



# Complete Agenda

Democratic Services  
Council Offices  
CAERNARFON  
Gwynedd  
LL55 1SH

Meeting

**COMMUNITIES SCRUTINY COMMITTEE**

Date and Time

**10.30 am, THURSDAY, 7TH FEBRUARY, 2019**

**NOTE: A BRIEFING SESSION WILL BE HELD FOR MEMBERS ONLY AT  
10:00AM.**

Location

**Siambwr Hywel Dda, Council Offices, Caernarfon, Gwynedd. LL55 1SH**

**\* NOTE \***

**This meeting will be webcast**

[https://gwynedd.public-i.tv/core//en\\_GB/portal/home](https://gwynedd.public-i.tv/core//en_GB/portal/home)

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(DISTRIBUTED 31/01/19)

# **COMMUNITIES SCRUTINY COMMITTEE**

## **MEMBERSHIP (18)**

### **Plaid Cymru (10)**

#### Councillors

Elwyn Edwards  
Linda Morgan  
Gethin Glyn Williams  
Vacant Seat - Plaid Cymru

Annwen Hughes  
Edgar Wyn Owen  
Gruffydd Williams

Aled Wyn Jones  
Catrin Elen Wager  
Simon Glyn

### **Independent (5)**

#### Councillors

Peter Antony Garlick  
Kevin Morris Jones  
Elwyn Jones

Keith Jones  
Mike Stevens

### **Llais Gwynedd (2)**

#### Councillors

Robert Glyn Daniels

Owain Williams

### **Individual Member (1)**

#### Councillor

Stephen W. Churchman

### **Ex-officio Members**

Chair and Vice-Chair of the Council

# **A G E N D A**

## **1. APOLOGIES**

To receive any apologies for absence.

## **2. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest

## **3. URGENT ITEMS**

To note any items that are a matter of urgency in the view of the Chairman for consideration.

## **4. MINUTES**

4 - 11

The Chairman shall propose that the minutes of the meeting of this Committee, held on 13<sup>th</sup> December 2018 be signed as a true record.

## **5. IMPLEMENT LAND DRAINAGE BYELAWS**

12 - 21

Members of the Scrutiny Committee are requested to consider approving byelaws for adoption by the Full Council.

## **6. LOCAL TOILETS STRATEGY**

22 - 84

To consider the report and give Committee Members an opportunity to scrutinise the Draft Local Toilets Strategy and propose any feedback prior to its submission to the Cabinet.

## **7. PARKING MANAGEMENT ARRANGEMENTS**

85 - 110

To consider the report which aims to raise awareness of the Council's parking management arrangements and responsibilities, work outputs and challenges for the future

## **8. PLANNING MATTERS AND THE DELEGATION SCHEME**

111 - 131

To consider the Head of Environment and Head of Legal Services Report

## **9. PERFORMANCE MANAGEMENT MEETINGS**

To elect new member for Environment Department Performance Monitoring Meetings

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## Communities Scrutiny Committee 13 December 2018

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### PRESENT:

**COUNCILLORS:** Glyn Daniels, Elwyn Edwards, Peter Garlick, Simon Glyn (Chair), Annwen Hughes, Aled W Jones, Elwyn Jones, Kevin Morris Jones, Edgar Wyn Owen, Mike Stevens, Gethin Glyn Williams, Owain Williams and Gruffydd Williams.

**OFFICERS:** Gareth James (Member Support and Scrutiny Manager) and Lowri Haf Evans (Member Support Officer).

### ALSO PRESENT:

In relation to item 5 on the agenda – Catherine Roberts (Delivery Manager - Gwynedd and Anglesey Community Safety Partnership), Geraint Owen (Head of Corporate Support Department).

In relation to item 6 on the agenda - Gareth Griffiths (Cabinet Member for Highways and Municipal), Steffan Jones (Acting Head of Highways and Municipal Department) and Peter Simpson (Street Services Manager).

In relation to item 7 on the agenda - Dafydd Meurig (Cabinet Member for the Environment), Dafydd Wyn Williams (Head of Environment Department), Gareth Jones (Senior Planning and Environment Manager), Rhun ap Gareth (Senior Solicitor) and Iwan Evans (Monitoring Officer).

In relation to item 8 on the agenda - Dafydd Meurig (Cabinet Member for the Environment), Dafydd Wyn Williams (Head of Environment Department) and Dafydd Gibbard (Senior Manager - Corporate Property).

### 1. APOLOGIES

Apologies were received from Councillors Keith Jones, Linda Morgan and Catrin Wager.

### 2. DECLARATION OF PERSONAL INTEREST

The following members declared a personal interest in the following items for the reasons noted:

- Councillor Annwen Hughes in item 8 on the agenda as her son was a tenant at 3 Morfa Mawr, Llanbedr.

The Member was of the opinion that it was a prejudicial interest and she withdrew from the Chamber during the discussion on the item.

### 3. URGENT ITEMS

None to note

### 4. MINUTES

The minutes of the previous meeting of this committee, held on 10.10.2018 were accepted as a true record of the meeting.

## **5. ANNUAL UPDATE OF THE COMMUNITY SAFETY PARTNERSHIP**

A report was submitted by the Delivery Manager of Gwynedd and Anglesey Community Safety Partnership and she updated the Committee on the Partnership's field of work. It was explained that the Partnership was required to report formally to the Committee on an annual basis, to present an overview of the main strategic developments of the Partnership over the year, along with the commissioning work that set a framework for the priorities. It was added that this ensured that the Partnership delivered its obligations in accordance with sections of the Criminal Justice and Police Act 2006, by working with the Police, Health Service, Probation Service and the Fire and Rescue Service.

Attention was drawn to the main messages that stemmed from the 2017/2018 activities, together with the year's main achievements. Reference was made to a questionnaire that had been shared with the public to have their say about crime in their communities. The 987 responses received had been analysed and it was highlighted that Gwynedd was one of the safest Counties in Wales.

The main milestones for 2017-2018 were highlighted and the Scrutiny Committee was asked to support the priorities listed in the report together with the future direction of the work.

In response to a question about the 13.3% increase in victim based crime in Gwynedd, the analysis showed that this could be attributed to an increase in the efficiency of recording these crimes, rather than an increase in the number of crimes. It was reiterated that the changes to the process of recording some cases, such as stalking and harassment had contributed to the increase as they were now recorded as relevant cases, rather than as one case. It was also noted that there had been an increase in the number of people who came forward to report crimes.

### **RESOLVED**

- **to accept the report;**
- **to support the Partnership's priorities and direction of work to the future.**

## **6. STREET ENFORCEMENT TRIAL**

A report was submitted by the Cabinet Member for Highways and Municipal, providing an update on the street enforcement trial and reporting that the Service would submit a further recommendation on the way forward in an attempt to improve the provision for the purposes of ensuring the cleanliness and appearance of Gwynedd's streets.

Following a request from the Scrutiny Committee for the Service to consider possible options to change the public's behaviour that would lead to an improvement in the quality of the local environment and the cleanliness of streets, feedback was provided on three possible options and the steps taken by the Service in an attempt to move forward.

During the ensuing discussion, the following points were highlighted by individual Members:

- issuing penalties in urban areas was much easier than issuing penalties in the countryside
- that there was a need to hold campaigns to raise awareness and educate
- beach rubbish - creating enforcement areas
- consider installing hidden cameras in communal bin sites

The Cabinet Member noted that he accepted the observations regarding the problems of issuing penalties in the countryside and he reiterated the importance of educating

children on a primary level by highlighting respect towards their environment.

In response to a comment regarding the fact that some refuse collection workers were rushing and untidy, it was highlighted that the Service was looking to introduce new refuse collection arrangements with a 37 hour shift pattern and having one team responsible for the same weekly routes. It was expected that the workers would have more ownership of the route, as well as an improved understanding of residents' needs. Discussions with the Unions would be held before Christmas with the intention of introducing the arrangements in Dwyfor in February 2019, in Meirionnydd in July 2019 and in Arfon in February 2020. It was agreed to submit a report / update on the impact in October 2019.

In response to a question regarding how the Service would monitor the use of cameras by maritime staff, it was reported that everything would be copied into the back office system so that every situation could be monitored when the cameras would be on. It was reiterated that guidelines were being prepared and an implementation policy was in the pipeline. It was also noted that the cameras gave officers more confidence to issue a penalty.

In response to a question regarding the service's plans for the next six months, it was noted that discussions were being held about work that could be done jointly with other authorities. It was reiterated, since various authorities in the north had wound up their contracts with external companies, that regional meetings had been held to consider how to deliver this type of service, share resources and raise awareness. It was noted that every authority did not agree with a single procedure, but that the majority favoured an in-house provision. It was explained that some already had plans to submit to Cabinet. Collaborating across the North would improve consistency in the context of fines.

In response to an observation regarding various acts in England and Wales relating to throwing rubbish out of a car window, it was noted that England had an arrangement noting that the vehicle's owner would be penalised, however in Wales, the person throwing the rubbish had to be identified. It was reiterated that Wales had commenced the process of introducing something similar to England but that this had been put to one side for the time being.

The officers were thanked for their hard work and for the good partnership they had with the public. The good work being done with recycling arrangements was acknowledged and the wish to see an improvement in refuse disposal and the quality of the local environment was reiterated.

**RESOLVED to accept the information.**

**A request was made for progress reports on,**

- **the use of authorised maritime staff cameras and**
- **the impact of changes to the recycling arrangements.**

## **7. PLANNING MATTERS - PLAS PISTYLL, PISTYLL, PWLLHELI**

The Head of Environment Department submitted a report which responded to concerns regarding the delegation procedure in the context of decisions relating to Plas Pistyll. As part of the report, a detailed account of the application's planning history was noted, along with the current and previous Planning Delegation Schemes in Gwynedd. The Cabinet Member noted that he had commissioned a piece of work to gather information that would respond to the local discontent and the lack of understanding of how the decision had been made for the purpose of identifying whether the delegation procedure had been followed properly.

The following initial points were highlighted by an individual Member:

- that substantial modifications and alterations to what had been agreed in 2012 had been done under the delegation procedure.
- a new application should have been submitted in 2016 due to modifications to the size, height and design of the plan
- as the nature of the alterations was more than what was considered reasonable, the decision should have been called into the Planning Committee
- that the site was sensitive and within landscapes that needed to be protected
- that the modifications had angered local residents and members
- Officers were the only ones who could not see the impact
- Who had the right to modify and define what a 'minor impact' was?

In response, the Chair noted that there was no intention to re-open the planning application but there was a need to try to learn lessons from the situation. It was reiterated that the Planning department needed to justify that it was happy with the procedure and that the correct path had been followed and whether the delegation scheme addressed the challenges.

The Monitoring Officer reiterated the constitutional situation for the members and reported that the arrangements had been followed in accordance with the thresholds in the Delegation Scheme that applied at the time. It was noted that the application submitted in 2016 was an application to amend conditions that included reducing the number of units and modifying the design - therefore, the principle of the development was not being considered when determining the application and it did not meet the relevant thresholds for reporting on this type of development to the Planning Committee.

During the ensuing discussion the following observations were highlighted by the Local Member:

- Accepted that the 'technical' procedure had been followed, but in light of the substantial impact of the plan, should 'alarm-bells' have been heard?
- Should the morality of the situation have been considered?
- The Community Council had received a letter referring them to the website which provided information about 'minor alterations' to the application.
- The report was self-righteous.
- Was a threshold such as 'an application that the Head of Environment considers should be referred to Committee', relevant on this occasion?

In response to the observations, the Head of Environment Department noted that he sympathised with all opinions received, the impact on the community and the history of the application. He reiterated that the report referred to the procedure that the officers had followed in order to reach their decision. He noted, unless local messages were shared with officers, that it was not possible to understand the 'feelings' and views of local residents. It was noted that planning was an objective field and so, unless objections were presented, it had to be accepted that the application was acceptable. Members were reminded that the Local Member had the right to submit the application to the Planning Committee if the application was contentious. No objection had been received from the Community Council and so the recommendations and decision of the planning officer were in line with the statutory requirements.

During the ensuing discussion the following points were highlighted by individual Members:

- Accepted that the application approved in 2012 was acceptable
- The alterations / modifications submitted in 2016 were not 'minor modifications'

- Common sense would highlight that the 2016 application was 'substantially different'
- The thought process of some elements of the delegation procedure made no sense.
- What needed to be done was ensure that no further alterations were made to the Plas Pistyll plans.
- A suggestion was made to review the Delegation Scheme so that this did not happen again.

In response to the observations, the Cabinet Member noted that alterations to conditions was in question here and so the application did not meet a definitive threshold. Officers were not responsible for identifying contentious issues / applications. Local members had the ability to do this.

In response to the observations, the Monitoring Officer confirmed that when an applicant would submit an application to modify conditions, the conditions were the only issue determined. It was noted that many relevant thresholds were being considered by planning officers and that they had the responsibility of 'reaching a view'. It was not easy, necessarily, to create the rules of the delegation procedure in respect of this responsibility as there were so many different potential scenarios.

In response to the observations, the Senior Planning and Environment Manager emphasised that the application's planning history was very important to the current situation as planning rights and tourism uses already established on the site offered scope for developers to re-develop the site. He reiterated that bespoke holiday homes, not houses, were being built on the site and that they would be restricted to tourism use. In terms of submitting an application to alter the application's conditions, it was noted that the application had been considered in depth, that details of the plans had been shared, that a period of statutory consultation had been held and that a delegated report had been prepared (as was done with every application). He confirmed that he was comfortable that the application had been dealt with and discussed properly, that the issues had been addressed and assessed correctly, and that the recommendations submitted were robust. He noted that there had been no public objection to the modifications and therefore it was appropriate for the application to be determined under the delegation procedure.

In response to the above observations, the Members noted the following points:

- That the officers had gone beyond what was expected
- That Local Members and Community Councils needed to take a greater responsibility
- Guidelines had to be adhered to
- That there was a need to review / change policies relating to holiday accommodation and holiday homes. Could this be scrutinised? To be discussed at the informal meeting.
- The original plan referred to flats, not individual houses
- There was a need to ensure that information was shared with Community Councils
- That an independent expert was needed to review the Delegation Scheme
- Fundamental alteration / change - difference of opinion / meaning - a clear definition was needed
- Officers needed to evaluate evidence when 'reaching a view'.

The Senior Solicitor noted that 'minor impact / alteration' encompassed a wide range of alterations in design and that it was the planning officers' responsibility to weigh up the effects of this.

It was proposed that the Communities Scrutiny Committee recommend receiving independent legal advice from a barrister, of its choice, who specialised in the environmental and constitutional areas.

The Monitoring Officer added that, as the matter was regarding interpreting and implementing the Constitution, objective advice had been presented and the matter need not be taken further. He outlined that the role and responsibility had been placed on him as Monitoring Officer (which the Committee could not delegate or replace) to interpret the Constitution. As regards the scrutiny procedure, how it scrutinised was up to the Scrutiny Committee. However, in terms of commissioning a barrister, there must be clarity about what needs to be commissioned and to what end.

In response to the proposal, the Chair highlighted that the Scrutiny Committee had neither the power nor the direct resources to undertake an inspection, but did have the right to ask the Cabinet Member for the Environment to commission an independent report which would convey a positive message to the public that lessons were being learnt.

It was proposed and seconded to accept the report, but that further information was needed regarding clear definitions of what alterations were.

The Monitoring Officer noted that it was possible to review / adapt the delegation procedure if required, and look further into the specific thresholds by evaluating the information.

An amendment was proposed that a barrister was needed to look at the situation independently.

The Monitoring Officer explained again that it was inappropriate to ask for the advice of a barrister as it was his responsibility to give opinion on the constitutional process.

The amendment to the proposal was not seconded and was not allowed.

A vote was taken on the original proposal. The proposal fell.

The Chair accepted the proposal which was seconded to request a further report on the Delegation Scheme which would consider the basic matters, the thresholds for receiving an application to vary conditions, the thresholds of the delegation scheme to be submitted before the next Committee. It was suggested that the Head of Environment Department, the Cabinet Member for the Environment and the Head of Legal Services provide a joint report which would respond to the Members' observations as well as consider the information and evidence submitted to the Committee.

In response to an observation regarding referring the matter to the Ombudsman, it was noted that complainants alone could take the matter to the ombudsman if a personal unfairness had been experienced (and within an appropriate timeframe). It was repeated that Councillors could not complain about their own Council.

It was proposed and seconded to defer the discussion and to obtain an update to the report at the next meeting for further consideration. A request was made for the report to reflect the concerns of the members, the officers' observations, evidence submitted by

Councillor Gruffydd Williams together with the way forward to challenge the relevant policies.

**RESOLVED to defer the matter until the meeting of 7 February 2019 and to receive a further report which would address the matters raised in the abovementioned discussion.**

## **8. GWYNEDD COUNCIL'S SMALLHOLDINGS ESTATE**

A report was presented by the Senior Property Manager detailing the principles of managing the Council's smallholdings estate. It was noted that, in 2008, a comprehensive review had been held to look at the purpose of the estate, its financial performance and the management arrangements. A decade had passed since the review, therefore it was considered timely to revisit the field and confirm the logic behind the importance of continuing to provide the County's smallholdings.

It was reported that an officer within the Estates Unit had been released to assist with the work of managing the Council's smallholdings which had allowed the unit to give more attention to matters relating to increasing rent income and dealing with a number of contractual matters which were awaiting attention. It was added that this resource was only a temporary arrangement and had been at the expense of performance in the Estates Unit's other work fields.

Members were reminded that the Cabinet Member for the Environment had responsibility for making operational decisions on managing smallholdings with advisory panels set up to assist with matters such as empty holdings or bringing tenancies to an end. It was highlighted that there was a panel for Meirionnydd and a Panel for Dwyfor.

It was noted that the estate's financial position had changed greatly over the last decade and the estate was now self-sufficient and generated an income to the Council above running costs. It was added that should there be a wish to reinvest in the estate this would lead to the need to find an equivalent saving in another field. Should the income increase in future (through rent reviews or by transferring to new terms under modern arrangements) allocating the additional amount to be reinvested in the estate could be considered.

During the ensuing discussion the following points were highlighted by individual Members:

- That the long-awaited report / update was to be welcomed
- That smallholdings contributed to keeping young people in our rural communities giving them an opportunity to work within farming
- There was a suggestion to retain the staff resource and keep the profit in order for expenditure to be reinvested on improvements. Some of the houses were in a very poor condition.
- Consider targeting some of the houses that needed a lot of work doing to them
- A suggestion was made to establish a cross-County panel to ensure farming expertise
- If there was a request for the tenant to invest in the building, more certainty than 5 years must be given to the tenant
- A suggestion was made to let the land
- There was a need to agree on the terms of reference and hold discussions to prioritise expenditure
- There was a suggestion to establish an arm's-length company to attract capital / grant funding as a way forward to improve and modernise standards. Managing smallholdings was not a statutory requirement, therefore, ensuring that the estate

was self-sufficient was essential.

- With setting a definite retirement age of 65, this clause must be reviewed in order to ensure that the tenant would be given an opportunity to do a business plan and act in line with legal requirements.

In response to a question regarding the stringent guidelines for the statutory requirements of housing standards, it was noted that there was a statutory responsibility on the property department to address these requirements. It was reiterated that the Council had one maintenance source and it was difficult to prioritise the need. It was noted that the Unit was meeting the 'fit and suitable' element but did not meet the resource to raise standards.

In response to a question regarding ensuring succession / inheritance, it was highlighted that a succession support policy was under consideration

A proposal was made and seconded to establish one cross-County panel with a clear constitution and broader terms of reference with the intention, in the longer term, of considering a viable arm's-length company. The need to retain the temporary staff resource was reiterated and that any profit, beyond what had been allocated, was reinvested in the estate.

#### **RESOLVED TO ACCEPT THE REPORT**

- **To establish one cross-County panel with a clear constitution and broader terms of reference**
- **To consider establishing an arm's length company in the longer term**
- **To retain the temporary staff resource**
- **Any profit, beyond the figure that was allocated, is reinvested in the estate.**

The meeting commenced at 10:30am and concluded at 13:50pm.

# Agenda Item 5

<b>NAME OF SCRUTINY COMMITTEE</b>	Communities Scrutiny Committee
<b>DATE OF MEETING</b>	7th February 2019
<b>TITLE</b>	Implement Land Drainage Byelaws
<b>AUTHOR</b>	Rhydian Roberts
<b>CABINET MEMBER</b>	Councillor Gareth Griffith
<b>PURPOSE</b>	Members of the Scrutiny Committee are requested to consider approving byelaws for adoption by the Full Council.

## 1.0 Background and purpose.

- 1.3 Under the Flood and Water Management Act 2010, councils in Wales received additional powers and responsibilities to manage flooding from surface water, groundwater and ordinary watercourses. As part of these new powers, responsibility for granting ordinary watercourse consent under section 23 of the Land Drainage Act 1991 were transferred from Natural Resources Wales to the Lead Local Flood Authorities in April 2012.

Since taking on this consenting duty and wider flood risk management function, practitioners have noted that powers under current legislation are limited and certain activities which are not currently consented could potentially increase the risk of flooding especially in more built up areas. It was therefore decided in 2013 to set-up a Task & Finish Group to oversee a review of current byelaws with the aim of creating a new set to help LLFAs in Wales manage more effectively and consistently activities along ordinary watercourse.

The new byelaws are attached and consist of 16 individual byelaws designed to support and work alongside the current regulation framework provided under the Land Drainage Act 1991 and the Flood and Water Management Act 2010.

The complete set comprises of 7 sections but byelaws themselves are only grouped under 4 distinct chapters:

- Control the introduction of water and increase in flow or volume, or water
- Control any potential to cause impediment or obstruction to flow
- To ensure the condition of the banks of a watercourse are maintained
- To cover incidental provisions

These byelaws have been designed by experienced flood risk management practitioners following extensive consultation with various local authority's departments and Natural Resources Wales. Welsh Government encourages

local authorities to adopt the model byelaws as they are without any modifications to ensure consistency across Wales.

## **2.0 The adoption procedure**

- 2.1 Section 66 of the Land Drainage Act 1991, permits Local Authorities to adopt local byelaws to manage activities concerning land drainage and flooding.
- 2.2 As part of the process there was a four week public consultation, from 15th November until 13th December 2018, when a draft of the byelaws was displayed to the public on the Council's website, with notices of publication in the press referring to where draft copies could be perused and how to offer observations on the contents of the byelaws.
- 2.3 No observations were received from the public during the consultation period, or at any other time.
- 2.4 It is hoped that the Scrutiny Committee will assess the byelaws and forward these to the Full Council to agree on their formal adoption. The Council will then need to confirm with the Cabinet Secretary for the Environment and Rural Affairs of the Welsh Government that Gwynedd has adopted the byelaws.
- 2.5 The Council's Monitoring Officer has confirmed that it is the Full Council who is entitled to confirm the adoption of the byelaws.

## **3.0 The benefit to the residents of Gwynedd**

- 3.1 The primary function of the new Land Drainage byelaws is to help LLFAs manage the risk of flooding where it is the highest through better control. However, through careful revised wording and a wide range of activities covered these byelaws can also benefit the wider environment. By doing so, they will benefit other functions within local government and help with the delivery of other legislations including the Water Framework Directive and Habitat Directive.

Ultimately, this holistic approach to flood risk management through the use of Land Drainage byelaws will be in line with the principles of the Well-Being of Future Generations Act and help LLFAs deliver its goals, and the adoption of the byelaws will also comply with the Council's Strategic Equality Plan.

## **4.0 Implications on Council Staffing.**

- 4.1 The adoption of the byelaws will not have an impact on the current staffing level. The Water and Environment Unit will implement the byelaws in the future if the Council should agree to their adoption.

## ***Land drainage (Gwynedd Council) Byelaws 2019***

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## ***Land Drainage (Gwynedd Council) Byelaws 2019***

Gwynedd Council under and by virtue of the powers and authority vested in them by section 66 of the Land Drainage Act 1991, do hereby make the following Byelaws which are considered necessary for the following purposes:

- a) securing the efficient working of a drainage system in the Council's area,
- b) regulating the effects on the environment in the Council's area of a drainage system,
- c) securing the effectiveness of flood risk management work within the meaning of section 14A of that Act, or
- d) securing the effectiveness of works done in reliance on section 38 or 39 of the Flood and Water Management Act 2010 (incidental flooding or coastal erosion),

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## **Chapter I – Administrative**

### **1. Citation and commencement**

These Byelaws have been approved by the Cabinet Secretary for Environment and Rural Affairs Lesley Griffiths and may be cited as Land Drainage (Gwynedd Council) Byelaws 2019 and they shall commence on 1<sup>st</sup> April 2019

### **2. Application of Byelaws**

These Byelaws apply to ordinary watercourses situated within the area in Wales of the local authority making these byelaws.

### **3. Definition and Interpretation**

In these byelaws, unless defined below or the context otherwise requires, the terms and expressions to which meanings are assigned by the Water Resources Act 1991, the Land Drainage Act 1991, the Environment (Wales) Act 2016 and the Interpretation Act 1978 shall have the same meanings in these byelaws.

In these byelaws:

The expressions "bank", "drainage", "drainage body", "Internal Drainage Board", "land", "local authority", "ordinary watercourse" have the same meaning as defined in the Land Drainage Act 1991.

**"the Act"** means the Land Drainage Act 1991

**"Animal"** means any animal including birds, any horse, cattle, sheep, deer, goat, swine, goose or poultry; but excluding fish and human beings;

**"Byelaws distance"** means any land lying landward within the following distances measuring horizontally from any watercourse bank:

- (i) if it includes a wall or embankment 8 metres from its landward extent; or

- (ii) in other cases 8 metres from the top of the watercourse bank; or
- (iii) any land lying 8 metres horizontally from the outer perimeter of a culvert measured from the widest part of the culvert.

**"Building or structure"** means any structure or erection, and any part of a building so defined, but does not include plant or machinery comprised in a building; It also includes a fence, post, pylon, wall, wharf, bridge, loading stage, piling, groyne, pontoon, revetment, and an engine or any mechanical contrivance; any formwork, falsework, scaffold or other structure designed or used to provide support or means of access during construction work, and any reference to a structure includes part of a structure.

**"Consent of the authority"** means the prior written agreement, either by email or formal documentation, of any person authorised on behalf of the Authority, and which may include any conditions/restrictions as deemed necessary by the Authority.

**"Culvert"** means an enclosed channel pipe or conduit for the carrying of a watercourse and any other structure forming part of a culvert including headwall, outlet and trash screen.

**"Embankment"** means a natural or artificial mound or other raised defence.

**"Flood Defence works "** means tidal, fluvial or pluvial flood defence structures and works including walls, gates, embankments or bypasses constructed or used for these purposes as well as man-made or natural sand dunes and earth retaining structures or structures constructed or used as a defence against inundation of any land by raising water levels.

**"Flood warning system"** means any apparatus used by the Authority for obtaining or providing information in relation to and warnings of flood.

**"Land liable to flooding"** means all land over which watercourse water flows in times of flood, including areas where that water is stored in times of flood.

**"Nets"** includes

- (a) a stake net, bag net or keep net;
- (b) any net secured by anchors and any net, or other implement for taking fish, fixed to the soil or made stationary in any other way;
- (c) any net placed or suspended in any inland or tidal waters unattended by the owner or a person duly authorised by the owner to use it for fish, and any engine, device, machine or contrivance, whether floating or otherwise, for placing or suspending such a net or maintaining it in working order or making it stationary.

**"Occupier"** means any tenant, licensee or other person either in occupation of any land or entitled to its occupation.

**"Objects or matters"** means natural or man-made liquid or solid matters or objects or materials including trees, roots of trees, branches, timber, tins, bottles, boxes, tyres, bricks, stones, soil, wire, rubbish.

**"Owner"** means the owner of a legal estate, and when the owner is not in immediate occupation shall include an occupier.

**"Person"** includes where appropriate, reference to more than one person, including a body of persons corporate or non-corporate.

**"Sea defence"** means any artificial or natural defence against sea water or tidal water including natural or artificial high ground (including sand dunes and cliffs) and any works constructed or used as a defence against inundation of any land by sea or tidal waters, or for securing adequate watercourse outfalls provided it shall not include any sea defence works which are vested in or under the control of a Coast Protection Authority, a local authority or any Navigation Harbour or Conservancy Authority.

**"Tidal control works"** means any floodgate, lock, sluice or other structure or appliance provided or constructed for the purpose of defence against sea or tidal water.

**"Vegetation"** means trees, willows, shrubs, weeds, grasses, reeds, rushes or other vegetation growths;

**"Vessel"** means any ship, boat, or any other waterborne craft, including hovercraft and any remains of any vessel.

**"Watercourse"** means any river, stream, ditch, channel or other passage through which water flows including the channel of any watercourse that is for the time being dry but excluding public sewers within the meaning of the Water Industry Act 1991.

**"Watercourse bank"** means any bank, wall, revetment or embankment adjoining or confining any watercourse from the top to the bottom of the sloping or upright part.

**"Watercourse bed"** means land forming any part of a watercourse over which water normally flows.

**"Water control structure"** means a structure or appliance for introducing water into any watercourse and for controlling or regulating or affecting flow, and includes any sluice, slacker, floodgate, lock, weir, pump or pumping machinery;

#### **4. Causing or knowingly permitting**

Where by or under these byelaws the doing of any act is prohibited or restricted the same prohibition or restriction shall extend to causing or knowingly permitting the act or restriction to be done.

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## **Chapter II - Control of introduction of water and increase in flow or volume of water**

### **5. Control of the introduction of water, altering flow and volume**

(1) Without prejudice to sections 23 and 25 of the Land Drainage Act 1991 no person shall without the consent of the authority take any action to:

- (a) stop up any watercourse; or
- (b) divert; or
- (c) impede; or
- (d) alter

the level of or direction of the flow of water in, into or out of any watercourse.

(2) In this byelaw 'alter' includes creating or extending a watercourse and introducing water which directly or indirectly increases the flow or volume of water in any watercourse within the local authority's area.

(3) In this byelaw impede includes blocking off or infilling of any watercourse channel, and obstruction of any arch of any bridge or causeway designed of, or which permits the passage of water in any watercourse or land liable to flooding.

## **6. Interference with sluices, flood and tidal defences**

(1) No person shall without consent of the authority operate or interfere with any sluice, flood gate, flood or tidal defence or other water control structure or appliance or flood warning or monitoring system used for controlling, regulating or monitoring the flow of water in, into or out of an ordinary watercourse.

(2) In this byelaw "interfere" includes removing, damaging or disturbing materials forming part of a flood or tidal defence.

## **7. Operation of watercourse or tidal control works**

Any person having control of

- (a) any sluice or flood gate; or
- (b) any water control structure or appliance for controlling or regulating or affecting the flow of water in, into or out of a watercourse

shall use and maintain such structure or appliance in a proper state of repair and efficiency with a view to:

- (a) the prevention of flooding or of any shortage in the flow or supply of water and
- (b) the efficient working of the drainage system in the area of the (local authority/ internal drainage board)

## **8. Tidal Outfalls**

No person shall place or abandon upon the foreshore any object or matter or vegetation which, whether immediately or as a result of subsequent tidal action, may

- (a) impede or be likely to impede the flow of water through the sluices, flood gate, or outfall pipes through the tidal banks or through the watercourses on such foreshore; or
- (b) impede or be likely to impede the operation of such sluices, flood gate, or outfall pipes; or
- (c) cause or be likely to cause damage to such sluices, flood gate, or outfall pipes.

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## **Chapter III - Potential to cause impediment or obstruction to flow**

## **9. Maintenance of land liable to flooding and watercourse banks**

**(1)** No person shall without the consent of the authority plant any tree, deposit or store objects or matters, light a fire or interfere with a watercourse bed or bank within the byelaw distance in such a manner as is likely to:

- (a) cause flooding,
- (b) impede the flow, or
- (c) cause or be likely to cause damage to, or
- (d) endanger the stability of, or
- (e) affect the efficiency of

a culvert, watercourse bank, watercourse control work, flood defence, tidal control work or sea defence.

**(2)** In this byelaw:

“interfere” includes to dredge, remove, damage or disturb materials forming part of a flood or tidal defence or of a watercourse bank or bed; and to make any excavation or do anything in, to or upon any land like to damage a watercourse bank or bed.

“light a fire” includes committing any action liable to cause any fire to be lit on any land adjoining any watercourse where such action is liable to set on fire any peat land forming the banks of the watercourse or any vegetation growing on land forming the banks of the watercourse.

“store objects or matters” includes depositing or stacking or keeping objects and solid or liquid matters including vegetation and vegetation cuttings.

“objects” include vessels.

## **10. Building of structures, pipes, etc. on land liable to flooding**

**(1)** No person shall without the consent of the authority:

- (a) erect or construct any building or structure
  - (i) in, on, under or over any watercourse or in or on any bank of a watercourse;
  - (ii) within the byelaws distance;
  - (iii) on any watercourse control work, flood defence, tidal control work or sea defence; or
  - (iv) over any part of a culvert, or within the byelaws distance on either side of it; or
- (b) make or cut any excavation or any tunnel or any drain, culvert or other passage for water in, into or out of any watercourse or in or through any bank of any watercourse;

in such a manner or for such length of time as to cause damage to the watercourse bed or banks; or obstruct the flow of water in, into or out of such watercourse.

**(2)** This byelaw does not apply to any temporary work executed in an emergency.

**(3)** In this byelaw:

“Emergency” means causing immediate danger to life or property.

## **11. Repairs to buildings and structures**

The person having control of any building, fence or structure in, on, under or over any watercourse, culvert, watercourse bank, flood defence works, tidal control works, tidal or sea defence shall maintain such building, fence or structure in a proper state of repair and efficiency with a view to preventing such building, fence or structure from:

- (a) impeding the flow of water in into or out of any watercourse;
- (b) damaging any watercourse bank, flood protection works, tidal control works or sea defence; or
- (c) creating danger or obstruction to the carrying out of flood defence works by the (local authority/internal drainage board)

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# **Chapter IV - Ensuring the condition of the banks of a watercourse**

## **12. Vegetation**

The owner or occupier of any land through which any watercourse flows or on which any sea defence is situated or any adjoining land over which the local authority [/internal drainage board] needs access to get to such land shall maintain all vegetation situated within the byelaws distance and shall remove such vegetation from the watercourse or bank immediately after such cutting so that it does not impede the flow of the watercourse.

## **13. Driving of animals and vehicles**

No person shall use or drive any cart or vehicle of any kind on, over or along any bank of a watercourse control work, flood protection work, tidal control work, or sea defence in such manner as to cause damage to such bank, control work, flood protection work, tidal control work, or sea defence.

## **14. Damage by grazing animals**

No person shall graze, keep or water any animal on any watercourse, watercourse bed or bank, flood protection work or sea defence without:

- (a) taking all such steps as are necessary to prevent the watercourse, the watercourse bed or bank, flood protection work or sea defence from being damaged by such use and
- (b) reporting to the local authority [/internal drainage board] any damage caused to the watercourse, the watercourse bed or bank, flood protection work or sea defence by the

grazing, keeping or watering of animals, as soon as practicable following the occurrence of such damage.

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## **Chapter V – Incidental provisions**

### **15. Control of animals**

The owner or occupier of any land through which any watercourse flows or on which any sea defence is situated or any adjoining land over which the local authority [/internal drainage board] needs access to get to such land to carry out any work or inspection, shall ensure that, during the progress of any work or any inspection animals on such land are kept under proper control and supervision or, if such control and supervision is not possible, are not kept on such land.

### **16. Interference with local authority [/internal drainage board]'s functions**

No person shall interfere with:

- (a) access required to any land by the local authority [/internal drainage board] or of their agents to carry out their flood management functions; or
- (b) the carrying out of their functions.

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## **Chapter VI – Exemptions**

### **17. Emergency works**

These Byelaws shall not apply to any work executed in an emergency but a person executing any work so excepted shall, as soon as practicable, inform the Council in writing of the execution and of the circumstances in which it was executed and comply with any reasonable directions the Council may give with regard thereto.

### **18. General Permitted Developments**

These byelaws shall not apply to any development by a drainage body in, on or under any watercourse or land drainage works and required in connection with the improvement, maintenance or repair of that watercourse or those works.

## **19. Ladders and scaffold towers**

(1) These Byelaws shall not apply to any work requiring the temporary erection and use of ladders and scaffold towers (“equipment”).

(2) For the purposes of this paragraph, the specific conditions are—

- (a) the suitability of river conditions is reviewed by the operator each working day;
- (b) the equipment is erected on each working day on which it is required; and
- (c) the equipment is removed at the end of each working day and is stored outside the river and its banks.

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## **Chapter VII – Miscellaneous**

### **20. Penalty**

By section 66(6) of the Act every person who acts in contravention of, or fails to comply with, any of the foregoing Byelaws, is liable on summary conviction in respect of each offence to a fine not exceeding the amount prescribed from time to time for level 5 (£5,000) on the standard scale referred to in section 37 of the Criminal Justice Act 1982 and a further fine not exceeding forty pounds for every day on which the contravention or failure is continued after conviction.

By section 66(7) of the Act if any person acts in contravention of, or fails to comply with any of these Byelaws the Council may without prejudice to any proceedings under section 66(6) of the Act take such action as may be necessary to remedy the effect of the contravention or failure and may recover the expenses reasonably incurred by it in doing so from the person in default.

# Agenda Item 6

<b>Committee</b>	<b>Communities Scrutiny Committee</b>
<b>Date</b>	<b>7th February 2019</b>
<b>Title</b>	<b>Local Toilets Strategy</b>
<b>Cabinet Member</b>	<b>Councillor Gareth Wyn Griffith</b>
<b>Author</b>	<b>Steffan Jones, Temporary Head of Highways and Municipal</b>
<b>Purpose</b>	<b>To raise awareness and give Committee Members an opportunity to scrutinise the Draft Local Toilets Strategy and to propose any feedback prior to its submission to the Cabinet.</b>

## **1. BACKGROUND**

- 1.1 The purpose of this paper is to update the Committee on the impact of cuts on public toilets and future schemes by raising the awareness of Scrutiny Committee Members to the development of the proposed strategy and to ensure that it is scrutinised and adopted and published by 31 May 2019.
- 1.2 Following the Her Gwynedd decision and since the report submitted on 27 June 2017 to achieve a cut of £244,000 in the service by delivering the Partnering Scheme with Town and Community Councils, the Council has managed to keep up to 63 toilets open within the County. 34 Community and Town Councils have now committed to the Partnering Scheme which is encouraging and an example of collaborative working for the benefit of Gwynedd residents.

In addition, the County has a provision of 35 community toilets that are part of the Community Toilets Grant Scheme. It is very heartening that so many community and town councils have been part of the Partnering Scheme for the last two years to ensure that an appropriate provision is available in their communities.

- 1.3 Given that the scheme has been positive, and in order to have more stability and efficient arrangements, the Council is asking Community and Town Councils to commit for the next two years (2019-20 and 2020-21).

## **2.0 LOCAL TOILETS STRATEGY**

- 2.1 The Public Health Act (Wales) 2017 received Royal Assent on 3 July 2017. The Act brings a range of practical measures together to improve and safeguard health.

Section 8 of the Act presents the work of providing toilets, and specifically local toilet strategies.

2.2 The aim of Section 8 is to improve the way the provision of toilets available for public use is planned, by ensuring that every local authority in Wales assesses the needs of their communities in terms of toilets, and then use a strategic and transparent method of meeting that need in the best possible way.

2.3 The process of developing the strategy has made it possible for us to consider the wider options available in terms of providing toilets for the public. How this is provided can vary from traditional public toilets to new solutions. The aim of this is to get to grips with the current challenges relating to providing facilities within communities, as well as a serious reduction in the service budget.

### 3.0 TIMESCALE

3.1 As noted above, section 8 of the Public Health Act (Wales) 2017 places a responsibility on every local authority in Wales to produce and publish a local toilets strategy for their area. The following key actions and timescale are noted:

<b>Actions</b>	<b>When</b>
Carry out an assessment of need - See the results of the assessment of need in Appendix C to the Strategy	November 2018 - December 2018
Develop a draft Local Toilets Strategy	January 2019
Communities Scrutiny Committee - Submit the Local Toilets Strategy to Scrutiny Committee Members	7 February 2019
Consultation - It is vital that the Council consults on the draft Local Toilets Strategy for a period of 12 weeks	February - April 2019
Cabinet - Submit the Local Toilets Strategy to the Cabinet for approval	May 2019
Publication - It is vital that the Council publishes its Local Toilets Strategy by 31 May 2019	31 May 2019
Interim progress statement - The Council needs to produce and publish an 'interim progress statement' explaining the measures it has taken in accordance with its strategy over the previous two years	Before the end of May 2021
Review the Strategy - submit a period end progress statement - within a year following all usual local government elections	November 2021

**3. RECOMMENDATION**

- To accept the report and consider the draft local strategy presented:
- Determine if there are any observations to be presented to the Cabinet;



**Gwynedd Council**

**Draft Local Toilet Strategy**

**May 2019**



## **1. Background**

The Welsh Government agreed the adoption of the Public Health (Wales) Bill in May 2017. This Act brings together a range of practical actions for improving and protecting health. Part 8 of the Act introduces provision of toilets and specifically local toilet strategies. In terms of public conveniences the overall aim of the legislation is to ensure that all local authorities assess the needs of its community in relation to the provision of public conveniences and that it takes a strategic and transparent approach to best meet that need.

The intended effect of Part 8 is not to prevent local authorities from taking decisions which they need to take during the course of their activities, which may include decisions to close a traditional public toilet or building when appropriate to do so. Instead, the intended effect is to improve the planning of provision so that any such decisions are taken within the overall context of meeting their communities' identified needs. A strategic approach will also help to mitigate any negative impacts of changes to provision.

Local authorities in Wales now have the responsibility to:

- Assess the need for toilet provision for their communities;
- Plan to meet those needs;
- Produce a local toilets strategy; and
- Review the strategy, update and publicise revisions.

Gwynedd Council as such in line with these recommendations will set out to address the needs of the community and improving the standards of public conveniences under the local authority's control.

## **2. Introduction**

Our objective in this strategy is to ensure that we continue to meet the needs of the people of Gwynedd despite the fact that the Council's resources are becoming scarcer. The emphasis in this strategy will be to ensure that Gwynedd has adequate provision for the future and we are able to work closely with our stakeholders to provide alternative delivery models in order to achieve this.

This strategy is also being prepared in a period of financial hardship therefore, that context has to be considered. The provision of public conveniences provides infrastructure necessary to facilitate the enjoyment of areas within Gwynedd by residents and visitors. They can make a significant impact upon the comfort of individuals and families who visit public spaces within the area and their perception of Gwynedd as a desirable place to visit.

Access to toilet facilities is important to all part of our population and not just older people. Lack of public toilets is commonly given as a reason that older people become socially isolated and loneliness can set it. However, many people (including younger people, families and people of all ages with a disability or health condition) require access to toilet facilities and a lack of provision can often lead to them also limiting their social contact with others.

Although the Public Health (Wales) Bill focuses on the 'Provision of Toilets', currently a local authority provision of public conveniences is not a statutory duty.

Increasingly the Council faces challenges to maintain standards of toilet provision, maintenance and cleaning due to limited funding and pressure on resources and yet Gwynedd still has the second highest number of council maintained toilets in Wales.

### **3. The aims of this strategy**

The aim of this strategy is to meet the needs of the residents and visitors to Gwynedd by providing:-

- Provision of clean, safe, appropriately maintained facilities;
- Maximise availability of toilets through Council partnership and other provision;
- Publicise and promote toilet provision information through webpages and other media;
- Ensuring public awareness of toilet location, through good direction signage and individual facility information signs;
- Assess the availability and distribution of facilities based upon demand;
- Sustainable provision within the budget available;

#### **4. How has this strategy been developed?**

This strategy incorporates feedback following a public consultation exercise undertaken during November and December 2018. The consultation was designed to assess the needs of residents and people visiting or working within Gwynedd. The responses received have been used to inform the content of the draft strategy.

This strategy also fits into other Council priorities and services and contributes to our vision as a Council to support all the people of Gwynedd to thrive and live full lives in their community, in a county which is one of the best counties to live in.

In developing this strategy the Council must fully consider the Well-being of Future Generations (Wales) Act 2015. The aim of the Act is about improving the social, economic, environmental and cultural well-being of Wales. It makes local authorities think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. The Act also puts in place a 'sustainable development principle' which tells organisations how to go about meeting their duty under the Act, this means that Gwynedd Council have to act in a more sustainable way.

The Local Toilet Strategy incorporates the five ways of working which Gwynedd Council must follow in order to ensure we develop a sustainable strategy:

- Consider the importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs;
- Taking an integrated approach;
- Working with others in order to find sustainable solutions;
- Involving people in decisions that will affect them; and
- Acting to prevent problems occurring or getting worse.

#### **5. Reviewing the Strategy**

Gwynedd Council will prepare an interim progress report setting out the steps taken in line with their strategy every two years commencing from the date of the last published strategy. An interim progress report will be published within six months of the end date of the two year period. Therefore, following publication in May 2019, the review will take place before the end of May 2021 and published before the end of November 2021.

## **6. Gwynedd Council Provision**

Gwynedd has a mixture of toilet provision. We currently provide 63 traditional public toilets operated by the Council, as well as 35 community toilet facilities. A large part of the county is also part of the Snowdonia National Park which also provides toilet facilities.

Attached in Appendix 1 is a list of current provision within Gwynedd.

## **7. What is Gwynedd currently doing?**

### **The Town and Community Council Partnership Scheme**

Following the Gwynedd Challenge Engagement Exercise in 2016, the Cabinet revised its decision to achieve the £244,000 service cuts by agreeing to implement a proposed Partnership Scheme with Town and Community Councils in order to keep the majority of the County's existing toilets open for the future.

This scheme was developed as an alternative to the decision taken to close up to 50 toilets as part of the regime of cuts. We consulted with all the Town and Community Councils within Gwynedd to ascertain whether or not there would be sufficient interest in working in partnership in order to keep the toilets open. The Partnership Scheme works by the Town and Community Councils contributing towards the running costs of the toilets on an annual or seasonal basis.

Up to 63 toilets have now been kept open with the assistance of the local Town and Community Councils and others.

### **Working with Others**

Where it has not been possible for the Town and Community Councils to contribute financially in order to keep the facilities open within their areas, the Council has sought to work with others, i.e. third sector partners, private businesses and local community groups in order to keep the provision open within their local areas.

For example in Fairbourne a local community group has been established and work is ongoing but other communities have also declared an interest in developing this way of working further.

## Fairbourne Case Study

The coastal village of Fairbourne faced losing their toilet provision. The Council took every opportunity to speak to residents and the community council with regard to the financial challenge faced in order to keep the provision open. Public meetings were held to listen to the communities concerns and seek their views.

As a result, a group of residents came together and formed the Fairbourne Amenities Trust. By working with the Trust we had the opportunity to find a long term solution to ensure the future toilet provision for the village. A pilot scheme was developed which meant that the Trust has taken responsibility for the toilets. To ensure that we can support the group to succeed in this venture, it was decided that the Council would keep responsibility for the building in the short term. This was to ensure that we could support the group so that they have the resilience to provide the service.

It has been a positive experience for the Council in terms of working with others in order to have a sustainable outcome. In terms of planning for the long term, the Council have agreed to transfer the assets on a lease to the Trust from February 2019, with a continuous system for review in place.

### **Community toilet grant scheme**

The Public Toilets Grant Scheme is funded and managed by Gwynedd Council. This Scheme allows members of the general public to use toilet facilities in a range of approved local establishments during their opening hours. The facilities are made available free of charge and without any expectation that users will purchase goods or services whilst on the premises. Participating premises will be required to keep their toilets safe, clean, accessible and well-stocked. The maximum grant is £500 per location per year. We have currently 35 premises across Gwynedd participating in the scheme and a current waiting list.

The service provider must display at least one sign provided by Gwynedd Council on their window(s) or door(s) to show that there are members of the scheme in order to inform the public of their right to use their toilets. We have received some feedback that in general the public are not aware of the scheme.

### **Improving Facilities through Grant Funding**

To date we have been successful in attracting up to £300,000 in grant funding to carry out improvement work on some public conveniences. Funding from the Tourism Amenity Investment Support Grant will pay for improvement work at three public toilets in Bethesda, Y Bala and Beddgelert.

Furthermore, funding has also been secured from the Rural Community Development Fund to upgrade the facilities and improve energy efficiency at the toilets at Penllyn, Caernarfon; Marian y De, Pwllheli; Queen's, Harlech; the Quay, Barmouth and Ganllwyd. This work will be carried out during 2019/20.

We will aim to seek ways of attracting further grants and work with others to attract grant funding in order to improve the standard and sustainability of the facilities.

## Mapping Locations

This is an important part of our strategy so that people who need to visit a toilet can easily access information about the location, opening times, accessibility and type of facilities available.



The Welsh Government have developed this logo so that residents and visitors will readily recognise it wherever they are in Wales and have recommended that local authorities incorporate the logo as part of their awareness raising of toilets for public use.

One of the other requirements of this strategy is to prepare a dataset to a given specification and make it available as open data on our website. Once we have identified the toilets that will be publicised as available for use by the general public, the dataset will be consumed by the Welsh Government system and joined to other local authority datasets to produce a national toilets dataset for the Lle map. Lle is a geo-portal that serves as a hub for data and information covering a wide spectrum of topics, but primarily around the environment. Lle will generate all-Wales maps based on the datasets provided that can be configured to focus on either the national picture, or on more local areas. The data will be available in Welsh and English and available as an open data service accessible to everyone. The link to the Lle portal:

<http://lle.gov.wales/home>

The Council will annually review and update the Welsh Government "Lle" data to allow access to up to date information for residents and visitors.

## **8. What did we learn from conducting the Assessment of Need?**

Gwynedd Council conducted an assessment of need to ensure that as many people as possible could engage in the process. This was achieved by coordinating quantitative information that already exists and we consulted with as many organisations and stakeholders as possible that we knew with an interest in the toilet provision.

Gwynedd Council has conducted an assessment of needs via:

- Public Toilets Questionnaire:
- Consultation 'Which services are important to you?'
- Equality Characteristics Groups
- Feedback from Town and Community Councils
- Gwynedd Profile
- Equality Assessment

### **Gwynedd Profile**

#### **Population Needs**

According to the ONS Population estimates, the population of Gwynedd is 123,742. 23,410 of the population are under 18 years old and 27,971 are 65 or older. 61,335 of the population were men and 62,407 were women.

The ONS also provides population projections. These projections estimate an increase of around 10,000 people in Gwynedd over the next 20 years. However, we do not expect this increase to be consistent across age groups. We expect to see an increase in the population aged 0-15 of 5.6%, a reduction of 7.4% in the population aged 40-64 and an increase of 59.3% in the population aged 80 and over. This indicates a huge increase in the most vulnerable groups in our society - young people and older people.

#### **Health Needs**

The life expectancy of males in Gwynedd is 78.8 years, whilst female life expectancy is 83.1 years.

According to the Welsh Government Daffodil figures, 17,171 Gwynedd residents aged 18 years old and over have a limiting long-term illness. Over 4,500 Gwynedd residents have bladder problems.

According to the Crohn's & Colitis UK charity at least 300,000 people in the UK have Crohn's Disease or Ulcerative Colitis, known as Inflammatory Bowel Disease (IBD).

According to the response of Crohn's & Colitis UK to the Public Health Act (Wales), 96% of those who responded to their own survey stated that every local authority in Wales should have a duty to produce and publish a local toilets strategy. 40% stated that they supported this due to their urgent and regular need to use a toilet.

## Public Toilets Questionnaire

The Public Toilets Questionnaire was launched by the Council in order to ascertain information to help us draw a picture of community needs and to assist with preparing a Local Toilets Strategy.

There was an opportunity for residents and organisations to participate:

- On-line by visiting the website at [www.gwynedd.llyw.cymru/consultations](http://www.gwynedd.llyw.cymru/consultations)
- A paper questionnaire available through Siop Gwynedd, the Council's libraries and leisure centres
- Send a letter or e-mail with feedback or comments

A wide range of methods were used to promote and raise awareness of the opportunities to participate in the survey, including:

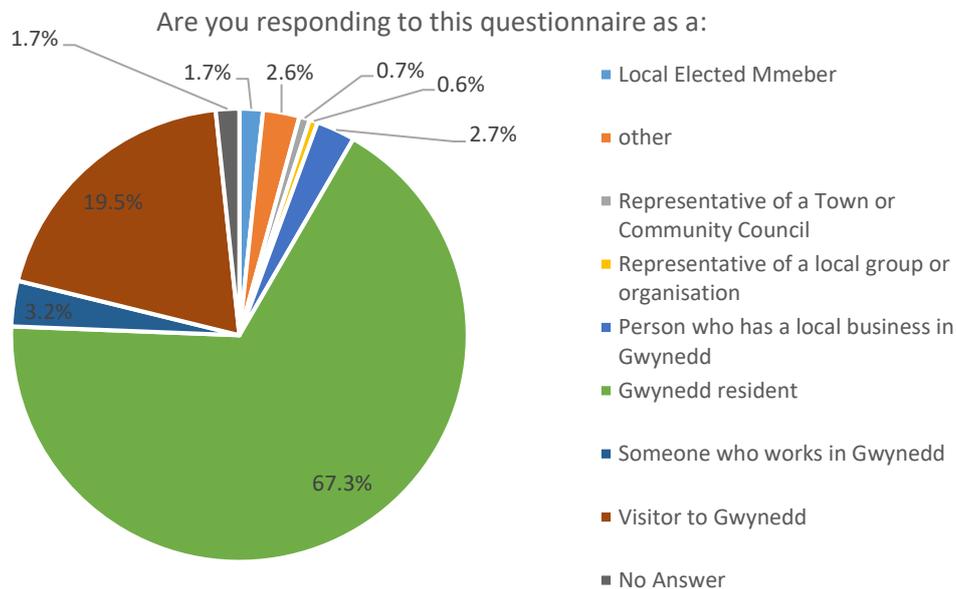
- press releases used as a basis for articles in the local and regional newspapers (Daily Post, Herald, Bangor Mail, Cambrian News, Y Cyfnod, Chronicle, and a number of the county's Papurau Bro);
- a proactive campaign on social media that included a regular series of messages promoted through the Council's Twitter, Facebook accounts and via several partners;
- publishing an article in the newsletter 'Rhaeadr' for Gwynedd Council elected members
- circulating details of the consultation to a number of bodies, characteristic groups and difficult to reach groups, to share with their members, including members of:
  - Gwynedd Third Sector Liaison Group;
  - Town and Community Councils;
  - Gwynedd and Anglesey Public Services Board;
  - Young Farmers;
  - Bangor University Students Union;
  - Yr Urdd;
  - Age Cymru Gwynedd and Anglesey;
  - arts organisations;
  - environmental organisation

- Gwynedd Equality Core Group
- Young people including LGBT+ young people (GISDA),
- Disabled people, Menter Fachwen
- Gwynedd Older People’s Council
- Gwynedd business sector representatives e.g.  
<http://www.gwyneddbusnes.net/html/singleton/228/cy-GB>

See the full responses to the questionnaire in **Appendix 2**

### Who completed the Public Toilets Questionnaire?

1,202 responses were received. The majority of the responders were Gwynedd residents (67.3%) and visitors to Gwynedd (19.5%).



The majority of the responders (47.7%) were in the 45-64 age group. Less than 4% of responses were from the under 25 age group. This is low in comparison with the 21.6% of population in Gwynedd that are under 25 years old.

Of the individuals who completed the questionnaire there were:

Gender	Number	Percentage
Female	755	62.8%
Male	380	31.6%
I prefer not to say	34	2.8%
Not answered	23	1.9%
Other	10	0.8%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

The following table shows the number and percentage of respondents who noted that they considered themselves as having a disability under Section 6 (1) of the Equality Act 2010. 100 individuals chose not to answer the question or chose the 'prefer not to say' option. Although it is not possible to make a direct comparison, according to the 2011 Census 9.7% of the Gwynedd residents declared that they had a condition that "severely limits their day to day activities" that compares with 9% of the questionnaire respondents who noted that they considered themselves disabled.

Do you consider yourself a disabled person?	Number	Percentage
No	994	82.7%
Yes	108	9.0%
I prefer not to say	82	6.8%
Not answered	18	1.5%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

## Main Messages

### How often are public toilets used?

For the questionnaire, 'public toilets' are defined as public toilets and toilets that are part of the community toilets grant scheme e.g. in cafes or shops. It is obvious from the questionnaire that the provision is important to responders in general, with 54.4% stating that they use them daily or weekly. However, 8.9% of those under 25 stated that they 'Never' use public toilets compared with 2.3% in general. In addition, 13.3% of those under 25 stated that they used the toilets 'Daily' compared with 17.3% in general.

### **Are the opening hours suitable?**

70.6% stated that the opening hours of the provision were suitable, however, there were clear messages in the comments that seasonal provision was unpopular especially in rural locations. Many of the observations referred to the need to extend opening hours, and noted that many close too early in the evening or do not open early enough in the morning.

38% of those who stated that they had a disability under section 6 (1) of the Equality Act 2010, noted that public toilets opening hours were not suitable for them, compared with 26% in general.

### **Are the facilities suitable for baby/children changing?**

73.6% noted that the facilities were not suitable for baby/children changing. Many of the comments noted that there were insufficient changing units available and those that exist need to be modernised.

### **Are the facilities accessible?**

16.7% of those who stated they had a disability under section 6 (1) of the Equality Act 2010, said that the facilities are not accessible to them, compared with 6.7% in general.

### **Was there any equality characteristic that specifically had an impact on the suitability of the toilets?**

It can be seen from the table that the three equality characteristics that have an impact on the suitability of the toilets are Disability, Age and Gender.

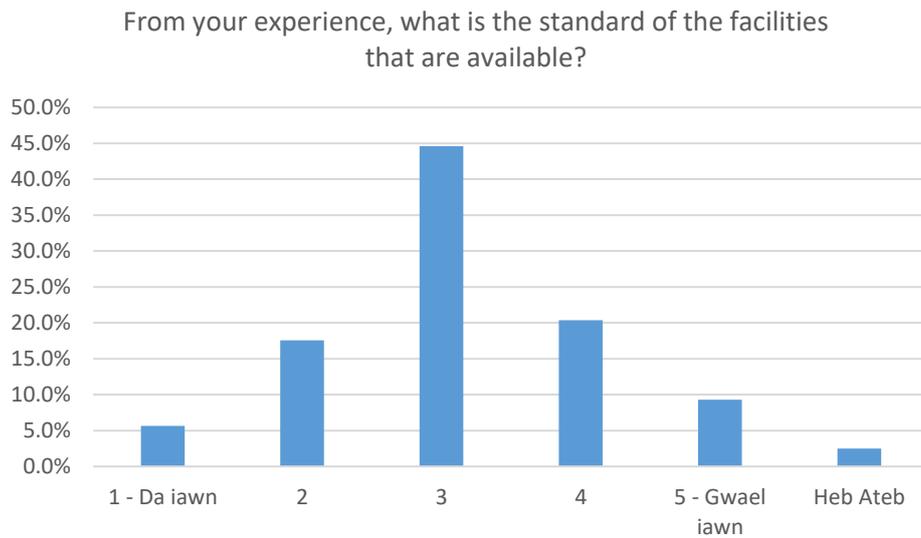
	<b>Number of responses</b>	<b>%</b>
Disability	124	10.3%
Age	119	9.9%
Gender	77	6.4%
Pregnancy / Maternity	22	1.8%
Sexual Orientation	9	0.7%
Transgender	8	0.7%
Religion	7	0.6%
Race	3	0.2%

\*They could choose more than one response.

Comments were received stating that the facilities were unsuitable for residents with disabilities and a specific medical condition e.g. bowel/bladder condition.

### What are the standard of the facilities that are available?

Generally, 44.6% noted a score of 3 for the standard of the facilities. 29.4% gave a score of 4 or 5, namely Poor/Very Poor.



### What is good about the public toilets provision?

26.5% of the comments noted that the availability of facilities was good, and 9.9% noted that they were in good locations. Many of the observations noted that the toilets were essential for different people:

- Gwynedd residents (6.6%),
- Visitors (4.6%),
- Families and children (3.0%)
- with a specific health condition (2.1%)
- elderly (1.3%)

See full responses in Appendix 2.

## What can be improved in terms of the public toilets provision?

The main comment regarding what can be improved in terms of the provision was the hygiene of the facilities. 24.1% of the comments noted - ensuring a supply of suitable toiletries, need to improve or modernise the facilities and better lighting.

16.1% of the comments noted the need to increase or protect the number of public toilets that are open. 12.5% of the observations stated that the opening and closing hours and periods needed to be reviewed.

See full responses in Appendix 2

## Are people aware of any local businesses that are part of the community toilets grant scheme?

In Gwynedd there are 35 businesses and local organisations that are part of the Community Toilets Grant Scheme. This means that any member of the public can use their facilities. 76.9% of those who answered noted that they were not aware of any local businesses that are part of the scheme.

	Number	%
Not answered	38	3.2%
No	925	77.9%
Yes	239	19.9%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

## How easy is it to find a public toilet when needed?

36.5% stated that it was 'Difficult' or 'Very difficult' to find a public toilet and only 19.7% stated that it was 'Easy' or 'Very easy'. The remainder stated that they were 'Not easy or difficult' or did not answer the question.

78.5% of the respondents noted that they like to find where the nearest public toilets are by using signs.

## Consultation 'Which services are important to you?'

Gwynedd Council conducted the 'Which services are important to you?' consultation in October 2018. The purpose of the consultation was to explain the financial position facing the Council to the residents and organisations of Gwynedd; In addition to offering an opportunity

for residents and organisations in Gwynedd to have their say on which services provided by the Council are most important to them.

Over 2,400 were consulted and generally across the county public toilets were not a high priority (ranked 44 out of 59). However, public toilets were in 11th position (out of 59) with people over 65 years old and 25th (of 59) for people with disabilities.

The Tywyn area included 'Public toilets' (5th position) in their top ten priorities. 'Public Toilets' are placed much higher (ranked 20th or higher) than the results for the whole of Gwynedd.

In terms of the 10 lowest ranking services out of 59, there are some differences in each local area compared to the whole of Gwynedd. The Bangor, Caernarfon and Dyffryn Nantlle areas ranked 'Public Toilets' amongst the lowest 10.

Public toilets were ranked 51st by the under 25 age group compared to the responses as a whole. To the contrary, they were ranked 11th by the responders over 65, which is a great deal higher (20 positions or higher) in terms of importance than the responses as a whole.

### **Self-advocacy Group**

The group noted that they needed to be looked after and they did not want to have to pay to use them, although they knew that this would help with costs.

### **Gwynedd Older People's Council**

Public toilets was one of the most important services for this group. The group noted that sufficient toilets were required in public places to enable older people to go out and travel with confidence.

### **Equality Core Group**

We consulted with a Core Equality Group that represents the following groups:

- Refugees Group;
- Cytûn;
- Meirionnydd Access Group;
- Gwynedd Older People's Council;
- Men's Sheds Caernarfon;
- Hunaniaith;
- Bangor Indians and Friends Association

- Unique Transgender Network;
- Council of Sign Sight Sound;
- North Wales Independent Advocacy Service;
- Victim Support Centre;
- Bangor Islamic Centre

The Group considered public toilets to be extremely important for older people, young families and the disabled. They preferred grants for local businesses but these need to be advertised more, and expand their number and this would allow better facilities and more suitable changing places for people with additional needs. The Group noted that it was right for people to pay for using the facilities.

### **LGBT Group + GISDA**

LGBT Group and GISDA were consulted. Some noted that the Council needs to provide gender neutral toilets and the facilities were currently unsuitable, dirty and closed too early.

### **Town and Community Councils**

By working in partnership with Town and Community Councils the Council receives information about the needs of their communities. The Council has received observations that facilities in some of the communities are in a poor state and need to be upgraded. Other observations note that the opening hours need to be extended and that the provision should be available all year round.

### **Tourism**

In the Public Toilets Questionnaire, tourism organisations noted that toilets were essential for visitors and they needed to be open throughout the year. The tourism sector is very important to Gwynedd. The STEAM report indicates that over 7.25 million tourists visited Gwynedd in 2017, a number that has increased annually since 2012.

## **9. What will we be doing?**

Recognising that there are no quick fixes and that austerity measures mean that the Council will continue to face financial pressures the Council is committed to the following to mitigate the gaps between what toilet provision is available and identified need:

### **Provision of clean, safe and appropriately maintained facilities**

The Council will review its cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources and will also review the opening hours of facilities in key locations. It will also conduct an audit of the baby changing facilities available and strive to increase the availability where possible and practicable. The Council will continue to engage with Police, Community Safety and residents, community groups and others to ensure that the facilities are as safe as possible.

### **Maximise availability of toilets through partnership and other provision**

Continue to work with communities to maintain the current partnership scheme and continue to work with local businesses to better promote the use of their toilet facilities under the Community Grant Scheme especially in areas where there may be a gap in provision. We will do this by:

- Website and social media
- Improved signage for the businesses which will include the logo stipulated by the Welsh Government
- List of premises on tourism sites

### **Publicise and promote toilet provision information through webpages and other media**

Mapping locations is an important part of our Strategy. We want people who need to visit a toilet to easily be able to access information about the location, opening times, accessibility and type of facilities available. We warmly welcome a decision by Welsh Government to create, with the support of local authorities, an online map of all existing toilet facilities available for public use in Wales. This map will not only help people to find local toilets but also take the stress out of planning journeys further afield. The Council will be providing up-to-date information to ensure all toilets in Gwynedd are included in this national map.

We also will provide a direct link to the national map on our website, when it is made available. The link to the Lle portal that will host the map, is: <http://lle.gov.wales/home>

We will regularly review the facilities that have been included at least every two years, in line with our progress reports and Strategy review periods, as detailed below. If we hear of changes to the availability of facilities, such as closures or changes to opening times, or indeed new businesses allowing use, we will update the information in a timely manner rather than waiting until the review date.

### **Ensuring public awareness of toilet location, through good direction signage and individual facility information signs**

The toilet logo sticker will be displayed by those business currently operating under the community grant scheme and on relevant Council buildings that have been mapped. Consideration will also be given to improving the physical signposts to direct the public to available toilets in key locations such as transportation hubs within the County.

### **Assess the availability and distribution of facilities based upon demand**

Ideally, the distribution of resources and facilities within Gwynedd should be arranged to deal effectively with the profile of demand. The periodic review of the Strategy can focus on the profile of demand to identify changes that could maximise effectiveness of the service provided.

### **Sustainable provision within the budget available**

The Council is committed to sustainability through its carbon management plan and within its operations which include the provision of toilet facilities. Through the grant funding we have received to date we have ensured and will continue to ensure environmental considerations when facilities are improved or refurbished for example the recent refurbished facilities we have improved the lighting in these facilities through installing LED lighting.

## 10. Review, Reporting and Revision

The Act requires local authorities to undertake regular reviews of the local Strategy and provide progress reports. These should be done on a two year cycle, except where there is a general local authority election in which case the review should be carried out within one year of the election and either the Strategy redrafted or, an interim progress report provided.

Timescales for our planned review and reporting cycle is set out in the table below:

Statutory review & interim progress report for period 30 <sup>th</sup> May 2019 to 30 <sup>th</sup> May 2021.	June to October 2021
Secure Cabinet approval	October & November 2021
Publish interim progress report on website	30 <sup>th</sup> November 2021
Review within one year of local authority election (5 <sup>th</sup> May 2022).	By 4 <sup>th</sup> May 2023
If changes to the Strategy republish the fully approved document.	By 3 <sup>rd</sup> November 2023
If no changes to the Strategy, prepare an interim progress report for 22 <sup>nd</sup> November 2022 to 22 <sup>nd</sup> November 2024.	December 2024 to April 2025
Secure Cabinet approval	April / May 2025
Publish interim progress report on website	By 22 <sup>nd</sup> May 2025
Repeat this review process and production of interim progress statements every 2 years or within one year of a local authority election	

## 11. Next Steps

We will consult on this draft strategy for 12 weeks (from 11<sup>th</sup> February 2019 to 3<sup>rd</sup> May 2019). During the 12 week consultation period, we will update the content in respect of progress being made with the national mapping and any further information on local toilet facilities. We will take account of recommendations made by the Communities Scrutiny Committee and responses to the public consultation to inform the final content.

The Cabinet will be presented with the final strategy in May 2019.

**Authors:** Amanda Murray – Project Manager, Highways and Municipal  
Bethan Roberts – Community Councils and Community Groups Co-Ordinator

You can respond to this consultation:

Online at: [www.gwynedd.llyw.cymru/consultations](http://www.gwynedd.llyw.cymru/consultations)

Request a Hard Copy from:

Bethan Roberts – Community Councils and Community Groups Co-Ordinator

Cyngor Gwynedd Council

Shirehall Steet

Caernarfon

LL55 1SH

Or [mentraucymdeithasol@gwynedd.llyw.cymru](mailto:mentraucymdeithasol@gwynedd.llyw.cymru)

DRAFT



## Rhestr Toiledau Cyngor Gwynedd / List of Gwynedd Council Toilets

Tref neu Bentref / Town or Village	Lleoliad / Location
<b>Ardal ARFON Area</b>	
Bangor	Glanrafon
Bangor	Tanyfynwent
Bangor	Y Pier
Bethesda	Stryd Fawr
Caernarfon	Allt y Castell
Caernarfon	Empire
Caernarfon	Penllyn
Dinas Dinlle	Marine
Llanberis	Ger y Llyn
Llanberis	Maes Padarn
Llanberis	Y Glyn
Y Felinheli	
<b>Ardal DWYFOR Area</b>	
Aberdaron	Traeth
Abersoch (Llanengan)	Ger y bont
Abersoch (Llanengan)	Golff
Abersoch (Llanengan)	Machroes
Mynytho (Llanengan)	
Beddgelert	
Criccieth	Esplanade
Criccieth	Maes Parcio
Llanbedrog	Traeth
Llanystumdwy	
Morfa Bychan (Porthmadog)	Traeth
Morfa Bychan (Porthmadog)	Gwydryn
Borth y Gest (Porthmadog)	Maes Parcio

Porthmadog	Y Parc
Morfa Nefyn (Nefyn)	Cae Coch
Morfa Nefyn (Nefyn)	Traeth
Nefyn	Cefn Twr
Nefyn	Lon Gam
Pwllheli	South Beach
Pwllheli	Stryd Penlan
Pwllheli	West End
Pwllheli	Y Maes
<b>Ardal MEIRIONNYDD Area</b>	
Aberdyfi	Neuadd Dyfi
Aberdyfi	Y Cei
Abergynolwyn (Llanfihangel)	
Abermaw	Llys Cambrian
Abermaw	Promenad y Gogledd
Abermaw	Y Cei
Bala	Plase
Bala	Y Grin
Blaenau Ffestiniog	Diffwys
Bryncrug	
Corris Isaf	
Dinas Mawddwy	
Dolgellau	Maes Parcio'r Marian
Talybont (Dyffryn Ardurdwy)	Pentre
Fairbourne (Arthog)	Ffordd yr Orsaf
Fairbourne (Arthog)	Penrhyn Drive South
Ganllwyd	
Harlech	Bron y Graig
Harlech	Min y Don
Harlech	Queen's
Llanbedr	
Llandanwg (Llanfair)	

Llwyngwriil (Llangelynin)	
Maentwrog	Newydd
Pennal	
Penrhyndeudraeth	Maes Parcio
Trawsfynydd	
Tywyn	Maes Adloniant
Tywyn	Sinema

## Cynllun grant toiledau cymunedol / Community Toilet Grant Scheme

### Ardal Arfon Area

**Caffi Caban**, Caban Cyf., Brynrefail, Caernarfon LL55 3NR, 01286 685462

[www.caban-cyf.org](http://www.caban-cyf.org)

Oriau Agor / Opening Times	9.00 – 16.00 (pob dydd / Everyday)
Agor / Open	Trwy'r flwyddyn, ac eithrio 4 diwrnod dros y Nadolig / Throughout the year excluding 4 days over Christmas
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Caffi EB (Menter Fachwen)**, High Street, Deiniolen LL55 3NF, 01286 872791

[www.menterfachwen.org.uk](http://www.menterfachwen.org.uk)

Oriau Agor / Opening Times	9.00 – 16.00 (Llun/Monday – Gwener/ Friday)
Agor / Open	Trwy'r flwyddyn / All Year
Cyfleusterau / Facilities	Toiledau Unisex Toilets
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes/ No

**Caffi Caban y Cwm** (Menter Fachwen), London House, Cwm y Glo, Caernarfon LL55 4DT, 01286 872017 [www.menterfachwen.org.uk](http://www.menterfachwen.org.uk)

Oriau Agor / Opening Times	9.00 – 17.00 (Llun/Monday – Gwener/ Friday)
Agor / Open	Trwy'r flwyddyn / All Year
Cyfleusterau / Facilities	Toiledau Unisex Toilets
Toiled Anabl / Disabled Toilet	Oes yn yr unisex / Yes in the unisex
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes / No

**Caffi'r Hen Felin**, Abergwyngregyn, LL33 0LP, 01248 689454

Oriau Agor / Opening Times	9.00 – 17.00 (Llun/Monday – Sul / Sunday)
Agor / Open	Trwy'r flwyddyn / All Year
Cyfleusterau / Facilities	Toiledau unisex Toilets
Toiled Anabl / Disabled Toilet	Oes yn yr unisex / Yes in the unisex
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Fron Goch Garden Centre Ltd.**, Pant Road, Caernarfon LL54 5RL, 01286 672212  
[info@frongoch-gardencentre.co.uk](mailto:info@frongoch-gardencentre.co.uk)

Oriau Agor / Opening Times	Llun/Mon – Sad/Sat: 9.00 – 17.00 Sul/Sun 10.00 – 16.00
Agor / Open	Trwy'r flwyddyn/ All Year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes/ Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Inigo Jones & Co. Ltd.**, Groeslon LL54 7UE, 01286 830242  
[slate@inigojones.co.uk](mailto:slate@inigojones.co.uk)

Oriau Agor / Opening Times	9.00 – 17.00 Llun/Mon – Sul/Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes/ Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Palas Print**, 10 Stryd y Plas, Caernarfon LL55 1RR, 01286 674631

Oriau Agor / Opening Times	9.30 – 18.00 (Llun/Mon – Gwener/Friday) (Dydd Mercher / Wednesday 9:30– 18:30) 9.00 – 17.30 (Sad/ Sat)
Agor / Open	Trwy'r flwyddyn / All year

Cyfleusterau / Facilities	Toiledau unisex Toilet
Toiled Anabl / Disabled Toilet	Oes yn yr unisex / Yes in the unisex
Cyfleusterau newid babanod / Baby Changing Facilities	Oes yn yr unisex / Yes in the unisex

**Y Ganolfan**, Ffordd yr Orsaf, Talysarn, Caernarfon, Gwynedd, LL54 6HL, 01286 881569  
[post@canolfan-talysarn.org.uk](mailto:post@canolfan-talysarn.org.uk)

Oriau Agor / Opening Times	7:30 – 19:30 Pob dydd/Everyday
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Beacon Climbing Centre**, Cibyn Industrial Estate, Lon Cae Derbi, Caernarfon, Gwynedd, LL55 2BD. 01286 677322 [info@beaconclimbing.com](mailto:info@beaconclimbing.com)

Oriau Agor / Opening Times	10:00 – 22:00yh Llun/ Mon – Gwener/ Friday 10:00– 20:00 Sad/ Sat – Sul/ Sun 31 Rhagfyr/ December 10:00 – 18:00 1 Ionawr/ January 12:00 – 20:00 Ar gau / Closed Rhagfyr 24-26 December
Agor / Open	Trwy'r flwyddyn/ All year
Cyfleusterau / Facilities	Oes / Yes
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Te a Cofi (GISDA)**, 22-23 Y Maes, Caernarfon, Gwynedd, LL55 2NA  
01286 671153 [teacofi@gisda.co.uk](mailto:teacofi@gisda.co.uk)

Oriau Agor / Opening Times	9:00 – 16:00 Llun/ Mon – Sad/ Sat
Agor / Open	Trwy'r flwyddyn All year
Cyfleusterau / Facilities	Toiledau unisex Toilet
Toiled Anabl / Disabled Toilet	Oes yn yr unisex / Yes in the unisex
Cyfleusterau newid babanod / Baby Changing Facilities	Oes yn yr unisex / Yes in the unisex

**Garej Povey**, Ffordd Llanllyfni Penygroes Gwynedd, LL54 6DA, 01286 880282,

[poveysgarage@yahoo.com](mailto:poveysgarage@yahoo.com)

Oriau Agor / Opening Times	9:00 – 18:00 Llun/ Mon – Gwe/ Fri 9:00 – 13:30 Sad/ Sat
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes / No

### **Ardal Dwyfor Area**

Towyn, Tudweiliog, Pwllheli LL53 8PD, 01758 770600

Oriau Agor / Opening Times	8.00 – 20.00
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes / No

**Garej Clynnog**, Clynnog, Caernarfon LL54 5PF. 01286 660860

Oriau Agor / Opening Times	7:00 – 21:00yh Llun/Mon – Gwener/ Friday 8:00 – 20:00yh Sad/ Sat – Sul/ Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes / No

**Glyn y Weddw Arms**, Llanbedrog, Pwllheli LL53 7<sup>TH</sup>, 01758 740212

Oriau Agor / Opening Times	12:00 – 21:00 Gaeaf/ Winter 12:00 – 23:00 Haf / Summer
Agor / Open	Trwy'r flwyddyn / All year

Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes yn y toiledau marchod / Yes in the female toilets

**Lion Hotel**, Tudweiliog, Pwllheli LL53 8ND, 01758 770244

Oriau Agor / Opening Times	Gaeaf / Winter 12:00 – 14:00 a/and 18:00 – 23:00 Haf/Summer 11:00 – 23:00
Agor / Open	Trwy'r flwyddyn /All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**The Sun Inn**, Llanengan, Pwllheli LL53 7LG, 01758 712660, [yrhaul@hotmail.com](mailto:yrhaul@hotmail.com)

Oriau Agor / Opening Times	10.00 – 23.00
Agor / Open	Trwy'r flwyddyn /All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Neuadd Gymuned Garndolbenmaen**, Garndolbenmaen LL51 9TX

Oriau Agor / Opening Times	9:00 – 18.00 Llun/Mon – Sad/Sat
Agor / Open	Trwy'r flwyddyn /All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes /No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes /No

**Canolfan Menter Congl Meinciau, Botwnog, Pwllheli, Gwynedd, LL53 8RA**

[post@cinglmeinciau.org.uk](mailto:post@cinglmeinciau.org.uk)

Oriau Agor / Opening Times	9:00 – 17:00 Llun/ Mon – Sul/ Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Caffi'r Tyddyn, Canolfan arddio Tyddyn Sachau, Y Ffor, Pwllheli, Gwynedd, LL53 6UB**

Oriau Agor / Opening Times	9:30 – 16:30 Llun/Mon – Sad/ Sat 10:00 – 15:30yh Sul/ Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Station Inn, Porthmadog, Gwynedd, LL49 9HT. 01766 512929**

Oriau Agor / Opening Times	11:00 – 23:00 Llun/Mon – Sul/ Sul
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes /No

**Y Tŵr, Trefor, Caernarfon, Gwynedd, LL54 5LH, 01286 660436**

Oriau Agor / Opening Times	8:30 – 14:00 Llun/ Mon – Sul/Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female

	Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Ffestiniog Railway, Harbour station, Porthmadog, 01766 516031**

Oriau Agor / Opening Times	9:00 – 23:00 Llun/Mon – Sul/Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Ardal Meirionnydd Area**

**Café at Dyffryn Ardudwy & Talybont Village Hall, Dyffryn Ardudwy Near Barmouth, LL44 2BG.**

Oriau Agor / Opening Times	9:00 – 16:00 Pob Dydd / Everyday
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Corris Craft Centre, Corris, SY20 9RF, 01650 761584**

Oriau Agor / Opening Times	Haf/Summer 10:00 -17:00 Gaeaf/ Winter 10:00 – 16:30yh
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**The Bryntirion Inn**, Llandderfel, Bala, LL23 7RA. 01678 530205 [thebryntirioninn@aol.com](mailto:thebryntirioninn@aol.com)

Oriau Agor / Opening Times	11.00 – 23.00
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes /No

**Railway Inn**, Abergynolwyn, Tywyn LL36 9YW, 01654 782279

Oriau Agor / Opening Times	12.00- 12.00 Hanner nos/ Midnight
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Royal Ship Hotel**, Queens Square, Dolgellau LL40 1AR 01341 422209

Oriau Agor / Opening Times	8.00 – 12:00 Hanner nos/Midnight
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Peniarth Arms**, Brynchrug, Tywyn, Gwynedd LL36 9PH. 01654 288096

Oriau Agor / Opening Times	12.00 prynhawn/afternoon – 12:30yb/am
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Pieces for Places**, Caersalem Chapel, High Street, Abermaw, Barmouth, Gwynedd LL42 1DS,  
[info@piecesforplaces.co.uk](mailto:info@piecesforplaces.co.uk)

Oriau Agor / Opening Times	9:30 - 18:00 Llun/Mon – Sad/Sat 10:00 -16:00 Sul/ Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Toiledau Unisex Toilets
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Plas Coch Hotel**, 52 – 54 Stryd Fawr / High Street, Bala. Gwynedd. LL23 7AB

Oriau Agor / Opening Times	9.00– 23:00 Llun/Mon – Sul/ Sun
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes /No

**Y Badell Aur**, 35 Stryd Fawr, Bala, Gwynedd LL23 7AF

Oriau Agor / Opening Times	8:00 – 20:00 Llun/Mon – Sul/Sun
Agor / Open	Trwy'r flwyddyn /All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Nagoes /No

**Gwesty Pengwern Cymunedol**, Llan Ffestiniog, Gwynedd LL41 4PB

Oriau Agor / Opening Times	Llun/Mon – Iau/Thur 18:00- 12:00 Hanner nos /Midnight Gwener 17:30 – 12:00 Hanner nos/Midnight Sad/Sat – Sul/Sun 12:00 – 12:00 Hanner nos/Midnight
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Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Nagoes / No
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

**Meirion Mill, Dinas Mawddwy, Gwynedd SY20 9LS**

Oriau Agor / Opening Times	Llun/ Mon – Sad/ Sat 10:00 – 17:00 Sul/Sul 10:30– 17:00 Mawrth/March - Tachwedd/ November Llun/Mon – Sad/Sat 10:00 – 16:30 Sul/Sun 10:30 – 16:30 Rhagfyr/December a Chwefror/February Ionawr ar gau / Closed January
Agor / Open	Trwy'r flwyddyn / All year
Cyfleusterau / Facilities	Merched / Female Dynion/ Male
Toiled Anabl / Disabled Toilet	Oes / Yes
Cyfleusterau newid babanod / Baby Changing Facilities	Oes / Yes

## Toiledau Cyhoeddus sydd yn eiddo i Awdurdod Parc Cenedlaethol Eryri

\* Mae angen goriad RADAR i agor y toiledau cyhoeddus hygyrch hyn.

A RADAR key is required to open these accessible toilets.

Lleoliad/ Location	Hygyrch? Accessible	Cyfeirnod Grid Grid Reference
Dôl Idris	Ydi / Yes	SH 732 115
Llanfihangel y Pennant (Tymhorol)	Ydi / Yes	SH 675 085
Llangywer	Ydi / Yes	SH 905 325
Morfa Dyffryn (Tymhorol)	Ydi / Yes	SH 628 614
Morfa Mawddach (Tymhorol)	Ydi / Yes	SH 572 224
Nant Peris* (Tymhorol)	Ydi / Yes	SH 605 585
Penmaenpool	Ydi / Yes	SH 695 185
Pont Bethania	Ydi / Yes	SH 627 507
Rhyd Ddu*	Ydi / Yes	SH 565 525
Saith Groesffordd	Ydi / Yes	SH 746 213
Ty Nant	Ydi / Yes	SH 995 444
Canolfan Wardeiniaid Llyn Tegid	Ydi / Yes	SH 923 357
Canolfan Wardeiniaid Ogwen	Ydi / Yes	SH 648 603
Canolfan Wardeiniaid Pen y Pass	Ydi / Yes	SH 647 556
Pencadlys A.P.C.E., Penrhyndeudraeth	Ydi / Yes	SH 615 395
Plas Tan y Bwlch	Ydi / Yes	SH 657 407
Cae Garnedd	Ydi / Yes	SH 845 403

## **Appendix 2**

### **Assessment of Need**

**January 2019**



## Public Toilet Questionnaire Results

### Methodology

The Public Toilets Questionnaire was launched by the Council in order to ascertain information to help us draw a picture of the community's needs and to assist with preparing a Local Toilets Strategy.

There was an opportunity for residents and organisations to participate:

- On-line by visiting the website at [www.gwynedd.llyw.cymru/consultations](http://www.gwynedd.llyw.cymru/consultations)
- A paper questionnaire available through Siop Gwynedd, the Council's libraries and leisure centres
- Send a letter or e-mail with feedback or comments

The questionnaire was available on our website [www.gwynedd.llyw.cymru/consultations](http://www.gwynedd.llyw.cymru/consultations) from the 6th of November to the 17th of December 2018. A wide range of methods were used to promote and raise awareness of the opportunities to participate in the survey including a press release on the 13th of November and a proactive campaign on social media. Additionally, circulating details of the consultation to a number of bodies, characteristic groups and difficult to reach groups. By the end of the consultation period a total of 1,202 responses were received.

### Overview of Public Toilet Questionnaire Respondents

There were 1,202 respondents to the Public Toilet Questionnaire.

Sex	Number	%
Female	755	62.8%
Male	380	31.6%
Prefer not to say	34	2.8%
No Answer	23	1.9%
Other	10	0.8%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

Age group	Number	%
15 years old or younger	5	0.4%
16 - 24 years old	40	3.3%
25 - 44 years old	345	28.7%
45 - 64 years old	573	47.7%
65 - 84 years old	216	18.0%
85+ years old	6	0.5%
No Answer	17	1.4%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

<b>Do you consider yourself a disabled person?</b>	<b>Number</b>	<b>%</b>
No	994	82.7%
Yes	108	9.0%
Prefer not to say	82	6.8%
No Answer	18	1.5%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

<b>Nationality or National identity</b>	<b>Number</b>	<b>%</b>
Welsh	541	45.0%
English	311	25.9%
British	260	21.6%
Prefer not to say	44	3.7%
Scottish	7	0.6%
Irish, Northern Ireland	2	0.2%
Other	22	1.8%
No Answer	15	1.2%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

<b>Race</b>	<b>Number</b>	<b>%</b>
White	1078	89.7%
Prefer not to say	76	6.3%
No Answer	26	2.2%
Other	16	1.3%
Mixed / several ethnic groups	4	0.3%
Gypsy / Irish Traveller	1	0.1%
Asian	1	0.1%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

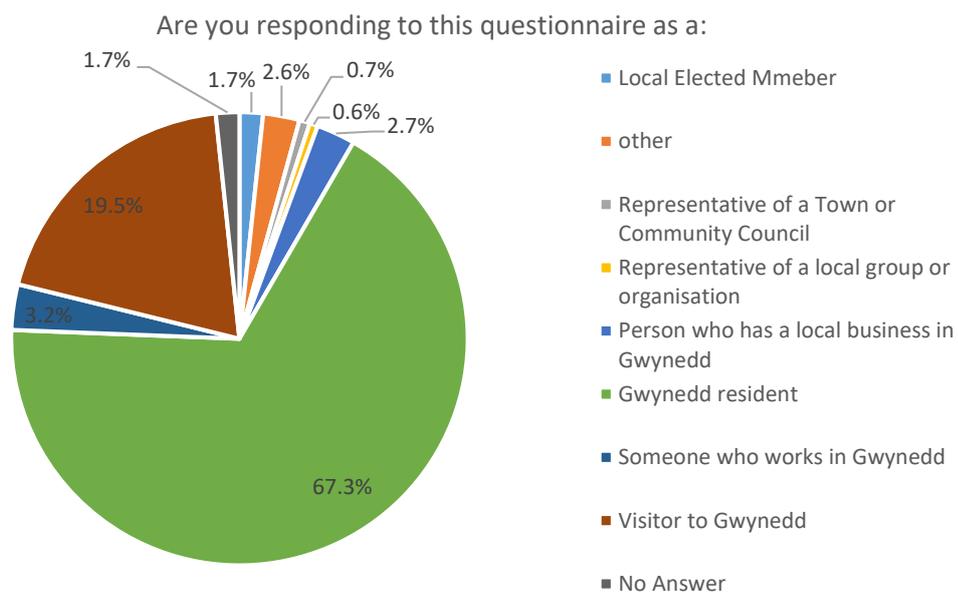
<b>Sexuality</b>	<b>Number</b>	<b>%</b>
Heterosexual / Straight	966	80.4%
Prefer not to say	144	12.0%
No Answer	40	3.3%
Other	21	1.7%
Gay man	14	1.2%
Bisexual	12	1.0%
Gay woman / lesbian	5	0.4%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

<b>Has your sexual identification changed from when you were born?</b>	<b>Number</b>	<b>%</b>
No	1057	87.94%
Prefer not to say	93	7.74%
No Answer	46	3.83%
Yes	6	0.50%
<b>Grand Total</b>	<b>1202</b>	<b>100.00%</b>

## Questionnaire Results

1. Are you responding to this questionnaire as a:

	Number of responses	%
Gwynedd resident	809	67.3%
Visitor to Gwynedd	234	19.5%
Someone who works in Gwynedd	39	3.3%
Person who has a local business in Gwynedd	33	2.7%
Local Elected Member	20	1.7%
Representative of a Town or Community Council	9	0.7%
Representative of a local group or organisation	7	0.6%
Other	31	2.6%
No Answer	20	1.7%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

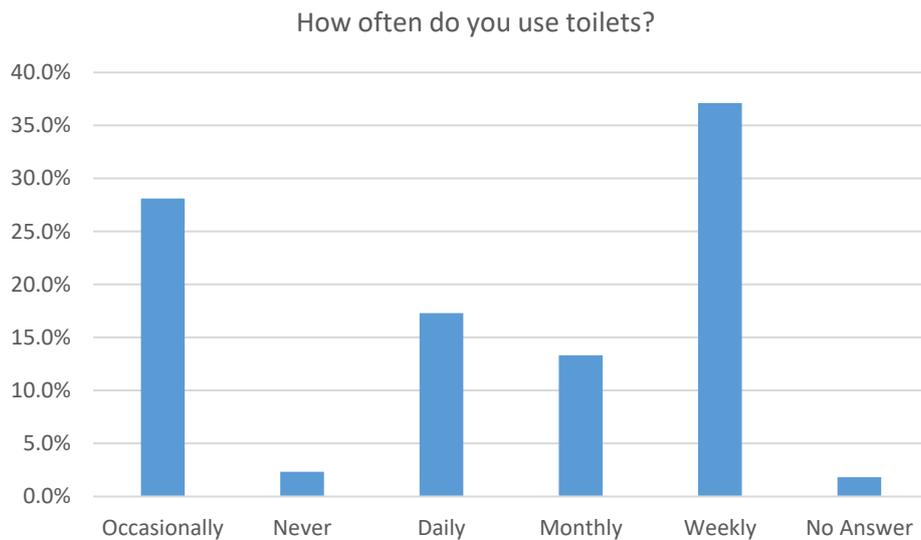


## 2. How often do you use toilets?

(The term 'toilets' refers to public toilets and those toilets which are a part of the community toilet grant scheme e.g. in cafes or shops)

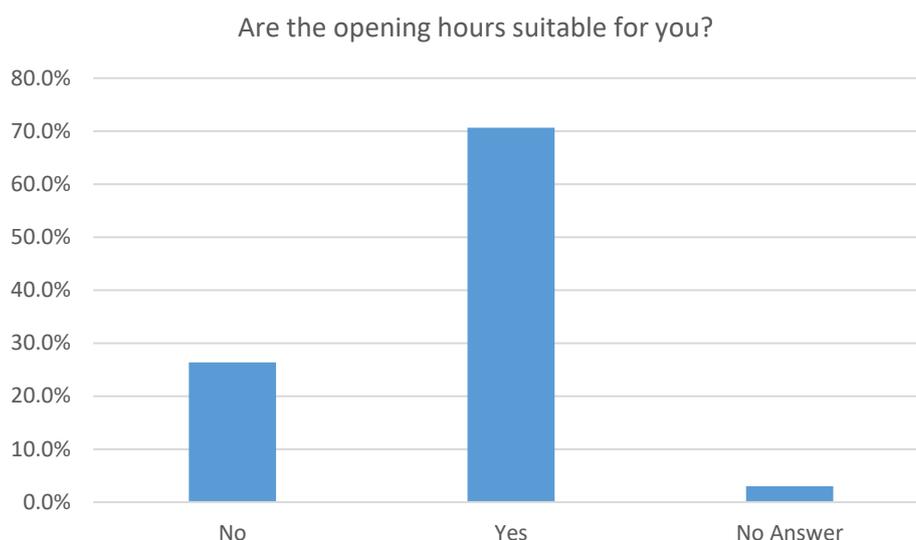
	Number of responses	%
Weekly	446	37.1%
Occasionally	338	28.1%
Daily	208	17.3%
Monthly	160	13.3%
Never	28	2.3%
No Answer	22	1.8%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

8.9% of people under 25 stated that they 'Never' use public toilets compared to 2.3% in general. In addition, 13.3% of people under 25 noted that they used the toilets 'Daily' compared to 17.3% in general.



### 3. Are the opening hours suitable for you?

	Number of responses	%
No	317	26.4%
Yes	849	70.6%
No Answer	36	3.0%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>



38% of people who have declared a disability under section 6 (1) of the Equality Act 2010 state that public toilet opening hours are not suitable for them, compared to 26% overall.

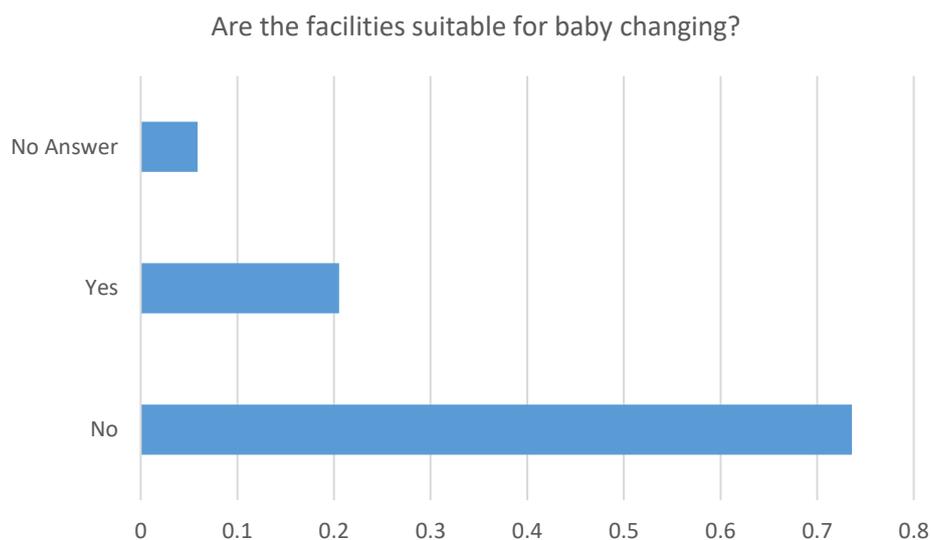
Note why:	Number
Extended opening hours are needed. They close far too early or aren't open early enough in the mornings	169
They should be open all year, not seasonally, many close in Winter	62
Difficult to find ones that are open, they limited. Many toilets have closed across the county	45
They need be open 24 hours	35
They need to be open during commuting times e.g. Public Transport travelling times	17
Unaware of the opening times/ Opening times vary / need consistency	14
Some are locked / disabled toilets are locked	10
Need more toilets/ in rural areas / no toilets are available	7
Other	6
Need to consider the needs of those who have medical conditions / disability	6
Must use toilets within business, you may have to make a purchase to be able to use them/ business are sometimes closed, therefore no provision available	6
They need to be better lit, improve cleanliness and washing provision e.g. toilet paper	5

Need to consider the possibility of antisocial behaviour when considering the opening hours	4
Charging a fee to use the toilets is inconvenient in terms of having the correct change readily/ consider having a modern payment solution	4
Essential provision	1

#### 4. Are the facilities suitable for baby changing?

	Number of responses	%
No	351	73.6%
Yes	98	20.5%
No Answer	28	5.9%
<b>Grand Total</b>	<b>477</b>	<b>100.0%</b>

725 people indicated that the question was 'irrelevant' to them. Note that the graph does not include 'Not relevant' answers.



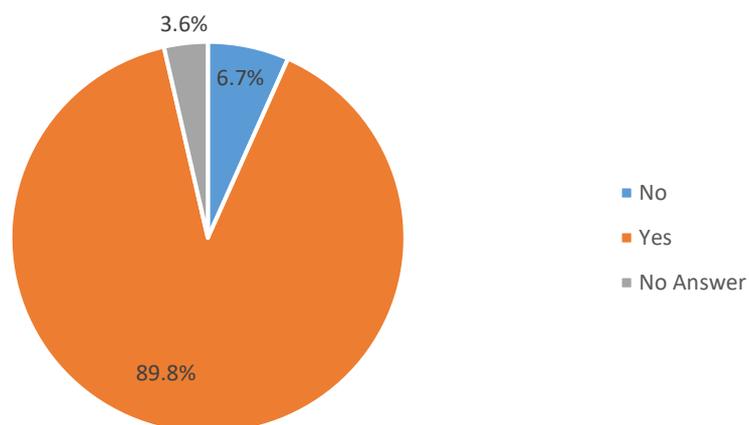
If not, note why:	Number
Not enough changing units available	152
Poor hygiene of changing units	93
Units that already exist need modernising and improving	25
Not enough space to change children	18
Changing facilities should be available in male and female toilets	12
Don't know	9
Buildings are too cold to change children	8
Changing facilities aren't appropriate e.g. no privacy	7

Changing units aren't accessible to all	7
Need to ensure facilities are safe for the public	6
Need to ensure there's adequate products to wash with e.g. soap, hot water	3
Unwilling to pay to use children's changing facilities	2
Need to improve washing facilities that come with the changing facilities	2
Generally not enough public toilets open	2
<b>Grand Total</b>	<b>346</b>

5. Are the facilities accessible to you?

	Number of responses	%
No	80	6.7%
Yes	1079	89.8%
No Answer	43	3.6%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>

Are the facilities accessible to you?



16.7% of people who have declared a disability under section 6 (1) of the Equality Act 2010 indicate that facilities are not accessible to them, compared to 6.7% in general.

If not, note why:	Number
Facilities are inaccessible for disabled people	13
Don't know	12
Facilities are often closed	11
Not enough provision in the county	11
The Opening hours make the facilities inaccessible	7
Facilities that require a fee	5
Facilities do not exist in suitable locations	5
Facilities aren't suitable for parents with children	3

Facilities aren't accessible for those whose vision are impaired	3
Lack of nearby parking make them inaccessible	1
Facilities that charge a fee make them inaccessible e.g. require the correct change in order to use them	5
Facilities are not available when in a rush	5
<b>Grand Total</b>	<b>71</b>

6. Is there any equality characteristic that affects the suitability of the toilets for you?  
Tick any which are relevant

	Number of responses	%
Disability	124	10.3%
Age	119	9.9%
Sex	77	6.4%
Pregnancy / maternity	22	1.8%
Sexual orientation	9	0.7%
Transgender	8	0.7%
Religion	7	0.6%
Race	3	0.2%

\*it was possible to choose more than one answer

If yes, note why:	Number	%
Facilities unsuitable for those having to use them more frequently	32	19.0%
Facilities unsuitable for those with disability	27	16.1%
Size and type of facility are unsuitable e.g. Cubicles are too small to be able to move, unsuitable steps for those who have mobility difficulties, lack of sanitary bins, lack of door hooks for walking sticks	23	13.7%
Facilities unsuitable for those with specific medical conditions e.g. bowel/bladder	22	13.1%
Not Relevant	17	10.1%
Would feel uncomfortable sharing toilets with people of the different sex	17	10.1%
Lack of appropriate changing facilities	10	6.0%
Anyone should be able to use any toilet	7	4.2%
Facilities unsuitable for those with impaired vision	4	2.4%
Need privacy	3	1.8%
Other	2	1.2%
Facilities where a fee is charged are unsuitable	2	1.2%
Lack of gender neutral toilets available	2	1.2%
<b>Grand Total</b>	<b>143</b>	<b>100.0%</b>

7. From your experience, what is the standard of the facilities that are available?

	Number of responses	%
1 - Very Good	68	5.7%
2	211	17.6%
3	536	44.6%
4	245	20.4%
5 - Very Poor	112	9.3%
No Answer	30	2.5%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>



8. What is good about the public toilets provision?

What is good?	Number	%
Availability of the facilities	236	26.5%
Clean facilities	152	17.1%
Good location	88	9.9%
Accessible / Easy to find/ Convenient	61	6.9%
Essential for Gwynedd Residents	59	6.6%
Facilities are well maintained	44	4.9%
Essential for Tourist	41	4.6%
Reasonable supply of products e.g. soap, toilet paper	35	3.9%
Satisfied with the present opening hours and seasonal times	33	3.7%
Free to use	29	3.3%
Essential for families with children	27	3.0%
There are enough public toilets open	21	2.4%
Essential for those who have a specific medical conditions	19	2.1%
Essential for the elderly	12	1.3%
Facilities are suitable for the elderly and disabled people	9	1.0%
Convenient parking facility nearby	6	0.7%
Easy to use	6	0.7%
Don't Know	6	0.7%
Safe environment	5	0.6%
<b>Grand Total</b>	<b>889</b>	<b>100.0%</b>

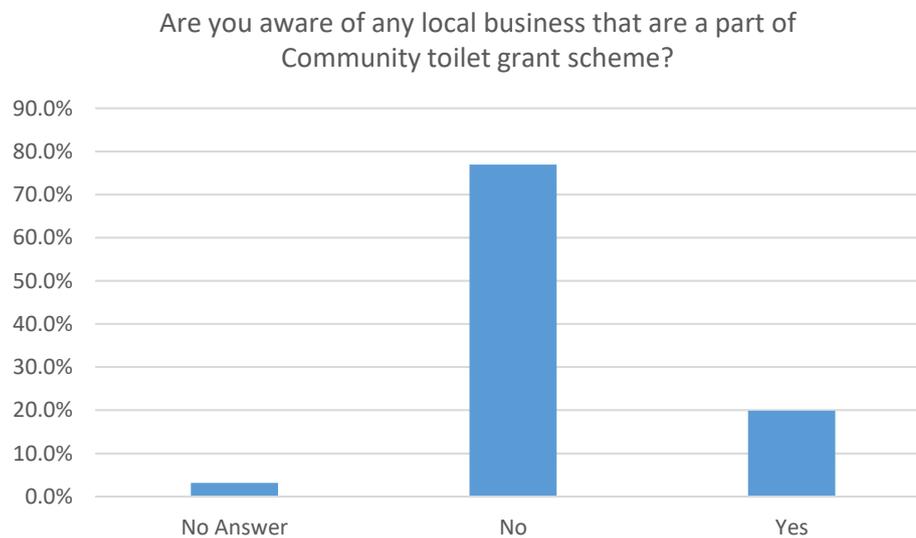
9. What could be improved in terms of public toilet provision?

What could be improved?	Number	%
Hygiene at the facilities	307	21.1%
Increase / protect the number of Public Toilets that are open	226	15.6%
Need to improve / modernise the facilities e.g. wash area	192	13.2%
Review opening times / seasonal hours	175	12.0%
Ensure adequate supply of products e.g. soap / toilet paper	91	6.3%
Improve / ensure the equipment at the facilities are of good standard e.g. hand dryer, door locks	77	5.3%
Improve the lighting at the facilities	55	3.8%
Free Public Toilet provision throughout the County	49	3.4%
Nothing	39	2.7%
Raising a fee to use the Public Toilets, or alternative, means of attracting income	36	2.5%
Finding out where the toilets are e.g. improve signage / app	33	2.3%
Need more appropriate baby and children changing facilities	32	2.2%
Ensuring all sites are safe for the public	28	1.9%
Improve the suitability of the facilities for those who have medical conditions / disabled	26	1.8%
Ensure the facilities are accessible to all	24	1.7%

Promote / Expand Community toilet grant scheme	21	1.4%
More bins in and around the Public Toilets	13	0.9%
Improve heating at Public Toilets	8	0.6%
Public Toilets have parking facilities nearby	6	0.4%
Have gender neutral provision	3	0.2%
Transfer facilities to communities	3	0.2%
Display contact information in case of problems	2	0.1%
Provide showers	2	0.1%
Provide changing rooms	2	0.1%
Other	2	0.1%
Provision of CCTV system to prevent antisocial behaviour	1	0.1%
<b>Grand Total</b>	<b>1453</b>	<b>100.0%</b>

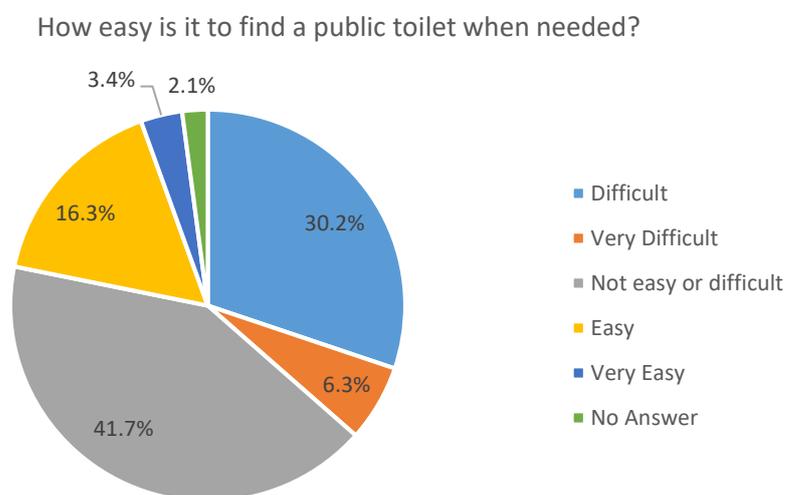
10. Are you aware of any local business that are a part of Community toilet grant scheme?

	Number	%
No Answer	38	3.2%
No	925	77.9%
Yes	239	19.9%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>



11. How easy is it to find a public toilet when needed?

	Number	%
Difficult	363	30.2%
Very Difficult	76	6.3%
Not easy or difficult	501	41.7%
Easy	196	16.3%
Very Easy	41	3.4%
No Answer	25	2.1%
<b>Grand Total</b>	<b>1202</b>	<b>100.0%</b>



12. Which way you would like to find out where the nearest public toilets are?

	Number	%
Interactive App	399	33.2%
Gwynedd Council Website	290	24.1%
Interactive Map	327	27.2%
Signage	943	78.5%
Other	82	6.4%

\*It was possible to choose more than one answer

Other	Number
Ask others e.g. local people, in shops	21
Google/ Google Maps	9
Other	27
Paper maps/ Noticeboards/ Bus stations	11
Social Media/ Exteral Websites	6

**Proffil Gwynedd** – Links to data sources:

### **Population Needs**

[Population Estimates ONS](#) - Stats Wales

[Population Projections](#) - Stats Wales

### **Health Needs**

[Life Expectancy](#) - Stats Wales

[Daffodil](#) - Welsh Government

[Crohn's & Colitis UK's response to Health Bill Wales](#)

[Crohn's & colitis uk](#) Charity website

### **Public Survey 'Which services are important to you?'**

[Survey Results](#) - Gwynedd Council

### **Tourism**

The tourism sector is very important for Gwynedd. The STEAM report shows that over 7.25 million tourists visited Gwynedd in 2017, a number that has increased annually since 2012. Tourists each spend, on average 3 days a year in Gwynedd. Part of Snowdonia National Park is located in Gwynedd including Snowdon. The Llŷn Peninsula has been noted as an Area of Outstanding Natural Beauty. King Edward's castles in Caernarfon and Harlech as well as the walled town of Caernarfon are UNESCO world heritage sites. There are a number of blue flag beaches in Gwynedd located at:

- Abermaw
- Abersoch
- Criccieth
- Dinas Dinlle
- Morfa Bychan
- Pwllheli
- Tywyn

## Keep Wales Tidy 2017



Other popular attractions in Gwynedd include Zip World in Bethesda and Greenwood Forest Park near Y Felinheli.

## Appendix 3

# Equality Impact Assessment

See the leaflet *How to make an Equality Impact Assessment* for help to complete this form. You are also welcome to contact Delyth Williams, Policy and Equality Officer on ext. 32708 or [DelythGadlysWilliams@gwynedd.llyw.cymru](mailto:DelythGadlysWilliams@gwynedd.llyw.cymru), for further assistance.

The Council is required (under the Equality Act 2010) to consider the impact any changes in any policy or procedures (or the creation of a new policy or procedure) will have on people with protected equality characteristics. The Council also has additional general duties to ensure fairness and to foster good relationships. Therefore, a timely Equality Impact Assessment should be made before any decision is taken on any relevant change (i.e. that affects people with protected equality characteristics).

### I Details

#### I.1. What is the name of the policy / service in question?

Local Toilets Strategy

#### I.2 What is the purpose of the policy / service that is being created or amended? What changes are being considered?

##### **Local Toilets Strategy**

The Public Health Act (Wales) 2017 received Royal Assent on 3 July 2017. The Act brings a range of practical measures together to improve and safeguard health. Section 8 of the Act presents the work of providing toilets, and specifically local toilet strategies.

The aim of Section 8 is to improve the way the provision of toilets available for public use is planned, by ensuring that every local authority in Wales assesses the needs of their communities in terms of toilets, and then use a strategic and transparent method of meeting that need in the best possible way.

The process of developing the strategy intends to make it possible for us to consider the wider options available in terms of providing toilets for the public, and getting to grips with the current challenges relating to providing facilities within communities, as well as a serious reduction in the service budget.

In developing a Local Toilets Strategy for Gwynedd we have considered the impact on service users, employees and the wider community. It is likely that the strategy will have more of an impact on some protected characteristics than others, however, we trust that we have given

consideration to this, and will try to mitigate the negative impact in our aims.

### **1.3 Who is responsible for this assessment?**

Amanda Murray – Project Manager, Highways and Municipal

### **1.4 When did you commence the assessment? Which version is this?**

November 2018

## **2) Action**

### **2.1 Who are the partners it will be necessary to work with to undertake this assessment?**

Highways and Municipal Department Officers  
The Public  
Groups with protected characteristics  
Town and Community Councils  
Relevant Third Sector Organisations  
Tourism Organisations

### **2.2 What steps have you taken to engage with people with protected characteristics?**

As part of Consultation - 'What services are important to you?' and Public Toilets Questionnaire we engaged with:

Self-advocacy Group

Gwynedd Older People's Council

Core Equality Group that represents the following groups:

- Refugees Group;
- Cytûn;
- Meirionnydd Access Group;
- Gwynedd Older People's Council;
- Men's Sheds Caernarfon;
- Hunaniaith
- Bangor Indians and Friends Association

- Unique Transgender Network;
- Council of Sign Sight Sound;
- North Wales Independent Advocacy Service;
- Victim Support Centre;
- Bangor Islamic Centre
- LGBT Group + GISDA

### 2.3 What was the result of the engagement?

#### **Disability**

38% of those who stated that they had a disability under section 6 (1) of the Equality Act 2010, state that public toilets opening hours were not suitable for them, compared with 26% in general. .

16.7% of those who stated they had a disability under section 6 (1) of the Equality Act 2010, stated that the facilities are not accessible to them, compared with 6.7% in general.

Main observations in terms of disability were:

Facilities unsuitable for residents who frequently need to use the toilet.

Facilities unsuitable for residents with disabilities

Facilities unsuitable for residents with a specific medical condition e.g. bowel/bladder

#### **Age**

In the Public Toilets questionnaire, 8.9% of people under 25 stated that they 'Never' use public toilets compared with 2.3% in general. In addition, 13.3% of those under 25 stated that they used the toilets 'Daily' compared with 17.3% in general.

Gwynedd Older People's Council

Public toilets was one of the most important services for this group. The group noted that sufficient toilets were required in public places to enable older people to go out and travel with confidence.

#### **Pregnancy and Maternity**

In the Public Toilets questionnaire, 78% of the responders (except for those who did not answer and noted that the question was not relevant) stated that the facilities were not suitable for baby/children changing.

The assessment of need has identified that many public toilets do not have baby changing facilities. Noted that those with such facilities are often dirty and unsuitable, as well as being very cold for baby changing. Others noted that there was insufficient room, especially when taking into account that many also have prams. Others would like more privacy when changing their baby, rather than being in view of other users.

#### **Sexual Orientation, Gender Reassignment**

LGBT Group and GISDA were consulted. Some noted that the Council needs to provide gender neutral toilets and the facilities were currently unsuitable, dirty and closed too early.

**Religion or Belief (or non-belief)**

Although the results of the Public Toilets Questionnaire did not highlight that there would be any impact on this feature, it is worth noting that we did consider that for some religions using alternative private facilities may entail that they would be restricted in using some establishments (e.g. pubs) - it could be against their religion or belief.

**2.4 On the basis of what other evidence do you operate?****Disability**

Charities and organisations which represent older people are of the opinion that cuts to public facilities will have a very damaging impact in terms of them being prevented or being afraid of venturing out of their homes due to the lack of facilities available in the community. Some conditions or impairments could make the impact worse.

According to the Crohn's & Colitis UK charity at least 300,000 people in the UK have Crohn's Disease or Ulcerative Colitis, known as 'Inflammatory Bowel Disease (IBD).

**Age**

"Help the Aged" paper: Nowhere to Go: Provision of Public Facilities in Britain (May 2007) highlights the social cost for older people due to the reduction in public facilities:

12% of older people (1.2 million) feel confined to their homes, 13% of older people (1.26 million) do not go out more than once a week and approximately 100,000 never go out.

Its evidence suggests that the lack of public facilities is a significant contributory factor to the loneliness older people feel, with more than half of older people feeling that the lack of local public conveniences prevent them from going out as often as they would wish.

**2.5 Are there any gaps in the evidence that needs to be collected?**

There is no specific information relating to Gwynedd or lower geographical area about health conditions such as Crohn's Disease and Colitis, nor tourism trends and demands.

### 3) Identifying the Impact

**3.1 The Council must give due attention to the impact any changes will have on people with the following equality characteristics. What impact will the new policy/service or the changes in the policy or service have on people with equality characteristics? You are welcome to add other characteristics if you wish.**

<b>Characteristics</b>	<b>What type of impact? *</b>	<b>In what way? What is the evidence?</b>
<b>Race (including ethnicity)</b>	Positive / negative / none	No impact
<b>The Welsh language</b>	Positive / negative / none	No impact
<b>Disability</b>	Positive / negative / none	<p>Positive</p> <p>As part of the Local Toilets Strategy, the Council will:</p> <p>Undertake a review of the cleaning arrangements, opening hours, which are part of the aim to provide 'Provision of clean, safe, appropriately maintained facilities'.</p> <p>This will respond to concerns about hygiene standards and unsuitable opening hours.</p> <p>We will work on maximising the choice of toilet provision and promote under the aim in order to maximise the availability of toilets by working in partnership with an alternative provision.</p> <p>We will advertise the locations and facilities available in the toilets as per our aim to 'Publicise and promote toilet provision information through webpages and other media'.</p>
<b>Gender</b>	Positive / negative / none	<p>We have not identified any current impact as no major changes will be made to the assets that exist.</p> <p>Some observations in the Public Toilets Questionnaire noted that some would feel uncomfortable in sharing toilets with people of a different sex.</p>
<b>Age</b>	Positive / negative / none	<p>As part of the Local Toilets Strategy, the Council will:</p> <p>Work on maximising the choice of toilet provision and promote these as per our aim in order to maximise the availability of toilets by working in partnership with an</p>

		<p>alternative provision.</p> <p>We will advertise the locations and facilities available in the toilets as per our aim to ‘Publicise and promote toilet provision information through webpages and other media’.</p> <p>We aim to ‘Ensuring public awareness of toilet location, through good direction signage and individual facility information’, giving consideration to how we can improve signs and direct people to the toilets and make them easier to find.</p>
<b>Sexual orientation</b>	Positive / negative / none	We have not identified any current impact as no major changes will be made to the assets that exist.
<b>Religion or belief (or non-belief)</b>	Positive / negative / none	<p>Some religions may be limited when using alternative private facilities in certain establishments (e.g. public houses) - as this may be against their religion or belief. In order to meet this need the Local Toilets Strategy will:</p> <p>Continue to work with Town and Community Councils and groups and organisations to ensure a wide choice of provision and retain as many traditional public toilets open as possible to maximise the availability of toilets by working in partnership with an alternative provision.</p>
<b>Gender reassignment</b>	Positive / negative / none	<p>We have not identified any current impact as no major changes will be made to the assets that exist.</p> <p>The Council of course supports a transgender person to use the toilet that person feels most comfortable to use, in accordance with the Equality Act 2010.</p>
<b>Pregnancy and maternity</b>	Positive / negative / none	<p>Parents and guardians of babies and young children need to be able to use suitable facilities in men and women's public facilities when visiting public places and often at short notice.</p> <p>In response to a concern regarding the scarcity of facilities and that their hygiene standards are low, the Council will conduct a review of cleaning arrangements, and undertake an audit of baby changing places for provision of clean, safe, appropriately maintained facilities.</p>
<b>Marriage and civil partnership</b>	Positive / negative / none	No impact

\* Delete as required

**3.2 The Council has a duty under the Equalities Act 2010 to contribute positively to a fairer society through advancing equality and good relations in its activities in the fields of age, gender, sexual orientation, religion, race, transgender, disability and pregnancy and maternity. The Council must give due attention to the way any change affects these duties.**

<b>General Duties of the Equality Act</b>	<b>Does it have an impact?</b>	<b>In what way? What is the evidence?</b>
<b>Abolishing illegal discrimination, harassment and victimisation</b>	No	No
<b>Promoting equal opportunities</b>	Yes	Due to our aims: <ul style="list-style-type: none"> <li>• Publicise and promote toilet provision information through webpages and other media;</li> <li>• Ensuring public awareness of toilet location, through good direction signage and individual facility information signs</li> </ul>
<b>Encouraging good relationships</b>	Yes	Our aims promote and support the fostering of good relationships by better advertising of the facilities, locations and the opening hours to enable older people to be more confident when they go out.

\* Delete as required

#### **4) Analysing the results**

**4.1 Is the policy therefore likely to have a significant, positive impact on any of the equality characteristics or the General Duty? What is the reason for this?**

Generally, the Local Toilets Strategy will have a positive impact on the equality characteristics noted in part 3.1.

The aim of the strategy is to seek to improve the way the provision of toilets available for public use is provided. In developing the strategy, the Council has assessed the needs of its communities in terms of toilets, and has used the information to propose our 6 aims in order seek to meet this need in the best possible way within budget, and where appropriate.

**4.1 Is the policy therefore likely to have a significant, negative impact on any of the equality characteristics or the General Duty? What is the reason for this?**

No

**4.3 What should be done?**

Select one of the following:

Continue with the policy / service as it is robust	
Adapt the policy to delete any barriers	
Suspend and delete the policy as the detrimental impacts are too big	
Continue with the policy as any detrimental impact can be justified	

**4.4 If you continue with the plan, what steps will you take to reduce or mitigate any negative impacts?**

Not relevant

**4.5 If you are not taking any further action to delete or reduce the negative impacts, explain why here.**

Not relevant

**5) Monitoring**

**5.1 What steps will you take to monitor the impact and effectiveness of the policy or service (action plan)?**

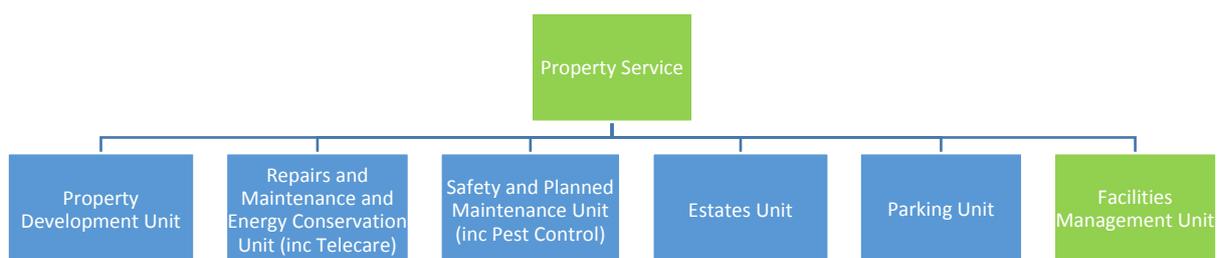
As part of the Strategy, the Council will formulate and publish an 'interim progress statement' explaining the measures it has taken in accordance with its strategy.

The Council will review the strategy and formulate a period end progress statement within a year following all usual local government elections.

<b>NAME OF SCRUTINY COMMITTEE</b>	<b>COMMUNITIES SCRUTINY COMMITTEE</b>
<b>DATE OF MEETING</b>	<b>7th February 2019</b>
<b>TITLE</b>	<b>PARKING MANAGEMENT ARRANGEMENTS</b>
<b>AUTHOR</b>	<b>Dafydd Gibbard - Senior Property Manager</b>
<b>CABINET MEMBER</b>	<b>Cllr Dafydd Meurig</b>
<b>PURPOSE</b>	<b>Raise awareness of the Council's parking management arrangements and responsibilities, work outputs and challenges for the future</b>

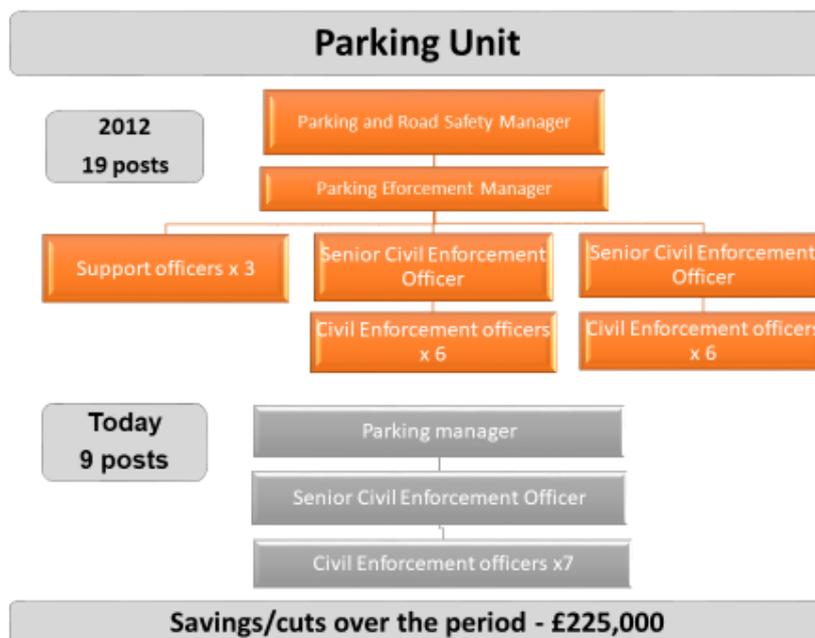
## 1. BACKGROUND

- 1.1 The purpose of this report is to share information about the Council's arrangements and responsibilities in the field of Parking management. It will explain the nature of the work carried out at present, the changes that have taken place over recent years, and the challenges we face.
- 1.2 The Parking Unit is responsible managing the parking provision, which is part of the Properties Service within the Environment Department.



- 1.3 There are two main elements to the work of this unit:
- managing 117 car parks throughout the county
  - implementing the parking enforcement arrangements
- 1.4 The enforcement aspect transferred from the Police to Local Authorities under the Decriminalisation of Parking enforcement, 2007. This was a service that, at the time, imposed a brand new duty on Local Authorities, and we started off with a clean slate. At the time, it was difficult to envisage the scope of the work, and over the years we have modified our resources and arrangements as we began to understand the situation.

- 1.5 As the diagram below shows, until around 2012, the Parking Unit had 12 Enforcement Officers, Two Senior Enforcement Officers, and two officers on a managerial level. Since then, the number of Enforcement Officers has fallen to seven, and there is one Senior Enforcement Officer and one Manager. Through the introduction of mobile technology, the back office, consisting of three officers, has also ceased to exist. This has led to an annual revenue saving of £225,000 in the costs of providing a parking management service.



## 2. RESPONSIBILITIES

2.1 The Parking Unit is in charge of two main fields of work, these are:

- implementing the parking enforcement arrangements
- managing the provision of suitable parking spaces in accordance with the Council's Parking Strategy

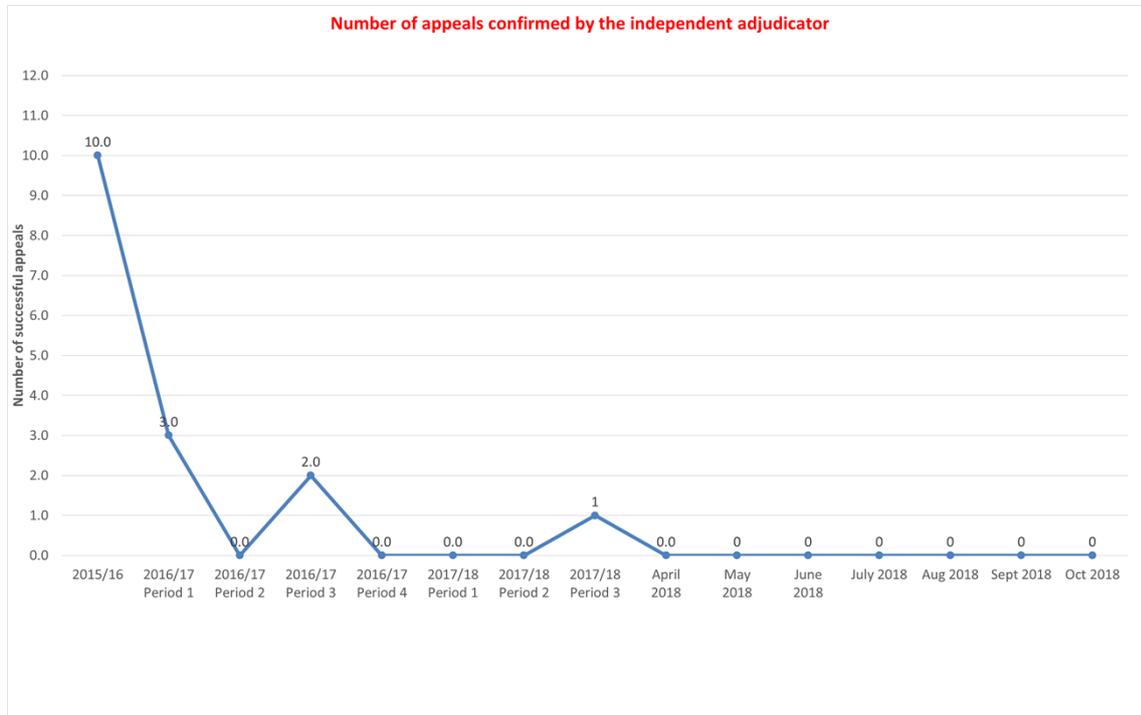
### Parking Enforcement

2.2 The Transportation Service imposes different restrictions and rights of use (as Statutory Orders) on our roads network, with the aim of making roads safe for motorists and pedestrians. The main duty of the Parking Enforcement Officers is to enforce these Statutory Orders in order to ensure their effectiveness.

2.3 Although no one likes a parking fine, there is great demand in communities throughout the county for the presence of Parking Enforcement Officers, especially in urban areas, holiday destinations, near schools, in areas of dense housing, where children play etc.

2.4 Ensuring fair and transparent enforcement is part of this Unit's remit. Arrangements to administrate the system is provided via a partnership of Authorities in Wales. A straightforward appeals system is provided along with the right to appeal to an independent

adjudicator if dissatisfied. As the graph below shows, nowadays, the cases where an independent adjudicator finds that the Council has taken unfair enforcement steps are rare exceptions. Every such finding gives us the opportunity to review our arrangements and make improvements where necessary.



### **Managing the provision of suitable parking spaces in accordance with the Council's Parking Strategy**

- 2.5 The Council has 117 parking spaces throughout the county. 60 of these are pay and display, the rest are free, in accordance with the guidelines set out in the Parking Strategy.
- 2.6 The Council's Cabinet adopted the current Strategy, which includes the parking management arrangements and the current parking fees structure, on 19 February 2015 (a copy of the report is in Appendix A). It is worth noting that the Communities Scrutiny Committee at the time had scrutinised the content in detail during its meetings on 10 December 2013 and 1 October 2014, as part of creating this Strategy.
- 2.7 Parking can be a contentious issue, and the review of arrangements was an opportunity to ensure that all areas of parking management were addressed, that there was consistency across the County, and that every matter under consideration linked in with the rest. It is, therefore, worthwhile for the Communities Scrutiny Committee to be aware of all the arrangements when considering this field, especially the challenges that are likely to arise in the coming years. In brief, the Strategy gives full consideration to the following issues:
- Parking fees structure - the main principle here, apart from ensuring consistency and fairness, is that longer stay parking at centres should cost less pro rata, in order to encourage people to stay longer for the benefit of the local economy. The time someone can park in a short stay car park should be restricted in order to ensure turnover and spaces for those who wish to 'pop-in' to the centres.

- Establish a criteria for different types of locations - ensure that the size and character of centres are given regular consideration, and that fees for similar centres are the same.
- Establish a criteria for short stay and long stay designations - again to ensure consistency and fairness.
- Christmas Parking - an attempt was made to establish clear guidelines for Christmas parking, highlighting the loss in income resulting from a period of free parking.
- Parking for blue badge holders - options were considered with an eye on the way neighbouring authorities managed parking for blue badge holders.
- On-street Parking - locations were identified where a capital investment is needed to improve parking provisions and an opportunity to charge a fee for parking there in order to ensure management and good use.
- Annual parking - the fees for annual parking tickets were reviewed and the higher rate charged for those living outside the county was abolished.
- Residential Parking - it was deemed that the residential parking arrangement were appropriate as they were.
- Management of private car parks - it was acknowledged that there was opportunity and success to be gained from managing other assets, and it was decided to continue with this and monitor true costs.
- Cashless payment - this was put forward as a pilot scheme for machines that accept card payments. This has recently been implemented at six locations and the costs of establishing such an arrangement has fallen to a level where it is likely that we will see a further increase in the number of machines in our car parks that have a card payment option.
- Matters that have not been developed further:
  - **Pay on exit** - due to the capital financial implications and maintenance, on-call staff and practical complications, it was decided that this was not a wise option to develop.
  - **Automatic number plate recognition**- due to capital investment and the image portrayed to visitors and the complications that could arise, this was not developed as an option
  - **CCTV Enforcement**- due to financial implications, complications and image this was not developed as an option.

2.8 It can be seen from all the above considerations that parking arrangements were reviewed in detail in 2015, and one or two further changes have been made since establishing the changes, namely:

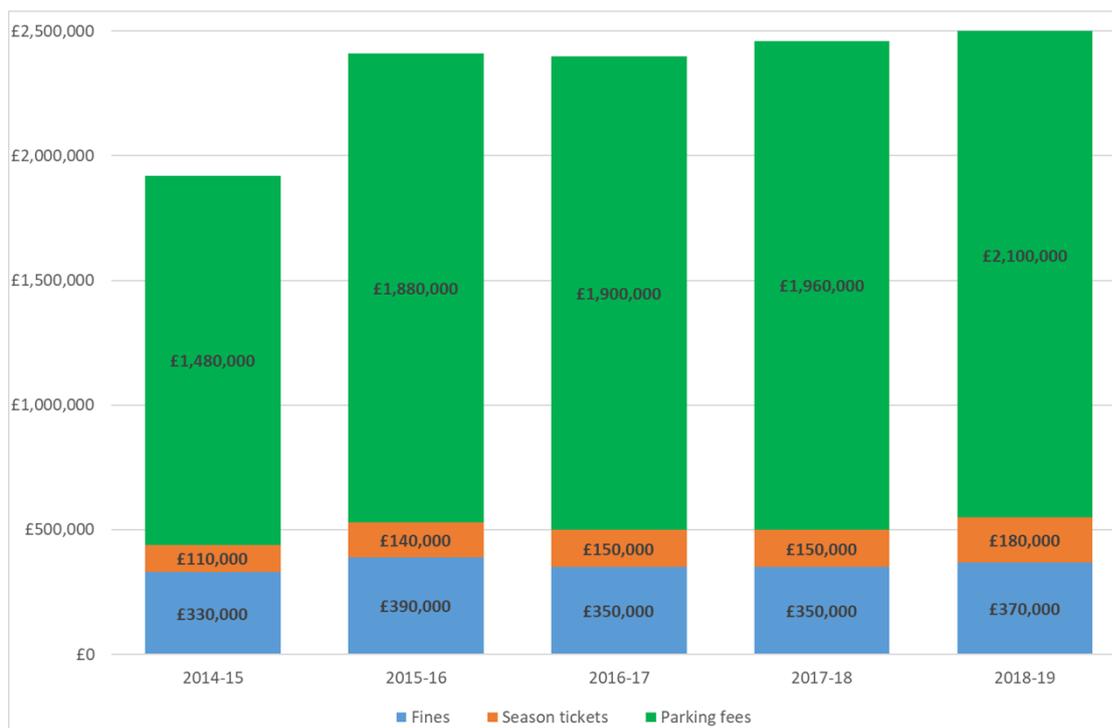
2.9 **Free parking over the Christmas period** - in adopting the Parking Strategy, it was noted that there was a desire to continue to offer a period of free parking in order try to attract more shoppers to Gwynedd's city and town centres. At the time it was intended to provide free

parking from the weekend before the last full week leading up to Christmas, until 27 December. Although the intention was welcomed, the period of free parking proposed changed annually depending on the day of the week Christmas day would fall. In order to try to provide clarity for shoppers and customers, the period was re-defined so that the car parks could be used for free from 15 December every year.

- 2.10 **Setting up a "Local Parking Permit"** - During the consultation period on introducing pay and display arrangements in additional car parks, it became apparent that consideration needed to be given to one field that had been causing considerable concern in several communities. This situation arose with residents who normally parked their cars in car parks near their homes, and the concern that they would be unable to do so in future. Several observations referred to the fact that there were no parking spaces near their houses and that they were entirely dependent on being able to park their cars in the car parks closest to their homes.
- 2.11 Of course, the Council is not duty-bound to provide free parking spaces for home-owners. However, following receipt of these observations, it is believed that the Council should try to assist with such situations and, to that end, a new Local Parking Permit was created that would give householders the right to buy a parking ticket for the long-term car park closest to their home. It would therefore be targeted specifically at those who otherwise had nowhere to park near their homes. The cost of the new Local Parking Permit would be £60 per annum or a little over £1.00 per week.
- 2.12 This permit was introduced in April 2017, and this year to date 177 people have taken up the offer. The availability of the ticket has also raised residents' awareness of the Annual Parking Permit (which allows the permit holder to park in any long-stay car park in Gwynedd). As a result, several people have liked the sound of this permit, and 2125 Permits have been sold this year to date.
- 2.13 **Holiday Season Only Car Parks** - Also during the consultation process on introducing pay and display arrangements in additional car park, several people noted that some car parks had been designated as pay and display as they were only affected during the holiday season, in which case, it made no sense to charge during the winter months. The Cabinet accepted that rationale and, as a result, parking charges would only apply during the holiday season.

### **3. INCOME FROM PARKING**

- 3.1 The graph below shows that existing pay and display arrangements at 60 of our car parks, along with Annual Parking Permits and payments from parking enforcement, has led to an income over the past four years as follows:



3.2 The total income had, therefore, increased from £1.92M in 2014/15 to £2.65M in 2017/18, an increase of 38%.

3.3 From the graph below it is clear that income from enforcement has remained consistent over the years. Income from parking tickets has increased substantially following the introduction of the new Local Parking Permit in 2017. The greatest increase in the income from car parks stems mainly from the introduction of pay and display arrangements in 10 additional car parks.

3.4 The income is now a key part of the Council's annual revenue income and makes a valuable contribution toward maintaining services. Legislation demands that any income generated from parking management must be reinvested in the highways network. The Council currently spends over £6M a year on managing and maintaining the roads network; the income from Parking, therefore, contributes approximately half this sum.

3.5 If this income did not exist, the Council would have to cope with this substantial loss in annual revenue in the same way as it endeavours to cope with other cuts to the revenue income.

#### 4. CHALLENGES FOR THE COMING YEARS

4.1 The main challenge for this field is likely to stem from the need to continue to endeavour to increase the annual revenue income, to help the Council avoid further savings in other fields. Any new income that could be generated would be available to contribute to the shortfall in the Council's revenue budget over the next three years and we are currently looking at options to try to find a further £180,000 of additional income from car parks. We are also seeking to establish an electric car charging plan with the aim of generating a further £50,000 of income a year.

4.2 In addition, we are also required to cope with the effect of annual inflation i.e. the effect of inflation means that the income target for parking increases year on year (£197,000 over the past five years and an additional £47,000 during the next financial year). A huge effort is, therefore, needed to find ways of increasing the income to address the impact of inflation before any contributions toward the Council's savings target can be considered.

4.3 If the effect of inflation is to be met and a contribution of £180,000 made toward the savings targets, it can be anticipated that by 2022/23 the annual income will need to be £450,000 higher than it is today.

4.4 Considering this, the new options for generating income that are available for the Council to consider are likely to include the following:

4.5 **Increasing parking fees** - the effect of increasing parking fees can be envisaged as follows:

Parking period		Current	10% Increase	15% Increase	20% Increase
Short Term	1 hour	£1.00	£1.10	£1.15	£1.20
	2 hour	£2.00	£2.20	£2.30	£2.40
	3 hour	£3.00	£3.30	£3.45	£3.60
Long Term (average fee as there is a variance in the fees for different bands)	Up to 4 hours	£2.00	£2.20	£2.30	£2.40
	Up to 8 hours	£3.00	£3.30	£3.45	£3.60
	Up to 12 hours	£4.00	£4.40	£4.60	£4.80
<b>Estimated income increase</b>			£195,765	£293,648	£391,531

4.6 **Free parking over Christmas** - the Council currently provides free parking at all its car parks between 15 and 27 December. The loss of income from this is approximately £45,000 a year.

4.7 The intention behind this scheme was to boost the local economy through making the high street more attractive at the busiest time of year for shops. However, it is not clear whether this strategy achieves its purpose. The vast majority of car parks near the High Street are short stay car parks (parking for up to three hours only), in order to promote turnover throughout the day and to ensure that more people can gain access to parking during the day. Our policy of not charging at the same busy times as such a turnover would make it easier for people to visit town centres leads to a lower turnover and fewer opportunities to find a convenient place to park.

- 4.8 We also conducted a survey at eight busy car parks over the 2018 Christmas period. The survey shows these car parks fill quickly in the mornings (by 9am) and that up to 35% of the parking spaces are full for at least six hours before vehicles depart. It also shows that the number of spaces used in this way increases daily during the working week.
- 4.9 The survey strongly suggests that those working in town centres use the short term car parks during this time, thus reducing the numbers of parking spaces available for those who wish to visit the shops and spend money. A report commissioned by Welsh Government in 2017 on the implications of providing free parking spaces has reached a similar conclusion. It notes that visitors to towns believe that the locations of car parks, a sufficient parking allocation, that car parks are tidy and welcoming, and that the shopping locations are lively and attractive, are more important provisions than free parking.
- 4.10 **Change criteria for introducing pay and display arrangements** - the Parking Strategy currently notes that we do not have pay and display arrangements at car parks with fewer than 20 shops or businesses. Reducing this threshold would mean that we could charge at more car parks but there is doubt as to whether this would lead to a genuinely new income as recent experience shows that few cars are likely to use these car parks at any given time. One possible outcome is that these cars would start parking on the highway at locations that would be difficult to manage, creating road safety risks. We will need to be very vigilant of this, bearing in mind that our aim is to ensure the safety of our highways for motorists and pedestrians.
- 4.11 **Car parks managed by other departments** - some car parks are not managed by the Parking Unit and are managed differently from what is outlined in our Parking Strategy. These car parks are mainly in tourist destinations and the fees and management arrangements differ from place to place, which leads to a lack of consistency across the county. Discussions are already in the pipeline with other Departments to seek to standardise arrangements and ensure that every part of the county is treated fairly and consistently. This is likely to lead to the introduction of new pay and display arrangements at up to 10 locations.
- 4.12 **Electric Car Charging** - this is a fast growing field and is likely to change substantially over the next five years. Carbon emission regulations and the desire among motorists for alternative modes of transport will lead to more electric cars requiring charging facilities along their journeys or as they visit the area. We need to be aware of that challenge, and ensure that Gwynedd facilitates the experience of visiting the area in such a car. We have already set up a project to identify how best to provide this at logical places.
- 4.13 **Provide an enforcement service for organisations and companies** - we increasingly receive requests from public bodies and commercial companies for assistance to manage their car parks. They are often in discussions with private companies that offer parking enforcement services but see the Councils as a suitable partner for the type of management they have in mind. In trying to ensure that visitors and residents have a positive experience of parking all over Gwynedd, we believe this is a service that should be provided where practicable and financially viable.
- 4.14 **Meet the need for enforcement by residents** - we continue to receive frequent requests for more parking enforcement services at places such as schools, playing fields, housing estates,

tourism destinations etc. We try to ensure consistency and fairness across the county with the resources available to us. We regularly review our arrangements in order to ensure we can respond to this demand.

**5. RECOMMENDATION**

- 5.1 The Committee is asked to note the content of the report and agree to an eventual update on the range of options for ensuring an increase in the parking income.

**REPORT TO THE CABINET**  
19 FEBRUARY 2015

**Cabinet Member:** Cllr Dafydd Meurig

**Subject:** Parking Review

**Contact officer:** Aled Davies, Head of Regulatory Department

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**The decision sought/purpose of the report:** To submit recommendations to change the parking management arrangements and the parking fees structure in Gwynedd to be implemented from 1 April 2015.

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**Local member's views** The matter is relevant to all Members

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## **Introduction**

### **1. BACKGROUND**

1.1 Gwynedd Council's parking policies and procedures have remained more or less the same since 2007. It is therefore about time that they are reviewed in order to assess whether or not current parking arrangements meet with the needs of the Council and the Communities it represents.

1.2 There was also a need to review the propriety of the current fees structure as the fees have not changed since 2007, not even to reflect inflation rates or VAT changes. The fees would have increased by an average of 15% had they been adjusted regularly to reflect the impact of inflation and VAT changes during the time since 2007.

1.3 Current parking management arrangements and ideas and options for the future have been discussed informally at several meetings over the past two years. Those discussions were led by the Cabinet Member, in order to establish the priorities, the direction and to consider the research work that had been undertaken. The work also included an assessment of how parking is managed in other Counties.

1.4 The Communities Scrutiny Committee discussed the matter at its meeting on 10 December, 2013. Another report was submitted to the Scrutiny Committee on 1 October, 2014, where the potential impact of the recommendations on the residents and communities of the County was discussed. The Committee resolved;

**to express satisfaction with the proposals of the review conditional on the following:**

**i) There is a need to encourage active collaboration with local communities on the management of car parks.**

**ii) The number of free car parks to be scrutinised locally after discussing the matter with local members.**

**iii) Although welcoming the idea of charging for parking in 'blue badge spaces', there is a need to ensure that any income derived is used to improve the facilities for users.**

**iv) The Cabinet should, when considering the proposals formally, receive comparative information especially from neighbouring councils**

## **2. PURPOSE OF THE REPORT**

- 2.1 The purpose of this report is to submit recommendations on how to manage parking in future. Recommendations are submitted for all of the aspects considered, along with the reasoning as to why the chosen option should be adopted. It outlines the potential financial and environmental effects and the potential impact on the local economy. Equality matters were also considered when preparing the report.
- 2.2 It must be acknowledged that parking can be a contentious issue and that proposals for parking management can prompt strong feelings from a personal and local perspective. However, we must look at the County as a whole and a review of the arrangements is inevitable in terms of financial sustainability in this challenging time for the authority's budgets and to ensure that our practical management arrangements are effective and efficient.
- 2.3 Not all of the proposals will be to everyone's liking, but I believe that what I am submitting will set a direction and context for balanced and effective parking management in Gwynedd for the future.
- 2.4 The recommendations are also being proposed in order to secure a fair balance in the Council's budget. The impact of inflation and VAT alone for the period since 2007 is around 15%. It must be ensured that the parking budget does not continue without responding to inflation which in turn adds to the financial pressures on other budgets and services.
- 2.5 The main points considered are as follows:
- Criteria for banding Cities, Towns and Villages
  - Criteria for Short Stay and Long Stay Designations, and free parking in the Council's off-street car parks.
  - Proposals for the car parking fees structure
  - Proposals for additional car parks to become pay and display car parks
  - Proposals / options for parking over the Christmas period.
  - Proposal / options for Blue Badge holders
  - Proposal for on-street parking fees
  - Proposal for Bus / Coach parking
  - Annual parking permits
  - Proposal for Resident parking
  - Management of private car parks
  - Proposed pilot schemes
  - Matters not taken forward and the reasons
  - Considerations for the future

### 3. CRITERIA FOR BANDING CITIES, TOWNS AND VILLAGES

3.1 Banding the centres of Gwynedd is a sensible and fair way of determining car parking fees and research has been undertaken on the criteria used for this purpose by other authorities. The size of the retail area, whether it is a centre within a tourist area etc. will also be included in the consideration of the banding. The nature of the centres which provides the parking provision is also important in order to deliver good parking management.

3.2 The proposed banding criteria for the centres of Gwynedd are as follows:

<b>Banding</b>	<b>Criteria</b>
Band 1	More than 350 retail shops.
Band 2	Between 100 and 350 retail shops + main market towns.
Band 3	More than 50 retail shops and other businesses and towns and villages impacted by the holiday season, coastal, historic and leisure / entertainment centres.
Band 4	More than 20 retail shops and other businesses <b>OR</b> towns and villages impacted by the holiday season, coastal, historic and leisure / entertainment centres.
Band 5	Fewer than 20 retail shops and other businesses and no substantial seasonal impact.

**Note: Other businesses include Pubs, Bed and Breakfast Establishments and Restaurants etc.**

### 4. CRITERIA FOR SHORT STAY AND LONG STAY DESIGNATIONS, AND FREE PARKING IN THE COUNCIL'S OFF-STREET CAR PARKS

4.1 Currently, from the 114 car parks owned by the Council and managed by the Transportation Service, 17 have been designated as Short Stay car parks, 29 are Long Stay car parks and 68 car parks have free parking. The current situation is that there are no specific criteria to categorise these car parks to support short or long stay designations and very often it depends on historical circumstances. Generally however, the Short Stay car parks are those located nearer to town centres, and the Long Stay car parks are further away.

4.2 Research shows that setting criteria for designating car parks ensures consistency and fairness and offers clarity in terms of the Authority's objectives in providing short and long stay parking.

4.3 The following criterion is recommended in order to designate short and long stay car parks.

**Car parks that are within approximately 100 metres of Town Centres will be designated as Short Stay car parks while others will be placed in the Long Stay category.**

4.4 The majority of free car parks have been designated as such on the grounds that they fall into the Band 5 category, see 3.2.

## 5. PROPOSALS FOR THE CAR PARKING FEES STRUCTURE

5.1 Effective parking management can make a positive contribution to sustaining the local economy. Obviously, supporting the local economy is a primary aspiration for Gwynedd Council, and therefore, the parking fees structure has been designed with the following key aspects in mind:

- Short Stay facilities are for short stays only with a maximum stay time to encourage turnover. Long Stay facilities should be affordable for longer periods of time to encourage those who are not in any hurry to stay in the centre for longer periods of time.
- Fees structures that are easy for everyone to understand.
- Set fees that are reasonable and easy to pay
- Set fees for 24 hour periods in order to avoid confusion
- Offer opportunities for free on-street parking during quiet times to encourage trading on the street.
- Ensure free on-street parking for a limited time for people who have a few matters to deal with and need to do them quickly.

5.2 See below the fees structure table designed to satisfy these criteria [based on a £1 per hour fee]:

### **Band 1**

**Short Stay Car Parks:** Maximum stay of three hours

1 hour	£1.00	Enforcement Hours: 08:00 – 18:00
2 hours	£2.00	
3 hours	£3.00	

Long Stay Car Parks: Also available to annual permit holders.

*These proposed changes are no different to the current paying times and they do not affect the terms and conditions for annual permit holders in terms of the long stay provision.*

No seasonal variations

Up to 4 hours	£2.00	Enforcement period: 24 hours a day
Up to 8 hours	£3.00	
Up to 12 hours	£4.00	
Up to 24 hours (carrying over from one day to the next)	£5.00	

**Band 2**

Short Stay Car Parks: Maximum stay of three hours

1 hours	£1.00	Enforcement Hours: 10:00 – 16:30
2 hours	£2.00	
3 hours	£3.00	

Long Stay Car Parks: Also available to annual permit holders.

*These proposed changes are no different to the current paying times and they do not affect the terms and conditions for annual permit holders in terms of the long stay provision.*

No seasonal variations

Up to 4 hours	£2.00	Enforcement period: 24 hours a day
Up to 8 hours	£3.00	
Up to 12 hours	£4.00	
Up to 24 hours (carrying over from one day to the next)	£5.00	

**Band 3**

Short Stay: Maximum stay of three hours

Summer		
1 hour	£1.00	Enforcement Hours: 8:00 – 18:00
2 hours	£2.00	
3 hours	£3.00	

Winter		
1 hour	£1.00	Enforcement Hours: 10:00 – 16:30:
2 hours	£2.00	
3 hours	£3.00	

Long Stay: Also available to annual permit holders and subject to 24 hour enforcement.

Summer		
Up to 4 hours	£3.00	Enforcement Hours: 24 hours
Up to 8 hours	£4.50	
Up to 12 hours	£6.00	
Up to 24 hours	£7.50	

Winter		
Up to 4 hours	£2.00	Enforcement Hours: 24 hours
Up to 8 hours	£3.00	
Up to 12 hours	£4.00	
Up to 24 hours	£5.00	

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#### **Band 4**

Short Stay: No provision

Long Stay: Also available to annual permit holders.

Up to 4 hours	£1.00	Enforcement period:  24 hours
Up to 8 hours	£2.00	
Up to 12 hours	£3.00	
Up to 24 hours (carrying over from one day to the next)	£4.00	

#### **Band 5**

Free Parking
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5.3 We emphasise that the proposed fees noted for each band in paragraph 5.2 above are indicative figures. Specific consideration must be given to the fee to be set in the context of the need to catch up with the impact of inflation and VAT since 2007 and the challenging financial context faced by the Council.

5.4 Work has been done jointly between the officers of the Regulatory Department and the Finance Department to model the likely income based on various fees. This is no mean feat as the income levels are influenced by several factors and many of those are beyond the control of the Council and the extent of their influence cannot be presumed. Nevertheless, based on the available information, the officers of both Departments are relatively confident that the changes to the fees structure and the parking management procedure can generate additional income of approximately £52,000 for the Council from the existing pay and display car parks.

#### **Table 1**

Table showing the estimated income from existing pay and display car parks based on the new fees structure.

<b>Rate (based on the price of an hour in short stay)</b>	<b>Projected Income (net)</b>	<b>Difference between Current Income and the New Structure Projection</b>	<b>Observations</b>
Current parking fees structure	£1,136,817.50	none	
£0.80	£1,003,082.18	-£133,735.32	
£1.00	£1,188,976.34	£52,158.84	Recommended scenario
£1.20	£1,411,972.34	£275,154.84	
£1.40	£1,548,866.35	£412,048.85	

5.5 The Scrutiny Committee was eager to offer the option for communities to either reduce local parking fees by subsidising the core fees that are approved or to add a higher premium to the fees in order to raise money for community use. For example, a Town Council could decide to increase fees by 20% say in addition to the basic fees and the additional revenue that would arise from this would be transferred to the Town Council by Gwynedd Council at the end of the financial year. It would be the Town Council's decision in terms of how to use this additional funding.

**6. PROPOSAL FOR PARKING OVER THE CHRISTMAS PERIOD**

6.1 A number of options have been considered for dealing with parking during the Christmas period, which varies from doing nothing at all to offering a free parking scheme that would cost the Council approximately £100,000 every year. The important point in considering this matter is that the original proposal must satisfy what we are seeking to achieve, namely to attract shoppers to Gwynedd's City and Towns during the time leading up to Christmas.

6.2 Again, the proposal must be clear and easy to understand. Following the arrangements implemented during Christmas 2013, questionnaires were handed out and most of the businesses and shoppers who responded noted that they believed that the arrangements had been beneficial, and therefore successful. It is therefore proposed that the arrangements for free parking during the lead up to Christmas are made permanent. The exact nature of the Scheme could vary from year to year. The decision on the operational arrangements will be agreed between the Head of Department and the Cabinet Member. The arrangements will be monitored from year to year. The basic arrangement offered for the free parking scheme during the lead up to Christmas is as follows:

Proposal	Estimated cost (£)
Free from the weekend before the first full week leading to the Christmas week. Fees to be charged again from 27 December onwards.	Up to £40,000.00

**7. PROPOSAL FOR ADDITIONAL CAR PARKS TO BECOME PAY AND DISPLAY CAR PARKS**

7.1 By using the recommended criteria for designating Short Stay , Long Stay and free car parks (Section 4) and the criteria recommended for banding (Section 3), 1,163 of additional parking facilities would become pay and display car parks. This should generate additional revenue for the Council every year.

7.2 Income estimates based on a sensitivity analysis to establish the most likely additional revenue that could be generated from these car parks have been used in developing the business case:

Arfon	Des.	Banding	Number
Shell Site, Caernarfon	Long	2	160
Two car parks on Beach Road, Hirael, Bangor	Long	4	20 + 50
Cae Star, Bethesda	Long	4	55
Pant Dreiniog, Bethesda	Long	4	70
Dwyfor	Des.	Banding	Number
Car park near the Black Lion, Pwllheli	Long	2	63
Penmount, Pwllheli	Long	2	59
South Beach, Pwllheli	Long	2	15
Behind Lombard Street, Porthmadog	Short	2	30
Borth y Gest, Porthmadog	Long	2	60
Cei Bach, Porthmadog	Short	2	18
Aberistedd, Cricieth	Long	3	20
Car Park, Porth Neigwl	Long	4	25
Afonfawr, Penllech, Pen Llŷn	Long	4	40
Glan Pwll, Nefyn	Long	4	50
Y Ddôl, Nefyn	Long	4	50
Colwyn Banc, Beddgelert	Long	4	50
Meirionnydd	Des.	Banding	Number
Talbot Square, Barmouth	Short	3	40
Neuadd Dyfi, Aberdyfi	Long	3	30
Castle Hotel, Harlech	Short	3	25
Rhodfa'r Môr, Tywyn	Long	3	114
Cae Bach, Tywyn	Long	3	60
Main Car Park, Penrhyndeudraeth	Long	4	40
Main Car Park, Trawsfynydd	Long	4	19

- 7.3 It should be noted that capital investment is needed to introduce pay and display facilities in these additional car parks in order to install the necessary electricity supply, machines and signs. Existing budgets and any revenue raised will have to be used to fund this investment. The estimated cost of individual items for modifying car parks is as follows:

Description	£
Supply and installation of one pay and display machine (per 50 locations)	3,200
Signage and lines	1,700
Legal Costs (Traffic Orders, Consultation and Advertising)	1,500

- 7.4 The cost of modifying individual car parks could be up to £20,000. The initial estimate of the capital needed to undertake all these modifications is approximately £300,000. Annual maintenance and management revenue is also a consideration in this business case and the budget will have to be revised to reflect this. If this is implemented, the work would be programmed over two or three financial years. It is anticipated that the work would be to bring all car parks on the list to an appropriate standard to make them a pay and display car park.

- 7.5 Based on the modelling work undertaken by the Regulatory Department and the Finance Department, it is assumed that the additional car parks noted in 7.2 of the pay and display car parks list should generate additional income of approximately £179,000 for the Council.

**Table 2**

Table showing the estimated income from additional pay and display car parks based on the new fees structure.

Rate (based on the price of an hour in short stay)	Projected Income (net)	Observations
£0.80	£158,971	
£1.00	£179,267	Recommended Scenario
£1.20	£207,154	
£1.40	£224,325	

**8. PROPOSAL / OPTIONS FOR BLUE BADGE HOLDERS**

- 8.1 An initial consultation on the options available to deal with parking provision for blue badge holders was held around three years ago. The options are as follows:

- Free parking for blue badge holders in pay and display car parks (as existing)
- Free parking in Long Stay facilities only
- Free parking for a limited period
- Introduction of an annual ticketing system
- Charge the same fee for blue badge holders as other users

- 8.2 The recommendation of the initial consultation was to adopt an annual ticketing system. This was reliant on the fact that the revenue represented by the tickets introduced should be ‘safeguarded’ and used to access facilities in general within car parks and on the streets of the County’s towns and villages. It is believed that this is a fair aspiration which addresses the needs of blue badge holders.

- 8.3 It has been estimated that it would take six months to develop such a scheme and the annual revenue generated (based on a ticket costing £30 per annum at that time) would be approximately £30,000 per annum. The price of an annual ticket would have to be examined again if it is decided to proceed with this option.

- 8.4 As part of the work in developing the detailed plan, it should be noted that a full equality impact assessment clause and full consultation would be needed before making a final decision on the details of implementing such a plan. This could take between 9 and 12 months to complete for the entire County. It is anticipated that the earliest point at which this proposal could be implemented would be 1 April 2016.

8.5 Gwynedd Council's current arrangements mean that Blue Badge holders are not financially penalised for their first offence if they breach the Council's parking procedures. This means a loss in income of approximately £22,000.00 which is shouldered by the Authority.

8.6 To coincide with many other authorities and given that the parking procedures have been in place for 8 years, it is proposed that such an arrangement should cease, and that cases when blue badge holders breach parking procedures should be dealt with in the same manner as other cases.

## 9. PROPOSAL FOR ON-STREET PARKING FEES

9.1 There is definitely scope for charging for on-street parking in cities, towns and other centres. This can generate revenue, however in some cases, it can also cause detrimental impact to the local economy, especially for those who wish to call by a shop when passing in order to deal with one or two matters e.g. to call at the bank, to buy a newspaper or loaf of bread.

9.2 The research undertaken clearly outlines that effective parking management includes a good mix of free short term parking along with facilities that are managed for those who wish to spend longer periods in the centres i.e. by means of pay and display car parks. Therefore, restricted stay bays that provide free car parking for short periods in centres is an essential provision for people who wish to call by quickly to shop or on business, and it supports the local economy. The parking fees structure which offers free parking in long stay car parks before 10am and after 11.30pm also contributes to this.

9.3 However, some areas would benefit from fees for on-street parking or parking on the highway as a way of managing the street/road effectively. Gwynedd already has such provisions on the Promenade in Barmouth and in Pen-y-gwryd. Such areas supplement the off-street parking facilities that are available and help to secure a good balance of on and off-street parking where there is no need for short term parking. It can also make an important contribution to the safety of road users.

9.4 The table below outlines locations recommended for providing on-street pay and display parking facilities along with the number of parking spaces, number of bays and the estimated revenue. There will be a need to adjust the revenue budget on an annual basis in order to reflect any additional maintenance costs deriving from these changes.

Location	Spaces	Capital Cost
Embankment Road, Pwllheli [Band	37	£10k
Promenade, Pwllheli [Band 4]	168	£15k
Promenede, Tywyn [Band 4]	102	£10k
Y Fach Scheme Abersoch [Band 4]	40	£80k

Total Spaces
347

## 10. PROPOSAL FOR BUS / COACH PARKING

- 10.1 Attracting Holiday Tour Coaches to Gwynedd's tourism centres is very important to the local economy. It is also important to support those coaches by providing sufficient parking provision, with adequate signage, and providing specific parking spaces for holiday coaches would ensure there are spaces available for those wishing to visit key tourist destinations.
- 10.2 Providing and allocating spaces for holiday coaches in car parks means that there would be a need to sacrifice some car parking spaces, and therefore would lead to some loss of income. It is believed that it is reasonable to charge a parking fee for coaches that visit the area's towns.
- 10.3 The following table outlines the recommended fees for parking holiday coaches in Long Stay facilities only within the four recommended bands:

Fees
£3.00 Half Day - £4.00 Full Day

Location	Spaces
Shell Site, Caernarfon	8
Y Maes Car Park, Cricieth	2
Station Yard, Porthmadog	7
Y Grin, Bala	9
Black Patch Car Park, Barmouth	10
Diffwys Square, Blaenau Ffestiniog	2
Min y Don Car Park, Harlech	6
Marian Car Park, Dolgellau	2

Total Spaces
46

- 10.4 It is estimated that the revenue generated from this arrangement could be as much as £8,500 per annum.

## 11. PROPOSAL FOR ANNUAL PARKING TICKETS

- 11.1 The current policy and fees for annual parking permits have been in place since the parking review in 2007. The numbers who purchase an annual permit is surprisingly low given the value for money the permit offers, with some 1200 residents in Gwynedd purchasing a permit annually for £100 (£2 a week). The price for a permit for those living outside Gwynedd is £200 (£4 a week), and the numbers are extremely low, around 29 permits annually. It seems that the different fee for those living outside Gwynedd does not encourage people to purchase an annual permit, and perhaps it is perceived as being parochial.

11.2 The low number of annual permits purchased is not a problem in terms of parking operation and management in Gwynedd. Nevertheless, it is a good offer, but the offer could benefit from improved marketing as an option that offers value for money. Perhaps this would increase its appeal for the county's residents and for those who work in Gwynedd or who visit the county often.

11.3 There are three elements to the proposal in respect of annual permits:

11.3.1 Improve the marketing of the annual permits to encourage more people to purchase them;

11.3.2 Abolish the differential fees for the residents of Gwynedd and people who are not Gwynedd residents;

11.3.3 Establish an annual fee of £125 [£2.50 a week] for everyone.

## **12. A PROPOSAL FOR RESIDENT PARKING**

12.1 The current resident parking policy was essential so that the Council could recover its costs when adopting a resident parking scheme in any location. Briefly, this scheme allows a resident to have a permit for up to two cars. The current cost of this is £50 for the first car and £80 for the second car. There have been some successful resident parking schemes in Gwynedd, whilst other areas have refused to introduce the scheme after consulting locally.

12.2 It is proposed to keep this policy in its current form because the balance seems right at present between the numbers and the fees. The fee has not been increased since establishing the schemes and although there is no proposal to increase the fee at present, the fee must be reviewed regularly in accordance with the Council's standing regulations.

## **13. MANAGEMENT OF PRIVATE CAR PARKS**

13.1 The Transportation Service has been successful in attracting and undertaking management activities including enforcement, inspections, maintenance and collecting money from a number of private car parks. Details of the current sites that are managed together with the number of bays are as follows:

Location	Commission	Spaces
Ysbyty Gwynedd, Bangor	Management and Enforcement	1,867
Galeri, Caernarfon	Management and Enforcement	20
Ysbyty Alltwen, Tremadog	Enforcement	140
Lôn y Felin, Felinheli	Enforcement	41
CADW car park, Harlech	Enforcement	25
The Clinic, Pwllheli	Enforcement	25

- 13.2 There are variations in the scope of the activities and the financial arrangements of the bodies that have commissioned Gwynedd Council to provide these services. This is unavoidable for meeting enforcement and administrative costs to respond to the needs of the landowners in question in individual contracts.
- 13.3 Contracting with private / public bodies to manage car parks is obviously an opportunity to generate income, but the arrangements and fees should be reviewed regularly and monitored against the actual costs of managing the assets. This will ensure that providing activities does not cost more to the Authority than what the management fee generates.
- 13.4 The proposal is to continue with the current arrangements but to monitor the actual costs to the Council of undertaking these activities on behalf of external bodies/companies and to take action on any situation creating a financial loss by renegotiating or ending the agreement.

#### **14. PROPOSED PILOT SCHEME**

##### **Cashless payment**

- 14.1 The Authority's pay and display machines make it necessary for those using them to pay with coins, and they do not give change unless the correct amount is put into the machine. This has received negative coverage in the press. There have also been a small number of complaints from the public. The procedure of paying with cash also restricts the Council in terms of allowing further gradual increase in parking fees in the future in accordance with inflation etc.
- 14.2 There are annual costs of around £36,450 for a private company to empty the small change in pay and display machines every year.
- 14.3 There have been cases where people have broken into pay and display machines and stolen the money, thus creating a direct financial loss, and a loss of revenue for some time afterwards because the machines have broken and are therefore out of service.
- 14.4 The proposal is to trial some cashless options by introducing pay and display machines where people can pay with credit / debit cards or even pay by using their mobile phones. After trialling and completing further research into the technology and the associated costs, the new machines could be introduced gradually over a period of time as the current pay and display machines near the end of their operational lives.

## **15. MATTERS THAT HAVE NOT BEEN DEVELOPED FURTHER**

### **Pay on exit**

- 15.1 It is accepted that a system of pay on exit can provide flexibility for those parking to stay in centres for longer periods than expected without fear of receiving a parking penalty ticket.
- 15.2 There are substantial installation and maintenance (on demand) costs associated with pay on exit arrangements, and because of the demand on staff time and financial resources, this option has been disregarded and has not been developed further as part of this review. Also, installing and operating a pay on exit system would have an effect on vehicles entering and exiting car parks where the turnover of parking spaces is substantial. We would also lose parking spaces to make room for installing and operating such a system.

### **Automatic number plate recognition**

- 15.3 This technology enables Civil Enforcement Officers to use camera technology to establish whether specific vehicles have paid and displayed in the Council's off-street car parks.
- 15.4 Substantial investment would be needed in order to ensure that such a system was operated successfully. The pay and display machines would have to be changed to a type where the vehicle's registration plate has to be entered. There would also be a need to keep a central database to verify the data collected in car parks.
- 15.5 Because of the substantial capital costs associated with establishing this complex system, this option was disregarded and was not developed further as part of this review.

### **CCTV Enforcement**

- 15.6 CCTV can be used to enforce parking offences in areas where CCTV is operational e.g. a High Street environment. Those contravening the parking order would receive a penalty charge notice through the post.
- 15.7 This system has been adopted in some centres but it is perceived as an impersonal system. There are also high costs associated with establishing the system, and complexities with the quality of the CCTV cameras that would be required.
- 15.8 Because of the costs, the complexity and the negative and impersonal image, this option was disregarded and was not developed further as part of this review.

## **16. CONSIDERATIONS FOR THE NEXT SIX MONTHS**

### **Car park assets in other departments:**

- 16.1 The Council evidently owns a number of car parks in Rural Parks, Leisure Centres etc. Obviously the management procedures of Council Departments differ from each other in terms of how they deal with the assets.
- 16.2 As the Council is seen by the public as one uniform body, it is considered that it would be worth adopting the proposals outlined in this review for all the parking assets that are owned by the Council.
- 16.3 After this review, it is proposed that a business plan is prepared to identify other parking assets in the County and to establish what revenue could be generated from these assets should the proposals outlined in this review be adopted.

## **17. IMPACT ASSESSMENT**

- 17.1 As part of the review, consideration has been given to the effect that some of the options for changing the parking arrangements could have. This work has included a survey of business owners and members of the public by means of a questionnaire. Whilst it is accepted that an increase in parking fees is not popular, there is recognition that they are an appropriate and a necessary way of managing traffic and supporting the local economy.
- 17.2 Also, consideration was given to the relevance of the proposals to the general equality duties and to all of the equality groups [protected characteristics]. It is considered that the main matter to assess is the possible effect of the changes on blue badge holders. The recommendation that could have the greatest effect is to establish a procedure where a parking fee is charged on blue badge holders, but that a procedure of a reasonably priced annual permit is adopted. The income from the annual permits would be reinvested in improvements to car parks [designated wide bays, accessible machines, convenient access to the street].
- 17.3 It is not intended to establish the scheme until a programme of consultation with groups that could be affected has been followed, and until a full impact assessment has been undertaken.
- 17.4 It is not considered that this proposal to restructure parking fees in Gwynedd is detrimental or that it has a disproportionate effect on any group of residents.

## **18. RECOMMENDATION**

- 18.1 That the Cabinet gives its approval to the recommendations of the report.
- 18.2 That the new fees structure becomes operational from 1 April 2015.

- 18.3 That an annual permit scheme where the income is reinvested in improvements to facilitate access for blue badge holders is developed over the next 12 months and that a consultation and an impact assessment on the scheme are undertaken during that time.
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## **Views of the statutory officers**

### **The Chief Executive:**

"The rationale behind the report's recommendations are clear, and as noted in the report the matter has been addressed by the Communities Scrutiny Committee.

### **The Monitoring Officer:**

Statutory arrangements need to be followed to adapt the relevant orders identified in the report, the intention to conduct equality impact assessments, where appropriate, on individual elements before making a final decision regarding implementation.

### **The Head of Finance Department:**

I support the effort to review the parking management arrangements; as the report acknowledges, there is some time since this was last done so the current review is timely. I can confirm that officers from the Finance Department have assisted the author to prepare the report and I am satisfied with the accuracy of the figures.

As the report notes, if the impact of inflation and changes in the rate of VAT had been fully implemented, parking costs would be about 15% higher than they are currently. Budgeting conventions - and the Council's Financial Procedure Rules - expect that inflation is applied annually to our budgets, and when the increase in actual income is not consistent with the increase in the budget there is a deficit. The service has received assistance in the past to deal with this.

Increasing parking fees to those outlined in the report would go some of the way to achieving the levels of income that would have been received had inflation been applied annually in accordance with usual budgeting arrangements. It is a matter for the Cabinet to decide where income level should be set within this context and also in view of its aspiration to support the economy of the centres of our city, towns and villages. Although this is, therefore, a matter that requires a political decision, members should take the decision with all the financial information to hand."

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## **Appendices**

<b>NAME OF SCRUTINY COMMITTEE</b>	<b>Communities Scrutiny Committee</b>
<b>DATE OF MEETING</b>	<b>7 February 2019</b>
<b>TITLE</b>	<b>Planning matters and the Delegation Scheme</b>
<b>AUTHOR</b>	<b>DAFYDD WILLIAMS, HEAD OF ENVIRONMENT DEPARTMENT AND IWAN EVANS, HEAD OF LEGAL SERVICES</b>
<b>CABINET MEMBER</b>	<b>COUNCILLOR DAFYDD MEURIG</b>
<b>PURPOSE</b>	<b>TO EXPLAIN THE REQUIREMENTS WITH PLANNING APPLICATIONS TO VARY CONDITIONS AND THE IMPLEMENTATION OF THE DELEGATION SCHEME</b>

## 1. BACKGROUND

- 1.1 Following discussions at the Scrutiny Committee meeting held on 13 December 2018 in relation to the implementation of the Planning Delegation Scheme in the context of Plas Pistyll, Pistyll, Pwllheli, the Committee resolved to defer the matter and to receive a further report which would address the proposal accepted by the Chair, namely:

*"The Chair accepted the proposal which was seconded to request a further report on the Delegation Scheme which would consider the basic matters, the thresholds for receiving an application to vary conditions, the thresholds of the delegation scheme, to be submitted before the next Committee. It was suggested that the Head of Environment Department, the Cabinet Member for the Environment and the Head of Legal Services provide a joint report which would respond to the Members' observations as well as consider the information and evidence submitted to the Committee."*

- 1.2 Therefore, this report is submitted in response to the above and to address the two main issues, namely:

- The thresholds for receiving an application to vary conditions
- The thresholds in the planning delegation scheme

## 2. APPLICATION TO VARY PLANNING CONDITIONS

- 2.1 The planning legislation refers to different types of planning applications which may be submitted in order to apply for planning permission, which include a full application, an outline application and an application to vary or delete a condition/conditions on existing planning permissions.

- 2.2 With a development which has been granted planning permission which is still a live permission, if a developer needs to change parts of the development, there are various options available which depends on what is in question. It is possible to make minor non-material alterations through a simple procedure under section 96A of the Town and Country Planning Act 1990. Other alterations may be made through a procedure under section 73 of the act, to vary or delete planning conditions, or an application may be made for an entirely new permission of course.

- 2.3 The procedure under section 73 of the Town and Country Planning Act 1990 has been created to facilitate processes and avoid a stringent procedure under applications for full permission, where it is considered that fundamental alterations are not made. The procedure allows developers to make applications to modify conditions (including specific plans) on a specific permission.
- 2.4 The planning authority is required to consider the propriety of such an application in every case, but specifically consideration needs to be given to whether the modification involves a fundamental alteration to the original plan. These legal grounds can be found in the case of *R v Coventry City Council (ex parte Arrowsmith Group plc) (2001)*. A fundamental alteration means transforming the effects of the development in its entirety. However, it is possible to use this process in order to reduce the scale of a development.
- 2.5 If it is considered that the alteration to a permission is fundamental, the applicant will be required to submit a new full application.
- 2.6 A recent High Court case has made things a little clearer in terms of what is possible under section 73. In the case of *R (Vue Entertainment Limited) v City of York Council (2017)*, the national cinema company, Vue, made an application for a judicial review of York Council's decision to approve a modification to a permission under section 73. The application increased (amongst other things) the number of cinema screens from 12 to 13, and increased the seating capacity within the cinema from 2000 to 2400. This was a 20% increase in numbers. The Vue company argued that this was a fundamental alteration to the original permission. However, the Court decided in this case that this was not a fundamental alteration, and that the permission in its entirety needed to be looked at when considering the question. The alteration to the condition did not involve altering the permission in its entirety. The permission description referred to a "multi-screen cinema" and the alteration in question would still mean that the description on the permission remained the same.
- 2.7 The case gives strong support to the argument that developers may use section 73 to vary conditions which are beyond minor alterations. It is a matter for the planning authority, through its officers, to consider the propriety of the type of applications in every individual case. However, the planning authority may not insist upon a full application when an applicant makes an appropriate application under section 73. It is noted that planning officers have to make decisions which involve the need to assess the type of application that is appropriate, as an integral part of their everyday work.
- 2.8 In terms of the planning history of the Plas Pistyll site specifically, the concern regarding the propriety of the type of application submitted is raised in the context of a planning application to vary conditions, namely application no. C16/0976/43/LL which was for:

*"Vary conditions 2 (in accordance with plans) and 7 (number of units) on planning permission C11/0661/43/LL in order to amend the development design and reduce the number of holiday units to 19, together with the deletion of conditions 8, 9, 10 (Code for Sustainable Homes)"*

- 2.9 It is noted that the above application remains an application, which involved providing holiday units in accordance with the original planning application, but that the application reduced the number of holiday units. Therefore, varying the conditions did not alter the permission in its entirety. The effect of altering the conditions was changing the design which was a material alteration which required planning permission, and an application to vary conditions was submitted to this end. Therefore, considering this application from a legal perspective, it is believed that submitting an application to vary conditions was appropriate in this case.

### **3. PLANNING DELEGATION SCHEME**

- 3.1 In accordance with the provision of the Local Government Act 1972, Section 101, the Council is permitted to delegate its functions to Committees, Joint-Committees, Sub-Committees and Officers. There are also provisions for delegation functions by the Cabinet. However, determining planning applications is not a Cabinet matter and, therefore, the delegation procedure comes via the Full Council.
- 3.4 Clarity regarding who has the right to determine applications is crucial in order to give assurance to applicants and objectors regarding the decision. Consequently, there is a specific and detailed delegation scheme regarding planning applications.
- 3.5 The delegation scheme was revised in May 2018 after a scrutiny investigation and the Scrutiny report submitted for approval by the Full Council is appended. The objective of the report was to adapt the procedure in order to strike an appropriate balance regarding the matters which had to be submitted before the Committee. One of the main changes from this respect, was to shift the emphasis from referring to the Committee as a result of a comparatively low and quantitative number of objections, which increased the work of the Committee despite the nature of the applications being comparatively straight-forward. Therefore, specific emphasis was placed on the role of local members and wider as the barometer of local opinion and to use their right to call in if there was genuine local concern.
- 3.6 In relation to Plas Pistyll, Scrutiny Committee Members have questioned why application no. C16/0976/43/LL to vary planning conditions (see paragraph 10) was not reported to the Planning Committee. This application for Plas Pistyll was determined in accordance with the previous procedure. However, in the absence of a request to call in by a member and the fact that there were no objections, none of the thresholds for determining an application to vary conditions was crossed. Given the response to the public consultations and the history of planning permissions for holiday units on the site, there were reasonable grounds for the Head of Department to decide not to use his right to refer the application to the Planning Committee.

3.7 To support this procedure in its current and past forms, the following steps were taken to draw attention to the application:

	<b>Consultee</b>	<b>Method of consulting on a planning application</b>	<b>When?</b>
<b>1</b>	Neighbours	Letter by post -  Appendix 2 (which includes a link to the application)	In circumstances where there is an adjoining owner or occupier (this happens in the majority of applications and based on the nature and circumstances of the development/site).
<b>2</b>	Site	Site notice - Appendix 3	Always
<b>3</b>	The press	In the local press (depending on the area - Caernarfon & Denbigh / Bangor Mail / Cambrian News) -  Appendix 4	e.g. Conservation Area applications, Listed Buildings applications, major applications, applications which are subject to an Environmental Assessment etc. where the Order insists upon an advert in the press.
<b>4</b>	Local Member	Via e-mail - Appendix 5 (which includes a link to the application)	Always
<b>5</b>	Community Council	Via e-mail - Appendix 6 (which includes a link to the application)	Always
<b>6</b>	Statutory Consultees	Via e-mail - Appendix 6 (which includes a link to the application)	When relevant to the development
<b>7</b>	Others	Via e-mail or letter	When relevant to the development

3.8 Publicity for applications for planning permission (with the exception of some applications which come in under Section 73) must be given in accordance with schedule 12 of the Town and Country Planning Order (General Development Procedure) (Wales) (Amendment) 2012. The Order provides for four basic types of publicity:

- i. The display of a site notice on or near the land to which the application relates
- ii. Publish an advert in a newspaper circulated in the neighbourhood
- iii. Serving a notice on any adjoining owner or occupier
- iv. Publish information on the website of the Local Planning Authority (LPA)

3.9 With the majority of planning applications received by the LPA, there is a statutory requirement to publicise applications for planning permission by:

- i. displaying a site notice in at least one place on or near the land to which the application relates for no fewer than 21 days;  
**or**
- ii. by serving the notice on any adjoining owner or occupier.

3.10 In some circumstances, there may also be a requirement to advertise the application in the local press (see the above table).

- 3.11 The abovementioned procedure was stressed when submitting the report about the new Delegation Scheme to the Full Council, namely that there would be a reliance on local members to be alive to planning matters in their areas and to keep in touch with the Planning Service. This procedure has been operational for some time with experienced and new members referring matters to the Committee. Statistics show that approximately 11% of the applications reported to the Committee under the old delegation scheme had been referred by Local Members, with seven applications referred by Local Members since the implementation of the new Delegation Scheme. This is in addition to the procedure of notifying neighbours and Community Councils, which not only is a medium to seek feedback but is also part of the procedure for advertising and raising awareness of applications.
- 3.12 Therefore, according to the delegation scheme, permission is given to the Head of Environment Department, operating via his planning officers, to determine every planning application with the exception of those which fall within the categories which have to be submitted before the Committee. There is discretion to send applications that do not cross these thresholds to Committee in any case. But, this is a discretion and does not withdraw the core rights. Therefore, a decision which is in accordance with the Delegation Scheme is a valid planning decision. This is required in order to give assurances regarding such decisions and that it does not open the door to a challenge.
- 3.13 If a question arises regarding adapting the Delegation Scheme, the Scrutiny report stresses that changes to the Delegation Scheme have an effect on determining applications and the Committee's workload. Any system needs to address the need for:
- i. Clarity and Propriety
  - ii. The effect of any change on workflow
  - iii. The effect on the Committee's workload
- 3.14 Though planning applications follow comparatively similar processes whatever their size and significance, there is a substantial difference in their nature. A comparatively small change to the wording of the scheme could mean that a disproportionate number of applications would have to be referred to committee. There are already general requirements in the Council's delegated rights, which are relevant to all officers when deciding to give consideration to whether the matters should be referred to Committee:
- "2.4 Before exercising a delegated power, each chief officer must consider whether the decision is one that should be referred to the Cabinet, or appropriate committee or sub-committee for a decision."
- 3.15 Therefore, not only does the Chief Officer have the right, it is a specific consideration and there is no argument that this consideration was used in the Plas Pistyll case. However, from the perspective of the delegation scheme, there are clear messages regarding the implementation of the procedure for each stakeholder.

#### **4. RECOMMENDATIONS**

1. To complete the 12-month monitoring on the implementation of the new Delegation Scheme and report back to the Scrutiny Committee afterwards.
2. To ask the Head of Environment Department to remind members of the delegation procedure and calling in.
3. To ensure that training is provided to all members on planning matters in relation to the abovementioned arrangements.

#### **5. APPENDICES**

- Appendix 1 - Report to the Full Council 3 May 2018
- Appendix 2 - Consultation with neighbours
- Appendix 3 - Site notice
- Appendix 4 - Press notice
- Appendix 5 - Consultation with Local Member
- Appendix 6 - Consultation with Community Council and statutory consultees

<b>COMMITTEE</b>	<b>COUNCIL</b>
<b>DATE</b>	<b>3rd May 2018</b>
<b>TITLE</b>	<b>Amendments to the Constitution</b>
<b>PRESENTED BY</b>	<b>Councillor Simon Glyn Chairman of the Communities Scrutiny Committee.</b>
<b>CABINET MEMBER</b>	<b>Councillor Dafydd Meurig , Environment Portfolio Holder.</b>
<b>PURPOSE</b>	<b>To implement the recommendations of the Communities Scrutiny Committee to adapt the Planning Delegation Scheme.</b>
<b>RECOMMENDATION</b>	<b>To adopt the adaptations to the Planning Delegation Scheme, Section 13 Appendix 3 Part 11 Head of the Regulatory Department, in accordance with what is noted in Appendix 1 of the report.</b>
<b>AUTHOR</b>	<b>Iwan Evans, Monitoring Officer</b>

### **Background**

1. This report includes recommendations to amend a specific element of the Constitution, namely the Planning Delegation Scheme. The specific adaptations can be seen in Appendix 1.
2. In March 2017, a Communities Scrutiny investigation was completed into the Planning field. One of the areas under consideration was the number of planning applications that come before the Planning Committee. The investigation's findings were that the number of applications that came before the Committee were high and therefore consideration needed to be given to adapting the Delegated Planning Scheme. This was the formal recommendation of the Communities Scrutiny Committee. Informal consultation was also conducted with members of the Planning Committee in November on the prospective adaptations. There was support in principle for the suggestions.
3. Further consultation was conducted with the Communities Scrutiny Committee on 22nd February 2018 regarding the wording of the new delegated scheme and it was resolved to accept the adaptations. The Scrutiny Committee report can be seen in Appendix 2, and this gives all of the background. The advantages and benefits of adapting the Delegation Scheme that were considered are noted in part 7.2 of the Scrutiny report. These are the applications which must be brought before the Planning Committee for consideration.

<https://democratiaeth.cyngor.gwynedd.gov.uk/documents/s16060/Planning%20Delegation%20Plan.pdf?LLL=1~>

### **Section 13 Appendix 3 Part 11 Head of Environment**

4. The proposed amendments can be seen specifically in Appendix 1. A number of the amendments deal with ensuring consistency and tidying up technical issues. The amendments can be summarised as follows:
  - 4.1 Number 2 deals with planning applications and objections from Elected Members or Planning Service staff. This creates an assurance in order to deal with matters in a transparent way, and that any such applications are dealt with in public by the Committee. Number 3 deals with a similar situation with close relatives.
  - 4.2 Number 5 - has been deleted as other parts of the scheme can deal with applications of this type.
  - 4.3 Number 6 - Currently the threshold of three objections to a planning application contrary to the officer's recommendation means that the matter will go before the Planning Committee. This entails that the receipt of any three items of correspondence places the item on the Committee's agenda without any context. Based on the information submitted to the Scrutiny Committee during the investigation in 2017, the Scrutiny Committee was supportive of not having a threshold for the number of items of correspondence. The Local Member's discretion to refer an application to the Planning Committee remains (Number 1) and also the Head has the discretion to refer applications to Committee as is considered appropriate (Number 7).
  - 4.4 Number 9 - It is not considered necessary to differentiate between commercial, industrial or retail development that exceeds 500 square metres and developments for a building or buildings that are more than 1000 square metres. It is considered that the adaptation addresses these in one relevant point setting a threshold of 1000 square metres be they commercial buildings, retail or any development of another type. This reflects the statutory definition of Major Development.
  - 4.5 Number 10 - this is included in order to address land developments that are in excess of 0.5 hectares. It is considered that this point addresses a number of substantial caravan applications (number 11) and any other development that may be substantial.
  - 4.6 Numbers 11 and 12 have been deleted on the grounds that either one of the other headings now address these( Number10) , and that the Local Member's discretion still exists to call-in a matter to Committee if it is considered a matter of local planning importance.
  - 4.7 It should be noted that number 8 (developments of 5 houses or more) has been retained in the scheme.

#### **RECOMMENDATION:**

**To adopt the adaptations to the Planning Delegation Scheme, Section 13 Appendix 3 Part 11 Head of the Regulatory Department, in accordance with what is noted in Appendix 1 of the report.**

## APPENDIX 1

### Gwynedd Council Planning Delegation Scheme

1. Planning applications where the Councillor in whose ward a proposed development is located, or any other two members, submit(s) a written request to the Planning Manager within the established timescale so that the matter is referred for a decision by the Planning Committee. The written request should include clear planning reasons why a request is made for the application to be referred to Committee. A notification letter should be sent to all local members. The prescribed period for advertising shall be 16 calendar days from the date of the notification letter. A local member may discuss an application with officers before referring it to Committee.
2. Planning applications and/or objections/support for a planning application submitted by Elected Members or current staff of the Planning Service.
3. Planning applications and/or objections/support for a planning application submitted by a close relative of an Elected Member or current staff of the Planning Service. To this end, a "close relative" is defined as a mother or father, husband or wife, partner, child, brother or sister, grandmother or grandfather, grandson or granddaughter.
4. Applications which include an Environmental Impact Assessment.
5. ~~An application for consent to erect power lines with a capacity of 32KV or more.~~
6. ~~Applications where three or more observations, which are contrary to the officers' recommendation, have been received within the consultation period.~~
7. Planning applications that should be referred to Committee according to the Head of Environment Department.
8. Planning applications for housing where the number of houses provided is five or more
9. Planning applications for a commercial, industrial or retail development that is larger than 500 square metres the provision of a building or buildings where the floor space to be created by the development is 1000 square meters or more; or
10. Planning applications for developments on a site which is 0.5 hectares or more in size
11. ~~Applications for more than five caravans.~~
12. ~~Full planning applications for telecommunication masts and equipment.~~

'Planning applications' are defined as: full applications, householder applications, outline applications, reserved matters applications, listed building applications, Conservation Area applications, display of advertisements applications, minerals and waste applications, applications to remove or vary condition(s), applications to remove or vary Planning Obligations, non-material amendments applications.

## APPENDIX 2

<b>COMMITTEE</b>	Communities Scrutiny Committee
<b>DATE</b>	
<b>TITLE</b>	To implement the recommendation to adapt the Planning Delegation Scheme following the Scrutiny Investigation into the Planning field.
<b>CABINET MEMBER</b>	Councillor Dafydd Meurig
<b>PURPOSE</b>	To submit the new (Draft) Planning Delegation Scheme to include the adaptations approved by the Scrutiny Committee prior to its submission to the Full Council.

### 1. **Background:**

- 1.1 It is intended to request that the Full Council supports the recommendation of the Scrutiny Committee to amend the Planning Delegation Scheme. A Scrutiny Investigation into the planning field was carried out during 2016-17. One of the fields which was investigated was the Planning Delegation Scheme, which is the Scheme that notes which applications are delegated to relevant officers to determine and which applications need to be reported to the Planning Committee for a decision.
- 1.2 In March 2017, and as a result of the work and outcomes of the Scrutiny Investigation, a recommendation was made by the Scrutiny Committee to the Cabinet Member that the thresholds in the Delegation Scheme should be revised. Amending the Planning Delegation Scheme will require the approval of the Full Council on the recommendation of the Monitoring Officer as it is a constitutional matter. As part of this process, the support of the Scrutiny Committee is sought to amend the Planning Delegation Scheme in accordance with its original recommendations in order to secure the benefits already discussed and which are outlined below. It is felt that it is important that the Scrutiny Committee sees the output of the investigation's work, before it is reported to the Full Council, with the amendments already approved by the Committee, incorporated in an amended Delegation Scheme.

### 2. **Work of the Scrutiny Committee**

- 2.1 One of the work fields that the Scrutiny Committee wished to examine was the part of the Delegation Scheme that is relevant to planning applications. This probably arises from concerns raised regularly by members, the Chair and former Chair of the Planning Committee about the length of agendas, the duration of the Committees, the number and type of items which are submitted before the Planning Committee and why some items need to be submitted to Committee at all. General concern has been expressed that the existing procedure does not make the best use of the Committee's time and ensure that it deals with and focuses on applications which are of real interest to them without having to deal with matters which have little more than local interest.
- 2.2 Specifically in relation to this Page 120

1. What are the priorities of the Planning Committee in terms of applications that are submitted before the Committee and the time and expertise that is available?
2. Do existing arrangements enable the Planning Committee to deal with and focus on applications that are of real interest to the Committee without having to deal with matters which have little more than local interest?
3. If the content/thresholds of the Delegation Scheme need to be changed, how can this be carried out?
4. What would be the benefits to the Planning Committee ... and would there be a broader benefit than a benefit to the work of the Planning Committee itself?

2.3 In order to do this, information was provided for the consideration of the Scrutiny Investigation which covered:

### 3. **The Planning Committee's existing arrangements**

3.1 The Planning Committee meets every three weeks and on average approximately 10 applications appear on every agenda and recently there were 16 applications on the agenda which meant that the Committee had to start in the morning rather than at 1pm. Given the work involved with preparing items for the Committee, as well as pressure on Members and a significant number of officers to prepare in advance (and the duration of the meetings), it is clear that having more than ten applications on every agenda is not ideal, especially if there are major and/or contentious applications. This mindset has been supported by the Chair and the former Chair of the Committee and the Deputy Monitoring Officer and in general, it is believed that the ideal number of items on the agenda is eight.

3.2 Due to the requirements of the current Delegation Scheme, every draft agenda starts with a high number of applications (between 20 and 25) with the need to prioritise which applications will be included on the final agenda. One must prioritise based on a number of matters and risks such as: the ability to determine within the statutory period in order to meet national targets; determination within the statutory period as the applicant could request a refund of their fee if this is not achieved; a risk of appeal for not determining within the timescale; economic/grant implications (though not a planning matter, it is important for the developer and to achieve the development); work pressures for all officers involved with the process and Committee Members. From time to time, an additional Committee meeting has been required in order to catch up as occurred in December 2017 when an all-day Committee was held.

3.3 In addition, work involved with preparing Committee reports has increased substantially in recent years due to the need for more detailed reports in order to reduce risks for the Council, to meet local and national policy requirements and to ensure that Committee Members receive all relevant information as they make their decision. It is acknowledged that a report in relation to delegated matters is needed also, but, clearly, the timescale restrictions do not exist which means that a timely decision is much more likely.

4.1 Currently, and in relation to planning matters only, the right to determine any matter requiring a decision under the relevant acts (which is noted in the "Delegation Scheme for Committees") is delegated to the Head of Regulatory Department (now called the Head of Environment Department), with the exception of the following, which will be the responsibility of the Planning Committee (a full copy of the current Planning Delegation Scheme is attached as Appendix 1):

- *Applications where the Councillor in whose ward a proposed development is located, or any other two members, submit(s) a written request to Planning Managers within the established timescale so that the matter is referred for a decision to the Planning Committee. The written request should include clear planning reasons why a request is made for the application to be referred to Committee. A notification letter should be sent to all local members. The prescribed period for advertising shall be 16 calendar days from the date of the notification letter. A local member may discuss an application with officers before referring it to Committee.*
- *Applications submitted by Members and current staff of the Planning Service.*
- *Applications which contain an Environmental Impact Assessment.*
- *An application for consent to erect power lines with a capacity of 32KV or more.*
- *Applications where three or more observations, which are contrary to the officers' recommendation, have been received within the consultation period.*
- *Applications which the Head of Regulatory Department considers should be referred to Committee.*
- *Applications for residential developments for five dwellings or more.*
- *Applications for a commercial, industrial or retail development that is larger than 500 square metres.*
- *Applications for more than five caravans.*
- *Full planning applications for telecommunication masts and equipment.*

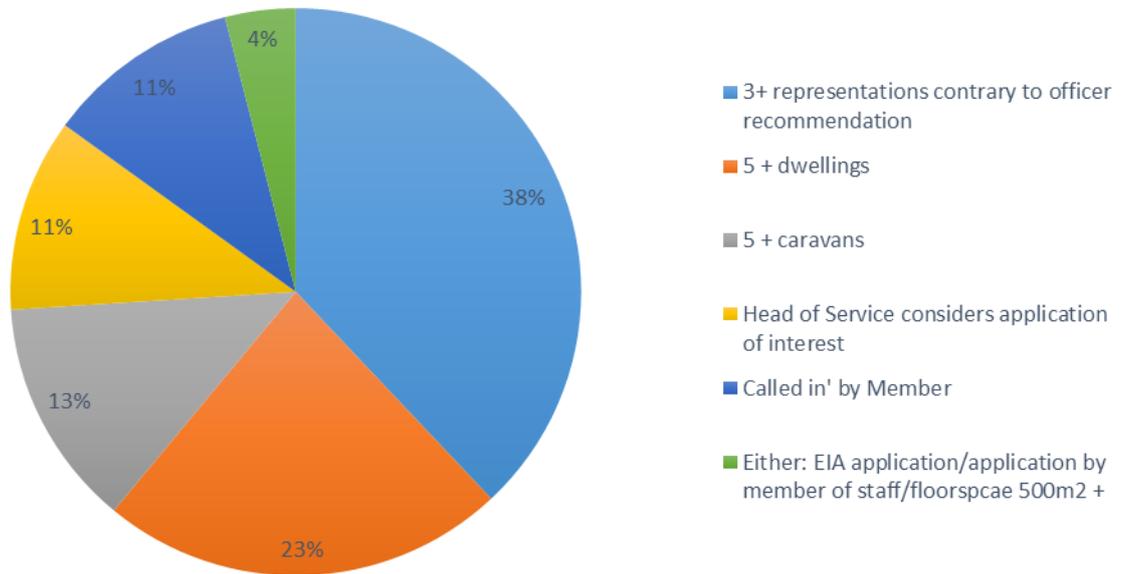
*NOTE: As a matter of good practice, the Head of Service will refer any application by a close relative of a current member of staff from the Planning Service to Committee for determination. To this end, a close relative is defined as a mother or father, husband or wife, partner, child or brother or sister.*

4.2 It should be noted that there is a responsibility on all chief officers to consider, prior to determining, if any delegated application should be referred to the Committee for determination, under the general rights of the Officers Delegation Scheme within the Constitution (Part 13, Appendix 3). This responsibility will remain following any specific change to the Planning delegation scheme.

4.3 A chart was provided to the Scrutiny Committee which showed the reasons for submitting applications to the Planning Committee and it was noted that the main reason was receiving 3+ observations contrary to the officers' recommendation. All these objections could come from the same postal address or e-mail and/or be anonymous and possibly irrelevant to the case or to planning. This also means that small developments such as extensions to houses etc. have to be determined by the Committee.

4.4 During the 2015/16 year, the main reasons for submitting applications to the Committee were as follows:

## Reasons for presenting the application to Planning Committee



**Note:** it must be borne in mind that these (or current) thresholds do not apply individually - it is possible that an application before the Committee is on the agenda due to e.g. number of houses, objections and that it was referred by the Local Member.

### 5. The national position and the arrangements of a sample of other Local Planning Authorities in north Wales -

5.1 During 2016/17 and 2015/16 9% of all Gwynedd Local Planning Authority planning applications came before the Planning Committee compared with the Welsh average of 6%. This is equivalent to 100 applications a year being submitted to the Committee at 15 different meetings (with a number of applications deferred and re-submitted).

5.2 We looked at the delegation arrangements of other Local Planning Authorities in the North and it was seen that there are common criteria between each LPA but they aren't entirely consistent, such as:

1. Circumstances where a Local Member may refer an application to the Committee
2. Circumstances where a member of staff or Councillor has a personal interest in the application
3. Applications which include an Environmental Impact Assessment
4. Applications that should be referred to the Planning Committee for determination according to the Head of Department
5. The application falls within the statutory definition of 'major'
6. A specific number (which varies from LPA to LPA) of written objections received
7. The application has been submitted by the Council or is on Council land.

- 5.3 Most LPAs which we looked at do not note the size/type of development or the number of units as a threshold as Gwynedd LPA does, but rather use the statutory definition of 'major' applications. Gwynedd Council thresholds are lower than this and are very prescriptive in terms of the number of observations, the number of houses and caravans and it is likely that their content is out of date and generally reflects the circumstances/interest that existed at the time of drawing it up. By now, the nature of the applications that are submitted to the LPA has changed considerably in terms of type, size and number.
- 5.4 Given this, it was highlighted that it was possible to propose simple changes to the delegation thresholds that would either reduce the number of applications on every agenda and all the associated work and/or ensure that applications that require priority and the Committee's attention are not unnecessarily delayed, reducing risks and ensuring performance levels. It would also be a way of trying to reduce the number submitted to Committee in order to reflect the National average and facilitate speedier decisions.
6. **Scrutiny Committee Discussion:**
- 6.1 Based on the high percentage of applications that are submitted to the Planning Committee and the associated impact of doing this (as noted above), the need to ensure that the Planning Committee focuses on dealing with matters which are of genuine interest to them alone was supported and this would also ensure the best use of the time and expertise available whilst also avoiding the potential risks outlined above.
- 6.2 In order to do so, the intention to change the Planning Delegation Scheme and basing it on the thresholds/definition of 'major' applications with local adaptations in relation to the number of houses (five rather than 10) and also development on a site of a specific size (0.5 hectare rather than 1 hectare) was supported. In relation to minerals and waste applications, it is not considered that these need to be noted individually as the other thresholds suggested will mean that the major applications or which are of interest will come before the Committee in any case.
- 6.3 The Scrutiny Committee was supportive of not having a threshold for the number of items of correspondence contrary to the officers' recommendation required in order to submit an application to Committee, as this is shown to contribute substantially towards applications submitted to Committee, which had little more than local interest. It was acknowledged and supported that the right of the Local Member or two other members to refer an application to Committee under particular circumstances continued as the current situation and this was considered acceptable. In addition, it was accepted that all items of correspondence received on an application and which are relevant to planning will continue to have deserving and appropriate attention as part of the delegated assessment.
7. **Findings of the Scrutiny Investigation -**
- 7.1 Based on the evidence and the information submitted to the Scrutiny Committee, it was found that *'Gwynedd Planning Delegation Scheme thresholds seem low in comparison to other organisations and this is highlighted in the number of applications*

*referred to the Planning Committee.* ' This is evidenced by the comparative Welsh performance for 2015-16 (which is also true for 2016-17). On this basis, the Scrutiny Committee recommended that the thresholds of the Planning Delegation Scheme should be as discussed and supported by the Scrutiny Committee. A draft of the entire proposed Delegation Scheme has been included as Appendix 2 and this refers to the rights to call-in, referral of application by staff and members, good practice etc.

7.2 It is anticipated that there would be clear and wide-ranging benefits of implementing the changes:

- Fewer applications on the agenda and not have to prioritise as much
- More timely decisions likely to:
  - Improve customer experience
  - Reduce the risks to the Council (appeal and refunding fees)
- Less work pressure on Planning Committee Members and shorter meetings
- Planning Committee can deal with and focus on applications that are of real interest to them
- Less pressure on the Translation Unit, Support Unit, Planning Officers and all the other officers who support the process
- Enable the Planning Service to maintain and improve performance
- Free up Planning Officers' time to focus on other planning applications (namely 91% of all applications) in order to improve the experience of all Planning Service customers

8. **Relevant Timetable:**

8.1 Submit the changes to the Full Council for its support on the recommendation of the Monitoring Officer at the annual meeting on 3 May 2018.

8.2 Implement the change soon afterwards and before September 2018 and take advantage of the summer period to raise awareness and put the appropriate arrangements in place.

9. **Conclusions**

9.1 The Scrutiny Committee is asked to confirm and support the Full Draft of the proposed Planning Delegation Scheme in Appendix 2, which includes the adaptations which have already been approved, before the scheme is reported to the Full Council on the recommendation of the Monitoring Officer.

10. **Appendices:**

Appendix 1 – current Planning Delegation Scheme

Appendix 2 - Full Draft of the proposed Planning Delegation Scheme



«MAILING\_NAME\_AND\_ADDRESS»

Cais Rhif / Application Number: «Apn\_Number»  
Cofrestrwyd / Registered: «Registration\_Date»  
Swyddog / Officer: «Case\_Officer»

«Current\_Date»

Bwriad / Proposal: «Dev\_L»  
Lleoliad / Location: «Location»

Annwyl Syr/Madam,

**DEDDF CYNLLUNIO GWLAD A THREF 1990**

Mae'r cais cynllunio a ddisgrifir uchod wedi ei dderbyn ac os ydych am wneud sylwadau ar y cais, dylech wneud o fewn 21 diwrnod o ddyddiad y llythyr hwn unai ar-lein [www.gwynedd.llyw.cymru/cynllunio](http://www.gwynedd.llyw.cymru/cynllunio) neu yn ysgrifenedig. Dylai sylwadau ar geisiadau cynllunio gynnwys ystyriaethau materol cynllunio yn unig sy'n cynnwys; Cydymffurfio gyda'r Cynllun Datblygu, dylunio, effaith ar dai cyfagos megis colli golau neu breifatrwydd sylweddol, diogelwch ar y briffordd neu materion eraill a all fod yn ystyriaethau cynllunio o bwys. Nid ydynt yn cynnwys pethau megis; Colli golygfa, anghydfod ynghylch perchenogaeth tir, cymeriad yr ymgeisydd, materion moesol neu colli gwerth eiddo. Noder na fydd Swyddogion yn ymateb i sylwadau ar ymateb sydd yn cael ei gyflwyno ar gais Cynllunio. Pwysleisir mai dogfennau cyhoeddus yw ffeiliau cynllunio ac, o'r herwydd, bydd eich sylwadau a'r holl wybodaeth yn gyhoeddus.

Gallwch weld manylion y cais ar safle [Dilyn a Darganfod](#) Ceisiadau Cynllunio'r Cyngor a gallwch gysylltu gyda'r Gwasanaeth Cynllunio i gael gwybod os yw'r cais wedi ei benderfynu neu yn cael ei gyflwyno i'r Pwyllgor Cynllunio am benderfyniad. Bydd y penderfyniad wedyn ar gael i'w weld ar y safle we. Os yw yn cael ei gyflwyno i'r Pwyllgor, mae trefn wedi ei sefydlu ar gyfer siarad yn y Pwyllgor ac mae canllawiau ar gyfer hyn hefyd i'w gweld ar y we.

Rhoddir hawl i siarad i un person o blaid ac un person yn erbyn. Os bydd mwy nac un cais i siarad, y person cyntaf ysgrifennodd i ddatgan bwriad i siarad, (gwrthwynebwr neu gefnogwr), fydd gyda'r hawl i siarad os na fydd cytundeb ar siaradwr arall o'u grwp gwrthwynebu neu gefnogi, sydd hefyd wedi cyflwyno sylwadau. Dylid pwysleisio bod hawl ymgeisydd nei ei asiant yn goresgyn hawl siaradwr o blaid os dymument siarad. Mae'n ofynnol i chwi ddatgan eich dymuniad i siarad yn ysgrifenedig, drwy lythyr i'r cyfeiriad isod neu ebost i [Cynllunio@gwynedd.gov.uk](mailto:Cynllunio@gwynedd.gov.uk) cyn gynted a bo modd a dim hwyrach na 12:00 y dydd Gwener cyn y Pwyllgor.

Mae copïau o'r Canllawiau Gweithredol a Threfniant Pwyllgor sy'n egluro'n llawn y trefniant a'r weithdrefn ar gael ar safle we'r Cyngor; [www.gwynedd.llyw.cymru/Cynllunio](http://www.gwynedd.llyw.cymru/Cynllunio).

Bydd manylion y cais ar gael ar safle [Dilyn a Darganfod](#) Ceisiadau Cynllunio'r Cyngor a bydd y manylion yn cael eu diweddarau yn rheolaidd gydag unrhyw newidiadau / diwygiadau / penderfyniad, neu gallwch weld y ffeil yn y Swyddfa Cynllunio drwy ffonio'r Gwasanaeth Cynllunio i drefnu dyddiad ac amser cyfleus.

.....

Dear Sir/Madam,

**TOWN AND COUNTRY PLANNING ACT 1990**

The planning application described above has been received and if you wish to make observations on the application, you should do so within 21 days of the date of this letter either on-line at [www.gwynedd.llyw.cymru/Planning](http://www.gwynedd.llyw.cymru/Planning) or in writing. Representations on planning applications should only include material planning matters which include; Compliance with the Development Plan, design, impact on neighbouring properties such as severe loss of light or privacy, highway safety or other matters which may be material planning considerations. However, they do not include things such as; loss of view, land ownership disputes, personal character of the applicant, moral issues or loss of value of property. Note that Officers will not respond to comments submitted on a planning application.

It is emphasized that planning files are public documents and as such your comments and all information will be public knowledge.

You can view the application on the Council's [Track and Trace](#) system and you can contact the Planning Service to find out if the application has been decided or is to be submitted to the Planning Committee to be decided. The decision will then be available to view on the website. If it is to be submitted to the committee, a procedure has been established for the right to speak at the committee and guidelines for this are also available on the web.

The right to speak is given to one person in support and one person against. If there is more than one application to speak, the first person who wrote informing of their intention to speak, (objector or supporter), will have the right to speak unless they agree to a speaker from within their group of objectors or supporters who has also submitted observations. It should be emphasised that the right of the applicant or their agent to speak over-rides the right of a supporter. It is essential that you declare your wish to speak in writing by letter to the address below or email [Planning@gwynedd.gov.uk](mailto:Planning@gwynedd.gov.uk) as soon as possible and no later than 12:00 on the Friday before the Committee.

Copies of the Operational Guidelines and Committee Procedure which explain in full the procedure are available on the Council's web site [www.gwynedd.llyw.cymru/Planning](http://www.gwynedd.llyw.cymru/Planning)

Details of the application will be available on the Council's [Track and Trace](#) system and the details will be updated regularly with any changes / amendments / decision or you can view the file at the Planning Office by phoning the Planning Service to arrange a convenient date and time.

Yr eiddoch yn gywir / Yours faithfully



RHEOLWR RHEOLAETH DATBLYGU / DEVELOPMENT MANAGEMENT MANAGER

**GORCHYMYN (TREFN RHEOLAETH DATBLYGU CYFFREDINOL) (CYMRU) CYNLLUNIO GWLAD A  
THREF 2012 - RHYBUDD DAN ERTHYGL 12  
TOWN AND COUNTRY PLANNING (GENERAL DEVELOPMENT MANAGEMENT PROCEDURE)  
(WALES) ORDER 2012 - NOTICE UNDER ARTICLE 12**

CAIS RHIF / APPLICATION NUMBER:

MATH O GAIS / TYPE OF APPLICATION: **Llawn - Cynllunio/Full - Planning**

BWRIAD / PROPOSAL:

LLEOLIAD / LOCATION:

**RHODDIR RHYBUDD TRWY HYN** bod cais wedi ei wneud i Gyngor Gwynedd am ganiatad ar gyfer y bwriad uchod.

Gall aelodau'r cyhoedd archwilio copiau o'r cais, cynlluniau a dogfennau eraill a gyflwynwyd ar safle **Dilyn a Darganfod** Ceisiadau Cynllunio'r Cyngor ([www.gwynedd.llyw.cymru/Cynllunio](http://www.gwynedd.llyw.cymru/Cynllunio)) unai yn eich cartref neu yn unrhyw un o brif swyddfeydd y Cyngor neu Lyfrgelloedd a bydd y manylion yn cael eu diwedddaru gydag unrhyw newidiadau / diwygiadau yn rheolaidd, neu gallwch weld y ffeil yn y Swyddfa Cynllunio drwy ffonio'r Gwasanaeth Cynllunio i drefnu dyddiad ac amser cyfleus.

Os ydych am wneud sylwadau neu gyflwyno tystiolaeth, dylech wneud o fewn 21 diwrnod o ddyddiad y rhybydd hwn unai ar-lein [www.gwynedd.llyw.cymru/Cynllunio](http://www.gwynedd.llyw.cymru/Cynllunio) neu yn ysgrifenedig i'r Gwasanaeth Cynllunio. Dylai sylwadau ar geisiadau cynllunio gynnwys ystyriaethau materol cynllunio yn unig ac mae copi o'r canllawiau sy'n egluro'n llawn y trefniant ar gael ar safle we'r Cyngor [www.gwynedd.llyw.cymru/Cynllunio](http://www.gwynedd.llyw.cymru/Cynllunio) Noder y bydd unrhyw ohebiaeth a dderbynnir ar gael i'w harchwilio yn gyhoeddus ac y bydd ymateb hwyr yn peryglu siawns i sylwadau gael eu ystyried wrth benderfynu'r cais.

.....

**NOTICE IS HEREBY GIVEN** that an application has been made to Gwynedd Council for consent in respect of the above proposal.

*Members of the public may inspect copies of the application, the plans and other documents submitted on the Council's **Track and Trace Planning Applications** system [www.gwynedd.llyw.cymru/Planning](http://www.gwynedd.llyw.cymru/Planning) either at home or at any of the Council's main offices or Libraries and the details will be updated regularly including changes / amendments, or you can view the file at the Planning Office by phoning the Planning Service to arrange a convenient date and time.*

*If you wish to make observation or provide evidence, you should do so within 21 days of the date of this notice either on-line at [www.gwynedd.llyw.cymru/Planning](http://www.gwynedd.llyw.cymru/Planning) or in writing to the Planning Service. Observations on planning applications should only include material planning considerations and a copy of the guidance which explains the procedure in full, is available on the Council's website [www.gwynedd.llyw.cymru/planning](http://www.gwynedd.llyw.cymru/planning). It should be noted that any representation received will be available for public inspection and that failure to meet the deadline will jeopardise the chances of comments being taken into consideration in determining the application.*

RHEOLWR RHEOLAETH DATBLYGU / DEVELOPMENT CONTROL MANAGER  
DYDDIAD / DATE: 03/01/2019



**Deddf Gynllunio Gwlad a Thref 1990**

**Deddf Gynllunio (Adeiladau Rhestredig ac Ardaloedd Cadwraeth)  
1990**

**Gorchymyn (Trefn Rheolaeth Datblygu Cyffredinol) (Cymru) Cynllunio  
Gwlad a Thref 2012 Rhybudd dan Erthygl 12  
Town and Country Planning Act 1990**

**Planning (Listed Buildings and Conservation Areas) Act 1990  
Town and Country Planning (Gen. Development Management  
Procedure) (Wales) Order 2012 Notice under Article 12**

Rhoddir rhybudd drwy hyn bod cais/ceisiadau wedi'u cyflwyno i Gyngor  
Gwynedd mewn perthynas â'r cynnig/ion canlynol

Notice is hereby given that application/s have been submitted to Gwynedd  
Council in respect of the following proposal/s:-

- i) Cais Rhif/Application No:
- ii)

Mae cais (i) o ddi-ddordeb cyffredinol/Application (i) is of general interest  
Mae cais o fewn Ardal Cadwraeth/Application is within a Conservation  
Area

Mae cais yn ymwneud ag Adeilad Rhestredig/Application is in respect of a  
Listed Building

Gellir archwilio copi o'r cais/ceisiadau, cynlluniau a.y.y.b. yn y Gwasanaeth  
Cynllunio, Cyngor Gwynedd, Ffordd y Cob, Pwllheli, Gwynedd, LL53 5AA  
drwy ffonio'r Gwasanaeth ar 01766 771000 i drefnu dyddiad ac amser  
cyfleus; neu yn [www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru) Bydd hefyd ar gael i'w  
harchwilio drwy ddefnydd system Dilyn a Darganfod Gwynedd yn  
Llyfrgelloedd Gwynedd am gyfnod o 21 diwrnod o ymddangosiad y  
rhybudd hwn. Dylai unrhyw berson sy'n dymuno gwneud cynrychioliadau  
ynglyn â'r cais/ceisiadau, wneud hynny yn ysgrifenedig erbyn y dyddiad  
hwnnw at y Rheolwr Cynllunio i'r cyfeiriad uchod gan ddyfynnu rhif y cais  
perthnasol

Copy/ies of the application/s, plans etc. may be inspected at the Planning  
Service, Gwynedd Council, Ffordd y Cob, Pwllheli, Gwynedd LL53 5AA by  
phoning the Service on 01766 771000 to arrange a convenient date and  
time; or at [www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru) They will also be available for  
inspection via Gwynedd's Track & Trace system at Gwynedd Libraries for  
a period of 21 days from the appearance of this notice. Any person  
wishing to make representations regarding the proposal/s, should do so, in  
writing, by that date, to the Planning Manager, at the above address  
quoting the relevant application number.

**Adran Amgylchedd / Environment Department**  
**Gwasanaeth Cynllunio a Gwarchod y Cyhoedd /**  
**Planning and Public Protection Service**  
**Uwch Reolwr / Senior Manager - Gareth Jones**



«MAILING\_NAME\_AND\_ADDRESS»

Cais Rhif: «Apn\_Number»

«Current\_Date»

Rhif A.O./O.S. Reference:

«Easting» : «Northing»

Swyddog / Officer: «Case\_Officer»

Bwriad / Proposal: «Dev\_L»

Lleoliad / Location: «Location»

Annwyl Gynghorydd,

Mae'r cais cynllunio a ddisgrifir uchod wedi ei dderbyn a byddwn yn cymeryd os na chlywaf gennych yn ysgrifenedig i'r gwrthwyneb o fewn 16 diwrnod o ddyddiad y llythyr hwn (erbyn «Current\_Date\_Plus\_16\_Days») eich bod yn cytuno i'r cais yma gael ei benderfynu dan y drefn dirprwyedig os byddwn yn tybio bod hynny yn addas. Mae croeso i chwi drafod y cais gyda'r swyddog achos os dymunwch.

Bydd manylion y cais ar gael ar ôl 1.00a.m. ar safle [Dilyn a Darganfod](#) Ceisiadau Cynllunio'r Cyngor a bydd manylion yn cael eu diweddarau gydag unrhyw newidiadau / diwygiadau yn rheolaidd, neu gallwch weld y ffeil yn y Swyddfa Cynllunio drwy ffonio'r Gwasanaeth Cynllunio i drefnu dyddiad ac amser cyfleus. **Mi fydd y dogfennau ar gael i'w archwilio arlein y diwrnod ar ôl yr hysbysiad hwn.**

.....

Dear Councillor,

*A planning application as described above has been received and I will assume that if I do not hear from you in writing to the contrary within 16 days of the date of this letter (by «Current\_Date\_Plus\_16\_Days») that you agree for this application to be determined under the delegated procedure if I deem such a course of action to be appropriate. You are welcome to discuss the application with the case officer should you desire.*

*Details of the application will be available after 1.00 a.m. on the Council's [Track and Trace](#) system and the details will be updated regularly including changes / amendments, or you can view the file at the Planning Office by phoning the Planning Service to arrange a convenient date and time. **The documents will be available for inspection online the day after this notification***

Yr eiddoch yn gywir / Yours faithfully

RHEOLWR RHEOLAETH DATBLYGU / DEVELOPMENT MANAGEMENT MANAGER



«MAILING\_NAME\_AND\_ADDRESS»

Cais Rhif: «Apn\_Number»

«Current\_Date»

Rhif A.O./O.S. Reference: «EASTING» : «NORTHING»

Swyddog / Officer: «Case\_Officer»

Bwriad / Proposal: «Dev\_L»

Lleoliad / Location: «Location»

Annwyl Syr/Madam,

Mae'r cais cynllunio a ddisgrifir uchod wedi ei dderbyn yn y swyddfa hon a byddwn yn ddiolchgar o dderbyn eich sylwadau ar y cais o fewn 21 diwrnod o ddyddiad y llythyr hwn (erbyn «Current\_Date\_Plus\_21»).

Mae manylion y cais cynllunio ar gael drwy glicio ar y ddolen canlynol i system [Dilyn a Darganfod](#) y Cyngor. **Mi fydd y dogfennau ar gael i'w archwilio arlein y diwrnod ar ôl yr hysbysiad hwn.** Bydd y manylion sydd ar gael ar y ddolen yn cael eu diweddarau yn rheolaidd i gynnwys unrhyw newidiadau/diwygiadau, yr adroddiad a'r penderfyniad ar y cais. Gallwch hefyd weld y cais ar safle we'r Cyngor drwy ddilyn y dolenni o dan y pennawd 'Cynllunio a Rheolaeth Adeiladu' neu gallwch gysylltu gyda'r Gwasanaeth Cynllunio i drefnu dyddiad ac amser cyfleus i weld y ffeil yn y swyddfa.

.....

Dear Sir/Madam,

*A planning application as described above has been received at this office and I would be grateful if you could provide me with your observations within 21 days of the date of this letter (by «Current\_Date\_Plus\_21»).*

*Details of the planning application can be found by clicking on the following link to the Council's [Track and Trace](#) system. **The documents will be available for inspection online the day after this notification.** The details available on the link will be updated regularly to include changes/amendments, the report and the decision pertaining to the application. Alternatively, the application can be viewed on the Council's website by following the links from the heading 'Planning and Building Control' or the file can be viewed at the Planning Office by phoning the Planning Service to arrange a convenient date and time.*

Yn gywir / Yours faithfully,

**RHEOLWR RHEOLAETH DATBLYGU / DEVELOPMENT MANAGEMENT MANAGER**

**Rhif cais cysylltiedig / Associated application number:**

«Associated\_Planning\_Apn\_H»

**Cyfyngiadau / Constraints**

«Cnst\_H»

**Cais/Ceisiadau blaenorol / Previous application (s)**

«NOTES\_PAREGISTER»

Gwefan / Web site: [www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)

E-bost: [Cynllunio@gwynedd.llyw.cymru](mailto:Cynllunio@gwynedd.llyw.cymru)

E-mail: [Planning@gwynedd.llyw.cymru](mailto:Planning@gwynedd.llyw.cymru)

Ffôn / phone: 01766 771 000

Swyddfa'r Cyngor  
Gwasanaeth Cynllunio  
Ffordd y Cob  
Pwllheli  
Gwynedd  
LL53 5AA