



# Cyngor Gwledig LLANELLI Rural Council

*Clerc i'r Cyngor*  
**Mark Galbraith** A.C.I.S.  
*Clerk to the Council*

Adeiladau Vauxhall, Vauxhall, Llanelli, Sir Gaerfyrddin, SA15 3BD  
Vauxhall Buildings, Vauxhall, Llanelli, Carmarthenshire, SA15 3BD  
Ffôn / Tel.: (01554) 774103  
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*Fy nghyf:*  
*My ref:*

*Eich cyf:*  
*Your ref:*

*Gofynnwch am:*  
*Please ask for:*

19 Tachwedd, 2020

Annwyl Gyngorydd

Gelwir arnoch i gymryd rhan mewn Cyfarfod o'r **CYNGOR** a gynhelir yn Siambr y Cyngor, Adeiladau Vauxhall, Llanelli, a thrwy bresenoldeb o bell ar Ddydd Mercher, 25 Tachwedd, 2020, am 2.00 pm.

Yr eiddoch yn gywir

**CLERC y CYNGOR**

## AGENDA

1. I benodi dros dro arweinydd i'r cyfarfod o blith yr aelodau sy'n cymryd rhan yn bersonol yn Siambr y Cyngor.  
(Mae hyn yn angenrheidiol er mwyn cydymffurfio'n syml ag ymarferoldeb trefniadau cynnal y cyfarfod. Mae'r penodiad yn gyfyngedig i faterion gweithdrefn o gwmpas presenoldeb o bell ac nid yw'n cyflwyno unrhyw hawl i'r unigolyn yn nhermau pleidlais fwrw neu faterion polisi. Mae'r hawliau hyn yn dal gyda Chadeirydd y Cyngor.)
2. Derbyn ymddiheuriadau am absenoldeb.
3. Derbyn Datganiadau o Fudd Personol gan Aelodau o ran y materion sydd i'w trafod.
4. Canolfan Llesiant Llanelli – derbyn Dr. Sharon Burford, Rheolwr Prosiect, Pentref Gwyddorau Bywyd a Llesiant Llanelli, i roi cyflwyniad ar ddatblygiad y Ganolfan Llesiant newydd.



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg  
Llanelli Rural Council welcomes correspondence in Welsh or English



5. (1) Cadarnhau ac arwyddo'r Cofnodion canlynol fel cofnod cywir o'r cyfarfod:-

Cyfarfod Blynnyddol Y Cyngor	28 Hydref, 2020 28 Hydref, 2020	Tud. Rhif: 1 – 6 Tud. Rhif: 7 - 25
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- (2) Ystyried unrhyw faterion sy'n codi o'r Cofnodion er gwybodaeth yn unig.
6. Cynlluniau Gwasanaeth 2020/21 – ystyried a dderbyn Cynlluniau Gwasanaeth am y flwyddyn 2020/21.
7. Materion Cynllunio:  
1) Datblygiad preswyl arfaethedig yn cynnwys 33 annedd rhif a chartref gofal 80 gwely gyda mynediad cyswlltiedig, parcio ceir, tirlunio a gwaith isadeiledd oddi wrth cyn Ysgol Yr Ynys, Llanelli – ymgynghoriad cyn gwneud cais am Rybudd Caniatâd Cynllunio o Dan Erthygl 2C, 2D, 2G – i ystyried gohebiaeth oddi wrth Asbriplanning a chytuno ar ymateb y cyngor.  
(2) Ceisiadau Cynllunio: Cytuno ar Ymateb y Cyngor parthed y ceisiadau cynllunio canlynol a dderbyniwyd oddi wrth Gyngor Sir Caerfyrddin:  
(a) PL/00592 79 Heol Y Pentre, Ponthenri  
(b) PL/00729 29 Heol Pennant, Dyffryn y Swistir  
(c) PL/00734 17 Maes Y Glo, Bynea  
(3) I nodi yn ôl-weithredol ymateb i geisiadau cynllunio y deliwyd â hwy o dan bwerau dirprwyedig y Clerc o 29 Hydref – 10 Tachwedd, 2020.
8. Mesurau Tawelu Traffig – adeiladu twmpathau ffordd newydd, Heol Hen, Pump-Hewl – ymhellach i Gofnod Rhif 13(1), i dderbyn gohebiaeth oddi wrth Adran y Gyfraith, Cyngor Sir Gaerfyrddin.
9. Prosiectau Cyfalaf – ystyried y prosiectau canlynol a gyflwynwyd gan Aeloday ar ran y gymuned:  
(1) Parc Dafen – system taenu dwr ar gyfer y maes bowlio  
(2) Parc Dafen – system ddyfrio ar gyfer yr allfaes criced  
(3) Man Chwarae Amldefnydd ar Gaeau Gwili – Llifoleuadau
10. Mesurau Covid – Gweithgareddau Cymunedol – ystyried yr adroddiad gan y Rheolwr Gwasanaethau Claddu a Thechnegol am y camau sy'n angenrheidiol er mwyn cydymffurfio â rheoliadau a chanllawiau Llywodraeth Cymru.
11. Bywyd Gwyllt yn eich Ward – ystyried gohebiaeth trwy e-bost gan Swyddog Bioamrywiaeth, Cyngor Sir Caerfyrddin a chytuno ar ymateb y Cyngor.
12. Ardal Chwarae Tir Einon – Offer Chwarae – derbyn adroddiad y Rheolwr Gwasanaethau Claddu a Thechnegol ar ganlyniad yr ymarfer ymgynghori cyhoeddus ar-lein a dewis y cyflenwr a ffafir o'r darluniau atodol.

13. Cymdeithas Plant a Ieuenctid Sir Caerfyrddin – Llythyr o Gefnogaeth – ystyried gohebiaeth e-bost gan y Rheolwr Cysylltwyr Cymunedol, Cymdeithas Plant a Ieuenctid Sir Caerfyrddin a chytuno ar ymateb y Cyngor.
14. Cymorth Ariannol – i ystyried cais oddi wrth:-
  - (1) Cymdeithas Plant a Ieuenctid Sir Caerfyrddin;
  - (2) Cerebral Palsy Cymru;
  - (3) Crown Park Suburbs;
  - (4) Cruse Bereavement Care;
  - (5) Llanelli Centre for the Deaf.
15. Deddf Cyrff Cyhoeddus (Mynediad i Gyfarfodydd), 1960 – ystyried eithrio aelodau'r cyhoedd pan ystyrir y materion canlynol oherwydd natur gyfrinachol y busnes a drafodir.
16. Crematoria Management Ltd – Adolygiad Rhent – derbyn yr argymhelliad a wnaed gan aelodau Pwyllgor Cyngori ar Gladdedigaethau Llanelli mewn perthynas â'r adolygiad rhent sydd ar droed.
17. Adroddiad Dynol – Materion Staffio - i dderbyn adroddiad y Dirprwy Clerc.
18. Datganiad Cyfrifon
  - (1) derbyn y Datganiad Cyfrifon ac ystyried darparu cymorth ariannol i Felinfoel Executive Committee – 31 Gorffennaf, 2020.
  - (2) Nodi'r ôl-weithredol y taliadau a wnaed i'r neuaddau cymunedol canlynol mewn perthynas â'u datganiad cyfrifon:
    - (a) Neuadd Gymunedol Swiss Valley – 31 Mai, 2020;
    - (b) Neuadd Gymunedol Trallwm – 31 Mawrth, 2020.



# Cyngor Gwledig LLANELLI Rural Council

*Clerc i'r Cyngor*  
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*Fy nghyf:*  
*My ref:*

*Eich cyf:*  
*Your ref:*

*Gofynnwch am:*  
*Please ask for:*

19 November, 2020

Dear Councillor

You are summoned to participate in a **COUNCIL** Meeting to be hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 25 November, 2020, at 2.00 pm.

Yours sincerely

**CLERK to the COUNCIL**

## AGENDA

1. To temporarily appoint a meeting host from one of the members participating in person at the Council Chamber.  
(This is necessary to simply comply with the practicalities associated with the hosting arrangements. The appointment is limited to matters of procedure surrounding remote attendance and confers no rights on the individual in terms of a casting vote or matters of policy. These rights remain with the Chairman of Council.)
2. To receive apologies for absence.
3. To receive Members' Declarations of Interest in respect of the business to be transacted.
4. Wellness Centre, Llanelli - to receive Dr. Sharon Burford, Project Manager, Llanelli Wellness and Life Science Village, to give a presentation on the new Wellness Centre development.



Mae Cyngor Gwledig Llanelli yn croesawu gohebiaeth yn Gymraeg neu yn Saesneg  
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5. (1) To confirm and sign the following Minutes as a true record of proceedings:-

Annual Meeting	28 October, 2020	Page Nos. 1 - 6
Council	28 October, 2020	Page Nos. 7 - 25

- (2) To consider any matters arising from the Minutes for information purposes only.
6. Service Plans 2020/21 – to consider and accept the Service Plans for 2020/21.
7. Planning Matters –
- (1) Proposed residential development comprising 33 number dwellings and 80 bed care home with associated access, car parking, landscaping and infrastructure works – Former Ysgol Yr Ynys, Llanelli - Consultation before applying for Planning Permission Notice Under Article 2C, 2D, 2G – to consider correspondence received from Asbriplanning and to agree the Council's response.
- (2) Planning Applications: to agree the Council's response in respect of the following planning applications received from Carmarthenshire County Council:
- (a) PL/00592 79 Heol Y Pentre, Ponthenri
- (b) PL/00729 29 Heol Pennant, Swiss Valley
- (c) PL/00734 17 Maes Y Glo, Bynea
- (3) To retrospectively note the response to planning applications dealt with under the Clerk's delegated powers from 29 October to 10 November, 2020.
8. Traffic Calming Measures – Construction of New Road Humps, Heol Hen, Five Roads – further to Minute No. 13(1), to receive correspondence from Legal Services, Carmarthenshire County Council.
9. Capital Projects – to consider the following projects put forward by Members on behalf of the community:
- (1) Dafen Park – sprinkler system for bowls green
- (2) Dafen Park – irrigation system for cricket outfield
- (3) MUGA at Gwili Fields - floodlighting
10. Covid Measures – Community Activities – to consider the report from the Technical and Burial Services Manager on the steps needed to comply with Welsh Government regulation and guidelines.
11. Wildlife In Your Ward – to consider email correspondence from the Biodiversity Officer, Carmarthenshire County Council and to agree the Council's response.
12. Tir Einon Play Area – Play Equipment – to receive the report of the Technical and Burial Services Manager on the result of the online public consultation exercise and to select the preferred supplier from the illustrations attached.

13. Carmarthenshire Youth & Children's Association – Letter of Support – to consider email correspondence from Community Connector Manager, Carmarthenshire Youth & Children's Association and to agree the Council's response.
14. Financial Assistance – to consider the following applications received:-
  - (1) Carmarthenshire Youth & Children's Association;
  - (2) Cerebral Palsy Cymru;
  - (3) Crown Park Suburbs;
  - (4) Cruse Bereavement Care;
  - (5) Llanelli Centre for the Deaf.
15. Public Bodies (Admission to Meetings) Act, 1960 – to consider excluding members of the public during consideration of the following matters owing to the confidential nature of the business to be transacted.
16. Crematoria Management Ltd – Rent Review – to accept the recommendation made by members of the Llanelli Burial Advisory Committee in regard to the impending rent review and as annotated on the copy report from the Secretary of the Burial Committee (report attached).
17. Human Resources - Staffing Matters - to receive the report of the Deputy Clerk.
18. Statement of Accounts
  - (1) To receive the Statement of Accounts and to consider providing financial assistance to Felinfoel Executive Committee – 31 July, 2020.
  - (2) To retrospectively note the payments made to the following community halls in respect of their statement of accounts:
    - (a) Swiss Valley Community Hall – 31 May, 2020;
    - (b) Trallwm Community Hall – 31 March, 2020.

Date of meeting - 25 November, 2020.

Dear Councillor,

**SERVICE PLANS**

**1. PURPOSE OF REPORT**

1.1 To present Service Plans for 2020/21 for Members' consideration.

**2. SERVICE PLANS**

2.1 The appended Service Plans for the financial year 2020/21 are presented to the council for review and adoption. The mid-year results are to 30 September, 2020.

2.2 Each service plan begins with a description of the services for:

- Administrative
- Community Services
- Recreation and Leisure
- Training

and will detail the actions to be implemented, budgets, core values and completion dates.

**3. LONG TERM IMPLICATIONS**

3.1 It is important to produce annual service plans which provide the basis for on-going performance review and to ensure the provision of high quality services which meet the needs of our customers.

3.2 The adoption of service plans focuses the activities of Members and staff on clear organisational goals and outputs.

**4. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS**

4.1 The Council's capital and revenue investment in the provision of services meet the following aims, core values and well-being goals:

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development	CD1 CD2 CD3 CD4 CD5 CD6 CD7 CD8 CD9 CD10	✓	✓	✓	✓	✓	✓	✓
Serving the Public	STP1 STP2 STP3 STP4 STP5 STP6 STP7 STP8 STP9 STP10 STP11 STP12 STP13	✓	✓	✓	✓	✓	✓	✓
Acting as a Local Voice	LV1 LV2 LV3 LV4 LV5	✓		✓	✓	✓	✓	✓

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Quality of Life								
(1) Environment	QL1	✓	✓	✓		✓		✓
(2) Social Inclusion	QL2 QL3				✓	✓		✓
(3) Safe and Healthy Places	QL5			✓	✓	✓		
Sports, Leisure and Cultural Activities	SLC1 SLC2 SLC3 SLC4			✓	✓	✓	✓	✓
The Local Economy	LE1 LE2 LE3 LE4	✓			✓	✓	✓	✓
Local Democracy	LD1 LD2 LD3				✓	✓		✓
Partnership Working	PW1 PW2 PW4 PW5 PW6	✓			✓			✓
Communication	C1 C2 C3 C4 C5 C6 C7 C8 C9 C10 C11	✓	✓	✓	✓	✓	✓	✓
Health and Safety	HS1 HS2 HS3 HS4 HS5	✓		✓	✓	✓		✓
Resources	R1 R2 R3	✓	✓					✓
Management and Control	MC1 MC2 MC3 MC4 MC5 MC6	✓	✓		✓		✓	✓

## 5. PUBLIC INVOLVEMENT

5.1 There has been no public involvement in the production of this report.

## 6. COLLABORATION OPPORTUNITIES

6.1 There are no collaboration opportunities associated with the generation of this report.

## 7. PREVENTATIVE MEASURES/CONDITIONS

7.1 In agreeing to the service plans, the Council has clear direction in going forward in the provision of its services to the public.

## 8. RECOMMENDATION

8.1 That the council adopts the service plans presented.

I await Members' comments at the meeting.

Yours sincerely,

**DEPUTY CLERK**

19 November, 2020.



**SERVICE PLAN**  
**FOR**  
**ADMINISTRATIVE SERVICES**  
**2020/21**

**AIMS AND OBJECTIVES OF THE SERVICE**

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To assist Council Managers to meet their strategic aims and objectives by providing administrative services to the Council.
- To enable the Council to respond and react to legislation introduced.
- To provide an effective reception point for the general public and other visitors to the Council's offices.
- To oversee and organise all matters which relate to the civic and ceremonial side of the Authority, such as the Chairman's events and other civic occasions.
- To inform the public of the Council's services and activities and to promote the corporate identity of the Council.
- To provide a range of support services to Councillors and Officers in order to assist in the decision making process.
- To provide and maintain suitable office accommodation, meeting and function rooms to meet the needs of the Council.
- To provide depots, vehicles, stores to the Council's DLO.

**DESCRIPTION OF SERVICE**

The provision of wide ranging administrative and clerical support including word processing.

The provision of a photocopying service.

The provision and maintenance of the Council's telecommunication service.

The organisation of all civic events which include the Annual Meeting, Civic Service and other functions throughout the year.

The organisation of all the Chairman's events and engagements and the provision of secretarial, attendants and chauffeur services for the Chairman and Vice Chairman.

The promotion of the corporate image of the Council.

The servicing of the Council and its Committees by preparing agendas, minutes, reports and providing a comprehensive timetable of meetings.

The provision of advice to Members on Standing Orders, Code of Conduct, pecuniary interests and other matters.

The production and provision to all Members of a year book and diary.

To ensure the Council's main office building is kept in a reasonable state of repair.

To provide the heating, lighting, cleaning and security of the building.

To manage on behalf of the DLO the Council's two depots, vehicle fleet and stores operation.

To maintain an efficient accounting system including preparation and monitoring of annual budgets.

To maintain an efficient and effective creditor payments service by maintaining financial records and reconciling accounts.

To maintain a debtors accounting system and process payments promptly and accurately.

To maintain accurate VAT, PAYE and payroll records and to administer the Council's payroll system by processing salaries and wages payments for Council employees.

To manage the investments, loans portfolio and cash flows of the Council so as to maximise interest receipts and minimise interest payments and bank charges.

To control, monitor and update the Council's website.

To manage the service level agreement with Llanelli Town Council for the maintenance of its open spaces.

## KEY TASKS/SERVICE DELIVERY IN 2019/20

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	COMPLETED
People Management AS/1/19		Investors in People – phased delivery of action plan	STP6 STP10	March 2020	On-going
Governance AS/2/19		Compliance with Financial Reporting Standard FRS/102	STP11	September 2019	On-going
Resources AS/3/19	15,000	Acquisition of a van	STP1 STP3 SLC1 SLC2 LE4 HS1 HS2 HS4 HS5 MC2 MC3 MC5	June 2019	Completed June 2019
Registration AS/4/19		Register unregistered land with the Land Registry	MC5	March 2020	On-going

## KEY TASKS/SERVICE DELIVERY IN 2020/21

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID YEAR RESULT
People Management AS/1/20	5,000	Investors in People – (1) phased delivery of action plan (2) re-accreditation	STP6 STP10	March 2021	N/A
Governance AS/2/20		Compliance with Financial Reporting Standard FRS/102	STP11	March 2021	N/A
Registration AS/3/20		Register unregistered land with the Land Registry	MC5	March 2021	N/A
Resources AS/4/20	18,000 24,000	Purchase of vehicles (1) Ride on mower (2) Tipper truck	STP1 STP3 SLC1 SLC2 LE4 HS1 HS2 HS4 HS5 MC2 MC3 MC5	1. April 2020 2. June 2020	1. Completed April 2020 2. Completed June 2020
Property Management AS/5/20	8,300	Insurance valuation of properties	HS3 R2 R3 MC3	March 2021	N/A
Information Security AS/6/20	14,550	Installation of document management system	STP6 STP7 STP9 STP11 R2 R3 MC3	January 2021	N/A
Health & Safety AS/7/20	13,330 4,000	Vauxhall Buildings 1. Upgrading electrical installation 2. Refuge area communi- cations	LC4 HS1 HS2 HS4 HS5 R2 R3 MC3	September 2020	September 2020

## PERFORMANCE

INDICATOR MEASURE	RESULTS 2019/20	TARGET 2020/21	MID YEAR RESULTS 2020/21	TARGET 2021/22
Number of staff working days lost to sickness absence.	375 (164 short term) (211 long term)	300	42 (15 long term)	300
Percentage of Councillors at full Council meetings.	50.5%	80%	65%	80%
Percentage of Councillors attending at Standing Committees/ Working Group Meetings.	60.5%	80%	No meetings held	80%
Percentage of Agendas sent out within three clear working days of meetings.	100%	100%	100%	100%
Number of members of the public attending Council/Committee meetings.	6	3	0	2
Percentage of invoices paid within 30 days or within creditor terms.	93%	90%	N/A	95%
Number of recommended corrections/improvements made by external auditors.	0	1	N/A	1

## FINANCIAL INFORMATION 2020/21

ACTIVITY	BUDGET
General Administration	82,170
Administrative Building	104,800
Depots	21,570
Civic Activities	32,050
Vehicles and Machinery	38,430
Personnel	508,310
Capital Equipment	51,280
<b>TOTAL</b>	<b>838,610</b>

**SERVICE PLAN**  
**FOR**  
**COMMUNITY SERVICES**  
**2020/21**

**AIMS AND OBJECTIVES OF THE SERVICE**

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To promote the use of community facilities by community groups and members of the public.
- To assist the alleviation of poverty and disadvantage and otherwise assist with the development of the local community.
- To encourage health and well-being amongst the community and support in community activities and events.
- To provide financial assistance to local organisations to help further the Council's aims.
- To promote local government and the Council's civic role in the local community by working closely with schools and colleges.
- The promotion of civic pride throughout the community.
- To encourage joint partnership agreements with local authorities, the private sector and voluntary organisations.
- To act as a local voice for the community served by the Council and to diligently perform our consultative role with both the public and private sectors.
- To facilitate on behalf of the community the delivery of the Llanelli Rural Area Whole Place Plan 2015-2030.

**DESCRIPTION OF SERVICE**

The provision of nine community halls for a wide range of community events and activities. Hall management committees have been established to run the day to day management and administration of the halls on a voluntary basis. The Council's halls are located throughout the administrative area.

Assistance is given to school work placements for pupils interested in local government administration.

To co-ordinate (in partnership with Tempo) a Time Credits Programme in order to generate new community activities.

The Council maintains two War Memorials within its administrative area.

The Council administers the burial service provided at Llanelli District Cemetery.

To consider all matters requiring consultation with the Council through its committee system.

Providing grants to community halls and to organisations that use the buildings, e.g. Brownies, martial arts, senior citizens groups etc.

Surveys undertaken of community facilities during annual inspections.

In addition to the above, the Council makes grants to local groups and charitable organisations to help further their aims and to support community development.

## KEY TASK/SERVICE DELIVERY IN 2019/20

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	COMPLETED
Community Development CS/1/19		Produce version 2 of Whole Place Plan. Preparation, artwork & print.	C2 C3 CD1 CD3 CD4 CD5 CD7 CD8 STP1 STP4	December 2019	On-going
Community Development CS/2/19	12,400	Dafen Community Hall – structural repairs	LE4 PW6 HS1 HS5	October 2019	Completed March 2020
Community Development CS/3/19	23,270 4,000	Swiss Valley Community Hall 1. Structural repairs 2. Re-fit kitchen	LE4 PW6 HS1 HS5	1. July 2019 2. July 2019	1. On-going 2. Completed May 2019
Community Development CS/4/19	4,000	Sandy Community Hall – kitchen re-fit	LE4 PW6 HS1 HS5	March 2020	Completed February 2019
Heritage and Culture CS/5/19	10,000	Llanelly House – financial contribution towards sustaining historical facility	CD1, CD6, CD7, SLC3, SLC4, PW6	May 2019	Completed May 2019



## KEY TASK/SERVICE DELIVERY IN 2020/21

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID-YEAR RESULTS
Community Development CS/1/20		Produce version 2 of Whole Place Plan. Preparation, artwork & print.	C2 C3 CD1 CD3 CD4 CD5 CD7 CD8 STP1 STP4	March 2021	N/A
Community Development CS/2/20	16,000	Swiss Valley Community Hall – 1. Structural repairs and replace fascias 2. Install suspended ceiling with lights	STP3 STP5 LE4 PW6 HS1 HS2 HS5 MC3	March 2021	1. N/A 2. July 2020
Community Development CS/3/20	7,000	Five Roads Community Hall – kitchen re-fit	STP3 STP5 LE4 PW6 HS1 HS5 MC3	March 2021	N/A
Community Development CS/4/20		Llwynhendy Library – legal searches followed by ground surveys if appropriate to determine suitability for development	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STP4 STP5 STP13 LV1 LV2 LV3 LV5 QL2 QL3 QL5 SLC1 SLC2 LE4 LD2 LD3 PW1 PW2 PW5 PW6 C2 C3 C6 C9 R1 R2 MC2 MC3 MC4 MC5	March 2021	N/A

## PERFORMANCE

INDICATOR MEASURE	RESULTS 2019/20	TARGET 2020/21	MID-YEAR RESULTS 2020/21	TARGET 2021/22
Percentage of planning applications considered within the 21 day consultation period set by Carmarthenshire County Council.	100%	100%	100%	100%
Number of individuals into volunteering	23	50	0	25
Number of community groups assigned	0	0	0	0
Number of hours earned	914	1,500	0	750
Number of time credits to be spent internally	97	200	0	100

## FINANCIAL INFORMATION 2020/21

ACTIVITY	BUDGET
Financial Assistance	16,130
Community Halls	134,280
Community Development	32,060
Capital Scheme – community halls	10,000
Burial Services	133,000
<b>TOTAL</b>	<b>325,470</b>

**SERVICE PLAN**  
**FOR**  
**RECREATION AND LEISURE SERVICES**  
**2020/21**

**AIMS AND OBJECTIVES OF THE SERVICE**

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To promote recreational and leisure facilities in the community.
- To encourage health and well being and generally improve the quality of life of members of the public by encouraging people to develop their participation in recreational activities and events.
- To encourage social inclusion by ensuring that play equipment is accessible to all.
- To involve the community in the development of the Council's recreational facilities.
- To preserve and protect public rights of way.
- To sustain the level of provision of street furniture throughout the Council's area, such as bus shelters, wayside seats and footway lighting.
- The marketing and promotion of Llanelli and district.

**DESCRIPTION OF SERVICE**

The provision and maintenance of recreation grounds at Dafen, Felinfoel, Five Roads, Ponthenri, Pwll and Trallwm. In addition, ground maintenance is also provided to the playing fields at Pontyates which is not Council owned.

The provision and maintenance of a number of play areas throughout the Council's area.

Maintenance and improvement to the public rights of way network.

Maintenance and improvements to Swiss Valley Reservoir.

The funding and promotion of the Christmas lights and Christmas carnival in Llanelli.

The provision of footway lighting, bus shelters and wayside seats.

The annual inspection of equipment within children's play areas by RoSPA Play Safety.

The maintenance of Llanelli Town Council's open spaces under a service level agreement.

## KEY TASKS/SERVICE DELIVERY IN 2019/20

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	COMPLETED
Community Facilities RL/1/19	10,000	Cilsaig play area: 1. Legal process for lease transfer of asset. 2. Obtain quotations for and play equipment to value of £20,000 when above completed	CD1 CD5 CD8 STPI STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 M3 MC5	March 2020	Budget transferred
Safeguarding Sporting Facilities RL/2/19		Legal process for lease transfer of assets from Carmarthenshire County Council 1. Dafen Park 2. Pwll Park 3. Trallwm Football Pitch	CD1 CD5 CD8 STPI STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 M3 MC5	March 2020	Delays with CCC legal process  1. On-going 2. On-going 3. On-going
Community Facilities RL/3/19	118,350	Dafen Park - Astro turf area	CD1 CD5 CD8 STPI STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 M3 MC5	March 2020	On-going
Community Facilities RL/4/19	20,000	Play area at Danybanc, Felinfoel 1. Legal process for lease transfer of asset 2. Re-visit quotations to upgrade play facilities when above completed	CD1 CD5 CD8 STPI STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 M3 MC5	March 2020	1. Completed July 2019 2. On-going
Community Facilities RL/5/19	6,310	Provision of bus shelter at Gorsfach, Dafen	CD1 CD2 CD4 STP1 STP3 STP5STP13 LV1 LV2 LV4 QL3 PW1 PW5 C3 C5 HS5 R1 MC2 MC5	September 2019	Completed August 2019
Community Facilities RL/6/19		Felinfoel Recreation Ground Provide a licence to Felinfoel RFC to regulate operation of the food hut	CD5 CD7 CD10 STP1 STP2 PW1 PW6 HS1 HS3 HS5	December 2019	On-going
Community Facilities RL/7/19	6,500	Pwll Pavilion – legionella works	STP1 STP3 STP6 QL1 SL2 LE4 PW6 HS1 HS2 HS3 HS4 HS5 MC3 R2 R3	September 2019	Completed May 2019

**KEY TASKS/SERVICE DELIVERY IN 2019/20**

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	COMPLETED
Community Facilities RL/8/19	8,350	Trallwm Community Hall – toilets to changing rooms	CD1 CD5 CD7 STP1 STP2 STP3 STP4 STP5 SLC1 SLC2 LE4 PW1 PW6 HS1 HS2 HS3 R2 R3 MC3	September 2019	Completed July 2019

## KEY TASKS/SERVICE DELIVERY IN 2020/21

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID-YEAR RESULTS
Safeguarding Sporting Facilities RL/1/20		Legal process for lease transfer of assets from Carmarthenshire County Council 1. Cilsaig play area 2. Dafen Park 3. Pwll Park 4. Trallwm Football Pitch	CD1 CD5 CD8 STPI STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 M3 MC5	March 2021	N/A
Community Facilities RL/2/20	1.113,860  2. 33,250	Dafen Park 1. Review options for providing astro turf area  2. Replace shower water heaters changing rooms and install water sub-meters community hall, changing rooms and bowls pavilion	CD1 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LE4 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 M3 MC4 MC5	1. March 2021  2. January 2021	N/A  N/A
Community Facilities RL/3/20	20,000	Danybanc play area - upgrade play facilities	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 R1 R2 MC2 M3 MC4 MC5	September 2020	Completed September 2020
Community Facilities RL/4/20	9,000	Felinfoel Recreation Ground 1. Provide a licence to Felinfoel RFC to regulate operation of the food hut. 2. Extend wet pour to play area	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 M3 MC4 MC5	1. March 2021  2. March 2021	N/A  N/A



ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID-YEAR RESULTS
Community Facilities RL/5/20	6,000	Trallwm play area – recommend play scheme to Carmarthenshire County Council	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 R1 R2 MC2 M3 MC4 MC5	November 2020	N/A
Community Facilities RL/6/20	20,000	Tir Einon play area - consultation exercise followed by provision of equipment	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 HS1 HS2 HS3 HS5 R1 R2 MC2 M3 MC4 MC5	January 2020	N/A
Community Facilities RL/7/20	49,050	Ponthenri play area - upgrade play facilities	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 R1 R2 MC2 M3 MC4 MC5	March 2021	N/A

## KEY TASKS/SERVICE DELIVERY IN 2020/21

ACTIVITY	BUDGET £	DESCRIPTION	CORE VALUE	TARGET DATE	MID-YEAR RESULTS
Community Facilities RL/8/20	14,000	Penygraig play area – seek S.106 monies and grant funding and provide a play area	CD1 CD2 CD3 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 QL1 QL2 QL3 SLC1 SLC2 LD2 LD3 PW1 PW2 PW5 PW6 C1 C2 C3 C9 R1 R2 MC2 M3 MC4 MC5	March 2021	N/A
Community Facilities RL/9/20	1. 150,000 2. 121,000	Swiss Valley Reservoir 1. Management and upgrade of grounds 2. Improvement to facilities	CD1 CD2 CD4 CD5 CD7 CD8 CD10 STPI STP3 STP4 STP5 STP13 LV1 LV2 LV5 QL1 QL2 QL3 SLC1 SLC2 LE3 LE4 LD3 PW1 PW2 PW6 C9 HS1 HS3 HS4 HS5 R1 R2 R3 MC2 M3 MC4 MC5 MC6	1. March 2021 2. March 2021	N/A N/A
Community Facilities RL/10/20	12,000	Pwll Pavilion – replace ceiling, install roller shutters and refuge area	CD1 CD5 CD8 STPI STP4 TP5 STP13 QL2 QL3 SLC1 SLC2 LD3 PW1 PW2 PW5 PW6 CL MC2 M3 MC5	March 2021	N/A



## PERFORMANCE

INDICATOR MEASURE	RESULTS 2019/20	TARGET 2020/21	MID-YEAR RESULTS 2020/21	TARGET 2021/22
Number of cuts to public footpaths.	230	220	248	372
Number of public footpaths re-opened.	0	0	0	0
Net revenue expenditure per head of parks and play areas.	£3.90	£4.00	.82p	£7.28
Number of facilities identified as high risk within ROSPA report.	0	0	0	0
Number of play areas providing facilities for all age groups.	14	17	14	17

## FINANCIAL INFORMATION 2020/21

ACTIVITY	BUDGET
Recreation Grounds	138,880
Play Areas	27,190
Rights of Way	100
Footway Lighting	19,940
Capital Scheme – footway lighting	1,9500
Swiss Valley Reservoir	271,000
Tourism & Cultural Activities	13,050
Open Spaces (Bynea & Swiss Valley)	3,110
Capital Schemes – Play Areas	109,150
Asset transfer	11,390
Grounds Maintenance – Service Level Agreement	73,060
Capital Schemes – Recreation Grounds	184,860
<b>TOTAL</b>	<b>853,680</b>

**SERVICE PLAN**

**FOR**

**TRAINING SERVICES**

**2020/21**

**AIMS AND OBJECTIVES OF THE SERVICE**

The Council's aims and objectives and a clear statement of our purpose and core values are set out in the Strategic Plan. In this context the aims of the service are: -

- To secure and deliver Welsh Government funded 'Work Based Learning' contracts as part of the Skills Academy Wales Consortium, achieving good to excellent results in relation to compliance, performance and quality benchmarks.
- To play a leading role in the development of Skills Academy Wales consortia in South West Wales and beyond.
- To respond positively to Welsh Government priorities for Post 16 Education and Training in Wales. Currently these include: ESDGC, Welsh Language and Culture, Literacy & Numeracy, Safeguarding, Wellbeing, Data Security and Equality, Inclusion and Diversity,
- To deliver high quality teaching, training and assessment and provide a range of appropriate, relevant and motivating learning programmes.
- To undertake a rigorous, Self Assessment process annually, and to continually plan for improvement. To use a variety of methods to capture the opinion of our learners, employers and partners.
- To involve the department wherever possible in partnership working within Skills Academy Wales, Local Initiatives, 14-19 Network delivery, Regional Learning Partnerships, Skills Sector Councils, Community Learning, DWP Delivery etc.
- To maintain an independent financially viable status for the Training Department.

## DESCRIPTION OF SERVICE

To provide Training Services within Welsh Government funded programmes.

The Training Department is now a full partner within the Skills Academy Wales (SAW) consortia led by Neath Port Talbot College Group. As part of this organisation LRC Training is contracted to deliver the following programmes:

TRAINEESHIPS	(16 – 18 yrs)	Unemployed
APPRENTICESHIPS		Employed

To play a part in the development of the 14-19 network within Carmarthenshire and respond to all other Welsh Government priorities for post 16 education and training in Wales.

To liaise on a daily/weekly basis with Referral Agencies e.g. Job Centre Plus, Careers Wales.

To initially assess learners' needs and produce a suitable Individual Learning Plan.

To undertake basic skills assessments of all clients on Work Based Learning programmes.

To create and maintain an electronic Lifelong Learning Wales Record (LLWR) for every learner.

To transmit LLWR information to SAW.

To collate evidence to support monthly Claims Procedure prepared by SAW.

To prepare monthly financial information for Council.

To risk assess the suitability of employers for involvement in learning activities.

To assist companies with recruitment of qualified employees.

To produce an annual Self Assessment Report (SAR) and quarterly Quality Development Plans (QDP)

To undertake self assessment of Health and Safety Management Procedures as specified in DfES Code of Practice.

To undertake annual audits of all procedures and meet WG compliance guidance in relation to funded programmes.

To ensure all activities fulfil WG and SAW priorities in relation to the Quality agenda.

To be represented on all Management Groups established by SAW. Currently these are:

Executive Group	Wellbeing and Equality Group
Operational Management Group	Marketing and Digital Group
Data and Compliance Group	Health & Safety Group

## KEY TASKS/SERVICE DELIVERY 2019/20

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	TARGET/ DATE
Complete 75 successful Apprenticeship frameworks	N/A	Target representing growth on last year of 100% and consistent with the timely completion targets set by WG.	LE1 LE2 CD5 CD6 R1 R2	October 2019  66 apprenticeship frameworks completed.
Achieve 70% progression rate from the youth engagement programme.	N/A	Minimum requirement for GOOD grading.	LE1 LE2 CD5 CD6	August 2019  69% progression rate achieved for 2018/19 statistics
Secure contract/ contracts to deliver 'Job Support Wales' programme in 2019/20 and in subsequent years.	N/A	Tender process for programmes replacing existing Traineeship contract.	CD6 – CD9 LE1 LE2 PW1	December 2019  Tender process was aborted
Run 3 successful Prince's Trust Team Programmes and maintain retention rates of 84%	£5000	Teams to start in July 2019, November 2019 and February 2020.	LE1 LE2 CD6 PW1	March 2020  Last Team did not complete due to COVID restrictions
Increase the percentage of learners from under-represented groups in line with WG targets	N/A	Including targets for Disability and BME.	LE1 LE2 CD5 CD6	January 2020 (half year)  Percentage has increased.

## KEY TASKS/SERVICE DELIVERY 2020/21

ACTIVITY	BUDGET	DESCRIPTION	STRATEGIC AIM NO.	TARGET/ DATE
To achieve in excess of 72% progression rate from the Traineeship Engagement Programme	N/A	Requirement for GOOD Grade meeting performance threshold.	LE1 LE2 CD5 CD6	July 2021
To achieve favourable contract terms for Apprenticeship delivery from August 2021	N/A	Tender process has been completed by SAW for contract commencing August 2021. Contract Award will be known March 2021.	LE1 LE2 CD5 CD6 R1 R2	March 2021
To meet all requirements of Born Digital Delivery	£ 5000	Smart Assessor Platform has been introduced to all programmes. 2020/21 Academic year to be completed as first year of digital data. Training ongoing.	CD6 – CD9 LE1 LE2 PW1	July 2021
Increase the percentage of learners from under-represented groups in line with WG targets	N/A	Including targets for Disability and BME.	LE1 LE2 CD5 CD6	July 2021
Introduce blended learning interventions to facilitate effective remote learning	N/A	Actions to include development of on line lessons and interventions. Staff development in blended learning techniques. Online Safety Guidance. Meeting digital poverty challenges amongst many learners.	CD6 – CD9 LE1 LE2 PW1	March 2021

## PERFORMANCE

INDICATOR MEASURE	PER 100 LEAVERS			
	TARGET	YEAR ACTUAL	TARGET	YEAR ACTUAL
	YEAR JULY 2020	JULY 2020	JULY 21	
COMPLETE 70 APPRENTICESHIP PROGRAMMES	70	54*	70	N/A
COMPLETE 80 TRAINEESHIP PROGRAMMES WITH POSITIVE PROGRESSIONS	80	110*	110	N/A
COMPLETE 4 SUCCESSFUL PRINCE'S TRUST PROGRAMMES MEETING BENCHMARK RETENTION TARGETS	84%	N/A	N/A	N/A



Planning & Development Consultants  
Ymghynghorwyr Cynllunio a Datblygu



Unit 9 Oak Tree Court  
Mulberry Drive  
Cardiff Gate Business Park  
Cardiff  
CF23 8RS

**Date:** 9<sup>th</sup> November 2020  
**Our Ref:** LG/RB/S20.206

Community Council  
Mr Mark Galbraith  
enquiries@llanelli-rural.gov.uk

Tel: 02920 732 652  
www.asbriplanning.co.uk

Dear Sir/Madam

**PUBLICITY AND CONSULTATION BEFORE APPLYING FOR PLANNING PERMISSION**

**Town and Country Planning (Development Management Procedure) (Wales) Order 2012 as amended by The Planning Applications (Temporary Modifications and Disapplication) (Wales) (Coronavirus) Order 2020 SCHEDULE 1 Article 4. (4) SCHEDULE 1B Articles 2C, 2D & 2G**

**Proposed residential development comprising 33no. dwellings and 80-bed care home with associated access, car parking, landscaping and infrastructure works  
Former Ysgol Yr Ynys, Llanelli**

Purpose of this notice:

This notice provides the opportunity to comment directly to the developer on a proposed development prior to the submission of a planning application to the local planning authority ("LPA"). Any subsequent planning application will be publicised by the relevant LPA; any comments provided in response to this notice will not prejudice your ability to make representations to the LPA on any related planning application. You should note that any comments submitted may be placed on the public file.

Asbri Planning Ltd. gives notice that Padda Care Ltd is intending to apply for planning permission for a proposed residential development comprising 33no. dwellings and 80-bed care home with associated access, car parking, landscaping and infrastructure works at the Former Ysgol Yr Ynys, Llanelli.

You may inspect copies of:

- the proposed application;
- the plans; and
- other supporting documents

Online at [www.asbriplanning.co.uk/statutory-pre-application-consultation](http://www.asbriplanning.co.uk/statutory-pre-application-consultation). If you are unable to access the documents electronically you may request copies of this information by emailing [mail@asbriplanning.co.uk](mailto:mail@asbriplanning.co.uk) or by telephoning the applicant on 02920 732652.

Anyone who wishes to make representations must write to the agent at [mail@asbriplanning.co.uk](mailto:mail@asbriplanning.co.uk) or Asbri Planning Ltd, Unit 9 Oak Tree Court, Mulberry Drive, Cardiff Gate Business Park, Cardiff, CF23 8RS by the 7<sup>th</sup> December 2020.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Bowen', written over a light blue horizontal line.

**Richard Bowen**  
Director

# DESIGN & ACCESS STATEMENT

**Former Ysgol Yr Ynys, Llanelli**

November 2020



Canolfan Gofal &  
Gofal Cartref  
**Padda**  
Care Homes &  
Domiciliary Care

T: 029 2073 2652

F: 01792 480535

**Cardiff**

**Swansea**

E: [mail@asbriplanning.co.uk](mailto:mail@asbriplanning.co.uk)  
W: [www.asbriplanning.co.uk](http://www.asbriplanning.co.uk)



**Description of development:**

Proposed residential development comprising 33no. dwellings and 80-bed care home with associated access, car parking, landscaping and infrastructure works

**Location:**

Former Ysgol Yr Ynys, Llanelli

**Date:**

November 2020

**Asbri Project ref:**

S20.206

**Client:**

Padda Care Ltd



Cardiff Gate &  
Golf Course  
**Padda**  
Care Homes &  
Domiciliary Care

**Asbri Planning Ltd**  
Unit 9 Oak Tree Court  
Mulberry Drive  
Cardiff Gate Business Park  
Cardiff  
CF23 8RS

**T:** 029 2073 2652  
**E:** [mail@asbriplanning.co.uk](mailto:mail@asbriplanning.co.uk)  
**W:** [asbriplanning.co.uk](http://asbriplanning.co.uk)

**Prepared by**

Tomas Hopkins  
*Graduate Planner*

**Approved by**

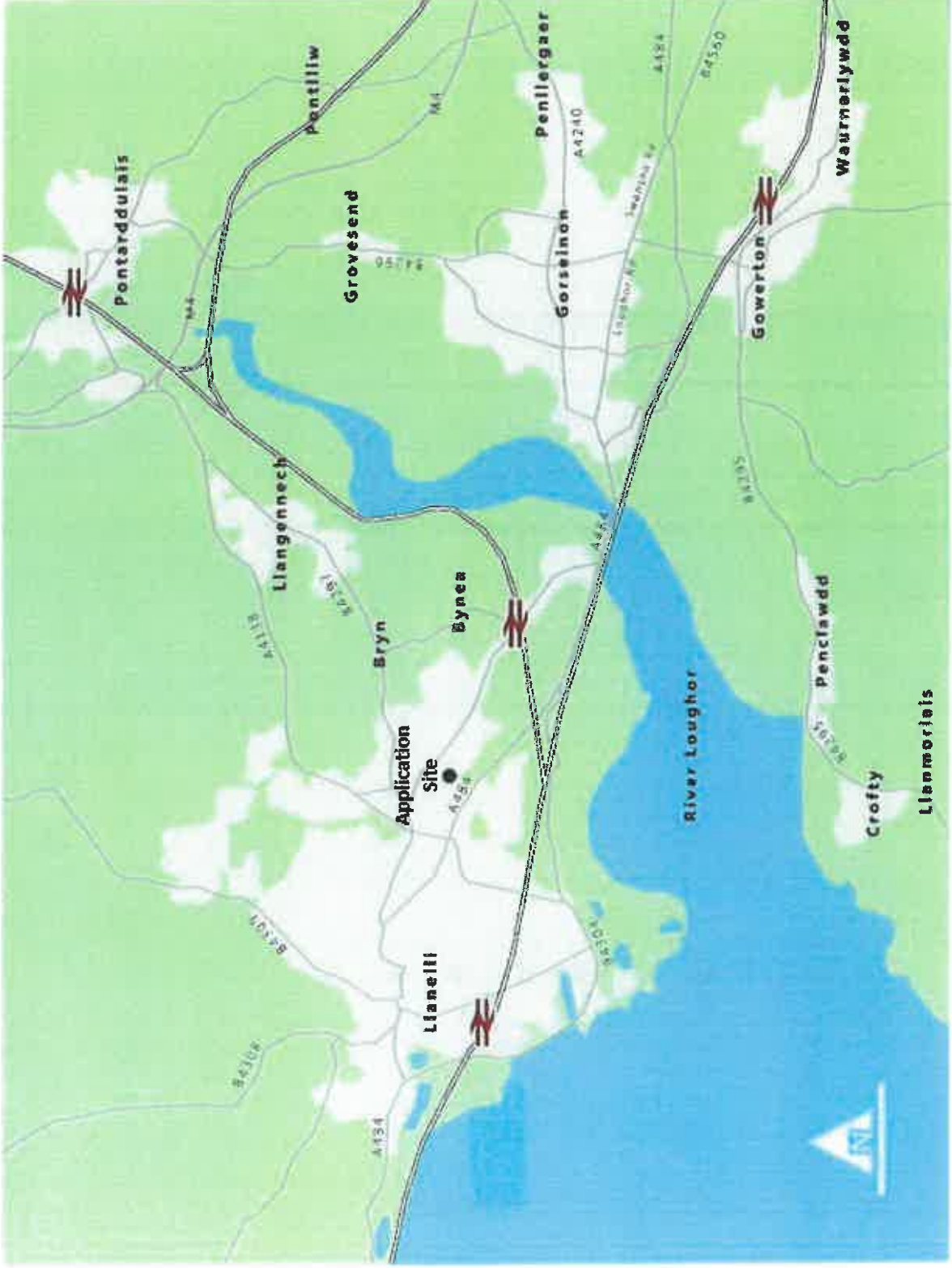
Richard Bowen  
*Director*

**Date** November 2020 November 2020

**Revision** - -

<b>Section 1</b> Introduction	5
<b>Section 2</b> Site Context and Analysis	7
<b>Section 3</b> Vision and Brief	9
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## SITE IN REGIONAL CONTEXT



## INTRODUCTION

The purpose of a Design & Access Statement (DAS) is to provide a clear and logical document to demonstrate and explain the various facets of design and access in relation to the site and to appraise the proposed development against relevant planning policies. It also presents the details of a planning application in a way that can be read both by professionals and the public.

The diagram (right), extracted from Chapter 6 of Planning Policy Wales, summarises the five objectives of good design that should be taken into account when preparing a DAS. The circular nature of the diagram represents the equal weightings that need to be given to each of the 5 Objectives of Good Design: Access; Movement; Character; Environmental Sustainability and Community Safety.

The submitted Design and Access Statement adheres to guidance embodied in the Welsh Government publication, Design and Access Statements in Wales, published in June 2017.

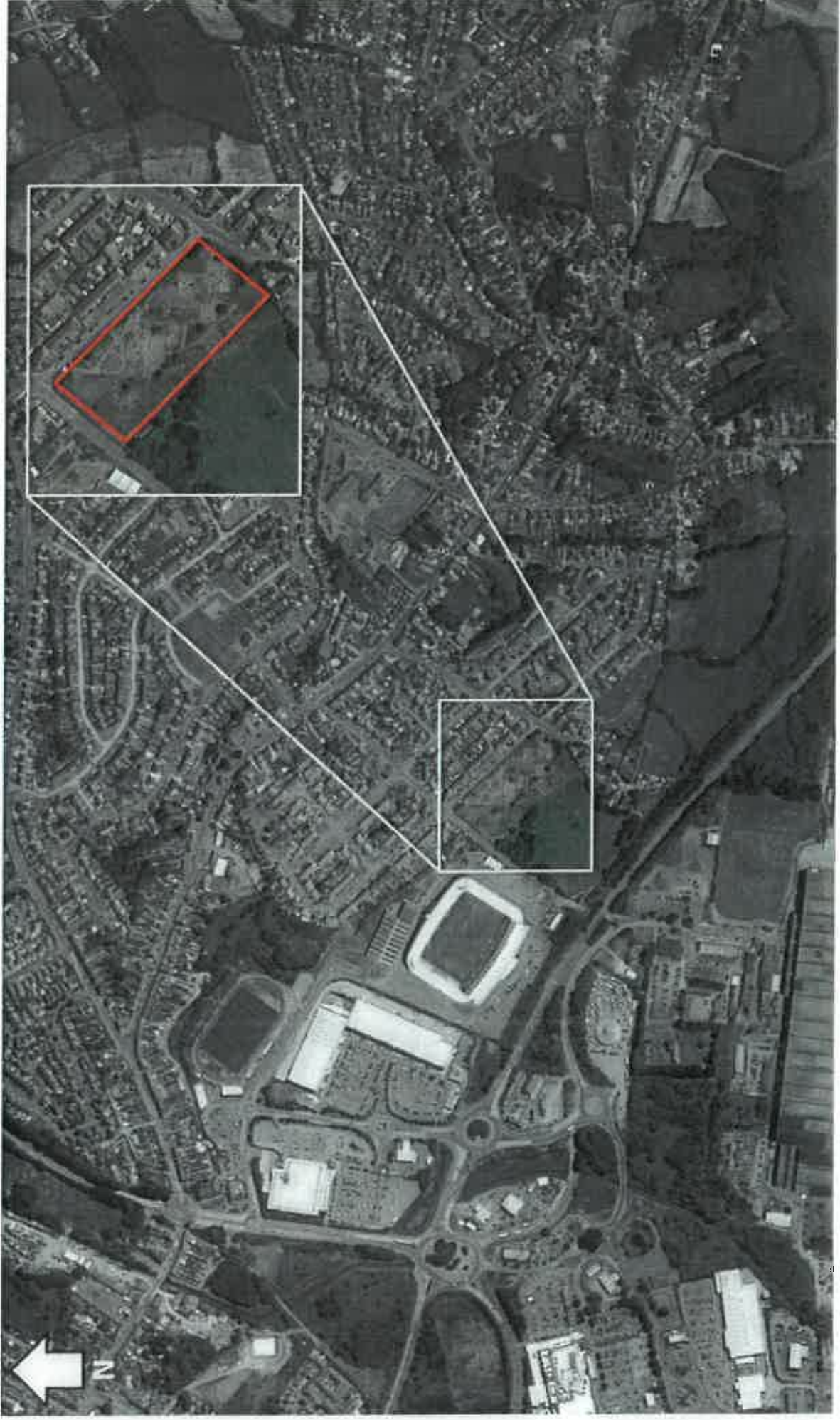
The statement is subdivided into eight sections, commencing with a brief overview of the site context and analysis in Section 2. Section 3 provides the vision and brief of the proposal. Section 4 interprets and applies the context of the brief and vision for the site, whilst Section 5 summarises the relevant planning policy. Section 6 sets out the proposal, explores the relevant design and access facets associated with the application and provides a response to planning policy. Section 7 comprises a planning appraisal. The document then concludes, under Section 8.

## DESIGN & ACCESS STATEMENT





SITE IN LOCAL CONTEXT



## SITE CONTEXT AND ANALYSIS

### General Location

The site comprises a vacant parcel of land located on the site of the former Ysgol Yr Ynys primary school, off Ynys Las.

It lies in the established urban area of Cefncaeau, which forms part of the village of Llwynhendy, at Llanelli's eastern gateway.

It is located immediately adjacent to the Parc Y Scarlets stadium.

Its location in the context of Llanelli is shown on Page 6.

### Site Features

The site comprises a rectangular parcel of land which measures approximately 1.4 hectares and is enclosed by fencing behind a small brick wall on all four sides.

In terms of topography, the site slopes gently to the south where it meets the boundary for the adjacent allocated development site.

Owing to its former use as a primary school, there are many areas of hardstanding across the site.

Vegetation is primarily low-lying with grass and scrub covering much of the site. Isolated trees are scattered across the site, and the site is particularly overgrown at the site boundary.

### Access

Access is a key strength of the development site, with key strategic transport links located in proximity to the site. A summary of the site's accessibility is provided below:

#### Rail Services

Bynea Station can be found along Llwynhendy Road, around 2km to the east of the site, while Llanelli Station is located at 2.5km south-west. While it is recognised that these are located at a preferred maximum walking distance of the site, there are a wealth of bus services which provide a direct route to the stations, as referenced below.

#### Bus Services

A number of bus services can be accessed within desirable walking distance to the north of the site, located immediately outside the local service centre at The Avenue.

Service 110 provides travel between Swansea and Llanelli hourly between 10am and 7pm.

Service 111 also operates between Swansea and Llanelli, but at a frequency of 30 minutes and between the hours of 9am and 8pm.

#### Highways

The site is accessible by a series of estate roads including Ynys Las, Maes ar Ddafen Road and Heol Hen, which link to the main highway Llwynhendy Road. The estate roads are typically subject to 20mph speed limits, and on-street parking is prevalent.

The site benefits from excellent connections to the surrounding strategic highway network.

The A484 lies approximately 175m to the south of the site and comprises the main arterial route which connects the centres of Swansea and Llanelli.

Furthermore, the M4 motorway is located within a 10-minute drive of the site, with Junction 48 located at Hendy, and Junction 47 at Penlleger.

#### Pedestrian Links

There are suitable pedestrian footways alongside the highway directly linking to the main highway Llwynhendy Road to the north, where public transport infrastructure can be accessed.

Furthermore, the site benefits from excellent connectivity. Maes ar Ddafen Road runs alongside the site's western boundary, and has a gate with bollards just south of its junction with Ynys Las. This restricts vehicular movement

whilst allowing pedestrians and cyclists to access Parc Trostre via an underpass beneath the A484.

A Public Right of Way in the form of a footpath runs along the southern boundary of the adjacent allocated site, accessible via Maes ar Ddafen Road. It links to Parc Gitto to the east, at which point services such as Llwynhendy Post Office can be accessed to the north, or leisure facilities such as Llanelli Wetland Centre a short distance to the south.

#### Surroundings

The site lies in an interesting location between residential land use at Llwynhendy and commercial development at Parc Trostre.

The residential context of the site predominantly comprises of two-storey semi detached and terraced housing, with smaller front gardens and larger rear gardens.

In terms of design, the existing dwellings are mostly traditional and of their time. Pebbledash render is common, with clay ridge tiles and white UPVC windows, fascias, soffits and downpipes.

By virtue of the site's sustainable location, a number of local services can be found in the immediate vicinity, including:

- Llwynhendy Library
- Pharmacy
- Post Office
- Parc Trostre Retail Park
- Parc Pemberton Retail Park
- Ysgol Gymraeg Brynsierfel (Welsh-medium Primary School)
- Ysgol Bryn Teg (Primary School)
- SPAR convenience store at 'The Avenue'
- Various A3 units at 'The Avenue'



## SITE PHOTOS - SURROUNDING AREA



Underpass beneath A484, via Maes ar Ddafen Road, facing south



Footpath (PROW) linking Maes ar Ddafen Road and Parc Gitto, facing east



Underpass beneath A484, via Maes ar Ddafen Road, facing north



Children's playground off Tir Einon



A1/A3 units at 'The Avenue', off Llwynhendy Road



Bus stop outside A1/A3 units at The Avenue, Llwynhendy Road

## THE VISION AND BRIEF

### The Vision

The vision for the site is to create a residential-led development which will contribute towards the need for a range and mix of high-quality new homes within the locality, maximising the site's regeneration potential and sustainable location at Llanelli's eastern gateway.

Comprising of brownfield land, the site formerly hosted the Ysgol Yr Ynys primary school. The former Ysgol Yr Ynys was essentially made redundant following the construction of a new community primary school to serve Llwynhendy.

It has been vacant and not in any beneficial use since the school buildings were demolished following the approval of a planning application for prior notification of demolition (S/25730). This comprises the entirety of the site's planning history.

The south of Llanelli has traditionally been a centre for heavy industry and manufacturing, but has seen a shift towards administration and other forms of employment. Despite the decline in traditional labour-intensive employment, the town remains a key centre in Carmarthenshire, and is recognised as one of three 'Growth Areas' in Carmarthenshire County Council's Local Development Plan. This reflects its population levels and the availability of an extensive range of services and facilities in the strategic context.

It is the intention of the applicant to redevelop the site in accordance with the Council's aspirations for a large-scale regeneration in the wider area. The adopted LDP stresses the importance of Llanelli fulfilling its potential as a modern and vibrant destination that drives socio-economic improvements and enhances accessibility to homes, services and employment across the South East of Carmarthenshire and beyond.

The location of the site is conducive to residential development, as it is well served by local services and facilities including a small localised centre of shops at Llwynhendy Road (The Avenue) and a more diverse range of options within the

town centre and the nearby retail parks, which are highly accessible.

It is envisioned that the development site, alongside the adjacent allocated site will represent a residential-led regeneration of the area.

The proposal will provide 33 homes in a sustainable location, fulfilling a housing allocation and making use of brownfield land. It will lead to the creation of a high-quality and attractive place to live, and will contribute to creating a distinct sense of place.

### The Brief

The proposed development comprises a residential scheme consisting of 33 no dwellings and a three-storey 80-bed care home.

The site is allocated for residential development within the LDP, with Policy H1 confirming that the principle of a residential-led scheme at the site would be in accordance with planning policy.

In order to achieve the vision, a planning application will be submitted to Carmarthenshire County Council, representing a sizable contribution to the Local Authority's housing requirements.

The proposed development will take advantage of the potential to share access arrangements with the adjacent allocated site (GA2/h35), in accordance with the Planning Brief produced by the Local Authority for Ynys Las.

Development along the northern frontage of the site will ensure that a positive relationship is experienced with Ynys Las, adding value and improving visual amenity to the site's northern gateway with a well defined and attractive residential frontage.

This is in accordance with the Ynys Las Planning Brief which notes that development should not be insular and 'turn its back' on Cefncaeau. The development will consider this and respect its important relationship with Ynys Las and the surrounding area, creating an active and integrated street scene. This will consolidate and strengthen the relationship between the site and surrounding area.



## SITE PHOTOS



Existing gated access point, proposed for retention



View of site from Ynys Las, facing south-east



View of site from Ynys Las, facing south



View of site from Ynys Las, facing south-west



View of site from Heol Hen, facing north-west



Ynys Las, facing west

## INTERPRETATION

The concept for the development of the site has derived from the Ynys Las Planning Brief, which has clearly informed the proposed development.

The map shown on page 12 highlights the opportunities and constraints of the application site, which have been taken into account throughout the design process for this application. Each are explained in turn within this section of the statement, below:

### Access to Local Services

The site's highly sustainable location is a tremendous benefit, being situated within walking distance of a range of essential services, including but not limited to:

- Llwynhendy Library
- Pharmacy
- Post Office
- Parc Trostre Retail Park
- Parc Pemberton Retail Park
- Ysgol Gymraeg Brynsierfel (Welsh-medium Primary School)
- Ysgol Bryn Teg (Primary School)
- SPAR convenience store at 'The Avenue'
- Various A3 units at 'The Avenue'

### Allocated Site

The site benefits from an allocation for residential development in Carmarthenshire County Council's adopted Local Development Plan (2006-2021).

It is allocated under Policy H1 to provide up to 45 dwellings (GA2/h41). Additionally, housing allocation GA2/h35 is located adjacent to the site, further cementing the principle of residential development at the site.

Furthermore, the site is located wholly within the settlement boundary.

### Brownfield Site

The proposed development will result in the restoration and beneficial re-use of a vacant parcel of land within Cefncaeau, Llwynhendy.

This development will match the Council's aspirations to regenerate the wider Llanelli area, and maximise the site's position at Llanelli's eastern gateway.

### Connectivity

The Ynys Las Planning Brief outlines connectivity as one of the key strengths of the site, and proposes that any development at the site should enhance the permeability and legibility of the area.

Furthermore, community cohesion is an important aspect of the development. The proposed site layout recognises the importance of community cohesion in accordance with the Planning Brief. Provision is made for an access to the adjoining land which is allocated for housing (GA2/h35).

Furthermore, there is an underpass running under the A484 which can be accessed via Maes ar Ddafen Road, as well as a footpath along the southern boundary of the adjacent allocated site. These links reflect the strength of spatial linkages between residential and commercial areas, offering a viable alternative to vehicular movement on a daily basis.

### Transport Network

The surrounding highway infrastructure consists primarily of 20mph estate roads. This links to the main highway Llwynhendy Road to the north, providing access to the strategic highway network including the A484.

The A484 provides a route between Swansea and Llanelli Town Centre. Furthermore, the M4 motorway is in close proximity to the site, with both Junctions 47 (Penleगाer) and 48 (Hendy) able to be accessed within a 10 minute drive of the site.

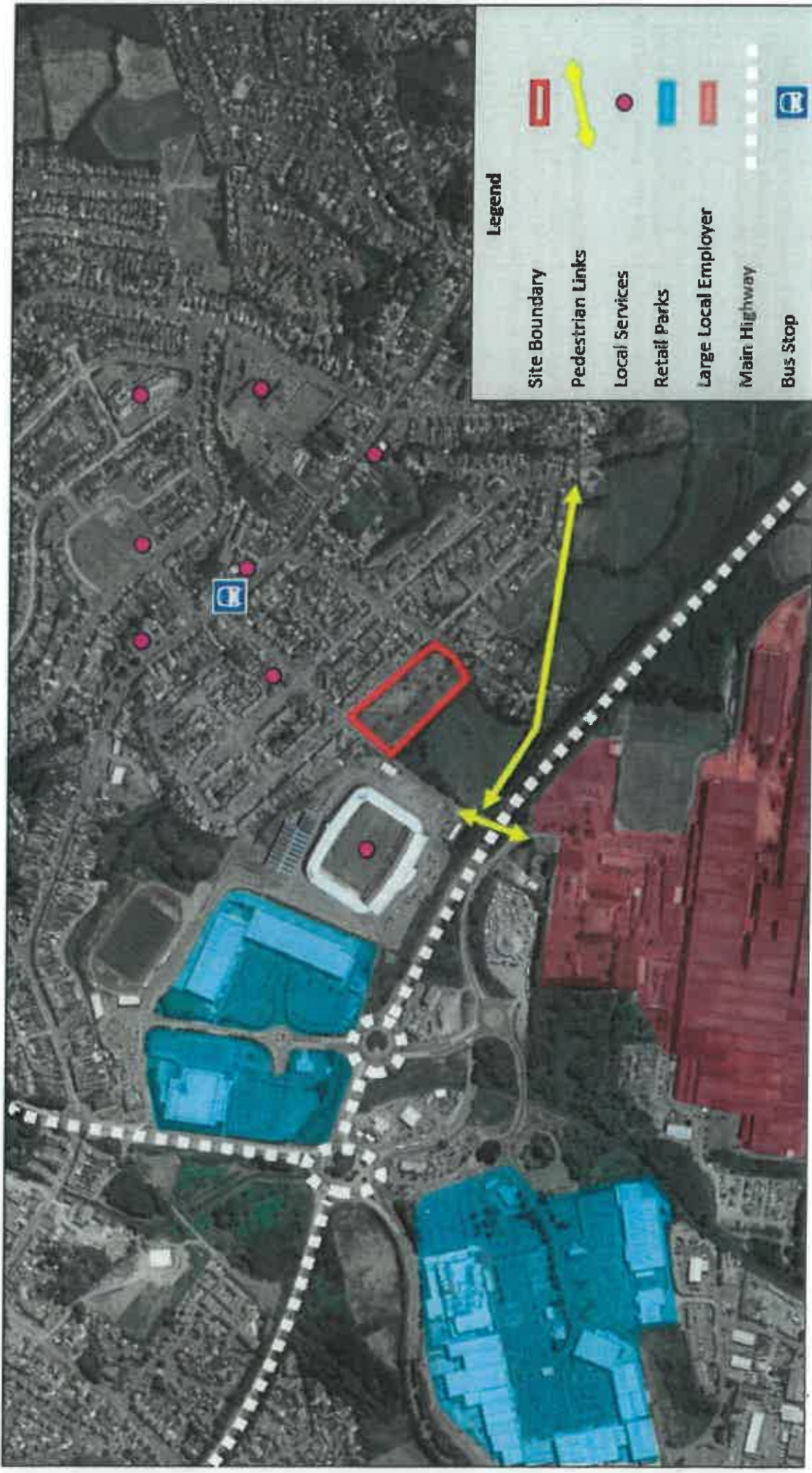
While the strategic highway network serving the site is of excellent quality, the site is also fortunate enough to benefit from high-quality public transport and active travel infrastructure.

The National Cycle Network can be accessed at the National Wetlands Centre (Route 4), providing active travel and access to the Millennium Coastal Path and other pedestrian and cycle facilities.

Public transport is also good, with Bynea and Llanelli train stations at about 2km from the site. Both stations can be accessed by bus, with Services 110 and 111 operating on a regular basis from a nearby stop at Llwynhendy Road.



OPPORTUNITIES AND CONSTRAINTS



# PLANNING POLICY

The planning policy framework for the determination of this application is provided by the content and scope of National Planning Policy, which is contained within the tenth edition of Planning Policy Wales (PPW) and its associated Technical Advice Notes (TANs), together with the Local Planning Policy and its supplementary planning guidance.

## Planning Policy Wales

National planning policy is contained within the tenth edition of Planning Policy Wales (PPW), published by the Welsh Government in December 2018. PPW is supported by 21 topic-based Technical Advice Notes (TANs), which are also relevant. PPW is the Welsh Government's principal planning policy document, setting out the context for sustainable land use planning policy, within which Development Plans are prepared and development.

The primary objective of PPW is to ensure that the planning system contributes towards the delivery of sustainable development and improves the social, economic, environmental and cultural well-being of Wales, as required by the Planning (Wales) Act 2015, the Well-being of Future Generations (Wales) Act 2015 and other key legislation. PPW and the National Development Framework (NDF) set out how the planning system at a national, regional and local level can assist in delivering these requirements through Strategic Development Plans (SDPs) and Local Development Plans (LDPs).

Sustainable development is defined as:

*"Sustainable development" means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the well-being goals. Acting in accordance with the sustainable development principle means that a body must act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their*

*own needs.\**

Up-to-date development plans are the basis of the planning system and set the context for rational and consistent decision making. Plans at all levels of the development plan hierarchy must be prepared in accordance with national planning policies. Planning applications must be determined in accordance with the adopted plan, unless material considerations indicate otherwise.

Section 3.17 of PPW confirms that design and access statements (DAS) should communicate what development is proposed, demonstrate the design process that has been undertaken and explains how the objectives of good design and placemaking have been considered from the outset of the development process.

## Technical Advice Notes

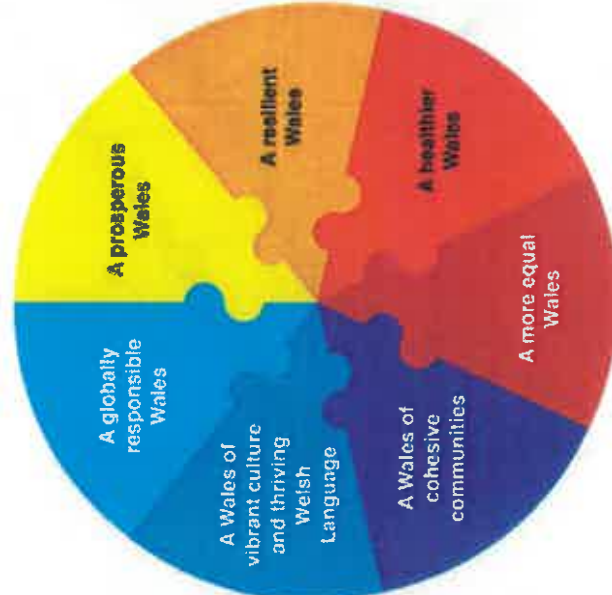
This application has been prepared in deference to the latest version of TAN 12: Design, which was updated in October 2017, TAN 18 (Transport) and the suitability of the proposals in this design context are demonstrated in this Design and Access Statement.

## Well-being of Future Generations (Wales) Act 2015

The Well-being of Future Generations (Wales) Act came into force in 2015 and seeks to improve the social, economic, environmental and cultural well-being of Wales. The Act puts in place seven well-being goals in order to make sure that everyone works towards the same vision. The well-being goals are shown to the left.

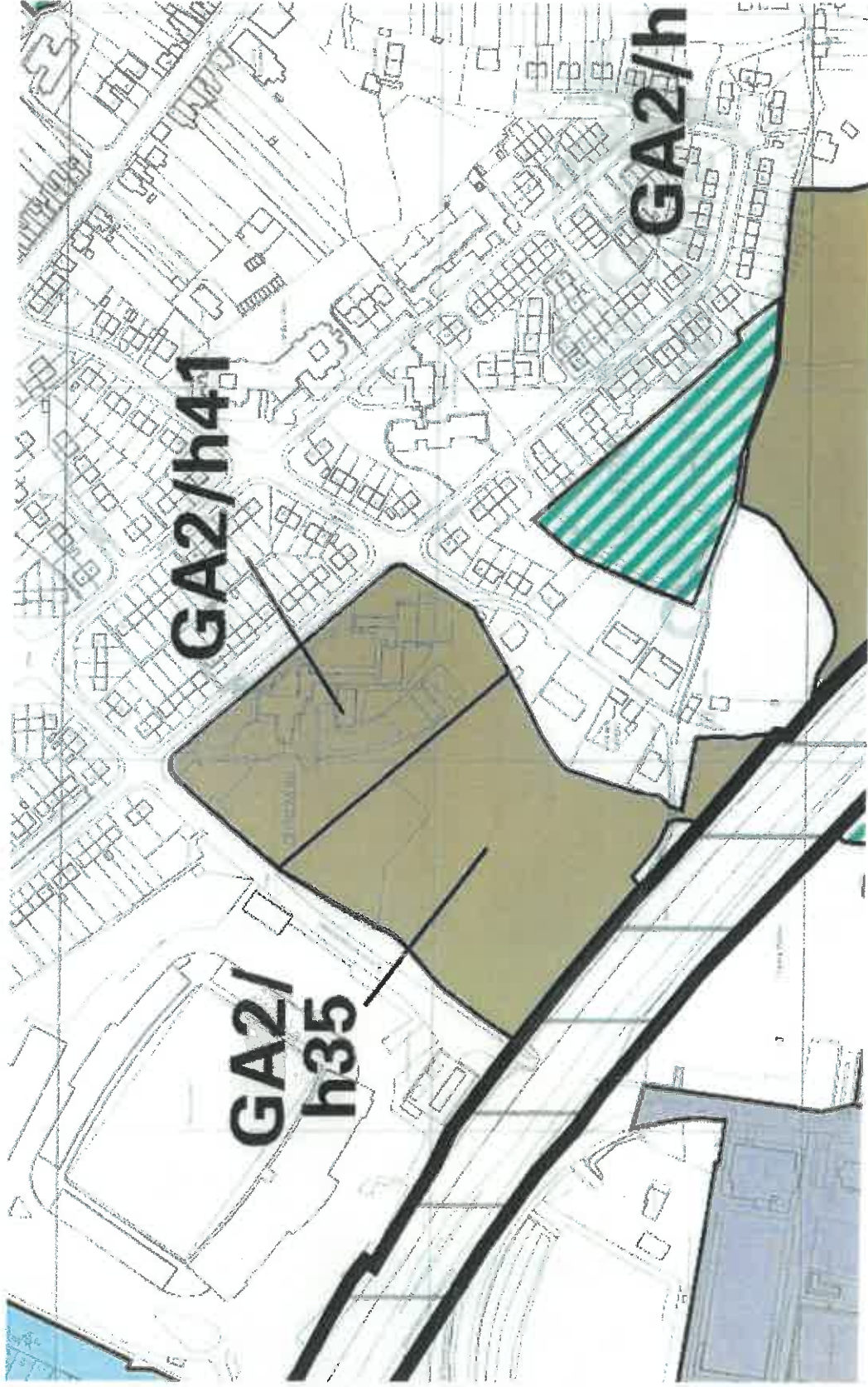
## Design and Access Statements in Wales (April 2017)

Design and Access Statements (DAS) have been required in Wales for many planning applications since 2009. Since then much has been learned about their use and what constitutes a useful DAS. This guide builds on that understanding and responds to legislative requirements for DASs under the Planning (Wales) Act 2015.





LOCAL DEVELOPMENT PLAN PROPOSALS MAP



# PLANNING POLICY

Policy reference	Relating to
<b>Strategic Policies</b>	
SP1	Sustainable Places and Spaces
SP2	Climate Change
SP3	Sustainable Distribution
SP9	Transportation
SP12	Waste Management
SP14	Protection and Enhancement of the Natural Environment
<b>Specific Policies</b>	
GP1	Sustainability and High Quality Design
GP2	Development Limits
GP4	Infrastructure and New Development
<b>Housing</b>	
H1	Housing Allocations
H6	Residential Care Facilities
AH1	Affordable Housing
<b>Transport</b>	
TR2	Location of Development – Transport Considerations
TR3	Highways in Developments - Design Considerations
TR4	Cycling and Walking
<b>Environment</b>	
EQ4	Biodiversity
EQ5	Corridors, Networks and Features of Distinctiveness
EP1	Water Quality and Resources
EP2	Pollution
EP3	Sustainable Drainage
<b>Recreation and Leisure</b>	
REC2	Open Space Provision and New Developments

## Carmarthenshire Local Development Plan

The development plan for the purposes of Section 38 (6) of the Planning and Compulsory Purchase Act 2004 is the adopted Local Development Plan which forms the statutory framework for the development and use of land within Carmarthenshire. The LDP was adopted on the 10<sup>th</sup> December 2014 and sets out the spatial vision for the future of Carmarthenshire (excluding that area within the Brecon Beacons national Park) and a framework for the distribution and delivery of growth and development.

It is noted that the replacement LDP is well advanced and a consultation period for the deposit plan was held between 29<sup>th</sup> January 2020 to the 27<sup>th</sup> March 2020, which provide an opportunity for interested parties and members of the public to support or object to the plan. The plan has not yet been adopted as such the relevant plan for determination of this proposal is the currently adopted LDP.

A review of the LDP proposals maps identifies the site is located within the settlement boundary and is allocated for residential development under the reference GA2/h41. The LDP policies contained in the table to the left are considered relevant in the context of the proposed development.

Policy H1 relating to housing allocations states:

*"Land has been allocated for residential development for the plan period 2006 – 2021 at those locations as set out below, and as depicted on the Proposals Map.*

*Proposals for the residential development of allocated housing sites submitted in the form of a Full Planning application or as a Reserved Matters application should be accompanied by a layout of the proposal in its entirety to ensure the site is developed to its full potential."*

The site is referred to as 'Ynys Las, Cefncaeau' in the LDP and is allocated to provide up to 45 units under the reference GA2/h41.

The proposal comprises a development of 30 dwellings in accordance with Policy H1, but also proposes the construction of an 80-bed, three-storey care home.

As such, Policy H6 is also important for consideration in respect of this application. Policy H6 refers to Residential Care Facilities, and states:

*"Proposals for the development of residential care facilities and extensions to existing facilities within the Development Limits of a defined settlement (Policy SP3) will be permitted where it has safe and convenient access to community facilities and services.*

*Proposals for new purpose built accommodation outside defined Development Limits will be permitted where it is ancillary to an existing institution, and is integrated with the existing complex is not disproportionate in scale and subject to their being no adverse effects on the landscape/townscape or the setting and integrity of the historic environment."*

## Supplementary Planning Guidance

The following SPG's are considered relevant to the proposal:

- Affordable Housing (June 2018);
- Planning Obligations (December 2014);
- Placemaking and Design (September 2016); and
- Ynys Las - A Housing Led Regeneration Opportunity Planning Brief (March 2017)

The Ynys Las document is of particular relevance as it was prepared by Carmarthenshire County Council's Forward Planning Section in order to inform a residential scheme at this particular site. As a result, this document has been carefully considered in the development proposal which will be outlined later in this Design & Access Statement.



PROPOSED LAYOUT



**KEY - House Types**

**Social Houses**

House Type A  
4 x 5P3B Semi-Detached (94m<sup>2</sup>)



House Type B  
2 x 4P2B Semi-Detached (83m<sup>2</sup>)



**Private Houses**

House Type C  
2 x 3 Bedroom Detached House  
(100.4m<sup>2</sup>)



House Type D  
18 x 3 Bedroom Semi-Detached  
(73.94m<sup>2</sup>)



House Type E  
4 x 3 Bedroom Semi-Detached  
(79.64m<sup>2</sup>)

















House Type F  
3 x 3 Bedroom Terraced House  
(74.80m<sup>2</sup>)



**Total Units: 33 (inc. 6 Units of Social Houses)**

**Total Parking Spaces: = 97**

# THE PROPOSAL

	Adopted Highway
	Private Shared Drive
	Easement Zone (shows all three options)
	SAB Adoptable Conveyance Swale
	SAB Adoptable Bio-Retention Areas with 1m Deep Filter Medium
	SAB Adoptable Detention Basin
*Refer to Drainage Strategy Plan for details	
	New Tree Plantings
	New Shrub Plantings
	Soft Landscape Area
	Private Rear Garden
<b>Care Home Site Only</b>	
	New Raised Flower Bed
	Gateway paving area
	900mm wide Paving for Maintenance
	Disabled Car Parking

## Access and Movement

One of the key issues surrounding new forms of development is accessibility and how the proposed layout promotes ease of access for all potential users which can be achieved by ensuring connections are very well pronounced.

### Vehicular Access and Car Parking

Two vehicular access points are proposed to serve the development. The scheme will make use of the existing access on the western side of Ynys Las, and this will be used to access the care home, with a car park comprising of 29no spaces for staff and visitors located in front of the care home.

An additional access is proposed further east on Ynys Las, and this will be the access for the 33no residential dwellings. The access will offer good visibility in both directions, as Ynys Las is a fairly straight road, and the access is located far enough from the turning to ensure it will be suitable. A total of 97 car parking spaces are currently allocated for this element, and it is considered that this will be sufficient to serve the proposed development.

In accordance with the Ynys Las Planning Brief, the site layout accommodates an access to serve future development on the adjacent allocated site (GA2/h35). This element of connectivity will be important for the purposes of community cohesion. This will ensure that the two developments are not enclosed and isolated, but share an active relationship between themselves and surrounding residential development.

### Pedestrian and Cycle Access

The site benefits from excellent connectivity. Maes ar Ddafen Road runs alongside the site's western boundary, allowing pedestrians and cyclists to access Parc Trostre via an underpass beneath the A484.

A footpath runs along the southern boundary of the adjacent allocated site, accessible via Maes ar Ddafen Road. It links to Parc Gitto to the east.

The National Cycle Network can be accessed at the National Wetlands Centre (Route 4), providing active travel and access to the Millennium Coastal Path and other pedestrian and cycle facilities.

### Bus and Rail Services

Bynea Station can be found along Llwynhendy Road, around 2km to the east of the site, while Llanelli Station is located at 2.5km south-west. There are a wealth of bus services which provide a direct route to the stations, as referenced below.

A bus stop is located immediately outside the local service centre at The Avenue.

Service 110 provides travel between Swansea and Llanelli hourly between 10am and 7pm.

Service 111 also operates between Swansea and Llanelli, but at a frequency of 30 minutes and between the hours of 9am and 8pm.

### Character

#### Amount, Scale and Layout

The proposed development comprises a total of 33no dwellings, alongside an 80-bed care home. It is considered that this would provide an appropriate density for the area.

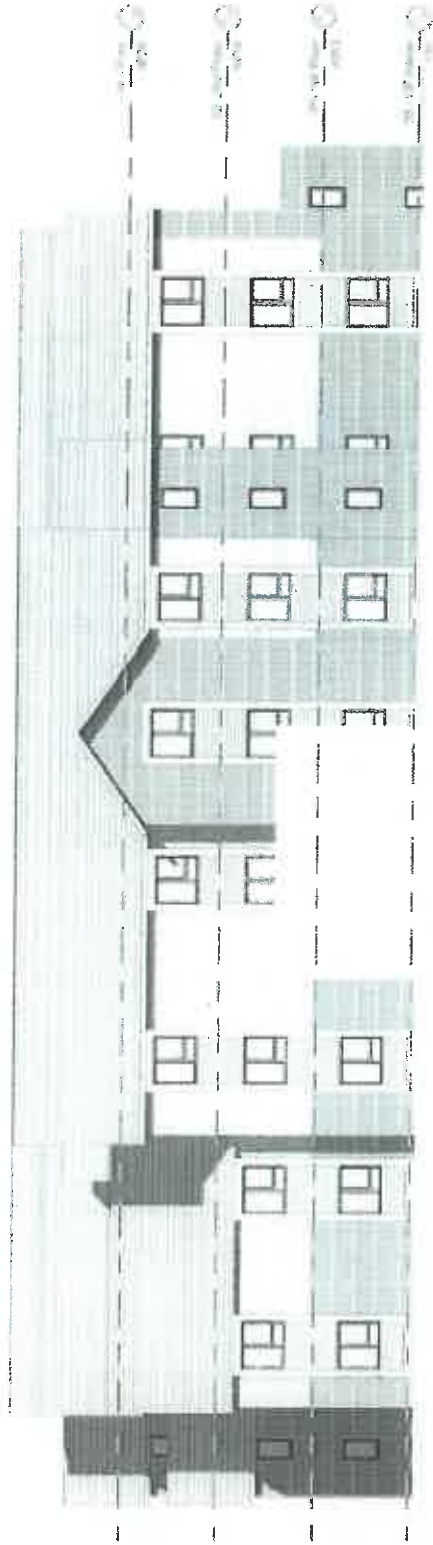
The residential dwellings will be two-storey in height, while the care home will be laid out over three stories. This scale is believed to be acceptable in terms of the local context, comprising of primarily two-storey semi-detached and terraced housing.

In terms of layout, the residential dwellings are to be organised as follows:

- 2no detached dwellings;
- 3no terraced dwellings;
- 28no semi-detached dwellings

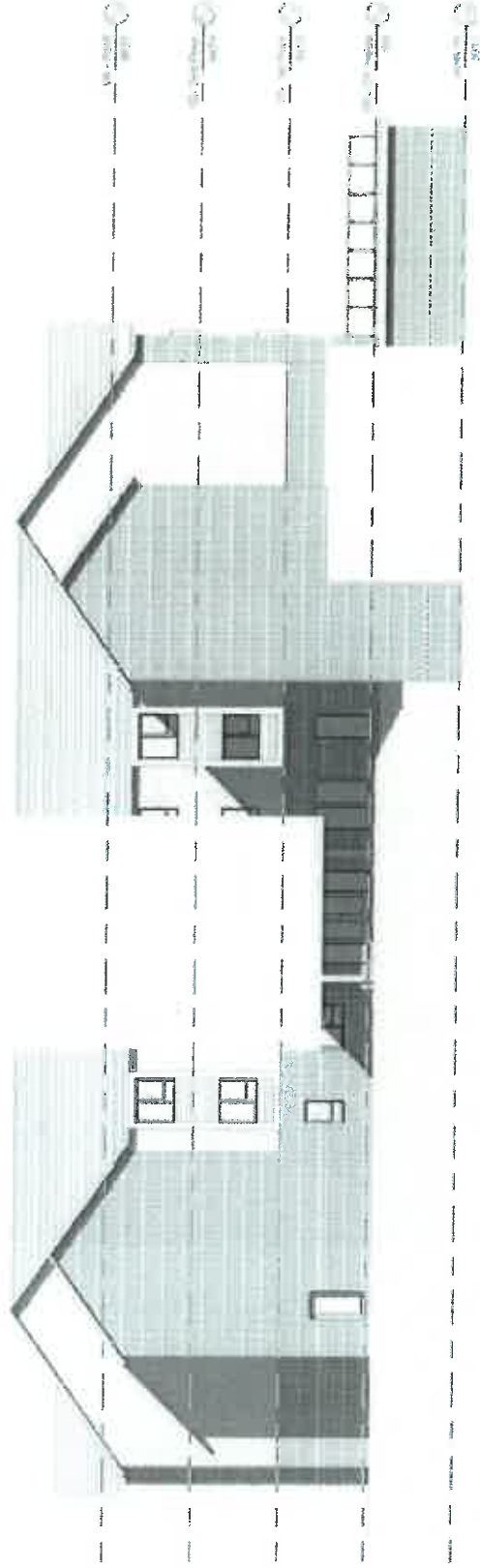


# PROPOSED CARE HOME ELEVATIONS



North East Elevation 1:100

# DESIGN & ACCESS STATEMENT



North West Elevation 1:100

## THE PROPOSAL

Plots will front onto Ynys Las, ensuring that a positive relationship is maintained with the properties on Ynys Las. The development will welcome a relationship with Ynys Las, rather than 'turning its back' by creating an insular development as highlighted within the Planning Brief.

The main access road extends through the site to the south where provisions are made for a future access to the adjacent site. The main highway proposes to split off to the east and west to serve the dwellings on site at two locations. It is likely that these will be shared surface areas, distinctly different from the main highway running through the site.

### *Appearance*

The development will adopt a contemporary design, with brick wall and slate roof for the dwellings. This design has been informed by the Ynys Las Planning Brief. The proposed materials for residential dwellings comprise:

**Walls** - Porex Render & Brick Plinth alongside Fairfaced Brick with the brick colour TBC  
**Roof** - Marley Modern Roof Tile  
**Windows / Doors** - PVCu Grey

The materials proposed whilst modern in appearance will ensure the proposal is in keeping with the character and context of the surrounding area.

The care home will also use sustainable building methods to create a modern design with a large rear garden. The use of a contemporary design, as well as the fact that the care home is set back from Ynys Las by virtue of the car park to the fore will ensure that no issues arise in respect of visual or residential amenity. The materials proposed are yet to be confirmed.

### *Landscaping and Biodiversity*

Landscaping is one of the key considerations in the development of this scheme. The layout makes provisions for trees across the site, with a large area of green space surrounding the care home including a residents garden to

the rear.

The care home provides residents gardens at the south western and south eastern elevations of the building. These are important for protecting the amenity of the future occupiers of the site. Furthermore this will provide users of the care home an opportunity to leave their residence without the need to travel far as it is appreciated that mobility may be challenging.

A detailed landscape scheme will be developed to support the proposal in due course. Despite this the layout demonstrates there are sufficient areas to incorporate landscape features.

### **Community Safety**

TAN 12 suggests that community safety can be achieved via design solutions that can aid crime prevention. These include providing natural surveillance, improving safety by reducing conflicts in uses, and promoting a sense of ownership and responsibility.

It is considered that the site could be developed to reduce concealed areas that are not overlooked. Importantly this includes all areas of car parking which will be appropriately fit and naturally overlooked.

### *Community Involvement*

In accordance with Part 1A of the 'Town and Country Planning (Development Management Procedures) (Wales) (Amended) Order 2016' (DMPO 2016), all major developments are required to be subject of preapplication consultation, prior to the Planning Application being validated by the Local Planning Authority.

A full comprehensive summary of the pre-application consultation is to be included within the accompanying pre-application consultation report, following responses received by statutory consultees as well as local councillors and residents.

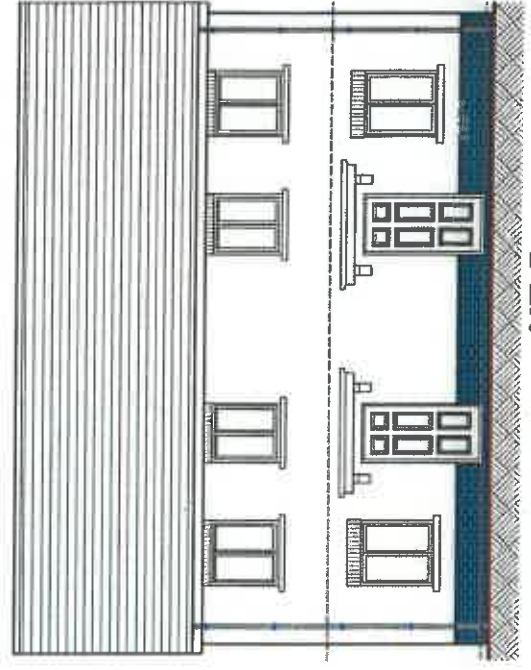
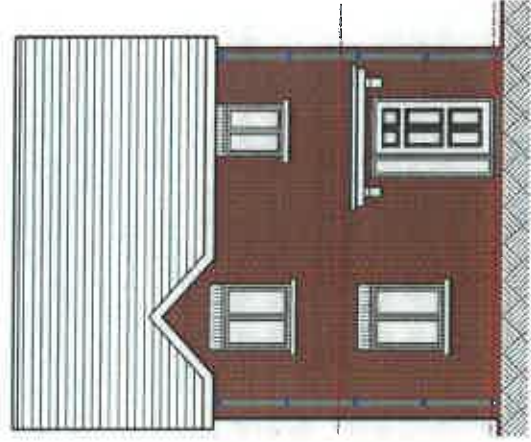
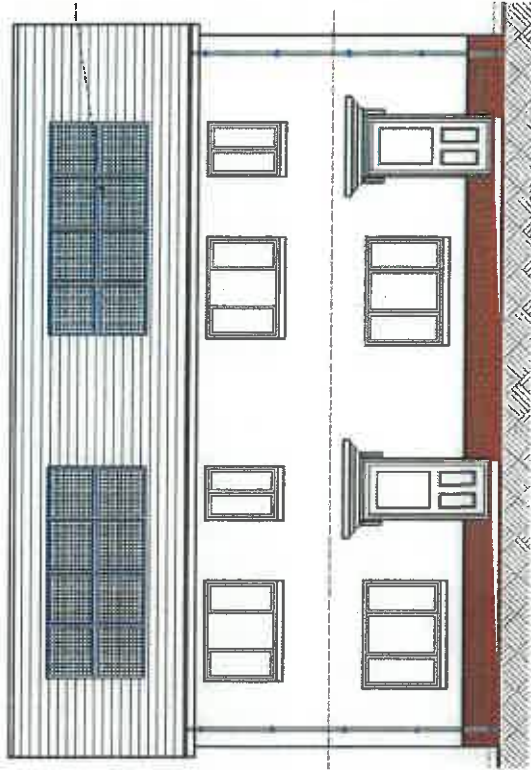
### **Environmental Sustainability**

The site is located in an extremely sustainable location. Though vehicular parking will be provided as part of the development, a wealth of services can be accessed within desirable or acceptable walking distance (in accordance with CIHT standards).

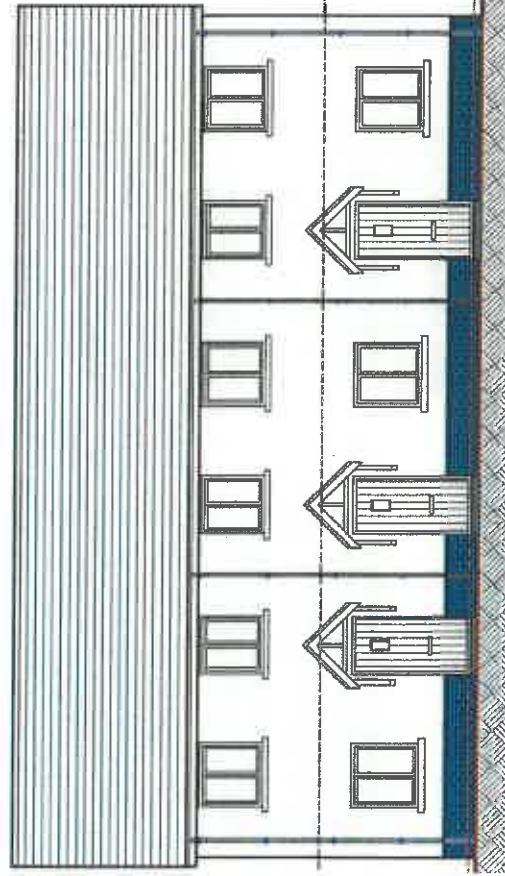
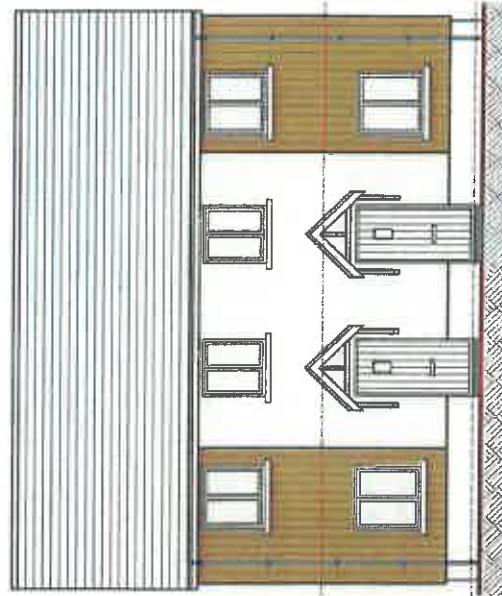
Additionally, the public transport infrastructure serving the site is of a high-quality, as aforementioned.

Furthermore, SUDS areas are indicated on the proposed site planning, showing the site's sustainable drainage credentials.

PROPOSED HOUSE TYPE ELEVATIONS



DESIGN & ACCESS STATEMENT





## PLANNING APPRAISAL

### Overview

#### Planning Policy

Policy H1 relates to housing allocations. The development site forms a housing allocation in the LDP under the reference GA2/h41 to provide 45 units.

The policy states that applications on allocated sites should be accompanied by a layout of the proposal in its entirety to ensure the site is developed to its full potential. A comprehensive and detailed site layout has been provided in association with this application which indicates that the site has been fully developed.

In terms of density, the site falls short of the allocation for 45 units, however Paragraph 6.2.14 of the LDP states that such densities are intended to be indicative and will be subject to further consideration at full application stage. Therefore, it is considered that the site provides an appropriate level of density.

Paragraph 6.2.15 states that site layout design should relate to adjacent sites and that where appropriate, the potential for shared access should be incorporated into the proposed layout.

Policy H6 relates to residential care facilities, and states that such proposals will be permitted where it has safe and convenient access to community facilities and services. For the purposes of this application, Policy H6 considers such facilities to be defined as GP surgeries and shops.

The site benefits from proximity to a GP surgery and pharmacy at 'Well Llanelli' on Llwynhendy Road, within 350m of the site which can be considered to be desirable walking distance. Furthermore, a number of shops can be found at a local service centre at The Avenue, including a SPAR convenience store within 250m, while a Post Office and integral convenience store can be found off Parc Gitto 450m to the north-east of the site. In addition to this, the pedestrian infrastructure connects to Parc Trostre and Pemberton where a range of shops can be found.

Therefore, it can be seen that the proposed development is fully compliant with Policy H6 and thus the care home element is considered acceptable in principle.

#### Accordance with Ynys Las Planning Brief

The Ynys Las Planning Brief outlines a number of key objectives for the site's redevelopment.

One such objective is for the scheme to comprise a housing-led regeneration providing a range and mix of quality new homes. It is evident that the scheme is led by residential development, and an appropriate range of terraced, semi detached and detached housing has been indicated.

The street scene is determined to be both safe and vibrant in accordance with the redevelopment framework. The access road and internal highway is both permeable and legible, catering for pedestrians and vehicles alike.

The framework stresses the importance of an appreciation of the relationship with the adjoining site GA2/h35. The site layout accommodates for a shared access to the future scheme at the adjacent site, showing a clear willingness to integrate the schemes. This will result in the creation of a connected community.

The Brief highlights that the northern frontage of the site is key, in that this gateway will inform the relationship between the scheme and its surroundings. The housing proposed along the northern frontage has considered the feedback from the Planning Brief and the housing will contribute to an active and integrated street scene along Ynys Las. This will ensure that the development is welcoming rather than closed off, particularly at the key northern gateway.

Finally, the proposed development will result in a high-quality environment which contributes to local distinctiveness and a sense of place, leading to regeneration benefits for the wider area in accordance with the site's vision and brief.

### Impact on Biodiversity

The proposal is supported by an ecological appraisal completed by Bay Ecology. The site is predominantly comprised of hardstanding foundations and improved grassland with areas of poor semi-improved grassland with standard trees. In terms of the ecological importance of the site the hard standing, improved and species poor semi improved grassland were of limited botanical interest and represented the most suitable area for the proposed residential development. However, the grassland, scrub and hedgerow were considered to be of ecological interest on a local context and were likely to be utilised by a variety of species such as birds, foraging & commuting mammals, and potentially populations of reptiles. Overall provided the recommendations within the ecology report are adhered to the impact towards ecology is considered to be enhanceive at the site due to the brownfield nature.

A tree survey has also been completed at the site. This site has potential to accommodate development whilst retaining the trees of value. The significant trees on or adjacent to this site should be given due consideration in the development design process. The proposal adopts a strategy of retention where possible and where trees need to be lost a betterment will be provided following the development of landscaping within the site. Overall the proposal is considered to be enhanceive towards biodiversity that is currently brownfield scrub land.

Asbri planning have prepared a Habitats Regulations Screening Report to provide information on the implications of the above project, on the Carmarthen Bay & Estuaries SAC, Burry Inlet SPA & Ramsar. The report considers the potential impacts and based on impacts outlines mitigation to avoid any detriment. The mitigation measures relates to the construction phase and post development. The mitigation measures proposed and justification illustrate that the proposed developments will not:

- Cause delays in progress towards achieving the conservation objectives of the site;
- Interrupt progress toward achieving the conservation objectives of the site;

- Disrupt those factors that help maintain the favourable conditions of the site; and,
- Interfere with the balance, distribution and density of key species that are indicators of the favourable condition of the site.

Therefore, it is concluded that the proposed developments will not have an adverse impact upon the integrity of the 'Carmarthen Bay & Estuaries European Marine Site'. Whilst potential adverse effects were identified these can be mitigated for by adopting the mitigation measures detailed and as such will not have an adverse impact upon the integrity of the CBEEMS.

#### **Impact on Highways and Parking**

A Transport statement has been prepared by LWV Highways Ltd. At the proposed points of access Visibility splays of 2.4m x 43m can be provided at the junctions although the requirement for streets with a 20mph speed limit is 2.4m x 33m. Parking will be provided in accordance with current standards as indicated by the Local Highway Authority. It is expected that the proposed development would exhibit higher levels of trips by car than foot, cycle and bus due to its location and the nature of the development. It has been concluded that the highway network can satisfactorily accommodate the predicted traffic flows when the development is operational.

The report concludes that the development is appropriate and acceptable in traffic and transport terms. It is considered that the increases in traffic movements associated with the development proposals at this location would be accommodated on the highway network and not have a detrimental impact on the free flow of traffic due to the existing volumes of traffic using the local highway network.

#### **Ground Conditions**

Site Investigation has been carried out by Spectrum Geoservices. The report produced identifies No specific historic on site uses have been identified which would suggest contamination. However, the school may have employed fuel oil for boilers. Also, asbestos during

demolition. No ground gas protection measures are considered necessary based upon the monitoring findings. The risk to end users is considered to be Low. The site is located within a coal mining reporting area and further coal mining SI is identified as a conclusion within the SI report.

## CONCLUSION

This Design and Access Statement (DAS) has been prepared on behalf of Padda Care Ltd to accompany a planning application Proposed residential development comprising 33no. dwellings and 80-bed care home with associated access, car parking, landscaping and infrastructure works at the former Ysgol Yr Ynys site, Ynys Las, Llanelli.

Carmarthenshire County Council grant planning consent for the proposed development.

In regard to the principle of development, the site is located in a highly sustainable location within the settlement boundary and is allocated for residential development (45 units) in the LDP(GA2/h41 - Ynys Las, Cefncaeau).

The proposed site layout accommodates for 33no dwellings and an 80-bed care home. This is considered to provide an appropriate density for the site. Furthermore, the layout has been informed by the Ynys Las Planning Brief produced by Carmarthenshire County Council to ensure that the development positively contributes to the character of the surrounding area, forming a positive relationship with existing development at Ynys Las due to outward facing properties on the key northern frontage; and future development on the adjacent allocated site GA2/h35 by way of the provision of an access point for the future development to make use of.

The scheme will form part of Carmarthenshire County Council's plans for regeneration across Llanelli, particularly in the area surrounding the site which forms Llanelli's eastern gateway. The Council consider Llanelli to be one of their key growth areas moving forward. The proposed development will provide a useful contribution towards the LPA's housing supply, and fulfil the development of an allocated site. This will be important for the growth of Llanelli in order to fulfil its function as a key centre of administration and employment.

Consequently, it is considered that this Planning, Design and Access Statement clearly demonstrates that the scheme, as presented, complies with the relevant national and local planning policies including supplementary planning guidance. As such it is respectfully requested that







## Amended item no. 7(2) to include two additional applications




Application No.	Location	Development
<b>PL/00592</b>	Mr & Mrs Rumble 79 Heol Y Pentre Ponthenri (Glyn Ward)	Replacement dwelling with retention of part of existing dwelling for an outbuilding.
Recommendation – no objection.		
<b>PL/00729</b>	Mr C Anderson 29 Heol Pennant Llanelli (Swiss Valley Ward)	Second storey extension to create an additional bedroom.
Recommendation – no objection provided:		
1. There is no detrimental impact on the amenity and privacy of neighbouring dwellings.		
2. The extension does not have a detrimental impact on the original character of the dwelling or on the surrounding street scene.		
<b>PL/00734</b>	Mrs R Walters 17 Maes Y Glo Llanelli (Bynea Ward)	Conversion of integrated garage into living room.
Recommendation – no objection provided that off road parking can be safely retained on the property.		
<b>PL/00796</b>	Mr T Clement 8 Berwick Park Bynea (Bynea Ward)	Single storey side extension to existing dwelling.
Recommendation – no objection.		
<b>PL/00800</b>	Mr A Evans 106 Pant Bryn Isaf Llanelli (Bynea Ward)	Two-storey extension to the rear of the property and reconfigure the internal layout to create an open-plan kitchen, dining and living space downstairs, and enlarge three bedrooms, remove the family bathroom and two ensuite bathrooms upstairs.
Recommendation – no objection.		

# SITE BLOCK PLAN - PROPOSED

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## Legend

-  Grass Areas
-  Tamac/Pavours
-  Paving Slabs

--- Proposed Dwelling

--- Outbuilding



SITE BLOCK PLAN - PROPOSED 1:500

THIS DRAWING IS SUBJECT TO LOCAL PLANNING AND ALL OTHER RELEVANT REGULATIONS AND ORDINANCES. THE DIMENSIONS AND AREAS WHERE GIVEN ARE APPROXIMATE AND IS SUBJECT TO SITE SURVEY UNLESS STATED OTHERWISE. ALL DIMENSIONS AND AREAS ARE TO BE TAKEN FROM THE CENTERLINE OF THE ROAD UNLESS OTHERWISE STATED. THE DRAWINGS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONSULTANTS' AND/OR SPECIALISTS' DRAWINGS AND SPECIFICATIONS. SAURO ARCHITECTURAL DESIGN MUST BE ADVISED OF ANY CHANGES TO THE DRAWINGS BEFORE THE AFFECTED WORK COMMENCES. ALL QUERIES RELATING TO DESIGN OR FOUNDATIONS, FLOOR SLABS AND ANY OTHER STRUCTURAL ELEMENTS MUST BE REFERRED TO THE STRUCTURAL ENGINEER FOR CLARIFICATION.

## PLANNING

Reference	Check/Approval	Date



Project Client  
MR Haw Rumble

Project Title  
Proposed Replacement Dwelling @  
79 Hoel Y Pentref,  
Felin Fach,  
Pontypridd, SA15 6PY.

Drawing Title  
SITE BLOCK PLAN - PROPOSED

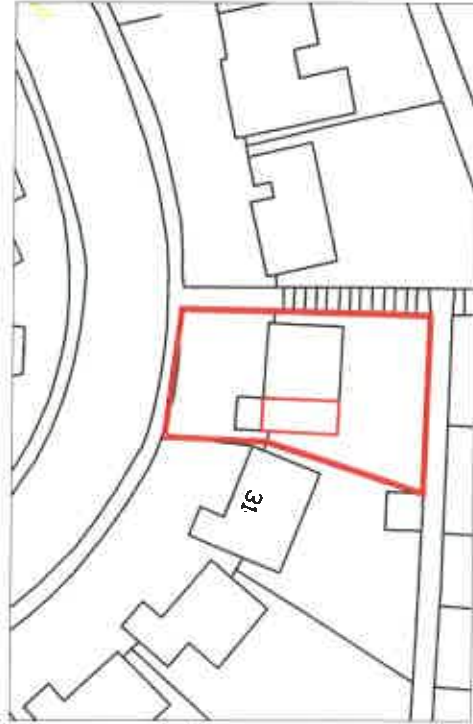
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Date 22.09.2020	Job No. 941
Rev.No. .	Checked .
	Drawing No. 02
	Sheet Size A3

SAURO ARCHITECTURAL DESIGN  
9 ELLISTON TERRACE, CARMARTHEN  
CARMARTHENSHIRE SA31 1HA  
Tel: 01287 233 884  
email: design@sauroarchitectural.co.uk  
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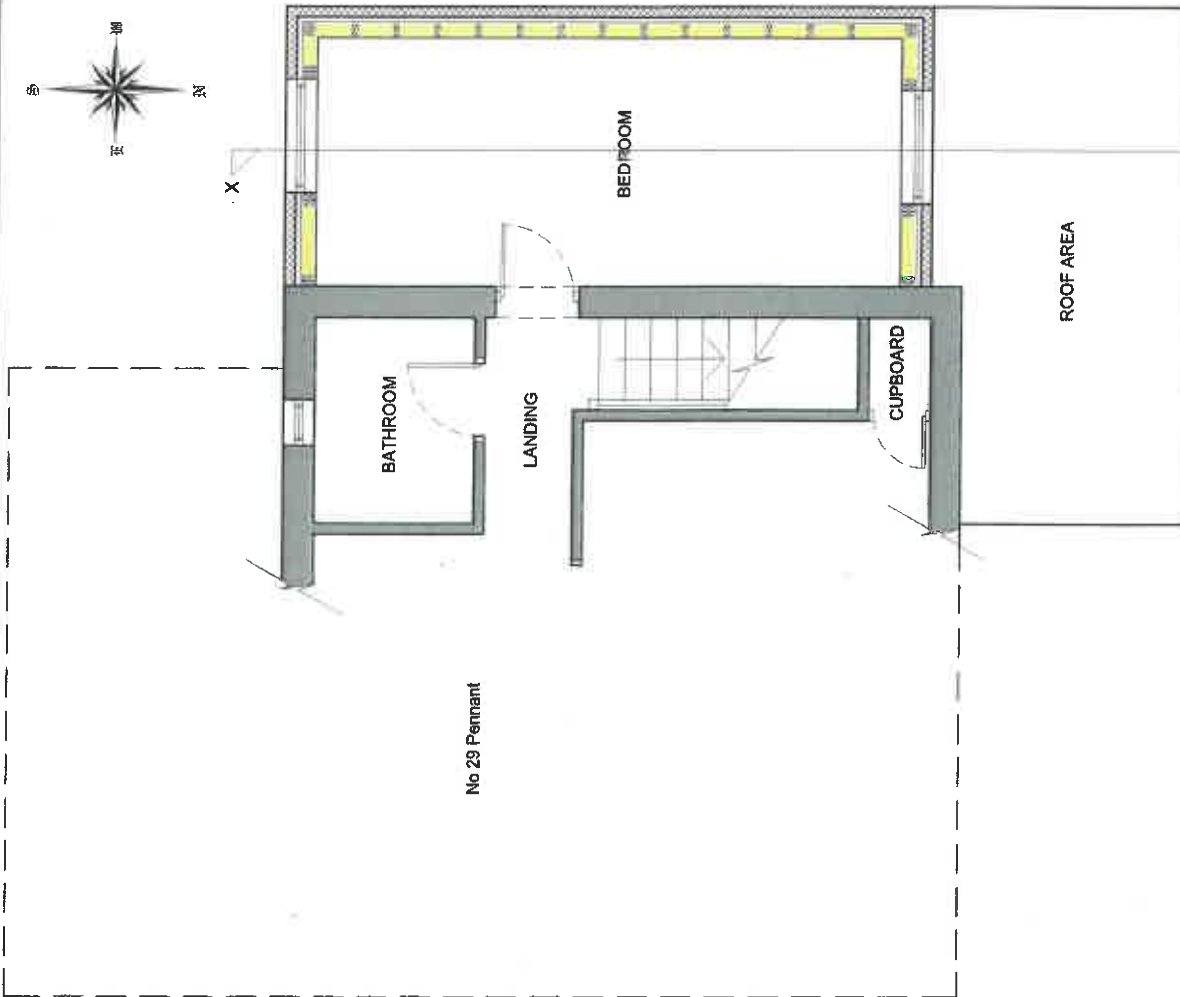
ITEM No. 072(a)



PROPOSED LOCATION PLAN  
1:1250@A3



PROPOSED BLOCK PLAN  
1:500@A3



No 29 Pennant

PROPOSED FIRST FLOOR PLAN  
LAYOUT 1:50@A3

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NOTES:

DRAWING TITLE: Proposal Plan Layout
RSEF: 0022200
SCALE: 1:1000/1:50@A3
DATE: 01/07/20
REV: A

CLIENT: Mr Anderson
ADDRESS: 29 Pennant Road, Shire Valley, Llanelli
PROJECT: First Floor Bedroom Extension



### 17 Maes y Glo, SA14 9QA



Plan Produced for: Rachel Walters

Date Produced: 04 Nov 2020

Plan Reference Number: TQRQM20309150331865

Scale: 1:1250 @ A4

**ADDITIONAL NOTES:**

These drawings have been prepared for Planning Purposes Only.

Ordinance Survey License: 100048937

— Site Boundary

REVISION	DESCRIPTION	DATE

**PURPOSE OF SITE**

**PLANNING PURPOSE**

Paul@inspired-architecture.co.uk 764 0767007070  
 Website: www.inspired-architecture.co.uk E: @inspired Arch. T: @inspired Arch

**PROJECT**

Single Storey Side Extension to Existing Dwelling @ 8 Parc Berwick, Bynea, Llanelli, SA14 9TP.

**TITLE**

Proposed Location & Block Plan

**CLIENT**

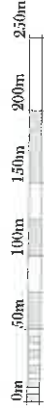
Mr. Tarul Clement

DRAWN BY	SCALE (6A2)	DATE
JSmith	As indicated	16.10.2020
DRAWING NUMBER	REV	
PL06		



**Proposed Location Plan**

1 : 2,500



VISUAL SCALE 1:2500 @ A2

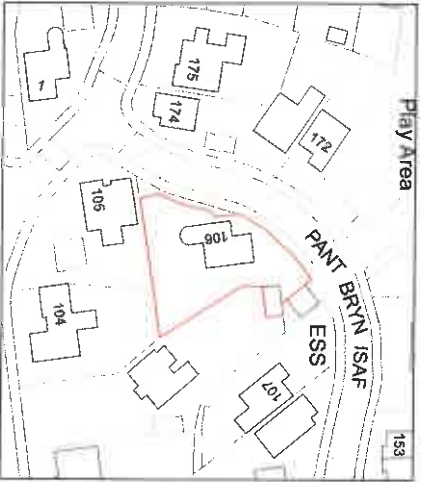


**Proposed Block Plan**

1 : 500



VISUAL SCALE 1:500 @ A2

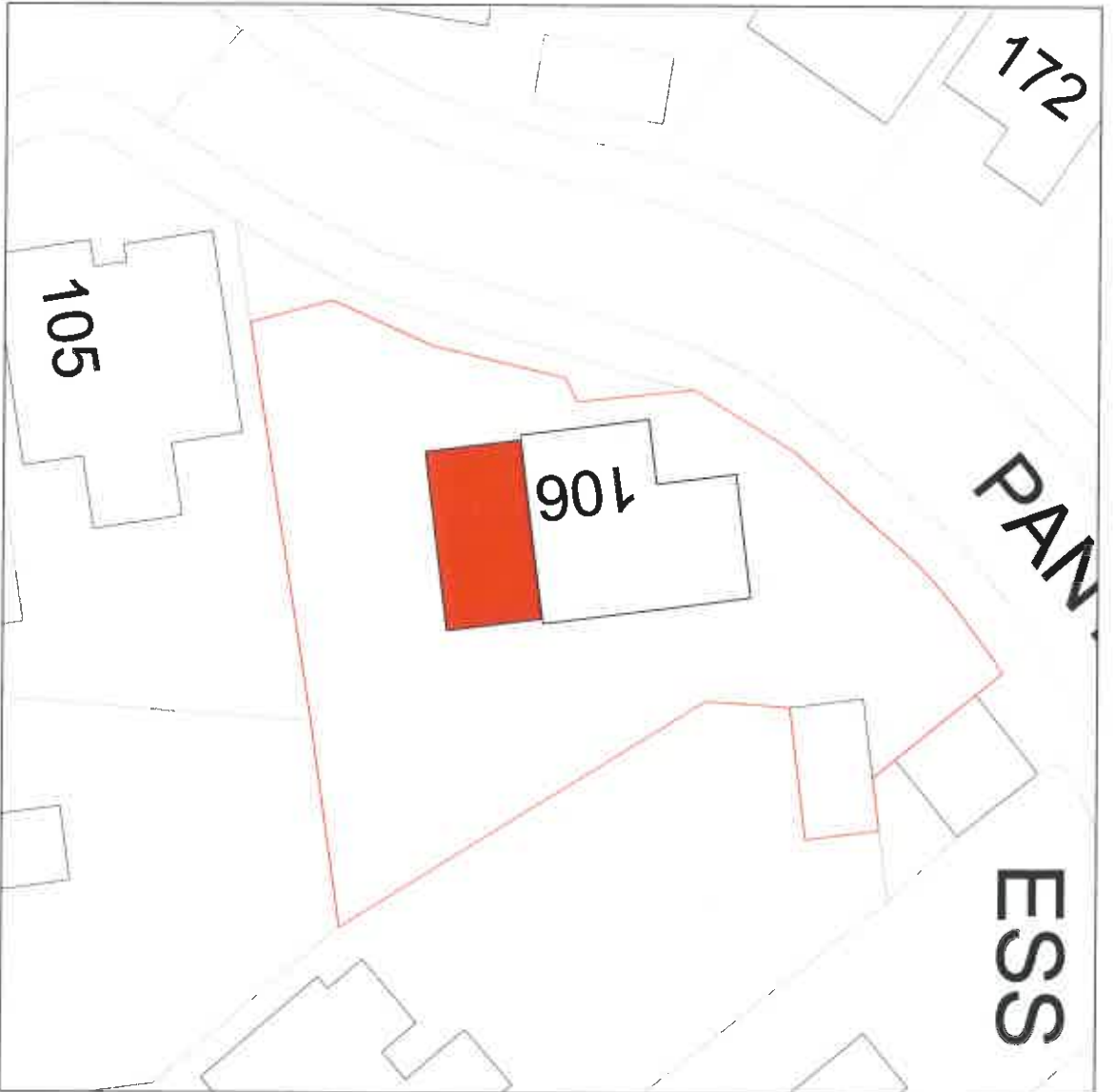


SITE PLAN - 1:1250

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**PROJECT DESCRIPTION**

Add a new two-storey extension to the rear of the property and reconfigure the internal layout to create an open-plan kitchen, dining and living space downstairs, and enlarge three bedrooms, remove the family bathroom and add two ensuite bathrooms upstairs.



BLOCK PLAN - 1:500

**SITE & BLOCK PLANS**

<b>DRAWN BY</b> <b>steve robinson</b> <small>steverobinson.org.uk</small>	<b>CLIENT</b> Adrian Evans 106 Pant Bryn Isaf, Llywghendy, Llanelli, SA14 9EJ	<b>PROPERTY</b> Adrian Evans 106 Pant Bryn Isaf, Llywghendy, Llanelli, SA14 9EJ	<b>DATE</b> 29/10/20	<b>SHEET</b>
			<b>SCALE</b> As shown	<b>1</b>
			<b>PAPER</b> A3	

Application No.	Location	Development
-----------------	----------	-------------

The following applications had been determined under the Clerk's delegated powers from 29 October, 2020 to 10 November, 2020.

<b>PL/00450</b> (10/11/2020)	Mr J Phillips Land adjacent to 5 Stradey Hill Pwll Llanelli	Proposed three bedroom, two storey new residential dwelling with integral garage and rear conservatory.
---------------------------------	---	---

Recommendation – objection unless:

1. There was no detrimental impact on highway safety.
2. The land around Stradey Hill was a natural habit for the Hazel Dormouse (an endangered mammal). The Dormouse relies on woodland and hedgerows and so the land parcel should have an ecology report commissioned to demonstrate the proposed development did not have a detrimental impact on local ecology.

<b>PL/00468</b>	Ms C Jones The Barns Moreb Farm Pwll Road Burry Port	Refurbishment of existing barns and existing farm house to form seven holiday cottages and one dwelling house.
-----------------	--	--

Recommendation – objection unless:

1. The buildings were structurally sound and large enough to accommodate the proposed use without extensive re-building or alteration.
2. The proposed use would not give rise to unacceptable problems relating to access, amenity or the provision of services.
3. The proposed use was sympathetic to both the character and appearance of the building and that of the surrounding area.
4. There was no detrimental impact on highway safety.

<b>PL/00579</b>	Mr P Simmons 28A Yspitty Road Bynea	Conversion and extension of existing garage to form ancillary living accommodation – Disabled.
-----------------	---	--

Recommendation – no objection.

<b>PL/00580</b>	Mr H Harries Carmarthenshire County Council St John Lloyd School Havard Road Llanelli	Discharge of planning conditions 4 (Drainage) and 5 (Pollution Prevention Plan) of S/37294.
-----------------	--	---

Recommendation – no objection.



<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00610</b>	Mr O'Brien Spring Cottage 154A Sandy Road Llanelli	Construction of pitched (sloping) roof to existing bungalow.

Recommendation – no objection.

<b>PL/00666</b>	Mr P Meredith Land at 26 Pen y Fai Lane Llanelli	New building plot.
-----------------	---	--------------------

Recommendation – objection on the following grounds:

1. It was likely the development would have a detrimental impact on highway safety along the length of Pen y Fai Lane given the narrow width of the lane and with it being unsuitable to accommodate an increase in traffic.
2. The lane was unsuitable to carry out highway improvements to alter its width or to improve visibility at its two junction points running north to south.

<b>PL/00704</b>	Dr H Haider 86 Hill Top Llanelli	Proposed rear two storey kitchen/bedroom extension and front garage extension.
-----------------	--	--

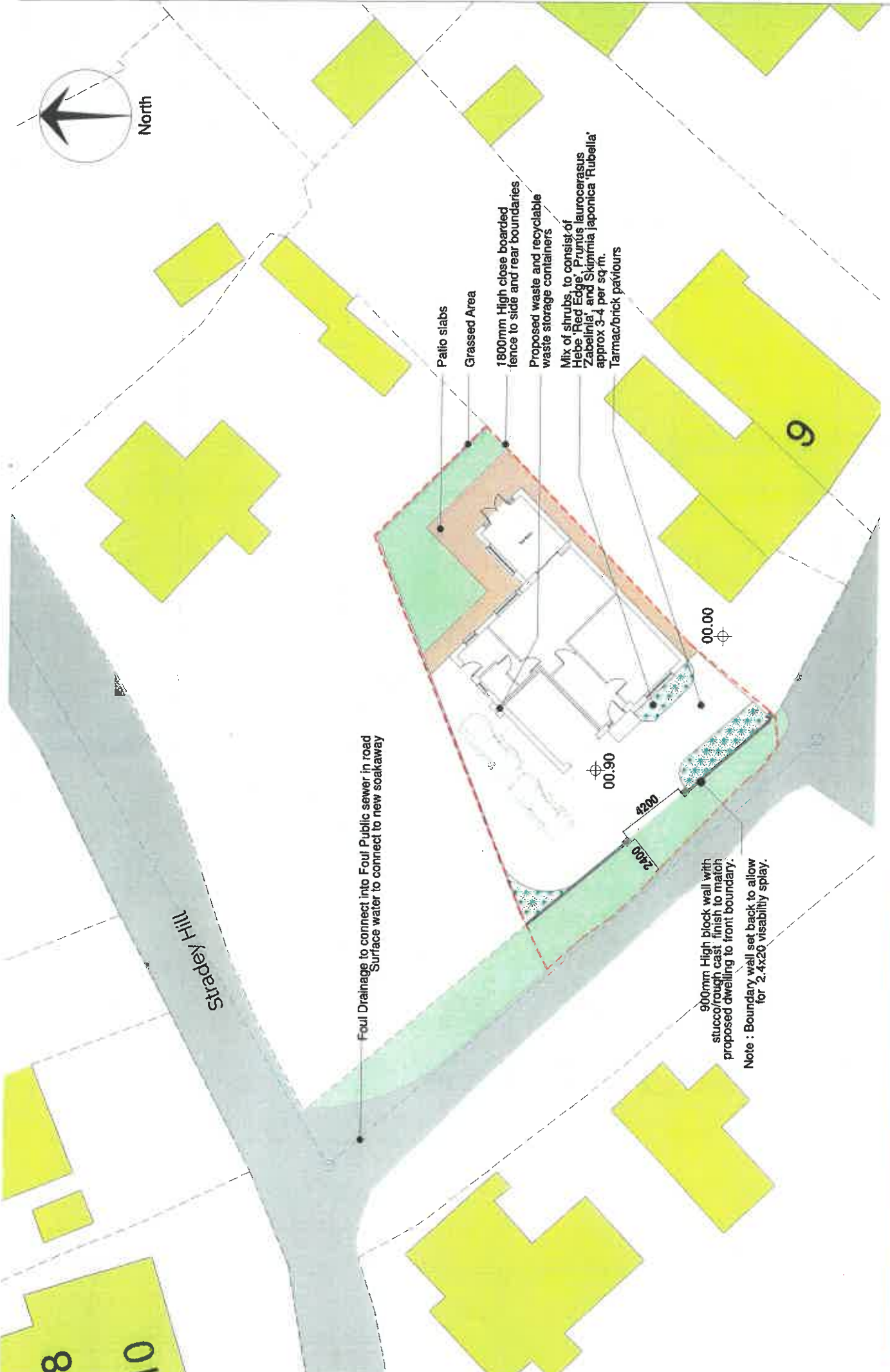
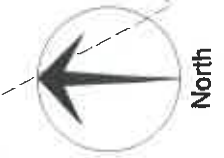
Recommendation – no objection provided:

1. The proposed extensions being subordinate to the main dwelling in terms of scale and massing.
2. There was no detrimental impact on the amenity and privacy of neighbouring dwellings.

<b>PL/00719</b>	Mr G Edwards 38 Pemberton Park Llanelli	Proposed single storey rear extension.
-----------------	---	--

Recommendation – no objection provided:

1. The extension did not have a detrimental impact on the original character of the dwelling and that of neighbouring properties in terms of its scale and design.
2. There was no detrimental impact on the amenity and privacy of neighbouring dwellings.



Foul Drainage to connect into Foul Public sewer in road  
Surface water to connect to new soakaway

Patio slabs

Grassed Area

1800mm High close boarded fence to side and rear boundaries

Proposed waste and recyclable waste storage containers

Mix of shrubs, to consist of Hebe 'Red Edge', Prunus laurocerasus 'Zabelinia', and Skimmia japonica 'Rubella' approx 3-4 per sq.m.  
Tarmac/brick pavours

900mm High block wall with stucco/rough cast finish to match proposed dwelling to front boundary.

Note : Boundary wall set back to allow for 2.4x20 visibility splay.

SCALE/S 1:200

DRAWING **A100-003**

SIZE A3

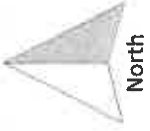
DATE July 20

PROJECT Proposed Extension at Plot Adjacent to 5 Stradey Hill, Pwll

TITLE Proposed Block Plan

NOTES

# ITEM No. 07



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Project Name:  
Project Location:  
Project No.:

Client Name:  
Client Address:  
Client Phone:

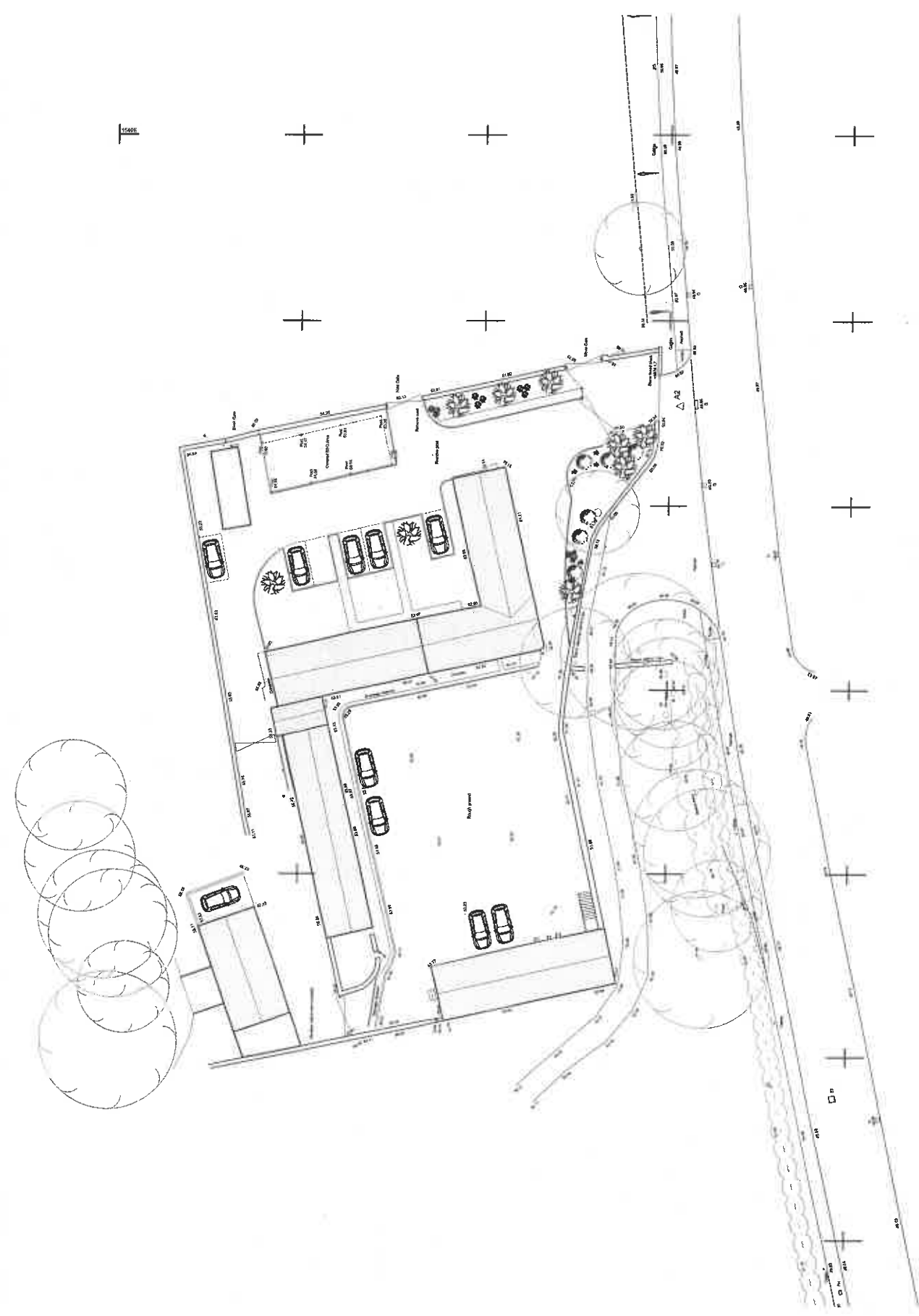
Project Start Date:  
Project End Date:  
Project Status:

Project Manager:  
Project Engineer:  
Project Designer:

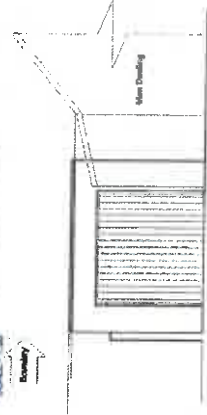
Project Architect:  
Project Engineer:  
Project Designer:

Project Location:  
Project No.:

E: [esearch@hks.com](mailto:esearch@hks.com)



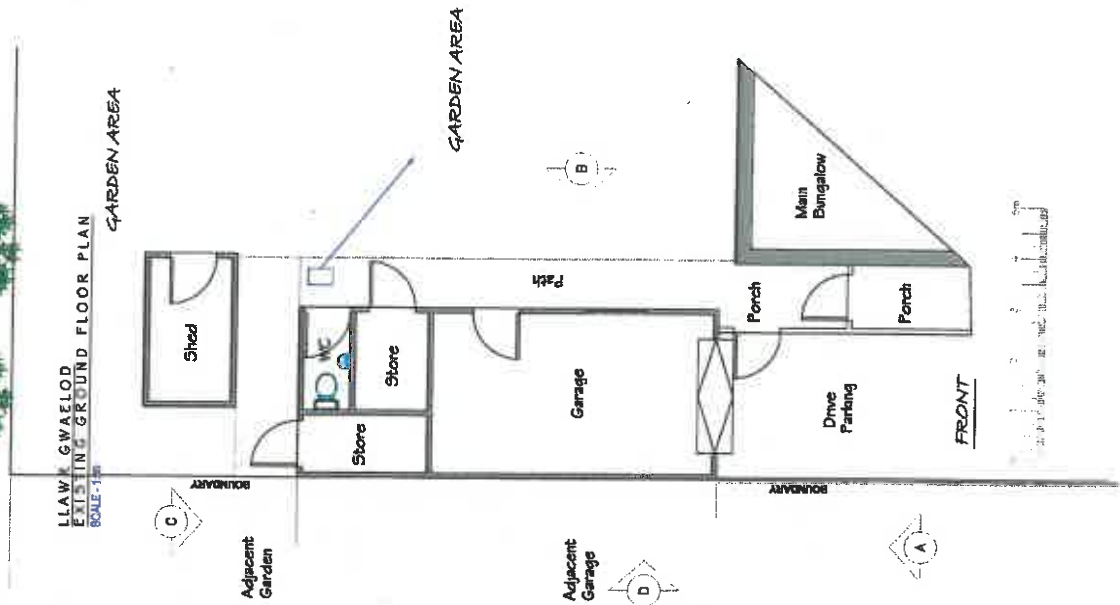
EDRYCHIAD BLAEN  
EXISTING FRONT ELEVATION



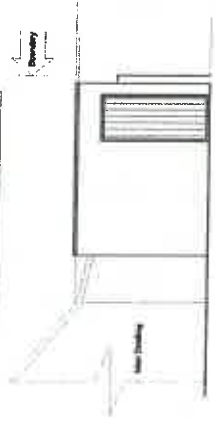
EDRYCHIAD OCHR  
EXISTING SIDE ELEVATION



LLAW GWAELOD  
EXISTING GROUND FLOOR PLAN  
SCALE 1:1250



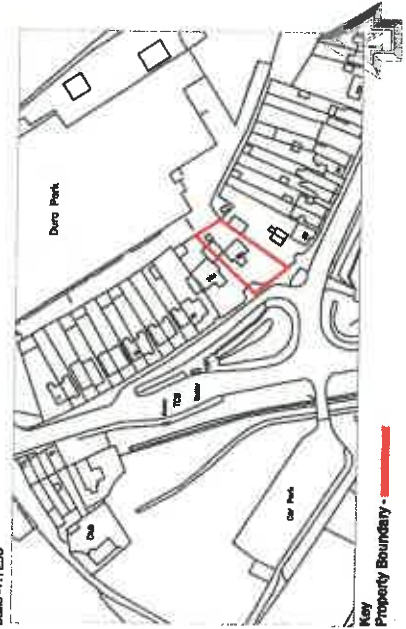
EDRYCHIAD CEFN  
EXISTING REAR ELEVATION



- Paint of Interiors
- Walls
- Ex & Proposed - Dry Oak White Colour
- Roof
- Ex & Proposed - EPDM Rubber
- Ground Floor Colour - As existing
- Windows
- Ex & Proposed - uPVC - White Colour
- Doors
- Ex & Proposed - uPVC - White Colour
- Ex & Proposed - uPVC - White Colour
- Ex & Proposed - White Round Profile upvc
- Fences - uPVC - White Colour
- Boundary Treatments
- Ex & Proposed - As Noted on site plan
- Lighting
- Ex & Proposed - As Noted on site plan
- Proposed - External RFR LED



LOCATION PLAN  
EXISTING & PROPOSED  
Scale - 1:1,250



**LLAW GWAELOD**  
LAWYERS & CONVEYANCERS  
18 St Nicholas Street  
Llanelli

**0146 1182**  
Tel: 01779 200000  
Fax: 01779 200001

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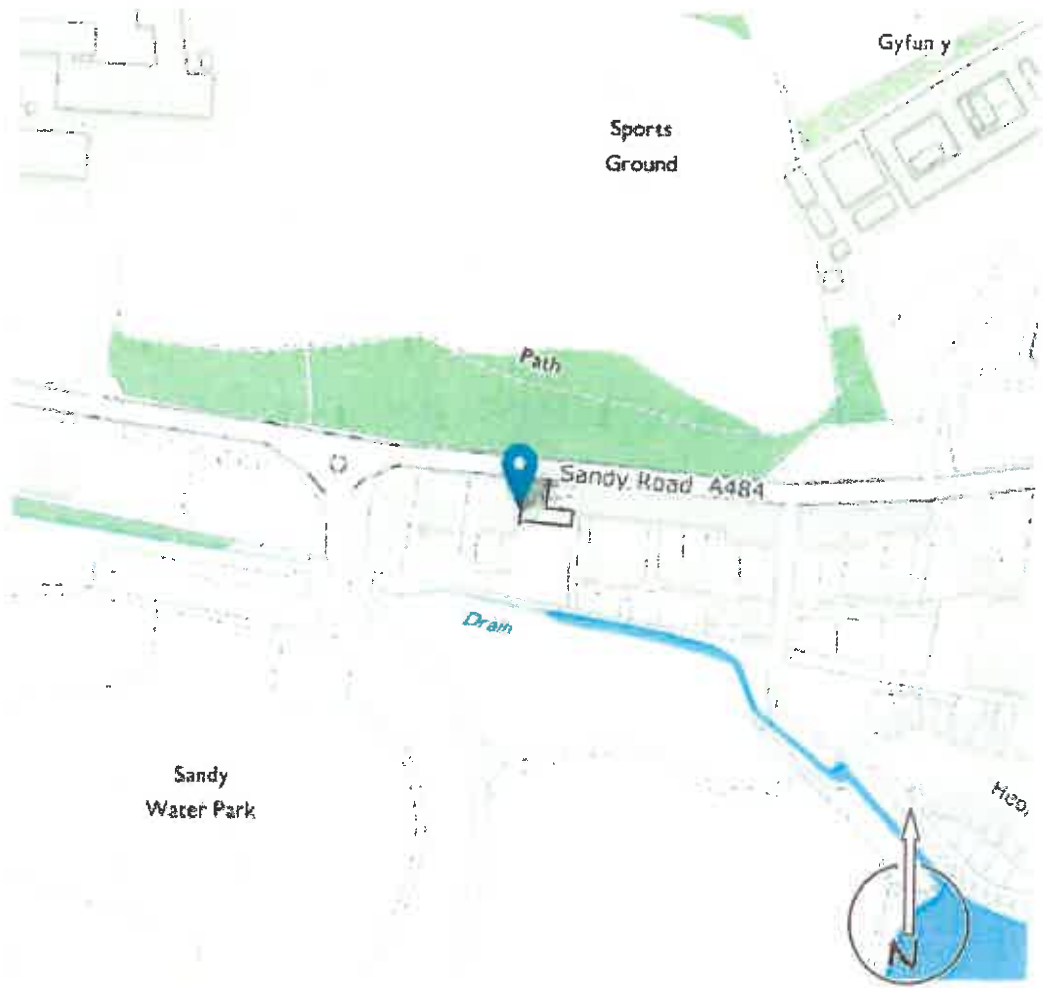
28a Vesby Road, Brynna, Llanelli,  
Carmarthenshire.

Replacement Of Garage  
Client: Mr. A. Simons  
Drawing No: FLOOR PLANS  
Date: 06.2020  
Author: Nosed@A1  
Checker: U

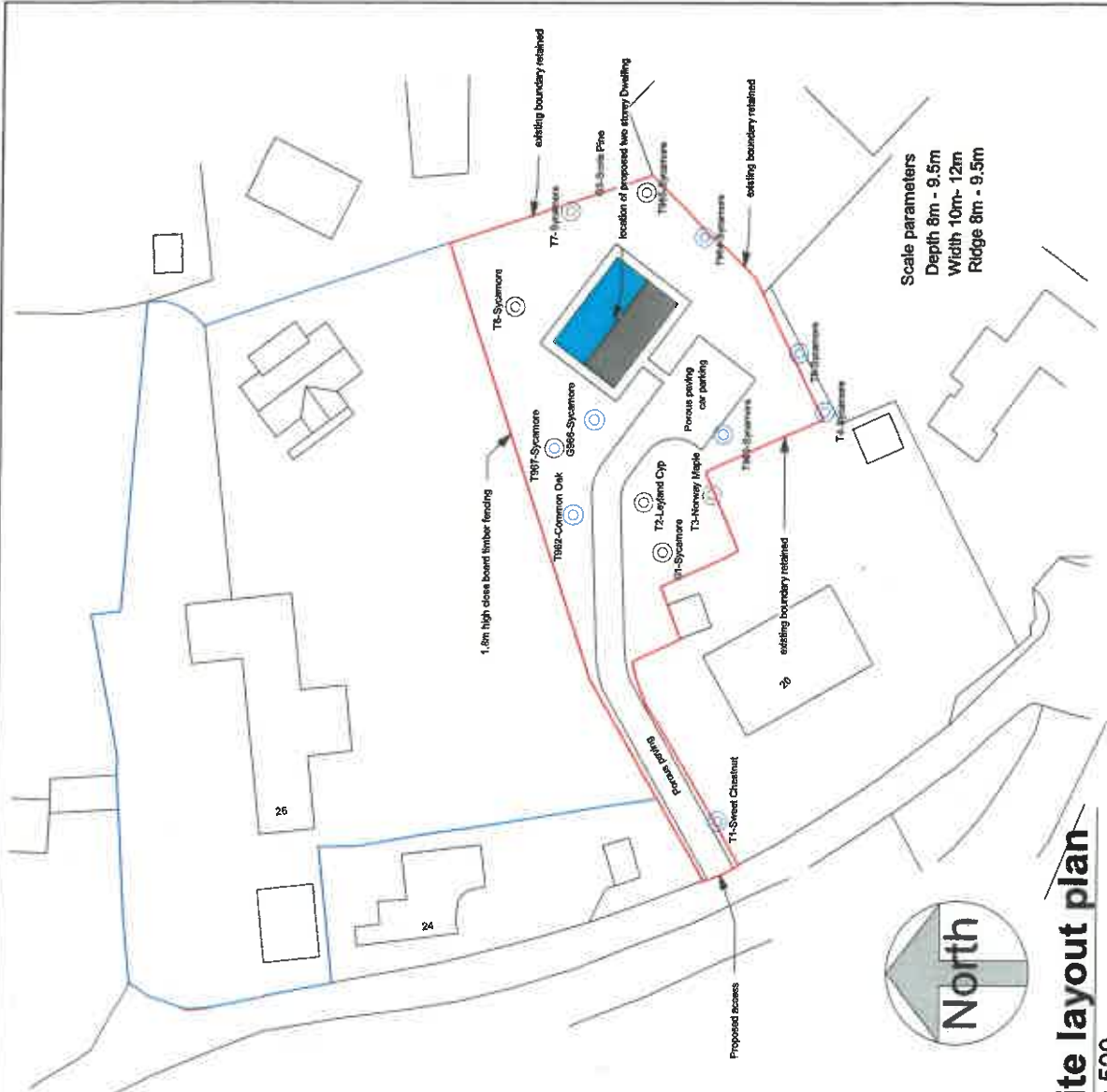
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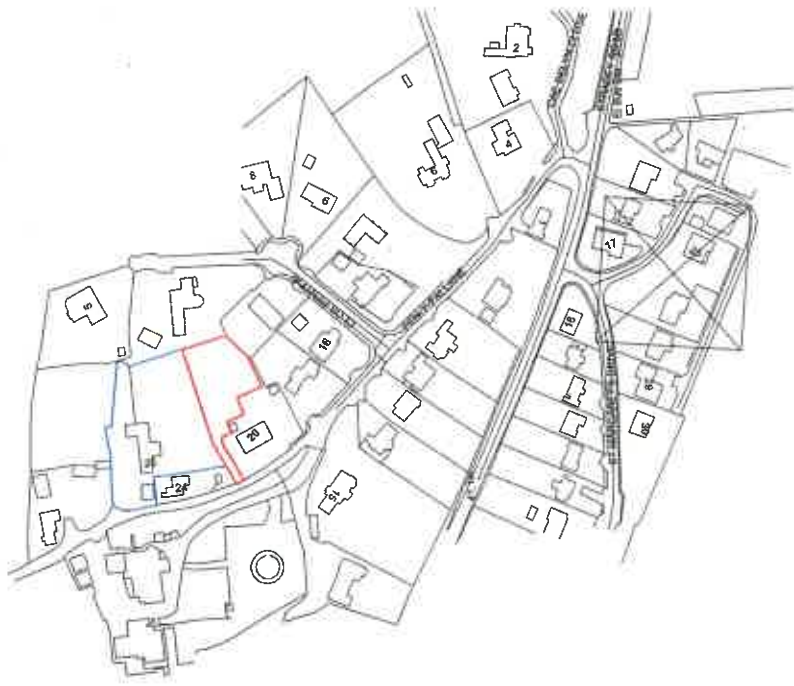





Site Plan. Spring Cottage. Sandy Road. Llanelli. SA15 4DP



**1** Site layout plan  
1 : 500



**2** Site location plan  
1 : 2500

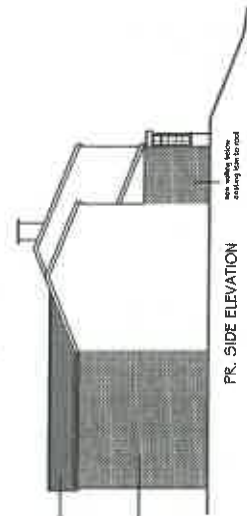
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<b>STATUS</b> Planning		<b>Project number</b> 3021	
<b>SUITABILITY DESCRIPTION</b> ISSUE OF		<b>Date</b> 14/10/2020	
<b>PURPOSE OF ISSUE</b> Planning		<b>Scale (@ A3)</b> As indicated	
<b>CODE</b>		<b>DRAWING NUMBER</b>	
<b>9 Pine Tree close Bury port Carmarthenshire SA16 0TF</b> TEL 01554833725 07837594671		<b>Author</b> Checked by	
		<b>REV</b>	



PLANNING DRGS.  
DO NOT SCALE



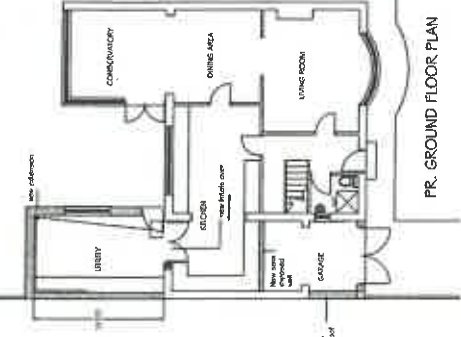
PR. FIRST FLOOR PLAN



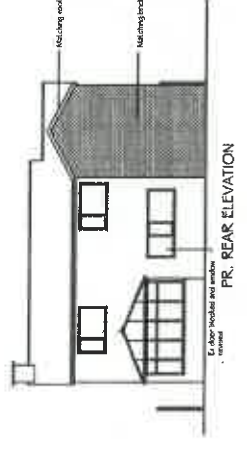
PR. SIDE ELEVATION



PR. SIDE ELEVATION



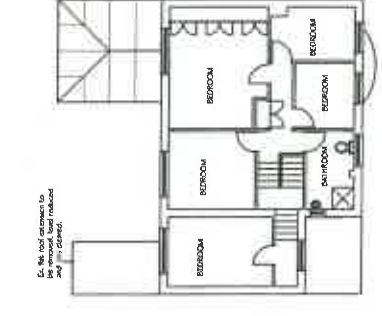
PR. GROUND FLOOR PLAN



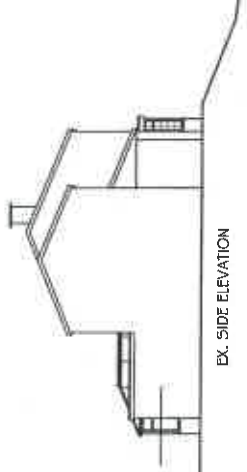
PR. REAR ELEVATION



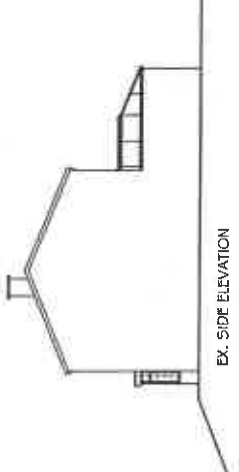
PR. FRONT ELEVATION



EX. FIRST FLOOR PLAN



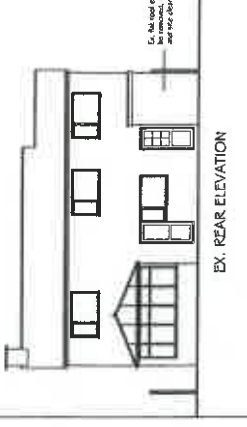
EX. SIDE ELEVATION



EX. SIDE ELEVATION



EX. GROUND FLOOR PLAN



EX. REAR ELEVATION



EX. FRONT ELEVATION

Stanfords VectorMap



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PLANNING DRGS.  
DO NOT SCALE

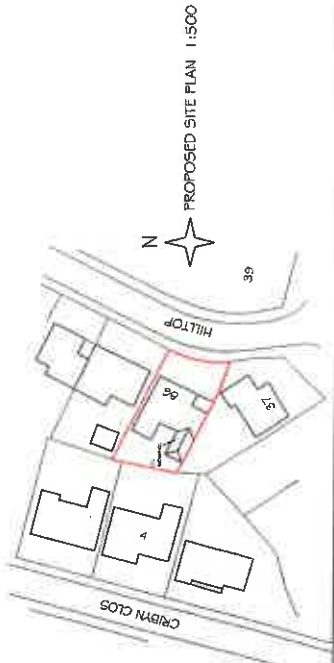


PROJECT	PROPOSED REAR 2 STOREY BEDROOM / UTILITY ROOM EXTENSION AND FRONT GARAGE EXTENSION
SITE	66 HILTOP, STANFORDS VALLEY, LAMPELL, CARMIS, SA14 8DB.
SCALE	1:1000 (BH)
DATE	OCT 2020
REVISED	
DESIGNER	P.G.M. DESIGNS LTD. ARCHITECTURAL SERVICES
EXTENSION	NEW REAR BEDROOM, UTILITY ROOM, EXTENSION.
CONTACT	01754 770000 01754 9971 0000.

LOCATION PLAN 1:1250

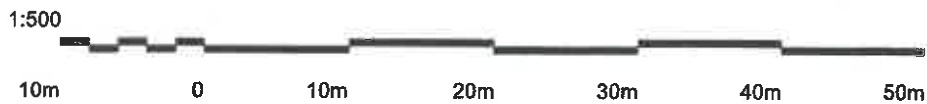


PROPOSED SITE PLAN 1:500



39

Proposed Site Plan for 38 Pemberton Park, Llanelli SA14 8NN  
1:500 Scale Print at A4



<p>38 Pemberton Park Llanelli Carmarthenshire SA14 8NN</p>	<p>Tuesday, August 18, 2020 <a href="http://www.blackwellmapping.co.uk">www.blackwellmapping.co.uk</a> 1:500 Scale Print at A4 Mapping © Ordnance Survey Crown Copyright 2020. Licence Number 100041041</p>	<p>BLACKWELL'S MAPPING SERVICES <a href="http://www.blackwellmapping.co.uk">www.blackwellmapping.co.uk</a> Tel: 0800 151 2612 <a href="mailto:maps@blackwell.co.uk">maps@blackwell.co.uk</a></p>
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**CARMARTHENSHIRE COUNTY COUNCIL**  
**CONSTRUCTION OF NEW ROAD HUMPS**  
**HEOL HEN, FIVE ROADS, LLANELLI**  
**(REVISED PROPOSAL)**

NOTICE IS HEREBY GIVEN that in accordance with Section 90C of the Highways Act 1980 that Carmarthenshire County Council in exercise of its powers under Section 90A of the Highways Act 1980 intends to construct road humps complying with the Highways (Road Humps) Regulations 1999 on Heol Hen in Five Roads, Llanelli.

1. The proposed nature, dimensions and locations of the road humps are as follows:-

Type	Dimensions	Location
Round Top Hump	75mm high (with permitted maximum legal height being 100mm) Tapered humps not completely kerb to kerb, with a curved top profile. 3.7m long	<b>Heol Hen, Five Roads</b> Outside properties known as Mon Reve and Heddfan, Heol Hen, Five Roads
Flat Top Raised Plateau	65mm high (with permitted maximum legal height being 100mm) Width of the Road 3m long flat top	<b>Stone Terrace, Heol Hen, Five Roads</b> Outside property No. 3 and 4

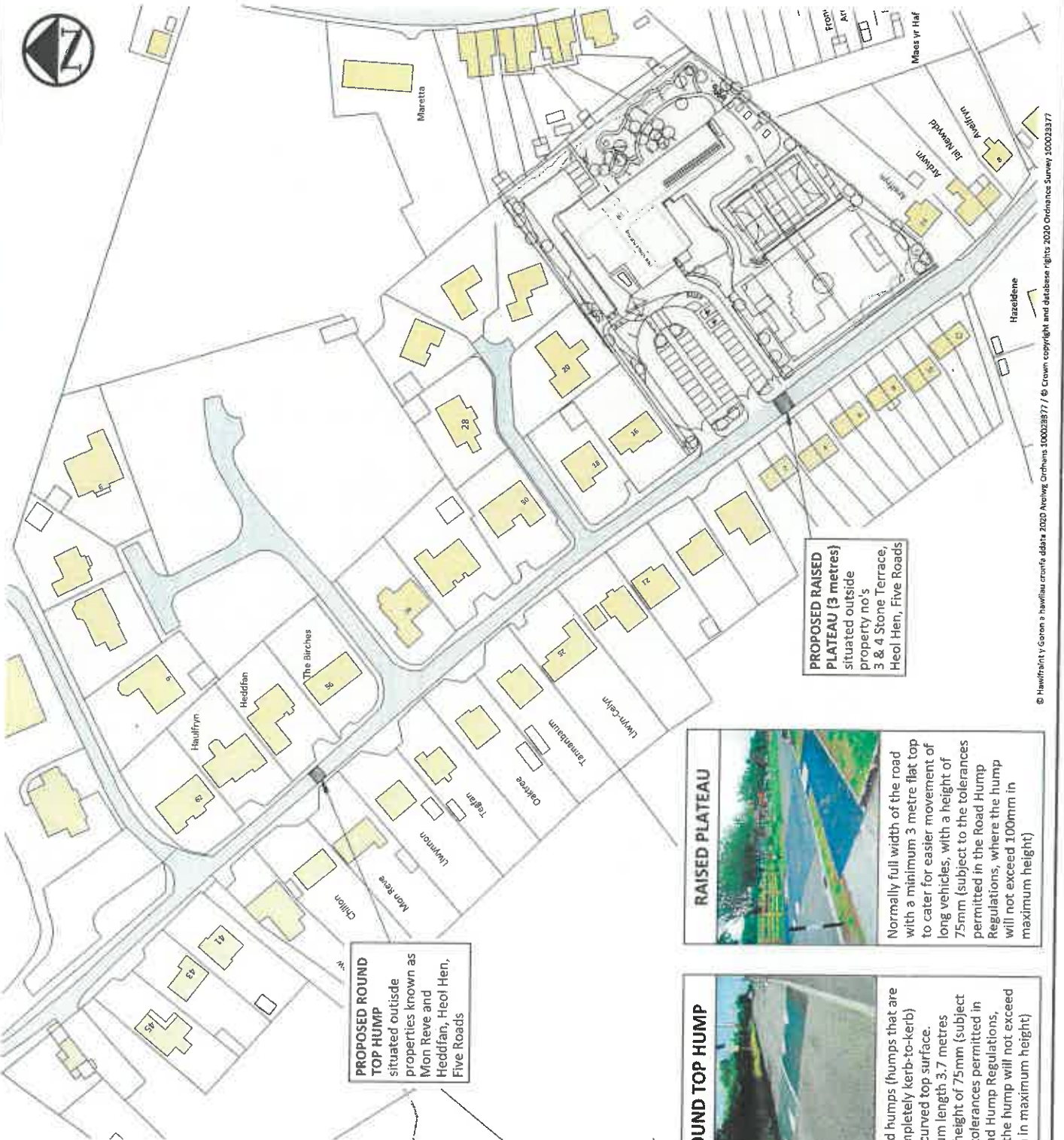
2. The road humps are considered necessary to maintain low vehicle speeds in the vicinity of the new pedestrian access to the school, existing access to the public play area, residential areas and areas of walked routes to school. The County Council consider the measures to be beneficial in the interest of road safety.
3. Full details of the proposal together with a plan may be examined on the Carmarthenshire County Council Website [www.Carmarthenshire.gov.Wales](http://www.Carmarthenshire.gov.Wales) at the Hub Spilman Street, Carmarthen and the Hub Stepney Street, Llanelli

If you wish to object to the installation of these vertical measures you should send the grounds for your objection in writing to The Head of Administration and Law at the offices of Carmarthenshire County Council at County Hall, Carmarthen. SA31 1JP by no later than Friday the 11 December, 2020

**DATED the 18 November, 2020**  
**File Reference: HTTR-1585**  
**Direct Line: (01267) 224074**  
**email: [rwjones@carmarthenshire.gov.uk](mailto:rwjones@carmarthenshire.gov.uk)**

**Wendy Walters**  
**Chief Executive**  
**County Hall**  
**Carmarthen**





**PROPOSED ROUND TOP HUMPS**  
 situated outside properties known as Mon Reve and Heddfan, Heol Hen, Five Roads

**PROPOSED RAISED PLATEAU (3 metres)**  
 situated outside property no's 3 & 4 Stone Terrace, Heol Hen, Five Roads

**ROUND TOP HUMPS**



Tapered humps (humps that are not completely kerb-to-kerb) with a curved top surface. Minimum length 3.7 metres with a height of 75mm (subject to the tolerances permitted in the Road Hump Regulations, where the hump will not exceed 100mm in maximum height)

**RAISED PLATEAU**



Normally full width of the road with a minimum 3 metre flat top to cater for easier movement of long vehicles, with a height of 75mm (subject to the tolerances permitted in the Road Hump Regulations, where the hump will not exceed 100mm in maximum height)

REV	DATE	REVISION DESCRIPTION	REV BY	CHECKED	DATE CPO
1	12.03.20	Issue for public consultation	MEC		

**COMPLETION**

**YOID CYNGOR**  
**YOUID COUNCIL**

**Stephen G Pilliner**  
 Head of Highways & Transport Environment  
 Adarn Angychilds, Bloc 1,  
 Parc Myrddin, Waun Dew,  
 Caerfyrddin SA31 1HQ  
 Carmarthenshire

<b>FIVE ROADS</b>	
Proposed vertical measures along Heol Hen	
Made By	JM
Drawn	12.03.20
Checked	NG
Date	14.05.20
Approved	VP
Date	15.05.20
Project No.	80/0080/552
Scale	1:1250
Drawing No.	80552/CSN01
Revision	B

**To the Chairman and Members of the Council:**

Date of meeting 25 November, 2020.

Dear Councillor,

**COMMUNITY FACILITIES**

**1. PURPOSE OF REPORT**

- 1.1 To seek members endorsement of community facility management during the pandemic emergency pursuant to Welsh Government guidance and legislation.

**2. BACKGROUND**

- 2.1 Part 2A of the Public Health (Control of Disease) Act enables the Welsh Ministers, by regulations, to introduce law for the purpose of preventing, protecting against, controlling or providing a public health response to the incidence or spread of infection or contamination in Wales. This includes the power to impose “restrictions or requirements on or in relation to persons, things or premises in the event of, or in response to, a threat to public health.”
- 2.2 The main (“principal”) Regulations introduced by Welsh Government are the Health Protection (Coronavirus Restrictions) (No 4) (Wales) Regulations 2020.
- 2.3 The Regulations are regularly reviewed. The latest version of the Act was amended on 13 November, 2020.
- 2.4 During the pandemic, emergency control measures have resulted in the complete closure of community centres, children’s play areas, sports facilities and the cemetery.
- 2.5 Over the past months the legislation has been amended several times to permit a phased return for certain activities. This allowed community facilities to re-open under certain restrictions and following Government guidance applying control measures to prevent the contraction and spread Covid-19.
- 2.6 National bodies, such as the Football Association of Wales and the Welsh Rugby Union have liaised with Welsh Government and introduced policies to allow a phased return to training and competitive play in their respective sports. Similar policies and protocols have been introduced by other national institutions and governing bodies, with agreement from Welsh Government.
- 2.7 Throughout the pandemic the Technical and Burial Services Manager (TABS) has been working closely with the council’s hall management committees, hall hirers (businesses and community groups) and sports teams to ensure council facilities can return to use where permitted and for them to operate safely by complying with the latest Government guidelines and legislation.
- 2.8 Welsh Government has devolved responsibility to Unitary Authorities to interpret and police Government legislation and guidance at a local level. The TABS Manager has



been working very closely with the County Council officers in ensuring the council's measures align with Government guidance and legislation as well as local interpretation.

### **3. COMMUNITY HALLS AND RESOURCE CENTRES**

- 3.1 Regulation 12 of the Health Protection Coronavirus Regulations allow for the re-opening of Community Centres/Halls but place a duty on those persons responsible for the premises to take reasonable measures to minimise risk of exposure to coronavirus at the premises or the spread of coronavirus by those who have been at the premises. Failure to do so will constitute an offence. This duty now includes the collection of contact information.
- 3.2 Community centres and other multi-use community facilities support a wide range of local activity. However, their communal nature also makes them places that are vulnerable to the spread of coronavirus. In order to understand which activities are allowed to take place all those who are responsible for facilities must familiarise themselves with, and adhere to, regulation 14 of the Health Protection (Coronavirus Restrictions) (No 2) (Wales) Regulations 2020, which details the restrictions on indoor gatherings and regulation 14A, in respect of outdoor gatherings and the reasonable excuses for doing so in both cases.
- 3.3 Many community facilities are also workplaces and those responsible for the premises should therefore be aware of their responsibilities as employers.
- 3.4 The TABS Manager has offered and provided detailed guidance and assistance to all managing community centres and other community facilities regarding safely re-opening.
- 3.5 The TABS Manger has also provided similar support to those hiring or using a community facility.
- 3.6 The council's risk assessment for re-opening community facilities requires the hall committee to appoint a responsible person(s) to manage the Covid control measures and formulate a site specific risk assessment considering activity, cleaning regimes, access control, social distancing, hygiene etc.
- 3.7 All hirers must also undertake an activity and site specific risk assessment considering their client base, access control, hygiene, social distancing etc.
- 3.8 The hirer risk assessment must be acceptable to the hall committee and both the facility and the hirer assessments must be acceptable to council officers and comply with Government guidelines and regulation.
- 3.9 Written risk assessments for all activities are required by law in the Coronavirus Legislation.
- 3.10 Activities are not permitted to take place if officers do not have confidence that suitable and sustainable control measure are in place and as identified in the risk assessments.

3.11 The council provides and installs signage in the facilities to promote Covid control measures (required in law) and hand mounted hand sanitiser dispensers.

3.12 To date the following facilities have successfully re-opened to provide a selection of activities:

Ponthenri Community Hall – Cych Meithryn  
(pending: Slimming World)

Felinfoel Resource Centre – Yoga Class, English language lessons  
(pending: Yoga, Slimming World)

Sandy and Stradey Community Hall – Cych Meithryn, Puppy training  
(pending: Knitting class, Art class)

Dafen Community Hall – Dance class  
(pending: Yoga, Karate)

Saron Community Hall – Leased to Bynea Primary School (March 2021)

3.13 The following facilities have not reopened:

Furnace Community Hall

Five Roads Community Hall

Swiss Valley Community Centre

Trallwm Community Hall

Pwll Pavilion

#### **4. SPORT, RECREATION AND LEISURE**

4.1 Welsh Government in collaboration with national sports bodies has formulated a phased return to sports and leisure activities.

4.2 Children's play areas have been permitted to re-open for some time. Council play areas are not managed and following Welsh Government guidance, conspicuous signage has been installed in all play areas to inform members of the public of this and to reaffirm advice on social distancing and personal hygiene guidelines.

4.3 The council's park facilities have remained open to the public throughout the pandemic to provide areas where people can exercise in line with the applicable Government guidelines at the time. Social distancing notices have been installed in all parks.

4.4 There are caps on the number of persons that are permitted to meet outdoors (30) to partake in organised activities.

- 4.5 Recent advice received has confirmed that the 30 person cap does not include organisers, coaches, officials or volunteers that are reasonably required to run the activity. The figures relate to the participants only.
- 4.6 The WRU and FAW have established detailed guidelines to permit training activities as well as competitive games in collaboration with Welsh Government. Modified touch rugby activity is permitted but has not been pursued locally to date. Football games are about to return locally following the FAW protocols.
- 4.7 The football clubs have provided detailed risk assessments and procedures for training activities but are now required to establish safe systems to return to competitive games following FAW and WG guidelines.
- 4.8 County Council officers have expressed concerns and initially withdrew permission to restart competitive football games. However following obtaining further advice, the decision was reversed and games are now permitted. Strict control measures apply. For example, use of changing/shower facilities is not allowed and spectators are not permitted to attend any training activity or game.
- 4.9 All council football facilities are located within public parks. This presents a challenge for clubs on how they propose to manage the issue of spectators. It has been proposed that the clubs appoint nominated spectator marshals to approach and advise the public that spectating is not permitted because of the 30 person cap. It should be noted they have no powers to enforce this if people choose to ignore the advice. There is no responsibility on the council to enforce this either. If clubs encounter issues they should consider contacting local authority enforcement at Carmarthenshire County Council.
- 4.10 At the time of writing this report three-risk assessments have been submitted to the TABS Manager who is working closely with the clubs to establish reasonable and sustainable control measures that will allow games to return.
- 4.11 The first games are scheduled to take place at council facilities on Saturday 28 November (Dafen, Felinfoel and Pwll).
- 4.12 Bowls and Cricket activities were permitted to return earlier in the year and successfully took place at Dafen and Felinfoel following the application of the clubs risk assessments and protocols that aligned with WG guidelines and the national governing bodies' guidelines for bowls and cricket.
- 4.13 Please see FIG 1 and 2 for sample risk assessments.

## **5. CEMETERY**

- 5.1 Llanelli District Cemetery is operating with little restrictions following a complete shut down of the facility at the onset of the Pandemic. Access to the cemetery and provision of its services have returned in a phased manner following amendments to Government Guidance.

- 5.2 The reception office has recently re-opened to the public with control measures in place to protect staff and visitors. Visitors are still asked to conduct enquiries via telephone or email, if this is not possible then attempts are made to arrange visits by appointment to limit unexpected visits as much as possible.
- 5.3 Mourners attending a funeral are limited to a maximum of 30 people following Government restrictions on gatherings.
- 5.4 The Chapel remains closed at this time.

## 6. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS

- 6.1 Applying protocols to manage the risk of Covid-19 that align with Welsh Government guidelines and regulations meets the following aims, core values and well-being goals.

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development	CD1 CD2 CD4 CD5 CD7 CD8	✓	✓	✓	✓	✓	✓	✓
Serving the Public	STP1 STP2 STP3 STP5 STP6 STP9 STP11 STP13	✓	✓		✓	✓	✓	✓
Acting as a Local Voice	LV1 LV2 LV3 LV4 LV5	✓	✓	✓	✓	✓	✓	✓
Quality of Life								
(1) Environment	QL1	✓	✓	✓		✓		✓
(2) Social Inclusion	QL3				✓	✓		
Safe and Healthy Places	QL5			✓	✓	✓		
Sports, Leisure and Cultural Activities	SLC1 SLC2 SL3			✓	✓	✓	✓	✓
The Local Economy	LE1	✓			✓			
Local Democracy	LD1 LD3				✓	✓		
Partnership Working	PW1 PW2 PW6	✓			✓	✓		✓
Communication	C1 C3 C5 C7	✓			✓	✓	✓	✓
Health and Safety	HS1 HS2 HS3 HS4 HS5	✓		✓	✓	✓		✓
Resources	R1 R2 R3	✓	✓					✓
Management and Control	MC3 MC4 MC5 MC6	✓	✓		✓		✓	✓

## 7. PUBLIC INVOLVEMENT

- 7.1 Members of the public, sports teams and facility volunteers have involvement opportunities in providing risk assessments and managing risks for their activities from Covid-19.

**8. COLLABORATION OPPORTUNITIES**

- 8.1 There are collaboration opportunities with Carmarthenshire County Council and national sports bodies and other representative groups.

**9. PREVENTATIVE MEASURES/CONSIDERATIONS**

- 9.1 Preventative measures undertaken by the council and its stakeholders will help reduce the spread of Covid-19. Undertaking suitable measures is a legal duty.
- 9.2 Sustainable and reasonable Covid control measures will allow more activities to return safely to council community facilities that can be positive contribution to people's health and well-being.

**10. RECOMMENDATION**

- 10.1 Members are requested to endorse the continuance of the protocols and processes that have been developed by officers to manage community facilities during the pandemic emergency.

I look forward to receiving Members' views and observations at the meeting.

Yours sincerely,

**TECHNICAL AND BURIAL SERVICES MANAGER**

18 November, 2020





**Community Centre – Risk Assessment – COVID-19**

**Venue:**

**.Assessment Completed By/Role:**

**Date Assessment Completed:**

XXXX XXXXXX / Hall Secretary

**Signed:Risk Assessment Revision number:**

This risk assessment is conducted to identify risks associated with the opening of ..... Community centre to enable the management committee to minimise the risk to anyone entering the hall of contracting and spreading Coronavirus (COVID-19)

Under all circumstances the risk is the contraction and spreading of Coronavirus (COVID-19).Contraction of Covid-19 can result in respiratory disease, multi-organ failure and death.

Identified Risk	Why might this be a risk?	Who is at risk?	Risk Rating: 1 – 5 1 = Low 5 = High	Control Measure to mitigate risk	Risk rating after control measure	Additional control measures
Contracting Coronavirus	High risk of infection because no control measures are in place. Unregulated and illegal use of the facility.	Public Hall Committee Hall Users Contractors Council Employees	5 HIGH	A management system has been introduced to identify and manage the risks at the facility. LRC risk assessment, guidance and requirements will be adhered to. A Covid manager/responsible person and deputy have been appointed by the committee. The committee will adhere to all appropriate legislation and guidance and will regularly monitor and react to changes in guidance and regulation. The committee will work in partnership	1 LOW	Ensure to keep abreast of changes in guidance and regulation. Regularly review risk assessments and control measures. Assess affectivity of control measures. Liaise with users.

<p>Contracting or spreading the virus through inadequate hand washing, poor personal hygiene.</p>	<p>Poor personal practises. Lack of hygiene control in premises.</p>	<p>Public Hall Committee Hall Users Contractors Council Employees</p>	<p>5 HIGH</p>	<p>with LRC Officers. All hall users must provide a written risk assessment for their activities. Committee will provide appropriate enhanced/targeted cleaning when necessary. Committee will monitor users' activities to ensure control measures are habitually adhered to. Access and numbers will be strictly controlled. Only permitted activities will be considered. All users must collect information for NHS Track &amp; Trace system. No one must enter the hall if they are displaying any Coronavirus symptoms.</p>	<p>1 LOW</p>	<p>Appoint responsible person to ensure adequate cleaning products and sanitisers are always available. Council to install fixed hand sanitisers</p>
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<p>Contracting or spreading coronavirus in common use high traffic areas such as the Main hall, hall kitchen, corridors, toilet facilities, entry/exit points to facilities etc.</p>	<p>Due to the space in these areas being limited, social distancing is not always possible which forms 'pinch points' within the hall. As a consequence, the risk of transmission increases exponentially which would deem these areas high risk.</p> <p>Identified areas where people will congregate are: Main hall, Kitchen, toilets, corridors, hall entry and exit points</p> <p>The hall kitchen has areas and equipment where people will touch the same surfaces</p>	<p>Public Hall Committee Hall Users Contractors Council employees</p>	<p>5 HIGH</p>	<p>All users to take their own waste home, apart from cleaning products.</p>	<p>Routine check on users to ensure control measures are being complied with at all times.</p>
	<p>Limiting the number of people in the hall so that social distancing rules can be met, hire groups should stagger entry to the hall, have maximum occupancy numbers for any one group attending in relation to the activity.</p> <p>Reorganise the main hall, i.e. look at table and chair storage, remove clutter from foyer etc to increase floor space to ensure social distancing rules can be met.</p> <p>In areas where there are pinch points, limit the access to 1 person at a time.</p> <p>Ensure that windows/doors are open wherever possible to allow fresh air circulation.</p> <p>From entry to exit of the hall put in place a one-way systems from the entry doors to manage the flow of people moving into and around the hall and to allow social distancing rules to be met – utilise the external fire doors to ensure that there is one entry and one exit.</p> <p>Leave/wedge doors open wherever</p>		<p>1 LOW</p>		<p>Fire doors must be</p>

	<p>such as, kitchen units, surfaces, kettles, shared condiments etc. this poses a significant risk as it would be difficult to ensure disinfection between hall users.</p> <p>The kitchen and toilets also have areas and surfaces that would be frequently touched.</p>			<p>possible to reduce the amount of contact with doors and also potentially improve hall ventilation.</p> <p>Don't allow access to the kitchen for any hall users to eliminate the risk of contamination.</p> <p>Put in place cleaning regimes to make sure high traffic and commonly touched areas are kept clean, particularly any contact areas such as light switches, handles, hand rails etc.</p> <p>Reduce toilet facility to one toilet, use the disabled toilets to avoid social distancing lapses and implement a cleaning regime after each use. Provide cleaning products in toilet and appropriate waste bins.</p> <p>Install notices requiring all users to wipe down handles, taps, flush levers, baby changing unit etc after use.</p> <p>Disable any air blown hand dryers. Provide disposable paper towels.</p>		<p>shut when hall is empty.</p> <p>Install notices prohibiting entry to kitchen and toilets not in use.</p> <p>Liaise closely with cleaning providers. Ensure they are aware of Covid risks and control measures. Check on performance regularly.</p>
<p><b>Getting Coronavirus through inadequate cleaning.</b></p>	<p>Poor cleaning practices within the hall can increase the longevity of any bacteria/virus which is present on any surfaces within the hall. This poses a risk to anyone who</p>	<p>Public Hall Committee Hall Users Contractors Council employees</p>	<p>5 HIGH</p>	<p>Follow the government guidelines on best cleaning practices for non-healthcare settings to mitigate the risk of Coronavirus. Identify within the hall any surface which will be frequently touched – handrails, handles, doors, walls near entrance and exit ways.</p> <p><b>Cleaning regime and responsibility matrix created to ensure that these areas are</b></p>	<p>1 LOW</p>	<p>A copy of this will be provided to the hall cleaners, each committee member and group leader/organiser from each of the hall users.</p>

visits the hall through the risk of them touching any of the surfaces and as a result potentially contracting the virus.

continuously cleaned during and after each hall use.

Reduce the need for people to move around the hall once they are allocated an area upon entry to the hall. Users clearly marking our sections on the main hall floor would help limit movement within the hall.

Ensure that all areas where reduced contact with surfaces is possible, is implemented. Minimise areas used wherever possible.

All upholstered surface chairs within the hall will either be cordoned off to prevent use **OR** 'used' chairs will be put into a separate area and isolated for 72 hours and/or steam cleaned before being restacked for re-use **OR** disposable covers used.

Identify which cleaning products are required and ensure they have appropriate antiviral and antibacterial properties. – follow advice from government on non-healthcare settings.

Keep all hall surfaces clear and clean to reduce the risk of contaminating other objects. Reduce clutter. Remove information leaflets etc.

Monitoring and supervision of classes to

Social distancing markings need to be put on the hall floor.



				<p>ensure any hall users are following implemented controls and that all cleaning regimes are being conducted adequately and followed.</p> <p>Provide appropriate training and guidance to anyone who is responsible for cleaning the hall in line with the government guidelines for non-healthcare settings.</p>		
<p>Contracting or spreading Coronavirus through not social distancing within the hall or in areas outside, car park, paths etc.</p>	<p>This poses a risk to all hall users as the risk of contraction and spreading increases significantly the closer people are together via droplets expelled in breath, coughs, sneezes etc.</p>	<p>Public Hall Committee Hall Users Contractors Council Employees</p>	<p>5 HIGH</p>	<p>All area identified within the hall where social distancing is not possible, if they are not essential areas of the hall have them cordoned off to limit access to these areas.</p> <p>Hall users must implement all possible avenues of keeping people apart in line with social distancing rules whilst the hall is in use:</p> <ul style="list-style-type: none"> <li>• Using markers or tape on the floor to allocate specific areas.</li> <li>• One-way systems.</li> <li>• Staggering start/end times of consecutive classes or groups.</li> <li>• Limiting the number of people on site at one time.</li> <li>• Ensuring people stick to their allocated time slots for bookings.</li> <li>• No gathering outside before or after bookings.</li> </ul>	<p>1 LOW</p>	

<p>Increased risk to vulnerable hall users.</p>	<p>People who have certain underlying health conditions are more at risk of serious complications if they contract Coronavirus</p>	<p>Public Hall Committee Hall Users Contractors Council employees</p>	<p>5 HIGH</p>	<p>Install notices to remind people to socially distance at all times.</p> <p>Whilst people are waiting to enter the hall, it would aid social distancing install 2 Meter markers on the outside floor moving away from the entrance of the hall.</p> <p>Appropriate signage outside the hall would remind hall users to adhere to social distancing rules whilst outside the hall and in the car park.</p>	<p>1 LOW</p>
<p>The risk of person who is COVID-19 positive attending the community hall.</p>	<p>The risk of someone who is displaying symptoms of COVID 19 attending the hall is that they pose an increased</p>	<p>Public Hall Committee Hall Users Contractors Council Employees</p>	<p>5 HIGH</p>	<p>Identify any hall user who fall into one of the following categories through the distribution of a generic email:</p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable</li> <li>• People self-isolating/shielding</li> <li>• People with symptoms of coronavirus</li> </ul> <p>Discourage anyone from within these categories from attending until government restrictions are lifted. indicating it is safe for them to attend.</p>	<p>1 LOW</p>

	<p>risk to any user who attends the hall from close contact or breakdown of hygiene procedures.</p>			<p>symptoms <b>MUST NOT</b> attend the facility and should self-isolate for the recommended time. Included in hall user risk assessments.</p> <p>All people attending the hall should be registered/checked in with the group/organisation who made the booking and a list of attendees personal details should be recorded and retained in line with the NHS track and trace system.</p> <p>➤ Should anyone attend who is displaying symptoms of COVID-19, if they have entered the hall, all classes should be cancelled, the council and the committee must be notified and a deep cleaning protocol as detailed by the government guidelines for non-healthcare cleaning should be followed. The hall should remain closed for at least 72 hours.</p>		
<p>Hall users conduct various activities at the hall, some may be incompatible with mitigating risk within the hall.</p>	<p>Most groups, organisations and clubs conduct different activities at the hall, this poses a potential risk to other hall users as each group needs to recognise their risks and limitations</p>	<p>Public Hall Committee Hall Users Contractors Council employees</p>	<p>5 HIGH</p>	<p>Only activities permitted by Welsh Government regulation and as approved by CCC environmental health department are permitted to commence activities.</p> <p>All individual groups and hall hirers will be required to conduct a detailed risk assessment specific to the risks surrounding the spread and contraction</p>	<p>1 LOW</p>	

regarding the spread of coronavirus, in relation to their cliental base and the activities they conduct.

of COVID-19, in relation to their activities in the hall. Risk assessments must include control measures which will be implemented by each group to mitigate the risk of COVID-19 within their group and in turn other users of the hall. Risk assessments must be site specific.

The hall management committee and Llanelli Rural Council will scrutinise each risk assessment to ensure that each group can start back safely within the set parameters.

Any group not able to meet the criteria required to ensure safe social distancing, hall safety measures and government guidelines surrounding their activities will not be permitted to commence until Covid restrictions are lifted.

**This risk assessment should be reviewed at a minimum once a month from opening to recognise any changes in risk and to implement any appropriate actions necessary to mitigate risk. Should there be any recognised weaknesses in processes or procedures or unidentified risks, then a further risk assessment should be conducted to mitigate that risk. Government guidelines should be followed at all times.**



# PWLL AFC

## Match Day and Training Risk Assessment (COVID 19)

### COVID-19 Risk Assessment





An ongoing review of the assessment will take place and amended if the guidance from the FAW governing body or Government departments is updated and suggests that the last control measures suggested are no longer sufficient to control risks, or are inappropriate, or if additional hazards are identified.

A process of continuous assessment and re-assessment will be undertaken to ensure appropriate risk controls in accordance with all Government and FAW protocols.

Matrix

<b>Date of initial Assessment:</b>	<b>17/11/2020</b>	<b>Assessed By:</b>	<b>Charley Adams</b>
<b>Review date:</b>			
<b>Revision 1</b>			
<b>Training &amp; Match day Venue:</b>	Pwll Recreation Ground Pwll Road, Pwll, Llanelli, SA15 4AR	<b>Signature:</b>	

<b>Likelihood</b>				
<b>1.</b> Extremely Unlikely.	<b>2.</b> Possible but Unlikely.	<b>3.</b> Conceivable.	<b>4.</b> Probably will happen at some time.	<b>5.</b> Almost certain to happen.
<b>Severity</b>				
<b>1.</b> No or minimum illness.	<b>2.</b> Medical Treatment.	<b>3.</b> Medical treatment or isolation.	<b>4.</b> Critical infection or hospitalisation.	<b>5.</b> Fatality.

<b>Risk</b>		<b>Action</b>
<b>Score</b>	<b>Risk</b>	
1 → 6	<b>LOW</b>	Action is not required to lower the risk. Time   Effort   Money is proportionate to the risk.
7 → 15	<b>MEDIUM</b>	Action may be required to control the risk. Immediate short-term measures may be required.
16 → 25	<b>HIGH</b>	Action is required urgently to control the risk. Further resources are almost inevitable.



Subject	Hazard	People at Risk	What Might Happen	Rating L x S = R	Control Measures & Further Precautions to Reduce Risk	New Rating L x S = R	Comments   Action
Protocol Document Discussed.	Failure to share relevant information. Failure to enforce the control measures in place. Persons not familiar with protocols.	Players   Coaches (Home and Away Teams).	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	4	Club will review and implement the FAW Safer Return to Play Protocols and ensure compliance. Review of protocols after every match and game. COVID-19 Compliance Officer appointed. Covid officer or appointed deputy(s) must be in attendance for all training sessions and games. All players / coaches to abide by club and local government rulings / guidelines, An acknowledgment sheet and the guidelines will be read and signed before the first match takes place.	5	All players / coaches are encouraged to inform coaches or committee members if they are feeling unwell and to stay at home also to engage in the governments track and trace system should they feel unwell with COVID like symptoms at any period.  Equipment and goalposts to be sanitized before and after each match.  All players are to come to pitch in kit as changing rooms will be closed.  Players must also bring their own labelled water / refreshment bottles.  Each time the ball leaves play, each teams COVID officer / coaches will clean the ball.  Pass ins will be encouraged over throw ins.
				5		20	
Compliance Officer	Failure to share relevant information. Failure to enforce the control measures in place. Persons not familiar with protocols.	Players   Coaches (Home and Away Teams).	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	4	COVID-19 Compliance Officer appointed.	5	
				5		20	
Sanitary Cleaning	Failure to provide correct products to allow regular	Players   Coaches (Home and Away	Increased rate of potential exposure to COVID-19.	4	Hand sanitising station created at the	5	



Products	sanitisation of equipment and hands. Products also have other hazards which are highlighted in the COSHH assessment carried out on said products.	Teams).	Increased rate of potential spread of COVID-19										
Attendance Records	Becoming non-compliant with government and FAW regulations on a maximum of 30 persons Increased chances of spread of the virus due to the increased numbers	Players   Coaches (Home and Away Teams).	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	3	5	15	Club will review and implement the Safer Return to Play Protocols and ensure compliance. Register to be created at each match for test, track and trace purposes along with temperature monitoring to be carried out before kick off.	1	5	5			
Access Control for Participants and Spectators	Vehicle movements in the club car park. Public park so control of access control is difficult	Players   Coaches (Home and Away Teams).	Increased rate of potential exposure to COVID-19. Increased rate of potential spread of COVID-19	4	5	20	Spectators are not permitted Team members not involved in the game must not attend Match day persons limited to 30 people: <ul style="list-style-type: none"> <li>14 player per home team</li> <li>14 players per away team</li> <li>1 Referee.</li> </ul> Coaches, First aiders, COVID19 Officers, club secretaries and league officials are exempt from the count of 30. Areas outside the pitch to mark out with cones 2M away from the pitch for the coach and substitutes. Spectator Marshals to be appointed during the match to inform spectators of the "no spectators" ruling from FAW and Welsh Government. (Marshals shall be highlighted wearing training bibs). Players and coaches encouraged to walk / cycle to training to avoid a build up of people in the car park area. Players should not share transport.	1	5	5			





**Subject:**

FW:

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**From:** Planning BSU <PlanningBSU@carmarthenshire.gov.uk>

**Sent:** Wednesday, November 4, 2020 1:24 pm

**To:**

**Cc:** Democratic Services Unit

**Subject:** RE:

Dear Councillor

The Carmarthenshire Nature Partnership, which is facilitated by the council's biodiversity officer is undertaking a project to promote nature in every ward area. The partnership has funding for a project to create a 'Wildlife of your Ward' profile for each ward in the county. The profiles will be sent to local schools, community councils and other groups to use, share and hopefully encourage all to take a closer look at what is around us.

We are working with the West Wales Biodiversity Record Centre near Whitland to do this but to make the profiles the most informed and inclusive documents we want to find out from the communities in each ward about the wildlife they see locally, the walking routes they enjoy and the local sites in their ward that they visit. We would like to have photos of the wildlife and habitats in the local area that we could use in the profile (all photos will be credited).

It is hoped that this will be a popular project. Recent restrictions have meant that people have been exploring their local area more and we hope these profiles will capture the idea of the 'milltir sgwar' in the county and people's connectedness to it during these challenging times.

We would appreciate your help with this. Could you share the attached with all your local contacts – town/community council, local community groups/organisations and schools? Your community might have a Facebook page it could be shared on?

It has also been added as a community consultation on the council's website.

<https://www.carmarthenshire.gov.wales/home/council-democracy/consultation-performance/current-consultations/wildlife-in-your-ward/>

Carmarthenshire is a wonderfully rich and diverse county and we would like to work with your ward community to capture that.

Please get in touch if you have any questions.

Regards

Isabel Macho

Biodiversity Officer

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**Isabel Macho**

(NB I work Tues-Fri)

*Swyddog Bioamrywiaeth - Cyngor Sir Gar*

Biodiversity Officer - Carmarthenshire County Council



Cadwraeth a Chefn Gwlad/Conservation Section  
Adran Yr Amgylchedd/Environment Department  
Swyddfa'r Cyngor/ Civic Offices,  
Heol Cilgant/Crescent Road  
Llandeilo SA19 6HW

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E-Mail: [IMacho@carmarthenshire.gov.uk](mailto:IMacho@carmarthenshire.gov.uk)

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Ffon Symudol/Mobile 07919592766

[www.carmarthenshire.gov.wales/biodiversity](http://www.carmarthenshire.gov.wales/biodiversity)

[www.sirgar.llyw.cymru/bioamrywiaeth](http://www.sirgar.llyw.cymru/bioamrywiaeth)



*Mae croeso i chi gysylltu gyda'r Cyngor trwy gyfrwng y Gymraeg neu'r Saesneg.*

*You are welcome to contact the council through the medium of Welsh or English*

***Mae bioamrywiaeth yn bwysig - ni allwn fyw hebdo!***

***Biodiversity matters - we can't live without it!***

**To the Chairman and Members of the Council:**

Date of meeting 25 November, 2020.

Dear Councillor,

**TIR EINON PLAY AREA, SELECTION OF REPLACEMENT AND ADDITIONAL PLAY EQUIPMENT**

**1. PURPOSE OF REPORT**

- 1.1 To advise members of the results of the online public consultation for selecting replacement and additional equipment at Tir Einon play area.
- 1.2 To select the preferred supplier.

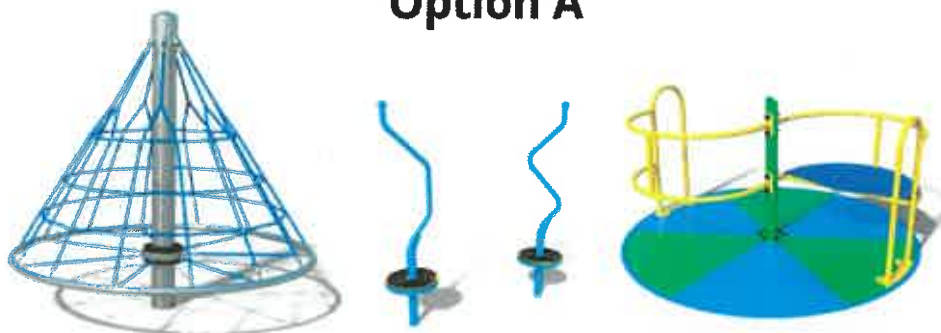
**2. BACKGROUND**

- 2.1 The five armed rotating swing, known as a 'Titan Carousel' located at Tir Einon play area has been the focus of several reported accidents and insurance claims for personal injury against the council. To reduce the risk three swing units have been removed to limit the opportunity for people to accelerate the carousel to excessive speed, whereby riders can fall off. The carousel complied with BS Standards. The remaining swing seats have also been the focus of abuse where the practice of altering the seat positions by twisting the chains has caused incidents.
- 2.2 The community has complained about the safety of the carousel and that the play factor of the equipment has been diluted. The range of equipment available for older children at Tir Einon has been criticised.
- 2.3 A budget of £20,000 was confirmed at the Special Council meeting held on 25 February, 2020 for the scheme (Minute No. 437 refers).

**3. PROPOSALS**

- 3.1 Three play area equipment providers were invited to propose schemes to replace the Titan Carousel and provide additional equipment. The schemes would consider; safety, ongoing maintenance, play/challenge factor, location and budget.
- 3.3 An online public consultation was undertaken to garner votes for the preferred range of equipment from the following proposals:

### Option A



### Option B



### Option C



## 5. COSTS

Option A:	Wicksteed	£19,976.53
Option B:	Dragon Play	£18,715.00
Option C:	HAGS	£19,998.00

## 6. CONSULTATION RESULTS

- 6.1 An online consultation was promoted via the council’s website and Social Media channels from 5 November to 16 November, 2020.
- 6.2 The consultation consisted of a page on the website that outlined the council’s plans to replace the Titan Carousel equipment, whilst also providing up to two additional new play items. The page included images of a selection of new play equipment and a hyperlink to a voting page where people could select their favoured scheme.
- 6.3 Voters had to record their email address when voting and encouraged to vote on one occasion only.
- 6.4 Fifty-seven individual votes were cast and registered as follows:

Option A – 14 votes  
 Option B – 13 votes  
 Option C – 30 votes

## 7. SUSTAINABILITY AND WELL-BEING CONSIDERATIONS

- 7.1 Replacement of the Titan Carousel and providing additional play equipment at Tir Einon Play Area will meet the following aims, core values and well-being goals.

Strategic Aim	Core Value	National Well-Being Goal						
		1	2	3	4	5	6	7
Community Development	CD1 CD4 CD8 CD10		✓	✓	✓	✓	✓	✓
Serving the Public	STP1 STP2 STP5 STP6	✓	✓		✓	✓	✓	✓
Acting as a Local Voice	LV1 LV2 LV4			✓	✓	✓	✓	✓
Quality of Life								
(1) Environment	QL1	✓	✓	✓		✓		✓
(2) Social Inclusion								
Safe and Healthy Places	QL5			✓	✓	✓		
Sports, Leisure and Cultural Activities	SLC1 SLC2			✓	✓		✓	
The Local Economy								
Local Democracy	LD1 LD3				✓	✓		✓
Partnership Working								
Communication	C1 C3 C5	✓			✓	✓	✓	✓
Health and Safety	HS1 HS2 HS3 HS5	✓		✓	✓	✓		✓
Resources	R1 R2 R3	✓	✓					✓
Management and Control	MC3 MC4 MC5	✓			✓			✓

## 8. PUBLIC INVOLVEMENT

- 8.1 Members of the public had involvement opportunities in participating in the online consultation process.

**9. COLLABORATION OPPORTUNITIES**

9.1 There are no collaboration opportunities.

**10. PREVENTATIVE MEASURES/CONSIDERATIONS**

10.1 Replacing the Titan Carousel will reduce exposure to risk for play area users and the council.

10.2 Providing new equipment will improve the play offering at the facility.

**11. RECOMMENDATION**

11.1 It is recommended that members consider selecting the range of equipment most favoured in the online consultation. Option C, provided by HAGS in the sum of £19,998.

I look forward to receiving Members' views and observations at the meeting.

Yours sincerely,

**TECHNICAL AND BURIAL SERVICES MANAGER**

17 November 2020



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**Subject:** FW: Lottery Funding Request for support quote

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**Subject:** Lottery Funding Request for support quote

Hello

Hope all is well?

CYCA have applied for a Lottery bid, we have just been informed that we have been allowed to proceed to the 2<sup>nd</sup> phase of the application. This is such exciting news for CYCA and our Centre of Excellence.

We are in the process of writing our bid, an incredible amount of detail is required to do this. We need to evidence the work that we do in the community with yourselves in order to prove we are connecting and making a difference. I am writing to you for your help and support towards sending us quotes to support us. Things to consider:

- The links you have with CYCA,
- How long you have known/worked in conjunction with us
- Any services you have accessed from CYCA
- How is CYCA different from other services you access
- Will you continue to connect with CYCA in the future
- Personal quotes of support

Please can you add your name and organisation to the quote please. We will be submitting the quotes received as an appendix to our bid.

We look forward to hearing from you. Many thanks in advance.

---

Diolch

Community Connector Manager / Specialist Training Coordinator



Putting families first  
Rhoi teuluoedd yn gyntaf

The Palms  
96 Queen Victoria Road  
Llanelli, Carmarthenshire  
SA15 2TH  
Tel/Fax: 01554 776178  
Email: support@cycaonline.org

ITEM No. 14(1)  
Y Palms  
96 Frenhines Victoria Road  
Llanelli  
Sir Gaerfyrddin  
Ffôn /Ffacs: 01554 776178  
Epost: support@cycaonline.org

[www.cycaonline.org](http://www.cycaonline.org)

@cycawales @CYCAllanelli

Chief Executive Officer/ Prif Weithredwr: Mrs. Tracy Pike, M.B.E  
Registered Charity Number / Rhif Elusen: 512720

13<sup>th</sup> March 2020

Mr. M. Galbraith – Clerk to the Council  
Llanelli Rural Council  
Vauxhall Buildings  
Vauxhall  
Llanelli  
SA15 3BD

LLANELLI RURAL COMMUNITY COUNCIL	
DATE	16 MAR 2020
FILE REF.	
PASSED TO	Fzclp

Dear Sirs,

**Re: Crowd Funding Project**

I wanted to let you know CYCA have started a crowdfunding project for which we are aiming to raise £1,000.00.

If we don't make the £1,000.00 we don't go further, however if we reach a £1000.00 then we can access so much more. Are you or any of your contacts able to donate please no matter how small, we are only up to £545.00 at the moment so we are really hoping for local support!

If you could donate using the link below to access our project page. Any contribution large or small will be hugely appreciated. Thank you.

Connecting resilient community through compassion:  
<https://www.avivacommunityfund.co.uk/connecting-resilient-communities>

Creating Compassion CYCA

Many thanks and kind regards,  
Yours sincerely,

Mrs. Tracy Pike, MBE  
Chief Executive Officer

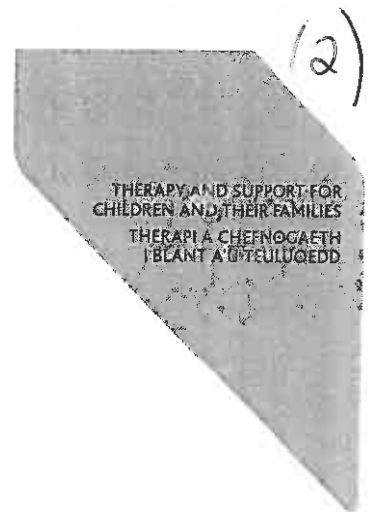




16<sup>th</sup> October 2020

Mr Mark Galbraith  
Llanelli Rural Council  
Vauxhall Buildings  
Vauxhall  
Llanelli  
Carmarthenshire  
SA15 3BD

LLANELLI RURAL COMMUNITY COUNCIL	
DATE	22 OCT 2020
FILE REF.	
PASSED TO	ACG/F&GP



Dear Mr Galbraith

I do hope this letter finds you and all your members well.

As you may be aware, Cerebral Palsy Cymru (formerly Bobath Children's Therapy Centre Wales) is a registered charity providing specialist therapy and support to children and families across Wales living with cerebral palsy.

As a result of the COVID-19 pandemic, and as a small charity which usually relies on fundraising and profits from our charity shops for approximately 80% of our income, we have suffered shattering losses. We are predicting a 44% loss in funding this financial year, and despite already making severe cuts, including making 1/5 of our team redundant, currently we are still facing a deficit again next year.

However, just as our founder parents fought 28 years ago to establish a specialist centre for children with cerebral palsy in Wales, we are now fighting to keep that centre here for the future.

Children who have cerebral palsy are extremely vulnerable, and families who have a child living with cerebral palsy are already socially and economically disadvantaged. In 'normal' circumstances they are one of the communities most in need. During lockdown, and right now, their needs are greater than ever.

Within days of the lockdown, we had re-invented our very 'hands on' and face to face, specialist therapy service to a virtual one via video call. Since the 23rd March we have provided 218 therapy interventions and family support sessions; virtually, over the phone and more recently face to face, helping 88 children and their families. For families, particularly those who have given birth during lockdown and whose babies are at high risk, this help has been a lifeline. A mum of a two week old baby said



"Last week helped us so much, we don't feel so alone now so thank you from the bottom of our hearts."

We know we can make a significant difference in a child's life; improving their future outcomes and enabling them to be as independent as possible.

Thankfully, we have been successful in securing crisis grant funding from various sources including the Wales Council for Voluntary Action, the Community Foundation for Wales and the National Lottery Community Fund. We have also had a heart-warming response to our virtual fundraising appeals including the 2.6 Challenge in April, on the Sunday when the London Marathon should have taken place. Additionally, the furlough scheme has been a lifeline for us.

However, as the threat of Covid-19 has not gone away, we are still facing serious financial challenges - which simply means that we will not be able to support all the families that need our help.

**Today, we have more than 600 children and families from across Wales on our caseload.** This is why we are asking for your support. We will be extremely grateful if you can help us by providing a vital grant at this very challenging time. If you can help, you will enable us to continue to help children like Clara, whose story you can read on the accompanying page to this letter.

To view our annual review, please visit [www.cerebralpalsycymru.org/annual-reports](http://www.cerebralpalsycymru.org/annual-reports). If you have any additional queries please do not hesitate to contact me on 02920 522600 or via email at [fundraising@cerebralpalsycymru.org](mailto:fundraising@cerebralpalsycymru.org)

Thank you in advance for your consideration and I hope you and your family stay safe and well.

Best Wishes

**Rachel Morgan**  
**Head of Income Generation**

(3)

LLANELLI RURAL COMMUNITY COUNCIL	
DATE	13 JUL 2020
FILE REF.	
PASSED TO	ACK   F&GP
	ACK ✓

**Carol Lloyd**

**From:** James Donnelly  
**Sent:** 11 July 2020 16:48  
**To:** enquiries  
**Subject:** Crown Park Suburbs

Hi my name is James Donnelly and I am the new first team manager for Crown Park Suburbs. I am writing to enquire if we can count on your continued support in sponsoring 2 new kits for the club in the upcoming season.

It is a very big season for the club as we are celebrating our 100th year anniversary and that is a very good achievement for the club.

I look forward to hearing from you.

Thank you

James Donnelly  
 1st Team Manager  
 Crown Park Suburbs  
 Crown Park  
 Seaside  
 Llanelli



(4)

**Cruse Bereavement Care**

West Wales Area  
Carmarthenshire Branch



LLANELLI RURAL COMMUNITY COUNCIL	
DATE	26 FEB 2020
FILE REF.	
PASSED TO	ACK/F&GP

28 February 2020

Mr Mark Galbraith  
Llanelli Rural Community Council  
Vauxhall Buildings  
Vauxhall  
LLANELLI  
Carmarthenshire SA15 3BD

PO Box 34  
Haverfordwest  
SA61 1YS

www.cruse.org.uk  
e-mail: westwales@cruse.org.uk

Referral Tel: 0800 288 4700  
Admin Tel: 07979 711092

Dear Mr Galbraith

**Carmarthenshire Cruse - The Bereavement Support Charity**

I am writing to ask once again for your Council's support for the work of our volunteers with bereaved individuals and families in your area.

The death of a loved one can have many devastating effects on people; we aim to help the bereaved understand their grief and cope with their loss. We receive requests from GPs and other statutory agencies, and from schools for help from our children's trained volunteers. We work hard to address this serious need.

Cruse does not charge for its bereavement support - we want people to be able to contact us without worrying whether they can afford it. But it is vital that we raise funds if we are to continue to train volunteer support workers, to give free support and to enable us to provide support in the community.

Although we are part of a registered national charity, we must raise all our funds locally for our work in Carmarthenshire. Our volunteers give their time willingly, but we need funding to help us meet the costs of training our bereavement support volunteers, and reimbursing their travelling expenses to meet clients in the community in such a rural county.

We ask if you can help us meet our bills for 2020/2021, and we thank you in advance for any such support you can give. I enclose a locally produced leaflet about our work for your information, and our latest Balance Sheet.

If you are able to help, cheques may be made payable to "Cruse" and sent to me at the above address, or by bank transfer to Barclays Bank 20-06-13, account number 90028320, Cruse Bereavement Care.

Thank you.

Yours sincerely

Janet Knott  
Chair - Carmarthenshire Cruse

encs

15)

**Dawn Jones**

---

**Subject:** FW: Llanelli Centre for the Deaf

**From:** youth deaf [mailto:youthllanellideafcentre@gmail.com]  
**Sent:** 04 June 2020 15:27  
**To:** Dawn Jones <Dawn.Jones@llanelli-rural.gov.uk>  
**Subject:** Llanelli Centre for the Deaf

Afternoon

Hope you are keeping safe.

I am writing on behalf of the above charity to seek support to fund our annual insurance bill.

As you know during this time we have been unable to carry out any fund raising activities such as our Easter Bingo, Children's Easter Bonnet and Egg hunt, afternoon tea, and it is looking likely that we will not be able to hold our annual BBQ.

As you can imagine our usual bills have continued to be paid from our reserves.

Therefore any support the Council can provide to cover our £1000 insurance cost due in August would be welcomed.

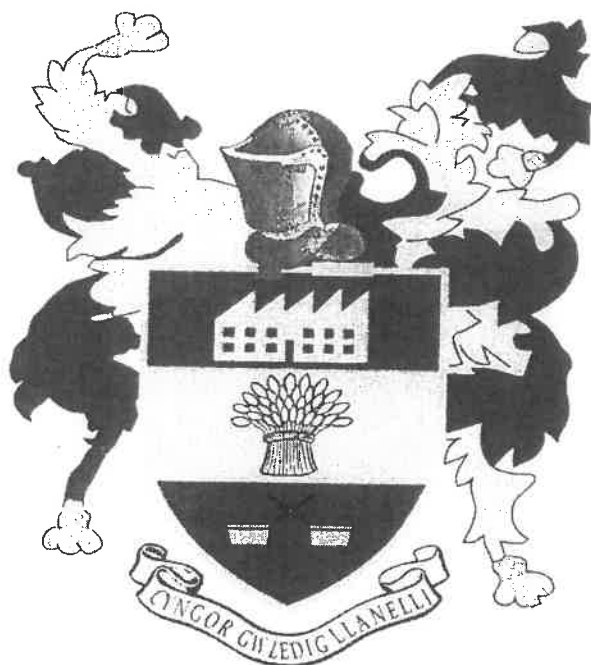
kind Regards

Aldyth King

Fund Raising Sub Committee / Trustee

LLANELLI RURAL COMMUNITY COUNCIL	
DATE	- 5 JUN 2020
FILE REF.	
PASSED TO	
Ack	fer

# LLANELLI RURAL COUNCIL



# MINUTES

**LLANELLI RURAL COUNCIL**

**MINUTES**

*28 October, 2020*

**ANNUAL MEETING**

-

*Page Nos: 1 - 6*

.....

*28 October, 2020*

**COUNCIL**

-

*Page Nos: 7 - 25*

.....

***Mark Galbraith***  
***Clerk to the Council***

***Vauxhall Buildings***  
***Llanelli***

**28 October, 2020**

**LLANELLI RURAL COUNCIL**

**Minute Nos: 1 – 6**

At the **ANNUAL MEETING** of the Llanelli Rural Council hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 28 October, 2020, at 2.00 p.m.

**Present:** Cllr. S. L. Davies (Chairman)

**Cllrs.**

S. M. Caiach	H. J. Evans
M. V. Davies	S. N. Lewis
T. Devichand	A. G. Morgan
S. M. Donoghue	J. S. Phillips
T. M. Donoghue	J. S. Randall
P. M. Edwards	A. J. Rogers
W. V. Thomas	

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. F. Akhtar, J. P. Hart, T. J. Jones, C. A. Rees and I. G. Wooldridge.

**2. MEMBERS' DECLARATIONS OF INTEREST**

No declarations of interest were made.

**3. ELECTION OF CHAIRMAN**

Further to Minute No. 502 (30 September, 2020), it was

**RESOLVED** that Cllr. S. L. Davies shall remain in office until the annual meeting to be held in May 2021.

**FURTHER RESOLVED** that the Chairman (elect) nomination confirmed by the Council on 14 January, 2020 (Minute No. 357 refers) shall be held in abeyance until the annual meeting in May 2021.

**4. ELECTION OF VICE-CHAIRMAN**

Further to Minute No. 502 (30 September, 2020), it was



**28 October, 2020**

**RESOLVED** that Cllr. T. Devichand shall remain in office until the annual meeting to be held in May 2021.

**FURTHER RESOLVED** that the Vice-Chairman (elect) nomination confirmed by the Council on 14 January, 2020 (Minute No. 357 refers) shall be held in abeyance until the annual meeting in May 2021.

**5. APPOINTMENT OF STANDING COMMITTEES**

**RESOLVED** that in accordance with Minute No. 502 (30 September, 2020), membership of the council's standing committees, including the election of chairman and vice chairman to each of the committees be reaffirmed as follows:

Committee:

Members:

Finance and General Purposes:

F. Akhtar	Pemberton
S. M. Caiach	Hengoed
S. L. Davies	Dafen
T. Devichand	Leader of Council
S. M. Donoghue	Bynea
S. N. Lewis	Dafen (Vice Chairman)
Vacancy	Pemberton
J. S. Phillips	Hengoed
J. S. Randall	Swiss Valley
C. A. Rees	Glyn
W. V. Thomas	Felinfoel (Chairman)

Recreation and Welfare:

M. V. Davies	Hengoed
S. L. Davies	Chairman of Council
T. Devichand	Dafen
T. M. Donoghue	Bynea
P. M. Edwards	Hengoed (Chairman)
J. P. Hart	Pemberton
T. J. Jones	Glyn
S. N. Lewis	Dafen (Vice Chairman)
A. G. Morgan	Swiss Valley
Vacancy	Pemberton
W. V. Thomas	Felinfoel
I. G. Wooldridge	Bynea

28 October, 2020

Committee:

Planning and Liaison:

Members:

F. Ahktar	Pemberton
S. M. Caiach	Hengoed
M. V. Davies	Hengoed
S. L. Davies	Chairman of Council
T. Devichand	Dafen
T. M. Donoghue	Bynea
H. J. Evans	Felinfoel (Chairman)
T. J. Jones	Glyn
Vacancy	Pemberton
J. S. Randall	Swiss Valley
A. J. Rogers	Dafen (Vice Chairman)

Policy and Resources:

S. L. Davies	Dafen
T. Devichand	Leader of Council
S. M. Donoghue	Bynea (Chairman)
P. M. Edwards	Hengoed
H. J. Evans	Felinfoel (Vice Chairman)
J. P. Hart	Pemberton
A. G. Morgan	Swiss Valley
J. S. Phillips	Hengoed
C. A. Rees	Glyn
A. J. Rogers	Dafen
Vacancy	Pemberton
I. G. Wooldridge	Bynea

Civic and Ceremonial:

S. M. Caiach	(Chairman)
M. V. Davies	
S. L. Davies	Chairman of Council
T. Devichand	Leader of Council
S. M. Donoghue	
H. J. Evans	(Vice Chairman)
T. J. Jones	
S. N. Lewis	
C. A. Rees	

Community Development Grants Panel:

S. L. Davies	Chairman of Council
T. Devichand	Leader of Council
T. M. Donoghue	Bynea
P. M. Edwards	Hengoed
J. P. Hart	Pemberton (Chairman)
T. J. Jones	Glyn
A. G. Morgan	Swiss Valley
A. J. Rogers	Dafen (Vice Chairman)
W. V. Thomas	Felinfoel

**28 October, 2020**

Committee:

Members:

Learning and Development Consultative Committee:

S. L. Davies	Chairman of Council
T. Devichand	Leader of Council
S. M. Donoghue	(Vice Chairman)
H. J. Evans	
S. N. Lewis	
J. S. Phillips	
A. J. Rogers	(Chairman)

In accordance with Standing Order No. 39, Members serving on any of the Council's Committees are given discretionary powers to appoint a deputy to attend in their stead, except for the Civic and Ceremonial Committee.

#### **6. REPRESENTATIVES ON OUTSIDE BODIES AND ORGANISATIONS**

**RESOLVED** that in accordance with Minute No. 502 (30 September, 2020), the council's representatives serving on outside bodies and organisations be reaffirmed as follows but subject to Cllr. T. Devichand being nominated to fill the vacancy on the Llanelli Committee for the Disabled and Cllr. J. S. Phillips being nominated to fill the vacancy on the Llanelli Joint Burial Advisory Committee:

Members:

Carmarthenshire Tourism Association	P. M. Edwards
CETMA/Llanellitown.com	H. J. Evans
Friends of Llanelli Museum	S. M. Donoghue

Governing Bodies:

Primary Schools:

Bryn	S. M. Donoghue
Brynsierfel	J. P. Hart
Bynea	T. M. Donoghue
Dafen	H. J. Evans
Five Roads	C. A. Rees
Furnace	S. M. Caiach
Halfway	S. N. Lewis
Ponthenri	Federation
Pontyates	T. J. Jones
Pwll	J. S. Phillips
St. Mary's Catholic	A. J. Rogers
Swiss Valley	M. V. Davies
Ysgol Brynteg	J. P. Hart
Ysgol y Felin	H. J. Evans

**28 October, 2020**

Members:

Heart of Wales Line Forum	T. M. Donoghue
Links	S. M. Donoghue
Llanelli and District Civic Society	S. M. Donoghue
Llanelli and District Flood Forum	S. M. Caiach I. G. Wooldridge
Llanelli and District Shopmobility	W. V. Thomas
Llanelli and District Talking Newspaper Association	S. N. Lewis A. J. Rogers
Llanelli and District Twinning Association	A. J. Rogers
Llanelli Area Town and Community Councils	Chairman of Council Leader of Council Clerk
Llanelli Chamber of Trade and Commerce	H. J. Evans
Llanelli Committee for the Disabled	T. Devichand
Llanelli Fair Trade Group	S. M. Caiach
Llanelli Guide Dogs for the Blind	T. M. Donoghue
Llanelli Joint Burial Advisory Committee	T. Devichand S. M. Donoghue P. M. Edwards H. J. Evans J. S. Phillips
Llanelli Railway Strike Riots 1911 Committee	S. M. Donoghue W. V. Thomas
National Association of Councillors – Welsh Region	T. Devichand

**28 October, 2020**

Members:

Ty Bryngwyn Hospice  
Fundraising Committee

A. G. Morgan  
J. S. Phillips  
A. J. Rogers

.....

The Meeting concluded at 2.11 p.m.

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28 October, 2020

**LLANELLI RURAL COUNCIL**

**Minute Nos: 7 – 27**

At a **COUNCIL** Meeting of the Llanelli Rural Council hosted at the Council Chamber, Vauxhall Buildings, Vauxhall, Llanelli, and via remote attendance on Wednesday, 28 October, 2020, at 2.12 p.m.

**Present:** Cllr. S. L. Davies (Chairman)

**Cllrs.**

S. M. Caiach	H. J. Evans
M. V. Davies	S. N. Lewis
T. Devichand	A. G. Morgan
S. M. Donoghue	J. S. Phillips
T. M. Donoghue	J. S. Randall
P. M. Edwards	A. J. Rogers
W. V. Thomas	

**7. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs. F. Akhtar, J. P. Hart, T. J. Jones, C. A. Rees and I. G. Wooldridge.

**8. MEMBERS' DECLARATIONS OF INTEREST**

The following members declared an interest in the following matters:

<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
25 (1)	S. M. Caiach	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.
25(1)	M. V. Davies	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.
25(1)	P. M. Edwards	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.
25(1)	J. S. Phillips	Personal interest – member of the Sandy and Stradey Community Hall Management Committee.

28 October, 2020

<i>Minute No.</i>	<i>Councillor</i>	<i>Interest</i>
12(1)	S. L. Davies	Personal interest – personal involvement in the project in her capacity as a county councillor.
13(2)	S. L. Davies	Personal interest – personal involvement in the project in her capacity as a county councillor.
18	S. L. Davies	Personal interest – member of Llwynhendy and Pemberton Forum which also operated a food bank service.
26(2)(ii) & (iv)	S. L. Davies	Personal and prejudicial interest – member of the Dafen Forum and Llwynhendy and Pemberton Forum.
27	S. L. Davies	Personal and prejudicial interest – member of the Dafen Welfare Management Committee.
12(2) (PL/00647)	T. Devichand	Personal interest – she knew the applicant being she was the owner of a neighbouring dwelling.
26(2)(ii) & (iv)	T. Devichand	Personal and prejudicial interest – member of the Dafen Forum and Llwynhendy and Pemberton Forum.
27	T. Devichand	Personal and prejudicial interest – member of the Dafen Welfare Management Committee.
26(2)(iii)	H. J. Evans	Personal interest – member of Felinfoel Executive Committee.
26(2)(ii)	S. N. Lewis	Personal and prejudicial interest - member of the Dafen Forum.
27	S. N. Lewis	Personal and prejudicial interest – member of Dafen Welfare Management Committee.
26(2)(ii)	A. J. Rogers	Personal and prejudicial interest – member of the Dafen Forum.
27	A. J. Rogers	Personal and prejudicial interest - member of the Dafen Welfare Management Committee.

## 9. MEETING HOST

To assist the Chairman in facilitating the general meeting arrangements and because the Chairman was participating remotely, it was

**RESOLVED** that Cllr. H. J. Evans be appointed as a meeting host at Vauxhall Buildings to help alert the Chairman as to when members wished to speak.

## 10. CONFIRMATION OF MINUTES

**RESOLVED** that the following minutes (copies of which had been previously circulated to members) be confirmed and signed as a true record of proceedings:

28 October, 2020

**11. CASUAL VACANCY IN OFFICE OF COUNCILLOR**

The Clerk reported the resignation of Cllr. E. Simmons (Pemberton Ward) and that a casual vacancy now existed on the council. The Clerk informed members that the Electoral Services Officer at Carmarthenshire County Council would be notified so that the relevant public notice advertising the vacancy, could be prepared and published. It was hoped that in the event of a request to fill the vacancy via an election, that this would be combined with the other earlier declared vacancy in the Pemberton Ward so that only a single by-election took place to fill both casual vacancies. If this proved to be the case and going off previous information received from the Electoral Services Officer, the election would be held in early March 2021.

**RESOLVED** that the information be noted.

**12. PLANNING MATTERS  
(1) PROPOSED 20 RESIDENTIAL DWELLINGS ON LAND OFF  
CAEGAR, LLWYNHENDY, LLANELLI**

*Cllr. S. L. Davies declared a personal interest in the following matter as she was personally involved in the project in her capacity as a county councillor.*

Members received correspondence from Evans Banks Planning Limited who had been instructed by TAD Builders and Pobl Group to undertake a Pre-Application Consultation process in respect of the above development.

The site area of the proposed development exceeded one hectare, and therefore constituted a major development, whereby the Welsh Government pre-application consultation procedures (PAC) apply (The Town and Country Planning (Development Management Procedure) (Wales) (Amendment) Order 2016 (the Order).

Following a lengthy discussion, members raised concerns that the Bynea ward was being over developed with a lack of community facilities in the area, not only this, there were highway safety concerns in accessing the site and moreover there were empty council houses not being occupied by residents in the locality. Comment was also made that if the development did receive future planning permission then the council would be looking to secure a section 106 agreement for the Bynea ward to improve community facilities, and it was

**RESOLVED** that members' views and observations be forwarded to the planning agents stating that the council was pre-disposed to object to the application should a formal planning application be submitted.

*Cllr. S. M. Caiach left the meeting due to technical difficulties associated with participating remotely.*

28 October, 2020

**(2) PLANNING APPLICATIONS  
TOWN AND COUNTRY  
GENERAL DEVELOPMENT PROCEDURE ORDER 1995**

Consideration having been given to planning applications received, it was

**RESOLVED** as follows:-

---

<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00482</b>	Mr R Bowen 82 Maes Delfryn Llanelli	Proposed alteration of approved dwelling to include rear conservatory extension.

Recommendation – no objection.

<b>PL/00516</b>	Mr and Mrs D & L Daniel Ystad Aur Heol Carway Carway	Formation of a vehicular access.
-----------------	--	----------------------------------

Recommendation – no objection provided:

1. There was no detrimental impact on highway safety.
2. The new access being deemed essential to serve agricultural need.

<b>PL/00533</b>	Housing Services Carmarthenshire County Council 11 Trallwm Road Llanelli	Off street parking.
-----------------	--	---------------------

Recommendation – no objection.

<b>PL/00557</b>	Mr R Leaf 100 Denham Avenue Llanelli	The demolition of an existing garage and the construction of a new garden room.
-----------------	--	---

Recommendation – no objection.

28 October, 2020

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00588</b>	Mr A Clews Clews Homes Land at the former NRW National Laboratory Service Pen Y Fai Lane Furnace	Reserved matters application for 15 no. dwellings and associated discharge of conditions 4, 5, 6, 7, 8, 9, 10, 11 and 12 pursuant to outline permission (Ref. S/36817).

Recommendation – objection on the following grounds:

1. It was likely the development would have a detrimental impact on highway safety along the length of Pen-Y-Fai Lane given the narrow width of the lane and with it being unsuitable to accommodate an increase in traffic.

2. The lane was unsuitable to carry out highway improvements to alter its width or to improve visibility at its two junction points running north to south.

3. Although the development site was not located on a local flood plain the land and surrounding area suffered from localised flood water running off nearby fields. The construction of homes would exacerbate the situation during periods of heavy rainfall.

<b>PL/00599</b>	Mr A Frost 27 Llandafen Road Llanelli	Demolition of existing rear extension and outbuildings and construction of proposed single storey rear extension.
-----------------	---	---

Recommendation – no objection.

<b>PL/00603</b>	Mr J Bryant Pen y Cwm Trimsaran Road Llanelli	Two storey rear extension.
-----------------	--	----------------------------

Recommendation – no objection.

<b>PL/00645</b>	Mr J Morgan 43 Glascoed Pwll	Provide tarmac finish to existing gravelled off street parking area. Works for the benefit of a disabled person.
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Recommendation – no objection.

*Cllr. T. Devichand declared a personal interest in the following matter as she knew the applicant being she was the owner of a neighbouring dwelling.*

<b>PL/00647</b>	Mr D & Mr B Davies Land part of 35 Bryn Siriol Llanelli	Detached dwelling house.
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Recommendation – no objection provided:

**28 October, 2020**

1. There was no detrimental impact on highway safety.
2. There was no detrimental impact on the amenity and privacy of the neighbouring dwelling.
3. The recommendations set out in the accompanying coal mining risk assessment report being adhered to in full.

**(3) PLANNING APPLICATIONS DETERMINED UNDER THE CLERK'S DELEGATED POWERS**

Members were informed that the Clerk had dealt with the following planning applications under the scheme of delegated powers and which had been determined following council wide consultation with members.

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
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**The following applications had been determined under the Clerk's delegated powers from 1 October, 2020 to 13 October, 2020.**

<b>PL/00151</b> (13/10/2020)	Mr C Evans Land North of Soar Chapel Llwynhendy	Outline planning permission for housing development consisting of four plots.
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Recommendation – objection. The council was concerned over the access/egress arrangements to the application site along Heol Y Graig and the general unsuitability of the roadway with it being considered detrimental to highway safety.

<b>PL/00192</b>	T Richard Jones (Betws) Ltd Pennant Quarry Herberdeg Road Pontyates Llanelli	Discharge of Condition 40 on S/38652 (Variation of Conditions 1 and 8 on S/19824 (Request extension of time allowed for the extraction of minerals)) Site Location Plan; RAMs Five Roads; Spray Record TRJ Five Roads; Spray Record TRJ Office; Spray Record TRJ Pontarddulais Quarry.
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Recommendation – no objection.

<b>PL/00401</b>	Mrs R Ray 171 Stryd Bennett Llanelli	Rear single storey extension.
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Recommendation – objection on the grounds that the property was located in a flood C2 zone which had no significant flood defence infrastructure.



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Application No.	Location	Development
<b>PL/00406</b>	Mr A Lewis 21 Penllwynrhodyn Road Llwynhendy	Proposed detached Pilates studio to the rear of the property.
Recommendation – objection on the following grounds:		
<ol style="list-style-type: none"><li>1. The retention of sufficient amenity space for the general enjoyment of the dwelling was likely to be compromised.</li><li>2. There were concerns the development would have a detrimental impact on the residential amenity of neighbouring dwellings.</li><li>3. The on-site car parking provision incorporated into the plans to service the business proposal was considered insufficient and was likely to have a detrimental impact on highway safety and would encourage patrons to park vehicles along the main road.</li><li>4. Despite the inclusion of a vehicle turning area in the set of plans the linear parking arrangement along the side of the property was likely to prevent all of the vehicles to egress the property in forward gear, this was particularly the case for the vehicle space situated furthest from the main entrance. Moreover, if a patron parked a vehicle in this particular parking space but needed to leave the property before the patrons occupying the other car parking spaces needed to leave then the person would be prevented from leaving the site unless the other patrons were able to move their cars to prevent the vehicle from being blocked in. This was likely to lead to additional traffic movements along the drive and along the main road which was considered detrimental to highway safety.</li></ol>		
<b>PL/00426</b>	Mr & Mrs B Ford 129 Sandy Road Llanelli	Demolition of existing ground floor rear extension and side conservatory, enlarging width of rear extension to be capped with a flat roof, enlarging footprint of side conservatory to square off with enlarged rear extension and addition of first floor extension with flat roof over and creating an additional attic bedroom.
Recommendation – objection. The property was located in a flood C2 zone which had no significant flood defence infrastructure.		
<b>PL/00434</b>	Mr E Owen 109 Denham Avenue Llanelli	Demolition of existing garage and proposed two storey side extension.
Recommendation – no objection.		
<b>PL/00436</b>	Mr C Short Cedar Roofs Pleasant View Llanelli	Dormer extension (and two storey extension – permitted development).

Recommendation – no objection.

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00445</b>	Mr D Borrelli Land between 16 and 18 Glyn Y Swisdir Llanelli	Reserved matters to outline permission S/37500 (Detached dwelling house).
Recommendation – no objection		
<b>PL/00449</b>	Mr E Bartlett 51 Parc Brynmawr Llanelli	Rear single storey flat roof extension.
Recommendation – no objection.		
<b>PL/00460</b>	Beer Park Ltd Unit 11 Dafen Trade Park Dafen Road Llanelli	Change of use of office unit (Class B1) to retail unit (Class A1).
Recommendation – no objection.		
<b>PL/00500</b>	Mr O Kaufnam Plot 16 Parc Pemberton Retail Park Llanelli	Discharge of Conditions 8 (Traffic Management Plan), 11 (Coal mining) and 12 (site investigation) of S/39243.
Recommendation – no objection.		
<b>PL/00507</b>	Mr G Owen 96 Havard Road Llanelli	Construction of garden room.
Recommendation – no objection.		
<b>PL/00536</b>	Mr G Ludwig 44 Pant Bryn Isaf Llanelli	Single storey garage conversion (retrospective).
Recommendation – no objection.		
<b>PL/00554</b>	Mr & Mrs Lowe 101 Denham Avenue Llanelli	Proposed single storey rear extension.

Recommendation – no objection.

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<b>Application No.</b>	<b>Location</b>	<b>Development</b>
<b>PL/00573</b>	Parker Plant Hire Ltd Halfway Garage Glyncoed Terrace Llanelli	Discharge Conditions 7 and 8 (Risk assessment for contaminants and site investigation report) on S/39748 (Change of use of former garage and part land to provide ancillary space for adjoining plant hire business).

Recommendation – no objection provided the risk assessment recommendations were complied with.

<b>S/40756</b>	The Playking Former CEM Day Ltd Sandy Road	Change of use to class D2/A3.
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Recommendation – objection on the following grounds:

The council first responded to the proposed change of use following the initial pre-application stage of the planning process back in October 2019 on the grounds that members were pre-disposed to object to the change of use. Regrettably this remained the case despite the fact the council's initial pre-application response also stated the council had no objection to the site being redeveloped, provided that serious weighting was afforded to the likely detrimental impact on the increase in traffic volume and associated movements the change of use would attract, especially when compounded by the large scale housing development proposals that have now commenced in Burry Port at the Gwdig site. The cumulative impact of the change of use when combined with the new housing development in Burry Port was considered detrimental to highway safety and would further compound traffic congestion in the vicinity and to the west of Llanelli Town. The council had hoped that during the secondary pre-application consultation, the highway safety concerns set out in the council's first pre-application response would have been addressed. However and despite the inclusion of a Transport Statement accompanying the second pre-application consultation process, the assertions contained in the statement were not accepted by the council. Moreover no mitigation had been put forward in the formal application submission to help allay the council's highway safety concerns.

The headline points associated with the council's objection were set out as follows:

1. The site was located on a C2 flood zone which had no significant flood defence infrastructure.
2. Sandy Road was one of the busiest highways in Carmarthenshire and the proposed change of use would increase the traffic volume along this road considerably. The change of use would likely have more of an impact after school hours and during the weekends and school holidays with a constant flow of traffic accessing and egressing the site during these times. This would add to the current bumper to bumper traffic congestion already experienced along Sandy Road on a daily basis. This would further pollute the air quality of the residential properties in an area already prone to poor air quality. The former Ford Car Dealership generated traffic but the traffic volume generated by the change of use would be far greater in the council's opinion. Access/egress to the site from the highway would potentially lead to more traffic build up/traffic chaos as vehicles attempted to leave the site crossing traffic heading west to Burry Port particularly when patrons attempted to head in an easterly direction towards the main town of Llanelli. This was compounded by the junction access to the site as this was situated 50 metres west of the Millennium Coastal Park roundabout. The change of use would generate a constant flow of traffic as well as considerable contra-flow traffic during the times of operation.
3. The proposal did not cater for sufficient car parking provision for the likely increased car volume or for catering supply vehicles servicing the site as well as other ancillary support services. It was

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- highly likely that patrons would attempt to park in locations alongside the entrance to Coleg Sir Gar, including the bus bay at the front of the college grounds and along the road to the east of the site next to the Stradey Patio Centre. This would create safety and obstruction issues. The current Playking premises in Dafen Industrial estate had an overflow car park to the west of the premises in addition to the main parking area located outside the industrial unit. The overflow car park in Dafen was larger than the proposed overflow car park set out in the plans for Sandy Road. The overflow car park in Dafen was often used at weekends and was quite full given the popular nature of the attraction. It was reasonable to assume this would be replicated at the proposed site on Sandy Road. It was the council's view that the overflow parking would not be sufficient to accommodate the increased visitor numbers to the premises given the extent of the new and additional facilities on offer. The increased visitor numbers was elaborated upon below.
4. An analysis of the proposed business plan during the second pre-application consultation revealed the play centre would cater for Llanelli residents as well as for people living further afield and an aim was to create a destination for the many tourists which visit the area. The old showroom part of the new premises would become a large Costa Coffee shop which would be free to enter. There would be an American Bowling & Pool bar which would be fully licensed to sell alcohol. There would be six full size bowling lanes with glow in the dark UV technology in the first part of the old workshop. This would be a huge attraction for the people of Llanelli and further afield as there was currently no bowling lanes in Llanelli. Behind the bowling lanes would be an arcade area accommodating the latest machines such as driving simulators, air hockey, kiddie rides and basketball games. The indoor play part of the facility would have its own entrance, this paid for part of the facility would have electronic turnstiles and scanners. Outside it was planned to have large play frames for children with slides and swings. There would also be a splash park which would be open on sunny days, the business plan extract went on to state this would be another first for Llanelli and the applicants believed this would be the key to being busy whatever the weather! There would also be two go-kart tracks, one for younger children and one for older children. There was a lot planned for this new facility which was different from the current delivery model in Dafen. The facility's offering in Dafen did not include outdoor pursuits. Moreover, the facilities and attractions proposed for Sandy would appeal to a much wider target audience especially adults because of the intended bowling alley and sale of alcohol offerings. This would have an impact on the number and type of visitors and so the facilities would inevitably drive up numbers; it was also reasonable to assume the opening times for the centre would correlate with the different types of facilities on offer and so the venue would be in constant use throughout the day - in all likelihood this would have a detrimental impact on the number of traffic movements, increasing the flow and volume of traffic during the intended hours of operation. This would add to the current traffic congestion along the A484 in both westerly and easterly directions throughout the day.
  5. The reuse of the existing building involved no extensions being added to the current footprint, the proposed physical development was limited to external areas only. This would include the children's play frames, splash park and go-Kart tracks. However, 76 car park spaces were to be provided on site (which comprised 69 standard car park bays and 7 disabled car park bays). The former compound to the west would be used as an overspill car parking area during peak/busy periods – it was assumed this would be predominately weekends during the school term. Despite the considerable number of proposed car parking spaces and given the experience of traffic congestion and vehicle parking issues at the current play centre site in Dafen, it was the council's view the car parking spaces were insufficient.
  6. The council strongly disagreed with the opinion asserted in the Transport Statement that there were no reasons, in highway and transportation terms, why the proposed change of use application should not receive consent. This was a particular point of challenge in light of local experience and the council vehemently contested this assertion. The council was very concerned about the number of access points to the site and there being no consideration in the plans to reconfigure the

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access/egress arrangements to help mitigate the impact of the change of use would have on traffic flow and general highway safety.

7. In terms of general traffic congestion in the vicinity, the proposed change of use would escalate the amount of traffic attracted to the site. It is a fact the area was already prone to high levels of daily traffic congestion and this attraction would compound the situation further still. The primary cause of the current congestion mainly stems from the Stradey Park development and the inadequate existing traffic control measures and road infrastructure. Sandy Road needed to be re-engineered to cater for the amount of traffic generated by current and planned development in the vicinity. This was unlikely to happen so the situation would only get worse based on current experience if this application was approved in its current form. Notwithstanding this it could be argued in any event that an additional roundabout would be needed to allow site traffic to exit the property in order to safely head east along the A484 towards Llanelli town centre as otherwise cars would be queueing at the exit junction for long periods while waiting for a break in the westerly traffic flow. If this was not addressed road traffic accidents were very likely to occur as motorists would lose patience waiting for a gap in the traffic in order to leave the site.
8. The final issue to flag up in regard to the application was the potential noise pollution associated with the go-Kart tracks. No information was provided on the type of energy/fuel that would be used to power the go-Karts.

### 13. TRAFFIC CALMING MEASURES (1) HEOL HEN, FIVE ROADS

Members received correspondence from the Engineering Design Assistant, Highways and Transport Division, Carmarthenshire County Council informing that following the recent publication of the proposed location for road humps on Heol Hen, local residents had raised a concern about drainage issues and the distance between the traffic calming measures. It was therefore proposed to relocate one of the road humps to a point approximately 70m closer towards the school in a south easterly direction. The relocation would alleviate residents' concerns. The road hump would be located outside properties known as Mon Reve and Heddfan, Heol Hen, Five Roads.

**RESOLVED** that the relocation of the road hump traffic calming measure be supported.

### (2) VARIOUS ROADS, LLWYNHENDY

*Cllr. S. L. Davies declared a personal interest in the following matter as she was involved in the Llwynhendy Safe Routes in the Community Scheme.*

Correspondence was received from Engineering Design Section, Carmarthenshire County Council informing of the Llwynhendy Safe Routes in the Community Scheme that was to be implemented in this financial year and where it was proposed to construct road humps on various streets in the Llwynhendy area.

The road humps were considered necessary in the interest of road safety to maintain low vehicle speed within residential areas, areas of walked routes to school and in the vicinity of proposed and existing uncontrolled pedestrian crossing points.

**RESOLVED** that the traffic calming measures as illustrated in the accompanying drawings (previously circulated) be supported.

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**14. INDEPENDENT REMUNERATION PANEL FOR WALES  
DRAFT ANNUAL REPORT 2021/22**

Members were circulated with the draft Annual Report 2021/22 received from the Chairman, Independent Remuneration Panel for Wales. In accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the Panel's draft annual report included proposals which would take effect for the financial year 2021.

Members' attention was drawn to section 13 of the report wherein it stated the payments to members of community and town councils. Members were informed that the Panel recognised the wide variation in responsibilities and accountabilities in the local council sector. The council was categorised as a 'Band A Council' given its income or expenditure exceeded £200,000. No material changes or uplift to the level of payments had been made to the various determinations set out in the draft report in comparison to this year's payments and members reaffirmed the payment to be made to the Leader of Council, Chairman and Vice Chairman of Council shall be retained at current limits.

During the discussion, members reiterated the point that the council was a larger local community council and they felt its current portfolio of services demonstrated sufficient evidence to recognise the role and responsibility of a councillor serving on the council was significantly more taxing in comparison to other larger local councils.

In view of such, the council should suggest to the Panel that consideration be given to modifying the remuneration framework by including a member allowance to attend formal council and standing committee meetings. It was felt this was a fairer mechanism for recognising the additional commitment made by all 21 of its elected members, extending the framework beyond the five senior roles set out under determination 41 of the draft report, and it was

**RESOLVED** that:

1. The draft Annual Report 2020/21 be noted for budgeting purposes and to await the publication of the final Annual Report expected to be published in February 2021.
2. The clerk corresponds with the Independent Remuneration Panel for Wales in regard to the council's suggestion to modify the remuneration framework.

**15. INTERNAL AUDIT REPORTS (INTERIM UPDATE) 2020/21**

Members considered the Internal Audit Reports (Interim Update) 2020/21 received from the Director, Auditing Solutions Ltd which concluded that the Council continued to have effective systems in place and consequently, there were no significant matters arising at present.

Members thanked the Deputy Clerk and staff for their collective contributions in regard to the council's general financial management arrangements, and it was

**RESOLVED** that the reports be noted.



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**16. FINANCIAL REPORTS**

**RESOLVED** that the committee reports for the Administration Department, Burial Services and Training Department to 30 September, 2020, be noted.

**17. SCHEDULES OF PAYMENTS**

Consideration was given to the schedules of payments for the Administration Department, Burial Services and Training Department for August and September 2020, (copies of which had been previously circulated) which revealed that the expenditure amounted to £97,301.07, £133,205.21; £1,834.99, £1,896.55; £99,693.80 and £114,655.44.

**RESOLVED** that the reports be noted.

**18. FINANCIAL ASSISTANCE**

*Cllr. S. L. Davies declared a personal interest in the following item being a member of the Llwynhendy and Pemberton Forum which also operated a food bank service.*

Consideration was given to an application received for financial assistance from the Food Distribution Project. The Food Distribution Project had indicated that it would like to give residents of the Llanelli Rural area that were struggling financially with Christmas this year, a Christmas food hamper.

Members felt they could not fully consider the merits of the request because it lacked sufficient information but were minded to support it in principle on the basis of further additional information being obtained from the applicant, and it was

**RESOLVED** that the Deputy Clerk corresponds with the applicant seeking the further information.

**19. HMS TRENCHANT**

Members received a letter dated 17 September, 2020, from the Commanding Officer HMS Trenchant and after a brief discussion, it was

**RESOLVED** that the letter be noted and moreover by way of reply, the council acknowledges and supports the decommissioning event ceremony planned for April 2021.

**20. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, 1960**

**RESOLVED** that in view of the confidential nature of the business to be transacted, the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings Act, 1960) be exercised.

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**21. TRALLWM PLAY AREA**

Further to Minute No. 317 (10 December, 2019 refers), members were informed three playground proposals had been put out to public consultation for the new play area which would be located at Dylan, near Trallwm playing fields in the Bynea ward.

Community consultation events had been held over the period January to March 2020, displaying the three designs. The contractors had been advised of the budget of £90,779 excluding VAT.

Carmarthenshire County Council would be responsible for engaging with the selected contractor as the play area was going to be installed as part of the new housing development scheme of works. Following the completion of the installation of the play equipment, the council's DLO team would then maintain and undertake inspections of the play area.

The Community Development Officer informed that of the three designs, the most popular design was provided by Sutcliffe Play Limited.

Following a review of the tenders received and having considered the range of equipment and floor plan area associated with each design, it was

**RESOLVED** that:

1. The tender received from Sutcliffe Play Limited, Waggon Lane, Upton, Pontefract, WF9 1JS in the sum of £90,779 excluding VAT be accepted as the preferred design.
2. Carmarthenshire County Council be notified accordingly in order to place an order for the play equipment.

*Cllr. S. M. Caiach re-joined the meeting.*

**22. SWISS VALLEY RESERVOIR - COMMUNITY ADOPTION AGREEMENT**

Further to Minute No. 188 (17 September, 2019 refers), members received the report of the Community Development Officer informing of the proposed community adoption agreement between Dwr Cymru Welsh Water (DCWW) and the council for the maintenance, promotion and enhancement of the surrounding environs at Swiss Valley Reservoir (lower reservoir).

DCWW had approached the council in April 2018 about the proposal and not least because in recent years Carmarthenshire County Council had ended its involvement in the reservoir and complaints had been received from members of the public regarding the general upkeep of the site and the deteriorating maintenance standards around the reservoir.

The footpaths had fallen into a poor state of repair and DCWW held the view that a community adoption agreement with a suitable experienced body such as the council would be an ideal opportunity to provide timely maintenance services for the public areas around the reservoir.

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The community adoption agreement would be the first of its kind in Wales. The agreement would initially cover a period of five years and would take the form of a licence. The agreement allowed for water-based activities to take place on the reservoir together with a financial contribution from DCWW of £150,000.

Discussions had also taken place with Natural Resources Wales (NRW) which resulted in an additional grant of £120,750 made available through Welsh Government's Access to Water fund. The grant award would be put towards the water sports enablement at the reservoir. Total funding secured to date was £270,750 but further funding opportunities were also available and the council had been encouraged to apply for these.

Having considered the business case in support of the five year agreement, members welcomed the opportunity to take on such an exciting and unique project, and it was

**RESOLVED** that the business case, site management plan and funding on offer from DCWW and the Access to Water fund be accepted and that the adoption of the licence agreement between DCWW and the council be approved for engrossment.

### **23. GENERAL DATA PROTECTION REGULATION AND DATA PROTECTION ACT 2018 - DOCUMENT MANGEMENT SYSTEM**

Members received the report from the Clerk informing of the research undertaken to source a document management system that was proportionate to meeting the council's legal responsibilities, obligations and general management of work processes in regard to the processing of personal data and the storage and retrieval of workplace information.

A number of controls and work processes had been developed and put in place to assist the council to comply with its legal obligations associated with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (the Act).

Both GDPR and the Act lay down rules relating to the protection of persons with regard to the processing of personal data and rules relating to the safeguarding, retention and movement or sharing of personal data. GDPR protected fundamental rights and freedoms of persons and in particular their right to the protection of personal data.

The council held information in a variety of forms in many locations about persons; this covered staff, councillors, learners, suppliers and members of the public. This information was held in bespoke computer databases as well as electronic documents, email communications and attachments and in paper filing systems made up of paper records, including legal documents, reports and letter correspondence.

A document management system would help support council functions and activities by making information easier to find and use. Moreover, it could be used as a means of controlling risk and ensuring compliance - this was the main consideration for the council when researching the different systems available.

A document management system was more than just a software platform for storing and archiving documents. Systems were used for:

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- Document management including authorised access
- Searching for information and documents
- Records management and retention periods
- Digitisation of material with optical character recognition
- Workflows and business process management
- Email management and archiving

There was a multitude of systems on the market and of varying levels of sophistication. Following internet research the choice was narrowed down to cover three software products namely M-Files, Docuware and DokoniFind. The three systems all had their unique selling points and confidence was high in that whatever system was selected it would meet the council's needs. Senior officers had participated in online practical demonstrates for all three products.

Following discussion, of the three quotations received and the procurement options open to the council and the desire to purchase the preferred product outright, it was

**RESOLVED** to accept the lowest quotation received from Konica Minolta, Swansea Office Axis 2, Axis Court, Mallard Way Riverside Park, Swansea, SA7 0AJ in the sum of £22,698.17 for the purchase of the software, professional fees and support/maintenance for a five year term for the DokoniFind 30 users and GDPR Insight Module and a three year term for the Kofax PDF 10 users software.

#### **24. MACHINERY, VEHICLES AND EQUIPMENT DISPOSAL OF ASSETS AND VEHICLE HIRE**

Members considered the report of the Technical and Burial Services Manager informing of the proposal to dispose of the Scag Turf Tiger mower originally purchased by the former Llanelli Joint Burial Authority. The frame was the only component remaining of the mower after various parts had been used to repair other equipment.

The council's 2020/21 machinery and vehicles capital budget allowed for the purchase of new brush cutters (strimmers), hedge cutters and blowers with the opportunity to part exchange the old equipment. Unfortunately, due to the Covid-19 restrictions the part exchange arrangement of the machinery was unable to take place. The supplier offered to honour the part exchange quotes as a purchase at a later date when Covid restrictions had lifted. However, a further offer had also been received for the machinery from another party.

Moreover, Members were informed of the continuing requirement to hire a van for the DLO team to support workplace Covid-19 control measures. The current vehicle on hire was £420 per month. Enquiries had revealed it was more economical to enter into a formal short-term lease hire agreement when compared to a daily casual hire. A short term lease agreement was available for 12 months at a cost of £1,500 deposit and 11 monthly payments of £166.70. Members were informed that to receive the deal it was necessary to use delegated powers because of the current high market demand for the particular vehicle on offer.

Following discussion, it was

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**RESOLVED** that:

1. The frame of the Scag Turf mower be scrapped.
2. The redundant equipment be disposed of by accepting the highest value offer received.
3. The hiring of an additional vehicle from GlobalVans on the terms included in the quotation received over a 12 month short term lease agreement and procured under delegated powers following consultation with the Leader of Council and the Chairman of the Policy and Resources Committee be noted.

**25. FINANCIAL SUMMARY REPORTS**  
**(1) SANDY & STRADEY COMMUNITY HALL – 31 AUGUST, 2020**  
**(2) SARON COMMUNITY HALL – 31 DECEMBER, 2019**

*Cllrs. S. M. Caiach, M. V. Davies, P. M. Edwards and J. S. Phillips declared a personal interest in item (1) as they were members of the Sandy and Stradey Community Hall Management Committee.*

Members were circulated with statement of accounts received from the above management committees.

**RESOLVED** that the annual grant of £400 for each hall be made to Sandy & Stradey Community Hall for the year ending 31 August, 2020 and to Saron Community Hall for the year ending 31 December, 2019.

**26. COMMUNITY DEVELOPMENT GRANT 2020/21**

Further to Minute No. 489 (29 July, 2020 refers), members considered the Community Development Officer's report in regard to this year's revised Community Development Fund grant programme. It had previously been agreed to amend the community development fund process this year in light of the Covid-19 situation. Furthermore, it had been also agreed that the budget would be used towards funding Christmas trees and lights within the council's administrative area upon requests received from the community, and that the grant application form completion process would only be used in connection with floral display schemes put forward by community groups, associations and voluntary organisations upon request.

**(1) CHRISTMAS TREES AND LIGHTS**

Further to Minute No. 515 (30 September, 2020 refers), it had been agreed to select RNF Property Services as the preferred contractor to provide, install and remove the trees, including the supply of commercial standard lights and security fencing and having considered the community applications received, it was

**RESOLVED** that Christmas trees and lights would be erected in the following locations:

- (i) Bynea Square
- (ii) Dafen Park
- (iii) Felinfoel (opposite the brewery)
- (iv) Sandy Community Hall

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- (v) Ponthenri Park
- (vi) Five Roads Square
- (vii) Llwynhendy Library

## **(2) FLORAL DISPLAYS**

*Cllrs. S. L. Davies, T. Devichand, S. N. Lewis and A. J. Rogers declared a personal and prejudicial interest in regard to item (ii) below as they were members of the Dafen Forum and left the meeting before discussion commenced. Cllrs. S. L. Davies and T. Devichand also declared personal and prejudicial interests in regard to item (iv) as they were members of the Llwynhendy & Pemberton Forum and left the meeting before discussion commenced. Cllr. H. J. Evans declared a personal interest in item (iii) as he was a member of the Felinfoel Executive Committee.*

Members were informed of the grant applications received for floral displays and, it was

**RESOLVED** that the grant applications received from the following be approved subject to the necessary highway permissions and safety checks:

- (i) Bynea District Forum £2,986
- (ii) Dafen Forum £3,000
- (iii) Felinfoel Executive Committee £1,700
- (iv) Llwynhendy & Pemberton Forum £2,973

Arising out of discussion of the above, it was

**FURTHER RESOLVED** that a letter be sent to Hywel Dda Health Charities in respect of its outdoor space improvements application to explain the application was ineligible as it did not meet this year's grant criteria.

## **27. DAFEN PARK**

### **(1) CHANGING ROOMS - SHOWER WATER HEATER REPLACEMENT**

### **(2) COMMUNITY HALL, CHANGING ROOMS AND BOWLS PAVILION – INSTALLATION OF COLD WATER SUB METERS**

*Cllrs. S. L. Davies, T. Devichand, S. N. Lewis and A. J. Rogers declared personal and prejudicial interests in the following matter as they were all members of the Dafen Welfare Management Committee and left the meeting before discussion commenced.*

Members received the report of the Technical and Burial Services Manager informing of the tenders received for the shower water heater replacement in the changing rooms and the installation of cold water sub meters for Dafen Community Hall, the changing rooms and bowls pavilion.

Five companies were invited to tender based on the schedule of works. For efficiency the tender invite combined the heater replacement and the installation of the water sub meters at the changing rooms, community hall and bowls pavilion.



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The budget set by council for the project was £24,050; the lowest tender for delivering the project was £33,248.81. If the lowest tender was accepted there would be a shortfall of £9,200. The additional budget required to carry out the works could be vired from the budget for Dafen Park to enable the works to be undertaken. This was possible because of the re-alignment of the three selected cost centres set out in the report, namely property maintenance, grounds maintenance and new equipment due to the Covid – 19 pandemic.

Following discussion, it was

**RESOLVED** that:

1. The lowest tender received in the sum of £30,898.81 from Rapidfire Building Services of Gildaudy Bungalows, Coytrahen be accepted;
2. The provision of a gas supply and meter at a cost of £1,850 by Wales and West Utilities be accepted.
3. The engineer support for overseeing the work by Bullock Consulting at a cost of £500 be accepted.
4. The shortfall of £9,200 be vired from the cost codes identified for Dafen Park.
5. Provision shall be made to reinstate the money from the vired budget for Dafen Park in next year's council budget as required.

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The Meeting concluded at 4.15 p.m.

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The afore-mentioned Minutes were declared to be a true record of the proceedings and signed by the Chairman presiding thereat and were, on 25 November, 2020 adopted by the Council.