

# NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes Town Clerk/RFO

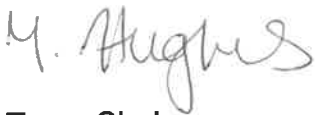
Council Offices, Blaina Institute, High Street, Blaina NP13 3BN  
Swyddfa'r r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau, NP13 3BN  
Tel: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

Dear Member,

You are summoned to attend a hybrid meeting of the Town Council to be held at **6.00pm on Tuesday 27<sup>th</sup> February 2024** at the Council Chamber, Blaina Institute, High Street, Blaina.

If any member of the public wishes to attend the meeting, please contact the Town Clerk at the above e-mail by 3pm on 27<sup>th</sup> February 2024 for details of how to access the meeting.

Yours sincerely,



Town Clerk

## AGENDA

**A meeting to which members of the public are entitled to attend.**

### Declaration of Interest

Members are invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

**1. Apologies:**

Members are invited to consider the apologies for absence received and to formally resolve to accept.

**2. Town Mayor's Communications:**

The Town Mayor's communications for February 2024.

**3. Questions from the Public:**

To receive any questions from the public regarding matters on the agenda (please note this is limited to 10 minutes).

**4. Minutes of the Meeting of the Town Council held 23<sup>rd</sup> January 2024 (pages 103 – 107)**

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

**5. Minutes of the Events Committee Meeting held 28<sup>th</sup> November 2023 (pages 108 - 111)**

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

**6. Minutes of the Planning & Highways Committee Meeting held 13<sup>th</sup> February 2024 (pages 112 - 115)**

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

**7. Minutes of the Finance & General Purposes Committee Meeting held 13<sup>th</sup> February 2024 (pages 116 -119)**

Members are invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

- a) Matters arising, for information & clarification only:

**8. Correspondence:**

Members are invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that may be received prior to the date of the meeting:

- a) Blaenau Gwent CBC (for information – copy attached):

E-mail from Cllr Steve Thomas (Leader) explaining reasons for the late distribution of information to Town & Community Councils regarding the budget for 2024/25.

- b) One Voice Wales (for information – copy attached):

Copy of Cost-of-Living presentation from Emma Goode at One Voice Wales.

**9. Annual Review of Policies of the Council 2024/25:**

Members are invited to consider, and if agree, to approve the updated policies for 2024/25 (Members are informed that the updated Standing Orders for 2024/25 are for consideration at a later meeting):

- a) Financial Regulations 2024/25 (copy attached):  
b) Risk management Policy 2024/25 (copy attached):  
c) Financial Grant Policy and application form 2024/25 (copy attached):

**10. Planning Applications:**

Members are invited to consider the applications listed below:

- a) Planning Application No. C/2024/0038 – Former Civic Amenity Site & Glanyrafon School Site, Abertillery Road, Blaina, NP13 3EB:

Residential development of 8 detached dwellings including amendments to existing road access point. Change of use of land to residential (*copy attached*).

**11. Application to the Community Grant Fund:**

Members are invited to consider the listed application(s). Members are also reminded that applications will need to be considered in conjunction with the current policy.

- *None received to date.*

**12. Members Updates:**

Members are invited to provide any updates or information.

Item no. 4

# NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes Town Clerk/RFO  
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Tel: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

**Minutes of the hybrid Meeting of the Full Council held at 6pm Tuesday 23<sup>rd</sup> January 2024 at the Council Chamber, Blaina Institute, High Street, Blaina.**

**A meeting to which members of the public were entitled to attend.**

**Present:** Councillor K Jenkins, Town Mayor, presiding  
Councillors D Hillman, C Hillman (remote), L Harris, K Jones JP, M Williams & J Bond (remote)

**In attendance:** Mrs T Hughes, Town Clerk / RFO  
Mrs N Horner, Assistant Officer

Prior to the start of the meeting, the Town Clerk informed that no members of the public or press were in attendance. **Resolved** to note the information received.

## **Declaration of Interest**

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided. **Resolved** to note that no such declarations were received.

### **1. Apologies:**

Members were invited to consider the apologies for absence received and to formally resolve to accept.

**Resolved** to note that apologies were received from Councillor G Morvan  
**Further Resolved** that the apology be accepted.

### **2. Town Mayor's Communications:**

The Town Mayor's communications for December 2023 and January 2024.

The Town Mayor informed that he had issued an invitation to the residential & nursing homes in Nantyglo & Blaina to offer to visit on Christmas Day but the offer was not taken up by any of the homes.

The Town Mayor also informed that both he and his consort would be attending the forthcoming Holocaust Memorial Day at Tredegar Town Council on 27<sup>th</sup> January 2024.

**Resolved** to note the information received.

**3. Questions from the Public:**

To receive any questions from the public regarding matters on the agenda (please note this is limited to 10 minutes).

**Resolved** to note that no such questions were received.

**4. Minutes of the Meeting of the Town Council held 28<sup>th</sup> November 2023 (pages 79 – 83)**

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 80 (5a) A Member expressed that the Town Council should write to individual householders in certain areas requesting that Christmas Lights owned by the Town Council be attached to residential houses for the Christmas period. It was explained that Council had previously been considered this and resolved not to do so due to probable liability issues.

Page 83 (11a) In response to a query, the Town Clerk informed that a letter and copy of the formal Deed of surrender had been sent to the remaining three members of the Charter Group by recorded delivery.

**Resolved** that the minutes be approved.

**5. Minutes of the Events Committee Meeting held 28<sup>th</sup> November 2023 (pages 84 - 86)**

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 86 (6) Councillor D Hillman to provide an update at the Events Meeting (23/01/2024).

**Resolved** that the minutes be approved.

**6. Minutes of the Planning & Highways Committee Meeting held 12<sup>th</sup> December 2023 (pages 87 - 88)**

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

**Resolved** that the minutes be approved.

**7. Minutes of the Finance & General Purposes Committee Meeting held 12<sup>th</sup> December 2023 (pages 89 - 92)**

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 90/91 (3e) In response to a query, the Town Clerk informed that she would query if the Christmas lights loaned to Cwmcelyn Tenants & Residents had been returned.

**Resolved** that the minutes be approved.

**8. Minutes of the Planning & Highways Committee Meeting held 9<sup>th</sup> January 2024 (pages 93 - 95)**

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 94 (5) In response to a query, the Town Clerk informed that a response had been received from the Planning Officer and would be provided during the meeting.

**Resolved** that the minutes be approved.

**9. Minutes of the Finance & General Purposes Committee Meeting held 9<sup>th</sup> January 2024 (pages 96 - 102)**

Members were invited to consider the above minutes and if appropriate to approve them as an accurate record of proceedings.

a) Matters arising, for information & clarification only:

Page 99 (8a) The Town Clerk informed that Reverend Roy Watson had called to the office and thanked the Town Council for their kind letter of congratulations and, that the offer of holding the award ceremony had been made. Reverend Watson had thanked the Town Council for their kind offer but informed that the award ceremony was likely to take place at Coed y Garn Primary School (where Reverend Watson had been Chair of Governors for over 30 years) due to its larger size and to include the pupils of the school to be present.

Page 101 should read Member and that the phrase '**proposed that the precept be increased to £105,000**' be highlighted.

Page 101 (final bullet point) should be '**seconded the proposal to set an increased precept of £105,000 and use of earmarked reserves for 2024/25**'.

**Resolved** that the minutes be approved.

**10. Correspondence:**

Members were invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that might be received prior to the date of the meeting:

a i) Blaenau Gwent CBC – (For information/consideration):

Letter informing of Blaenau Gwent's forthcoming Revenue Budget Consultation with Town & Community Councils for 2024/25 to take place at 10.30am on Friday 16<sup>th</sup> February 2024 via MS Teams.

Additionally, an e-mail has also been received informing of a meeting to have pre-discussions which would take place at 2pm on Monday 5<sup>th</sup> February 2024 via MS Teams. Members queried if the meeting was a pre-meeting for Town/Community Council members only or if the meeting included members of Blaenau Gwent CBC?

**Resolved** to note the information received and **Further Resolved** that the Town Clerk query the above and inform Members.

*Additional correspondence received with permission of the Chair:*

- ii) E-mail response from Jo White (BGCBC Planning Department) re: queries in respect of planning application for ICC, High Street, Blaina:

The Town Clerk informed Members of the responses received from the Planning Officer in respect of the representations made.

Members commented that some of the concerns, particularly in respect of road safety when cars entered and exited from the car park was not answered fully.

**Resolved** to note the information received.

#### 11. **Councillor Sonia Behr – Former Scouts Hall, Attlee Road, Nantyglo:**

Members were invited to consider and discuss a proposal & business plan in relation to the former Scouts Hall (formerly Coed Cae Community Centre) at the end of Attlee Road, Nantyglo.

Members considered the information and received and the following comments were made:

- The basic idea for the building appeared beneficial for the community.
- There could be inconsistencies with the stated ownership of the building.
- How would the legal structure and governance of the proposal operate?
- In response to a query, the Town Clerk / RFO informed that under the Town Council's grant policy, the maximum amount the Town Council could award was £100, although this could be increased via a s.137 donation, although careful consideration of any such proposal would be required.
- Much more detailed information, especially facts would be required.

**Resolved** to note the information received and **Further Resolved** to await further information.

#### 12. **Application to the Community Grant Fund:**

Members were invited to consider the listed application(s). Members were also reminded that applications would need to be considered in conjunction with the current policy.

- *None received to date.*

**Resolved** accordingly.

#### 13. **Confidential Information:**

The following item(s) might contain information that was of a confidential or personal nature and was therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960). **Resolved** that the motion be supported.

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Mrs T Hughes Town Clerk/RFO

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Tel: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

**Minutes of the Meeting of the Events Committee held at the Council Chamber, Blaina Institute, High Street, Blaina at 6.45pm on Tuesday 23<sup>rd</sup> January 2024.**

**A meeting to which members of the public were entitled to attend.**

Present: Councillor L Harris, Chair of the Events Committee,  
Presiding: Councillors D Hillman; K Jenkins, C Hillman (remotely)  
M Williams & J Bond (remotely)

In attendance: Mrs Tracy Hughes, Town Clerk  
Mrs N Horner, Assistant Officer

Prior to the commencement of the meeting the Town Clerk informed that no members of the press or public were in attendance. **Resolved** to note the information received.

## **Declaration of Interest**

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Please note that all declarations of interest must be recorded in the book provided.

**Resolved** to note that no declarations were received.

1. **Apologies:** Members were invited to consider the apologies for absence received and to formally resolve to accept.

**Resolved** to note that apologies were received from Cllr G Morvan & Cllr K Jones and **Further Resolved** to accept the apologies received.

2. **Questions from the public:** To receive any questions from the public on matters on the agenda.

**Resolved** to note that there were no public in attendance and no questions from public received.



### 3. Correspondence:

Members were invited to consider the listed correspondence, plus with the Chair's permission, any urgent information that might be received prior to the date of the meeting.

#### 3.1 Email from Tracy Gilmartin, One Voice Wales:

The D-Day 80 Lamp light of Peace.

A discussion took place regarding the cost of lamp and where would the proceeds go. A similar lamp can be purchased much cheaper elsewhere.

Clerk to enquire to where the money will be going. Also, it was suggested for Clerk to ascertain if the schools are planning to celebrate the event and if so, could Town Council support them.

Chair explained that she had seen a programme whereby a village lite up a village with candles. Chair expressed that maybe this is something that Town Council arrange with people lighting candles in made shift lanterns and place them on their windowsills outside.

**Resolved** to note information received and further **Resolved** for Clerk to contact Token Retail Gift to ascertain with the proceeds of lamp going to. And for Clerk to enquire with local schools to see if Town council could support them.

#### 3.2 Email from Tredegar Town Clerk:

Holocaust Memorial Day, Light the Darkness – 27<sup>th</sup> January 2024

Town Mayor and consort would be attending the service and Chair confirmed she would also attend weather permitting.

**Resolved** to note information received.

### 4. An Event to Award BEM Ceremony for Rev Roy Watson:

- Members to consider and resolve the ceremony:
  - Hold the appropriate ceremony in Chamber.
  - Provide appropriate refreshments/buffet.
  - Lord Lieutenant to be considered to present the Award.
- Invitees

Clerk informed all that Rev Roy Watson called into office and explained that he was hoping to hold his BEM Ceremony at Coed y Garn Primary school. The premises was much larger for a wide audience to invite, and he would like to have the school children present.

**Resolved** to note information received.

5. **Cinema Project for 2024 summer:** Email quotations received from

a) Cymru Creations Film & Media.

Members suggested that Clerk contact Kevin and ascertain if cinema can be showed during day.

**Resolved** to note information received and further **Resolved** for Clerk to enquire if cinema can show during daylight.

b) Cinema Hire 4 U

**Resolved** to note information received.

c) Skylight

AO explained that this quote was requested after having a conversation about the time of cinema, if filmed in daylight, inflatable screens will not work, they only work in dusk.

**Resolved** to note information received.

6. **Forthcoming Events:**

Members to consider and resolve the events calendar.

- Holocaust.

**Resolved** to note information received and further **Resolved** Town Mayor and Consort will be attending a service in Tredegar, Chair will also attend, weather permitting.

- Easter

Members were informed that due to Easter falling early this year there will not be enough time to resolve at next events meetings, therefore, quotes have been sourced and the cost for 1200 Easter eggs to supply each child within the 4 local schools are averaging £1500. Members agreed to Resolve the maximum cost of £1500 spend on Easter Eggs.

**Resolved** to note information received and further **Resolved** for Clerk to purchase Easter Eggs up to the value of £1500

- 80 years D Day

Item discussed under point 3.1 of the agenda.

**Resolved** to note information received.

Members discussed that photographs of the previous Town Mayors should have their photographs taken to display on wall with all past Town Mayors of Nantyglo and Blaina Town Council.

Assistant Officer would contact Cllr Morvan on his return from holiday to arrange a suitable date for the following Councillors:

- Cllr G Morvan
- Cllr K Jones
- Cllr D Hillman
- Cllr K Harris
- Cllr K Jenkins
- and Town Mayor for 2024/25, Cllr M Williams

**Resolved** that previous Town Mayors to have their photographs taken (as Town Mayor) and displayed in the Council Chamber. **Further Resolved** that Councillor M Williams to take the photographs.

Cllr D Hillman informed that the planters at the Asda Site and Queen Street, Nantyglo have all been signed up, cleaned, re composted and planted with new bulbs. He used 2 of his personal bags of compost and require another 1 bag to finish off.

Members agreed for Cllr D Hillman to purchase 3 bags of compost, to replace what the personal compost that was used and 1 required to re-compost another planter.

Cllr Hillman confirmed that he has not touched any of the concrete planters, as he wasn't expected to do so.

**Resolved** to note the information received and **Further Resolved** for Cllr D Hillman to purchase 3 bags of compost and Town Council would reimburse him of the cost.

Meeting declared closed at 19:25

# NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes - Town Clerk/RFO

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Tel: 01495 292817 E-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

**Minutes of the hybrid Meeting of the Planning & Highways Committee held at 5.35pm  
Tuesday 13<sup>th</sup> February 2024 at Council Chamber, Blaina Institute, High Street, Blaina**

**A meeting to which members of the public were entitled to attend.**

Present: Councillor D Hillman, presiding, Acting Chair, Planning & Highways Committee  
Councillors G Morvan (remote), C Hillman, M Williams (remote), L Harris,  
K Jenkins, and L King.

In attendance: Mrs T Hughes, Town Clerk / RFO  
Ms E Goode. Cost of Living Team - One Voice Wales (remote)

Due to the absence of the Chair, it was **Proposed, Seconded & Resolved** that Cllr D Hillman act as Chair.

Prior to the start of the meeting, the Town Clerk informed that no members of the public or press were present. **Resolved** to note the information received.

The Chair informed of the fire procedures to be taken in the event of an emergency. **Resolved** to note the information received.

## **Declaration of Interest**

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations of interest must be recorded in the book provided. **Resolved** to note that no such declarations were received.

**To receive: Ms Emma Goode – Cost of Living Team, One Voice Wales**

**Members were reminded to note the Standing Orders relating to guest speakers:**

1. Members to receive the presentation.
2. Questions to be invited at the end of the presentation.
3. Members were requested to ask only one question each – if time allowed AND with permission of the Chair, a second question might be asked.
4. Members were reminded that there was to be no discussion or exchange of points of view between Members and that all dialogue was to be directed through the Chair.

The Acting Chair introduced and welcomed Ms Emma Goode, from the Cost of Living Team at One Voice Wales to the meeting.

Emma Goode provided an overview of the work undertaken by the Cost of Living Team (CoLT):

The Cost of Living project (CoLP) was a new project funded by the Welsh Government (WG) to help understand the challenges faced by communities and to work Town & Community Councils to help provide advice etc. The CoLP had been funded by WG until 2026.

Emma provided advice and information by way of slides which informed that the Cost of Living Crisis (CoLC) was more severe and prolonged than first thought (University of Bangor & Citizens advice Bureau).

The effects of the CoLC on communities included increased stress, anxiety, adverse effects on physical & mental health and communities and individuals facing very difficult decisions.

What could be done to help with the CoLC?

Emma informed that community support to help with the CoLC could be provided in a number of ways such as foodbanks, warm spaces, lunch clubs, hobby groups, coffee mornings & a variety of well-being activities. Work by Town & Community Councils, especially financial support was ongoing.

*Councillor G Morvan joined the meeting at this juncture:*

CoLP aimed to work with Town & Community Councils in the following ways:

- To help understand the challenges faced by communities
- What is happening within communities
- What is working in response to the CoLC and where
- Low cost help that has big impact
- What can be replicated by sharing information and providing guidance & resources

The CoLP would be collating case studies and sharing best practice with networks across Wales.

The Acting Chair thanked Emma for her presentation and invited questions & comments in line with the Council's standing orders:

### **Question & Answers:**

Q: What help do you think communities need from Town & Community Councils?

A: Regarding the following issues of well-being, food poverty, transport etc, Town & Community Councils can help to provide relevant information that could be shared with local communities. Other resources were available with regards to social isolation & adults with additional learning needs.

Q: What stage and activity were the CoLP currently at?

A: The CoLP was established in November 2023 and was still gathering relevant information from Town & Community Councils at the moment.

- Q: (For information) The Town Council had been supporting the local community in numerous ways such as providing ongoing monthly financial donations to the local foodbank, helping to provide well-being activities at Easter, Christmas, Halloween, school concerts, open spaces with flower planters, community grants, supporting community groups & helping to provide street activities with BGCBC.
- A: The CoLP were pleased to hear of the positive help & support provided by Town & Community Councils and realise that many Town & Community Councils across Wales were providing practical help to their communities.

*Councillor L King joined the meeting at this juncture:*

- Q: If there were any other ways in which the Town Council could provide help to the local community, could suggestions be sent to the Town Clerk?
- A: Yes, and a copy of the presentation would also be e-mailed.

The Acting Chair thanked Emma Goode for attending the meeting and providing the presentation.

*Emma Goode left the meeting at this juncture.*

**1. Apologies for absence:**

Members were invited to consider the apologies for absence and to formally resolve to accept.

**Resolved** to note that apologies were received from Councillors K Jones JP, J Bond & Mrs N Horner, Assistant Officer. **Further Resolved** to accept the apologies received.

**2. Questions from the public:**

To receive any questions from the public regarding matters on the agenda. There was a 10-minute allocation time for any questions from the public.

**Resolved** to note that no such questions were received.

**3. Correspondence:**

Members were invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that might be received prior to the date of the meeting.

**3.1 Email from Sabrina.Cresswell@blaenau-gwent.gov.uk:**

Rights of Way Improvement Plan and includes Access Strategy

Members considered the Plan and queried if the Town Council could be a relevant party and receive the notice of completion.

**Resolved** that note information received & **Further Resolved** to query with BGCBC if the Town Council could be considered as a relevant party.

3.2 Email from tgilmartin@onevoice.wales:

Joint event One Voice Wales and planning aid Wales

**Resolved** to note the information received.

3.3 Older People's Commissioner:

*Please note that this item was not listed on the agenda although the information was contained in the supplementary documents.*

'Access Denied' Older people's experiences of digital exclusion in Wales – social media pack.

**Resolved** to note the information received.

4. **Planning Applications:**

Members were invited to consider the applications listed below and, with the permission of the Chair, any further applications that might be received prior to the date of the meeting:

- a) Planning Application No. C/2024/0018– Mr & Mrs Price, 36 Glanystroth, Blaina, Abertillery, Blaenau Gwent, NP13 3NE

Proposed rear single extension to North elevation.

**Resolved** that no objections or representations be made.

*Additional application received with permission of the Chair:*

- b) Email from michelle.christopher@sinclairdalby.co.uk Cornerstone

Proposed Telecommunications Upgrade at Nantyglo, West Monmouth Golf Club, Brynmawr, Gwent, NP23 4QT (NGR: 318241, 210524).

Members considered the application, and the following comments were made:

- It was unknown if any objections been made by local residents.
- The upgrade would be beneficial for the local area and residents.

**Resolved** that no objections or representations be made.

5. **Licence Applications:**

Members were invited to note the application(s) **for information only:**

*None received to date.*

**Resolved** accordingly.

Meeting declared closed at 6.05pm

# NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Mrs T Hughes - Town Clerk/RFO

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**Minutes of the hybrid meeting of the Finance & General Purposes Committee at 6.05pm  
Tuesday 13<sup>th</sup> February 2024 at the Council Chamber, Blaina Institute, High Street, Blaina.**

**A meeting to which members of the public were entitled to attend.**

**Present:** Councillor D Hillman, presiding, Chair, Finance & General Purposes Committee  
Councillors G Morvan (remote), M Williams (remote), L Harris, K Jenkins,  
C Hillman & L King.

**In attendance:** Mrs T Hughes, Town Clerk / RFO

Prior to the start of the meeting, the Town Clerk informed that no members of the public or press were in attendance. **Resolved** to note the information received.

## **Declaration of Interest**

Members were invited to declare matters of interest either at the beginning or at any time during the proceedings. Members were reminded that all declarations must be recorded in the book provided. **Resolved** to note that no such declarations were received.

### **1. Apologies for absence:**

Members were invited to consider the apologies for absence and to formally resolve to accept. **Resolved** to note that an apology was received from Councillors K Jones JP, J Bond & Mrs N Horner, Assistant Officer. **Further Resolved** to accept the apologies received.

### **2. Questions from the Public:**

To receive any questions from the public regarding matters itemised on the agenda (limited to 10 minutes total).

**Resolved** to note that no questions were received.

### **3. Correspondence:**

Members were invited to consider the listed correspondence, plus with the Chairman's permission, any urgent information that might be received prior to the date of the meeting.



a) Audit Wales – (for information)

2024 – 25 Fee scheme (see page 21 for Town & Community Councils).

It was clarified that the Town Council underwent a 'full audit' for the financial year 2022/23 although the conclusion hadn't yet been received from Audit Wales, neither had the invoice. The audit for 2023/24 would be for a 'limited audit' and as the Town Council was placed in Band 4, the fee would be £223-£266.

**Resolved** to note information received.

b) One Voice Wales (for information):

Free Places – Use of IT, Websites & Social Media Training.

Councillors M Williams and C Hillman agreed to attend the training session on 26<sup>th</sup> February 2024.

**Resolved** to note the information received and **Further Resolved** that Councillors M Williams and C Hillman attend the session on 26<sup>th</sup> February 2024.

4. **S.137 donations (Local Government Act 1972 & Well-being of Future Generations (Wales) Act 2015:**

As previously resolved, Members were invited to consider making further financial donations to Blaenau Gwent Foodbank to assist residents of Nantyglo and Blaina for the month of February 2024.

**Resolved** that a £200.00 donation be made to Blaenau Gwent Foodbank in respect of Nantyglo & Blaina residents for February 2024.

5. **Application to the Community Grant Fund:**

Members were invited to consider the listed application(s), plus with the Chairman's permission any additional applications that might be received prior to the date of the meeting. Members were also reminded that applications would need to be considered in conjunction with the current policy.

*None received to date.*

**Resolved** accordingly.

6. **Salem Chapel:**

Members were invited to consider the attached inspection report:

- January 2024 – comments & queries were invited:  
In response to a query, the Town Clerk informed that as far as she could tell, the building continued to deteriorate. Additionally (February 2024), there had been an issue with the alarm sounding for no apparent reason, although this appeared to have been resolved.

**Resolved** that the report be approved.

## 7. **Members Updates:**

Members were invited to provide any updates or information:

### a) Easter Eggs to local primary schools:

The Town Clerk informed that due to the increased number of local primary school pupils and the increased price of Easter Eggs, the cost of purchasing the necessary amount was £1561.28. Members were requested to resolve the amount by £61.28.

**Resolved** to increase the amount for Easter Eggs to local primary schools from £1500.00 to £1561.28 – and additional amount of £61.28.

### b) Cllr D Hillman – Blaenau Gwent CBC Budget for 2024/25:

Cllr D Hillman informed that he, Cllr C Hillman and the Town Clerk / RFO attended a meeting with BGCBC on 5<sup>th</sup> February 2024 to preliminary discuss the forthcoming budget. The meeting was chaired by Cllr S Thomas, Leader of BGCBC and was attended by other BGCBC Members and officers in addition to representatives from Brynmawr TC and Tredegar TC. Cllr D Hillman informed that the meeting was informative and that many questions were asked, including that the relevant information be received from BGCBC ahead of the official consultation meeting with BGCBC on Friday 16<sup>th</sup> February 2024. The Town Clerk / RFO informed that this had been queried with BGCBC today (13<sup>th</sup> February) but the information was not yet available.

Cllr D Hillman informed that the meeting with BGCBC would take place via MS Teams at 10.30am on Friday 16<sup>th</sup> February 2024 with the pre-meeting commencing at 10am via MS Teams.

**Resolved** to note the information received.

## 8. **Confidential Information:**

The following item(s) may contain information that was of a confidential or personal nature and was therefore exclusive to Members of the Town Council only. (Public Bodies Admission to Meetings Act 1960). **Resolved** that the motion be supported.

**Tracy**

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**From:** Thomas, Stephen C - Councillor <Stephen.Thomas@blaenau-gwent.gov.uk>  
**Sent:** 14 February 2024 15:00  
**To:** Turner, Mark; Hicks, Michelle; 1 Management Team; Cunningham, Helen - Councillor; Edmunds, Sue - Councillor; Morgan, John C - Councillor; Trollope, Hayden - Councillor; Parker, Andrew; Arnold, David; King, Sarah; Abertillery & Llanhilleth Community Council (clerk.alcc@gmail.com); Clerk; Brynmawr TC Clerk; ALCC ClerkMailbox; Tredegar Town Council (tredegartc@btconnect.com); Taylor, Gina  
**Cc:** Pugh, Carolyn; Evans, Tanya; Luisa Munro-Morris; McCann, Damien; T-Bob 79; Keith Jenkins; Joshua Rawcliffe; Mackay, Kelly; Elias, Bernadette; Jones, Natalie; Jones, Deborah - Democratic Services  
**Subject:** Re: [EXTERNAL] Consultation with Town/Community Councils - Revenue Budget 2024/24 - 16th February 2024

Dear Colleagues

Thank you for your messages and for sharing your concerns so candidly. I completely understand your frustration regarding the short notice for reviewing the documentation before our meeting. I want to provide some context to explain the timing and assure you of our commitment to collaboration and partnership with the Town Councils.

The short notice for distributing the documents is directly related to delays in funding allocations from the Welsh Government, particularly concerning the award of further consequential funding to us. We only received assurance of this funding this week. This vital funding is crucial for us as it enables us to safeguard frontline services and jobs essential to our community.

Furthermore, the political groups on the council received the final reports with consultation feedback only this week. This timing was not within our control and certainly not indicative of our desire to work collaboratively. We share your commitment to thorough scrutiny and understand the challenges posed by receiving a significant volume of information with limited time for review. Unfortunately, as we are third in the funding food chain, National and then Welsh Government announcements set the timeline for us, and our collaboration processes have to fit into a tiny window during January.

Recognising the importance of working together for the benefit of our community, we scheduled an additional meeting last week. This meeting was intended to foster open dialogue and ensure we are aligned to serve the community effectively in our respective roles.

Thank you for your understanding and your continued dedication to our community.

Best wishes  
 Steve

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**From:** Turner, Mark <Mark.Turner@unitetheunion.org>  
**Date:** Wednesday, 14 February 2024 at 11:36  
**To:** Hicks, Michelle <Michelle.Hicks@blaenau-gwent.gov.uk>, 1 Management Team <1ManagementTeam@blaenau-gwent.gov.uk>, Cunningham, Helen - Councillor <Helen.Cunningham@blaenau-gwent.gov.uk>, Edmunds, Sue - Councillor <Sue.Edmunds@blaenau-gwent.gov.uk>, Morgan, John C - Councillor <John.Morgan@blaenau-gwent.gov.uk>, Thomas, Stephen C - Councillor <Stephen.Thomas@blaenau-gwent.gov.uk>, Trollope, Hayden - Councillor



Yn Llais Cymru

One Voice Wales

# The Cost-of-Living Crisis in Wales

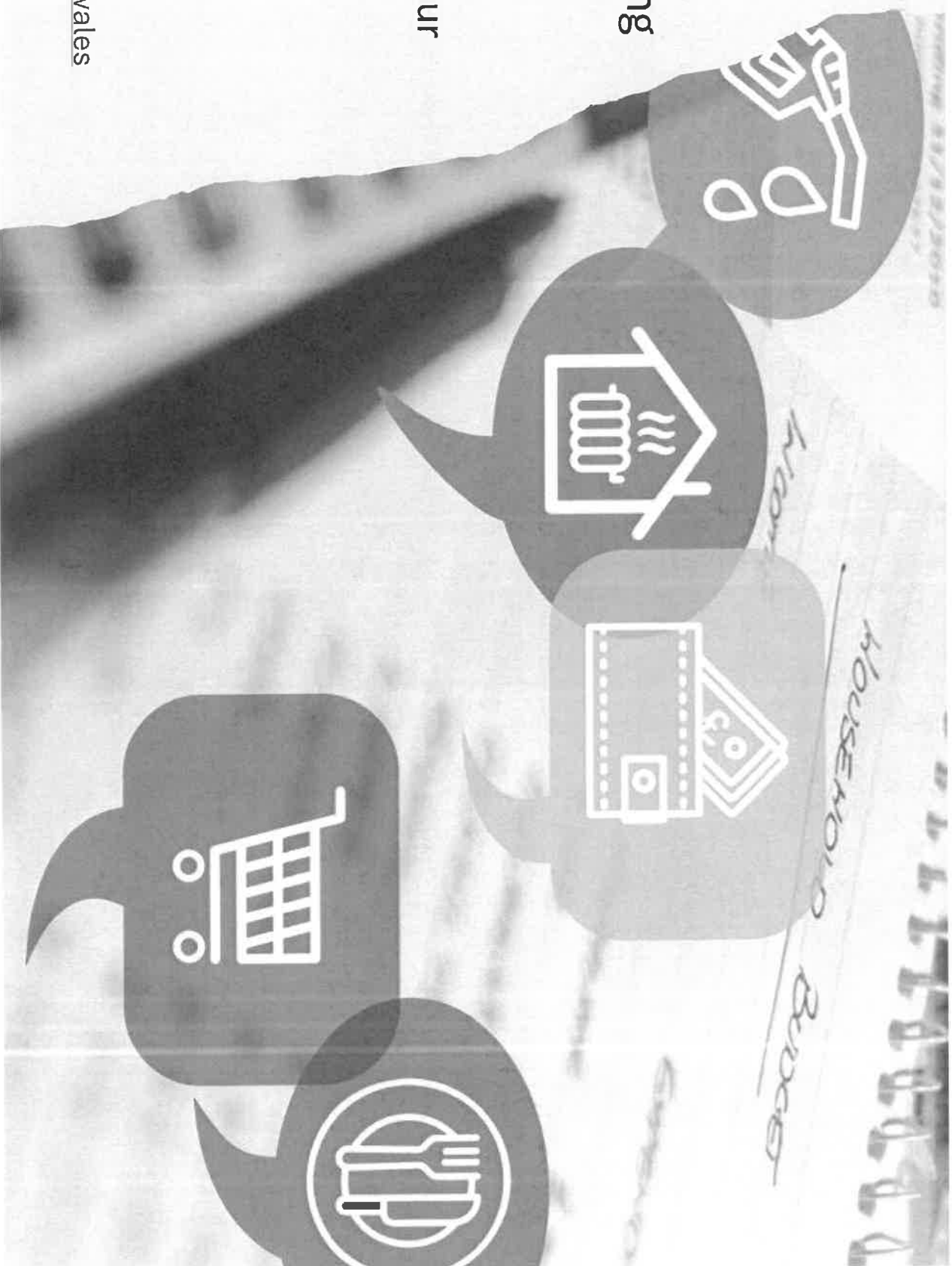
Understanding the  
Challenges Facing Our  
Communities

No longer a crisis?

Deeper and more severe

Contact us

[COLC@onevoicewales.wales](mailto:COLC@onevoicewales.wales)



## The rising cost of living and health and wellbeing in Wales

Households across Wales are experiencing an increase in the cost of living. To understand how rising costs of living are affecting people in Wales, a national household survey of over 2,000 Welsh residents aged 18 years and over was undertaken between November 2022 and March 2023.

### Financial situation and coping

- 43% Reported a worsening household financial situation
- 23% Did not think they would be able to cope financially
- 28% Were very worried about rising costs of living
- 36% Used savings to cover increased costs
- 23% Increased money borrowing to cover increasing costs

### Impacts on health and wellbeing

% saying rising costs of living were having a negative impact on:

- Mental health 44%
- Physical health 19%
- Family Relationships 17%
- said rising costs of living were having a positive impact on community support 19%

### Changes in behaviour

- 20% were eating less food
- 68% had cut down on non-essentials
- 70% were using electrical appliances less

### Vulnerable groups

Certain population groups were at increased risks of harms from rising costs of living.

Increased risks of selected outcomes are shown with an ↑

	Younger adults	Low income household	Economic inactivity	Children in household	Activity limitation	Ethnic minorities
Felt unable to cope financially	↑	↑	↑	↑	↑	↑
Very worried about costs of living	↑	↑	↑	↑	↑	↑
Negative impact on mental health	↑	↑	↑	↑	↑	↑
Negative impact on physical health	↑	↑	↑	↑	↑	↑
Negative impact on family relationships	↑	↑	↑	↑	↑	↑

3

Source: The rising cost of living and health and wellbeing in Wales: a national survey – Public Health Wales & Bangor University

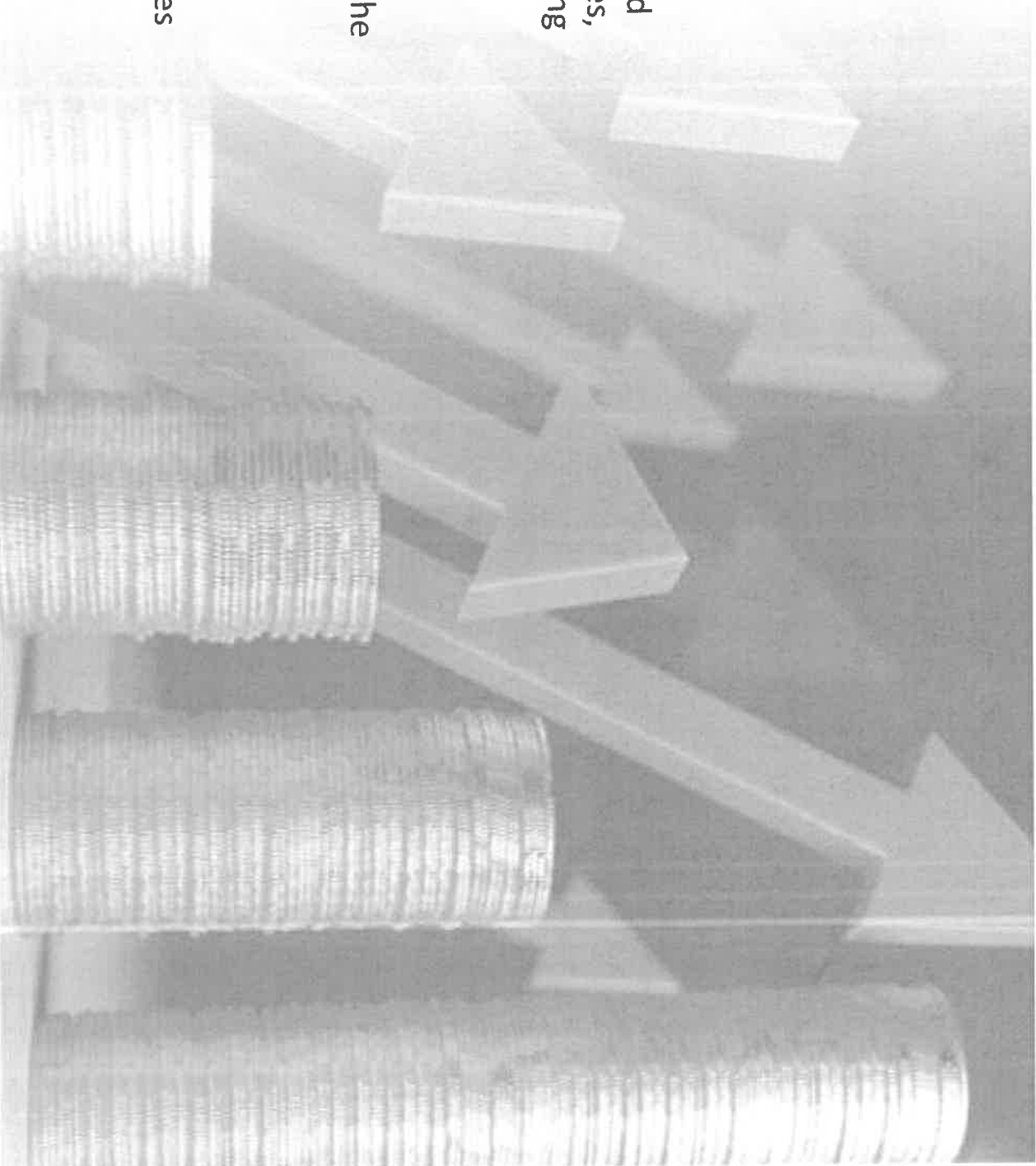
## How bad is it?

- The average person CAB help with debt advice have only £21 left over each month after paying for their essentials.
- CAB made 222,000 food bank referrals in 2023 (74,000 in 2019)
- National Survey by Public Health Wales & Bangor University

- 43% of Households reported a worsening financial situation
- 23% said they would not be able to cope financially
- 20% of households were eating less food
- 44% said rising costs affecting mental health

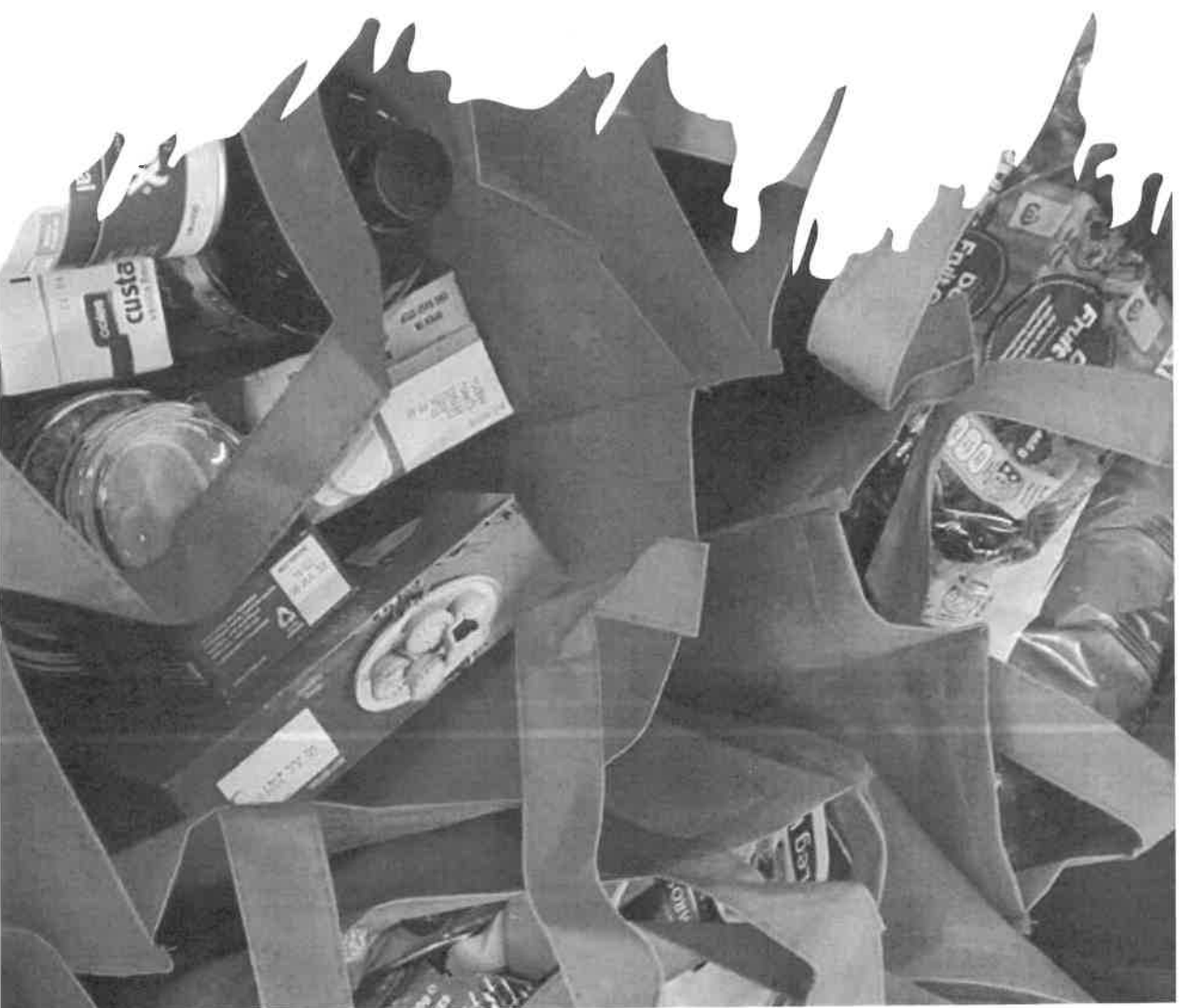
# What is causing the problems?

- Rising Prices: Essential goods and services, such as housing, utilities, food, and transport, are becoming more and more expensive
- Wages: While costs rise, wages often fail to keep pace, making the financial burden on households very challenging
- Other Challenges: inflation makes the problems more severe



# Effects on Communities

- Financial Strain: Many families are struggling to make ends meet, leading to increased stress and anxiety.
- Well-being: The cost-of-living crisis is negatively affecting mental and physical health, as individuals face difficult choices between necessities.



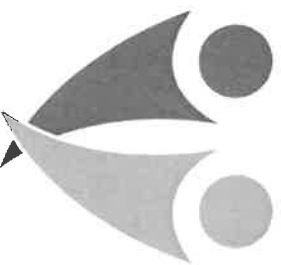


# What can we do?

- Community solidarity and support in facing the challenges posed by the cost-of-living crisis is crucial
- Engage with our community to better understand their needs and hear about community challenges
- Community Support is already something to be proud of, but can we do more:
  - ✓ Food banks
  - ✓ Warm Spaces
  - ✓ Lunch Clubs
  - ✓ Hobby Groups
  - ✓ Coffee Mornings
  - ✓ Wellbeing Activities



Un Llais Cymru

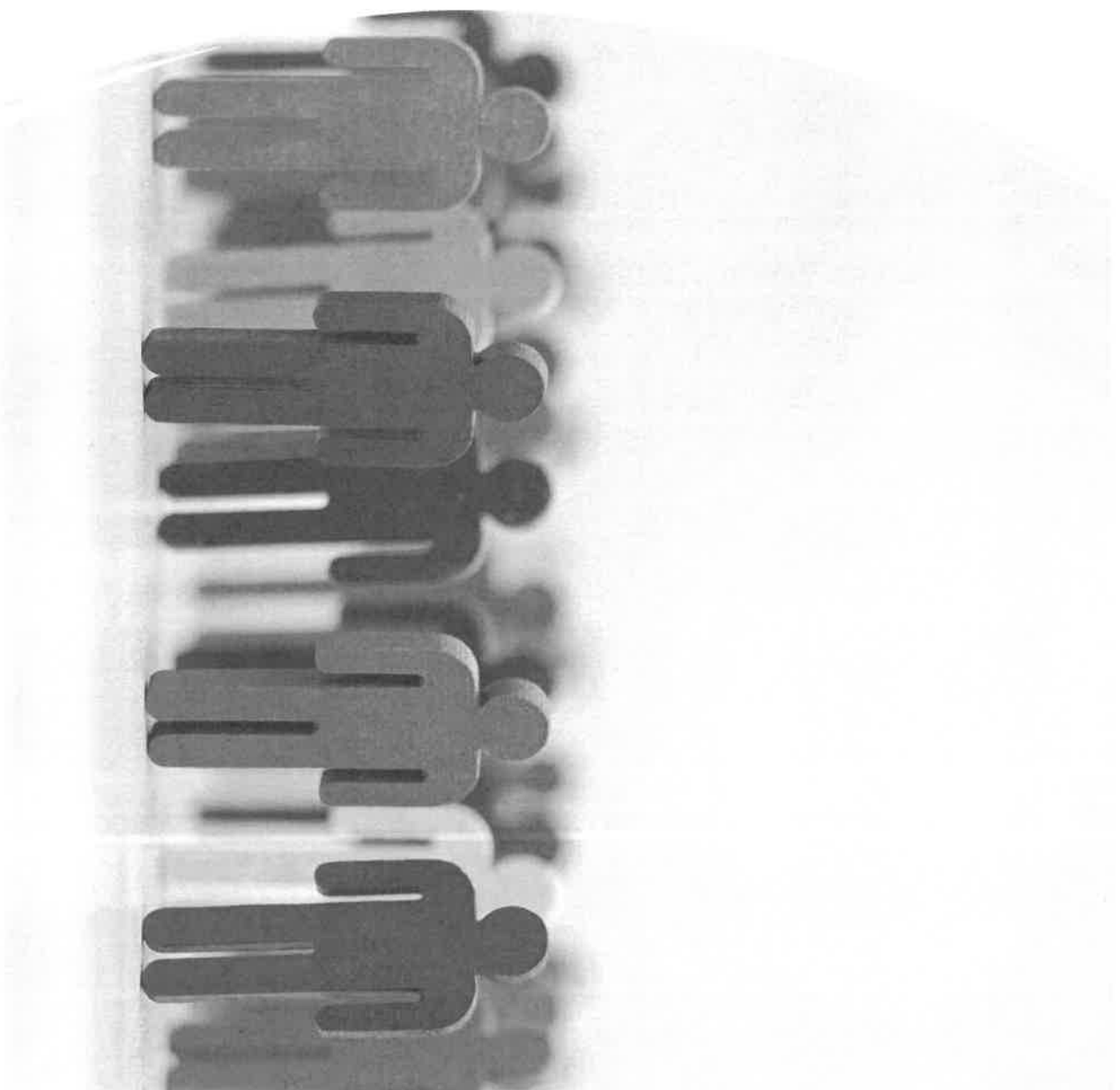


## One Voice Wales: Cost of Living Crisis Project

One Voice Wales

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- Welsh Government Funded Project
- Work with Community & Town Councils to find out the community response to the Cost-of-Living Crisis
- Find out what communities need?
- What is happening and where?
- What is really working well and helping?
- What can we replicate by sharing information, providing guidance and resources?
- Low Cost/Big Impact?



# NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN  
Swyddfar Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau. NP13 3BN  
TEL: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

## Financial Regulations

These Financial Regulations were revised & adopted by the Council  
at its Meeting held on 27<sup>th</sup> February 2024

Signed by:

Cllr K Jenkins  
Town Mayor / Chairman

## Nantyglo & Blaina Town Council Financial Regulations Wales

1. General
2. Accounting and Audit (Internal and External)
3. Annual Estimates (Budget) and Forward Planning
4. Budgetary Control and Authority to Spend
5. Banking Arrangements and Authorisation of Payments
6. Instructions for the Making of Payments
7. Payment of Salaries
8. Loans and Investments
9. Income
10. Orders for Work, Goods and Services
11. Contracts
12. Payments under Contracts for Building or other Construction Works.
13. Stores and Equipment
14. Assets, Properties and Estates
15. Insurance
16. Charities
17. Risk Management
18. Suspension and Revision of Financial Regulations

## 1. General

- 1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3 The Council's accounting control systems must include measures:
- for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute and may represent a breach in the Councillor's Code of Conduct.
- 1.8 The Responsible Finance Officer (RFO) holds a statutory office (*s.151 Local Government Act 1972*) to be appointed by the Council. [The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.]
- 1.9 The RFO:
- acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines of behalf of the Council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;

- maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness on use of its resources; and
  - produces financial management information as required by the Council.
- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments comply with the Accounts and Audit (Wales) Regulations and to prepare additional or management information, as the case may be, to be prepared for the Council from time to time.
- 1.11 The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate.
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include;
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding;
- setting the final budget or the precept (Council Tax Requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.14 In addition the Council must;
- determine and keep under regular review the bank mandate for all Council bank accounts;

- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15 In these financial regulations, references to the Accounts and Audit (Wales) Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils in Wales - A practitioners' Guide* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

## **2. Accounting and Audit (Internal and External)**

- 2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit (Wales) Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a Finance Committee member [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit (Wales) Regulations.
- 2.4 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its systems of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7 Internal or external auditors may not under any circumstances;
- perform any operational duties for the Council;
  - Initiate or approve accounting transactions; or
  - direct the activities of any Council employee, except that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of the elector's rights in relation to the accounts including the opportunity to inspect the accounts, book, and vouchers and display or publish any notices and statements of account required by Public Audit (Wales) Act 2014, or any superseding legislation, and the Accounts and Audit (Wales) Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. Annual Estimates (Budget) and Forward Planning**

- 3.1 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserve and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Planning Committee; relevant Task & Finish Group and the Council.
- 3.2 The Council shall consider annual budget proposals in relation to the Council's medium term forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3 The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4 The approved annual budget shall form the basis of financial control for the ensuing year.

## **4. Budgetary Control and Authority to Spend**

- 4.1 Expenditure and revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5000;
  - a duly delegated committee of the Council for items over £500; or
  - the Clerk, in conjunction with Leader of the Council or Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.
- Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget heading or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in January (or when the relevant information in respect of the national agreement is received from OVW or NALC) for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.



- 4.8 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

## **5. Banking arrangements and authorisation of payments**

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the meeting and, together with the relevant invoices, present the schedule to Council [or finance committee]. The Council/ committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council [or finance committee]. The approved schedule shall be ruled off by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses, and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information. This excludes payments in respect of Members Allowances (which MUST be publicly reported as legislated).
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, good or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council [or Finance Committee] meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no disputer other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) providing that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee]; or
  - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance committee].

- 5.6 For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund, stationary/essential office supplies (not exceeding £500) and regular maintenance contracts, utilities and the like for which Council [or a duly requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council [or Finance Committee]. Stationary and Office Supplies are via the Town Council's preferred supplier (Viking Direct & Shaws) or other as appropriate, due to cost, reliability, invoice and time factors.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and presented to the Finance & General Purposes Committee and be signed by the Chair of Finance & General Purposes Committee each month – thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable or other interest, unless a dispensation has been granted.
- 5.10 When able to the Council will aim to rotate the duties of members (with appropriate training) in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Council (or relevant committee).

## **6. Instructions for the Making of Payments**

- 6.1 The Council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be affected by cheque/online payment or other instruction (including online payments) to the Council's bankers, or otherwise, in accordance with a resolution of Council [or Finance & General Purposes Committee].
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of the Council in accordance with a resolution instructing that payment. A member who is a

- bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory for the payment in question. The Clerk/RFO is an authorised counter signatory for emergency situations only.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatories obtained away from such meetings shall be reported to the Council [or Finance Committee] at the next convenient meeting.
- 6.7 As resolved by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every two years.
- 6.8 As resolved by the Council, payment for certain items (principal salaries) may be made by a banker's standing order or online payment provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9 As resolved by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10 Two nominated members plus the Town Clerk / RFO (processing officer) will be issued with a personal identification number (PIN), card and card reader. These will be the only authorised users of internet banking. Each payment will require authorisation by one of the two members AND the Town Clerk / RFO (processing officer). In an emergency and in the absence of the 'processing officer' all payments will need to be made by cheque until a replacement 'processing officer' can be approved.
- 6.11 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or duly delegated committee.
- 6.12 Regular back – up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.

- 6.13 The Council, and any members using computers for the Council's financial business, shall ensure that the anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14 Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator ('processing officer'). The bank mandate approved by the Council identifies three Councillors who will be authorised to approve transactions on those accounts.
- 6.15 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk /RFO and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.17 The process for authorising payments from the Nantyglo & Blaina Town Council Business (Current) Lloyds Bank Account to creditors with reciprocal internet banking arrangements. The relevant electronic bank details of the recipient organisation must be known in order for the transaction to be processed. The maximum permissible payment level is understood to be £250,000 but individual transactions are usually for less than £1,500.
- 6.18 Each transfer requires the physical presence (in the Town Council Office) of at least 2 named individuals, one of whom must be the Town Clerk/RFO, in the presence of one of two authorised members. These designated members are all approved cheque signatories. The Town Clerk must be present for all transactions. Please note that issues e.g. such as coronavirus legislation may impact upon this and that the Town Clerk (processing officer) may process & authorise the payments and then e-mail another authorised member all details of the payments that require authorising and request that these payments be authorised. That authorising member then e-mails the Town Clerk when the payments have been authorised. The Town Clerk then prints a copy of the bank statement to check that only those payments have been authorised and retains a copy for the file.
- 6.19 The Town Clerk/ RFO is responsible for the safekeeping of a security card which authorises the initiation of payments by use of a PIN. The PIN card entry machine is kept securely in the admin office at the Blaina Institute building. Each of the authorised members is responsible for the safekeeping of a security card which authorises the approval of payments by use of a PIN.
- 6.20 The authorising member witnesses the Town Clerk/RFO logging into the system and entering all relevant details to initiate the payment. The 'date of last log' is clearly displayed on the screen and this can be confirmed by the witness to a file record. This arrangement ensures that the previously recorded payment transaction was legitimate, properly authorised and there has

been no other transactions since that date (i.e. nothing in-between). As in 6.19, the printing and retaining of the bank statements will also confirm this whereby it is not possible for the 'logging-on' to the system be witnessed.

6.21 Once the authorised member has witnessed and confirmed their satisfaction with the details of the payment transaction, the Town Clerk/RFO logs out of the system and the screen indicates that there is an outstanding payment awaiting authorisation.

6.22 The authorised member present then logs into the system, using the card reader assigned to them by Lloyds Bank and with their own security card and PIN. The payment transaction details previously entered by the Town Clerk/RFO are then approved (or otherwise) by the member effectively acting as an approved cheque signatory. The process requests final confirmation of approval for the payment, after which the authorised member logs out of the system (the time and date are recorded for future reference).

6.23 A record of the transaction and other printed documents are filed and retained in the Town Council office.

6.24 All expenditure payments must still be approved by the Finance and General Purposes Committee and subsequently ratified at Full Council in accordance with Standing Orders and Financial Regulation.

6.25 Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or finance committee in writing before any order is placed. *(Not currently used)*.

6.26 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council [Finance Committee]. Transactions and purchases made will be reported to the [Council] [relevant committee] and authority for topping-up shall be at the discretion of the [Council] [relevant committee]. *(Not currently used)*.

6.27 Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month - end. *(Not currently used)*.

6.28 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk /or RFO (for example for postage or minor stationary items) shall be refunded on a regular basis, at least quarterly.

6.29 The Town Council does not currently operate a petty cash system.

## **7. Payment of Salaries**

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of

PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.

- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council & Personnel Committee.
- 7.4 Each and every payment of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any Councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under the Public Audit (Wales) Act 2004, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.7 Before employing interim staff the Council must consider a full business case.

## **8. Loans and Investments**

- 8.1 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such a Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

- 8.3 The Council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk or RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council Policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practises and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable, and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying – in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below)].
- 9.11 The Council may investigate the possibility of accessing and applying for financial grants as appropriate for projects considered necessary by the Town Council for the benefit of the residents of Nantyglo and Blaina.

## **10. Orders for Work, Goods and Services.**

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained where used.
- 10.2 Order books & letters shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations three or more quotations or estimates from appropriate suppliers, subject to any *de minimus* provisions in Regulations 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council unless this has been resolved by the appropriate committee or Council..
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

- 11.1 Procedures as to contracts are laid as follows;



- a) Every contract shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (v) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or good or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for goods or materials proposed to be purchased which are proprietary articles and/ or are only sold at a fixed price.
- b. The full requirements of The Public Contracts Regulations 2015 ("the Regulations") as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)
- c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- d. Where a contract is estimated to exceed £25,000, an invitation to tender should state: Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.
- f. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- g. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and otherwise, Regulation 10.3 above shall apply.
- h. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

- i. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- 11.2 The proper Officer shall maintain a register of personal interests, in respect of both members and senior staff.
  - a. Members and senior staff should not, so far as is practicable, be involved in the award of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
  - b. Members and Senior staff should not, so far as is practicable, be involved in the making or authorising payments in respect of orders and/or contracts with organisations or individuals in respect of which a personal interest exists, whether declared or not.
- 12. Payments under contracts for building or other construction works
  - 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
  - 12.2 Where contracts provide for payment by instalment the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
  - 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.]

### **13. Stores and Equipment**

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stock and stores at least annually.

## **14. Assets, Properties and Estates**

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the locations, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit (Wales) Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible moveable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg, 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continuous existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. Insurance**

- 15.1 Following the annual risk assessment (per Financial Regulations 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].
- 15.2 [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

- 15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security of fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

## **16. Charities**

- 16.1 Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examinations as may be required by Charity Law or any Governing Document.

## **17. Risk Management**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk /RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk/ RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **18. Suspension and Revision of Financial Regulations**

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

NANTYGLO & BLAINA TOWN COUNCIL – CYNGOR TREF NANT -Y-GLO A BLAENAU

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Mrs T Hughes – Town Clerk / RFO Mrs N Horner – Assistant Officer

# Risk Management Policy

This Risk Management Policy was revised and adopted by the Council  
At its Meeting held on 27<sup>th</sup> February 2024

Signed by:

Cllr K Jenkins  
Town Mayor / Chairman

## **RISK MANAGEMENT POLICY – 2024/25**

### **1. INTRODUCTION**

- 1.1 The recognition and management of risk is vital to ensure the proper management of the Council's assets and resources and efficient discharge of its duties and responsibilities to the community. Risk assessment is a continuous process which the Council needs to keep under review and ensure continuous monitoring.
- 1.2 The Practitioner's Guide on Governance and Accountability requires Councils to identify risks which it faces and put in place a scheme designed to create the necessary awareness and actions required to reduce the threat or possibility of an action or event that can impact on the interests of the Council and in turn the community it serves.
- 1.3 Risk management is not a process which seeks to avoid risk completely, but it seeks to identify and assess risks on an individual basis by using a scoring methodology which identifies the severity of risk, the likelihood of it occurring and the impact if the risk was realised. Although each risk will have a different score rating, each of the risks will require an assessment of actions needed to minimise the risk.
- 1.4 The Plan which is appended to this policy identifies each of the risks that are considered to require attention as the impact of each on the Council would be of concern and in some cases could be extremely serious.
- 1.5 The Plan forms part of the internal control arrangements of the Council and will be used as part of the process of audit by the Council's Internal Auditor.
- 1.6 In most of the identified areas of risk the Council's insurance arrangements will apply such as in relation to public liability, employer liability, loss of money, fidelity guarantee, property damage, official's indemnity and loss or damage to equipment. The Council's insurers do however require the Council to adopt a process of risk management so that the exposure to insured risks are minimised.
- 1.7 An annual review of the plan in conjunction with the Council's insurance arrangements will be undertaken at an appropriate date.

## 2. ASSESSMENT CRITERIA:

### 2.1 Rating and Classification of Risks

The rating and classification that is used in the Plan is as follows:

#### a) **Rating**

Potential Consequence Score: 1-5

Likelihood of Happening Score: 1-5

Severity Level Score: Potential Consequence x Likelihood

#### b) **Classification**

1-5 Low

6-10 Medium

11-15 High

16-25 Very High

## RISK MANAGEMENT PLAN

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Precept	Not submitted by Clerk	5	1	5	Low	Established budget process in place with Finance Committee considering the draft budget and the County Borough Council of precept in January each year. Clerk/RFO to notify the County Borough Council of precept in January each year. Financial comparison reports to be considered by the Finance Committee every quarter enabling it to assess income and expenditure against budget headings. Bank reconciliation reports to be presented to the Council on a quarterly basis as an additional method of Councilors assessing the state of the Council's finances.
	Inadequacy of the Precept	5	1	5	Low	All cheques signed by two Councilors against invoices. All online payments processed by Clerk/RFO and approved by Clerk/RFO & Leader of the Council. All expenditure approved by Council and accounts subject to internal audit and Council scrutiny. Budget monitoring reports are submitted to council on a regular basis as are bank reconciliations. An effective internal auditor also helps to further minimise any such risk.
Loss of Money	Loss due to Fraudulent action By employees	5	1	5	Low	Council's Investment Strategy to be reviewed every January. Focus on investments to be based on stability and liquidity rather than an over focus on investment gain.
Investment Income	Loss of income due to type of investment made.	5	1	5	Low	Council policy to maintain general reserves of between 3 and 12 month's annual budget Levels of reserves reported to Council for consideration 3 times per year.
Reserves General	Inability to manage any unforeseen occurrences due to lack of cash flow.	4	1	4	Low	Annual budgeting process to designate earmarked funding requirement and allocated sums to be preserved through having an adequate level of un-earmarked Levels of reserves reported to Council for consideration 3 times per year.
Reserves Earmarked	Lack of availability of funding to meet planned commitments.	5	1	5	Low	Council does not pay numerous suppliers and all such details are checked on each invoice and all suppliers are checked periodically. When payments are made online, bank automatically checks recipients' pay details are correct. Whilst some payments are still made by cheque; no payments are ever made by cash.
Supplier risk	Supplier fraud is not covered by most insurance policies.	4	2	8	Medium	All decisions of the Council to be supported by the legal source of the power that is relevant. Advice of the Clerk/RFO to be available at all times. Council also has current membership of both One Voice Wales & Society of Local Council Clerks which provide help & advice if required. Clerk/RFO has advanced qualification and in excess of 30 years professional local government experience.
Legal Powers legislative	Council acting Beyond its powers e.g. ultra vires	5	1	5	Low	All wages and salary levels to be determined annually and recorded in the minutes. Internal Auditor requested to check that correct rates are being paid. Established payroll/accountant (independent of Council) used to process salary and wages payments and Clerk/RFO to deduct Tax/Ni & pay to HMRC by due dates. Finance Committee to monitor salary and wages payments in accordance with budget.
Salaries and Wages	Salaries and wages are paid at incorrect rates Income Tax and NI not deducted and/or not paid to HMRC	5	1	5	Low	



Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Recovery of VAT	VAT not recovered from the HMRC	4	1	4	Low	Clerk/RFO to make claim for reimbursement on an annual basis. Finance Committee to monitor receipt of VAT and Internal Auditor to check claims have been made as appropriate. Payment reported to Finance Committee.
Payment of Grants	Appropriate approved grant claims not submitted.	4	1	4	Low	Finance Committee/Full Council consider & resolve applications in line with Council policy. Clerk/RFO responsible for processing & paying grant applications.
Councillors Allowances	Allowances not paid in accordance with The IRPW's scheme	4	1	4	Low	Full Council/Finance Committee to consider and resolve IRPW annual reports as appropriate. Clerk/RFO to ensure that all claims are appropriately submitted with Councillors being required to complete claim forms supported by receipts as appropriate.
Economic	Loss of investment or resources	5	3	15	High	NBTC has a loan payable to PWLB for the purchase of Salem chapel (grade II listed) and the main economic risk is the insurance, running & maintenance costs. NBTC is only too aware of the serious financial risk associated with the building due to the discovery of dry rot & other repairs required. NBTC are in the process of clarifying the legal situation with the chapel &, due to the issues and serious financial risk posed by the chapel, have resolved to sell the Chapel when legally possible thereby eliminating the serious financial risk. All actions taken (or to be taken), are done so following all appropriate specialist advice.
Training of Councillors & Code of Conduct	Councillors do not have the necessary skills and knowledge to perform their roles.	4	2	8	Medium	Council to have an annual training budget and training plan and all Councillors be required to commit themselves to appropriate training. Members to be trained in the Code of Conduct. All declarations to be completed using designated form & the declaration of interests is to be published on the Council's website.
Fire	Fire risk to Council Property & Assets (Inc Salem Chapel)	5	2	10	Medium	Threat of fire is always present be it accidental or deliberate. Most assets are held at the Council Offices (Blaina Institute)& the loss of accommodation is also a real risk. Council also owns Salem Chapel (High Street) which is at increased risk due to being unoccupied. Fire alarm systems, smoke alarms and smoking is forbidden within the buildings mean that accidental fires are unlikely. Blaenau Gwent CBC & Blaina Community Institute have responsibility for Blaina Institute. Fire doors are fitted where required & all members, staff and visitors are informed of the fire procedures & emergency exits. A legal user agreement with BGCBC is in place re: BGCBC must provide the Council with suitable accommodation in an emergency. Appropriate insurance is in place & is reviewed annually.
Security	Security risk to Council offices & Salem Chapel	5	3	15	High	Security of the building in which the Council offices are located is the Responsibility of BGCBC & Blaina Community Institute Committee Ltd. Coded security locks are on all doors & is used during periods of lone working. All doors are lockable and secured. The offices are situated upstairs in the building, which is used by other organisations. Insurance is as detailed above. There is some CCTV to the front of the building. Security of Salem Chapel will always pose more of a risk as it is located within the main street & is unoccupied. An intruder alarm is in

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
						operation & its central position ensures that it is not isolated. The Chapel is inspected on a weekly basis by the Town Clerk & Assistant Officer.
Availability of officers	Main issue concerns Any long term Absence of the Clerk	5	2	10	Medium	Following a period of staffing issues (2016/17), the Council now has two part time officers which reduce possible staffing issues. The appointment of the additional officer Ensures that the Council's statutory duties and events are less affected by illness/ annual leave.
Professional/ Managerial	NBTC officers Providing incorrect Advice or failure to Carry out legal and/ Or statutory functions	5	1	5	Low	Legislative changes & increased activity could increase possible risk as is the failure to keep proper financial accounts. Such risks are reduced by the Town Clerk /RFO holding the specific advanced qualification in addition to numerous other Appropriate qualifications & having 35 years' experience in local government. NBTC Is a member of One Voice Wales & Society of Local Clerks which provides updated Legislative advice & guidance. Historical staffing issues have been resolved by the Appointment of the Assistant Officer. The appointment of an experienced internal Auditor further mitigates any such risk.
Litter Picks	Injury to Councilors And volunteers Involved in litter picks	5	2	10	Medium	Public liability insurance in place. Marshall appointed to supervise volunteers. Provision of litter pickers, gloves etc. and volunteers required to wear appropriate footwear. Warnings given about picking up glass and awareness of needle stick injuries.
Data Protection	Compliance with Data Protection Act 2018 And General Data Protection Regulation	5	2	10	Medium	Ensure that all aspects of compliance are completed. That Data Protection principles are observed and data retention policy is implemented.
Information Security	Important Council Information held In hard copy and On computer is Lost or damaged.	5	2	10	Medium	Important hard copy data is stored in a locked metal cupboard the Council Offices. Data held on computer is continually backed up and secured by Orbits IT (Council's IT provider).
Technological	Failure or theft of Computer system Resulting in loss of Files & information	5	2	10	Medium	All IT equipment is kept in a locked office within a secured and alarmed building. All software & hardware are professionally supplied, installed & updated. NBTC has an appointed IT provider which ensures that NBTC's files, emails and IT system are secured, protected, and backed up in addition to providing ongoing IT support & advice. The updated system & equipment ensures that officers can work from home if required.
Financial Records	Financial Records Are lost or Damaged.	5	2	10	Medium	Financial records are audited annually, and files and the cashbook are then held in a suitable lockable cupboard in the Council Offices. All electronic data is held on computer and is continually backed up and secured by Orbits IT (Council's IT provider)
Health and Safety Assessments/ Council	Activities of the Council are not Risk assessed and Arrangements	5	2	10	Medium	Town Clerk & Assistant Officer prepare risk & Monitor risk assessments of all events arranged by the Council and report any issues/breaches to Council. The Council also has appropriate insurance which includes Salem Chapel & public liability which is reviewed yearly. Salem Chapel is currently closed to the public due to

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Liability & Salem Chapel	monitored.					dry rot. The Chapel is inspected weekly & reported to Council monthly. Members & volunteers of the Town Council are covered by the Council's insurance for 'low level' litter picking, maintenance of planters & outdoor events subject to a risk assessment.
Health & Safety Salem Chapel	Parts of floor Removed & uneven. Physical condition of The building due to Dry rot.	5	3	15	High	The Chapel is closed to public & only the Town Clerk & authorised maintenance personnel (R Dunham & Churches Fire) can access the building for those reasons (they are aware & updated of the possible risks regularly. Officers ensure that they do not inspect or enter the Chapel alone. Weekly inspections undertaken & reported to Council monthly. NBTC acknowledges the risks associated with owning the building. The physical condition of the offices (inc fire & security) is managed by Blaina Community Institute Ltd (BCIL) & BGCBC. PAT testing & all other testing is the responsibility of BCIL. An accident book & first aid kit is located in the Clerk's office. H & S requirements are adhered to, and sensible precautions are taken by staff during periods of lone working (risk reduced with appointment of the assistant officer.
Health & Safety – Town Council offices	Legislative Responsibilities & the Town Council's duty Of care to employees Members & visitors					Following Covid in 2020/21, NBTC adapted its working practices to ensure that all Relevant legislation was adhered to & that the health & safety of staff, members & Users were safeguarded. Installation of IT & appropriate use of hybrid meetings, online banking ensures that financial & procedural disruption is minimised. Such risks are often unpredictable and NBTC will continue to follow all appropriate advice, best practice & legislation.
Serious public Health risk (inc Covid)	In 2020 21 Covid affected the way the Council functioned	5	3	15	High	Widespread use of social media means that this will always be classed as high risk. Many individuals &/or groups freely comment (often inaccurately) on social media Which can often portray NBTC in a bad light. The adoption by NBTC of 'Social Media: A guide for Councillors can help mitigate the risk as can appropriate training NBTC needs to be visibly pro-active in the community at all times, acting in the best interests & representing the community & positively promoting NBTC. A managed social media presence e.g. Facebook can also help with this although extreme care is required, as this can act as a 'double-edged' sword for NBTC.
Social risks	Damage to NBTC Reputation on social Media etc.	4	4	16	Very High	NBTC's website complies with all relevant legislation and is regularly updated to Ensure that it contains all the necessary (& other) information required including NBTC contact information. Public consultations also help to mitigate any such risks. NBTC is aware that the electorate can take part in a referendum to abolish NBTC & Takes this risk very seriously.
Customer/ Citizen	Not informing the Local community/ Electorate of Necessary information	5	4	15	Very High	The Council Offices are located on the 1 <sup>st</sup> floor of the building which is serviced by a lift (BCIL/BGCBC are responsible for the upkeep of the lift). Meetings of the council can be Attended either in person, online or by conference call from a mobile phone or landline.
Disability Discrimination	Council's facilities Are not compliant With the legislative Requirements.	5	2	10	Medium	Council provides Welsh titles on documents as required and is able to provide its communication arrangements through the medium of Welsh (via Town Council contacts) if requested. It is noted that such a request has not been received, possibly due to low levels of Welsh spoken in the local community.
Welsh Language Act	The Council fails To comply with the Act.	4	2	8	Medium	

Risk Item	Risk Identified	Potential Consequence	Likelihood	Severity Score	Classification	Measures to be taken to reduce, minimise or control risk
Environmental	All NBTC actions etc Are scrutinised & it Needs to be as Environmentally Friendly as possible	4	2	8	Medium	NBTC maintains policies which comply with both current & new regulations. NBTC has increased the number of flower planters throughout the community along with a Butterfly garden in each area. Members of NBTC are pro-active in undertaking litter picks and weed clearing. Each year, NBTC continues to renew old style Xmas lights to more energy efficient LED lights. NBTC also recycles as much as possible. NBTC's bio-diversity plan/report is also updated annually.
Legal Claims	Claims made in Relation to Employment matters And from members Of the public about The condition of Council amenities Resulting in injury.	5	3	15	High	Council models it's as a good employer and follows all expected standards of good employment practice. Public liability and legal expenses insurance is in place.
Terrorism & Large scale Emergencies.	Threat &/or risk Of destruction	5	2	10	Medium	Current UK threat is substantial, but Nantyglô & Blaina is sufficiently removed from major cities & other areas (e.g. airports & large arenas which are more likely to be targeted. Additionally, Nantyglô & Blaina has a higher than UK average, percentage of residents who were born (& live) within the area which also lessens the risk. Such risks can & would alter depending upon inflammatory issues. Any risk from terrorism within the locality is likely to be classed as a lower risk as a result of propaganda. The Civil Contingencies Team at BGCBC aim to reduce such risks and/or lessen the impact on the area through planning, training, liaison & response.

Tracy Hughes

Town Clerk / RFO – February 2024

NANTYGLO & BLAINA TOWN COUNCIL  
CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN  
Swyddfa'r Cyngor, Sefydliad Blaenau, Y Stryd Fawr, Blaenau. NP13 3BN  
TEL: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

# Financial Grants Policy

Revised and adopted by Council: 27<sup>th</sup> February 2024

Town Mayor – Councillor K Jenkins

Signed:

Revised: February 2024

## **Guidance for Members:**

The Council is empowered to distribute grants under:

- s137 of the Local Government Act 1972.<sup>1</sup>
- Power of Well Being, s2 Local Government Act 2000 and s126 Local Government (Wales) Measure 2011.<sup>2</sup>
- Other powers including the Local Government (Miscellaneous Provisions) Act 1976.<sup>3</sup>
- It is unlawful to award grants to individuals under s137 but may be given under the Power of Well Being. All applications for funding must conform to legislation.
- The Welsh Assembly reserved powers to impose limitations on the Power of Well Being and this is effectively the amount that can be spent under this power which is limited to the same criteria used to calculate the amount that can be spent under s137.<sup>4</sup>

Nantyglo and Blaina Town Council makes grant funding available to all local associations in Nantyglo and Blaina and sets aside annually agreed amounts as part of its annual budget. As grants are made out of money provided by the council tax payers of Nantyglo and Blaina, the Council has a responsibility to satisfy itself that grants will provide benefit to the local community.

## **Guidelines for the consideration of grant applications:**

---

<sup>1</sup> A local authority may incur expenditure which in the members' opinion will "be in the interests of, and will bring direct benefit to, some or all of the inhabitants." It cannot therefore be given to an individual.

The Local Government and Housing Act 1989, Schedule 2 amended this power to state that the benefit obtained must be commensurate with the expenditure incurred. The Council must therefore consider whether the expenditure is reasonable in relation to the benefit derived therefrom.

s137 also enables the Council to give grants to National Charities and contribute to public appeals made by Mayors and Chairs of Principal Authorities.

<sup>2</sup> The Power of Well Being enables councils to do anything that is aimed at promoting and improving the environmental, economic or social well-being of its area.

<sup>3</sup> s19 of this Act enables a Council to spend money to promote and provide recreational facilities and give grants to organisations providing such facilities.

<sup>4</sup> The amount for 2024-2025 is £10.81 x the number of electors in a council area.

- Members will have to declare a personal interest in any organisation in which he/she is involved.
- Nantyglo & Blaina Town Council will only make grants to bona fide volunteering associations and organisation and / or individuals.
- Grants will only be made to associations based in Nantyglo and Blaina or to those which make a provision or are of benefit to Nantyglo and Blaina.
- Applications from organisations based outside of Nantyglo & Blaina but with membership consisting of persons from Nantyglo & Blaina will be considered but evidence may be required (e.g. names and addresses).
- All grant applications must be submitted in a written format, this includes e-mail applications. In all cases, only requests made via a completed Town Council application form will be considered.
- Each association must specify the reason for the grant application and supply additional information as applicable either to Finance and General Purposes Committee or the Ordinary meeting of the Town Council.
- All projects must acknowledge Nantyglo and Blaina Town Council's financial contribution. If the association's application is successful they must agree to indicate the sponsorship from Nantyglo and Blaina Town Council on their literature, i.e. Nantyglo and Blaina Town Council's logo included on the association's headed paper or in a match programme/poster, website banner.
- The Town Council will request in the letter to successful grant applicants that their support is recognised by participation in Town Council Events
- Only one grant will be given to an association in each financial year.
- Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Nantyglo & Blaina area where there are obvious benefits to the residents within the Council's area.
- The organisation or group should supply information that the Town Council requests regarding the impact of the project on the Town Council's area.
- Organisations which apply for grants must demonstrate that the awarded money is going towards a specific project and not just for capital gain.

- No grant will be awarded to or for any commercial venture or private gain or business activity.
- The application pack will consist of an application form and a Guidance for Applicants.

As of May 2018, the proposed authorised grant amounts are: £25, £50, £75 & £100. The amount of the grant award will be at the discretion of the Town Council. In order to provide a more accountable and fair system, it is proposed that the following criteria be considered:

To be considered for **£100**:

- A charity or voluntary organisation that is of significant benefit to our residents within the community (Nantyglo and Blaina).

To be considered for **£75**:

- A charity or voluntary organisation that benefits our residents within the community (Nantyglo and Blaina).

To be considered for **£50**:

- A group of individuals doing well in Nantyglo and / or Blaina (including the promotion of Nantyglo & Blaina in a wider area). This is subject to proof provided of the benefit for Nantyglo & Blaina.

To be considered for **£25**:

- Can be a national charity or voluntary organisation that is of general benefit to our residents within the community (Nantyglo and Blaina).

Please note that an application will not automatically qualify for the above amounts but will be considered on an individual basis at the discretion of the Town Council. The above criteria are for guidelines only.



### **Guidance for Applicants:**

**Please read this carefully before completing your application.**

To be successful, the applicant must:

- Be a charity or voluntary organisation or individual acting for the wider benefit of the local community in Nantyglo & Blaina.

A project must:

- Address a community issue or support a local community initiative and/or personal initiative which provide benefits to the local community.

### **Successful applications:**

1. Applications are welcomed from groups including: local community, self-help or voluntary groups and charities (including local branches of national charities) or individuals acting for the benefit of the local community, whose primary focus falls easily into one of the following categories:

- a) Children/ Education, e.g. school groups
- b) Health and wellbeing
- c) Arts and Culture, e.g. community music festivals
- d) Environment, e.g. promoting a healthy/clean environment
- e) Elderly
- f) Active lifestyles, e.g. encouraging sport/fitness/exercise
- g) Other

2. An independent reference may be required for applications. We strongly advise that you obtain permission from your chosen referee before providing their details.

### **Exclusions:**

1. Groups other than community, self-help and voluntary groups.
2. Groups which use their surplus for the benefit of an individual.
3. Overseas charities.

### **Excluded activities:**

1. Non-community projects
2. Overseas activities

3. Religious Activities (unless evidence can be provided that other community activities are provided e.g. playgroups or lunch clubs etc.)
4. Core activities of statutory services – Statutory services seeking grants for core activities such as a school library or essential hospital equipment are excluded. However applications relating to special projects for the benefit of local communities & our residents will be considered.
5. Party political activity – Applications to support fundraising, campaigning or any other activity associated with any political party will not be accepted.
6. Requests to assist with accommodation are excluded.
7. Multiple applications – Only one for the same event or one application per person/organisation may be supported in a calendar year.
8. Ongoing running costs – The Town Council will not be liable for any additional running costs incurred as a result of purchases funded by any grant awarded.

#### **Grants Terms and Conditions:**

- Nantyglo and Blaina Town Council may ask you for extra information to support your application.
- The amount we provide is final and we will not increase it if you overspend or have worked out your costs incorrectly.
- If you do not spend the full grant provided, you must return any unspent money to us within six months of receipt of the grant.
- Nantyglo and Blaina Town Council will not be responsible for any expenditure (on assets, equipment, or your project) you have incurred before you receive our letter confirming details of the grant provided.
- From time to time, Nantyglo and Blaina Town Council may use relevant details in any publicity about the grant. We may also choose to advertise the award of community grants on our website or in the press, please advise the Town Clerk if you are unwilling to agree to this.
- Subject to our approval you may have the opportunity to promote the grant in all publicity relating to your project.
- If requested, successful applicants may be asked to provide a report on how their community grant was used and the benefits experienced by the local community as a result.

- Projects being carried out with help from Nantyglo and Blaina Town Council may be required to be verified.
- You must agree to co-operate with us on any follow-up visits if requested by the Town Council.
- Nantyglo and Blaina Town Council can ask you to return the grant in full if we find that you have used it for a purpose other than that set out in your application.
- Nantyglo and Blaina Town Council's decision on your application is final and they may choose not to answer any of your questions about the decision.
- Nantyglo and Blaina Town Council may withhold all or part of the grant, or recover all or part of any payment from you, if we discover that:
  - you have broken any part of this agreement
  - any information in the application form or a supporting document was incorrect or misleading.
  - your group or the project ends for any reason.

**Guidelines for a successful application:**

**Please read the following carefully before completing and submitting your application.**

1. Applications must be made at least 4 weeks prior to when the grant is required. This time scale allows your application to be submitted to the committee and for their decision to be actioned if a grant is to be awarded.
2. Any grant funding approved will be paid directly to the organisation's official bank/building society account. If the organisation does not have a bank/building society account, please contact the Town Council Office to discuss further.
3. If you require any guidance or assistance in completing this form, please contact the Town Council Offices or see below.
4. Please feel free to supply any additional information which you feel is relevant to and will support your application.
5. If your application is unsuccessful, if appropriate you should consider re-applying at a different time.

Application packs are available from Nantyglo and Blaina Town Council.

**Please contact the Town Clerk or Assistant Officer if you require any assistance in completing the application form (contact details on the front cover).**

# NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT-Y-GLO A BLAENAU

Council Offices, Blaina Institute, High Street, Blaina. NP13 3BN

TEL: 01495 292817 e-mail: [clerk@nantygloandblainatc.co.uk](mailto:clerk@nantygloandblainatc.co.uk)

Mrs T Hughes - Town Clerk/RFO Mrs N Horner – Assistant Officer

## **Community Grant Application Form 2024/25**

Please contact the Town Clerk if you require any information or assistance in completing the application form.

### **Section 1: Contact Information**

Applicant Name/Group Name:

Contact Name:

Contact Address:

Contact Email Address:

Daytime Telephone Number:

Your position in the group:

### **Section 2: Tell us about your group**

What category does your project fall into (please tick all relevant boxes):

Children/Education

☐

Arts & Culture

☐

Health & Wellbeing

☐

Elderly

☐

Environment

☐

Active Lifestyles

☐

Other

☐

**Please provide a brief description of the activities you/your group undertake:**

In what year was the group founded?

Are you a registered charity?

Yes

No

If yes, please provide the registered number:

**If your application relates to sport**

Is the team a member of /or affiliated to a recognised sporting body?

Yes

No

If yes, which one?

**If your application relates to a children's group**

Have all the relevant DBS checks been completed?

Yes

No

**Please provide details of your organisations bank / building society account (if your application is successful, the grant will be paid directly to this account):**

Name of bank/building society account:

Name of bank or building society the account is held with:

Sort code:

Account number:

### Section 3: Tell us about the community activity you wish to support

Are you applying for, or receiving funding from another source?

Yes

☐

No

☐

If so, where from and how much?

Please explain what the community grant support will be used for?

How will your project benefit Nantyglo and Blaina?

## Section 4: Independent Reference Details

Please give the name of someone who can provide an independent reference on behalf of you/your group:

Job title/occupation of referee:

Referee contact address:

Email address:

Daytime phone number:

Relationship to the group

(if any):

## Section 5: To be completed for all applications

Please tick here to confirm that you have read and accepted the grant selection criteria: ☐

Signed on behalf of (if you are applying on behalf of a group)

Signature:

Date:



**Tracy**

---

**From:** BGCBC - Planning <Planning.bgcbbc@blaenau-gwent.gov.uk>  
**Sent:** 15 February 2024 11:46  
**To:** Clerk; 'clerk@abertilleryandllanhilleth-wcc.gov.uk'  
**Subject:** Planning Application - C/2024/0038 - Former Civic Amenity Site & Glanyrafon School Site, Abertillery Road, Blaina, NP13 3EB



Date: 15 February 2024

Planning Ref: C/2024/0038

**FAO: Town Council**

Dear Sir/Madam,

TOWN AND COUNTRY PLANNING ACT 1990

APPLICATION FOR PLANNING PERMISSION

PROPOSED DEVELOPMENT AT: Mr Adam Pegler Pheonix Home Installations Ltd, Former Civic Amenity Site & Glanyrafon School Site, Abertillery Road, Balina, Blaenau Gwent, NP13 3EB

I enclose herewith an upload of the documents (at the bottom of the email) in respect of a planning application for development at the above site.

Please forward your observations upon the intended development within 21 days of the date of this letter. If no communication is received within this time the application will be determined on the assumption that you have no comments to make.

Yours faithfully  
Helen Hinton

OBSERVATIONS

NANTYGLO & BLAINA  
15 FEB 2024  
TOWN COUNCIL

**Blaenau Gwent CBC Planning Control / Rhoeli Cynllunio CBS Blaenau Gwent**

**General Offices**  
 Steelworks Road  
 Tyllwyn, Ebbw Vale, NP23 6AA.  
 Tel: 01495 355555 Fax: 01495 355598  
 Email: [planning@blaenau-gwent.gov.uk](mailto:planning@blaenau-gwent.gov.uk)

**Swyddfeydd Cyffredinol**  
 Heol Gwaith Dur  
 Tŷ Llwyn, Glyn Ebwy, NP23 6AA.  
 Ffon: 01495 355555 Ffacs: 01495 355598  
 E-bost: [planning@blaenau-gwent.gov.uk](mailto:planning@blaenau-gwent.gov.uk)



[www.blaenau-gwent.gov.uk](http://www.blaenau-gwent.gov.uk)

**Application for Planning Permission****NANTYGLLO & BLAINA****Town and Country Planning Act 1990**

15 FEB 2023

**Publication of applications on planning authority websites****TOWN COUNCIL**

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

**Site Details**

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number

Suffix

Property Name

Address Line 1

Address Line 2

Town/city

Postcode

**Description of site location (must be completed if postcode is not known)**

Easting (x)

Northing (y)

Description

**Applicant Details**

## Name/Company

Title

Mr

First name

Adam

Surname

Pegler

Company Name

Phoenix Home Installations Ltd

## Address

Address line 1

112 Oak Street

Address line 2

Address line 3

Town/City

Abertillery

Country

Postcode

NP13 1TQ

Are you an agent acting on behalf of the applicant?

☒ Yes

☐ No

## Contact Details

Primary number

Secondary number

Email address

## Agent Details

Reference: PP-12774299

## Name/Company

Title

Mrs

First name

Liz

Surname

Hernon

Company Name

Hernon Associates

## Address

Address line 1

The Old Shop

Address line 2

Kingcoed

Address line 3

Town/City

Usk

Country

United Kingdom

Postcode

NP15 1DS

## Contact Details

Primary number

[REDACTED]

Secondary number

Email address

[REDACTED]

## Site Area

What is the site area?

5400.00

Scale

Sq. metres

Does your proposal involve the construction of a new building which would result in the loss or gain of public open space?

- ☐ Yes  
☒ No

## Description of the Proposal

### Description

Please describe the proposed development including any change of use

Residential development of 8 detached dwellings including amendments to existing road access point. Change of use of land to residential.

Has the work or change of use already started?

- ☐ Yes  
☒ No

## Existing Use

Please describe the current use of the site

Former Civic Amenity Site & former Glanyrafon School

Is the site currently vacant?

- ☒ Yes  
☐ No

If Yes, please describe the last use of the site

Civic Amenity Site & School

When did this use end (if known)?

dd/mm/yyyy

### Does the proposal involve any of the following?

Land which is known or suspected to be contaminated for all or part of the site

- ☒ Yes  
☐ No

A proposed use that would be particularly vulnerable to the presence of contamination

- ☐ Yes  
☒ No

### Application advice

If you have said Yes to any of the above, you will need to submit an appropriate contamination assessment.

Does your proposal involve the construction of a new building?

- ☒ Yes  
☐ No

If Yes, please complete the following information regarding the element of the site area which is in previously developed land or greenfield land

Area of previously developed land proposed for new development

0.54

hectares

Area of greenfield land proposed for new development

0.00

hectares

## Materials

Does the proposed development require any materials to be used in the build?

- ☒ Yes  
☐ No

Please provide a description of existing and proposed materials and finishes to be used in the build (including type, colour and name for each material)

**Type:**

Walls

**Existing materials and finishes:**

**Proposed materials and finishes:**

Mix of self-coloured render and imitation wood cladding

**Type:**

Roof

**Existing materials and finishes:**

**Proposed materials and finishes:**

Imitation slate tile

**Type:**

Windows

**Existing materials and finishes:**

**Proposed materials and finishes:**

UPVC anthracite colour

**Type:**

Doors

**Existing materials and finishes:**

**Proposed materials and finishes:**

UPVC anthracite colour

**Type:**

Vehicle access and hard standing

**Existing materials and finishes:**

**Proposed materials and finishes:**

Tarmac for adopted road. Permeable paving for private areas.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes  
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

3857-10, 3857-11, 3857-12, 3857-13 proposed house designs. , 3857-06 proposed landscaping, Planning Statement

## Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle or pedestrian access proposed to or from the public highway?

- ☒ Yes  
☐ No

Are there any new public roads to be provided within the site?

- ☒ Yes  
☐ No

Are there any new public rights of way to be provided within or adjacent to the site?

- ☒ Yes  
☐ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

- ☐ Yes  
☒ No

Please show details of any existing or proposed rights of way on or adjacent to the site, as well as any alterations to pedestrian and vehicle access, on your plans or drawings.

## Vehicle Parking

Is vehicle parking relevant to this proposal?

- ☒ Yes  
☐ No

Please provide information on the existing and proposed number of on-site parking and cycling spaces on your plans.

## Trees and Hedges

Are there trees or hedges on the proposed development site?

- ☒ Yes  
☐ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

- ☐ Yes  
☒ No

If Yes to either or both of the above, you will need to provide a full tree survey with accompanying plan before your application can be determined. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'

## Assessment of Flood Risk

Is the site within an area at risk of flooding?

- ☐ Yes  
☒ No

Refer to the [Welsh Government's Development Advice Maps website](#).

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

- ☒ Yes  
☐ No

Will the proposal increase the flood risk elsewhere?

- ☐ Yes  
☒ No

**From 7 January 2019, all new developments of more than 1 dwelling house or where the construction area is 100 square metres or more, require Sustainable Drainage Systems (SuDS) for surface water designed and built in accordance with the Welsh Ministers' [Statutory SuDS Standards](#). SuDS Schemes must be approved by your local authority acting in its SuDS Approving Body (SAB) role. Please contact your local authority for details of how to apply.**

How will surface water be disposed of?

- ☒ Sustainable drainage system  
☒ Existing water course  
☐ Soakaway  
☐ Main sewer  
☐ Pond/lake

## Biodiversity and Geological Conservation

To assist in answering the following questions refer to the help text. The help text provides further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the help text, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, or on land adjacent to or near the application site?

a) Protected and priority species

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☒ No

b) Designated sites, important habitats or other biodiversity features

- ☒ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☐ No

c) Features of geological conservation importance

- ☐ Yes, on the development site  
☐ Yes, on land adjacent to or near the proposed development  
☒ No



### Supporting information requirements

Where a development proposal is likely to affect features of biodiversity or geological conservation interest, you will need to submit, with the application, sufficient information and assessments to allow the local planning authority to determine the proposal.

Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the local planning authority has been submitted.

Your local planning authority will be able to advise on the content of any assessments that may be required.

### Foul Sewage

Please state how foul sewage is to be disposed of:

- ☒ Mains sewer
- ☐ Septic tank
- ☐ Package treatment plant
- ☐ Cess pit
- ☐ Other
- ☐ Unknown

Are you proposing to connect to the existing drainage system?

- ☒ Yes
- ☐ No
- ☐ Unknown

If Yes, please include the details of the existing system on the application drawings and state the plan(s)/drawing(s) references

3857-09 proposed drainage plan

### Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste and have arrangements been made for the separate storage and collection of recyclable waste?

- ☒ Yes
- ☐ No

If Yes, please provide details:

Communal bin area provided next to proposed turning head. Turning head designed for refuse vehicle use.

### Trade Effluent

Does the proposal involve the need to dispose of trade effluents or trade waste?

- ☐ Yes
- ☒ No

### Residential/Dwelling Units

Does your proposal include the gain, loss or change of use of residential units?

- ☒ Yes  
☐ No

If you answered "yes" to the question above, please specify the existing and proposed number of market and affordable dwellings on the attached plans.

## All Types of Development: Non-Residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace?

- ☐ Yes  
☒ No

## Employment

Will the proposed development require the employment of any staff?

- ☐ Yes  
☒ No

## Hours of Opening

Are Hours of Opening relevant to this proposal?

- ☐ Yes  
☒ No

## Industrial or Commercial Processes and Machinery

Does this proposal involve the carrying out of industrial or commercial activities and processes?

- ☐ Yes  
☒ No

Is the proposal for a waste management development?

- ☐ Yes  
☒ No

## Renewable and Low Carbon Energy

Does your proposal involve the installation of a standalone renewable or low-carbon energy development?

- ☐ Yes  
☒ No

## Hazardous Substances

Does the proposal involve the use or storage of Hazardous Substances?

- ☐ Yes  
☒ No

## Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- ☐ Yes  
☒ No

## Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☒ Yes  
☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- ☒ The agent  
☐ The applicant  
☐ Other person

## Pre-application Advice

Has pre-application advice been sought from the local planning authority about this application?

- ☒ Yes  
☐ No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:

Title

Ms

First Name

Helen

Surname

Hinton

Reference

PA/2022/0135

Date (must be pre-application submission)

26/09/2023

Details of the pre-application advice received

Please see Planning Statement

Authority Employee/Member

Reference: PP-12774299

## Authority Employment member

With respect to the Authority, is the applicant or agent one of the following:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

- ☐ Yes  
☒ No

## Ownership Certificates

### Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Please answer the following questions to determine which Certificate of Ownership you need to complete: A,B,C or D.

Are you the sole owner of ALL the land?

- ☒ Yes  
☐ No

### Certificate of Ownership - Certificate A

I certify/the applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner (owner is a person with a freehold interest or leasehold interest with at least seven years left to run) of any part of the land or building to which the application relates.

Person Role

- ☐ The Applicant  
☒ The Agent

Title

First Name

Surname

Declaration Date

☒ Declaration made

## Agricultural Holding Certificate

### Town and Country Planning (Development Management Procedure) (Wales) Order 2012

Agricultural land declaration - you must select either A or B

- ☒ (A) None of the land to which the application relates is, or is part of an agricultural holding  
☐ (B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below

Person Role

- ☐ The Applicant  
☒ The Agent

Title

First Name

Surname

Declaration Date

☒ Declaration made

## Declaration

I/We hereby apply for Full planning permission as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be made available as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Date

## Design and Access Statement

<b>Project:</b> Proposed residential development on Former Civic Amenity & Glanyrafon School Site	<b>Date:</b> Jan 2024
<b>Client:</b> Phoenix Home Installations Ltd	<b>Project reference:</b> 3875
<b>Architect/agent:</b> David Hernon – Hernon Associates	<b>Previous application references:</b> PA/2022/0075 PA/2022/0135
<b>Project Address:</b> Former Civic Amenity & Glanyrafon School Site Abertillery Road Blaina Abertillery NP13 3DZ	<b>Building Regulations reference:</b> N/A
	<b>Building inspector:</b> N/A

### Introduction:

Hernon Associates have been instructed to design a scheme of residential housing on a brownfield site in Blaina and to submit a Full Planning Application to the Local Authority along with the SuDS and Building Regulations applications.

The applicant's brief was to provide a scheme of at least six detached four-bedroom residential houses. The houses were to include a range of green technologies with a fabric-first approach to reducing their energy requirements. This should include reducing the carbon footprint of the construction process and on-going maintenance requirements.

A Preliminary Planning Enquiry (PA/2022/0075) had been assessed by the Local Planning Authority (LPA) and the feedback in that document was then used to produce a provisional design scheme for the site which was then submitted for a second enquiry (PA/2022/0135). This application takes account of all feedback provided by the LPA.

This Design and Access Statement also describes the surveys and assessments commissioned for the project that have led to the production of the current scheme.

**Design process:**

Following the initial pre-planning enquiry (PA/2022/0075) a number of surveys were carried out on the site in accordance with the provided advice.

A full topographical survey was been completed along with CCTV surveys of the existing drains and the storm water culvert.

A Preliminary Ecological Appraisal (PEA) and a Phase 1 Habitat Survey were undertaken.

A Tree Survey was completed and some initial tree work has been carried out for Highway safety purposes.

Phase 1 and Phase 2 Site investigations have been completed along with water infiltration testing to inform the SuDS design. The site investigation included the required Coal Mining Survey and Contamination Land Assessment.

Welsh Water have been consulted about the scheme and have provided details of their equipment in the area.

Blaenau Gwent CBC Drainage Dept. have been consulted regarding the storm water culvert on the site which is partially in their ownership. A maintenance team have attended site to examine and clean the manhole access into the culvert.

Following the initial survey results, a preliminary design scheme was drawn up for six two-storey houses and 2 bungalows on the site. The preliminary site layout included an amended highway access and a proposed foul drainage scheme.

A further pre-application enquiry (PA/2022/0135) was then submitted to the LPA based on the above details

The applicants have enquiries in progress with Western Power and BT. No gas connection is currently proposed for the site.

**Proposed Development:**

The proposal is for a development of eight detached houses: Six, four-bedroom, two-storey houses and two, three-bedroom bungalows.

The scheme is based around two main house types with a partial redesigns to suit the aspect of each individual plot.

The bungalows are designed to be fully accessible and flexible in design with an open-plan layout, generous circulation spaces and wider doorways.

Both the houses and bungalows have designs that allow for work from home spaces.

The construction will be timber frame with high levels of insulation. Large areas of glazing face east and west to maximise passive solar gain while reducing over-heating and allowing for natural cross ventilation.

Heating and hot water will be provided by air-source heat pumps for every property with space allocated for the necessary water cylinders. Solar PV panels will be provided to all properties to offset the running costs of the heat-pumps. The houses are mainly orientated with large south-facing roofs where possible

It is intended to reduce the amount of concrete used on the project so external materials will be self-coloured render on a suitable carrier board with infill panels of composite wood-imitation cladding. All materials will be carefully chosen to prevent staining from the local climatic conditions.

Roofs will use an imitation slate tile. Windows and doors will be in dark anthracite colours and either UPVC or aluminium. The flat roofs on the garage are suitable for upgrading to living roofs and this will be given as an option to potential buyers.



**Pre-application feedback summary and response:**

The pre-application feedback has confirmed that the proposed density, design style and proposed materials are all appropriate for the project.

Plot 1 has been redesigned so that the house provides a frontage that relates to Abertillery road as requested.

Plot 6 has been carefully checked in regard to protecting the amenity and privacy of the houses opposite on Llandovery Terrace. The new house is approximately 20m away from the nearest house and, although it's elevated, it is also angled away and offset. The existing screen planting will be retained and enhanced.

The parking for Plots 1 and 8 have been amended so that the driveway entrances are further from the junction.

Highways: The design of the adoptable road has been amended to reflect the additional requirements. The footway now extends around the turning area, the gradient of the first 20m is confirmed to be 5%, a bin store location has been allocated for use by the houses served by the private drive and the pedestrian crossing area has been shown at the junction.

Drainage: A SuDS Pre-application is currently underway with Caerphilly SAB. CCTV surveys of existing drains have been completed and Welsh Water have confirmed that they are happy to receive a proposal for a new connection using the existing pipework leading from the site into the mains sewer in the road. A full foul and storm water drainage plan accompanies this application.

Trees and Landscape: A full Tree Survey is included with the Planning Application along with a full Landscaping Scheme. Please see Ecology and Landscape section below.

Ecology: The required Preliminary Ecological Assessment (PEA) is included. Please see Ecology and Landscape section below.

Environmental Health: A Construction Management Plan (CMP) is included with the Planning Application. The Phase 2 Site Investigation is now complete and is also included.

**Development framework:**

The development is proposed in accordance with the following policies -

**Local Development Plan:**

SP1 northern Strategy area – Sustainable growth and regeneration

SP4 delivering Quality Housing

SP5 Spatial distribution of Housing Sites

SP7 climate change

SP8 Sustainable economic growth

SP9 active and Healthy communities

SP10 Protection and enhancement of the natural environment

DM1 new development

DM2 design and Placemaking

DM4 Low and Zero carbon energy

DM7 affordable Housing

DM12 Provision of outdoor Sport and Play Facilities

DM14 biodiversity Protection and enhancement

DM15 Protection and enhancement of the green infrastructure

SB1 Settlement Boundaries

Access, Car Parking and Design SPG

TAN 5 nature conservation and planning

TAN 12 design

**Ecology and landscaping:**

It is noted that the site is classed as brownfield having gone through several stages of development over more than 100 years. While the current status is vacant land the LPA have confirmed that the previous use as a Civic Amenity Site still stands and this proposal represents a Change of Use.

It should also be noted that the design process for the site has gone through due diligence in regard to consultations with the LPA and has followed their recommendations for the required surveys. Ecological and Tree surveys were carried out before any site clearance was required for the Site Investigation work. The only trees that have been removed were ones that were highlighted as a public safety risk.

The land has a number of trees and shrubby plants which appear to have been planted to screen the Civic Amenity Site from outside view. This is evidenced by the trees and shrubs being largely ornamental species and having been planted on top of bunds formed by the demolition rubble of previous buildings and within the new security fencing.

A Preliminary Ecological Appraisal (PEA), Phase 1 Habitat Survey and Tree survey have been completed and the reports accompany this Planning Application. No species or habitats of note have been identified on or near the site and all the trees are noted as Retention Category Cii (Trees offering only low or short-term landscape benefits).

The Site Investigation has highlighted the poor condition of the soil over the majority of the site. All test pits revealed made up ground containing building rubble from depths of 0.3m to over 2m.

An analysis of the potential impact of the proposals on the existing biodiversity within the site has been made following the Step-Wise Approach recommended in Chapter 6 of Planning Policy Wales. The steps are:

- a) Avoid:
- b) Minimise:
- c) Mitigate:
- d) Compensate on site:
- e) Compensate off site:
- f) Refuse

Avoid – It is accepted that this is a Brownfield site, previously developed over its full extent and with limited biodiversity value in its current state. Existing soils are poor quality throughout the site and contain large proportions of contaminated building rubble which require removal. Large areas of tarmac and concrete already exist and unsightly bunds formed from building rubble require removal. No testing has been carried out within the root zones of the trees but it is assumed that the ground conditions will be consistent across the whole site given the available evidence.

Highways standards require the existing access road levels to be reduced and this has a knock-on effect of requiring levels to be reduced across the majority of the site to fit the road height. The project also needs to achieve a certain density of development to be financially viable. The proposed density has been assessed by the LPA and found to be appropriate.

Avoidance of damage to existing biodiversity is impossible to achieve given the constraints.

Minimise – As above, it is unavoidable that a large area of the site will need to be cleared to remove contaminated soils and to correct the site levels. Minimising the initial impact on existing biodiversity will involve following an approved method statement for site clearance provided by the appointed Ecologist and carrying out the work at an appropriate time of year.

However an area of existing planting running along the western boundary of the road will be retained as a visual screen between Abertillery Road and the site. This area will be protected from the works and its biodiversity improved as part of the Landscaping Scheme.

Mitigate – Mitigation for the loss of existing biodiversity will be the prioritised proposal for this project. The requirement is that the proposals should provide a significant net gain of biodiversity over the existing condition and to build ecosystem resilience within the site and surroundings. Restoration of lost habitat is not considered appropriate for this brownfield site so the proposals create a new scheme which is appropriate for the proposed use.

Effective mitigation will include a scheme of native species planting incorporating wildlife corridors, species-rich lawns and replacement trees in a number greater than is lost to the development. Houses will have durable, built-in boxes for bats and birds, and a long-term management strategy is proposed for the landscaping to ensure the implementation is successful.

The Tree Survey identified 32 existing individual trees and 8 areas of shrubby growth and self-seeded saplings. A grassed area of 1200m<sup>2</sup> will be removed.

The proposals include the planting of 44 new trees, all of which will be native species that provide good biodiversity benefits. The planting will not be like for like as it is considered that the proposed tree species are an improvement for biodiversity and are more appropriate for the proposed use and housing density.

The proposals also include planting over 400m of new native species hedgerow throughout the site. The eastern boundary will have a hedge for the full length that provides a wildlife corridor connecting to adjacent habitat areas.

Each of the 8 plots will have a between 150-300m<sup>2</sup> of lawn made up from species-rich turf from a specialist supplier. This will give a total area well in excess of the 1200m<sup>2</sup> of grass that is proposed for removal.

Soil restoration is also a priority action and the use of screened imported topsoil to replace the existing contaminated soil will provide a long-term benefit.

Every house will be provided with built-in bird and bat boxes, and with a good population of swifts in the area the site has potential to provide a good nesting colony of these birds with suitable boxes being provided.

Compensate – It is considered that the proposals offer sufficient mitigation for any biodiversity loss. On-site compensation is also offered by the proposed increase in native species diversity, enhanced wildlife corridors and secure nesting opportunities.

**SUDs and drainage:**

A suitable existing foul drainage connection had been identified at the entrance to the Civic Amenity site and a CCTV survey shows it to be sound and suitable for reuse. This drain connects to a Welsh Water combined sewer in the road and Welsh Water have confirmed this is likely to be an acceptable connection point subject to further details to be provided. A preliminary foul drainage layout is provided on the site plan.

The SuDS proposal is to provide every house with a minimum of 600 litres of above-ground storage capacity with overflows taken partly to irrigate the new landscaping and partly into below-ground attenuation tanks which will filter the water and slow the flow into the rain-water culvert on the south end of the site. The culvert has a short 60 metre run from the site to the river. The culvert has been CCTV surveyed and dye tested.

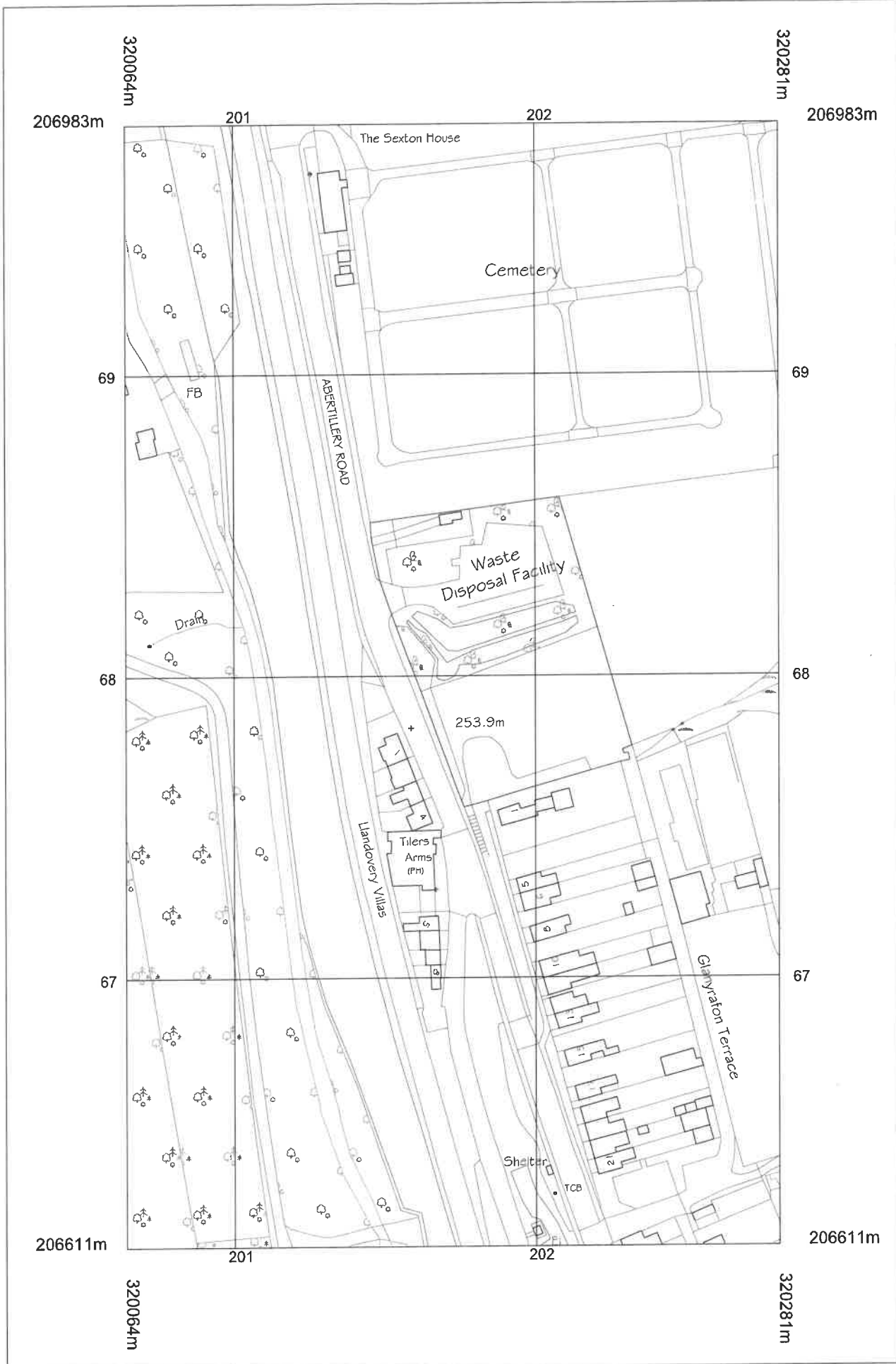
**Highways and parking:**

The existing access to the Civic Amenity Site has decent vision splays in place so this seems the logical place to retain the access to the site. From the access a short length of new adoptable road will be laid, finishing in a turning head that's large enough for refuse collection vehicles to turn around in. The plan shows pavements around the full perimeter of the adoptable road as requested in the Pre-application feedback. From the turning head a 4.8m wide, shared, private drive will serve five of the house with the other three having drives directly off the adoptable road.

All driveways are designed with a minimum length of 6 metres and every property has parking for at least 3 cars. Driveways will have permeable construction.

The access road from Glanyrafon Terrace has been fenced off from the rest of the site and the surveyors have set out a turning head as shown on the site plan. The turning head is sized for larger vehicles such as refuse lorries. It is not proposed to use this access for the development and the turning head is just provided as enhancement for the existing highway.

**David Hernon B.Sc. B.Arch**



# Heron Associates

The Old Shop  
Kingcoed  
Usk  
Monmouthshire  
NP15 1DS

01291 690010  
liz@heronassociates.co.uk

## Status:

- ☐ Preliminary
- ☐ Pre-planning
- ☐ Planning (Outline)
- ☐ Planning (Reserved matters)
- ☒ Planning (Full/householder)
- ☐ Building Regulations
- ☐ Tender issue
- ☐ As built
- ☐ PROVISIONAL

## Date:

17.01.2024

## Scale:

1:1250 @ A3

## Drawing No:

3857-15

## Revision:

## Project:

Proposed development at  
Former Civic Site  
Blaina

## Client:

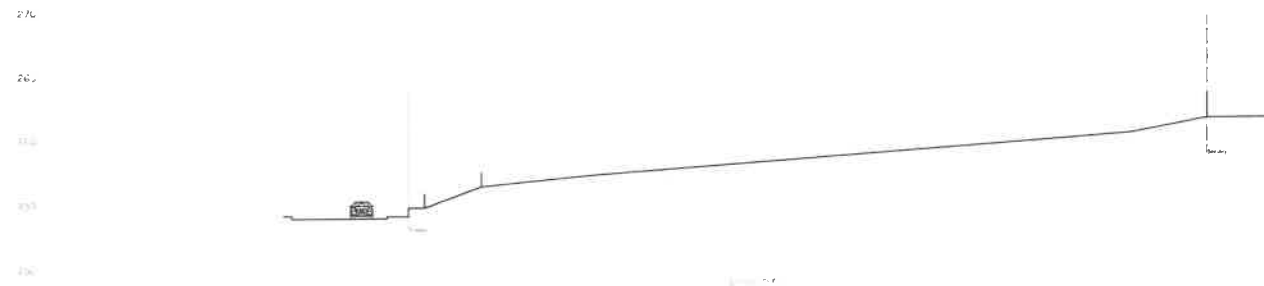
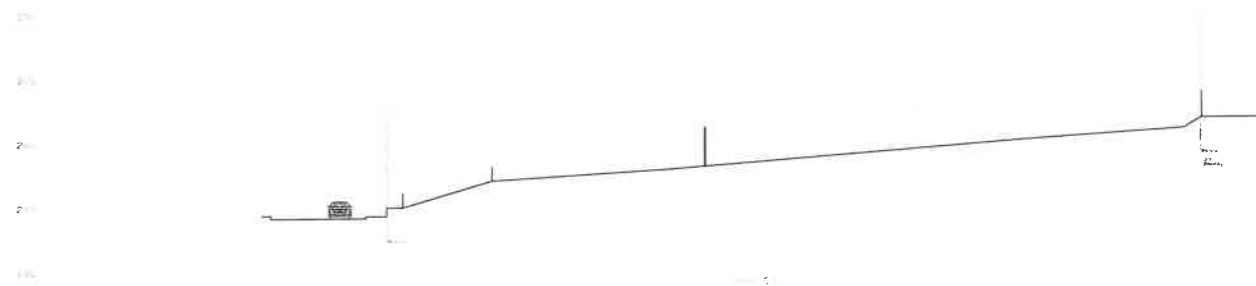
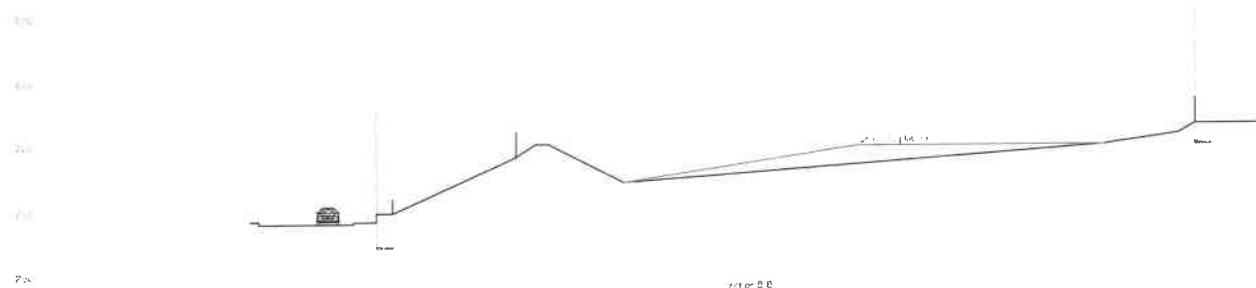
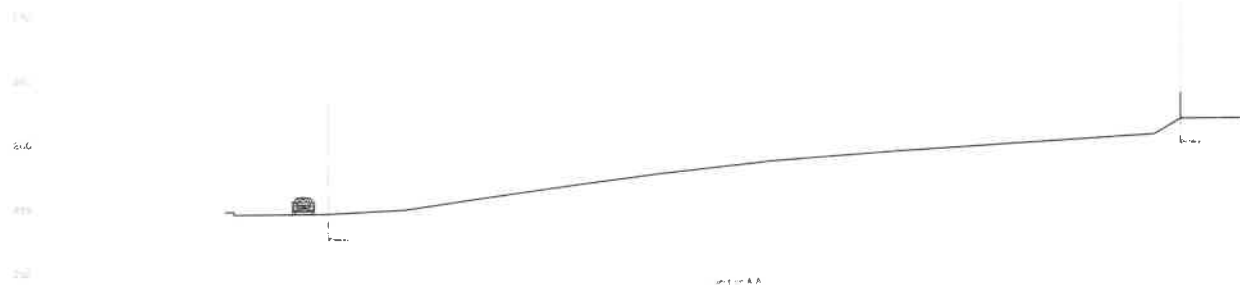
Adam and Luke Pegler

## Drawing

Location plan









# KEY

Trees are indicated by symbols below, colour coded to indicate their 'Retention Category'.

- Category U (defective, negligible or redundant trees)
- Category A (high retention value)
- Category B (moderate retention value)
- Category C (low retention value)

APPROXIMATE crown spread of individual trees

The nominal ROOT PROTECTION AREA (RPA) of each tree is indicated by a solid line using the colour coding above



All dimensions must be checked on site and not scaled from this drawing.  
This drawing is for the purposes of PLANNING.  
Based on Ordnance Survey data as supplied.  
OS Licence 100043986

**MACKLEY DAVIES ASSOCIATES LTD**  
Tynnon yr Eirni, Crichefford Road, Giltwern  
Aberystwyth, Ceredigion, SA20 8TS 01792 831796  
wyn@mackleydaves.co.uk

SITE

Blaina Civic Amenity Site,  
Abertillery Road, Blaina

CLIENT

Heron Associates

DRAWING TITLE

Tree Constraints Plan

SCALE	1:250 @ A1	Job No.	22/932/01
DATE	November 2022	REVISION No.	

Section F    Section G    Section H



Site plan as proposed 1:200

Heron Associates  
The Old Shop  
Kingcoed  
Ulisk  
Monmouthshire  
NP15 1DS  
01291 690010  
haz@heronassociates.co.uk

Status:  
☐ Preliminary  
☐ Preliminary  
☐ Planning (Outline)  
☐ Planning (Reserved matters)  
☐ Planning (Full Householder)  
☐ Building Regulations  
☐ Tender issue  
☐ At call  
☐ PROVISIONAL

Date  
06.02.2024  
Scale  
1:200 @ A1  
Drawing No.  
3657-05  
Revision  
F

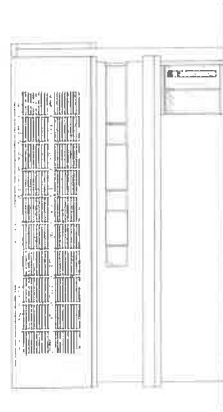
Project  
Proposed development at  
Former Crac Ancestry Site  
Diana  
Client  
Phoca Home Installations Ltd  
Drawing  
Site as proposed



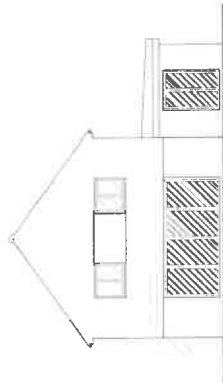
- External materials
- 1 - Concrete
  - 2 - Composite wood effect cladding
  - 3 - Fascia and soffits in LPVC in colour to match windows
  - 4 - Windows in uPVC in colour to match windows
  - 5 - Windows in uPVC in colour to match windows
  - 6 - Rainwater goods in colour to match windows
  - 7 - Flat roof in reinforced finish, colour to match main roof



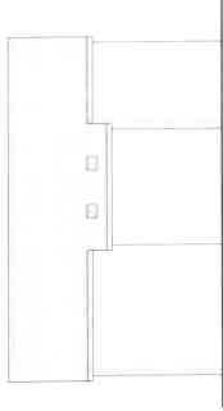
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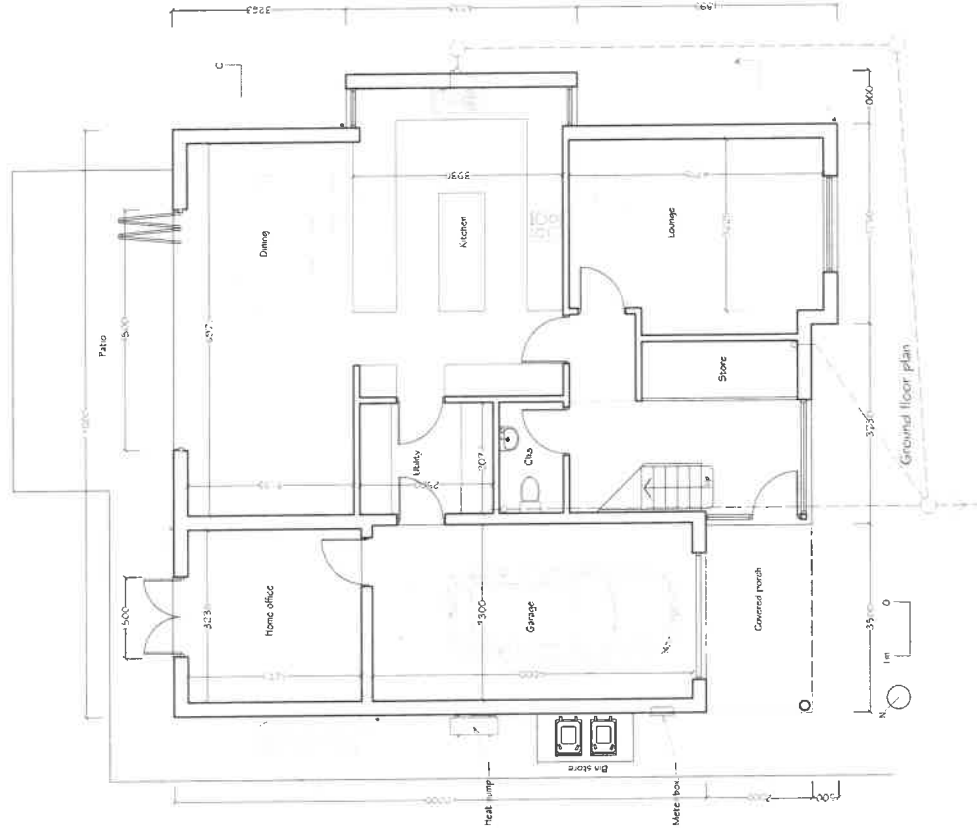
Side elevation (north)



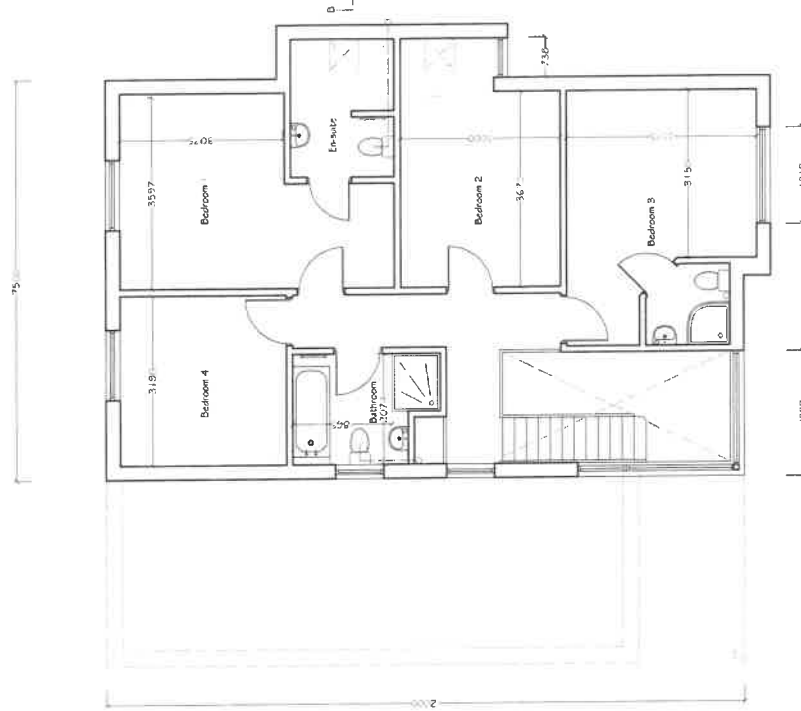
Rear elevation



Side elevation (south)



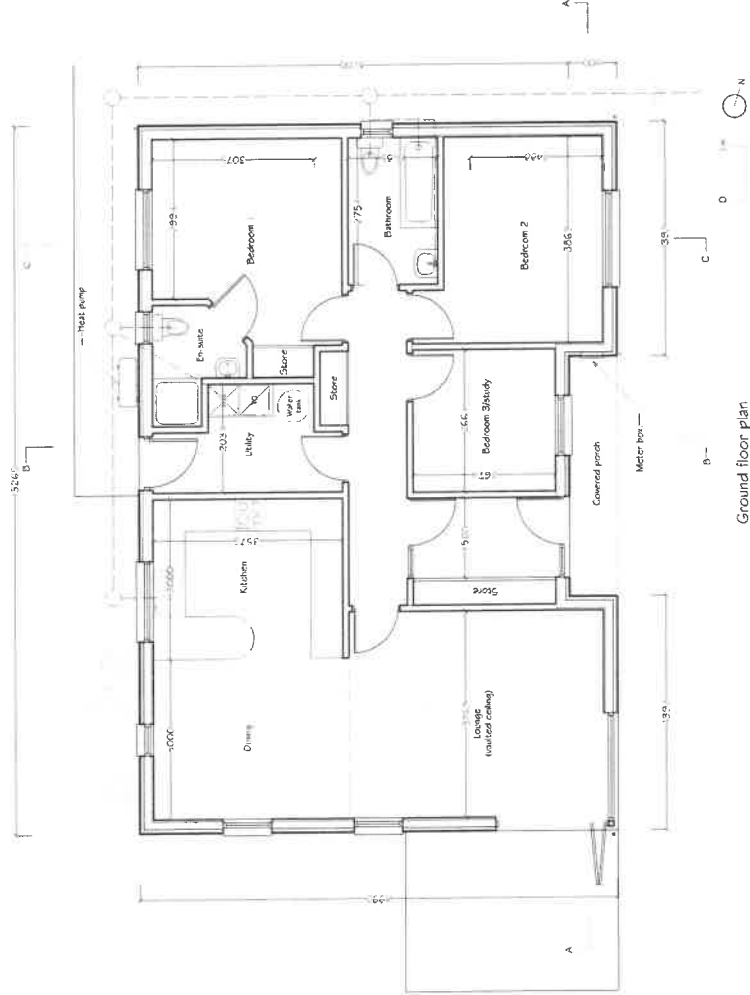
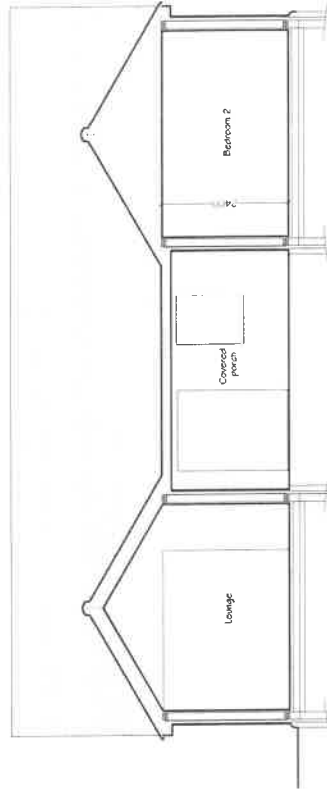
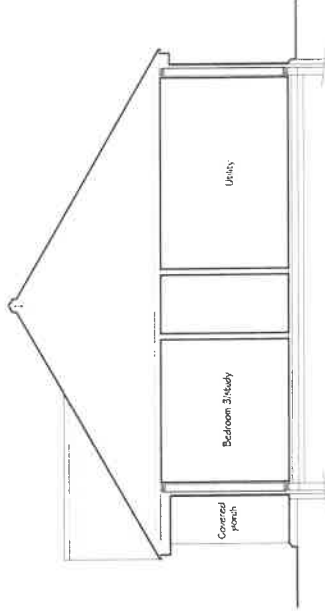
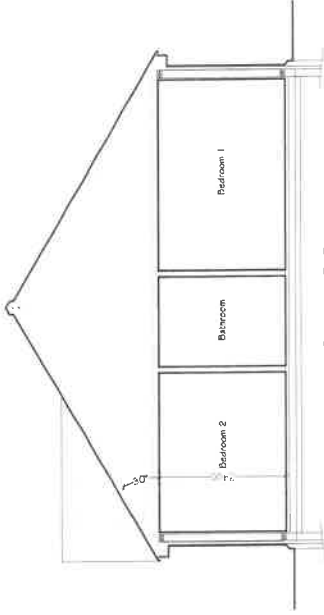
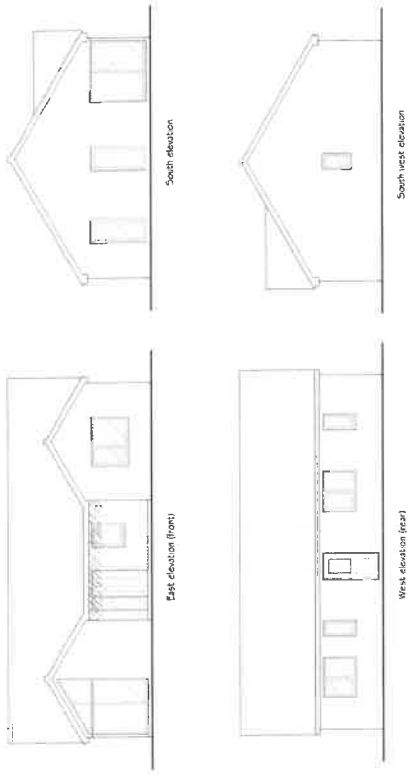
Ground floor plan

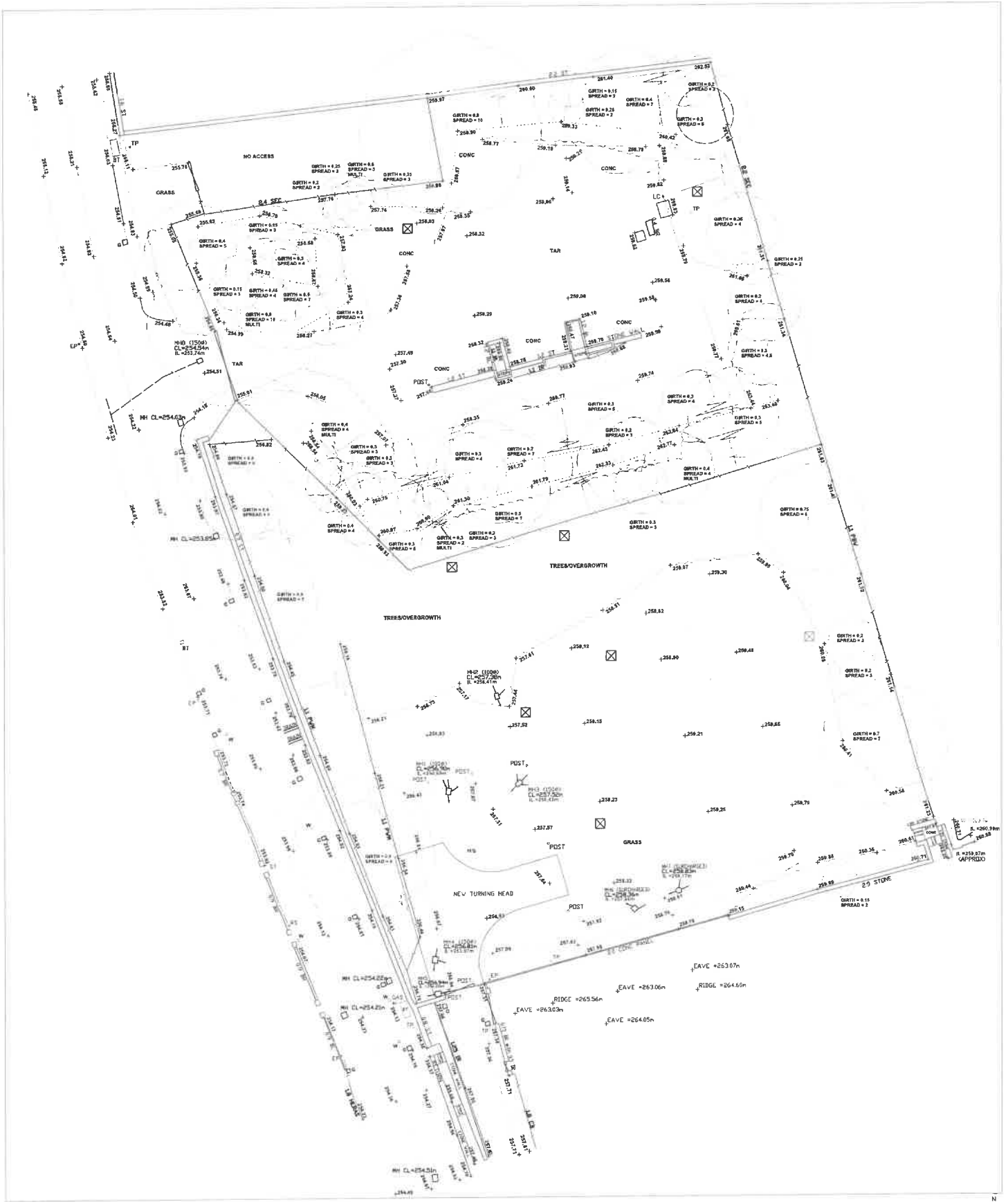


First floor plan

Key:

- 1 - External materials
- 2 - Roof at eaves level
- 3 - Windows and doors in exterior aluminium
- 4 - Windows and doors in interior aluminium
- 5 - Windows and doors in UPVC in colour to match windows
- 6 - Composite wood-effect cladding





Topography plan as existing 1:200

**Hernon Associates**  
 The Old Shop  
 Kingwood  
 Usk  
 Monmouthshire  
 NP15 1DS  
 01291 890010  
 h@hernonassociates.co.uk

Status:  
☐ Preliminary  
☐ Pre-planning  
☐ Planning (Outline)  
☐ Planning (Reserved matters)  
☐ Planning (Full Householder)  
☐ Building Regulations  
☐ Tender issue  
☐ As built  
☒ PROVISIONAL




Date  
 15.01.2024  
 Scale  
 1:200 @ A1  
 Drawing No  
 3057-16  
 Revision

Project  
 Proposed development at  
 Former Civic Site  
 Bwana  
 Client  
 Adam and Luke Pegler  
 Drawing  
 Topographical survey



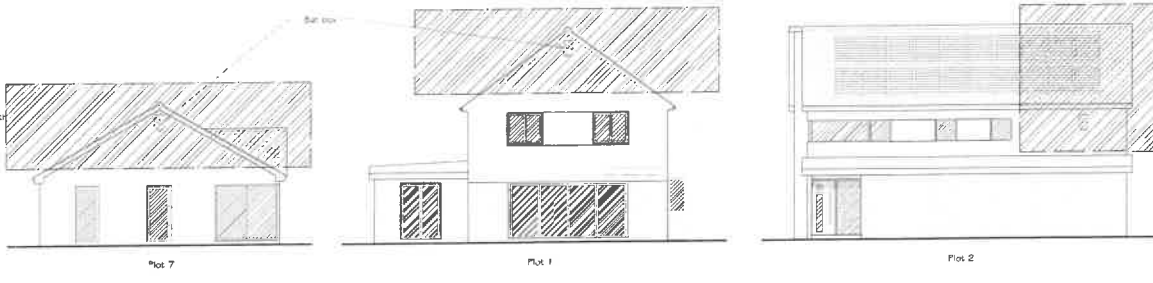
Ecological mitigation schedule: - refer to Ecology Report for full specifications.

- Plot 1: Bat Box - East elevation
- Plot 2: Bat box. South elevation.  
Hedgehog habitat pile where shown.  
Reptile hibernaculum where shown.
- Plot 3: Swift Box. North elevation.
- Plot 4: Swift Box. North elevation.
- Plot 5: Swift Box. North elevation.
- Plot 6: Swift Box. North elevation.
- Plot 7: Bat box. South elevation.
- Plot 8: Swift Box. North elevation.

-  Bat box
-  Swift box
-  Reptile hibernaculum
-  Hedgehog box/habitat pile

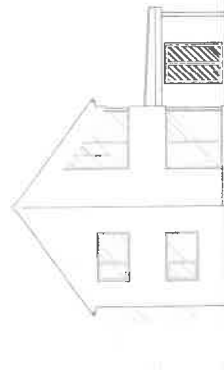


Bat box

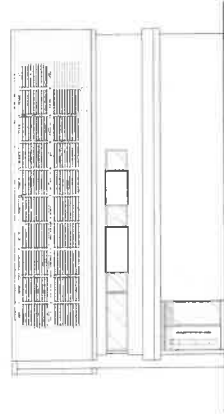


- External materials:
- 1 - Self-coloured render.
  - 2 - Composite wood-effect cladding.
  - 3 - Composite wood-effect cladding.
  - 4 - Roof in imitation slate tile @ 30°. Solar panels to be low profile with black frames.
  - 5 - Windows and doors in anthracite aluminium.
  - 6 - Flat roof in ribbed finish, color to match main roof.
  - 7 - Flat roof in ribbed finish, color to match main roof.

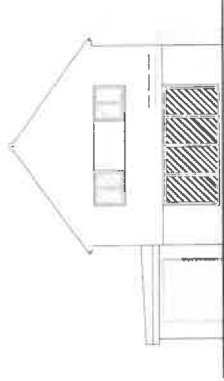
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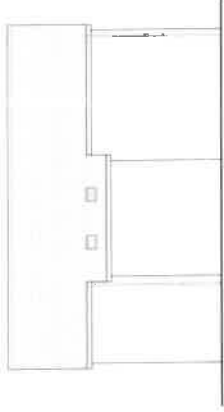
Front elevation



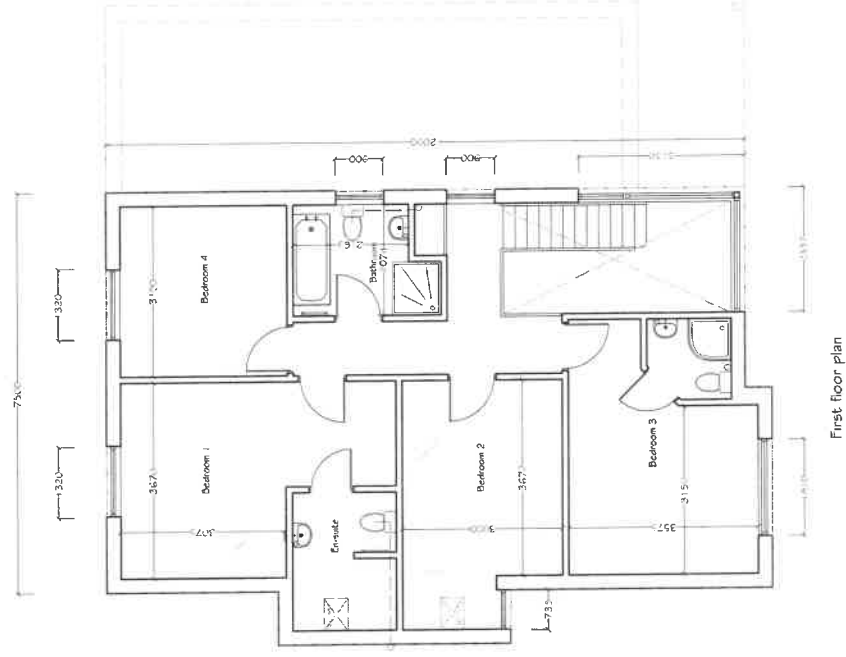
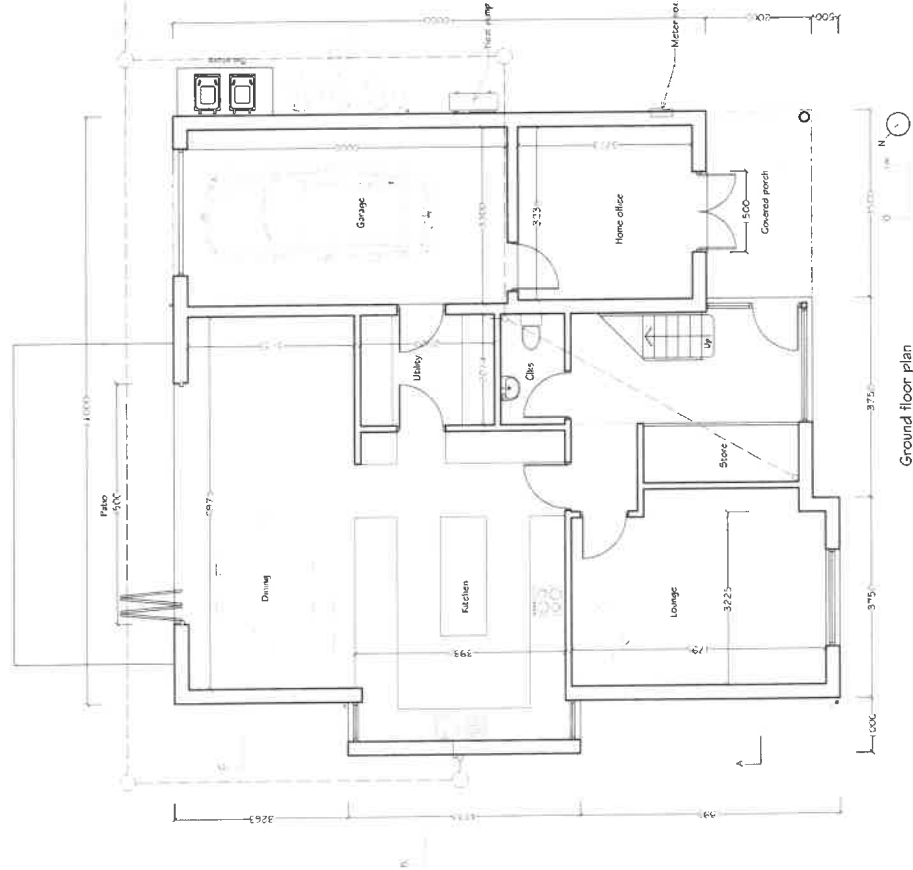
Side elevation (south)



Rear elevation



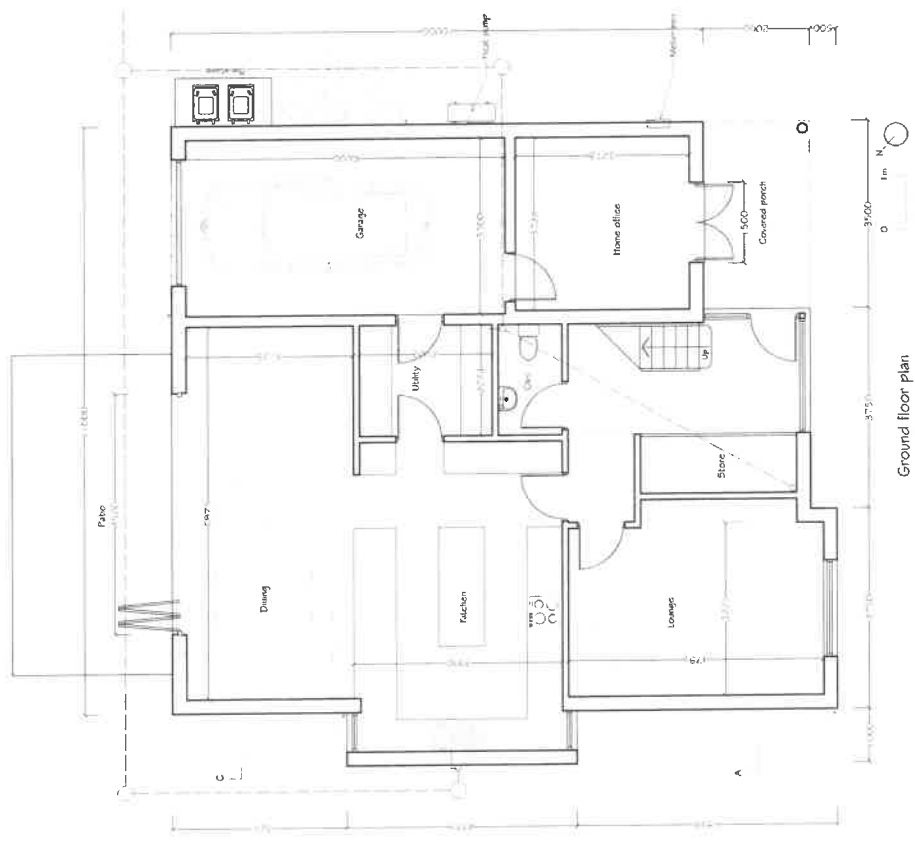
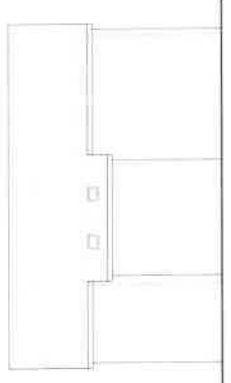
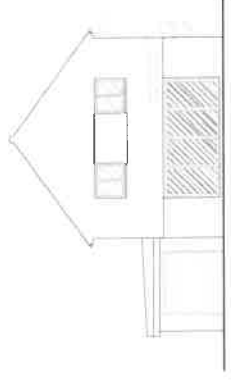
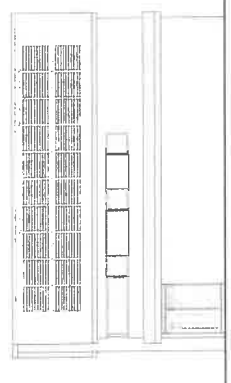
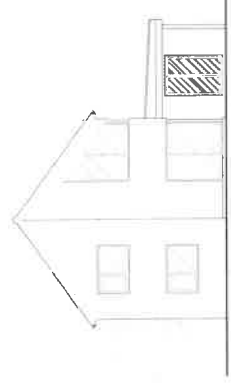
Side elevation (north)



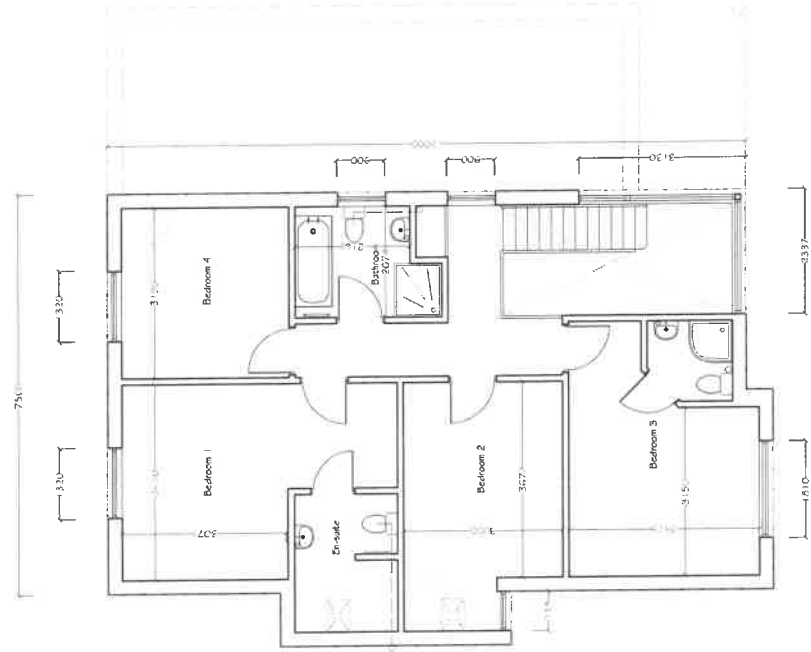


External materials:

1. Self-coloured resin
2. Composite wood
3. Fascias and soffits
4. Roof in imitation
5. Windows and doors
6. Rainwater goods
7. Flat roof in rubber

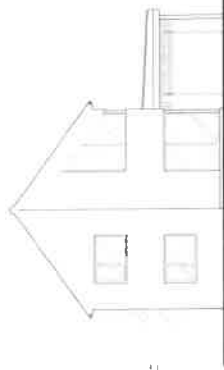


Ground floor plan

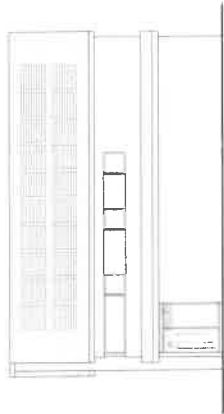


First floor plan

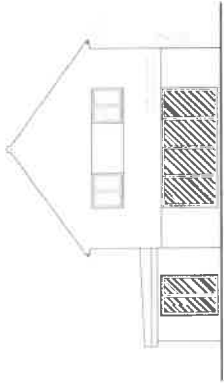
- External materials:
1. Self-coloured render.
  2. Composite wood effect cladding.
  3. Composite wood effect cladding to match windows.
  4. Solid masonry slate tile @ 3.5". Solar panels to be low profile with black frames.
  5. Windows and doors in anodised aluminium.
  6. Floor finish in solid wood effect laminate.
  7. Flat roof in asphalt roof tiles, colour to match main roof.



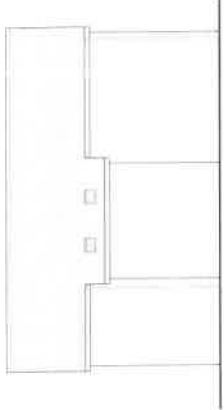
Front elevation



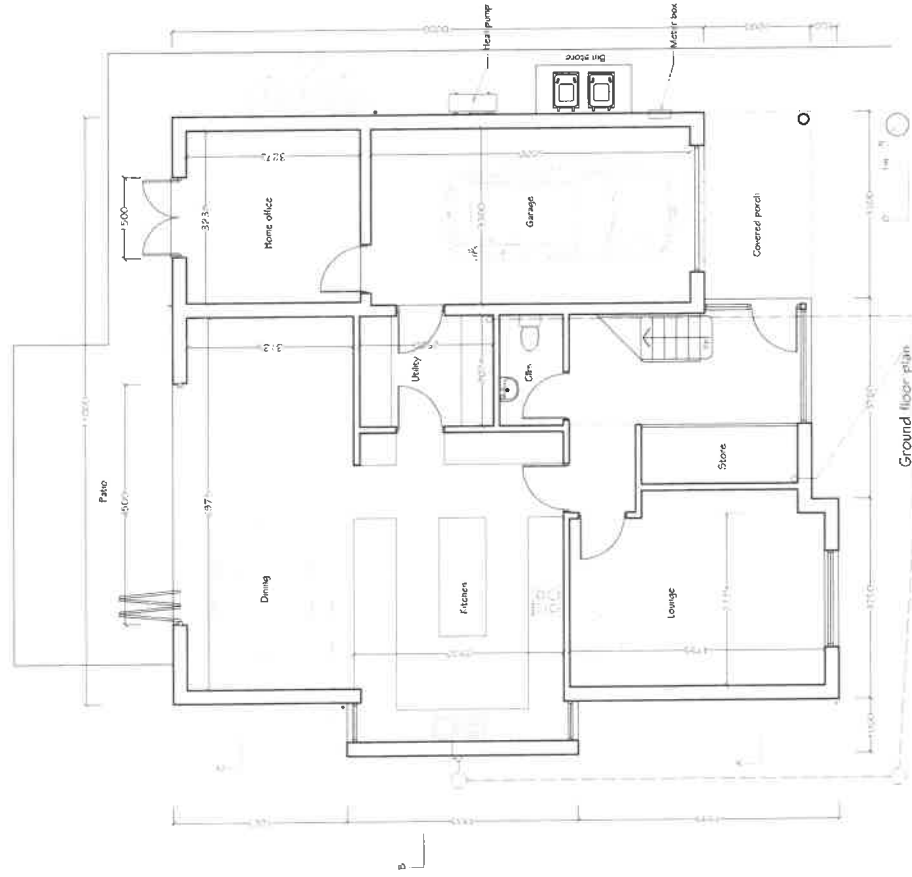
Side elevation (left)



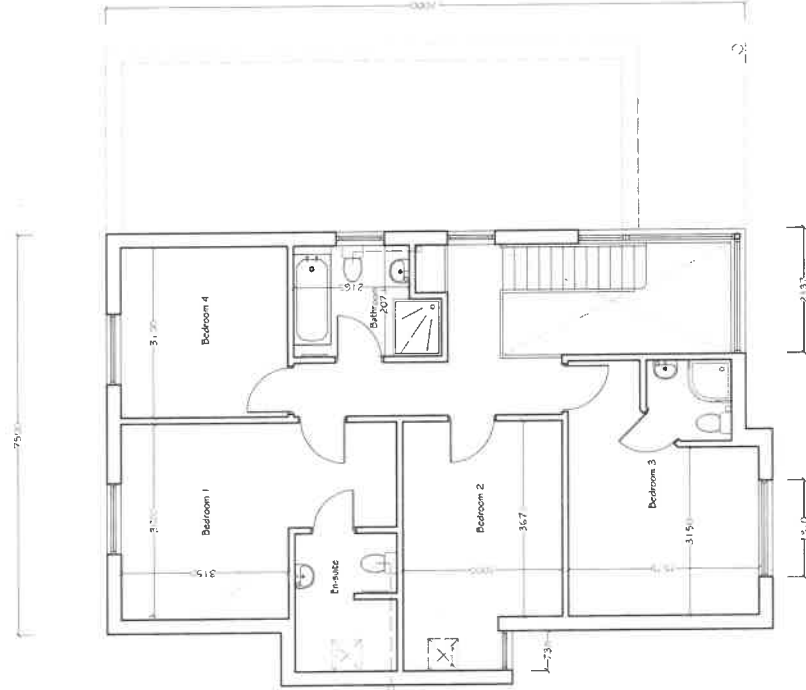
Rear elevation



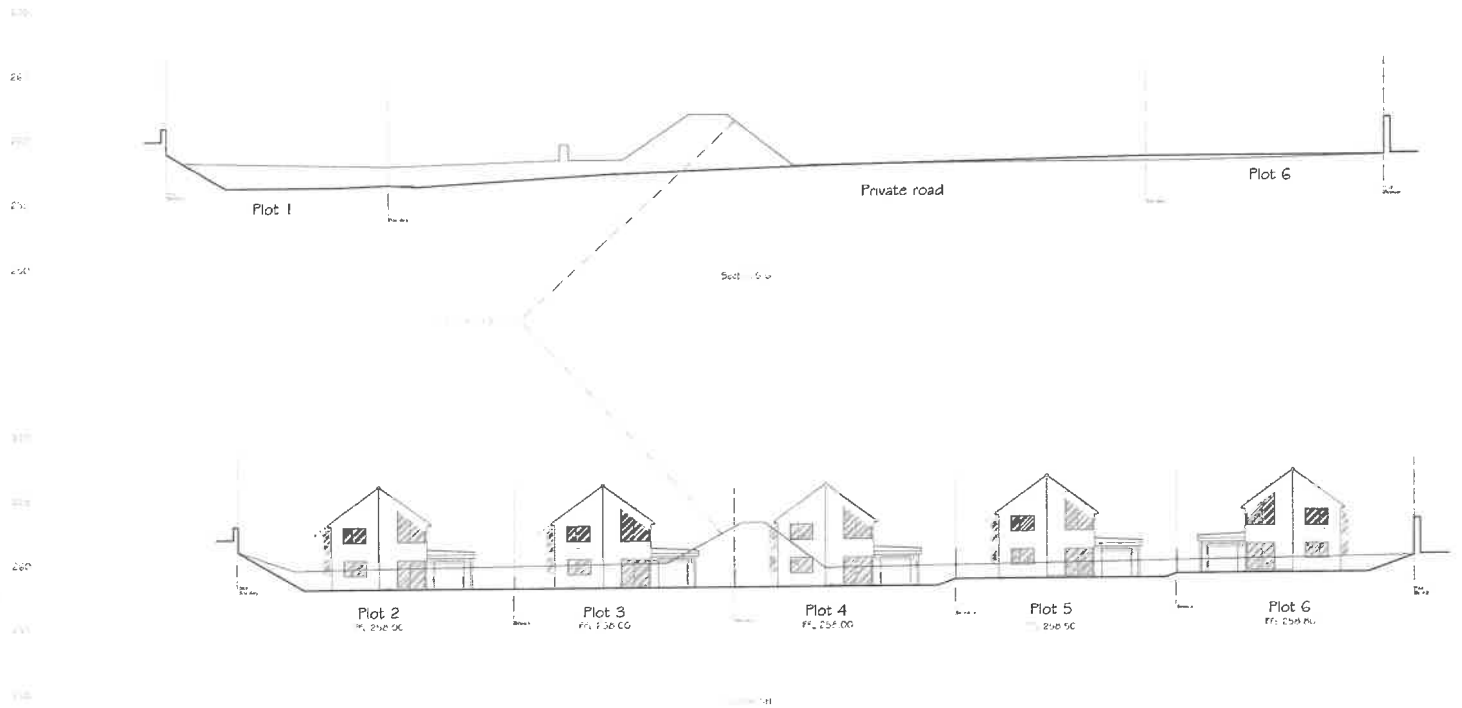
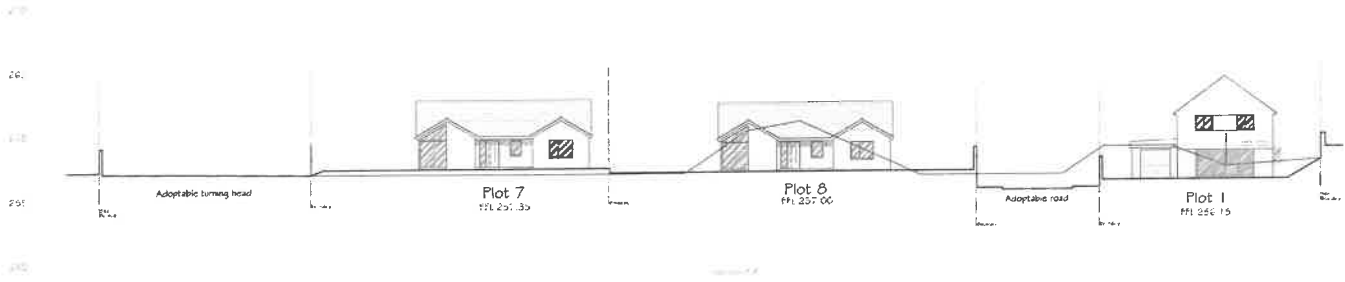
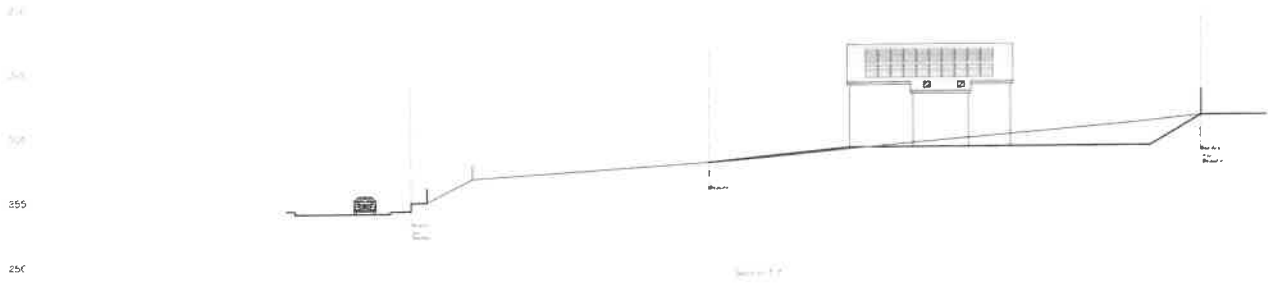
Side elevation (right)



Ground floor plan



First floor plan



Hernon Associates

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Status  
☐ Preliminary  
☐ Preliminary  
☐ Planning (Outline)  
☐ Planning (Reserved matters)  
☐ Planning (Full householder)  
☐ Building Regulations  
☐ Tender issue  
☐ As built  
☐ PROVISIONAL

Date  
06.02.2024  
 Scale  
1:200 @ A1  
 Drawing No  
3057-00  
 Revision

Project  
Proposed development at  
Former Civic Site  
Braun  
 Client  
Adam and Luke Pegler  
 Drawing  
Site sections as proposed



