

## CITY AND COUNTY OF SWANSEA

### NOTICE OF MEETING

You are invited to attend a Meeting of the

### DEVELOPMENT CABINET ADVISORY COMMITTEE

**At:** Committee Room 5, Guildhall, Swansea

**On:** Wednesday, 20 April 2016

**Time:** 3.00 pm

**Chair:** Councillor Philip Downing

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#### Membership:

Councillors: C Anderson, J C Bayliss, D W Cole, P Lloyd, P M Matthews, P B Smith, C Thomas and T M White

### AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interests.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 **Minutes.**  
To approve and sign as a correct record the minutes of the previous meeting.
- 4 **Presentation on Waste Management.**  
*Keith Coxon, Waste Management*
- 5 **Public Space Protection Orders (PSPO's).**
- 6 **Pedestrianisation of Wind Street. (Verbal)**  
*Stuart Davies / Mark Thomas*
- 7 **Updates from Chair.**
- 8 **Workplan.**

**Next Special Meeting:** Wednesday, 11 May 2016 at 10.00 am



**Patrick Arran, Head of Legal and Democratic Services**  
**Thursday, 14 April 2016**

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**Contact: Democratic Services: 01792 636923**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE DEVELOPMENT CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON  
WEDNESDAY, 16 MARCH 2016 AT 3.00 PM

**PRESENT:** Councillor P Downing (Chair) Presided

**Councillor(s)**

C Anderson  
P B Smith

**Councillor(s)**

D W Cole  
C Thomas

**Councillor(s)**

P M Matthews

**Officer(s)**

Allison Lowe  
Martin Nicholls  
Tony Sturgess  
Lisa Wells

Democratic Services Officer  
Chief Operating Officer  
Principal Facilities & Buildings Officer  
City Centre Manager

51 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors J C Bayliss, P Lloyd and T M White.

52 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

53 **MINUTES.**

**RESOLVED** that the minutes of the Development Cabinet Advisory Committee held on 17 February 2016 and the Special Development Cabinet Advisory Committee held on 24 February 2016 be approved and signed as a correct record.

**Matters Arising from 24 February 2016 Special Development Cabinet Advisory Committee:**

**50 Open Spaces Strategy**

The Chair updated the Committee that the Cabinet Member for Wellbeing & Healthy City had clarified his requirements in relation to this issue, in that he wished the Committee to draft the Open Spaces Strategy prior to individual wards being considered.

54 **SWANSEA MARKET - PRESENTATION.**

The City Centre Manager provided a presentation and verbal report to enable the Committee to consider the current position regarding the management and development of Swansea Market in the context of the potential provision of public toilet facilities.

She provided information on the background of Swansea Market and explained that at present the only toilets within the Market are for staff and traders, located on the first floor, via two separate stairwells which also provide through access to the first floor offices.

She went on to explain the existing City Centre toilet provision and outlined the options available as follows:

- Reinstatement of historic toilet provision at 39 Union Street;
- Conversion of existing stalls for public toilets (2 options);
- Further scoping and feasibility work to be undertaken to develop a programme of works to provide a firm foundation on which external funding could be sought.

**RESOLVED** that the Committee undertake a site visit to Swansea Market within the next 2 weeks.

55 **COMMUNITY BUDGET - PRESENTATION.**

The Chief Operating Officer and Principal Facilities & Buildings Officer provided a verbal presentation on Community Budgets (formerly known as the Environmental Improvement Scheme).

The new scheme had been approved by Cabinet on 19 November 2015 with significant changes to the scheme, namely:

The criteria has been widened to allow any use by ward members provided it is legal and complies with the Council's Constitution, policies and procedures. As such, limited restrictions will apply:

- Grants to community groups supporting wider community engagement or services are permitted but a maximum of £2,000 per annum per member to organisations will be permitted;
- Monies cannot be used in pursuit of any political purposes;
- Grants/monies cannot be made available to any commercial organisation or any individual or organisation whose principles conflict with those of the Council.

In addition to the report the amount of money for 2015-2016 and 2016-2017 has been increased to approximately £9,500 per ward member (from £3,000).

A dedicated Officer – Jane Hunt has now been employed to administer the scheme and Councillors should liaise with Jane in relation to Community Budgets.

In addition a "Landlords Building Consent" form / portal had been devised, predominately for schools to use in relation to any construction works to be undertaken. The Chair had tested the portal prior to it "going live" and requested a separate form / portal for Councillors as some of the fields were not relevant to Councillors.

Further discussions centred around the following:

- A list of frequently asked questions should be available;
- A catalogue price list, updated on a regular basis should be available;
- A standard format for quotes should be devised;
- Options for procuring items / works from an external supplier.

**RESOLVED** that

- 1) A separate form based on the "Landlords Building Consent" form be devised for Councillors;
- 2) A frequently asked questions (FAQ) list be circulated to Councillors and updated;
- 3) A catalogue price list be updated and circulated to Councillors;
- 4) A clearer format for budget prices and quotes;
- 5) Councillors are sent updated information in relation to the current status of their Community Budget, to include how much they have spent, what works are outstanding scheme and how much money they have remaining;
- 6) Councillors are kept updated of their amended total each time they spend money from their Community Budget;
- 7) Councillors inform the team of any medium - large scale schemes they wish to be undertaken as soon as possible in order that works can be scheduled appropriately.

56 **UPDATES FROM CHAIR.**

The Chair reported the following updates:

**1) Public Space Protection Orders (PSPO's)**

The Chair would be meeting with the Leader, Councillor Andrea Lewis and the Community Safety Manager next week regarding PSPO's.

**2) Pedestrianisation of Wind Street**

The Chair would be meeting the Head of Highways and Transportation next week regarding the pedestrianisation of Wind Street and the barriers on the Kingsway.

**3) Improvements to Recycling Shop at Recycling Plant**

The Cabinet Member for Environment & Transportation would like the Development Cabinet Advisory Committee to consider how improvements could be made at the Recycling Shop at the Recycling Plant.

57 **WORKPLAN.**

**RESOLVED** that:

- 1) The Special Committee scheduled for 23 March 2016 focus on the Open Spaces Strategy;
- 2) The Committee scheduled for 20 April 2016 received reports on the following issues:
  - Public Space Protection Orders (PSPO's);
  - Waste Management.
- 3) The following items be considered at future meetings:
  - Feedback on Regional District Shopping Centres – second visit to Morriston;
  - Housing Estates Containing Unadopted (Private) Streets;
  - Pedestrianisation of Wind Street;
  - Improvements to Recycling Shop at the Recycling Plant.

The meeting ended at 4.35 pm

**CHAIR**

## CITY AND COUNTY OF SWANSEA

### MINUTES OF THE DEVELOPMENT CABINET ADVISORY COMMITTEE

HELD AT COMMITTEE ROOM 2, CIVIC CENTRE ON WEDNESDAY, 23  
MARCH 2016 AT 10.00 AM

**PRESENT:** Councillor P Downing (Chair) Presided

**Councillor(s)**

D W Cole

**Councillor(s)**

P M Matthews

**Councillor(s)**

T M White

**Officer(s)**

Ian Beynon

Stephen Cable

Allison Lowe

Mark Russ

Development and Outreach Manager

Children's Play Officer

Democratic Services Officer

Park Services Manager

58 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors C Anderson, P Lloyd, P B Smith, C Thomas. Officers - Andrew McTaggart and Jacki Rees-Thomas.

59 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

60 **OPEN SPACES STRATEGY.**

The Chair provided an update following discussions with the Cabinet Member for Wellbeing and Healthy City, who had clarified his requirements in relation to the Open Spaces Strategy. The Committee were required to draft the Open Spaces Strategy prior to any action plan being considered.

As a result, action 3) of the meeting held on 24 February 2016 in relation to the Bonymaen Electoral Division Councillors being invited to the meeting had been withdrawn.

The Development and Outreach Manager circulated an initial draft of the Strategy that he had produced. It included the definition of Open Space, the vision, objective and key priorities of the Strategy. The Committee would utilise the draft as a starting point to progress the Strategy.

In addition the Park Services Manager would provide the necessary information from the Parks Strategy and the Children's Play Officer would provide information from the Play Strategy to be incorporated within the over-arching Strategy.

Further discussions centred on:

- Highlighting how the various services within the Authority are working in partnership to develop the Strategy;
- Fields In Trust designations;
- Consultation with children in relation to the "Rights of the Child";
- An officer from Nature Conservation being involved;
- Whether the Fields in Trust standard would be used in the Open Spaces Strategy or whether a local standard could be adopted.

Further to action 1) of the meeting held on 24 February 2016, the Development and Outreach Manager had obtained the information in relation to the list of grants available to the Local Authority and Community / "Friends of" groups which he would circulate once finalised.

**RESOLVED** that

- 1) A special meeting of the Development Cabinet Advisory Committee is arranged on 11 May 2016 at 10.00 am;
- 2) The Development and Outreach Manager circulate the Draft Open Spaces Strategy;
- 3) The Parks Services Manager to circulate the necessary information from the Parks Strategy to be included in the Open Spaces Strategy;
- 4) The Children's Play Worker to circulate information from the Play Strategy to be included in the Open Spaces Strategy;

The meeting ended at 10.30 am

**CHAIR**