

CABINET

MINUTES of a meeting held on 5th January, 2005.

Present: Councillor H.J.W. James (Chairman); Councillor A.J. Williams (Vice-Chairman); Councillors G.A. Cox, A.D. Hampton, M.R. Harvey, T.H. Jarvie, G.C. Kemp, J.W. Thomas and A.C. Williams.

Also present: Councillors N. Moore and A.J. Readman.

C1671 APOLOGIES FOR ABSENCE -

An apology for absence was received from Councillor A.M. Ernest.

C1672 MINUTES -

RESOLVED - T H A T the minutes of the meeting held on 15th December, 2004 be approved.

C1673 DECLARATIONS OF INTEREST -

Councillor M.R. Harvey declared an interest in Agenda Item 12.

C1674 EXTRAORDINARY SCRUTINY COMMITTEE (CORPORATE RESOURCES): 16TH DECEMBER, 2004 -

The Scrutiny Committee (Corporate Resources) on 16th December, 2004, received the recommendations from Scrutiny Committees (Economy and Environment, Community Wellbeing and Safety and Lifelong Learning) in respect of Initial Revenue Budget Proposals for 2004/2005; Initial Revenue Budget Proposals for 2005/06; Initial Capital Programme Proposals for 2005/06; Initial Housing Revenue and Account Budget Proposals 2005/2006 and Revised budget 2004/2005. The recommendations had been forwarded to the Cabinet for consideration. A corrected version of the reports was tabled at the meeting.

RESOLVED - T H A T the reports be noted and forwarded to the Cabinet Budget Working Group for further consideration.

C1675 TOURISM, MARKETING AND EVENTS COMMITTEE -

The following minutes of a meeting held on 22nd November 2004 were submitted, and it was :

C1675

RESOLVED - T H A T the following report and the recommendations contained therein be accepted.

Present: Cllr. H.J.W. James Ost. (Chairman)
Cllr. M. Harvey (Cabinet Member)
Cllr. G. Cox (Cabinet Member)
Cllr. M. Kelly-Owen
Chris Fray (Head of Economic Development & Leisure)
Dave Knevett (Operational Manager Leisure & Tourism)
Claire Evans (Tourism / Marketing Manager)
Mark Petherick (Cabinet Officer)
Keri Hutchings (Cabinet Assistant)
Anna Humpries (Communications Co-ordinator)
Tony Williams (Accountant)
Gerry Donovan (Dyffryn Garden Project Manager)
Steve Latham (Country Parks & Commons Manager)
Nick Coles (Cosmeston Medieval Village Manager)

Apologies for Absence:

Cllr. Neil Moore & Cllr. Steffan Williams

(a) MINUTES-

Recommended – That the minutes of the meeting held on the 25th October, 2004 be approved.

(b) DECLARATIONS OF INTEREST –

No declarations were received.

(c) RED TENT: (REF - CABINET) (MINUTE No. C1448)-

The Committee were advised that due to the technical nature of the Red Tent, it had been difficult to align the Tent to any corporate service objectives in terms of retaining the structure and that although the Council was committed to an Events Strategy and possible large-scale events, it would be unlikely that the Red Tent would, in its present condition, generate any significant savings or benefit to any future event. At Appendix 1 to the report was an Expressions of Interest Information pack for the Red Tent and Cabinet approval was sought for the pack and to authorise the sale of the Red Tent. The structure was stored in the old bus depot in Barry as the conditions in the Court Road storage unit had been unsuitable, the old bus depot would also make viewing easier for any prospective buyers.

Recommended – That Cabinet approve the following recommendation:

(i) That Cabinet continues with the disposal of the Red Tent.

C1675Reason for decision

- (i) That the Red Tent has become a liability to the Vale of Glamorgan Council.

(d) COSMESTON LAKES COUNTRY PARK AND MEDIEVAL VILLAGE: 2004 EVENTS

The Tourism, Marketing and Events Committee were presented with an update on the Events that were held at Cosmeston Lakes Country Park and Medieval Village during 2004. The Park receives over 300,000 visitors each year, making it the most popular Urban Fringe Country Park in Wales.

There were 9, medium to large events held at the Medieval Village and 16 smaller events held in the Country Park, which were hosted and funded by the Parks and Village budget. One large event was held in partnership with Coed Cymru, the woodland festival and several wildflower walks were hosted by the Wildlife trust for South and West Wales. The Committee received details that Cosmeston Lakes Country Park hosted a Police National Life Saving Event with participants from forces all over the UK, several Chief Constables attended and the day was deemed a great success.

User groups; British Triathlon Race, Model Yachting, the Carol Mathew's Memorial Cross Country and Penarth Holiday Week Scouts Events were permitted to hold their events at the Park. There was also several charity – sponsored walks, which included; Cancer charities, kidney research, whale and dolphin protection, Walk for Wildlife and many more. The Committee recognised that all of these events are time consuming in both delivery and preparation. The bigger events require advertising and careful liaison with re-enactors, and satisfaction levels are very high as depicted in the visitor response surveys.

Some £7000 is spent each year on advertising, event preparation, hiring re – enactors. However, most of this is recovered directly from entrance fees and through secondary spending in the shop/café.

Recommended – That Cabinet be requested to consider the following recommendations:

- (i) That the Committee notes and endorses the comprehensive event programme being held at the park
- (ii) That the Committee notes the well-organised commitment from staff.

Reason for decision

- (i) That the Committee has the full understanding of the Events being held within the Authority.
- (ii) That the Committee appreciate the efforts made by staff.

C1675**(e) DYFFRYN GARDENS EVENTS PROGRAMME 2004, DRAFT EVENTS PROGRAMME 2005 AND 2006 EVENT PROPOSALS**

Presentation by Gerry Donovan, Dyffryn Gardens Project Manager.

Gerry Donovan, Dyffryn Garden Project Manager, presented details (see below) of the events that were held at the gardens during 2004 and the proposals for the forthcoming two years, including the Centenary celebrations.

- Dyffryn is developing a varied events programme both as added value for the standard gardens admission and as special ticketed events.
- The diversity of the gardens lends itself to several types of event areas ranging from Great Lawns, which can host four thousand visitors to the Theatre Garden with 360 in tiered seating.
- The existing visitor facilities are below standard and limit the range of events that can be currently hosted. Phase II of the lottery proposals will address this issue.
- 2006 Centenary celebrations need an ambitious plan of events with marketing, to take full advantage of this special occasion.

The Committee noted, that Dyffryn Gardens is an outstanding Grade I Edwardian garden stretching over 55 acres and provides a spectacular setting for events. There have been major restoration works that have taken place over the last seven years, whilst a comprehensive programme of events have been developing. Bookings for the 2004 season were full before it started, suggesting a greater demand than can be met by Dyffryn.

The Committee members were made aware of the need for more advertising of the individual events and marketing of the site for the future.

Phase II of the restoration is currently under negotiations with the Heritage Lottery Fund, which is due to be completed in readiness for the Garden's Centenary celebrations in 2006. Several new events have been included that reflect the all year round availability of the new facilities. The commencement of the purpose built education block in January 2007, will offer a greater variety of events from the education sector. The new marquee, which has been part funded as a result of Article 33 grant (Rural Regeneration) will assist in providing an enhanced facility for corporate and other events.

Recommended – That Cabinet be requested to consider the following recommendations:

- (i) That the Committee notes and endorses the comprehensive event programme being held at Dyffryn and the proposals for the next two years, subject to a further report on the implications of the current budget review.
- (ii) That a further report be made to Cabinet regarding the Freehold and Leasehold details of Dyffryn.

C1675**Reason for Recommendations**

- (i) That the Committee has a full understanding of the events being held within the Authority.
- (ii) To inform Cabinet.

(f) TOURIST INFORMATION CENTRES: PENARTH & BARRY ISLAND

The Committee received a report, which informed them off the Tourist Information Centres (TIC)' 2004 season. The Committee were informed that the Tourist Information Centres experienced another good season in 2004. Visitor numbers / enquiries remained similar to previous years, which saw the Tourist Unit deal with some 2,816 enquiries, including email. Both Centres achieved a high overall score of 87%, ranking them in the top ten Tourist Information Centres in Wales after the Mystery Shopper Survey, which was carried out during a key visitor period – May to August. The Wales TIC Charter working group agreed that all TICs undertake an Accessibility Audit to access the level of service provided by disabled visitors. Barry TIC is in need of refurbishment to comply with these requirements. Broadband has been installed at both centres, proving to be an essential tool for TIC staff.

The Committee noted, that the Tourist Information Centres operate on minimum resources with both centres being single manned. The TIC at Barry Island shares its premises with St. John's Ambulance Service and Police, which are often closed or unmanned. Thus, the TIC if often the only public building open for help and regularly deals with; lost children, first aid, parking ticket complaints, lost property, and anti-social behaviour. These distractions impair the normal working duties of the TIC.

Recommended – That Cabinet note the following recommendations:

- (i) That the Committee notes the report and congratulates Tourist Information Officers for another successful season.
- (ii) That the financial constraints preventing expansion of the service be noted, in particular the issue of accessibility and DDA requirements at Barry TIC.
- (iii) That the problems with staff recruitment be noted.
- (iv) That the issues regarding first aid provision and police presence at Barry Island be noted and the relevant organisations consulted.
- (v) That a further report to the Tourism, Marketing & Events Committee be made regarding a Tourism website, with links to the Vale of Glamorgan's own website.

C1675Reasons for decision

- (i) To acknowledge the important work of the TICs.
- (ii) That the committee notes that financial constraints prevent expansion of the service and compliance with DDA requirements.
- (iii) That the committee notes that problems with staff recruitment will affect the quality of service.
- (iv) To address the issues regarding shared premises at Barry Island TIC.
- (v) To improve public access to information.

(g) INTERNATIONAL FESTIVAL OF STREET ENTERTAINMENT

The Committee received a report seeking their views on the idea of holding an International Festival of street entertainment. The Council had received a proposal from Mr. Chubb, Director of the ideas factory, to hold this event. The Committee would need to consider the funding for the festival, which requires further investigation.

Recommended – That Cabinet be requested to consider the following recommendations:

- (i) That the Ideas Factory is thanked for the initial proposal and required to submit a more detailed proposal that also reflects the financial implications.
- (ii) That the Events Officer, when in place, explore the possibilities of hosting an International Festival of Street Entertainment.

Reason for decision:

- (i) To inform the Committee.
- (ii) As above

(h) MANAGEMENT OF EXISTING EVENT SITES

The Tourism, Marketing & Events Committee were asked to consider a proforma for the management / use of Council owned sites for existing and potential events. The Committee noted, that the Council has a number of site's which are already used for events. When the Events Officer is appointed a portfolio of sites and their usage can be developed. It is expected, that the appointed Officer will work closely with the Legal and Regulatory Directorate to ensure that any events within the Vale of Glamorgan, comply with relevant legal and safety requirements.

C1675

Recommended – That Cabinet be requested to consider the following recommendations:

- (i) That the Committee endorses the format for the event sites proforma and that the Events Officer develops this for future use.

Reason for decision

- (i) To ensure a comprehensive portfolio of sites is produced.

**C1676 QUARTERLY PERFORMANCE MONITORING REPORTS:
30TH NOVEMBER, 2004 (REF) (DEER) -**

On 30th November, 2004, the Scrutiny Committee (Economy and Environment) had received details of performance monitoring in respect of each of the Services in the Directorate of Environmental and Economic Regeneration from April to September 2004. At the meeting the Heads of Service drew attention to specific issues within their respective Monitoring Reports and responded to questions. In relation to Economic Development and Leisure **Sub-Ref. 1.28**, the Head of Service confirmed that the cessation of the post of Environmental Education Officer at Cosmeston Lakes Country Park due to the ending of the 3 year Heritage Lottery funding, would adversely affect the level of facilitated educational visits that could be accommodated at the Park. The Scrutiny Committee recommended that the position be noted and that the Cabinet be requested to consider making available the necessary funding to enable the continuation of the post of Environmental Education Officer given its success to date and its inestimable value in terms of raising awareness of environmental and nature conservation issues, particularly to school children.

RESOLVED - T H A T if the Directorate wished to make a bid to retain this post it be considered as part of the budget review process.

**C1677 HOUSING, BUILDING SERVICES AND COMMUNITY SAFETY
SUB - COMMITTEE OF CABINET - MEMBERSHIP, TERMS OF
REFERENCE AND MINUTES OF FIRST MEETING (SCRUTINY -
ECONOMY AND ENVIRONMENT) -**

Cabinet's endorsement was sought for the terms of reference, membership and minutes of a meeting held on 14th December 2004 of the Housing, Building Services and Community Safety Sub - Committee of Cabinet . The establishment of a Housing, Building Services and Community Safety Sub-Committee had been agreed by Cabinet at its meeting on 20th October, 2004 (Minute No. C1558). The terms of reference and the minutes were appended to the report.

RESOLVED - T H A T the terms of reference, membership and minutes of the Council's Housing, Building Services and Community Safety Sub-Committee

C1677

of Cabinet as detailed in the Appendix to the report be accepted subject to the following amendments:

- (1) Page DCS1 paragraph 4 to also include one non-executive representative from the Conservative Group.
- (2) Terms of Reference of the Sub-Committee -
 - (i) Paragraph (1) to also include "One non-executive member from the Conservative Group being invited to attend."
 - (ii) paragraph 5 to be amended to read, "The Sub-Committee will be advisory. It will not have Executive powers. Sub-Committee advice will be considered by Cabinet."
- (3) Minutes of a meeting held on 14th December, 2004, recommendation (iii), be amended to read "That all future reports relating to the Housing Options Review work are referred to the Task and Finish Scrutiny Committee (Housing Options) for consideration."

Reason for decision

To enable the Sub-Committee to progress matters.

C1678 SOCIAL HOUSING GRANT PROGRAMME (DCS) (SCRUTINY - COMMUNITY WELLBEING AND SAFETY) -

The purpose of the report was to obtain approval for Social Housing Grant (SHG) commitments for 2005/06, 2006/07 and beyond for the provision of affordable housing. Due to financial costs of land and development and the limited Social Housing Grant Programme in the Vale of Glamorgan, it had become necessary to make forward commitments of Social Housing Grant over periods of two or more financial years. Failure to make these commitments would mean that development schemes would not be able to be achieved and valuable new affordable housing could be lost to the area. The Social Housing Grant allocated for 2005/06 was estimated to be £1.408m. and for 2006/07 £1.232m. However, it was noted that it could be possible that additional resources may become available during these years. The table at Appendix A to the report detailed the developments in progress or that were to commence during the year as well as the programme commitments for 2005/06 and 2006/07. Cabinet was requested to agree to the programme under the Council's Urgency Procedure under paragraph 13 of the Constitution, the reason for the request being that in relation to the A1 Concrete site scheme in Penarth, where in order to enable the Housing Association and developer partner to complete the purchase of the site in the current financial year, certainty of the remainder of the funding was required.

C1678
RESOLVED -

- (1) T H A T the Social Housing Grant programme as detailed at Appendix A to the report be approved.
- (2) T H A T any underspends in Social Housing Grant available to the Council be initially prioritised to the A1 Concrete scheme.
- (3) T H A T approval be given for the use of the Urgency Procedure under paragraph 13.09 of the Council's Constitution.
- (4) T H A T the report be referred to the Scrutiny Committee (Community Wellbeing and Safety) for consideration.

Reasons for decisions

- (1) To agree the SHG programme.
- (2) To limit the financial burden on the developing partner.
- (3) To enable the scheme to progress as soon as possible.
- (4) For information.

**C1679 STREET NAMING AND NUMBERING POLICY (DEER)
(SCRUTINY - ECONOMY AND ENVIRONMENT) -**

Members of Cabinet were reminded of the current Street Naming and Numbering Policy of the Council and to advise Members of street names that had been agreed since the Policy had been introduced in April 2003.

Detailed at Appendix A to the report was a list of street names that had been agreed since the above mentioned procedure had been adopted in April 2003.

Members raised concerns in relation to the procedure detailed in the report.

RESOLVED - T H A T the item be deferred pending a further detailed report of the Council's procedure for street naming and numbering to the next meeting of Cabinet.

Reason for decision

To clarify the procedure.

**C1680 YSGOL GYFUN BRO MORGANNWG: PHASE 8
CONSTRUCTION WORKS (DFICT&P) (SCRUTINY - LIFELONG
LEARNING) -**

The Director of Finance, ICT and Property sought approval to use delegated authority to accept the lowest compliant tender in respect of the above. Phase 8 was the final stage of the construction works at Ysgol Gyfun Bro Morgannwg and included the extension of the gymnasium and extension to the dining hall. A capital bid had been submitted for the project for inclusion in the 2005/06 Capital Programme. The construction works were programmed to commence on 14th March, 2005 and to be completed by September 2005. The invitation for tenders had originally been programmed for 6th December, 2004 and the date for return of tenders was 21st January, 2005, in order to enable a report on tenders to be prepared and submitted to Cabinet on 16th February. However, it was essential that the extended dining hall be available for the start of term in September which meant that the works had to commence no later than 14th March, 2005 and in turn a revised programme had been drawn up:

- Tender invitation - 20th December, 2004
- Return of tenders - 7th February, 2005
- Tender accepted - 10th February, 2005
- Letter of intent issued - 16th February, 2005
- Commencement of construction - 14th March, 2005.

RESOLVED -

(1) T H A T, subject to formal approval of the 2005/06 Capital budget for Phase 8 of the Ysgol Gyfun Bro Morgannwg development, the Director of Finance, ICT and Property in consultation with the Leader, be granted delegated authority to accept the lowest compliant tender.

(2) T H A T the Director of Legal and Regulatory Services be authorised to sign and execute the Contract on behalf of the Council.

Reasons for decisions

(1) To enable the contract to be let at the earliest opportunity and to provide sufficient lead -in time for the works to commence on 14th March, 2005 and facilitate completion of the dining hall prior to the start of the autumn term.

(2) To protect the Council's interest and effect practical completion of the contract.

**C1681 SICKNESS ABSENCE INFORMATION - HALF YEAR, APRIL -
SEPTEMBER 2004 (DLD) (SCRUTINY - CORPORATE RESOURCES) -**

The report, presented information for the April - September 2004 period in the context of sickness trends since April 2002. The Council in the Corporate

C1681

Plan and the Human Resources Strategy had agreed to review and implement new systems to improve sickness management and achieve reduction levels of sickness absence. Cabinet had previously agreed service target levels for 2004/05 for all Departments. Attached to the report at Appendices A,B,C,D and E were tables reporting on quarterly information, six monthly information, quarterly graphical data by Directorate, trend line data and whole Authority analysis. The out-turn in trend for the half year was high although it was reported that the Spring and Summer period was when sickness was usually at its lowest. The figure at 6.5 days full time equivalent was higher than the previous year when it was 5.76 days full time equivalent. Cabinet Members were advised that by using the service target levels endorsed by the Cabinet, it was reasonable to expect the April - September figures to be one half of the annual figure or even lower bearing in mind the seasonal trends. A new policy on the management of stress was also currently in the final rounds of consultations which would be reported to Cabinet at a future date. The policy was based on the HCS Management Standards for Stress which focused on controlled change demands, roles, relationships and support. The policy would bring in procedures for information on stress, training and conducting risk assessments.

RESOLVED -

- (1) T H A T the contents of the half year report be noted.
- (2) T H A T Members and managers be advised to concentrate particularly on long-term sickness within the current round of Management of Attendance Groups.

Reasons for decisions

- (1) To bring matters to Members' attention in line with corporate aims.
- (2) To have an effect on sickness trends for the second half of the year.

C1682 THE VALE OF GLAMORGAN UNITARY DEVELOPMENT PLAN - WAY FORWARD TO ADOPTION (DEER) (SCRUTINY - ECONOMY AND ENVIRONMENT) -

For this agenda item, Councillor M.R. Harvey left the room.

The purpose of the report was to:-

- (a) advise Cabinet of the steps undertaken to date in progressing the Vale of Glamorgan Unitary Development Plan towards adoption.
- (b) advise Cabinet of the results of the statutory consultation period held in respect of the Further Proposed Modifications to the Vale of Glamorgan Unitary Development Plan.

C1682

- (c) consider the need for a further public inquiry as a consequence of the statutory consultation undertaken on the proposed and further Proposed Modifications.
- (d) to outline the processes that would need to be undertaken to formally adopt the Vale of Glamorgan Unitary Development Plan.

In accordance with the Council's Constitution, the report was being presented to the Council's Planning Committee on 6th January, 2005 and would be presented to the Scrutiny Committee (Economy and Environment) on 11th January, 2005 for consideration. The matter would then be reported back to Cabinet before being progressed to Council in March. The Proposed Modifications Consultation Process had been undertaken in early 2003 and each representation made to the Vale of Glamorgan and the Council's Statement of Decisions document in respect of the Inspector's report, had been considered in detail prior to the release of further Proposed Modifications in October 2004. Appendix A to the report outlined the detailed representations and recommended responses on the Vale of Glamorgan UDP.

RESOLVED -

- (1) T H A T the contents of the report and individual decisions in respect of the representations made to the Further Proposed Modifications of the Vale of Glamorgan Unitary Development Plan be endorsed.
- (2) T H A T the appropriate procedures leading to the formal adoption of the Vale of Glamorgan Unitary Development Plan be initiated.
- (3) T H A T the report and recommendations (1) and (2) above be referred to Planning Committee and Scrutiny Committee (Economy and Environment) for consultation.

Reasons for decisions

- (1) To allow progress towards adoption of the Vale of Glamorgan Unitary Development Plan and to agree the Council's stance in respect of the representations to the Vale of Glamorgan Unitary Development Plan Proposed Modifications 2004.
- (2) To allow formal adoption of the Vale of Glamorgan Unitary Development Plan.
- (3) To enable consultation to be undertaken.

C1683 ITEM WHICH THE CHAIRMAN HAD DECIDED WAS URGENT -

RESOLVED - T H A T the following item which the Chairman had decided was urgent for the reason stated, be considered.

C1684 E-GOVERNMENT PROGRAMME, EXTERNAL CONSULTANCY SUPPORT (CX) -

Urgent by reason of the need to authorise expenditure.

Cabinet approval was sought for a continuation of support for the e-Government Programme from the Council's Strategic e-Government partner, Deloitte. Authority to tender for e-Government support and enter into a contract with suppliers was received from Cabinet on 31st March, 2004. Subsequently, the Chief Executive, in consultation with the Leader, used his emergency powers to accept the tender from Deloitte. Hitherto, £198,000 had been spent on the contract, covering the development of a detailed Programme Plan and a broad Procurement Review, and it was expected that future commissions would exceed £300,000 as further support became necessary. The next tranche of work covering Programme Preparation for the OneVale Project was estimated to cost £400,000, and work has already commenced. Cabinet was therefore requested to delegate authority to the Chief Executive, in consultation with the Leader, to commission further work from Deloitte under the terms of the contract subject to it being met from within the budget or appropriate reserve.

RESOLVED - T H A T the Chief Executive be authorised, in consultation with the Leader, to commission further work from Deloitte under the terms of the contract subject to it being met from within the budget or appropriate reserve.

C1685 EXCLUSION OF PRESS AND PUBLIC -

RESOLVED - T H A T under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act, the relevant paragraphs of the Schedule being referred to in brackets after each minute heading.

C1686 REQUEST FOR PAYMENT TOWARD REPAYMENT OF RELOCATION ALLOWANCE (DCS) (EXEMPT INFORMATION - PARAGRAPH 1) (SCRUTINY - COMMUNITY WELLBEING AND SAFETY) -

Cabinet was requested to consider a request for payment toward repayment of a relocation allowance.

RESOLVED - T H A T the matter be deferred pending a further detailed report to the next meeting of the Cabinet.

Reason for decision

To continue to apprise Members.