

Complete Agenda

Meeting	DWYFOR AREA COMMITTEE
Date and Time	5.15 pm Thursday, 15th October, 2015
Location	Meeting Room, Frondeg, Council Offices, Pwllheli, Gwynedd, LL53 5RE
Contact Point	Bethan Adams 01286 679020 BethanAdams@gwynedd.gov.uk

Agenda

1.	APOLOGIES	
2.	BUYING LOCAL SCHEME	
3.	COMMUNITY REGENERATION SERVICE WORK PROGRAMME - DWYFOR AREA	1 - 5
4.	MONITORING ARRANGEMENTS OF THE HOLIDAY SEASON OF CARAVAN PARKS	6 - 9

Members are reminded of their responsibility to make their own decision with regard to the requirement to declare an interest and to leave the meeting.

Distributed Monday, 12 October 2015

MEMBERS

COUNCILLORS

Stephen W. Churchman
Anwen J. Davies
Aled Ll. Evans
Gweno Glyn
Simon Glyn
E. Selwyn Griffiths
Alwyn Gruffydd
John Brynmor Hughes
Sian Wyn Hughes
Jason Humphreys
Michael Sol Owen
Peter Read
W. Gareth Roberts
Angela Russell
Eirwyn Williams
Gruffydd Williams
Owain Williams
R. H. Wyn Williams

Community Regeneration Service Work Programme – Dwyfor Area

Officer: Alys Lloyd Jones

Updated: September 2015

Response to Opportunity

Strategic Project / Local Opportunity	Name of Organization (and e-mail address)	Project Title	Done	To Do	Performance Measures
Local Opportunity	Llŷn Maritime Museum meinir.pj@tiscali.co.uk	Llŷn Maritime Museum Heritage Centre	Kids World Project that is linked to the author Elisabeth Watkin Jones: Application for additional funding [£146,800] to the Lottery Heritage Fund for additional work has been successful + Successful application to The Welsh Church Fund for £2701.	Support the organization with financial matters, claims, evaluation and development.	
Local Opportunity	O Ddrws i Ddrws oddrwsiddrws@yahoo.co.uk	Developing a coastal bus service around tourist attractions during the summer and liaising with the Coastal Path Authority and heritage attractions	The Santander and Natural Resources Wales bid has been successful. Area Regulatory Department Project with Coastal Communities Fund also contributes to the service. Support for a funding application to the private sector.	Support the organization with operating the project and promoting the Service locally and with development matters. Look at the Leader programme to identify possible innovative opportunities to promote the project and the sustainability of the long-term service.	
Local Opportunity	Cymydmaen Cyf WilParry@Outlook.com	Llŷn Produce Market	Successful application presented to AONB to establish a produce market in Sarn Hall. Awards for All application for community fair events to build on the market has been successful.	Support the organization with developing projects and funding applications. Discuss the work programme, job description and costs of the project and target local and	

				national financiers. Arrange meeting with Programme Leader, Menter Môn.	
Local Opportunity	Plas Carmel Project alundwyros@btinternet.com	Scheme to restore chapel, chapel house and an old shop by combining history, culture and the local environment	Have drawn up an architectural brief and secured an AONB and CBC grant for preliminary work by an architect. Have supported engagement activity and made comments on the architect's report.	Present funding applications to relevant funds. Look at the potential of restoring the shop / adapting the garden as a training project.	
Local Opportunity	Llithfaen Regeneration Committee sianelen@live.co.uk	Scheme to develop the village and local resources	Feasibility study produced with Llithfaen Capel Isaf Building. Application to develop Enterprise Centre presented to 'CAT' Programme and was then withdrawn as the presbytery wished to sell the site rather than lease it.	Supporting the group to investigate further into the need for services and facilities such as work units, and opportunities for self-contained units for visitors and walkers.	
Local Opportunity	Abersoch and District Trade and Tourism Society helen@presentthoughts.co.uk	Derived from the work programme for local projects	Application presented to AONB for a guide book to promote attractions and events in Llŷn was successful. Application for an officer to support volunteers presented to CBC, Mantell was successful.	Support to develop/update the work programme. Support the group with applications for events throughout the year.	
Local Opportunity	Plas Heli plasheli.david@gmail.com	Outdoor events and activities	Successful application to AONB for funding towards the Pwllheli Triathlon and Llŷn Coastal Sportif	Support the organization with an application to the Big Lottery Fund for a Volunteers and Activities Coordinator for a period of three years.	

Local Opportunity	Aelhaearn Llanaelhaearn Venture lynda.cox@llanaelhaearn.com	Developing Capel Babell as a local resource	As training provision has been relocated there is a need for the group to reconsider the business study recommendations. An application was presented to the CBC towards re-roofing the building as Phase 1 of the project - unsuccessful.	Need to update the business plan. Support the group to find an alternative way forward.	
Local Opportunity	Hendragarreg jina.geraint@gmail.com	Establishing a Centre to interpret Llithfaen's industry along with other opportunities in Sant Siôr Church, Trefor	The group has secured a grant to host an open day to consult with the community.		
Local Opportunity	Bro Madog Dreams angharadab@hotmail.com	Parc Pawb, Bodawen, Porthmadog	A brief has been drawn up for the architect, landscape and prices have been received.	Support with the CBC application.	
Local Opportunity	Cob Race Peteben@hotmail.co.uk	Improving the Sustainability of the Cob Race	Successful application to RDP to improve the sustainability of the event.		
Local Opportunity	Bardsey Island Trust RichardJamesFarmer@gwynedd.gov.uk	Protecting the heritage of Bardsey Island	Have looked at possible sources to improve the infrastructure, entrance, create opportunities / local initiatives.	Awaiting to hear more about what support the Trust needs / if it would be needed.	
Local Opportunity	Aberdaron Sailing and Social Society rgdorkins@btinternet.com	Upgrading equipment and developing training opportunities to improve the sailing provision	Successful applications to AONB and Sports Community Chest for equipment and training.		
Local Opportunity	Canolfan Felin Fach christinefelinfach@gmail.com	Project to develop "Eco therapy" respite unit	Referring to possible grants for developing the project and supporting training opportunities for their service users		

Local Opportunity	Bryn Mynach Playing Field gwynus@gmail.com	Multi-purpose playing field	Support with applications to CBC and RDP. Applications were successful.		
Local Opportunity	Canolfan Bryncroes glyn15656roberts@aol.co.uk	Upgrading windows and doors	Referred to presenting a funding application to CBC.	Support the group with the application.	
Local Opportunity	Canolfan Tudweiliog post@ecoamgueddfa.org	Renovation Plan	Support through the early phases of the project to get architectural plans.	Enquiries on behalf of the group and presenting options for the new renovation project.	
Local Opportunity	Pwllheli Skate Park janepicken50@hotmail.com	Establishing a skateboarding facility on Morfa Garreg estate	Have supported the Group with the initial phases of the project.	Group are in dialogue with the Town Council. Support for the group via funding sources and good practice from other schemes.	
Local Opportunity	Neuadd Rhoshirwaun catdon2@btinternet.com	Upgrading the roof	Successful application presented to Community Chest and the AONB Fund.		
Local Opportunity	Canolfan Trefor GlenysWilliams@gwynedd.gov.uk	Upgrading the roof of the extension and the kitchen	Successful applications presented to Community Chest, Community Investment Fund and Mantell Gwynedd.		
Local Opportunity	Golan Social Centre enidtalafon@fsmail.net	Improving internal and external resources	Have met with the Group and directed them to the relevant funding sources.	Support the group with the application(s)	
Local Opportunity	Neuadd Cricieth elizabethgeorge61@hotmail.com	Temporary public art project 'cerflun pabi' to commemorate one hundreds years since the First World War.	Support with a funding application to CDL.		

Response to Change

Category of Change	Name of Organization (and e-mail address)	Project Title	Done	To Do	Performance Measures
Departmental	Partnership has been established	Developing Porthmadog Town Centre Partnership to develop a Resort Management Plan and implement and develop key projects that will strengthen and improve the town centre.	Have attended initial meetings. The Partnership, via sub-groups, is developing small schemes: <ul style="list-style-type: none"> • Papur Port bags to promote Porthmadog and share marketing materials • Family Fun Day on 19.09 and collaborating with the Cob race on 20th • An evening exhibition of local food and drink • Porthmadog promotional video 	Strategic Projects Unit is supporting.	
Departmental	National Sailing Academy and Pwllheli Events Centre	Community Fund established by the Sailing Academy's head contractor	Promoting the fund locally and supporting the group with their applications		
Gwynedd Council <i>*Support from Iestyn Pritchard (Schools Organization Rejuvenation Officer)</i>	Schools Organization Ysgol Rhoshirwaun Iwan Hughes Aberdaron Community Council Clerk iwan.hughes2@btinternet.com 07899954031	After-use of Ysgol Llidiardau site, Rhoshirwaun.	Discussions taking place with Housing Association regarding the possibility of using the site for affordable housing.	Wait for a final decision from the Property Department.	
External	To be confirmed - Early enquiry Local Member is a point of contact with the local surgery.	Developing a plan that can secure the continuation of the surgery as well as a health hub to meet the needs of the community.	Initial enquiries were made with CFP.	Support group if it develops	

Agenda Item 4

COMMITTEE	DWYFOR AREA COMMITTEE
DATE OF MEETING	15 October 2015
TITLE	Monitoring and Enforcement of Caravan Sites
AUTHOR	Dafydd Wyn Williams, Head of Regulatory (Interim)
CABINET MEMBER	Cllr. Dafydd Meurig
PURPOSE	To provide the context for monitoring work and enforcement of caravan sites.

1. BACKGROUND

- 1.1 On 2 December 2014, a report was submitted to the Communities Scrutiny Committee setting out information for members as to how the work of monitoring caravan sites, mainly from the Planning and Environment Service's perspective, is undertaken.
- 1.2 The question of how the Planning Service monitors caravan sites has been brought to light over the past two and a half years, mainly due to planning applications for extending the holiday season on static caravan sites from 10 and a half months to 12 months. It must be emphasised that these applications for extending the holiday season were solely for holiday use, which were in essence applications for an additional 6 weeks a year for holiday use. Any planning permission for these applications included planning conditions that restricted the use of the caravans to holiday use only, and the need for the operator / owner of the site to keep a register of the caravan users.
- 1.3 Despite the above, the concern by Members was that approving these applications would lead to people permanently living in caravans that would as a result have a negative effect on communities. Although planning control conditions the use of the caravans, there was concern regarding how the Service would monitor and ensure that the planning conditions were being enforced when it was necessary to do so.
- 1.4 In light of the preparatory meeting for the Communities Scrutiny Committee it seems that the key matters raised by Members confirmed the concerns that have already been mentioned. These include concerns involving how the Service ensured that sites comply with the planning permission and relevant conditions despite the lack of resources in terms of staff. As well as this, enquiries were made about how the Service enforced in relevant cases, and questions were raised about the monitoring work on caravan sites that is being undertaken by the Planning and Environment Service.

2. MONITORING AND ENFORCEMENT OF CARAVAN SITES

- 2.1 With around 400 caravan sites in Gwynedd including the area of the Park, which has over 14,000 static caravans (around 11,000 in the Gwynedd planning authority area)

- and over 5,000 touring caravans, it must be acknowledged that monitoring and enforcement on caravan sites is a huge task.
- 2.2 The Members are quite right to raise concerns about the lack of staff resources within the Planning Service to monitor every caravan site in the Gwynedd planning authority area. The reality is that there have never been sufficient resources in place to complete this task, remembering also that enforcement matters associated with caravan sites are only one element of the Enforcement Unit's work.
 - 2.3 Considering the above, it is necessary to acknowledge that there are two sorts of enforcement work which includes reactive enforcement work and proactive enforcement work.
 - 2.4 The Service has a duty to investigate complaints received that allege that there is a case of breaching planning regulations. Therefore, in cases involving caravan sites, the Service will investigate complaints in accordance with the standard arrangements and requirements of the Council's Planning Enforcement Policy. If Members or the public have concerns about a specific site, they should contact the Planning Service.
 - 2.5 In terms of proactive planning enforcement work, the Service is under no obligation to undertake this type of work. Even so, it is considered that this type of work is good practice and therefore as a Service, over the years we have been undertaking proactive monitoring work. There are advantages with proactive work in comparison with reactive work, as it contributes to realising the Council's priorities and facilitates working arrangements in general. In terms of caravan sites, proactive monitoring can establish a positive working relationship with site owners/operators, who will be aware that monitoring happens regularly and would therefore understand the need to comply with planning rules.
 - 2.6 Since the beginning of 2014, the Council has approved an Enforcement Strategy which has established a framework for the proactive and reactive work of the Service's Enforcement Unit. As a result of this, we now have a formal framework for implementing the proactive work, with one of the identified tasks including undertaking annual monitoring work on 20 caravan sites.
 - 2.7 In light of the original concerns by Members that were confirmed in the preparatory meeting of the Communities Scrutiny Committee at the beginning of December 2014, the monitoring work on caravan sites for winter 2014 mostly focused on monitoring caravan sites that have had planning permission to implement a holiday season of 12 months.
 - 2.8 It must be emphasised that the objective of the monitoring work is to monitor compliance with the planning permission as well as all the relevant planning conditions. Therefore, this work is not restricted solely to monitoring compliance with the condition that restricts the use of the caravans to holiday use and the need to keep a register.
 - 2.9 It must be emphasised that the Council's planning enforcement powers are powers to be used with discretion. Initially, before considering any sort of formal enforcement steps, there must be robust evidence that the breaching of planning control has occurred. There is a legal definition of what a caravan is, and there are

also rights to use land as a caravan site, or to site a caravan, without having to submit an application for planning permission. At times, rights such as these along with the fact that we are dealing with the use of land, can make it difficult to obtain robust evidence to prove whether regulations have been breached or not. In such cases this could mean the need to re-visit sites and the use of formal notices in order to collect evidence.

- 2.10 If there is evidence of breach of planning controls, the decision of whether to undertake enforcement steps or not is made in the context of the requirements of the Gwynedd Unitary Development Plan, the Gwynedd Planning Enforcement Policy and national Planning Policies and Guidelines, to consider whether taking enforcement steps would be in the public interest.
- 2.11 Historically it must be noted that enforcement cases involving someone living in a caravan, have been in relation to individual caravans being located on land, rather than living in a caravan within a caravan site.

3. THE PROACTIVE MONITORING WORK 2014/15

- 3.1 Up to 31 August 2015, 15 sites have received planning permission for 12 months' holiday use. In addition to this, there are planning applications currently under consideration to extend the holiday season on two other static caravan sites. Four of the sites with planning permission are located within the Arfon area, and the remaining sites are located within the Dwyfor area. Most of the sites have received planning permission for 12 months' holiday use within the last two years. Although 15 sites have received planning permission for 12 months' use, only five sites have implemented the permission as of yet.
- 3.2 The reasons given by operators of some of the sites for not implementing the 12 months use include:-
- *That most of the sites need to close for a period over the Winter to enable them to undertake maintenance work;*
 - *That the owners of the large caravan sites did not intend to implement the planning permission at this time, but that the option exists for them to do so in the future if they so wish..*
- 3.3 In terms of the sites that have already implemented the 12 months permission, it is believed that acceptable evidence exists on the whole to show that they comply with the requirements of the planning conditions. It is intended to revisit these sites during January / February 2016, during the 6 week period in which they would have been closed prior to receiving the permission for a 12 month season.
- 3.4 Subject to the availability of appropriate staff resources, the aim is to continue to prioritise these sites during the coming years due to the broader advantages of this proactive work. However, it must be emphasised that continuing the proactive monitoring work for the future is completely dependent on sufficient staff resources.

4. ESTABLISHING A BASELINE

- 4.1 The Planning and Environment Service has been closely collaborating with the Council's Public Protection Service and discussions have also been held with the

Snowdonia National Park's Planning Officers. The discussions have mostly been on the work of establishing a baseline for identifying the current planning and licensing situation on Gwynedd's caravan sites.

- 4.2 The planning duties for Gwynedd Council are of course shared, with the National Park having planning duties in the Park's area. In terms of licensing duties the Public Protection Service has responsibility for all of Gwynedd.
- 4.3 It is believed that any work of establishing a baseline needs to be practical and fit for the purpose, given the lack of staff resources that we have for undertaking this work. Taking that into consideration, the aim is that the Planning and Environment Service will complete 'desktop' work to collate all the information regarding caravan sites in the Gwynedd planning authority area, to facilitate the process of responding to enforcement complaints and proactive monitoring work. Following recent discussions, the Park are already undertaking similar ongoing work on the sites in the Park. This will therefore be the baseline not only for planning but also for licensing, as it will facilitate the process of checking licences against the relevant planning permission. In the long run, it is considered that establishing the baseline will positively contribute towards planning and prioritising the proactive monitoring work for the future. For the Gwynedd planning authority area, it is intended to complete this work in terms of planning within 12 months, depending on staff resources.

5. FURTHER WORK

- 5.1 An intention of the Planning and Environment Service, as well as the Public Protection Service, is to establish more formal arrangements for dealing with matters involving caravan sites, and collaborate when it is appropriate to do so.
- 5.2 Further to this, the Planning and Environment Service has been in discussions with the Council's Finance Department, in terms of information about caravans that are taxed as permanent living accommodation. The aim of the Service will be to examine this information over the next months to see if there are any cases of breaching planning control. It is necessary to remember that there are cases where there is permission for a manager / warden to live in a caravan on-site, as well as cases where there is a certificate of lawful use for residential use. Therefore, the fact that a caravan is taxed for residential use does not necessarily mean that there is a case of breaching planning regulations.

6. CONCLUSIONS

- 6.1 With the reactive enforcement work, the proactive monitoring work that includes monitoring sites with 12 month holiday seasons, the work of establishing a baseline and the further work, it is believed that this is appropriate and proportionate to what is necessary for the work in this specific field. The cuts that are on the horizon must also be kept in mind, and therefore there is a possibility that it may not be possible to undertake the proactive monitoring work for the future.