

Public Document Pack
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



**Gwasanaethau Gweithredol a Phartneriaethol /
Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: 01656 643147
Gofynnwch am / Ask for: Andrew Rees

Ein cyf / Our ref:
Eich cyf / Your ref:

Dyddiad/Date: 6 December 2016

Dear Councillor,

TOWN & COMMUNITY COUNCIL FORUM

A meeting of the Town & Community Council Forum will be held in the Council Chamber, Civic Offices Angel Street Bridgend CF31 4WB on **Monday, 12 December 2016 at 4.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008
3. Approval of Minutes 3 - 8
To receive for approval the Minutes of the meeting of the Town and Community Council Forum of 12 September 2016.
4. Active Travel Act - Integrated Network Map 9 - 12
To be accompanied by a presentation from Steve Brooks, National Director of Sustrans and Kwaku Opoku-Addo, Policy, Development and Transportation Team Leader, Bridgend County Borough Council.
5. Well Being of Future Generations Act 2015 13 - 18
To be accompanied by a presentation from Lyn Cadwallader, Chief Executive, One Voice Wales and Yuan Shen, Group Manager, Corporate Performance, Partnerships and Transformation, Bridgend County Borough Council.
6. Web Based Planning Facilities 19 - 20
To be accompanied by a presentation from the Jonathan Parsons, Group Manager Development
7. Review of the Town & Community Councils' Charter Action Plan 21 - 26
8. Urgent Items

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To consider any other item(s) of business in respect of which notice has been given in accordance with Rule 4 of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

S Aspey
M Butcher
CA Green
EM Hughes
CL Jones
HE Morgan

Councillors

DG Owen
G Phillips
DR Pugh
CL Reeves
M Reeves
D Sage

Councillors

CE Smith
RL Thomas
HJ Townsend
R Williams
M Winter
RE Young

Plus a representative from each Town and Community Council

MINUTES OF A MEETING OF THE TOWN & COMMUNITY COUNCIL FORUM HELD IN COUNCIL CHAMBER, CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON MONDAY, 12 SEPTEMBER 2016 AT 4.00 PM

Present

Councillor CE Smith – Chairperson

S Aspey	Councillor S Baldwin	M Butcher	E Dodd
CA Green	EM Hughes	M Jenkins	Cllr P Jenkins
CL Jones	HE Morgan	Cllr Oram	G Phillips
CL Reeves	M Reeves	RL Thomas	RE Young

Apologies for Absence

Councillors MEJ Nott OBE, HJ Townsend and R Williams and Town Councillor R Lee

Officers:

Gary Jones	Head of Democratic Services
Carly McCreesh	Community Asset Transfer Officer
Darren Mephram	Chief Executive
Andrew Rees	Senior Democratic Services Officer - Committees
Mark Shephard	Corporate Director - Communities
Sue Whittaker	Skills and Sustainable Development Manager

126. DECLARATIONS OF INTEREST

None.

127. APPROVAL OF MINUTES

RESOLVED: That the minutes of the Town and Community Council Forum of 18 July 2016 be approved as a true and accurate record.

128. IMPACT OF THE MEDIUM TERM FINANCIAL STRATEGY ON THE DELIVERY OF SERVICES PROVIDED BY THE COUNCIL AND ON TOWN AND COMMUNITY COUNCIL BUDGETS

The Chief Executive presented the report of the Section 151 Officer which appraised the Forum on the budget setting process. He also outlined the potential impact of budget reductions outlined in the Medium Term Financial Strategy (MTFS) on the Council's ability to deliver key services. He clarified the timeline for engagement with Town and Community Councils on the transfer of services.

The Chief Executive reported that the Forum had been advised at its meeting on 21 September 2015 that the Council was experiencing a period of unprecedented financial challenge, facing a forecast funding shortfall of approximately £49m over 4 years. He stated that the Council in 2016-17 identified budget reductions of £7.477m across a range of services when setting its budget which are currently being delivered.

He informed the Forum that the Welsh Government had yet to provide indicative allocations regarding the 2017-18 settlement and therefore the Council would continue to work towards a 'most likely' scenario of a reduction of -3.2% in the MTFS. He stated that in the best case scenario, the Council would be required to make savings of over £25m over 4 years, which added to the £34m reductions which the Council has made

over the last 4 years, would equate to nearly a quarter of the Council's net budget. This would rise to over 30% under the worst case scenario. He stated that under the most likely scenario, it was highly unlikely that the level of budget reductions can be delivered without changes to the level of scope of discretionary services provided by the Council, which would involve difficult choices having to be made on whether to retain, reduce or remove services.

The Chief Executive informed the Forum that officers had stressed the need throughout the process to transform services and to look at how the Council spent on schools and social care. He stated that the Council had the least discretion on spend on schools which during the MTF period had seen growth. Schools had been requested to make 1% efficiency savings on schools delegated budgets.

The Chief Executive informed the Forum that the provisional settlement would not be known until 19 October 2016 and the final settlement would be known on 21 December 2016. He stated there was a need to find ways of engaging with Town and Community Councils where they may be able to support and work with the Council on meeting budget reductions and to build into precepts.

A member of the Forum questioned whether schedules of rates for services could be made available to Town and Community Councils to assist them in coming to an informed decision on whether to undertake services on behalf of BCBC. The Corporate Director Communities informed the Forum that Town and Community Councils could approach the Communities Directorate directly should they require an indication of the cost of services. The Chief Executive requested that Town and Community Councils come up with proposals on services they could run on behalf of the Council or top up the existing service provided by the Council. The Chairperson of the Forum highlighted one such example where Cornelly Community Council has agreed to fund the cleaning of the public conveniences at Kenfig Nature Reserve. A member of the Forum asked whether Town and Community Councils would be required to employ those employed by BCBC in the event of them running services for the Council. The Corporate Director Communities informed the Forum that the employment of staff would depend on the scale and specifics of requirements of the individual Town and Community Council. The Chief Executive informed the Forum that some Town and Community Councils could tap into the local community spirit where volunteers may litter pick some areas.

A member of the Forum expressed concern at the prospect of Town and Community Councils having to increase precepts in order to provide services on behalf of BCBC which could be perceived as a form of double taxation. A member of the Forum commented that it would be prudent for Town and Community Councils to collaborate with BCBC. The Chief Executive informed the Forum that the most obvious areas of collaboration would be the maintenance of public realm. He stated that services could also be taken over by sports groups and not solely by Town and Community Councils. He also informed the Forum that services such as social care and early intervention could also benefit from collaborative working and there was potential for collaboration with Town and Community Councils on providing activities for young people.

A member of the Forum commented that discussions on partnership working need to take place now as precepts will be required from Town and Community Councils in January. The Chief Executive informed the Forum that there may be some constraints which preclude Town and Community Councils from collaborating due to their size, but the Council would wish to have conversations with Town and Community Councils as to what they could put in or contribute. A member of the Forum highlighted the experience of Brackla Community Council which had taken over some grass cutting and introduced more litter bins.

A member of the Forum questioned whether other local authorities in Wales had implemented reductions on schools delegated budgets and if so, whether any sanctions had been imposed on local authorities. The Chief Executive informed the Forum that a number of local authorities had implemented budget reductions on schools delegated budgets and to his knowledge had received no sanctions.

RESOLVED: That the Forum noted the report.

129. COMMUNITY ASSET TRANSFER UPDATE

The Skills and Sustainable Development Manager reported on an update on Community Asset Transfer.

She informed the Forum that the Community Asset Transfer (CAT) Officer had received approaches from 56 organisations with 18 applications progressing to the business planning stage. She stated that applications were predominantly from sports organisations who aimed to pursue the self-management of pavilions and also keen to explore the maintenance of playing fields. To date, three applications were progressing from Town and Community Councils for the asset transfer of public toilets, bus shelters, pavilions and community centres.

The Skills and Sustainable Development Manager reported that the Wales Cooperative centre had been commissioned to study the CAT process, with one of the recommendations relating to providing additional support to interested groups and organisations to assist them through the CAT process. To this end, independent support had been commissioned by the Council which would be available from October 2016 until March 2019 subject to the contract being award.

The Skills and Sustainable Development Manager informed the Forum that the £50k per annum capital allocation had been increased to £100k per annum between 2016-17 and 2018-19 funded from the Change Fund Earmarked Reserve for CAT related applications. She also informed the Forum there had been a lot in interest in the CAT process but how CAT is implemented is dependent on the outcome of the Strategic Review of parks and playing fields.

A member of the Forum questioned what would happen to assets which had restrictive covenants placed on them which could potentially be the subject of a CAT. The Corporate Director Communities informed the Forum that restrictive covenants on assets would be looked at by the Council's Property Department. Steps would be taken by the Council to protect itself as well as the applicant in the event of an asset being transferred.

A member of the Forum questioned the amount of funding that remained in the capital allocation for CAT. The Corporate Director Communities informed the Forum that allocation of £1m remained in the capital allocation to provide capital investment to refurbish and improve the Council's sports pavilions. However there was intent to support one application and the amount will be subject to their Business Plan application'. A member of the Forum questioned the progress being made with surveys being undertaken in order to progress CAT applications. The CAT Officer informed the Forum that the Property Department has commissioned surveys but there had been delays in reports being received which would inform the parks and playing fields review. She stated that the surveys being undertaken are asset management surveys and not structural surveys.

A member of the Forum questioned whether assets would be put into a serviceable condition prior to transfer. The Corporate Director Communities informed the Forum

that the Council would not invest in facilities where there was no interest coming forward to manage the facilities as this would not prove best value for money. Where there is interest in a CAT and an organisation has submitted a viable and robust business case, funding from the capital allocation would be used towards the refurbishment of an asset to facilitate the transfer to a suitable state of repair for transfer. A member of the Forum commented that where an organisation submits an application for CAT and shares facilities with other users there was a need to protect the other users in order that they continue to have access to those facilities. The Corporate Director Communities informed the Forum that organisations submitting business cases would need to have due regard to other existing users of facilities so that they are protected. He stated there were advantages in organisations pursuing CAT early to ensure the funding does not run out and applications would be considered on a first come first served basis. He also stated that there was a need to demonstrate a level of investment by the Council in facilities to facilitate their transfer. He informed the Forum that it was coincidental that the first CAT required a higher level of investment prior to transfer due to its poor state of repair.

The Cabinet Member Communities informed the Forum that the Council did not wish to close facilities and are looking at CAT as an alternative to this option should further pressures be made on service budgets. She believed once the first CAT had taken place, others would follow. She stated that the Council had visited Blaenau Gwent Council who were one of the first local authorities to progress with CAT at a large scale and still only 4 CATs had taken place, which highlights the complexity of the programme. The Cabinet Member Communities informed the Forum that funding would only be used for essential works to facilitate CAT as some clubs would have proposals to re-build facilities. Concern was expressed by a member of the Forum that clubs could potentially fold if their facilities were removed. The Cabinet Member Communities stated that there would be other reasons why clubs could fold and not due to the closure of facilities. She stated that officers had met with representatives of the WRU recently who had reiterated their commitment to supporting rugby clubs.

RESOLVED: That the Forum noted the report on progress being made on Community Asset Transfer.

130. **UPDATE OF THE TOWN AND COMMUNITY COUNCILS' (TCCS) CHARTER AND ACTION PLAN**

The Head of Democratic Services reported on an update on the development of the Action Plan of the Town and Community Councils Charter and sought approval of the actions for inclusion in the Action Plan and to agree the Action Plan.

He informed the Forum that the new TCC Charter was signed at the previous meeting of the Forum and it was agreed that the Action Plan be reviewed at each subsequent meeting to enable priorities to be identified and managed appropriately. He also informed that the new Charter had now been signed by all Town and Community Councils within the County Borough. Initially, the first phase of partnership working would focus on the development of relationships, concentrating on improvements to partnership working. Work would then follow on developing specific proposals for future service reviews to be incorporated into the Action Plan.

The Head of Democratic Services demonstrated to the Forum the web page which had been created on the BCBC website which explained about the Charter and how the charter is to be reviewed. A press release would be made shortly publicising the signing of the Charter by all parties.

The Head of Democratic Services also reported that as part of the revised Charter regular meetings with Town and Community Clerks would take place be held a month prior to meetings of the Forum. This would provide sufficient time for BCBC officers to produce reports to be considered by the Forum. The inaugural meeting had taken place with Clerks with 11 in attendance. He highlighted the issues discussed and informed the Forum that potential candidate sessions would be held during Local Democracy Week on 11 and 12 December 2016.

The Head of Democratic Services requested that the Forum review the Action Plan and propose items for inclusion in the action plan. He informed the Forum that the annual review of the Charter will take place in July 2017, a year after the date of the signing of the Charter. He stated that in preparation for the review, legislative changes regarding the Local Service Board becoming a Public Services Board have already been identified for updating. Further legislative changes affecting the Charter would be identified throughout the year in readiness for the review.

RESOLVED: That that the Forum:

1. Noted the progress made regarding the Charter and the introduction of the TCC Clerks meeting;
2. Approved the updated Charter Action Plan.

131. URGENT ITEMS

There were no urgent items.

The meeting closed at 5.12 pm

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO TOWN AND COMMUNITY COUNCIL FORUM

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

12 DECEMBER 2016

ACTIVE TRAVEL ACT – INTEGRATED NETWORK MAP

1. Purpose of Report.

- 1.1 To provide an update on the Active Travel (Wales) Act 2013 and to outline the work being undertaken by BCBC to deliver the Integrated Network Maps, including opportunities for the Town and Community Council Forum to engage in the process.

2. Connection to Corporate Improvement Plan / Other Corporate Priority.

- 2.1 The duties placed on the Council through the Active Travel (Wales) Act, including the development of active travel routes and in particular routes which connect to key destinations such as education or employment facilities, can contribute to the achievement of the following corporate improvement priorities and their supporting objectives identified for implementation by 2017:

- **Supporting a Successful Economy**

- We want town centres, business premises and transport and communication networks that cater for the needs of residents, businesses and visitors, to ensure access to employment opportunities that are varied and secure in the long-term

- 2.2 Discharging the duties of the Act will assist the Council in addressing priority issues such as childhood obesity and mental wellbeing, encouraging and promoting life-long physical activity and promoting low-cost, more environmentally-friendly and accessible activities such as walking and cycling.
- 2.3 The continuous improvement in provision of facilities for pedestrians and cyclists required by the Act will also contribute to the development of the cycle tracks network which is identified in the Communities Directorate and Highway Services Business Plans. It is also a major element in both the Council's Walking and Cycling Strategy and its Rights of Way Improvement Plan (RoWIP).

3. Background.

- 3.1 The Active Travel (Wales) Act 2013 came into force on 25th September 2014, and one of the duties of that Act makes it a legal requirement for local authorities in Wales to map and plan for suitable routes for active travel. Active Travel is defined as walking or cycling for everyday journeys with a purpose e.g. journeys to access employment, education, retail, health or transport services and other similar utility facilities. Statutory guidance for the delivery of the Active Travel (Wales) Act 2013 sets out the processes and procedures that local authorities need to follow to meet their duties.

- 3.2 The legislation requires that two maps will need to be prepared. The first is an Existing Routes Map showing the existing active travel routes and related facilities in the county borough, which was submitted to Welsh Government in January 2016 and approved in August 2016. The second map to be produced is an Integrated Network Map (INM) which should set out the Council's plans for active travel over the next 15 years, and is to be submitted by 24th September 2017. The INM is likely to be used by Welsh Government as the basis for future funding allocations.
- 3.3 The provisions of the Act only apply to certain settlements as designated by the Welsh Government, where it is believed that there is potential for active travel. There are nine such designated settlements within the county borough. The direction designating localities can be found here: <http://wales.gov.uk/docs/det/publications/141002geographicalapplicabilityoftheactivetravelacten.pdf>.
- 3.4 This report sets out the work that is being undertaken to develop the Integrated Network Maps.

4. Current Situation / Proposal.

- 4.1 The Integrated Network Map can take the form of a single map, or several maps depending on the area covered. A detailed methodology for local authorities to follow when developing a network of cycle and walking routes as part of the INM process is set out in detail in the Welsh Government's Active Travel Act Design Guidance.
- 4.2 The six principal stages in the development of the INM, and the timescales suggested by Welsh Government are:

Suggested Timelines

Stage 1 – Gather information	May to Sept 2016
Stage 2 – Journey mapping	Oct to Nov 2016
Stage 3 – Route assessment	Dec to Jan 2017
Stage 4 – Draft INM and scheme identification	Feb to Mar 2017
Stage 5 – Validation	Apr to Jun 2017
Stage 6 – Final plan and prioritisation	Jul to Aug 2017

- 4.3 As part of the Existing Routes Map development, an extensive 16-week public consultation exercise was undertaken which included a bilingual online survey with paper copies available in libraries/life centres, engagement events with a range of stakeholders, as well as events in schools and local communities. The consultation specifically included questions related to the development of future routes which could be used to inform the preparation of the INM.
- 4.4 The comprehensive information collected as part of that process, such as trip origins and destinations, routes currently used, desired routes and issues identified by respondents, has since been captured electronically on the Council's Geographic Information System (GIS) software. Together with data from a range of other key sources as set out in the Active Travel Act guidance documents, which includes other local policies and strategies and has also been captured on the GIS software.

This information will form the basis for developing the INM in line with the approved methodologies.

- 4.5 To aid local authorities in the delivery of Stages 1 and 2, Welsh Government has commissioned Sustrans to prepare additional “best practice” guidance and Bridgend is one of only two local authorities in Wales contributing to that process. Although all local authorities in Wales are currently awaiting the publication of the final guidance before completing Stage 2, work is ongoing to collate any outstanding information.
- 4.6 Stages 3 and 4 of the above process will identify the individual schemes that will constitute the active travel networks in each of the nine settlements in Bridgend County Borough. Following completion of Stage 4 and the production of the draft INMs, the Council will be required to undertake a minimum 12-week public consultation to validate the INMs as part of Stage 5.
- 4.7 It is during that period that the Council will be seeking the views of the public and key stakeholders, including Town and Community Councils. However, the Council is willing to engage with Town and Community Councils in advance of that consultation to discuss the routes and facilities they would like to see included on the INM for future improvement or delivery.

5. Effect upon Policy Framework & Procedure Rules.

- 5.1 There is no effect upon Policy Framework or Procedure Rules.

6. Equalities Impact Assessment

- 6.1 An Equality Impact Assessment screening form has been completed and is included as a background document.

7. Financial Implications.

- 7.1 In 2016/17, the Welsh Government allocated £10,000 to the Council under its Local Transport Fund programme to contribute towards the costs associated with the potential commissioning of consultants to audit the active travel routes, and the internal resources required to undertake the other preparatory works to enable submission of the Integrated Network Maps to Welsh Government. It is anticipated that this allocation will be spent in full by the end of the financial year.

8. Recommendation.

- 8.1 It is recommended that the forum:
- (a) note the report.

MARK SHEPHARD
CORPORATE DIRECTOR - COMMUNITIES

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Group Manager, Highways Services

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BRIDGEND, CF31 4WB

Background documents:

Equalities Impact Assessment Screening Report

REPORT TO TOWN AND COMMUNITY COUNCIL FORUM

12 DECEMBER 2016

REPORT OF CORPORATE DIRECTOR, OPERATIONAL AND PARTNERSHIP SERVICES

WELL BEING OF FUTURE GENERATIONS ACT 2015

1.0 Purpose of the Report

1.1 The Well-being of Future Generations (Wales) Act 2015 (the Act) came into force on 1 April 2016. This report provides:

- an overview of the Act.
- an update of progress on the implementation of the Act.

2.0 Connection to Corporate Improvement Plan/Other Priorities

2.1 Public bodies are obliged to set well-being objectives under the Act. Instead of separating those objectives from the objectives that guide and steer the actions and decisions of the organisation, well-being objectives should be part of, or communicated through the corporate plan or other similar corporate document.

3.0 Background

3.1 The Well-being of Future Generation (Wales) Act has been put in place to make sure that public bodies are doing all they can to improve the **social, economic, environmental** and **cultural** well-being of Wales.

3.2 The information in this report is based on the requirements set out in the Act and the statutory guidance which accompanies the Act: Shared Purpose, Shared Future.

The Act introduces well-being goals which the Council and the other listed **public bodies** (attached as appendix 1) must pursue. The goals are contained within the body of the Act and are as follows:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

3.3 Sustainable Development

The public bodies listed in the Act must improve the economic, social and environmental well-being of Wales in accordance with the sustainable development principle, i.e. Public bodies need to make sure that when making their decisions they take into account the impact they could have on people living their lives in

Wales in the future. There are 5 ways of working public bodies will need to think about to show they have applied the sustainable development principle:

1. **Long term** – The importance of balancing short-term needs with the need to safeguard the ability to also meet long –term needs.
2. **Prevention** – How acting to prevent problems occurring or getting worse may help public bodies meet their objectives
3. **Integration** – Considering how the public body’s well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies
4. **Collaboration** – Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.
5. **Involvement** – The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

3.4 Public Service Boards

The Act establishes Public Services Boards (PSBs) for each local authority area in Wales.

4.0 Current Situation

- 4.1 Bridgend Public Services Board was established on 1 April 2016. Bridgend PSB membership is attached as **Appendix 2**.
- 4.2 In common with all Public Services Boards, Bridgend PSB must assess the state of economic, social and cultural well-being in its area and set objectives that are designed to maximise the PSB’s contribution to the Well-being goals. Bridgend PSB has made progress towards completing the assessment. A significant amount of data has been collected and analysed. Bridgend, Neath Port Talbot and Swansea PSBs have worked on a collaborative project across Western Bay to establish the views of local citizens.
- 4.3 The PSB must then prepare and publish a ‘Well-being Plan’ stating how their objectives will contribute to achieving the well-being goals and how it has had regards to the Assessment of Local Well-being in setting its objectives. The Plan must be published one year after the local government elections. A Bridgend PSB Well-being Planning Working Group has been established to support the PSB in developing the Well-being Plan.
- 4.4 As a public body, Bridgend County Borough Council must comply with the process requirements of the Act as referred to in the Statutory Guidance. Specifically, the Council must:
 - Set and publish its well-being objectives **within** one year after the Act is commenced.
 - Take all reasonable steps to meet those objectives.
 - Publish a statement about well-being objectives.
 - Publish an annual report of progress.

The Council's well-being objectives are being set. Both the objectives and the statement will form part of the Council's Corporate Plan and be published by 31 March 2017.

4.5 The Act places a duty on certain Town and Community Councils to take all reasonable steps towards meeting the local objectives included in the Well-being plan that has effect in their area. A Town or Community Council is subject to the duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local Well-being plan is published.

4.6 The Act requires PSBs to involve all Town and Community Councils in the process of improving the well-being of the area. All Town and Community Councils are classed in the Act as 'Other partners' of the PSB and must be consulted on the assessment of well-being and subsequently the local Well-being Plan.

4.7 Key Dates

First meeting of each Public Services Board	By 31 May 2016
Welsh Ministers' first well-being Objectives set and published	By 5 November 2016
Public bodies' (including the Council) first well-being objectives set and published	By 1 April 2017
Welsh Ministers publish the first Future Trends Report	By 5 May 2017
Public Services Board publish first Assessment of Well-being	By May 2017*
Public Services Board publish first Local Well-being Plans	By May 2018*
Community Councils to which section 40 of the Act (income/expenditure of £200,000) applies must take all reasonable steps towards meeting the local objectives in the local Well-being plan for the area	From the date the first local well-being plan for their area is published

* Dependent on dates of Local Authority Elections

5 Effect upon Policy Framework and Procedure Rules

5.1 The Act places sustainable development at the forefront of all public sector decisions. Implementation of the Act will have an impact on the Council's policy framework and procedural rules.

6. EQUALITY IMPACT ASSESSMENT

6.1 This is an information report and does not have any equality implications. They will however be considered as part of the development of the Wellbeing Plan

7. FINANCIAL IMPLICATIONS

7.1 None in this report.

8. RECOMMENDATION

8.1 To consider the report and determine future actions.

Andrew Jolley, Corporate Director, Operational and Partnership Services

Contact Officer: Yuan Shen, Group Manager, Corporate Performance,
Partnerships and Transformation

Background Documents: None

Public bodies listed in the Act:

- **Welsh Ministers**
- **Local Authorities**
- **Local Health Boards**
- **Public Health Wales NHS Trust**
- **Velindre NHS Trust**
- **National Park Authorities**
- **Fire and Rescue Authorities**
- **Natural Resources Wales**
- **The Higher Education Funding Council for Wales**
- **The Arts Council for Wales**
- **Sports Council for Wales**
- **National Library of Wales**
- **National Museum of Wales**

Bridgend Public Services Board

Statutory Members		
Organisation	Representative	Role
Abertawe Bro Morgannwg	Sian Harrop Griffiths	Director of Strategy
Universtiy Health Board	Andrew Davies	Chair of the Board
Bridgend County Borough Council	Cllr Mel Nott	Leader
	Darren Mephram	Chief Executive
Natural Resources Wales	Martyn Evans	Acting Head of Operations
South Wales Fire and Rescue	Huw Jakeway	Chief Fire Officer
Invited Participants		
Organisation	Representative	Role
Awen	Richard Hughes	CEO
BAVO	Heidi Bennett	Director
Bridgend Business Forum	Katy Chamberlain	Chief Executive
Bridgend College	Simon Pirotte	Principal
National Probation Service	Erian Evans	Assistant Chief Executive
Police and Crime Commissioner	Mark Brace	Assistant Commissioner
Public Health Wales	Judith Tomlinson	Public Health Consultant
South Wales Police	Stuart Parfitt	Chief Superintendent
	Peter Vaughan	Assistant Chief Constable
Valley to Coast	Steve Cook	Chief Executive
Wales Community Rehabilitation Company	David Bebb	Assistant Chief Executive
Welsh Government	Alyson Francis	Director

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO TOWN & COMMUNITY COUNCIL FORUM

12 DECEMBER 2016

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

WEB BASED PLANNING FACILITIES

1. Purpose of Report

- 1.1 The purpose of the report is to update the Town and Community Council Forum on the range of planning facilities available online, including the facility to comment on planning applications. This will involve a short presentation and a live demonstration.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The delivery of the County Borough Council's planning functions has links to all three of the Council's Corporate Priorities as outlined in the Corporate Improvement Plan 2016-2020.

3. Background

- 3.1 Over the last decade as part of its commitment to make planning information more widely accessible Bridgend County Borough Council (BCBC) has invested in information technology to improve its service. This includes back scanning of historical information; adoption of an electronic document management system; publication of key documents on the website; adoption of the Planning Portal to submit planning applications online and introducing the facility to comment on planning applications via the internet.
- 3.2 Whilst improving the service to the public, the online facilities have also helped the planning service to maintain acceptable levels of service provision, against a background of budget cuts amounting to £216,000 in the past two years, out of a budget of £517,000 (a cut of 42%). It is important to recognise, therefore, that the uptake of IT based services by the Town and Community Councils and the general public is essential to the delivery of the planning service, as staffing levels are severely diminished.

4. Current Situation/Proposal

- 4.1 BCBC facilitates consultees or any member of the public to submit comments online by directly using the links provided in the consultation letter or via the Council's main website.
- 4.2 Town and Community Councils are statutory consultees in relation to planning applications.

- 4.3 More recently a new back office IT system has improved the service available to the public to submit comments on applications.
- 4.4 Key documents including the Local Development Plan (LDP) as well as Supplementary Planning Guidance (SPG) and Design Guides are also available to view and download from the website.
- 4.5 It is proposed to expand the online services in the future to include digital mapping information whereby members of the public will be able to locate a property on a map to check if there are any constraints for example tree preservation orders and existing planning consents.

5. Effect upon Policy Framework & Procedure Rules

- 5.1 There is no impact on the Council's Policy Framework or Procedure Rules.

6. Equality Impact Assessment.

- 6.1 There are no equality implications arising from this report.

7. Financial Implications

- 7.1 There are no direct financial implications as a result of this report.

8. Recommendation

- 8.1 The Town and Community Council Forum is recommended to note the report.

Mark Shephard
Corporate Director Communities
12th December, 2016

Contact Officer

Mr. Jonathan Parsons

Group Manager - Development

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Background Documents

None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE TOWN & COMMUNITY COUNCIL FORUM

12 DECEMBER 2016

REPORT OF THE CORPORATE DIRECTOR - OPERATIONAL AND PARTNERSHIP SERVICES

REVIEW THE TOWN & COMMUNITY COUNCILS' (TCCs) CHARTER ACTION PLAN

1. Purpose of Report.

- 1.1 The purpose of this report is to provide an update on the development of the Action Plan of the Town and Community Councils (TCCs) Charter's, seek approval for the actions proposed for inclusion in the Action Plan and agree the Action Plan going forward.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Charter and its supporting Action Plan will provide the opportunity to assist in the achievement of all of the following Corporate Priorities:
1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
 2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
 3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

- 3.1 At the Town & Community Council Forum meeting on 18th July 2016, the Mayors and Chairpersons of each of the Town & Community Councils were invited to sign the new TCC Charter at the official signing ceremony held in the Council Chamber.
- 3.2 During the revision of the Charter, it was agreed that an Action Plan would be reviewed at each meeting of the TCC Forum. This would ensure that priorities could be identified and managed appropriately. All Councils will be able to identify items for inclusion on the Action Plan and monitor the progress made throughout the year.
- 3.3 The TCC Forum has previously agreed that:

- Bridgend CBC will nominate a lead officer for the development and monitoring of the Action Plan.
- The work plans for the relevant service areas in Bridgend CBC will reflect the Action Plan.
- The Action Plan will be discussed and updated at each forum meeting, and the Charter and Action Plan will be reviewed annually in order that it remains a valid tool for the partnership.

3.4 Possible topics for inclusion on the Action Plan were previously identified as follows:

- i. A list of services to potentially be devolved to TCCs
- ii. SLAs put in place for services transferred supported by a tapering funding scheme from 3 to 5 years
- iii. The Charter should be developed to provide performance/standards of service indicators
- iv. Community Asset Transfer and other programmes and projects

4. Current situation / proposal.

4.1 The Charter Action plan is presented to each meeting of the TCC Forum for review.

4.2 Members of the Town and Community Council Forum are requested to propose items for inclusion in the action plan on the partnership's objectives and priorities.

5. Effect Upon Policy Framework & Procedure Rules.

5.1 There is no impact on the Council's policy framework or procedure rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Financial Implications.

7.1 There are no financial implications arising directly from this report.

8. Recommendation.

8.1 It is recommended that the Town & Community Council Forum:

- a. Note:the report and propose items for inclusion in the action plan
- b. Approve the updated Charter Action Plan attached as Appendix 1.

PA Jolley
Corporate Director Operational and Partnership Services
01 December 2016

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Background documents – None

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BRIDGEND TOWN AND COMMUNITY COUNCIL CHARTER ACTION PLAN

The actions in the plan will be agreed and monitored by partners at the Town and Community Council Forum.

Ref	Action	Priority/Completion Date	Responsible TCC Partner/ Officer	Comments
1	Town and Community Councils Clerks to have liaison meetings prior to the Forum meeting	As required	BCBC with all TCC Clerks	2 meetings held to date with the next meeting scheduled for 2 Feb 2017
2	The Town & Community Councils Charter to be reviewed annually: <ul style="list-style-type: none"> Changes to LSB to be included in the annual review 	Annual anniversary of formal signing of the Charter	TCC Forum	Charter scheduled for review in July 2017
3	The Action Plan to be reviewed at every meeting of the Town & Community Council Forum.	Every Forum meeting	TCC Forum	Ongoing
4				
5				

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