or policy thresholds. The CIL can apply to residential and non-residential developments, and may include smaller brownfield and non-strategic sites.

3.70. The extended plan period allows for a review of infrastructure requirements associated with growth, along with a parallel consideration of infrastructure requirements to respond to the impacts of the Covid Pandemic, realistic policy expectations, development viability and alternative infrastructure delivery mechanisms.

3.71. Supplementary Planning Guidance on Planning Obligations to supplement Policies KP6 and KP7 has been prepared to ensure that developments contribute toward the provision of the necessary infrastructure and measures required to mitigate their impact and to provide clarity to developers, agents and other stakeholders regarding the basis on which planning obligations will be secured.

3.72. In addition the Cardiff Infrastructure Plan (IP) is updated on an annual basis and is a 'living document' which sits alongside Cardiff's Local Development Plan (LDP). It covers the plan period to 2026 and identifies the infrastructure required to facilitate and sustain the city's projected level of growth. The Infrastructure Plan is directly linked to the LDP Monitoring Framework and updated annually in order to effectively respond to changes in baseline information, procedures and legislation.

3.73. As part of the monitoring of LDP sites, a series of bespoke Strategic Monitoring Documents have been produced to monitor ongoing progress in terms of planning consents and infrastructure provision within each of the strategic sites.

Social and community (KP13-14, C1-7)

3.74. It is considered that in general the Plan's open space policies are functioning effectively in safeguarding existing recreation facilities and public open space and in securing provision of new facilities in connection with new residential development in

accordance with the adopted standards. However, as part of the revision process the implications of the Covid pandemic for open space provision and other community facilities in the city will need to be considered taking into account the findings of the latest open space survey, undertaken in July 2020.

3.75. In addition the implications of Covid and the contextual changes to national planning policy set out in Planning Policy Wales (Edition 10, December 2018) will need to be considered together with new guidance produced by Fields in Trust in 2017, 'Guidance for Outdoor Sport and Play: Beyond the Six Acre Standard.' This guidance, while retaining the same headline rates of provision as the original "Six Acre Standard", draws out new recommendations for accessibility, for flexible application of standards and the minimum dimensions of formal outdoor space. The revision of the guidelines also introduces benchmarking for informal open space not involving organised sport and play and includes parks and gardens and natural and semi-natural habitats. The amendments to the guidance do not result in a requirement to make modifications to current LDP standards as the TAN16 promotes evidence based locally generated standards. However, the revised recommended benchmark guidelines for both formal and informal outdoor space will be taken into account in the LDP revision process. The Council is also moving away from an approach to recreation and open space provision based on strict compliance with predetermined standards. This is in accordance with LDP Green Infrastructure policies that encourage the multifunctional use of open space.

3.76. It is considered that policies regarding health are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of the implications of the Covid pandemic, changes in national planning policy and the evolving evidence base setting out links between obesity and the built environment. Overall, the plan review process will need to look beyond AMR reporting and the analysis of existing policy in response to the increased evidence, which highlights the links between health and the built environment and seeks to favour the creation of more healthy and active environments. In particular, the review process can explore the links between obesity, health and well-being and healthy and active lifestyles and the built environment and consider the most appropriate policy response to this changed context.

3.77. It is considered that policies regarding the community (C1 to C3, C7) are functioning effectively. However, as part of the review of the plan a review of these policies will take place to ensure it takes account of implications arising from the current Covid pandemic, changes in national planning policy and the evolving evidence base setting out links between obesity and the built environment.

Waste (KP12, W1-2)

3.78. The LDP Waste policies were prepared in the context of the South East Wales Regional Waste Plan (RWP) – First Review 2008. This set out land requirements for new waste management facilities, which were taken on board in the Policy W1: Sites for Waste

Management Facilities, which identified sites that had potential for the location of waste management facilities – class B2 industrial sites and existing waste management sites. The monitoring report results for the last three years show that this policy is functioning effectively and there is sufficient land available to meet Cardiff’s waste management needs.

3.79. RWPs, however, no longer have effect after a re-write of national planning policy on waste was needed to reflect the new waste policy context introduced through the EU Directive on Waste (2008/98/EC), the Waste Strategy for Wales, ‘Towards Zero Waste’, June 2010 and the underpinning suite of waste sector plans, in particular the Collections, Infrastructure and Markets Sector (CIMS) Plan. The general approach of the CIMS Plan has been to move away from land-take based calculations to an approach where the need for waste management facilities is expressed by future capacity in tonnes. As stated in Welsh Government Policy Clarification Letter CL-01-12, technology development has led to the potential for smaller, more dispersed facilities to be developed (more flexible, able to take advantage of niche opportunities). It has also led to the possibility of larger facilities being developed to reflect economies of scale and reduce expenditure by businesses and local authorities on the management of their residual waste. The end result of this is that it is now more difficult to ascribe a value to an ‘average facility’ – and as such, area-based land-take calculations have become less applicable.

3.80. The CIMS Plan describes the waste management framework considered to provide the best solutions to meet environmental, social and economic needs in Wales to 2050. Waste assessments contained within the CIMS Plan do not have to be repeated by local planning authorities at a regional or local level. However, monitoring needs to be carried out through voluntary co-operation at a regional level to inform decision making in future LDPs and in dealing with planning applications for waste. The regional monitoring work has resulted in the first Waste Planning Monitoring Report (WPMR) for South East Wales (April 2016). This concluded that the regional position was:

- There is no further need for landfill capacity within the South East region.
- Any proposals for further residual waste treatment should be carefully assessed to ensure that the facility would not result in overprovision.

3.81. It appears, therefore, that there is no current need for residual waste facilities in Cardiff although PPW (Edition 10, paragraph 5.13.12) requires that the identification of suitable locations for sustainable waste management facilities should be considered as part of LDP preparation. PPW (paragraph 5.13.8) also requires that development plans should demonstrate how national waste policy, and in particular the CIMS Plan, along with any updated position adopted in the waste planning monitoring reports and any other form of waste management priorities relevant to its local area have been taken into account.

3.82. It is considered that the waste policies are functioning effectively. However, the review of the plan will need to ensure it takes account of changes in national planning policy and the evolving evidence base, including any changes to national recycling targets

and the need for additional waste management recycling facilities over the extended plan period up to 2035.

Minerals (KP11, M1-8)

3.83. LDP Minerals policies were prepared in the context of the Regional Technical Statement (RTS) 1st Review (August 2014), which was produced by the South Wales Regional Aggregates Working Party. A 2nd Review of the RTS is currently ongoing and following consultation is due to be finalised in March 2020. The monitoring of the Minerals policies set out in the three AMRs show that the policies are functioning effectively. However, the review of the LDP will need to consider the implications of the recommendations in 2nd Review of the RTS for the mineral strategy set out in the LDP along with any changes in current government guidance.

Supplementary Planning Guidance (SPG)

3.84. A number of supplementary planning guidance (SPG) documents to support key LDP policy areas have been approved by the Council since adoption of the plan. These are:

- Houses in Multiple Occupation
- Waste Collection and Storage Facilities
- Locating Waste Management Facilities
- Planning Obligations
- Tall Buildings
- Residential Design Guide
- Childcare SPG
- Planning for Health and Well-being
- Infill Design Guidance
- Residential Extensions and Alterations Guidance
- Green Infrastructure (including Technical Guidance Notes relating to Open Space, Ecology and Biodiversity, Trees, Soils, Public Rights of Way and River Corridors)
- Safeguarding Business and Industrial Land and Premises
- Food, Drink and Leisure Uses
- Archaeologically Sensitive Areas
- Managing Transportation Impacts (including Parking Standards)
- Flat Conversions
- Student Accommodation
- Shop Fronts and Signs Guidance

3.85. A review of the existing SPG including ones recently amended and adopted will be undertaken as part of the LDP Revision process.

Proposals Map and Constraints Map

3.86. The form and content of the LDP Proposals Map will require changes as part of the LDP Review to reflect any changes to the plan.

3.87. The LDP Constraints Map contains designations that are not directly proposals of the LDP but are constraints to development created by legislation or other mechanisms outside of the LDP process such as Flood Risk Areas, Conservation Areas, SSSI's, etc. The printed Constraints Map for the LDP represents a point in time and includes a number of designations particularly flood risk areas that have been updated since adoption of the LDP and therefore it is out of date. Going forward it is likely that the Constraints Map will be produced in an electronic form with public access that will allow for it be updated as necessary.

4. Future LDP Evidence Base Requirements

4.1. To inform the review of the Replacement LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which is out-of-date and needs to be updated and/or replaced in order to fully understand the land use requirements of the City up to 2036 as well as taking into account the implications of the Covid pandemic and any contextual or policy changes that have occurred since adoption of the existing plan. A sample of potential evidence base studies which may be required to inform the Replacement LDP include:

1. **Population and household forecasts** – to inform the Replacement LDP's dwelling requirement up to 2036.
2. **Local Housing Needs Assessment** – to inform the housing requirement tenure type and size of dwelling to match future household type and age profile of the population.
3. **Gypsy and Traveller Accommodation Assessment** - to identify the need for permanent and transit pitches up to 2036.
4. **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Replacement LDP.
5. **Employment Land Review Update** – to assess the future need of employment land suitable for all employment sectors and regional employment aspirations.
6. **Retail Needs Assessment** – to identify if there is a requirement for additional floorspace to help inform the Council's approach to manage the vitality and viability of our city, district and local centres.
7. **Urban Capacity Study** – to quantify the amount of brownfield land which could contribute to the housing need in the city up to 2036.
8. **Settlement Boundary Review** – to define, clear, defensible boundaries around settlements in the form settlement boundaries.
9. **Affordable Housing Viability Assessment** – to provide advice on achievable and viable targets and thresholds for affordable housing.
10. **Infrastructure Requirements over the plan period** – to build upon existing Cardiff Infrastructure Plan and extend to cover proposed Replacement Plan period.

11. **Renewable Energy Assessment** – evidence to support carbon reduction targets and mitigate the effect of climate change.
12. **Strategic Flood Risk Assessment** – to identify areas at risk of flooding.
13. **Green Infrastructure Assessment** – to identify relevant data regarding Cardiff's natural environment.

4.2. The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

Sustainability Appraisal including Strategic Environment Assessment

- 4.3 A requirement of the LDP process is that Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) informs preparation of the LDP. The SA/SEA process is integral to the development of the LDP to ensure the policies in the LDP promote Sustainable Development through integration of the key economic, environmental, social and cultural objectives in the development of the LDP policies and proposals and take account of any significant effects on the Environment. The SA/SEA has been an iterative process throughout preparation of the LDP and policies and proposals in the LDP reflect this.
- 4.4 SA monitoring of the Sustainability Appraisal Objectives is undertaken on an annual basis and reported through the LDP Annual Monitoring Report. This enables the Council to assess the extent to which the LDP is contributing to the achievement of sustainable development and to identify any concerns. To inform the review of the LDP it will be necessary to revisit and update the environmental, social and economic baseline information, along with the review of relevant plans policies and program. The SA Monitoring Framework including the SA Objectives will need to be reviewed to ensure this remains up to date, and this will include considering whether the methodologies need revising due to changes in legislation.

Habitats Regulations Assessment

- 4.5 The LDP was informed by Habitats Regulations Assessment (HRA), the purpose of which is to assess the impacts of a land use plan, in combination with the effects of other plans and projects, against the conservation objectives of internationally important European sites of nature conservation importance such as Special Areas of Conservation and Special Protection Areas (designated for their ecological status) and to ascertain following screening what needs Appropriate Assessment (AA). As part of the review of the LDP the HRA will need to be reviewed.

5. The LDP Review options

Joint LDPs and Joint Working

- 5.1 In line with national guidance, consideration must be given to the scope for preparing a Joint LDP. However, it is noted that 8 of the 9 other Local Authorities in South East Wales are already preparing their own Replacement LDPs with no examples of a joint approach. The remaining Local Authority (the Vale of Glamorgan) have not yet reached the Plan Review stage due to a later adoption date and it is not considered that there are sufficient synergies to warrant the preparation of a Joint LDP.
- 5.2 The existing LDP benefitted from a bespoke regional collaborative exercise to help inform the Plan strategy involving all Local Authorities and other key stakeholders in South East Wales. This process worked well and a similar approach is proposed again to help inform the Replacement LDP.
- 5.3 Should work commence on a Strategic Development Plan (SDP) for South East Wales, information gathered through the LDP process can be used to inform the SDP and vice versa. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

6 Conclusions and next steps

Recommendation

- 6.1 This report concludes that the full revision procedure is considered the most appropriate form of review and that a Replacement LDP is prepared for the period 2021 to 2036. In this respect, it is recognised that the issues raised by the current Covid pandemic and the strategic nature of issues to be addressed in a replacement LDP cannot justify the short form revision procedure. This will ensure the Council can respond to the issues raised by the current Covid pandemic and has up-to-date Plan coverage beyond 2026 and supports the Plan-led approach in Wales.

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Cardiff Replacement Local Development Plan Draft Delivery Agreement

November 2020



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PART 1: INTRODUCTION

The purpose of this Delivery Agreement

- 1.1 The Cardiff Local Development Plan (LDP) was adopted by the Council on the 28th January 2016. An up to date LDP is an essential part of the plan-led planning system in Wales. In this respect the Council is required to undertake a full review of the adopted LDP every four years from the date of adoption.
- 1.2 A full review of the Cardiff Local Development Plan 2006-2026 has been undertaken, the findings of which are set out in the Draft Review Report. The revised LDP will cover the period 2021 to 2036. The preparation of a Delivery Agreement is a key requirement in the preparation of a revised LDP. The Delivery Agreement must include:
 - A **Community Involvement Scheme (CIS)** - indicating how the Council will involve consultation bodies and the public in Replacement LDP preparation; and
 - A **Timetable** for preparing and adopting the Replacement LDP, and for preparing and publishing the sustainability report, the Annual Monitoring Report and supplementary planning guidance (SPG).
- 1.3 The Delivery Agreement is an important part of the Replacement LDP preparation process. It indicates how and when the Council will provide opportunities for consultees and the local community to be involved in the process, as set out in relevant legislation, regulations and Welsh Government guidance. Delivery of the Replacement LDP in accordance with the Agreement will be one of the tests of the plan's soundness examined by the Planning Inspectorate (see paragraph 1.26). Part 3 of this document contains details of the proposed Replacement LDP preparation timetable and Appendix B contains a flow chart summarising the main stages of preparation.
- 1.4 This Agreement has been prepared in accordance with Welsh Government regulations and guidance, including:
 - The Town and Country Planning (Local Development Plan) (Wales) Regulations 2015; and
 - The Local Development Plan Manual (Edition 3, 2020).
- 1.5. The LDP Regulations require that, before formally approving and submitting a Delivery Agreement to the Welsh Government, the Council must:
 - Consult specific consultation bodies (see Appendix A) in the preparation of the timetable; and
 - Engage with those general consultation bodies who appear to have an interest in development matters in Cardiff, in the preparation of the community involvement scheme. The general consultation bodies to be consulted on this draft Agreement are identified in Appendix A

1.6. Any comments on this draft document should be sent to the below address **by** [Date to be confirmed] **February 2021**:

Email: LDP@cardiff.gov.uk

Tel: 029 2087 2087

Post: The Development Plan Team Cardiff
Council,
Room 219, County Hall, Atlantic
Wharf, Cardiff CF10 4UW

What will happen next?

1.7. Following this consultation, the Council will:

- Analyse responses, review the draft Agreement making any changes considered necessary and formally approve at Full Council prior to submission to the Welsh Government;
- Make available its analysis and response to the consultation responses on the Council web site.

1.8. Following approval from the Welsh Government, the Delivery Agreement will be published on the Council's website.

Preparation of the Replacement LDP

1.9. The 2004 Planning and Compulsory Purchase Act (as amended by the 2015 Planning (Wales) Act) requires the Council to prepare a replacement LDP setting out its objectives for the development and use of land in Cardiff over the Replacement Plan period (2021 to 2036) and its policies to implement them. This period allows 12 years to implement the Replacement Plan following proposed adoption in 2024, thereby according with Welsh Government guidance on the duration of the Replacement Plan. The aims of the Replacement Plan are to:

- Deliver sustainable development;
- Reflect local aspirations for the City, based on a vision agreed by the local community and other stakeholders;
- Provide a basis for rational and consistent development management decisions;
- Guide growth and change, while protecting local diversity, character and sensitive environments; and
- Show how and where change will occur over the Replacement Plan period.

1.10. In preparing the replacement LDP, the Council must also take account of:

- A wide range of legislation, policies and other initiatives, at European, national and local levels of government; and
- Relevant social, economic and environmental considerations.

1.11. The 2004 Act (as amended by 2015 Act requires the Council), in preparing the Replacement LDP, to have regard to:

- Current national policies:
- Strategic Development Plan for the area
- The National Development Framework for Wales; and
- The resources likely to be available for implementing Replacement Plan.

1.12. The principal sources of national planning policy and guidance issued by the Welsh Government are:

- Planning Policy Wales (Edition 10, December 2018);
- Technical Advice Notes (Wales) (TANs) (various dates);
- Minerals Technical Advice Note (Wales) 1: MTANS (various dates);
- Local Development Plan Manual (WG, Edition 3, 2020).

Integrated Sustainability Appraisal (ISA) incorporating Strategic Environmental Assessment (SA/SEA) and other related assessments

1.13. The Replacement LDP must be subject to Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) as required European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 and the Planning and Compulsory Purchase Act 2004 (as amended by the by 2015 Act). The SA/SEA will be an Integrated Sustainability Appraisal (ISA) will also include an assessment of health and equality impacts.

1.14. These are tools to ensure that policies in the Replacement LDP reflect sustainable development principles and take into account the significant effects of the Replacement Plan on the environment. The Council will adopt an integrated approach to the appraisal and assessment in which economic and social issues are considered alongside environmental elements.

1.15. Guidance on how SA/SEA should be undertaken is provided in:

- The Assessment of Plans and Programmes (Wales) Regulations 2004 (“the SEA Regulations”);
- A Practical Guide to the Strategic Environmental Assessment Directive (September 2005)¹;
- Local Development Plan Manual (Edition 3, 2020).

1.16. SA/SEA is an iterative process that will be undertaken throughout plan preparation. There will be six key stages:

- Establish policy context, identify and document evidence base, identify sustainability issues and develop ISA/SEA objectives and indicators;
- Consult Specific consultees on ISA Scoping Report;
- Publish ISA Report of Strategic options and Preferred Strategy;
- Publish Deposit ISA Report including Environmental Report (with Replacement LDP);

- Publish the final ISA report following the Inspectors Report and adoption;
- Monitoring and implementation of the ISA.

1.17. At the outset of the ISA/SEA process, there will be an opportunity for stakeholders to comment on the ISA Scoping Report that sets out how the ISA/SEA process will be undertaken. The findings of the ISA/SEA work will be evidenced at key stages in the Replacement LDP preparation process; Reports will be prepared, and subject to consultation with stakeholders, in parallel with the Preferred Strategy consultation and Deposit Replacement LDP consultation. A Final ISA Report will be submitted along with all other Replacement LDP documentation when submitted to Welsh Government for examination. The statutory Environment Bodies will be consulted at all the stages referred to above and there will be wider on-going dialogue with these bodies as the process proceeds.

1.18. In addition to the ISA/SEA processes, the Council will also undertake a Habitat Regulation Appraisal (HRA) of the Replacement LDP as it is being prepared.

Habitats Regulations Assessment (HRA)

1.19. The requirement for Habitats Regulations Assessment (HRA) comes from the Habitats Directive, specifically Article 6(3), which requires that land use plans, including LDPs, are subject to a HRA Screening to determine whether any plan [or project] is likely to have a significant effect upon a European site, either alone, or in combination with other projects. In Wales, requirements for HRA, including for proposed modifications to existing plans, are set out within Part 6 of the Conservation of Habitats and Species Regulations 2017 and Part 2 of the Conservation of Offshore Marine Habitats and Species Regulations 2017.

1.20. The HRA process follows a series of Stages; these will be undertaken for the LDP Review, as necessary, to meet with the requirements of the Regulations:

- **Stage 1 - HRA Screening:** to determine whether the LDP Review is likely to have significant effects on European Sites;
- **Stage 2 – Appropriate Assessment:** If the HRA Screening indicates that the LDP Review is likely to have significant effects, a further level of assessment is needed to consider whether the LDP Review could adversely affect the integrity of one or more European site(s), either alone or in combination with other plans or projects, in view of their established conservation objectives and conservation status. If the potential for adverse effects on site integrity are identified, the Appropriate Assessment should also consider mitigation measures to control the identified impacts, to avoid adverse effects on site integrity; and
- **Stage 3 and 4 – Consideration of Alternatives and Imperative Reasons of Overriding Public Interest:** Only where significant effects remain at the end

of Stage 2 in the HRA process is there a need to consider alternatives and Imperative Reasons of Overriding Public Interest.

1.21. The HRA process will be undertaken in conjunction with the ISA (incorporating SEA) to ensure an integrated approach to assessment. It is intended that the process will run concurrently with the Replacement Plan making process and form an iterative part of the LDP Review, involving the consideration of all emerging policy and site options. Natural Resources Wales will be consulted throughout the HRA process.

Evidence Base Assessments

1.22. To inform the review of the Replacement LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which is out-of-date and needs to be updated and/or replaced in order to fully understand the land use requirements of the City up to 2036 as well as taking into account any contextual or policy changes that have occurred since adoption of the existing plan. A sample of potential evidence base studies which may be required to inform the Replacement LDP include:

1. **Population and household forecasts** – to inform the Replacement LDP's dwelling requirement up to 2036.
2. **Local Housing Needs Assessment** – to inform the housing requirement tenure type and size of dwelling to match future household type and age profile of the population.
3. **Gypsy and Traveller Accommodation Assessment** - to identify the need for permanent and transit pitches up to 2036.
4. **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Replacement LDP.
5. **Employment Land Review Update** – to assess the future need of employment land suitable for all employment sectors and regional employment aspirations.
6. **Retail Needs Assessment** – to identify if there is a requirement for additional floorspace to help inform the Council's approach to manage the vitality and viability of our city, district and local centres.
7. **Urban Capacity Study** – to quantify the amount of brownfield land which could contribute to the housing need in the city up to 2036.

8. **Settlement Boundary Review** – to define, clear, defensible boundaries around settlements in the form settlement boundaries.
9. **Affordable Housing Viability Assessment** – to provide advice on achievable and viable targets and thresholds for affordable housing.
10. **Infrastructure Requirements over the plan period** – to build upon existing Cardiff Infrastructure Plan and extend to cover proposed Replacement Plan period.
11. **Renewable Energy Assessment** – evidence to support carbon reduction targets and mitigate the effect of climate change.
12. **Strategic Flood Risk Assessment** – to identify areas at risk of flooding.
13. **Green Infrastructure Assessment** – to identify relevant data regarding Cardiff's natural environment.

1.23. The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. Ongoing dialogue with other Local Authorities will help maximise efficiencies and consistency with regard to gathering/sharing evidence and agreeing methodologies where possible.

Well-being of Future Generations Act

1.24. The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to:

- a prosperous Wales;
- a resilient Wales;
- a healthier Wales;
- a more equal Wales;
- a Wales of cohesive communities;
- a Wales of vibrant culture and Welsh language; and
- a globally responsible Wales.

1.25. The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the Replacement LDP (and SEA); there are clear associations between both the Replacement LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced. This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the Replacement LDP. Both the WBFG Act and the LWBP will be considered

fully throughout the preparation of the Replacement LDP, which will follow the five ways of working.

Independent examination of soundness

1.26. When the Council has finalised its Replacement Plan, it must place it on deposit for public inspection and the submission of representations, and then submit it to the Welsh Government for examination by an Inspector appointed by the Welsh Government. The examination of the Replacement LDP is an independent process for determining whether the plan is fundamentally sound. Having regard to the evidence submitted with the plan and the representations received at deposit, the inspector must determine whether the plan meets the following 3 tests of soundness set out in guidance issued by the Welsh Government and the Planning Inspectorate:

- Test 1 – Does the plan fit? (i.e. is it clear that the Replacement LDP is consistent with other plans?);
- Test 2 – Is the plan appropriate? (i.e. is the plan appropriate for the area in the light of the evidence?);
- Test 3 – Will the plan deliver? (i.e. is it likely to be effective?).

1.27. Following the examination the Inspector will produce a report recommending required changes to the Replacement LDP together with reasons for the changes. The report will focus on the issue of whether the Replacement LDP is sound and if an Inspector considers the plan is fundamentally unsound the Plan will not be recommended for adoption. The conclusions reached by the Inspector will be binding and unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the Replacement LDP as amended.

Supplementary Planning Guidance (SPG)

1.28. The replacement LDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site specific guidance on the way in which Replacement LDP policies will be applied. These are non-statutory documents intended to expand upon the policies and proposals in the Replacement LDP. They cannot introduce new policy and are not the subject of independent examination but will undergo public consultation.

1.29. The need for any new or revised SPG (related to existing Local Development Plan policies) as the Replacement LDP is being prepared will be considered on its merits having regard to the need for new guidance together with the adequacy of the existing policy framework as set out in the Local Development Plan and contained in national guidance. In such cases, the SPG will be subject to its own consultation process.

1.30. Consultation with stakeholders as the Replacement LDP is prepared may reveal the need for new SPG to be produced that directly relates to the Replacement LDP. In such cases, it is intended that public consultation on the SPG would be undertaken in parallel with wider Replacement LDP engagement. Stakeholders will be kept informed of any such consultations.

1.31. SPG relating to proposed policies contained in the Replacement LDP cannot be formally adopted until after the Inspector's binding report has been received on the Replacement LDP and it is clear that there is no change to the policy approach.

Monitoring and Review

1.32. The Council will monitor and regularly review progress of the Replacement LDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. Any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the Replacement LDP:

- Significant change to the resources available to undertake preparation of the Replacement LDP.
- Preparation of the Replacement LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the Replacement LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the Replacement LDP in accordance with the DA.
- Significant changes to the Community Involvement Scheme.

1.33. An updated timetable will be submitted to the Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be redefined within 3 months of the close of the formal Deposit period and submitted to the Welsh Government for agreement.

PART 2: THE COMMUNITY INVOLVEMENT SCHEME (CIS)

Aims of the scheme

- 2.1. The LDP Regulations require the Council to work in partnership with a wide range of stakeholders in preparing the Replacement LDP, including specific and general consultation bodies (see Appendix A) and the general public.
- 2.2. This CIS indicates how and when the Council will provide opportunities for everyone with an interest in the Cardiff Replacement LDP to be involved in its preparation. In so doing, the aim is to build as much consensus as possible concerning the overall strategy of the plan.

Principles and methods of community engagement

- 2.3. The following consultation principles will guide the Council's approach to involving the local community and other stakeholders in preparation of the Replacement LDP:

- **Commitment** – The Council will seek to provide opportunities for the whole community (different age groups, local community groups, hard to reach groups and protected characteristic groups) including businesses, to engage at appropriate stages in the process including 'child-friendly non-technical format' material as part of the process to encourage wider engagement.
- **Inclusiveness** – The Council will encourage the active participation of everyone who has an interest in, or who may be affected by, the Replacement LDP including efforts to actively engage with children and young people.
- **Appropriateness** – The Council will seek to engage the community through the most appropriate methods as determined through consultation on this document.
- **Transparency and accessibility** – The Council will make all relevant information available on-line and undertake engagement in a transparent and open way and seek to maximise the use of new technology such as virtual consultation and social media.
- **Accountability** – The Council will publish on-line the results of community engagement and seek to ensure that all stakeholders are informed of the outcome of their involvement.
- **Productivity** – The Council will seek to use virtual consultation and community engagement to secure as much consensus as possible on the content of the Replacement LDP.
- **Realism** – The Council will seek to ensure that all parties involved in the process understand and remain realistic about what can be achieved within the context of relevant legislation, Welsh Government guidance, and resources available.

- 2.4. The Council intends to build as much consensus as possible during the Replacement LDP preparation process and hopes that all parties will actively engage from the outset. Paragraphs 2.5 to 2.7, give a broad outline of some of the

key methods that will be used whilst paragraphs 2.14 to 2.32 outline the main stages of the Replacement LDP preparation process together with a summary of opportunities for involvement at each stage. Appendix C contains a table that summarises how the Council intends to undertake community engagement and consultation up to the deposit stage. The Agreement will be reviewed within 3 months of deposit of the Replacement LDP and appropriate engagement from deposit to adoption will be included in that review.

- 2.5. Information will be regularly updated on the Council's website. It will be possible to make representations in an electronic format (the preferred format) and also in writing. Efforts will be made to make the consultation processes as clear and accessible as possible. Staff will be available on weekdays during normal office hours to deal with any queries and can be contacted as set out below:

LDP Team Room
Room 219, County Hall,
Atlantic Wharf, Cardiff CF10 4UW
Tel. 029 2087 2087
Email: LDP@cardiff.gov.uk
Website Address: www.cardiff.gov.uk

- 2.6. Whilst the Council is providing a wide range of opportunities to access information and become involved in the Replacement LDP process, there are clearly resource limitations to the extent of engagement that is possible. Additionally, it is important that all consultees are dealt with in a fair and equal manner. Taking account of both of these points, it is not proposed that Officers attend meetings organised by individual groups. However, it is stressed that Officers are available throughout the process, as outlined above, and consultees are strongly advised to use this facility should information or advice be required.
- 2.7. The following list provides a summary of the expectations of consultees during the Replacement LDP preparation process:
- A commitment to the process including consensus building
 - To raise legitimate land use issues
 - To engage in the debate with an open mind
 - All parties to submit the appropriate level of information as specified
 - Responses made within prescribed periods
 - To treat Officers with due respect
 - If in any doubt about the process, to contact the LDP Team for advice

Feedback

- 2.8. The Council will ensure that feedback is provided on-line as soon as possible on the outcome of engagement and consultation throughout the Replacement Plan preparation process.
- 2.9. Feedback from the Council relating to consultation exercises will take the following forms:

- Acknowledgement letter or e-mail providing contact details and detailing how the Council will deal with the representation
- Details of the next steps in the Replacement Plan preparation process

2.10. Petitions received during consultation on the Replacement Plan will be acknowledged by letter or e-mail to the presenter of the petition only. This will include contact details and set out how the Council will deal with the issues raised in the petition. Specific guidance on the scope and procedures when using petitions will be established and made available prior to each formal stage of consultation.

Council decision-making process and local elected member involvement

2.11. Decisions on the Replacement Plan and its proposed content will be made by the full Council normally with recommendations from the Cabinet. The Cabinet and Council meet each month. The Council has established a Corporate Officer LDP Working Group to assist preparing the Replacement LDP in accordance with the timetable.

2.12. The Council will establish an on-going Scrutiny process that will evidence its findings to the Policy Review and Performance Committee. Individual Members of Council will be consulted in the preparation of this Agreement and will continue to be consulted throughout the Replacement Plan preparation process.

Use of Welsh language

Welsh Language and Bilingual engagement

2.13. The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the Replacement LDP. Bilingual engagement will be carried out in the following ways:

1. We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
2. All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
3. Any pages on the Replacement Local Development Plan website and social media posts published on twitter will be bilingual;
4. Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service; and

5. Draft documents can be made available in Welsh if requested. The Replacement LDP once adopted will be available in both Welsh and English Format.

Key stages of Replacement Plan preparation and opportunities for involvement

2.14. The LDP Regulations set out the legal requirements for participation and public consultation in Replacement Plan preparation. This Section provides more details on how stakeholders can become involved in the different stages of preparing Cardiff's Replacement LDP. Information will be constantly updated on the Council's website and any events or consultations will be mailed out to all consultees including formal notices in the local press when required.

Stage 1: The Delivery Agreement (Jan 2021 to March 2021) (Reg 9)

2.15. Summary: Securing wider involvement in preparation of document that sets out the timetable for preparing the Replacement LDP and how stakeholders can become involved in the process. Opportunities for involvement include Consultation on Draft Delivery Agreement during January and February 2021.

Stage 2: Evidence base - (Dec 2020 – June 2023) (Reg 14)

2.16. Summary: Before the Council can develop the strategic objectives that will form the framework of the Replacement LDP it is essential for it to have a clear understanding of the dynamic social, environmental and economic characteristics and issues that exist within Cardiff. Therefore the Council will collect data to review and develop the evidence base. The overall Evidence Base will be an extensive collection of data from across all relevant topics. New studies will be commissioned and new data collected where necessary to ensure that the evidence database is as comprehensive as possible. The evidence base will inform the Integrated Sustainability Appraisal. New evidence that comes to light at later stages of Replacement Plan preparation will be assessed and appropriate response made.

2.17. As part of the preparation of the evidence base the Council will invite developers and landowners to submit candidate development sites for potential inclusion in the Replacement Plan. This forms part of an information gathering exercise and should not be interpreted as a commitment that such sites will be taken forward in the Replacement LDP. When putting forward such sites developers and landowners will be required to include sufficient information to allow a robust assessment of the site to be made.

2.18. As part of the Council's duty to undertake a SA and SEA of the Replacement Plan a ISA Scoping Report will be prepared and consulted on setting out:

- The economic, social and environmental issues and objectives the Council proposes to address in helping to deliver sustainable development through the Replacement LDP; and
- The proposed framework by which the strategic options and detailed policies and proposals of the Replacement LDP will be appraised.

2.19. Opportunities for involvement (during 2021) include:

- Candidate Site submissions
- Consultation on ISA Scoping Report

Stage 3: Preferred Strategy (Regs. 14/15)

Pre- Deposit participation (March 2021- Sept 2022) (Reg. 14)

2.20. Summary: In accordance with Regulation 14 the Council will engage with the Specific and General Consultation Bodies (listed in Appendix A) during the preparation of the Preferred Strategy. Engagement will focus upon vision/objectives, evidence/issues and alternative strategies and options. This will provide an early opportunity for dialogue ahead of the Preferred Strategy being prepared.

Pre-Deposit consultation (Oct 2022 – Nov 2022) (Reg. 15)

2.21. Summary: This stage will include statutory consultation on the Preferred Strategy and strategic locations for new development and accompanying ISA Report (statutory 8 week period).

2.22. Opportunities for involvement:

- Consultation on Preferred Strategy
- Consultation on Initial ISA report

Stage 4: Replacement LDP Deposit of proposals (Dec 2022 – Nov 2023) (Reg. 17)

2.23. Summary: In formulating this document the Council will pay due regard to the foregoing consultation exercises and stakeholder engagements when drafting policies and identifying sites.

2.24. The Deposit Replacement Plan will be subject to statutory consultation for a period of six weeks to allow representations to be made by any stakeholder. Any representations received as a result of the consultation exercise will be made available for public inspection and on the Council's web site. The documents to be published at this time will comprise the Deposit Replacement LDP, the ISA Report (incorporating the SEA Environmental Report), a list of supporting documents and the initial consultation report (statutory 8 week period).

2.25. Opportunities for involvement:

- Consultation on Deposit Replacement LDP
- Consultation on Final ISA Report

Stage 6: Submission of Replacement LDP to Welsh Government (March 2024 (Indicative)) (Reg. 22)

2.26. Summary: At this stage the Council is required to submit the Deposit Replacement Plan, Integrated Sustainability Appraisal Report, Community Involvement Scheme, copies of all representations received, key supporting evidence, the Consultation Report, the report on the LPA's suggested changes and a Statement of the main issues to the WG and the Planning Inspectorate. Following this submission an Inspector will be appointed to examine the Deposit Replacement Plan to determine whether it satisfies the preparation requirements of the 2004 Act and whether it is "sound" (section 64(5) of the 2004 Act refers). The examination will also consider representations including objections that have been made in accordance with the LDP Regulations.

2.27. Opportunities for involvement:

- Once submitted, the examination process will be undertaken by an Independent Inspector. A Programme Officer working for the Inspector will provide the first point of contact to stakeholders. Information will be made available on the forthcoming examination process.

Stage 7: Independent examination (March 2024 to Sept 2024 (Indicative)) (Reg 23)

2.28. Summary: The Council will enter into a Service Level Agreement with the Planning Inspectorate prior to the Submission of the Deposit Replacement LDP. The Planning Inspectorate has indicated that the Independent Examination and the production of the Inspector's Report should take no more than 12 months.

2.29. Opportunities for involvement:

- Arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination).

Stage 8: Inspector's report (Sept 2024 (Indicative)) (Reg. 24)

2.30. Summary: Once the Inspector is satisfied that no further information is necessary to inform their consideration of the Replacement Plan, he/she will publish a report outlining the examination's findings, together with any changes to the Deposit Replacement Plan and reasons for those recommendations. The Inspector's decisions will be binding upon the Council. The aim of the Independent Examination is to ensure that the Replacement Plan is at a stage where it is sound and can be safely adopted. It follows therefore that any changes made by the Inspector must themselves be demonstrably sound.

Stage 9: Adoption (Oct 24 (Indicative)) (Reg. 25)

2.31. Summary: On receipt of the Inspector's Report, following a fact checking period, the Council is required to adopt the final Replacement LDP

incorporating the Inspector's recommendations within 8 weeks, unless the Welsh Government intervenes. On or before the day on which the Replacement LDP is adopted, the Council will publish the Inspector's Report and make it available for inspection and to view on Council's web site (www.cardiff.gov.uk). The Replacement LDP will become operative on the date it is adopted, and final publication of the Replacement Plan should follow as soon as possible (after the expiry of the six-week legal challenge period).

Stage 10: Monitoring (Oct 25 Indicative)

2.32. The Planning and Compulsory Purchase Act requires authorities to keep under review matters that may affect the planning and development of their areas. In this regard, the Council will establish monitoring procedures in accordance with guidance contained within the LDP Manual and will produce an Annual Monitoring Report for submission to the Welsh Government by the 31st October each year

PART 3: THE TIMETABLE

3.1 Table 1 outlines the Council’s proposed timetable for achieving the key stages of Replacement LDP preparation required by the Planning and Compulsory Purchase Act 2004 and the LDP Regulations.

| Key Stage | | | |
|-------------------|---|-------------|------------|
| Definitive | | From | To |
| 1 | Draft Review Report consultation and submission of Final Review Report to Welsh Government | Jan 2021 | March 2021 |
| 2 | Draft Delivery Agreement consultation and submission of Final Delivery Agreement to Welsh Government | Jan 2021 | March 2021 |
| 3 | Evidence Base Preparation | Dec 2020 | June 2023 |
| 4 | Pre-Deposit Participation <ul style="list-style-type: none"> • Launch, May 2021 • Candidate Site submission and appraisal • SA Scoping Report • Vision/Objectives/growth levels and spatial options | March 2021 | Sept 2022 |
| 5 | Preferred Strategy Consultation – six weeks statutory consultation | Oct 2022 | Nov 2022 |
| 6 | Deposit Plan Consultation – six weeks statutory consultation | Oct 2023 | Nov 2023 |
| Indicative | | From | To |
| 7 | Submission | March 2024 | |

| | | | |
|----|---------------------|--------------|-----------|
| | | | |
| 8 | Examination | March 2024 | Sept 2024 |
| 9 | Inspectors Report | Sept 2024 | |
| 10 | Adoption by Council | October 2024 | |

Definitive and Indicative Stages

- 3.2. Stages 1-5, leading up to and including deposit, are under the direct control of the Council, which will make every effort to adhere to this part of the timetable.
- 3.3. The Council has less control over the process at Stages 6 -9, which are dependant on a range of factors including the number of deposit representations and the requirements of the Independent Examination. The timetable for these stages is, therefore, at present indicative.
- 3.4. The LDP Regulations clarify that, within 3 months of the close of deposit, the timetable (i.e. the indicative stages) will need to be reviewed and resubmitted once the Council has entered into a Service Level Agreement with the Planning Inspectorate.

Achievability and risk management

- 3.5. The definitive part of the proposed timetable is considered to be realistic and achievable having regard to:
- The scope of work the Council understands to be involved in Replacement Plan preparation, having regard to the regulations and guidance published by the Welsh Government;
 - The resources (essentially staff and revenue) the Council is able to commit to Replacement Plan preparation;
 - The current structure of the Council, its decision making structures, meeting cycles and future elections.
- 3.6. While every effort will be made to avoid deviation from this timetable, Appendix D identifies a number of potential risks, together with the Council's proposed approach to managing them.

Resources

- 3.7. In terms of staff resources, there is a small team of officers in the Council's Strategic Planning Section dedicated to Replacement LDP preparation. In addition a range of

other officers in that section as well as in other Service Areas will also be involved in various aspects of Replacement Plan formulation including ISA and SEA.

- 3.8. If necessary, to supplement its own resources, the Council may employ consultants to undertake appropriate work and advise on the Integrated Sustainability Appraisal and Strategic Environmental Assessment of the Replacement Plan.

PART 4: MONITORING AND REVIEW

Delivery Agreement

- 4.1. The Council will monitor progress against the Delivery Agreement throughout preparation of the Replacement LDP, to ensure that the aims and principles of the Community Involvement Scheme (CIS) are met in line with the target timetable. Where necessary reports will be made to the Council's Cabinet.
- 4.2. Circumstances in which the Agreement may need to be reviewed and amended include:
 - If the process falls 3 months or more behind schedule;
 - If any significant changes are required to the CIS;
 - If there is significant change in the resources available to the Council;
 - If new European, UK or Welsh Government legislation, regulations or guidance should require new procedures or tasks to be undertaken; or
 - If any other change of circumstances should materially affect the delivery of the Replacement Plan in accordance with the Agreement.
- 4.3. Should the Agreement require review prior to or after the indicative stage review (outlined below) a revised Agreement will be sent to the Welsh Government for agreement. Once agreed this will be made available on the Council's website.

Replacement LDP Post-adoption

- 4.4. After it has been adopted the Council will monitor the Replacement Plan on an annual basis and report the findings in an Annual Monitoring Report (AMR). Future reviews or amendments to the plan, will go through the same stages of preparation as the original Replacement plan and within 6 months of the decision to undertake a review the Council will publish a timetable for review of the plan. The Council will also apply the general principles outlined in the CIS when it reviews and carries out any amendments to the plan. A full review of the plan will be undertaken at least once every 4 years.

APPENDIX A: CONSULTATION BODIES

Internal Consultees

To be consulted at all stages in the preparation of the Replacement LDP

- Cardiff County Councillors
- Cardiff Council Service Areas

External Consultees

Specific Consultation Bodies

The Council will consult the following specific consultation bodies at all stages in the preparation of the Replacement LDP:

- Welsh Government
- Natural Resources Wales
- Cadw

- Network Rail Infrastructure Limited (Western & Wales) – Property
- Secretary of State for Transport (in relation to previous Strategic Rail authority functions)

- Cardiff and the Vale University Health Board
- Velindre University Health Trust

- Cardiff Community Councils
 - Lisvane Community Council
 - Old St Mellons Community Council
 - Pentyrch Community Council
 - Radyr & Morganstown Community Council
 - St Fagans Community Council
 - Tongwynlais Community Council

- Adjoining Local Authorities and South East Wales Authorities
 - Bristol City Council
 - Caerphilly County Borough Council Newport City Council
 - Rhondda Cynon Taf County Borough Council
 - Vale of Glamorgan Council
 - Bridgend County Borough Council
 - Merthyr Tydfil County Borough Council
 - Torfaen County Borough Council
 - Blaenau Gwent County Borough Council
 - Monmouthshire County Council

- Adjoining Community Councils within other Counties

- Caerphilly
 - Caerphilly Town Council
- Rhondda Cynon Taf
 - Llantrisant Community Council
 - Llantwit Fardre Community Council
 - Pontyclun Community Council
 - Taffs Well Community Council
- Newport
 - Graig Community Council
 - Marshfield Community Council
 - Michaelston-y-Fedw Community Council
 - Wentlooge Community Council
- Vale of Glamorgan
 - Llandough Community Council
 - Michaelston le Pit and Leckwith Community Council
 - Penarth Town Council
 - Peterston Super Ely Community Council
 - St Georges and St Brides Super Ely
 - Wenvoe Community Council
- BT Group Plc
- EE
- Vodaphone
- Three UK
- O2 UK
- Virgin
- Talk Talk
- British Gas
- EDF Energy
- nPower
- EON UK
- Scottish Power
- SSE
- National Grid
- Western Power Distribution
- Wales & West Utilities
- Dwr Cymru Welsh Water
- Network Rail Infrastructure

General Consultation Bodies

The following is a list of general consultation bodies to be consulted at the relevant stages outlined in the preparation of the Replacement LDP. This list is not intended to be exhaustive and other organisations and bodies who wish to be involved can be added and consulted where appropriate:

- AMs/MPs for Cardiff West, Cardiff South and Penarth, Cardiff Central and Cardiff North/
- Four Regional AMs for South Wales Central
- 4 MEPS for Wales

- Aelwyd Housing Association
- Age Concern Cymru
- Age Connects
- Alternatives for Transport
- Arts Council of Wales
- Associated British Ports
- Association of Inland Navigation Authorities
- Black Environment Network
- British Aggregates Association
- British Wind Energy Association
- Business in the Community Cymru
- C3SC Cardiff Third Sector Council
- Cadwyn Housing Association
- Caldicot & Wentlooge Levels Drainage Board
- Campaign for Real Ale
- Campaign for the Protection of Rural Wales
- Carbon Trust
- Cardiff & Vale Parents Federation
- Cardiff and the Vale College
- Cardiff and Vale Action for Mental Health
- Cardiff Chamber of Commerce, Trade and Industry
- Cardiff Civic Society
- Cardiff Community Health Council
- Cardiff Community Housing Association
- Cardiff Cycling Campaign
- Cardiff Friends of the Earth
- Cardiff Heliport
- Cardiff International Airport Ltd.
- Cardiff Met Students Union
- Cardiff Metropolitan University
- Cardiff Naturalists
- Cardiff University
- Cardiff University Students Union
- Cardiff Women's Business Club
- Cardiff Bus
- Cardiff YMCA
- Care Inspectorate Wales

- CBI Wales
- Children in Wales
- Children's Commissioner for Wales
- Church in Wales
- Chwarae Teg
- CILT (UK) Cymru Transport
- Citizens Advice Bureau
- Civic Trust for Wales
- Civil Aviation Authority
- Coal Authority
- Coed Cadw (the Woodland Trust)
- Community Energy Wales
- Community Housing Cymru
- Community Land Advice Service
- Confederation of Passenger Transport
- Confederation Of British Industry
- Country Land and Business Association
- Crime Prevention Department
- Cymdeithas yr Iaith Gymraeg
- Danescourt Community Association
- Defence Estates
- Design Circle - RSAW South
- Design Commission for Wales
- Disability Arts Wales
- Disability Wales
- Diverse Cymru
- Energy Savings Trust Ltd
- Equality and Human Rights Commission
- Federation of Master Builders
- Federation of Small Businesses
- Fields In Trust
- First Group Plc
- Friends of the Earth Cymru
- Friends of Nantfawr Community Woodland
- Garden History Society
- Glamorgan-Gwent Archaeological Trust
- Gypsies Travellers Wales
- Health & Safety Executive
- Home Builders Federation
- Inland Waterways Association
- Institute of Cemetery and Crematorium Management
- Interfaith Council for Wales
- Keep Wales Tidy
- Landscape Institute Wales
- Linc Cymru
- Lisvane Community Association
- Lisvane Graig Protection Society
- Living Streets Cardiff
- Llamau

- Llandaff Society
- Logistics UK
- Mineral Products Association
- Mobile Operators Association
- National Car Parks Limited
- National Express Ltd
- National Federation of Builders
- National Grid Property Portfolio
- National Museum Wales
- National Youth Arts
- Newydd Housing Association
- NFU Cymru
- Pantmawr Residents Association
- Planning Aid Wales
- Planning Inspectorate
- Pobl
- Radyr and Morganstown Community Association
- Radyr and Morganstown Partnership and Community Trust (PACT)
- Radyr Sidings Residents Association
- Ramblers Cymru
- Ramblers Cymru Cardiff Group
- Rhiwbina Civic Society
- RICS Wales
- Road Haulage Association Ltd
- Royal Commission on the Ancient & Historical Monuments of Wales
- Royal Mail Group plc
- Royal National Institute for the Blind
- RSPB Cymru
- Scope Cymru
- Social Farms & Gardens
- South East Wales Energy Agency
- South Wales Fire & Rescue Service
- South Wales Police
- Sport Wales
- Stonewall Cymru
- Sustrans Cymru
- Taff Housing Association
- The 20th Century Society
- The Georgian Group
- The Institute of Cemetery and Crematorium Management
- Theatres Trust
- Transport for Wales
- Victorian Society
- Wales & West Housing Association
- Wales Council for Voluntary Action
- Wales Women's Aid
- Welsh Ambulance Services NHS Trust
- Welsh Historic Gardens Trust
- Welsh Housing Partnership

- Welsh Language Commissioner
- Welsh Tenants Federation
- Wildlife Trust for South and West Wales
- Women Connect First

APPENDIX B: FLOW CHART SUMMARISING REPLACEMENT LDP PREPARATION

| Replacement LDP Timetable | | 2021 | | | | | | | | | | | | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | |
|--|--|------|-----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|------|----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|------|----|-----|-----|-----|-----|-----|----|-----|-----|-----|-----|------|-----|---|---|---|--|--|--|--|--|--|--|
| | | Oct | Nov | Dec | Jan | Feb | Mar | Apr | Ma | Jun | Jul | Aug | Sep | Oct | No | Dec | Jan | Feb | Mar | Apr | Ma | Jun | Jul | Aug | Sep | Oct | No | Dec | Jan | Feb | Mar | Apr | Ma | Jun | Jul | Aug | Sep | Oct | Nov | | | | | | | | | | |
| 1. Review Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare Review Report | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Political Reporting - Council approve draft Review Report | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare for Re-consultation | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Re-consultation | | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Political Reporting - Council approve final Review Report | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submission to WG | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agreed by WG | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Delivery Agreement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare Delivery Agreement | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Political Reporting - Council approve draft Delivery Agreement | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare for Re-consultation | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Re-consultation | | | | ■ | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Political Reporting - Council approve final Delivery Agreement | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submission to WG | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agreed by WG - Formal Replacement LDP Preparation "Start Date" | | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Evidence Base | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Update | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| 4. Preparation of Preferred Strategy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Identify Key Issues - Prepare Draft List | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | |
| Prepare Vision & Objectives - Prepare Draft List | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | |
| Formal launch of Replacement LDP | | | | | | | | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Seek feedback on Draft key Issues/Vision & Objectives | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | |
| Candidate Sites- Develop methodology | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | | |
| Candidate Sites – Call for sites | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| Candidate Sites – Register/assess | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| Prepare Strategic Options informed by above and Evidence Base | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| Engagement on Strategic Options | | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| Prepare Preferred Strategy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Report to Council on Preferred Strategy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Replacement LDP Impact Assessment Processes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scope Approach/methodology for Integrated Sustainability Appraisal | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | | |
| Formally consult on ISA Scoping Report | | | | | | | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | | | | | | | |
| Report to ISA Scoping Report to Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepare ISA, HRA (Habitats Regulations Assessment) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Preparation of Deposit Replacement Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Consult upon Preferred Strategy & ISA/HRA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preparation of Deposit Replacement Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Report to Council (including updated ISA/HRA) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. Statutory Deposit & Submission | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Consultation on Deposit Replacement Plan/ISA/HRA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Analyse responses/prepare Consultation Report & Submission docs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Political Reporting - Council approve submission to WG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submission to WG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. Examination & Adoption | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Examination | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspectors Report Preparation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspectors Report Publication | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adoption by Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. AMR Reporting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Collection of data for AMR Indicators | | ■ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Political Reporting - Council endorse AMR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Submission to WG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Blue = Political Reporting Green = Consultation stages

APPENDIX C: TABLE SUMMARISING INVOLVEMENT IN REPLACEMENT LDP STAGES

| Consultation Stage | Purpose | Timescale | Summary of Involvement | Reporting Mechanism |
|--------------------|---|---|--|--|
| Delivery Agreement | Set out timetable for Replacement LDP preparation and process of involvement. | January 2021 to March 2021 | <ul style="list-style-type: none"> 8 week consultation on content of Delivery Agreement in Jan/Feb 2021. | <ul style="list-style-type: none"> All information available on website. |
| Evidence base | To have a clear understanding of the dynamic social, environmental and economic characteristics and issues that exist within Cardiff. As part of this information gathering the Council will invite developers and landowners to submit candidate development sites for potential inclusion in the Replacement LDP. | Dec 2020 to June 2023 (with necessary updates thereafter) | <ul style="list-style-type: none"> 6 week consultation on ISA Scoping Report Invitation for Candidate Site submissions. Opportunity to engage as part of preparation of Preferred Strategy outlined below. | <ul style="list-style-type: none"> Updated information on both processes will be available on website. |
| Preferred Strategy | To develop the Replacement LDP vision and objectives for the area, based on an understanding of the relevant issues. From this base, strategic options will be identified and assessed leading to the identification of strategic sites to feed into the Preferred Strategy. In parallel, the ISA and other assessments will be undertaken. | May 2021 to October 2022 | <ul style="list-style-type: none"> Virtual 'Launch Event' at early stage of development of vision/objectives, alternative strategies and options. Involvement in development of the Preferred Strategy focussing engagement upon vision/objectives, evidence base/issues and alternative strategies and options. 8 week consultation on Preferred Strategy and Initial ISA report consultation. | <ul style="list-style-type: none"> A report will be prepared setting out the Council's response to all comments made on the Preferred Strategy and Initial ISA Report. All information available on website. |

| Consultation Stage | Purpose | Timescale | Summary of Involvement | Reporting Mechanism |
|-------------------------------------|---|--------------------------------------|---|---|
| Deposit | To pay due regard to the foregoing consultation exercises and stakeholder engagements and formulate and consult on a Deposit Replacement LDP. | December 2022 to November 2023 | <ul style="list-style-type: none"> 8 week consultation on Deposit Replacement LDP together and Final ISA Report. | <ul style="list-style-type: none"> A final consultation report will be prepared setting out the Council's response to all comments made on the Deposit Replacement Plan and Final ISA Report. All information available on website. |
| Submission of Replacement LDP to WG | To submit the Replacement Deposit Plan, Integrated Sustainability Appraisal Report, Community Involvement Scheme, copies of all representations received, key supporting evidence, the Consultation Report, the report on the LPA's suggested changes and a Statement of the main issues to the WG and the Planning Inspectorate. | March 2024 (Indicative) | <ul style="list-style-type: none"> Once submitted, the examination process will be undertaken by an Independent Inspector. An independent Programme Officer employed by the Council will provide the first point of contact to stakeholders providing a link between the authority and the Inspector. Information will be made available on the forthcoming examination process. | <ul style="list-style-type: none"> All information available on examination website and library. |
| Independent examination | Following this submission an Inspector will be appointed to examine the Replacement Deposit Plan to determine whether it satisfies the preparation requirements of the 2004 Act and whether it is "sound" The examination will also consider representations including objections that have been made in accordance with the LDP Regulations. | March to September 2024 (Indicative) | <ul style="list-style-type: none"> Arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination). | <ul style="list-style-type: none"> All information available on examination website and library. |

| Consultation Stage | Purpose | Timescale | Summary of Involvement | Reporting Mechanism |
|--------------------|--|-----------------------------|---|---------------------|
| Inspectors Report | The Inspector will publish a report outlining the examination's findings, together with any changes to the Deposit Plan and reasons for those recommendations. The Inspector's decisions will be binding upon the Council. | September 2024 (indicative) | | |
| Adoption | The Council is required to adopt the final Replacement LDP incorporating the Inspector's recommendations within 8 weeks of receiving it, unless the Welsh Government intervenes. | October 2024 (indicative) | <ul style="list-style-type: none"> On or before the day on which the Replacement LDP is adopted, the Council will publish the Inspector's Report and make it available for inspection and to view on Council's web site. The Replacement LDP will become operative on the date it is adopted, and final publication of the Replacement Plan should follow as soon as possible (after the expiry of the six-week legal challenge period). | |

APPENDIX D: RISK MANAGEMENT

The proposed timetable for Replacement LDP preparation is considered to be realistic and achievable having regard to the scope of work the Council believes to be involved having regard to existing Welsh Government regulations and guidance, and the resources the Council is able to commit to Replacement LDP preparation. While every effort will be made to avoid deviations from the proposed timetable, the Council has identified a number of potential risks which are set out below, together with the Council's proposed approach to managing them. The timetable, together with the anticipated work programme and available resources will be kept under continual review to monitor possible slippage or other impacts resulting from the risks identified or other causes. Where necessary, progress reports will be made to the Council's Cabinet.

| Risk | Potential Impact | Mitigation |
|--|--|--|
| <ul style="list-style-type: none"> Additional requirements arising from new legislation, national guidance and/or new evidence | <ul style="list-style-type: none"> Additional work required, causing programme slippage | <ul style="list-style-type: none"> Monitor emerging legislation/guidance/evidence and respond early to changes |
| <ul style="list-style-type: none"> Programme/timetable proves too ambitious for resources available due to greater than anticipated workload e.g. number of representations | <ul style="list-style-type: none"> Programme slippage | <ul style="list-style-type: none"> Realistic timetable prepared with some flexibility Consider additional resources when required |
| <ul style="list-style-type: none"> Insufficient information to enable preparation of a sound Replacement Plan (e.g. up to date population projections) to undertake SEA of proposals | <ul style="list-style-type: none"> Programme slippage | <ul style="list-style-type: none"> Identify expectations of consultees in Delivery Agreement |
| <ul style="list-style-type: none"> Delays caused by Council delaying approval of documents | <ul style="list-style-type: none"> Programme slippage | <ul style="list-style-type: none"> Undertake Scrutiny process together with wider Member Briefing to raise awareness |
| <ul style="list-style-type: none"> Delay caused by scheduling of Cabinet Business, Planning or Scrutiny Committee meetings | <ul style="list-style-type: none"> Programme slippage | <ul style="list-style-type: none"> Monitor progress against Delivery Agreement Book target meetings in Council's Forward Plan |
| <ul style="list-style-type: none"> Significant Objections from Statutory Consultation Bodies | <ul style="list-style-type: none"> Replacement LDP cannot be submitted for examination without significant work | <ul style="list-style-type: none"> Ensure the views of statutory bodies are sought and considered as early as possible |
| <ul style="list-style-type: none"> Planning Inspectorate unable to meet the timescale for examination and reporting | <ul style="list-style-type: none"> Examination and/or report is delayed Key milestone in programme not met | <ul style="list-style-type: none"> Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. Consultation on Replacement LDP) |
| <ul style="list-style-type: none"> Replacement LDP fails test of soundness | <ul style="list-style-type: none"> Replacement LDP cannot be adopted without additional work | <ul style="list-style-type: none"> Ensure Replacement LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement |
| <ul style="list-style-type: none"> Legal challenge | <ul style="list-style-type: none"> Adopted Replacement LDP quashed Significant slippage/ additional work | <ul style="list-style-type: none"> Ensure procedures, Act, Regulations etc., are complied with and no undue risks taken |

| | | |
|---|--|--|
| <ul style="list-style-type: none"> • Covid Restrictions | <ul style="list-style-type: none"> • Delays in consultation • Programme slippage | <ul style="list-style-type: none"> • Ensure effective use of on-line consultation methods, including virtual consultation technology, effective use of website, social media and wider opportunities to otherwise engage and communicate with the LDP Team. |
|---|--|--|



CYNGOR CAERDYDD CARDIFF COUNCIL

COUNCIL:

26 NOVEMBER 2020

TREASURY MANAGEMENT MID-YEAR REPORT 2020-21

Annexes B & C 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.

Reason for this Report

1. To inform members of the Council's treasury management activities since 1 April 2020 and the position as at 30 September 2020.

Background

2. The Council's treasury management activities are governed by legislation and a Code of Practice developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) updated in 2017.

Issues

3. In the budget report of February 2010, Council adopted CIPFA's Treasury Management Code by formal acceptance of the Four Clauses of Treasury Management and Treasury Management Policy Statement as Council policy.
4. In accordance with these policies, this report provides members with a mid-year update of Treasury Management activities as at 30 September 2020. This includes its borrowing and investments at a point in time.
5. Council requires the scrutiny of the accounting, audit and commercial issues of its Treasury Management Strategy and Practices to be undertaken by the Council's Audit Committee. Audit Committee has received, this mid-year report and a number of other reports in relation to 2020/21 treasury management activities, during the course of the year.
6. The mid-year report and supporting Annexes are attached at Appendix 1

Reasons for Recommendations

7. Council policy requires the Treasury Management Mid-Year Report 2020-21 update to be submitted to Council.

Legal Implications

8. No direct legal implications arise from this report.

Financial Implications

9. The Council's treasury management activities are undertaken in accordance with the policies adopted by Council and under professional codes of conduct established by CIPFA, the Welsh Government and the Corporate Director Resources as part of Treasury Management Practices. This report is part of a suite of reports that members receive on the Council's treasury management activities during the course of a year. Whilst there are no direct financial implications arising from this report, the risks involved with treasury management are continuously reviewed in conjunction with the Council's treasury management advisors and forms part of the Council's Medium term Financial Plan.

RECOMMENDATION

Council is recommended to note the Treasury Management Mid-Year Report 2020-21 (Appendix 1).

CHRISTOPHER LEE

Corporate Director Resources
20 November 2020

The following Appendix is attached:-

Appendix 1: Treasury Management Mid-Year Report 2020-21
Annexe A – Treasury Management Policy Extract
Annexe B – Investments at 30 September 2020 (Confidential)
Annexe C – Investment Charts at 30 September 2020 (Confidential)
Annexe D – Maturity Analysis of borrowing as at 30 September 2020
Annexe E – Glossary of Treasury Management terms

Treasury Management Policy and Four Clauses of Treasury Management adopted by Council 25/02/2010

Council's treasury management Policy / Activities

1. This Council defines its treasury management activities as: the management of its investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.
2. This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications.
3. This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable comprehensive performance measurement techniques, within the context of effective risk management.

Four Clauses of Treasury Management

4. In compliance with the First Clause, this Council will create and maintain, as the cornerstones for effective treasury management:-
 - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - Suitable Treasury Management Practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities
5. In compliance with the Second Clause, this Council will receive reports on its treasury management policies, practices and activities, including, as a minimum, an annual strategy in advance of the year, a mid-year review and an annual report after the year's close, in the form prescribed in its TMPs.
6. In compliance with the Third Clause, this Council delegates responsibility for the implementation and regular monitoring of its treasury management policies and practices to the Executive, and for the execution and administration of treasury management decisions to the Corporate Director Resources in accordance with existing delegations, who will act in

accordance with the Policy Statement, TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

7. In compliance with the Fourth Clause, this Council requires the scrutiny of the accounting, audit and commercial issues of its Treasury Management Strategy and Practices to be undertaken by the Council's Audit Panel due to the technical nature of the documents.

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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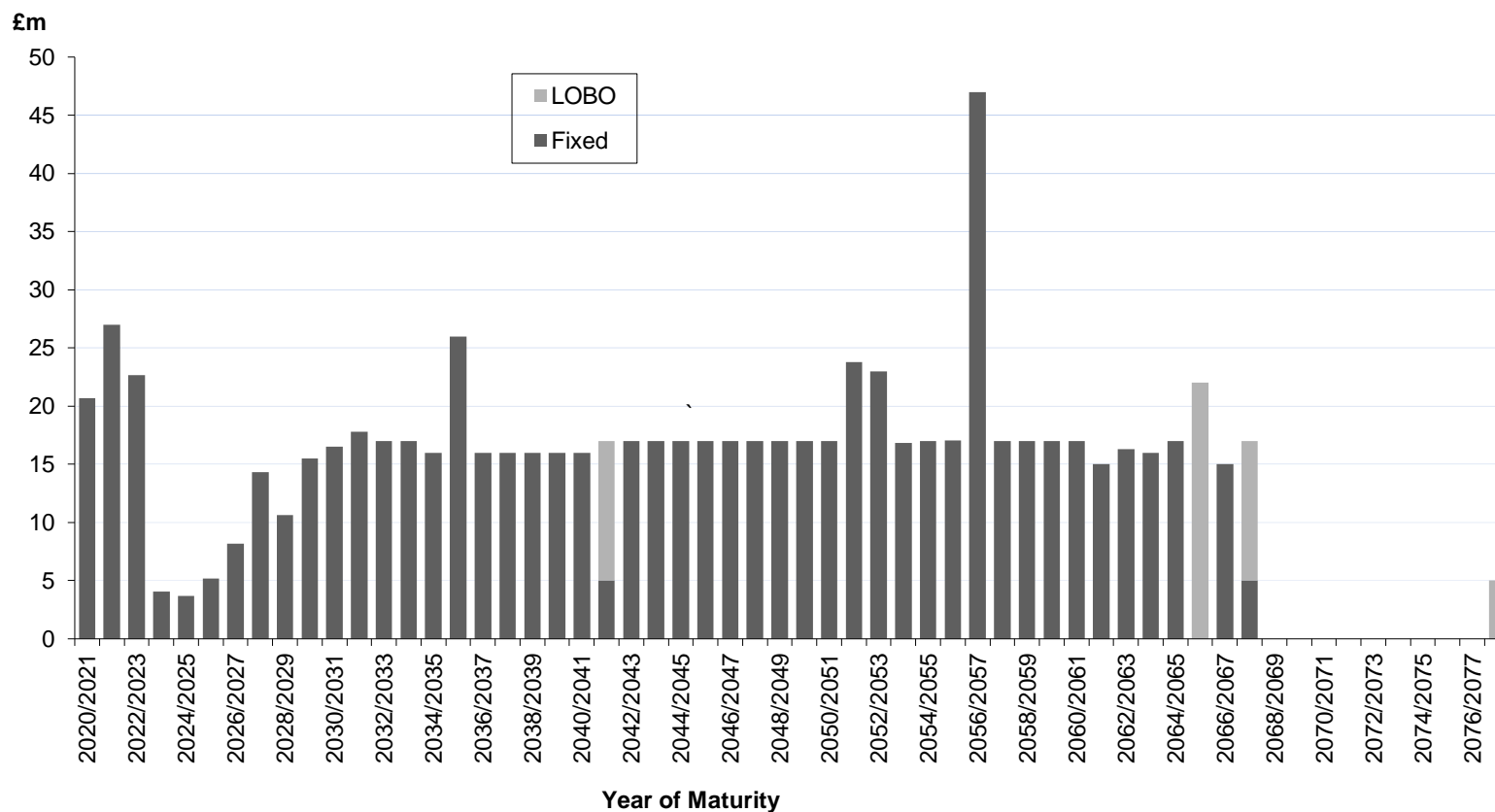
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By virtue of paragraph(s) 14, 21 of Part(s) 4 and 5 of Schedule 12A of the Local Government Act 1972.

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Maturity Profile of Debt at 30 September 2020



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Glossary of Terms - Treasury

Bank Rate

The rate of interest set by the Bank of England as a benchmark rate for British banks.

Bonds

A long-term debt security issued by a company, a financial institution, a local authority, national government or its affiliated agencies. It represents an undertaking to repay the holder the fixed amount of the principal on the maturity date plus a specified rate of interest payable either on a regular basis during the bond's life (coupon) or at maturity.

Borrowing

Loans taken out by the authority to pay for capital expenditure or for the prudent management of the Council's financial affairs, which are repayable with interest.

Capital Expenditure

Capital expenditure pays for improvements to existing and new assets used in the delivery of Council services as well as other items determined by Regulation. Capital resources are scarce, costly and also have long term revenue implications over many years and even generations where capital expenditure is funded by borrowing. Hence the requirement of the Prudential Code to ensure what is charged as Capital Expenditure is Prudent, Sustainable and Affordable.

The statutory definition of capital expenditure is given in the Local Government Act 2003, the Local Authorities (Capital Finance) Regulations 2003 and 2004 as amended. Statute relies on the accounting measurement of cost in International Accounting Standard (IAS) 16 to determine whether expenditure is eligible to be capitalised or whether it should be treated as revenue expenditure. Key to what is eligible as capital spend are the following words in IAS 16 - 'Costs directly attributable to bringing the specific asset into working condition for its intended use'.

Capital Financing Requirement (CFR)

An authority's underlying need to borrow for a capital purpose. It measures capital expenditure incurred but not yet financed by the receipt of grants, contributions and charges to the revenue account.

Capital Market

A market for securities (debt or equity), where companies and governments can raise long-term funds (periods greater than one year). The raising of short-term funds takes place on other markets (e.g. the money market).

Capital Programme

The Capital Programme sets out the Council's capital expenditure plans for the forthcoming financial year as well as for the medium term. It is approved annually at Council and identifies the estimated cost of those schemes, their

projected phasing over financial years as well as the method of funding such expenditure.

Certificates of Deposits (CDs)

A certificate issued for deposits made at a deposit-taking institution (generally a bank). The bank agrees to pay a fixed interest rate for the specified period of time, and repays the principal at maturity. CDs can be purchased directly from the banking institution or through a securities broker. An active interbank secondary market exists to buy and sell CDs.

Chartered Institute of Public Finance & Accountancy (CIPFA)

CIPFA is the professional body for accountants in public finance. As a specialised public services body, it provides information, guidance, and determines accounting standards and reporting standards to be followed by Local Government.

Collective Investment Scheme Structures

Schemes whereby monies from a number of investors are pooled and invested as one portfolio in accordance with pre-determined objectives.

Corporate Bonds

Bonds that are issued by a company or other non-government issuers. They represent a form of corporate debt finance and are an alternative means of raising new capital other than equity finance or bank lending.

Counterparty

One of the parties involved in a financial transaction with whom the Council may place investments.

Counterparty / Credit Risk

Risk that a counterparty fails to meet its contractual obligations to the Council to repay sums invested.

Credit Criteria

The parameters used as a starting point in considering with whom the Council may place investments, aimed at ensuring the security of the sums invested.

Credit Default Swaps

A financial transaction which the buyer transfers the credit risk related to a debt security to the seller, who receives a series of fees for assuming this risk. The levels of fees reflect the perceived level of risk.

Credit Rating

A credit rating assesses the credit worthiness of an individual, corporation, or even a country. Credit ratings are calculated from financial history and current assets and liabilities. Typically, a credit rating tells a lender or investor the probability of the subject being able to pay back a loan. Ratings usually consist of a long-term, short term, viability and support indicators. The Fitch credit rating

of F1 used by the Council is designated as “Highest Credit Quality” and indicates the strongest capacity for timely payment of financial commitments.

Debt Management Account Deposit Facility (DMADF)

The Debt Management Office provides this service as part of its cash management operations and of a wider series of measures designed to improve local and central government’s investment framework and cash management. The key objective of the DMADF is to provide users with a flexible and secure facility to supplement their existing range of investment options while saving interest costs for central government.

Debt Restructuring

Debt restructuring is a process that allows an organisation to reduce, renegotiate and undertake replacement debt.

Diversification of Investments

The process of creating a portfolio of different types of financial instruments with regard to type, price, risk issuer, location, maturity, etc. in order to reduce the overall risk of the portfolio as a whole.

Duration (Maturity)

The length of time between the issue of a security and the date on which it becomes payable.

External Borrowing

Money borrowed from outside of the Council.

Financial Instrument

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. Typical financial liabilities are borrowing and financial guarantees. Typical financial assets include bank deposits, amounts owed by customers, loans receivable and investments.

Fitch Credit Ratings

A commercial organisation providing an opinion on the relative ability of an entity to meet financial commitments, such as interest, preferred dividends, repayment of principal, insurance claims or counterparty obligations. The opinion is usually provided in the form of a credit rating.

Fixed Rate

An interest rate that does not change over the life of a loan or other form of credit.

Floating Rate Notes

A money market security paying a floating or variable interest rate, which may incorporate a minimum or floor.

Fraud / Error Risk

Risk of losses being incurred as a result of fraud, error or corruption in treasury management and failure to institute adequate systems, procedures and other arrangements to prevent irregularities.

Housing Revenue Account (HRA)

The HRA is an account of expenditure and income that every local authority housing department must keep in accordance with the Local Government & Housing Act 1989. The account is kept separate or ring fenced from other Council activities. Income is primarily generated by the rents and service charges paid by tenants, while expenditure is on the management and maintenance of the housing stock, and capital financing charges on the HRA's outstanding loan debt.

Interest Rate Risk

Risk that fluctuations in interest rates could impose extra costs against which the Council has failed to protect itself adequately.

Internal Borrowing

Money borrowed from within the Council, sourced from temporary internal cash balances.

Investments

The purchase of financial assets in order to receive income and/or make capital gain at a future time, however with the prime concern being security of the initial sum invested.

Lender Option Borrower Option Loans (LOBOs)

Loans to the Council where the lender can request a change in the rate of interest payable by the Council at pre-defined dates and intervals. The council at this point has the option to repay the loan.

Liquidity

The ability of the Council to meet its financial obligations as they fall due.

Market Loans

Borrowing that is sourced from the market i.e. organisations other than the Public Works Loan Board or a Public Body.

Medium Term Financial Plan

Plan outlining the financial strategies and actions that are envisaged by the Council in the medium term regarding the budget.

Markets in Financial Instruments Directive (MiFID)

EU legislation that regulates firms who provide financial instrument services. MiFID was applied in the UK from November 2007, but was revised with changes taking effect from 3 January 2018 (MiFID II).

The aim is to ensure financial institutions undertake more extensive checks on their client's suitability for investment products. Organisations undertaking investments will be either classified as 'retail' or 'professional'.

MiFID II requires all Local Authorities to be initially treated as "retail clients" unless they "opt up" to a "professional client". The assumption being that retail clients require a greater level of due diligence and support for investment decision making. Financial institutions will owe a greater duty of care to retail clients, however, they will have no greater financial protection than professional clients.

Minimum Revenue Provision (MRP)

This is the amount which must be charged to the authority's revenue account each year and set aside as provision for repaying external loans and meeting other credit liabilities. The prudent amount is determined having regard to guidance issued by WG. This has the effect of reducing the Capital Financing Requirement (CFR).

Money Market

The market for short-term securities or investments, such as certificates of deposit, commercial paper or treasury bills, with maturities of up to one year.

Money Market Funds

An investment fund which pools the investments of numerous depositors, spreading those investments over a number of different financial instruments and counterparties. Funds with a Constant Net Asset Value (CNAV) are those where the sum invested is the same on maturity, Low Volatility Net Asset Value (LVNAV) are those where any sum invested is likely to be the same on maturity. Funds with a Variable Net Asset Value (VNAV) are those where the sum on maturity could be higher or lower due to movements in the value of the underlying investments.

Net Asset Value (NAV)

The market value of an investment fund's portfolio of securities as measured by the price at which an investor will sell a fund's shares or units.

Pooling

The process whereby investments or loans are held corporately rather than for specific projects or parts of the Council, with recharges to those areas for their share of the relevant income and expenditure using an agreed methodology, where such a recharge is required to be made.

Prudential Code for Capital Finance

The system introduced on 1 April 2004 by Part 1 of the Local Government Act 2003 which allows local authorities to borrow without Government consent, provided that they can afford to service the debt from their own resources and that any such borrowing is prudent and sustainable. This requires the preparation and approval of various indicators.

Public Works Loans Board (PWLB)

The Public Works Loans Board is a statutory body operating within the United Kingdom Debt Management Office, an Executive Agency of HM Treasury. PWLB's function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, and to collect the repayments.

Refinancing Risk

Risk that maturing borrowing or other financing of capital projects cannot be renewed on terms that reflect existing assumptions and that the Council will suffer extra costs as a result.

Regulatory Risk

Risk that actions by the Council or by any person outside of it are in breach of legal powers or regulatory requirements resulting in losses to the Council, or the imposition of extra costs.

Ring Fencing

The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), are required, by UK law, to separate core retail banking services from their investment and international banking activities. Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.

Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, in order to improve the resilience and resolvability of banks by changing their structure. In general, simpler, activities offered from within a ring-fenced bank, (RFB), will be focused on lower risk, day-to-day core transactions, whilst more complex and "riskier" activities are required to be housed in a separate entity, a non-ring-fenced bank, (NRFB). This is intended to ensure that an entity's core activities are not adversely affected by the acts or omissions of other members of its group.

Security

Protecting investments from the risk of significant loss, either from a fall in value or from default of a counterparty.

Sovereign Credit Ratings

The credit rating of a country. It indicates the risk level of the investing environment of a country, taking into account political risk and other factors.

Sterling

The monetary unit of the United Kingdom (the British pound).

Term Deposits

A term deposit is a money deposit at a banking institution that cannot be withdrawn for a certain "term" or period of time.

Treasury Management

The management of the organisation's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

Treasury Bills

Debt securities issued by a government with a short-term maturity of up to 6 months.

UK Government Gilts

Fixed-interest debt securities issued or secured by the British Government. Gilts are always denominated in sterling though the Government occasionally also issues instruments in other currencies in the Eurobond market or elsewhere.

Variable Rate

An interest rate that changes in line with market rates.

Yield

The annual rate of return paid out on an investment, expressed as a percentage of the current market price of the relevant investment.

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COUNCIL:

26 NOVEMBER 2020

LEADER & CABINET STATEMENTS

1. Leader Statement – Councillor Huw Thomas
2. Cabinet Member, Investment & Development – Councillor Goodway
3. Cabinet Member, Culture & Leisure – Councillor Bradbury
4. Cabinet Member, Finance Modernisation & Performance - Councillor Weaver
5. Cabinet Member, Housing & Communities - Councillor Thorne
6. Cabinet Member, Clean Streets, Recycling & Environment – Councillor Michael
7. Cabinet Member, Children & Families – Councillor Hinchey
8. Cabinet Member, Social Care, Health & Well-being – Councillor Elsmore
9. Deputy Leader, Education, Employment & Skills – Statement – Councillor Merry
10. Cabinet Member, Strategic Planning & Transport – Councillor Wild

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STATEMENT OF THE LEADER

AGENDA ITEM:

Covid-19 Update

In response to the significant increase in new Covid-19 cases in October 2020 across much of Wales, the Welsh Government decided to replace its local lockdown approach with a nation-wide, 'firebreak' lockdown, which lasted from 23rd October to 9th November 2020. During the firebreak period, the Test, Trace, Protect (TTP) programme in Cardiff and the Vale of Glamorgan continued to be expanded rapidly in order to respond to the surge in local cases, and the Council renewed its focus on managing the pandemic, delivering essential services and keeping both staff and local residents safe, which marked our initial response to the pandemic earlier this year.

The latest data indicates that the firebreak has begun to have a positive effect, with the rate of transmission on a clear downward path in Cardiff and Wales, although more time will be needed to assess its full impact. As of 18th November 2020, the rate of new cases in Cardiff stands at 161.4 per 100,000 over the last seven days, with the number of positive tests at 13.9%, down from a peak of 330.9 cases per 100,000 and a positive test rate of 20.3% at the end of October 2020. The Council will continue to work closely with its partners across the city to ensure that this progress is maintained as we enter the Christmas period and the potentially challenging winter months, whilst protecting businesses' ability to trade safely and effectively during this crucial time of year for the local economy.

Brexit

Given that any deal between the UK and EU will need to be ratified by both parliaments before the end of the calendar year, the window for both parties to reach an agreement is closing rapidly, with serious implications for Cardiff's export-reliant industries. The Council has therefore escalated work to prepare for any potential risks to service delivery and the local economy.

Businesses' lack of preparation for the impending changes to our relationship with the EU poses a key risk moving forward, which the Council is working to mitigate through a local communications strategy and continued signposting to information and support services for businesses. Additionally, the Council has been maintaining an open dialogue with key businesses and business representative groups, holding structured sessions to help prepare them for the imminent impact that Brexit could have on their competitiveness. From a service delivery perspective, the EU Settlement Scheme has been raised as an area of challenge, and an increased focus has been placed on

identifying and resolving the status of particularly marginalised groups: specifically, Children Looked After and adults who are supported by Social Services. An identification review is currently taking place across Children's and Adult Services, and the Council's EU Settlement Scheme Engagement Plan is also being revised to identify channels for digital engagement, in light of the current Covid-19 environment.

On 18th November 2020, the Resilience Unit hosted a webinar to alert all Silver Officers to the challenges of this winter and actions required moving forward to prepare for Brexit, whilst managing ongoing Covid-19 issues and typical winter pressures, such as severe weather and flu. To ensure that the Council effectively addresses any Brexit-related issues that may arise over the coming weeks, each Directorate has nominated a Brexit Liaison Officer, in addition to 'Duty' Silver Officers, who are on-call for one week at a time. Brexit Liaison Officers will be required to regularly monitor and update the relevant issues and mitigation outlined within the Council's Brexit Issues Register, and from 23rd November 2020, Duty Silver Officers will be responsible for completing a Winter Preparedness Report every day to note any issues. Duty Silver Officers will also be required to use the command and control system already in place, as outlined in the Major Incident Plan, to report real-time disruption requiring an immediate response, which includes contacting the Duty Silver Officer for Emergency Management.

Whilst a high degree of uncertainty will remain until the final outcome of the UK-EU negotiations is revealed, I am confident that the right measures are being introduced across the organisation to protect the Council, the city and our residents against the potential risks associated with Brexit.

Corporate Joint Committees

On 16th November, I attended a WLGA Leaders' meeting with Julie James MS, Minister for Housing and Local Government, where the Minister provided an overview of Corporate Joint Committees (CJCs), which was followed by a presentation from civil servants on their key features and the regulations. Now that the draft regulations for CJCs have been published, several officer and member meetings have been arranged over the coming weeks to explore their implications and work towards shaping the final versions. The consultation period on the draft regulations will last until 4th January 2021, and the Bill is expected to receive Royal Assent early next year.

Living Wage Week

On 9th November, I attended the virtual national launch event for Living Wage Week, which notably saw the introduction of the new real Living Wage rate of £9.50 per hour, an increase on last year's rate of £9.30. I appeared in a Cynnal Cymru video shown at the event, in which I promoted the real Living Wage in Cardiff, and subsequently gave an address on Cardiff's experience as a Living Wage City, the Council's innovative practices in this area and how this work has impacted the foundational economy in the region. In my speech, I also highlighted the Council's ongoing struggle to find a solution for paying the real Living Wage on our social care contracts. While this had already been a clear ambition of my Administration, the pandemic has starkly revealed the vital contribution frontline care workers make to our society, and I believe a real Living Wage pay rise for our care workers is more than well-deserved and long overdue. Unfortunately, the solution lies largely outside of our control at the moment.

On 13th November 2020, I attended a WLGA meeting to agree a joint response to a Care Forum Wales email calling on Local Authorities to introduce the real Living Wage across the social care sector from April 2021. Our response highlighted our total agreement in principle, but also explained that the current budgetary position of Local Authorities following a decade of austerity cuts and the massive losses incurred since the beginning of the Covid-19 pandemic had made delivering this necessary change impossible in the absence of significant investment from the Welsh Government. Given this reality, I hope that the Council, through the WLGA, will be able to work constructively with Care Forum Wales over the coming months to lobby the Welsh Government for the additional funding needed to resolve this longstanding challenge.

Universal Basic Income

In light of Jack Sargeant MS's recent Senedd motion calling on the Welsh Government to lobby the UK Government for funding to establish a Wales-wide Universal Basic Income (UBI) trial, I have written to the First Minister to open a dialogue and express Cardiff's interest in participating in a potential UBI pilot scheme. Whilst implementing a UBI trial falls outside of the Council's statutory powers, my Administration would be supportive of a UBI trial taking place in Cardiff in the future because bold solutions are needed to respond to the entrenched inequality and economic hardship facing far too many of our residents. Given that the emerging economic crisis risks significantly exacerbating this already precarious situation, the need for new ideas to improve our benefits system has only become more urgent.

Naturally, any UBI pilot scheme in Cardiff would require investment well beyond the Council's budget, meaning that the UK and Welsh Governments would need to contribute the necessary financial resources. In my letter to the First Minister, I therefore asked for clarification of the measures that the Welsh Government could take to progress this issue, such as a feasibility study to examine whether a UBI pilot is possible in Wales, in the first instance. I also confirmed that the Council would welcome any meeting with relevant Welsh Ministers and Government officials to discuss plans for a potential UBI trial in Cardiff.

Councillor Huw Thomas
Leader of the Council
19 November 2020

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INVESTMENT & DEVELOPMENT STATEMENT

AGENDA ITEM:

Indoor Arena Preferred Bidder

An extraordinary meeting of Cabinet will be held on 26 November 2020 to appoint its preferred bidder to take forward the Indoor Arena project. I intend to announce the name of the successful bidder when presenting this statement to Council later that day.

I know that Councillors will welcome the 2,000 jobs that the project will create during the three-year construction phase as well as the 1,000 direct jobs and 600 indirect jobs that it will create during its operational phase. The Council will work with its preferred bidder to ensure that as many of these jobs as possible are offered to local people, particularly those living in some of the poorest parts of the city.

The project will have a major impact on the future regeneration of the Cardiff Bay area as the city's premier visitor destination. It will have a similar impact on Cardiff Bay as the St David's 2 development had on the city centre. It will act as a catalyst for the next-phase regeneration of Cardiff Bay, delivering new jobs and opportunities where they are most needed. It will also help with the case to improve public transport links to Cardiff Bay and will provide the impetus for a complete re-design of the area surrounding the Red Dragon Centre area. Councillors will welcome this incredibly exciting opportunity for Cardiff, especially as we look to emerge from the economic damage of the pandemic.

I acknowledge the legitimate concerns of those who question the affordability of the project at this time. However, Councillors will note that this is a private sector-led initiative, which the Council is supporting. This means that the private sector will provide the bulk of the funding required to take the project forward. The Council is prepared to commit some 15% of the total project cost, but it is already working to help the successful bidder to access funding at much lower cost through the use of the Council's powerful financial covenant. This could mean that the Council's contribution will be significantly lower than 15% of the project cost.

The Arena will be located in close proximity to many of Cardiff's most disadvantaged communities. I will work hard to ensure that communities benefit from the job opportunities that the project will create. The Council has already secured commitments that jobs and training will be available for local people throughout the construction of the arena and when it is open for business. There will be a key focus on helping the unemployed into work and engaging school leavers through new entrant, apprenticeship and graduate employment opportunities. The Administration believes that it is important that local residents benefit from this project.

To reach this point the Council has been working with the two largest arena operators/promoters in the world. Despite the effect Covid-19 has had on live music and entertainment, both are extremely confident of the long-term resilience of the sector. The sector continues to show confidence for the future with new arena developments continuing to be announced and tickets still being sold for future events.

The Council's strategy is to establish the Cardiff Arena as a top tier UK arena and to make it the premier arena in the southwest region of England and Wales. Both bidders have been keen to progress the proposals at pace which means the new arena is aiming to be open by 2024. Both bidders are confident of a full return to live entertainment well in advance of this date.

Councillors will also be reassured that Sound Diplomacy – the internationally renowned advisors on the music industry – believe the arena will become a fundamental component of Cardiff's 'Music City' strategy. They have indicated that it will have a positive impact at all levels of the live music ecosystem from the grassroots venues to our major spaces and it will support the development of a home-grown industry.

The arena will also have a strong focus on sustainability and will aim to become one of the greenest venues of its type in the UK. Initially it will benefit from low-carbon heat produced through the planned District Heat Network and further work will be undertaken to achieve the aim of a net carbon-zero development across the wider Atlantic Wharf regeneration area.

Business Support

The Investment & Development team continues to work to secure as much support as possible for local businesses and to get it to them as quickly as possible. Councillors will be aware that on 28 October 2020 applications opened on the Council's website for the Welsh Government's support for businesses impacted by the firebreak and the previous local lockdown. The Council has subsequently processed grant payments for well over 1,000 local businesses. The Administration has worked closely with Welsh Government to identify additional funding for the Creative Freelance Fund, and on 23 November 2020 launched a third phase of funding with a significantly increased allocation for Cardiff freelancers. The Administration continues to seek access to funding for those businesses and self-employed individuals such as taxi drivers, who have not been able to access the existing Government Business Support Schemes.

Whilst I am mindful that we are still in distressing times for businesses, and there is always more that we can do to support, by working with the Welsh Government we have sought to provide a broader package of support for businesses of all sizes and types than is available elsewhere in the UK.

Llanrumney Development Plans

Last month my Council statement referred to my intention to take to Cabinet in November a report to give effect to the next stage of the Administration's East Cardiff Strategy, which will deliver the largest investment in the physical and social infrastructure in the Llanrumney electoral division since the estate was built in the 1950s. I am pleased to report that Cabinet approval was granted at its meeting on 19 November 2020, giving authority to proceed with the disposal of Council-owned land

adjacent to the A48, the proceeds of which will be applied to construct a new road bridge across the River Rumney linking to the interchange on the A48. In addition, Cabinet approved to ring-fence the surplus proceeds from the disposal of sites for residential development to be invested in improved community recreation facilities for local people. These decisions signal the Administration's commitment to address the challenges faced by people living in East Cardiff through continued investment.

Heritage Buildings

Councillors will acknowledge the Administration's commitment to protect and preserve the city's listed buildings through a range of creative measures designed to restore and refurbish buildings and to bring them back into beneficial use. I am acutely aware of the criticism that the Council often receives when individuals or groups identify what they consider heritage buildings but that do not enjoy listed status, such that it is difficult to justify a Council intervention.

Councillors will, therefore, welcome the Cabinet decision to acquire the buildings known as Cory's Building and Merchant Place located at the junction of Bute Street and James Street in Cardiff Bay. Councillors will be aware that these buildings have been unoccupied for some time and represent a blight, rather than the jewel, on the Bute Street landscape.

Subject to the successful exchange and completion of contracts, the Council will seek further investment that will help restore the building and bring them back into beneficial use. The buildings will form an important element of the wider Bay development, linking Atlantic Wharf with the older heritage quarter of the bay, as well as into neighbouring communities.

Councillor Russell Goodway
Cabinet Member for Investment & Development
19 November 2020

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COUNCIL: 26 NOVEMBER 2020

CULTURE & LEISURE STATEMENT

AGENDA ITEM:

Floral Displays at Cardiff Castle

Officers in the Parks Service have been working with representatives from the Yellow Hearts To Remember group, established to support those who have lost a loved one to Covid-19, to depict a floral design for the carpet bed fronting Cardiff Castle. The yellow heart, as a symbol, demonstrates love for those lost. The group provides a platform, via Facebook, to share pictures and stories of loved ones and also provides a vital support network. The display will be installed in spring 2021 to coincide with a national day to unite in memory on 23rd March.

The Council has also, once again, shown its support for the White Ribbon campaign, underlining our commitment to ending male violence against women and girls by depicting the white ribbon florally within the carpet bed at the castle. The design was installed ahead of White Ribbon Day on 25th November 2020.

Sport & Leisure

I am pleased to report that Greenwich Leisure Limited (GLL), the Council's leisure partner, has been able to re-open leisure facilities post-firebreak. The number of facilities now open has increased when compared with pre-firebreak and additional programming has been introduced to include a focus on learning to swim. Staff are now more experienced in responding to the challenges of dealing with closures and re-opening and, thankfully, they are reporting good customer footfall again, albeit on a reduced scale due to the various rules and regulations for Covid-safe operation. I continue to lobby on behalf of the leisure sector as the health and well-being benefits derived from their services have become increasingly apparent during the pandemic.

Recognising the benefits of sport, physical activity and community cohesion at this time, I have also engaged with the National Governing Bodies for Sport and actively encouraged them to bring back mini and junior rugby and football in Cardiff. Despite restrictions on the use of changing facilities owing to the risks posed by Covid-19, training, mini, and junior rugby interclub fixtures have all now returned to our parks. In addition, in line with the Football Association of Wales (FAW) Phase 3 re-start, competitive football fixtures are taking place across senior and junior leagues.

Cardiff @ Christmas

Building on the success of the Castle Quarter initiative, the Council has continued to work with its partners to support the critical Christmas trading period in the city centre by ensuring that it offers a safe festive experience for our residents as they prepare for Christmas.

Highlights include Santa's Private Christmas Tour through the festively dressed Castle Apartments and an Alpine Food & Drink offer in Castle Street, where household groups can relax from shopping and enjoy a special Christmas treat in their own alpine ski hut or picnic table with food ordered through the Yoello app. Alternatively, the Castle Keep Dining experience offers a warming winter menu each evening with an opportunity to also buy that last special gift from the Castle Gift Shop. The Christmas Craft Fayre has also returned offering an eclectic mix of both new and returning exhibitors offering original handmade gifts.

Critical to enjoying all the city has to offer this Christmas is strict adherence to Covid-19 guidelines. The Council has worked tirelessly to ensure that all relevant safety measures are in place, but residents must take personal accountability for the way in which they visit, move around and engage with others as they visit the city centre. Residents should consider and plan their visit, ensure that they maintain two-metre social distancing with anyone outside their household group, wash/sanitise their hands often and wear face coverings (as appropriate) to help protect their loved ones and the wider community. Full details and Covid-19 guidance are available on www.visitcardiff.com/Christmas to help residents plan their visit.

Support for the Creative Sector

Members will be aware that the demand for the Creative Freelancer Grant exceeded supply in Cardiff, which meant that on both occasions the grant was closed within an hour of opening. The Council and the Cardiff Music Board called on the UK and Welsh Governments to provide urgent financial support to the creative sector including live music, arts organisations, and cultural venues. Subsequently, the Welsh Government has agreed to a further round of funding, with a significant uplift in light of the levels of demand in Cardiff. This is much needed financial support for a sector that has been hit more than most as a result of the Covid-19 pandemic.

Councillor Peter Bradbury
Cabinet Member for Culture & Leisure
19 November 2020

COUNCIL: 26 NOVEMBER 2020

FINANCE, MODERNISATION & PERFORMANCE STATEMENT

AGENDA ITEM:

Living Wage Week 2020

Living Wage Week took place between 9th and 15th November 2020, and included the announcement of the new real Living Wage rate of £9.50 per hour, which is an uplift from last year's rate of £9.30 per hour.

Since October 2020, another four organisations in the city have also become accredited as Living Wage employers, including the Welsh Local Government Association, taking the total number to 121. Among the Core Cities, Cardiff has the second-highest number of Living Wage employers behind only Glasgow.

The Council's Commissioning & Procurement team actively participated at events held throughout the week, and I attended the virtual Living Wage Week launch where the Leader spoke about Cardiff's experience as a Living Wage City and how this has impacted the foundational economy in the region. The Council promoted Living Wage Week through social media channels, a press release and Living Wage flags were flown at Cardiff Castle. The Council also supported Cynnal Cymru to develop a Living Wage video, which shows the Leader, local businesses and employees promoting the real Living Wage.

Provisional Financial Settlement for 2021/22

In September Council approved the Budget Strategy Report 2021/22 which indicated that we expected to receive the Provisional Local Government Settlement in "early December", following which there would be public consultation on budget proposals. Members may be aware that Welsh Government have now confirmed the date of the draft budget will be 21st December, with the provisional settlement published on 22nd December, the timing of which will mean that cabinet proposals for consultation will be brought in early January. The Welsh Government have had to move their draft budget and Provisional Financial Settlement to later in December due to the UK Government's decision to hold the Spending Review on 25th November. The UK Government's November Spending Review will be for one year only.

Business Support Grants

The Council's Finance team has worked closely with the Economic Development team have administered over 7,500 business grants to support businesses during the Covid-

19 pandemic. The total of these grants is over £70m. Over 3,000 applications have been received to date for firebreak-related grants and this number is continuing to rise.

The Lockdown Business Fund was set up to support businesses with cash flow support to help them survive the economic consequences of the firebreak restrictions put in place. Eligible businesses include those businesses in receipt of small business rates relief; retail, leisure and hospitality businesses with a rateable value of between £12,001 and £51,000; alongside charities and registered community amateur sports clubs operating in the same sectors. Discretionary grants are also available.

Full details of the Lockdown Business Fund and other schemes to support businesses are available on the Council's website.

Website

In October 2020, the Council's website saw 196,000 visitors with over 700,000 page views. During this period, the "Support for Business" page was in the top 10 most viewed pages for the whole site with 16,403 views. There were also over 19,000 page views of information on the local lockdown and boundary map for Cardiff. In addition, two additional websites have been launched recently – one showcasing online hub and library events at: www.cardiffhubs.co.uk and the other for the One Planet Cardiff consultation at: www.oneplanetcardiff.co.uk

Mobile App/Digital Service Developments

The Cardiff Gov app has now been downloaded over 35,000 times, with residents continuing to take up the services as they are released. The bulky waste collections service, which went live in September 2020, saw 68% of all bookings being made via the web or app in its first full month of running in October 2020. Further services are being developed with bookings for recycling centres due to be available on the Cardiff Gov app at the end of November 2020.

BOBi (ChatBot)

The recent national 'firebreak' lockdown appears to have had an impact on the number of chats handled by BOBi, with a slightly lower than average number of conversations taking place. The majority of customers continue to have a positive experience in their interactions, with 88.37% of feedback scores recorded as 'Very Good', 'Good' or 'OK'. All feedback scores and comments are analysed by the Digital Delivery team in order to identify opportunities for improvement.

A new conversational service for ordering free waste bags and checking local stockists has gone live and is proving popular with customers. Statistical and anecdotal evidence points to the service being very easy and convenient to use. The development team continues to work on broadening BOBi's skill set, including an interactive process for reporting missed waste collections, and a revised service for displaying recycling information. Beta testing of the Amazon Alexa skill is underway with a focus on user experience, tone and content.

Connect to Cardiff (C2C)

C2C has remained busy throughout October 2020, with 40,430 calls and 4,091 emails. This is against a backdrop of a proportion of call centre staff continuing to work from home where possible. The team within the contact centre has handled 11,330 social media messages and 1,527 webchats, with the most popular subjects for posts being Coronavirus (1206); Cycling (946); City Centre (770); Parks (760) and Garden Waste (554). Both Facebook and Twitter saw an increase in followers during this period.

Volunteer Befriending Support with the Into Work Volunteering Team

Working with Age Cymru, a new befriending service is being set up by the Into Work team to help the over 50s. This project will use volunteers to chat to those who want to have a conversation with someone. Volunteers will also signpost clients to other assistance in the city such as help with food delivery, medication and even referring to Independent Living Services if required. The team will promote this volunteering opportunity online. This will not only help those who access the support, but also volunteers looking for vital work experience opportunities which have become reduced over the Covid-19 pandemic. This service will be promoted through sheltered housing, internal partners, external stakeholders, as well as working with the Council's communications team.

Councillor Chris Weaver
Cabinet Member for Finance, Modernisation & Performance
19 November 2020

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HOUSING & COMMUNITIES STATEMENT

AGENDA ITEM:

Homelessness

Work to deliver the new approach to homelessness is progressing well. The modular buildings which are to form part of the new Single Homeless Assessment Centre arrived recently and are currently being installed. These pre-constructed units will provide good quality emergency accommodation for single people while an assessment of their support needs is undertaken. The centre will provide a base for the multi-disciplinary outreach team, bringing a range of health and therapeutic specialists together to support this vulnerable client group. The centre is due to open early in the New Year.

Going by the latest figures (13th November), there were 12 individuals sleeping on the street in Cardiff, maintaining the good progress that has been made during the Covid-19 pandemic. New rough sleepers are identified each week and brought into accommodation. There is no reason for anyone to sleep out in the city and I would ask Members to report anyone sleeping rough via our web form or by texting 'REALCHANGE' to 80800, giving details of the person's location. The Outreach team will then visit the individual to offer support.

Re-cladding of Lydstep Flats

Following a competitive procurement process, the Council has awarded the contract for improvement works to the three tower blocks at Lydstep flats in Llandaff North to ISG Construction Limited. The main work of re-cladding the blocks is due to start in spring 2021. This is a significant milestone for both the Council and the residents at Lydstep flats, who I know have been eagerly awaiting this news. The solution being used is the safest option on the market, will significantly increase the blocks' energy efficiency and will improve their appearance, helping to regenerate the local area.

Housing Development

The Council's ambitious and exciting redevelopment proposal for the Channel View estate has moved another step closer, as consultation on the plans is currently ongoing with the Grangetown community. The proposed £60 million regeneration project could see between 360-400 low-carbon, mixed-tenure homes built at Channel View whilst delivering improvements to the Marl Park, better connectivity for the local community, and a potential cycling and walking connection between the Marl and Hamadryad Park. So far over 300 responses

have been received to the consultation which are largely supportive and a webpage has been set up in order for residents to see the consultation material, view a fly-through of what the development could look like and read a regularly-updated frequently asked questions and answers document. Phase 1 of the project will deliver a replacement of the existing tower block providing 78 new community living flats for older people.

The new Council homes programme has delivered 385 new Council homes to date and also has 228 new homes being built on site, 101 homes out to tender for a contractor, 145 new homes with planning permission in place, and 104 in the planning process. This represents 963 new homes either completed or going through the delivery process. These new developments are focused on delivering high-quality, low-carbon energy-efficient homes which are well-designed and incorporate high-quality urban design, place-making, green infrastructure and public realm. The aim is to deliver around 200 new homes this year resulting in a total of just over 500 new homes by year end.

Self-Isolation Support Scheme

With two weeks' notice, the Advice and Benefits team has worked hard to ensure that the new Welsh Government funded Self-Isolation Support Scheme was open to applications from clients from 16th November 2020. Residents can apply for a payment if they were told to self-isolate on or after 23rd October 2020. The scheme is designed to help working people on a low income who cannot work from home and will lose earnings when told to self-isolate by the NHS Wales Test, Trace, Protect (TTP) service.

The Advice and Hub teams will be on hand to support people to claim if they are unable to claim themselves online. Additional help will also be offered and referrals made to other teams if an additional need is identified. The Council's Benefit Assessment team is responsible for carrying out the relevant checks and making the fixed £500 payment to those eligible and living in Cardiff.

In addition to a national publicity campaign by the Welsh Government, the Council's Communications team is also carrying out local publicity. Emails have been sent to all internal partners and external stakeholders to further promote the scheme, ensuring that anyone who is eligible for the payment in the city makes a claim.

In the first two days of the scheme going live, over 188 telephone calls were taken by the Adviceline and over 100 applications were made.

Online Claim Form for Free School Meals

With the impact of the Covid-19 pandemic and subsequent closing of Hubs during lockdown periods, it was vital that those who wanted to claim Free School Meals could do so easily and from the comfort of their own home. Claiming Free School Meals is now even easier through the provision of a simple online claim form, which can be accessed and completed on the Council's website at: www.cardiff.gov.uk/freeschoolmeals

For those families who cannot access the internet, help can be provided over the dedicated Free School Meals phone line or face-to-face in Hubs by appointment. Due to the downturn in the economy, there has been an increase in the numbers of families claiming Free School Meals in Cardiff from 12,005 on 1st March 2020 to 13,614 on 16th November 2020.

Digital Foodbank Vouchers

To reduce the most vulnerable from having to pay travelling costs as a result of the temporary closures of community buildings and Hubs during lockdown periods, the Money Advice team has been happy to support the Foodbank in providing digital Foodbank vouchers to clients. If someone needs a Foodbank voucher, they can now call the Adviceline and the Advice Officer will send a qualifying code to the client's mobile phone. The client can then attend the Foodbank distribution centre with this code and they will be provided with their Foodbank parcel. This new digital method means that there is no paper handling between the Money Advice Team, customer or Foodbank and decreases the chance of vouchers going missing. Voucher codes are kept on the Money Advice system for a customer if they forget or lose the code provided. For those that do not have a mobile phone or attend a Hub for a voucher, the legacy system can still be used, ensuring that the most vulnerable are supported in the way that suits them best.

Councillor Lynda Thorne
Cabinet Member for Housing & Communities
19 November 2020

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CLEAN STREETS, RECYCLING & ENVIRONMENT STATEMENT

AGENDA ITEM:

New Waste and Recycling Collection Model

I am pleased to announce that waste and recycling staff have balloted in favour of a new improved service model. The new system will see the Council adopt a 4-day week, single shift collection model. This will enable collections to take place between 6am and 3.45pm on Tuesdays, Wednesdays, Thursdays and Fridays.

This new system will make a massive difference to our residents and will really improve the street scene and cleanliness across the city. It will also end confusion for residents when collection days are pushed to the next day on weeks containing a Bank Holiday Monday.

The new system is expected to be up and running by February 2021. All residential collections of recycling, food waste and general waste on Mondays will cease. Plans are underway to meet with local Members from affected wards. Residents will be informed of the exact details of the changes by letter in January 2021. Information will also be made available at that time on the Council's social media channels, on the Council's website and on the CardiffGov app.

Review of Assisted Collections

The Council will shortly write to approximately 3,000 households who are registered for the Assisted Collection service. The letter will ask if they still require the service and provide a number of options to contact the Council, including phone, email and postal address. A review is carried out every three years to ensure that residents still require assistance and that their circumstances have not changed. Residents will have until Tuesday 5th January 2021 to respond. If no response is received, the property will be removed from the service; however, residents will be able to contact the Council after this date and request that assisted collections resume.

Booking System for Recycling Centres

Residents will soon see an improved recycling centre booking process on the Council's website, which has been developed based on feedback over the past few months. Residents will also be able to book an appointment using the CardiffGov app. Improvements include same day booking (when slots are available) and the ability to cancel or amend bookings online or via the app.

Christmas Recycling and Collections

Christmas recycling and waste collection information will be released next month. This will include any amendments to collection dates over the period and recycling advice for common Christmas items. Information will also be provided about the one-off garden waste collection in January 2021.

Big Sweeps

During the autumn, falling leaves can cause big problems on our city streets. There is an increased risk of slips and falls and the leaves can block the drains causing flooding.

The Council has a leaf-fall cleansing schedule to cover every ward either weekly or fortnightly. Whilst the teams are busy, they can't be everywhere at once. So this year the Council is asking residents to help in their local area by taking part in a local "Big Sweep". The Council will provide the bags and once they are full, the resident can report their location and they will be collected.

If any resident would like to take part, please contact lovewhereyoulive@cardiff.gov.uk or call 029 2071 7564.

Bereavement Services

Despite the social distancing restrictions that are in place during the Covid-19 pandemic, Bereavement Services organised a small socially-distanced Remembrance Service at Cathays Cemetery Cross of Sacrifice on 10th November 2020, which was attended by the Lord Mayor and local ward councillors, as well as representatives from the Friends of Cathays Cemetery and the Walking for Health Group who started this important event. The service was led by Rev. Caroline Downs who was joined by a small group of representatives from two local schools, Allensbank Primary School and Ysgol Mynydd Bychan.

Cathays Cemetery also participated in the Shine On event in partnership with the Commonwealth War Graves Commission (CWGC) on 11th November 2020 at 7pm. This saw searchlights beam light into the night sky, encouraging residents to look up and remember the fallen. In addition to Cathays Cemetery, the sky was lit over the CWGC's Naval Memorial in Plymouth, Brookwood Military Cemetery in Surrey and Rosebank Cemetery in Edinburgh.

Cardiff Dogs Home

The annual Cardiff Dogs Home Calendar is now available to buy. This year, it has been produced in partnership with the Friends Group, The Rescue Hotel, who have also made it available to buy online. The calendar costs £7.50 and all proceeds go to help the dogs at the Dogs Home.

Councillor Michael Michael
Cabinet Member for Clean Streets, Recycling & Environment
19 November 2020

COUNCIL: 26 NOVEMBER 2020

CHILDREN & FAMILIES STATEMENT

AGENDA ITEM:

National Safeguarding Week

This year's National Safeguarding Week was held between 16th and 20th November 2020. The aim of the week is to raise awareness about safeguarding issues and to reinforce the message that 'safeguarding is everyone's responsibility'. The events took place virtually on digital platforms with a focus around the theme of social isolation. The programme offered a mix of training, talks and workshops for a wide audience including professionals, practitioners and stakeholders.

Safeguarding Recognition Awards Ceremony 2020

I am looking forward to attending the virtual Safeguarding Recognition Awards Ceremony 2020 on Friday 20th November alongside Councillor Susan Elsmore, Councillor Ben Gray from the Vale of Glamorgan Council and Superintendent Tim Morgan from South Wales Police. A total of 29 nominations have been received for this year's awards from across all partner agencies including the third sector. A winner will be chosen from each of the following categories:

- Outstanding Engagement and Investigation to Safeguarding Children
- Exceptional Commitment to the Safeguarding of Vulnerable Adults
- Innovation and Improving Practice in Safeguarding
- Excellent Contribution to Safeguarding Practice
- Significant Wider Community Safeguarding

The ceremony is an excellent opportunity to celebrate an array of outstanding contributions to safeguarding in a multi-agency context and to recognise all the hard work of staff who have made a real impact on people's lives, which is so valued by the Regional Safeguarding Board.

Bright Sparks Awards 2020

This year's Bright Sparks Awards will be held on 10th December 2020 via a pre-recorded event. A panel with representation from partners and young people will consider the nominations. The theme this year will be Christmas. The Bright Sparks forum also wanted to recognise the work that the NHS has undertaken over the past few months and so we will be looking to correspond with children's homes, fostering agencies, education and Bright Sparks to do some short messages thanking the NHS.

The messages will form a digital picture mosaic which will be shown at the beginning of the event. Messages from senior officers thanking our young people will be shown throughout the event and it will finish with a song sung by a young person.

Cardiff Parenting

During October 2020, 550 activity packs were delivered to families to provide them with books, craft activities, messy/sensory play, cooking ideas and more. This supports parents to enjoy time with their children particularly over the firebreak lockdown. Cardiff Parenting and Flying start Facebook pages continue to reach thousands with ideas and tips for families.

Feedback from parents for the online groups is very positive. Groups include GroBrain, Parent Nurturing Programme and Talking Teens, as well as informal Flying Start digital groups, Little Cooks @ Home, Rhyme Time & Story Time.

GroBrain Toddler will be rolled out during November and December to target the tricky toddler years and help improve parents' understanding of their child's development during this time. It also teaches parents how to connect with their child and guide behaviour more positively. Over 1,513 contacts were made with parents and carers, via telephone and video calls. 96% of parents completing a parenting programme demonstrated positive evidence of distance travelled.

Cardiff Family Advice & Support (CFAS) service

CFAS celebrated its first full year of operation this week and more than 12,000 parents, children and young people have already benefitted from the support the service has offered. This service has developed and now includes specialist support from PCSOs, Primary Mental Health Specialists and Family Help Disability Advisors. During the pandemic the service adapted quickly to digital ways of working, processed more than 1,000 Coronavirus-Childcare Assistance Scheme applications, supporting Key Worker parents to access childcare provision. Families struggling financially were also supported to access Emergency Response Grants from Save the Children, allowing them to urgently purchase essential items.

Children's Services Workforce

In spite of the Covid-19 pandemic, the recruitment team has worked tirelessly to ensure that the recruitment process continues, so that the city's most vulnerable families receive the support they require. This has involved developing effective processes for interviewing and shortlisting social care staff virtually. Over the past six months, 36 qualified social workers have been successfully appointed, compared to 13 during the same period in 2019. This includes staff from neighbouring local authorities, external organisations, an overseas candidate and agency staff choosing to become permanent members of the Council's workforce. As a result, the vacancy rate has been reduced from 38% to 29%, with an additional 10 social workers joining the workforce in Quarter 3.

Retention of staff has also improved, with a reduction in the number of social workers leaving the service. This is in part due to increased opportunities for reflective practice, shared learning and career progression.

Since the implementation of the market supplement in April 2020, 15 agency workers have been appointed as permanent employees. The Multi Agency Safeguarding Hub (MASH) started this year with 3 permanent members of staff and now has a fully-established, permanent team of 11.

In the summer, 16 newly-qualified social work students decided to start their careers in Cardiff. Eight of these staff joined us initially as student support workers, recruited during the Covid-19 pandemic to support the Intake & Assessment and Locality teams with lower risk cases, freeing up social workers to do work that only they can do. All 16 have been allocated experienced members of staff as mentors to provide guidance and support.

The Childcare Offer

Applications for the Childcare Offer from parents with children eligible to access it in the autumn term opened on 1st September 2020. By the end of October 2020, 1,141 Cardiff children were benefitting from the Offer and two new childcare settings have signed up to provide it, bringing the total to 364. Since April 2020, over £2.6m has been spent providing funded childcare for eligible working parents in Cardiff. Between October 2018 and October 2020 the total value of cost saving to families in Cardiff is over £9m.

Welsh Government Childcare Provider Grant

14 childcare providers have benefitted from the Welsh Government Childcare Provider Grant, totalling £39,468. The grant was set up to support childcare settings which had lost income in 2020/21 compared to the same period last year and which had not been able to access other grant funding.

Welsh Government Child Development Fund

The Council has been given £442,996 from the Welsh Government to provide additional developmental support to those children and families who are in greatest need and disadvantage, and who have been impacted most by Covid-19. This short-term grant will allow Local Authorities and partners to address the developmental delay of children aged 0-5.

Councillor Graham Hinchey
Cabinet Member for Children & Families
19 November 2020

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COUNCIL: 26 NOVEMBER 2020

SOCIAL CARE, HEALTH & WELL-BEING STATEMENT

AGENDA ITEM:

Learning Disabilities Day Services Survey

Learning Disabilities Day Services have remained open during the pandemic and are providing as many services as possible. What was possible previously has changed significantly due to current restrictions and the way that the team has been working with the people they support has also had to change. Before setting up a range of Covid-safe activities and opportunities, the team issued a questionnaire asking people accessing their services to tell them what they would like the team to provide and to help the team to design the service going forward during the pandemic. They also asked people to comment on their experiences over the last six months, and to make any suggestions or raise any concerns going forward for the next six months. There was a 71% response rate to the questionnaire, with many service users expressing their thanks for the restart of support and the support provided, as well as their thanks to staff teams or individual staff members. The results of the survey will be used to help inform, co-produce and support the continued provision of a wide range of activities by the Day Services team.

50+ Active Body Healthy Mind Virtual Christmas Festival

The countdown to Christmas has begun and while the forthcoming festivities may not be like the season that we're all usually used to, Independent Living Services are determined to spread some yuletide cheer this year. Three digital events packed with lots of singing, dancing, quizzes, seated exercises, raffles and much more are in store as part of the 50+ Active Body Healthy Mind Virtual Christmas Festival, which will be held on Microsoft Teams on Monday 30 November, Wednesday 2 December and Friday 4 December 2020. Anyone who is interested in attending is welcome to join from home via their own device.

The service's 50+ Active Body Healthy Mind festivals have proved popular in the past, bringing together partner and council services to showcase services and activities on offer in the city to help older people stay healthy and well, in body and mind. If you would like to join the events, or know someone who would be interested, please email communitycoordinator@cardiff.gov.uk for details of how to join the event.

Dementia Friendly Cardiff Website

I am delighted to be able to give an update on the Dementia Friendly Cardiff website that was launched last month by the Council in collaboration with Cardiff & Vale University Health Board and Alzheimer's Society Cymru. Since the launch on 1 October 2020, the website has attracted a lot of attention. There have been enquiries through the website from health professionals, organisations, carers and, of course, from people living with dementia themselves.

The website is already starting to develop into a hub for dementia supported activity within the city, currently featuring over 90 digital events that have been hosted through the website. Exciting research developments within Cardiff have also now made it onto the home pages of the website and I am grateful to the currently featured Cardiff Metropolitan University and Professor Treadaway for the innovative work she is developing to support people living with dementia in Cardiff and beyond. The website is also there to support carers and one example of that is the carer who was enabled to access digital help and equipment so that her mother is now able to enjoy the Dementia Friendly website.

823 individual users have accessed the website to date and, interestingly, nearly half of those were using mobile devices, which is a testament to the fact that the site is fully accessible whether on a laptop, tablet or mobile phone. I would encourage everyone to visit the website at: <https://dementiafriendlycardiff.co.uk/> and let others know that it is there to support people who are living with dementia in Cardiff.

Councillor Susan Elsmore
Cabinet Member for Social Care, Health & Well-being
19 November 2020

COUNCIL: 26 NOVEMBER 2020

EDUCATION, EMPLOYMENT & SKILLS STATEMENT

AGENDA ITEM:

Director of Education and Lifelong Learning

Members will be aware that Nick Batchelar retired from his role as the Director of Education and Lifelong Learning at the end of October after more than seven years in the role. Education in Cardiff has seen significant improvements since August 2013 when Nick took on the role, including Cardiff's removal from Estyn improvements in 2016 and the opening of nine new schools as part of the 21st Century Schools programme.

Other landmark projects have included the delivery of Cardiff Commitment, and the launches of Cardiff 2020 and Cardiff 2030 – Cardiff's vision for education. Nick also championed Cardiff's ambition to become a Unicef Child Friendly City, working with partners in a cohesive approach to put children and young people at the heart of the city. It has been a personal pleasure to work with Nick since I became the Cabinet Member for Education.

Nick leaves a proud record of achievement, and a strong platform for his successor to build on. I would like to thank him for his work during his time here, and wish him and his family all the very best on his retirement.

I am pleased to welcome Melanie Godfrey, who started work with the Council on 16th November 2020, as the new Director of Education and Lifelong Learning and I look forward to working with her to take forward our Capital Ambition commitments, Cardiff 2030 agenda and School Organisation Planning programme.

Qualifications Assessment Arrangements in Wales 2021

On 10th November 2020, the Minister for Education, Kirsty Williams MS, confirmed Wales' approach for qualifications in 2021 and her decision that there will be no end of year exams for learners taking GCSEs, AS levels or A levels. In place of exams, the Welsh Government intends to work with schools and colleges to take forward teacher-managed assessments, which should include assessments that will be externally set and marked, but delivered within a classroom environment under teacher supervision. The Minister's expectation is that this work will form the basis for centre-based outcomes, which will be linked to an agreed national approach to provide consistency across Wales.

Applications for Reception places in primary schools for admission in September 2021 opened on 16 November 2020 and a new campaign has been launched to provide guidance to parents applying for a place. It is extremely important that parents complete their application correctly and apply on time by the closing date of Monday 11th January 2021 in order to have the best possible chance of securing a place in one of their preferred schools.

The School Admissions team has developed an information film setting out 7 tips to assist families by explaining how the admissions process works, the importance of using all preferences available to them and why they should apply on time. This is available in several languages, including Arabic, Czech, Romanian, Portuguese, Polish, Somali and Bengali, and is available to view on YouTube at: <https://www.youtube.com/watch?v=ZqFFf-qb0HU>

Digital Devices for Pupils and Teachers

10,000 new Chromebook devices are being distributed to schools across the city by the end of the autumn term to help schools with online and blended learning, whilst children may be affected by absence due to Covid-19.

4,800 Chromebooks will be delivered to schools over the next few weeks with the remainder being delivered towards the end of November. The 10,000 have been allocated broadly on the basis that every primary and secondary school will receive a year group set, with some additional devices being given to central support teams (e.g. Educated Other Than At School) for use with those pupils. By the end of term every school should receive a full year group set of Chromebooks (half in the initial batch and the other half from the second batch). The Chromebooks will be distributed to all primary and secondary schools.

These Chromebooks are in addition to the 6,500 digital devices and 2,000 4G broadband devices which have already been provided to children and young people in Cardiff who have been identified as digitally deprived and 3,000 digital devices provided to teaching staff, since the beginning of the first national lockdown in March.

Tablet Gifting Scheme

Following several successful funding bids, the Digital Skills team, which is part of the Adult Learning service, is now able to offer free tablet devices with internet access to individuals in Cardiff on a low income who do not have a access to devices at home. The funding is allowing the team to support those people by enabling them to stay connected with the services they need, as well as maintaining social connections to support their well-being. The tablets will be pre-loaded with apps, shortcuts and information on digital activities and council support services, including online Adult Learning courses and training, Digital Job Club with Into Work Services and a host of health and well-being activities hosted by the Hubs and Libraries service.

There are a limited number of tablets available, but further work is being carried out to expand the scheme further. Applications for this scheme are subject to eligibility and are open only to Cardiff residents who meet the following criteria:

- Those who do not have access to a digital device or broadband at home; AND

- Their health and wellbeing is suffering as they feel isolated OR they want to access training or look for work online; AND
- They are in receipt of benefits or on a low income.

Eligible Cardiff residents can apply for a tablet by contacting the Council's Adviceline on (029) 2087 1071.

Advanced Thinking School

Danescourt Primary School has been recognised by the University of Exeter as an Advanced Thinking School. This is an important milestone for the school on a journey that has involved the whole school community over the past seven years. It is the result of a tremendous amount of hard work put in by Claire Lawton, Cognitive Lead, and the school's 'Think Tank' team in leading this project for the school.

Councillor Sarah Merry
Cabinet Member for Education, Employment & Skills
19 November 2020

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STRATEGIC PLANNING & TRANSPORT STATEMENT

AGENDA ITEM:

Castle Street

Castle Street is being used to support economic activity and increased footfall in a safely-managed way. Wider pavements have been created to support local businesses and pedestrians requiring more space. After extensive safety testing, the road will reopen to buses and taxis to support public transport movement and allow more people to leave their cars at home.

We are now considering the long-term plan for the street, and will be undertaking a consultation exercise to ensure that decisions are made with stakeholders and the public. The exercise will be underpinned by detailed modelling work explaining how the different options impact air quality and traffic flows around the city centre.

Wellfield Road and District Centres

Following the recent public consultation, we are now proceeding to Phase 2 of the proposals. This work commenced on site on 16th November 2020 and will include the introduction of a one-way system on Wellfield Road and 'lower' Pen-y-Lan Road, together with a two-way segregated cycle lane and footway widening on Wellfield Road. Revised parking arrangements are also being put forward, which will reinstate some parking on Wellfield Road itself, as well as improving provision in the surrounding streets.

Pedestrian enhancements have also been installed in local and district centres including Pontcanna, Llandaff, Whitchurch and Tongwynlais.

Lower Speeds

Reducing traffic speeds is a key strand of the work to support a safe and active recovery in our local communities. 20mph limits have now been implemented in nine local and district centres across the city, with work at a further 12 locations underway and close to completion.

Cycleways

Construction of the 'Cross City' pop-up cycleway route is continuing, which will run between Broadway (Adamsdown) and Broad Street (Canton).

Engagement is being carried out on the proposed 'Cross City South' pop-up cycleway linking Adamsdown to the Taff Trail. The 'Cross City South' route will run along East Tyndall Street from the 'Magic Roundabout' and along Herbert Street. It could continue through Callaghan Square, connecting with Cardiff Central station, and along Penarth Road continuing over the bridge and connecting with the Taff Trail.

Business and resident engagement has also begun on proposals for a pop-up cycleway on Albany Road, which would link to Wellfield Road.

Once the engagement process has been completed, the schemes will be implemented in phases, with traffic levels and usage being monitored before moving on with each phase.

Construction is underway on Phase 1 of Cycleway 4. This phase links Castle Street to Western Avenue (A48) via Sophia Gardens and Pontcanna Fields. Construction commenced in September 2020 and is due to be completed by the end of the year. A 300m section of cycleway and footpath has already opened to the public. The route will eventually reach the new housing developments in the north-west of the city. Consultation will begin shortly on proposals for the next stage of the route through Llandaff.

Officers and I met recently with counterparts in Newport City Council to discuss our desire to see a cross-city route that would join Cycleway 2 and link to the proposed new St Mellons Parkway train station. We also intend to improve active travel infrastructure along that wider corridor and will shortly be inviting stakeholders to discuss these opportunities.

Bike Hangar Trial Scheme

We have launched a bike hangar trial scheme, which is aimed at providing secure cycle parking on the highway for people who have limited bike storage in their homes. Residents were asked to nominate locations for the trial, with over 500 survey responses received.

School Streets

Cardiff Council is continuing to lead the way on School Streets in Wales and shared good practice from our experience to date at the Living Streets seminar that was held last month. We are continuing to receive suggestions of additional School Streets from councillors, residents and schools.

Schools Bike Fleet Scheme

Over 50 applications have been received for Phase 2 of the Schools Bike Fleet scheme, which provides schools with a fleet of bikes for pupils to use in school for the delivery of cycle training. The Council's Road Safety team is continuing to work with schools to deliver training, including the National Standard Cycle Training (free for anyone living, working or studying in Cardiff as well as in schools) and the Streetwise and Kerbcraft programmes. Officers are also working with close to 20 schools in the current financial year to install secure cycle parking provision.

Councillor Caro Wild
Cabinet Member for Strategic Planning & Transport
19 November 2020

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COUNCIL:

26 NOVEMBER 2020

REPORT OF DIRECTOR GOVERNANCE & LEGAL SERVICES

APPOINTMENT OF LOCAL AUTHORITY GOVERNORS TO SCHOOL GOVERNING BODIES

Reason for this Report

1. To appoint Local Authority School Governors to fill vacancies.

Background

2. Section 19 of the Education Act 2002 makes provision for the governing bodies of maintained schools to include Local Authority appointed governors, with further detail contained in the Government of Maintained Schools (Wales) Regulations 2005. When Local Authority school governor vacancies arise, either by appointees reaching the end of their term of office or resigning, it is the statutory duty of the Council to fill the vacancies as soon as possible.
3. The Local Authority Governor Panel was constituted at the Annual Council in May 2015 to advise the Council on appointments and removal of governors to those places allocated to the Local Authority.

Issues

4. The Local Authority Governor Panel met on 7 July 2020 to consider new applications to fill current vacancies. The recommendations of the panel, in respect of new appointments are contained in Appendix 1 to this report.

Reasons for Recommendations

5. To ensure that the Council fulfils its statutory functions in respect of the appointment of Local Authority governors for maintained schools.

Legal Implications

6. As noted in paragraph 2 of the report, the Council is required, pursuant to the Education Act 2002, section 19 and regulations made there under, to appoint local authority governors to the governing bodies of maintained schools, in accordance with those statutory provisions. Appointments are for a fixed term of 4 years from the date of the appointment and governors may be re-appointed for a further 4 year term.
7. Appointments to outside bodies are a local choice function, which is reserved under the Council's Constitution to full Council. Accordingly, the appointment of Local Authority governors to governing bodies requires the approval of full Council.

8. In response to the COVID-19 pandemic, the Welsh Government has issued the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020, which came into force on 22nd April 2020. These regulations temporarily relax the rules relating to local authority meetings in order to minimise risks to public health. For appointments made by Council, the Regulations provide that the terms of office of all appointees who were in office when the Regulations came into force (on 22nd April 2020) shall automatically be extended until a new appointment is made, which may be at any time before 1st May 2021.
9. The Regulations therefore remove the requirement for appointments to be made for local authority governors whose terms of office are due to expire on or after 22nd April 2020, until 1st May 2021. This means that re-appointments (or new appointments) may be deferred until 1st May 2021 if current governors are content to remain in office. However, the Council may decide to re-appoint governors for a further 4 year term.
10. Members will note that this report recommends the appointments of local authority governors, as set out in Appendix 1, for a 4 year term of office.

Financial Implications

11. There are no financial implications arising from this report.

Recommendation

12. That, in accordance with the recommendations of the Local Authority Governor Panel, the Council approves the new appointments of Local Authority governors to the school governing bodies as set out in Appendix 1, each for a term of 4 years from the date of the appointment.

Davina Fiore
Director Governance & Legal Services
20 November 2020.

The following Appendix is attached:

- | | |
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| Appendix 1 | List of Local Authority school governor vacancies as at 7 July 2020 and recommendations for appointment by the Local Authority Governor Panel. |
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The following Background Documents have been taken into account: N/A

CARDIFF COUNCIL
REGISTER OF DECISIONS TAKEN BY OFFICERS ON
SENIOR MANAGEMENT TEAM
2019/2020 No 53

| Decision No. | Decision Maker | Decision | Reasons | Consultation Undertaken | Dates | | | Responsibility for Implementation after date shown |
|---------------|--|---|--|-------------------------|---------------|--|----------------------|--|
| | | | | | Decision Made | Publication | Deadline for call-in | |
| SMT/19-20/117 | Chris Lee – Corporate Director Resources | <p>COVID-19 Track and Trace service – additional staffing requirements</p> <p>Appendix 1 is exempt from disclosure as it contains information pursuant to paragraph 16 of the Local government Act 1972</p> <p>Agreed: that approval be given to a direct award commission to the value of £962,000 to Cardiff International Airport Limited for the urgent deployment of staff to undertake work within the Track and Trace service for a 6-month term.</p> | <p>Cardiff Council manages the Track and Trace service for the city of Cardiff and the Vale of Glamorgan.</p> <p>Due to a rapid increase in the number of new cases the Council has an urgent need to access additional resource to supervise and deliver part of our Track and Trace service</p> <p>The circumstances are of extreme urgency. There was a planned resource plan for the increase of staff in the Track and Trace service and this plan has been actioned. This included repurposing of staff within the partners of Track and Trace which has been exhausted. A</p> | | 28.10.2020 | This decision has been certified as urgent by the Monitoring Officer and Chair of Policy Review and Performance Scrutiny Committee and therefore call-in is disapplied | | Chris Lee – Corporate Director Resources |

recruitment plan has been in place and that is resourcing at a high as level as possible through the council's own agency arrangements. However, along with the rest of the UK, Cardiff has seen as surge in positive COVID cases, to a point on 15th October where it has the highest cases in Wales at 239.8 per 100,000 and the number of positive tests stands at 15.6%. This has caused extreme pressure on the Track and Trace system which is the number one process in place by Public Health Wales to manage the pandemic. There has been a significant increase in the number of contacts requiring contacting and tracing to take place. Therefore there is a need for an immediate injection of resource as otherwise the Track and Trace process will not be able to take place and

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|--|--|--|---|--|--|--|--|
| | | | people who have been in contact with someone with the virus will not be contacted to self isolate and this will cause increased cases and possible serious illness for individuals including death. | | | | |
|--|--|--|---|--|--|--|--|

| | |
|--|------------------------|
| Prepared by Cabinet Support Office: | 30 October 2020 |
| Submitted to Chief Executive for signature: | 30 October 2020 |

Approved for Publication:*Paul Orders*.....
 Chief Executive

Date: ...30/10/2020.....

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