



Complete Agenda

Democratic Services
Council Offices
CAERNARFON
Gwynedd
LL55 1SH

Meeting

COMMUNITIES SCRUTINY COMMITTEE

Date and Time

10.15 am, THURSDAY, 6TH FEBRUARY, 2020

Location

Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd. LL55 1SH

*** NOTE**

This meeting will be webcast

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(DISTRIBUTED 29/01/20)

COMMUNITIES SCRUTINY COMMITTEE

MEMBERSHIP (18)

Plaid Cymru (10)

Councillors

Elwyn Edwards
Linda Morgan
Gruffydd Williams
Dafydd Owen

Annwen Hughes
Edgar Wyn Owen
Simon Glyn

Aled Wyn Jones
Gethin Glyn Williams
Berwyn Parry Jones

Independent (5)

Councillors

Kevin Morris Jones
Elwyn Jones
Angela Russell

Mike Stevens
Elfed Powell Roberts

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 - 9

The Chairman shall propose that the minutes of the meeting of this Committee, held on 5th December 2019 be signed as a true record.

5. STREET ENFORCEMENT

10 - 11

Cabinet Member: Councillor Catrin Wager

To consider the progress report

6. SCRUTINY INVESTIGATION ON WASTE ENFORCEMENT - 12 - 14 RESPONSE TO THE RECOMMENDATIONS

Cabinet Member: Councillor Catrin Wager

To receive a report back from the Cabinet Member on the implementation of the Scrutiny Investigation's recommendations

7. PLANNING AND THE DELEGATION SCHEME (MONITORING REPORT ON THE IMPLEMENTATION OF THE NEW DELEGATION SCHEME) 15 - 38

Cabinet Member: Councillor Gareth Griffith

To consider the report

Communities Scrutiny Committee 5 December 2019

PRESENT: Councillor Elfed Roberts (Chairman)
Councillor Gethin Glyn Williams (Vice-chairman)

COUNCILLORS: Glyn Daniels, Berwyn Parry Jones, Elwyn Jones, Kevin Morris Jones, Dafydd Owen, Edgar Wyn Owen, Angela Russell, Owain Williams and Gruffydd Williams

OFFICERS: Bethan Adams (Scrutiny Advisor) and Lowri Haf Evans (Democratic Services Officer)

ALSO PRESENT:

In relation to item 5 on the agenda – Catherine Roberts (Senior Operational Officer for the Gwynedd and Anglesey Community Safety Partnership)

In relation to item 6 on the agenda – Council Leader – Councillor Dyfrig Siencyn and Nonn Hughes (Programme Manager – Gwynedd and Anglesey Public Services Board)

In relation to item 7 on the agenda – Councillor Catrin Wager (Cabinet Member for Highways and Municipal / Gwynedd Consultancy), Huw Williams (Head of Gwynedd Consultancy) and Steffan Jones (Head of Highways and Municipal Department), Councillor Gareth Griffith (Cabinet Member for the Environment), Dafydd Wyn Williams (Head of Environment), Dilwyn Williams (Chief Executive) and Ffion Madog Evans (Senior Finance Manager)

In relation to item 8 on the agenda – Councillor Gareth Griffiths (Cabinet Member for the Environment), Dafydd Wyn Williams (Head of Environment) and Gareth Jones (Assistant Head of Environment)

1. APOLOGIES

Apologies were received from Councillors Stephen Churchman, Elwyn Edwards, Simon Glyn, Annwen Hughes, Aled W Jones, Linda Morgan and Mike Stevens

2. DECLARATION OF PERSONAL INTEREST

The following member declared a personal interest in the following item for the reason noted:

- Councillor Gethin Glyn Williams in item 8 on the agenda, as he had a relative who owned a holiday home

The Member was of the view that it was a prejudicial interest, and he withdrew from the Chamber during the discussion.

3. URGENT ITEMS

None to note

4. MINUTES

The minutes of the previous meeting held on 26 September 2019 were accepted as a

true record of the meeting.

5. ANNUAL UPDATE BY THE (GWYNEDD AND ANGLESEY) COMMUNITY SAFETY PARTNERSHIP

The Senior Operational Officer of the Gwynedd and Anglesey Community Safety Partnership presented a report which updated the Committee on the Partnership's work. It was explained that the Partnership was required to report formally to the Committee every year, presenting an overview of the Partnership's main strategic developments over the year, together with the commissioning work that sets the framework for the priorities that were based on a strategic assessment. She added that this ensured that the Partnership fulfilled its obligations in accordance with sections of the Criminal Justice and Police Act 2006, by working with the Police, the Health Service, the Probation Service and the Fire and Rescue Service. She highlighted the main messages resulting from the activities undertaken in 2018/19 together with the year's main achievements.

The main milestones for 2019 – 2020 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 regarding the 13.5% increase in victim-based offences in Gwynedd, the analysis indicated that this was due to the increased effectiveness of the process of recording offences rather than an increase in offending. It was added that changes to the recording of some cases such as stalking and harassment had contributed to the increase, as now every stage of the crime/relevant case was counted rather than it just being recorded as a single offence / case. It was also noted that the number of people coming forward to report offences had increased.

In response to a question regarding the Most Similar Groups, which were a Group of Counties that are similar in respect of offending levels, it was reported that there were eight counties in the group and that full information about the group was available from the Home Office's website. She added that the information was updated every quarter.

In response to a comment regarding the intention to try to identify a new site in Bangor for substance misuse treatment, this was corrected by the Officer who stated that the aim was for the building to be a base for the Substance Misuse services to work from, which was a plan being led by the Health Board.

In response to the status of training completed on domestic abuse in accordance with Welsh Government requirements, she added that it was a challenge to deliver the training and that every effort was being made to ensure that all Council staff completed the basic level of training. It was noted that the training was statutory and that it was delivered through the E-learning service – it was added that we should seek better ways of reaching the target and consider innovative methods of doing so. The Council would report to the Welsh Government on the number who have completed the training and the Learning and Development Unit will keep a record.

In response to a question regarding concerns about the influence of gangs on local communities, it was reported that the Police were working hard to tackle County Lines. It was suggested that it would be useful for the Police to present information on this work to the Members.

RESOLVED:

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

6. GOVERNANCE STRUCTURE AND DELIVERY ARRANGEMENTS OF THE GWYNEDD AND ANGLESEY PUBLIC SERVICES BOARD

A report was presented by the Cabinet Member Dyfrig Siencyn, outlining what the Gwynedd and Anglesey Public Services Board had achieved over the past six months. The members were reminded that the Board had agreed priority fields which would improve economic, environmental and cultural well-being in both counties. The Board had also established sub-groups to discharge its functions.

It was reported that the Board accepted the need to focus on what could be achieved in the current climate since the public body's resources were strained and it faced further threats of having to make savings. Despite this, by working together the Board could capitalise on and identify opportunities to work in alternative ways and introduce innovative methods of operating.

A short update was provided on the developments within the six priority fields.

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

- Poverty – the member expressed disappointment and concern that there was no sub-group leading on the work at present
- A suggestion to review the rent totals for social housing
- That support for families / carers should be included in the Health and Care of Adults work field
- Climate Change – the scale of its effect. More support needed. Was the Government responding to what the Board was trying to implement?
- Climate Change was a global matter, but in the context of flooding could people be educated about the impact / to slow down climate change rather than just accept that this was happening?
- Considering the underachievement by Betsi Cadwaladr University Health Board, it should be ensured that the priorities of the Health Sub-group are led effectively by a representative of the Health Board

In response to a comment with regard to ensuring effective leadership on the health aspects, it was noted that the sub-group was addressing two priorities and that the Health Board and both Counties were working together particularly well. It was added that the role of the Local Authorities and the Health Board was to provide an effective service and that the role of the Public Services Board was to add value to what was already being undertaken by the public bodies individually.

In response to a comment regarding the lack of work with poverty, it was noted that these situations of poverty were caused by the Westminster Government's benefits system and their budgetary capacity, and that the Local Authority only had limited ability to identify a piece of work / a specific project to make a difference in this area. The member accepted the comment that work needs to be done to identify an area of work / find projects that could deliver and make a difference. With regard to the Public Services Board it was agreed to consider the work that was already ongoing by the Local Authorities in the context of poverty before considering what the Board could do to add value to that work. The Local Authorities would provide a presentation on progress within poverty during the next meeting of the Board in March.

In response to a comment regarding the actual effect of Climate Change, it was noted that Gwynedd Consultancy had already undertaken good work locally and those duties increased as the problem enhanced. It was suggested that the Welsh Government by

working with Natural Resources Wales had changed attitudes towards the problems nationally. It was added that the solutions to some problems were substantial and beyond the ability of any local authority to deliver them on its own.

The suggestion of 'educating people' was accepted as an area of work that could be adopted, as opposed to only responding to the situation.

In response to a question regarding who monitored the work of the sub-groups, it was reported that the Public Services Board's Support Team ensured that the sub-groups made progress in their work, and progress reports would also be challenged at the quarterly meetings of the Board. In response to a question regarding risks and how could they expect a report on poverty to be submitted in December 2019 if there was no sub-group leading on the work, it was noted that a risk register would be submitted to the next meeting of the Board. The Local Authorities would also provide an update on their poverty plans.

RESOLVED to accept the report.

7. THE SAVINGS PROPOSALS OF THE ENVIRONMENT DEPARTMENT, THE HIGHWAYS AND MUNICIPAL DEPARTMENT AND THE CONSULTANCY DEPARTMENT TO MEET THEIR SHARE OF THE POTENTIAL £2M DEFICIT IN THE 2020/2021 BUDGET

A report was presented providing details of savings proposals that would contribute to the potential financial gap in the 2020/21 budget. The Members were reminded that the annual grant received by the Welsh Government had not been sufficient for the last 12 years, and this had subsequently led to a situation where the Council had to plan to plug the financial gap. For 2020/21 it had been resolved to plan for a £2m gap and ask all the departments to find their contribution towards this amount. The Committee was asked to consider the proposals of the Environment Department, the Highways and Municipal Department and the Consultancy Department together with their implications.

The Cabinet Members and the Heads of Departments elaborated on the content of the report, and responded to questions / observations from the Members. The Cabinet Members thanked the Departments for finding further savings that would not impact directly on the residents of Gwynedd.

The Savings of the Consultancy Department

The committee welcomed the practice of increasing the resources within Gwynedd Consultancy Units to enable the Department to increase income which as a result would keep people employed in high-skilled jobs within the County through the medium of Welsh.

The Savings of the Highways and Municipal Department

In response to a suggestion regarding reducing / cutting down on external contracting costs so that smaller / local companies could compete for the work (below the threshold) it was accepted that more could be done to keep the benefit local and provide opportunities for local businesses to bid for the work.

In response to a request for information about the cost and arrangements for commercial waste, it was explained that the Department served over 2,000 businesses across Gwynedd by providing a unique offer to recycle or dispose of their residual waste. The service would sort out waste that could be recycled in Parc Adfer in the Deeside

Enterprise Zone. It was added that this gave the Department the opportunity to improve the service by attracting and encouraging more companies to stay. It was also noted that a new act would be emerging which would require Local Authorities to recycle more, and the current arrangement of recycling commercial waste would be advantageous for Gwynedd. The aim was to offer a green / responsible service and look to develop this service further.

The Savings of the Environment Department

In response to the sentence which read 'the impact on residents will be reduced through closer collaboration with the Highways and Municipal Department', and that this should be the natural way of working regardless, it was noted that the Departments were conducting cross-departmental discussions to try to identify opportunities to collaborate within common areas so as to avoid duplication of work.

General observations:

- Consider making savings by using local consultants rather than external consultants
- Impose a fine for breaching planning conditions – this was an opportunity to generate income.

RESOLVED to accept the report and approve the departments' proposals to meet their share of the relevant savings.

8. HOLIDAY HOMES AND PLANNING

A report was submitted by the Assistant Head of Environment updating the Committee on the detailed research that the Cabinet had agreed for the Department to conduct in relation to holiday homes. The objective of the work was to seek to address how we could limit the number of houses that can be used for holiday purposes, looking at measures that are being implemented in other places and how could planning legislations be changed for implementing in Wales.

It was noted that there had been concerns for several years in Gwynedd regarding the number of holiday homes and their impact on the County's communities. It was noted that the tourism industry had evolved significantly over the past few years, especially in the provision of short-term holiday lets.

It was highlighted that the aim was to appoint a multi-disciplinary team to conduct the research and applicants had been invited to submit a tender in October 2019. Although no-one had applied for the tender, the department had decided to proceed with the research and undertake the work in partnership with Cardiff Council and the Royal Town Planning Institute. It was added that the Planning Department was in the process of drawing up a plan and programme for the research work and that the Scrutiny Committee would be updated as the work progressed.

A formal presentation was given to the Committee explaining the context for the work.

Observations arising from the ensuing discussion from individual Members:

- They welcomed the research – they greatly hoped that the Welsh Government would give consideration to the recommendations / findings
- That concerns had been highlighted for years and by now, the impact highlighted the need to take action

- That rules and processes were needed in place to better manage the situation
- A member suggested the introduction of a registration or licence system for holiday homes – this could be potential income
- Introduce a procedure of heavy fines if planning conditions were breached
- An opportunity to discuss the use / management of holiday homes / an opportunity to work with housing associations / purchase holiday market housing to keep them local
- Holiday homes had a negative impact on local residents
- Welcomed the idea of setting a cap on the number of holiday homes in specified areas
- Consideration should also be given to the number of 'second homes' which also impacted on the County's housing stock
- Accepted the need to gather evidence in order to press for change

In response, the Assistant Head of Environment noted that he agreed with the comments and noted the need to develop new policies and establish joint legislations (such as rates and planning) so that the definitions used within them were consistent for the avoidance of doubt.

RESOLVED to accept the report, to welcome the research and to receive an update as the work progressed.

The meeting commenced at 10.15am and concluded at 12.30pm

Agenda Item 5

Committee	Communities Scrutiny Committee
Date	6 February, 2020
Title	Street Enforcement
Cabinet Member	Councillor Catrin Wager
Author	Steffan Jones, Head of Highways and Municipal Department
Purpose	Progress Report

1. Introduction

1.1 On the 13th of December, 2018 the Scrutiny Committee requested a progress report on the following:

- Use of cameras by maritime staff
- The impact of changes to recycling arrangements
- Collaborate with other neighbouring counties to improve provision
- Reconsider current staffing levels in the street enforcement unit
- Expand the interdepartmental collaboration where other Council staff receive the delegated power to enforce on the street

2. Background and Current Situation

2.1 Below is an update on the above points under consideration:

Recommendation	What has happened and when	Impact of implementation
1. Use of cameras by maritime staff	These cameras are already operational and the Corporate Policy is in place. Have provided cameras and guidance for Maritime staff (6 in number).	The cameras are now under direct control of the Maritime and Country Parks Service and usage is expected to increase during the 2020 season.
2. Impact of changes recycling arrangements	The recycling collection system has been established for many years. However, the Department is in the process of changing the collection procedure from a shift pattern to a normal working week routine. New vehicles have also been commissioned to improve these arrangements.	The new arrangements have been very positive in enabling single work crews on the same round which gives greater ownership. There have also been reductions in complaints about material spillage from vehicles when travelling.

3. Collaboration with Others nearby counties to improve the provision	The recent discussions with North Wales authorities did not lead to a regional solution. The other Councils have developed various plans. This highlights the need to revisit the provision in Gwynedd, to review the current service, its priorities and strategic direction.	The Service will be redefined in the context of Ffordd Gwynedd.
4. Reconsider current staffing levels in the street enforcement unit	Consider staffing levels as part of a wider review (see 3).	The Service will be redefined in the context of Ffordd Gwynedd.
5. Expand collaboration Interdepartmental where staff other Council accepts the delegated power to enforce on the street	This recommendation was discussed with the Environment Department with the intention of working more closely with Parking Enforcement staff. Due to significant differences in legislation and methodologies the implementation of this option is not feasible at present.	No impact at present.

3. Next Steps

- 3.1 The Department will revisit the provision in Gwynedd and meetings have been arranged to agree the scope and timetable for the review.

Agenda Item 6

Committee	Communities Scrutiny Committee
Date	6 February, 2020
Title	Scrutiny Investigation on Waste Enforcement – response to the recommendations
Cabinet Member	Councillor Catrin Wager
Author	Steffan Jones, Head of Highways and Municipal
Purpose	Update the Scrutiny Committee on the recommendations

1. Introduction

- 1.1 Following the working group's investigation on the waste enforcement, six recommendations were proposed with an additional recommendation for work to be undertaken on improving the waste collection service.
- 1.2 The Department wish to note the following as a progress report regarding the implementation of all the recommendations.
- 1.3 The recommendations have been split into two categories:
 - Implementation straight away
 - Implementation in collaboration with other services/partners

2. Background and Current Situation

Implementation straight away:

Recommendation	What has happened and when	Impact of implementation
(7) For collection service workers to take appropriate action so that waste does not escape from vehicles.	Since the 4 th of July, 2019 the Service has put in place a new collection regime. We have done away with the 'Task and Finish' regime and also the shift pattern. The crews now stay on the same round ensuring ownership of the work. This new system has been implemented in the Arfon and Dwyfor area and we will complete the work in the Meirionnydd area early May.	<ul style="list-style-type: none"> • Fewer missed collections in Dwyfor area • Fewer complaints as regards to rushing and untidyness • We are experiencing some problems in completing rounds in the Arfon area (this is being reviewed)

2.2 Implementation in collaboration with other services/partners:

Recommendation	What has happened and when	Impact of implementation
(1) To use the powers of the Environmental Protection Act (1990), Sections 46 and 47, which related to waste receptacles, to introduce a new procedure, where and when required, to fine residents and businesses who dispose of their waste on the wrong day or in the wrong way, as a matter of priority.	<p>Due to the changes to County-wide waste collection arrangements, including collection days, it was decided to defer use of the new powers for a period of 6 months.</p> <p>An operational policy, guidelines and enforcement powers are in place. Staff need to be trained during implementation.</p>	<p>The use of the powers is intended to improve the safety aspects and appearance of Gwynedd's streets.</p> <p>The delay allows users an opportunity to become familiar with new arrangements before implementation.</p>
(2) To undertake a county-wide promotion campaign to raise awareness of the waste and recycling arrangements, focusing specifically on the City of Bangor and acknowledge the geographical and demographic differences in the county at different times of the year.	<p>Further meetings with Communications and Engagement with Bangor University to progress awareness raising have been arranged in February 2020. Waste and Recycling Officers will be contributing to the process.</p>	<p>Ensures that service users are aware of the new requirements. A clear communication plan.</p>
(3) To place 'QR Code' stickers on recycling receptacles to allow 24 hour access to residents to their waste and recycling collection days and information on items that can be recycled.	<p>Initial pilot planned in the Upper Bangor area. Waste and Recycling Officers will lead on this element.</p>	<p>Improve service user access to accurate and timely information.</p>
(4) To formalise collaboration arrangements between Council Departments.	<p>Have already agreed to work closely with Housing and Well-being, Public Protection and Planning. Need to hold quarterly progress meetings during the implementation period.</p>	<p>Use of various powers to solve environmental problems.</p>
(5) To raise awareness of the Clinical Collection Services and Collection Assistance Service available for older people and disabled people to dispose of their waste. This can be done as part of the wider promotion campaign.	<p>To take place in conjunction with the wider campaign - see 2. This element will be led by Waste and Recycling Officers. Work has already commenced as regards this recommendation.</p>	<p>Ensure that users are aware of the availability of specific services.</p>
(6) Promote the current network of Recycling Centres and hold a specific campaign to promote the Bulky Waste Collection Service.	<p>To take place in conjunction with the wider campaign - see 2. This element will be led by Waste and Recycling Officers.</p>	<p>Ensure that users are aware of the availability of specific services.</p>

3. Next steps

- 3.1 In seeing the new collection regime implemented, it is now timely to move forward and implement all recommendations as noted in the above table.

Committee	COMMUNITIES SCRUTINY COMMITTEE
Date	6th FEBRUARY 2020
Title	Planning and the Delegation Scheme (Monitoring report on the implementation of the new Delegation Scheme)
Cabinet Member	Councillor Gareth W Griffith
Author	Gareth Jones – Assistant Head of Environment Department
Purpose	Complete 12 month monitoring of the implementation of the new Delegation Scheme and report back to the Scrutiny Committee thereafter

1. BACKGROUND

- 1.1 The Delegation Scheme for planning applications was revised in May 2018 following a scrutiny investigation, and the Scrutiny report submitted for approval by the Full Council is appended for information (Appendix 1). The objective of the report was to adapt the system in order to strike an appropriate balance regarding the type of planning applications that had to be submitted before the Committee for a decision and those that can be determined through the delegated system.
- 1.2 One of the main changes 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.
- 1.3 Following the adoption of the new Delegation Scheme, Members of the Scrutiny Committee raised concerns about how officers had made a decision on an application in Plas Pistyll under the delegated system and the matter was discussed by the Scrutiny Committee at its meeting on 13 December 2018; 7 February 2019 and 4 April 2019.
- 1.4 The recommendations of the Head of Environment Department as noted in the report stated:
It is recommended that the Head of Environment Department:
- 1) Consider potential options as methods of consulting with the Local Member, Community / Town Councils, neighbours etc. on planning applications to vary conditions and on other types of planning applications.
 - 2) Review the consultation arrangements on applications in or near the Area of Outstanding Natural Beauty (AONB) in terms of the AONB Service and the AONB Joint-committee, provided that this is reasonable and appropriate considering the statutory requirements for consulting on and for making decisions on planning applications.
 - 3) Continue to hold regular training sessions for all Members and that all Members give priority to attending those sessions. This could include individual sessions for a Member if necessary.

- 4) Complete the 12-month monitoring on the implementation of the new Delegation Scheme and report back to the Scrutiny Committee afterwards on the Delegation Scheme and on recommendations 1, 2 and 3.'
- 1.5 At its meeting on 4th April 2019, the Scrutiny Committee proposed and seconded to accept the report and the above-mentioned recommendations.
 - 1.6 For convenience, the four recommendations are discussed per heading:

Consider potential options as methods of consulting with the Local Member, Community / Town Councils, neighbours etc. on planning applications to vary conditions and on other types of planning applications.
 - 1.7 A consultation will be held with the Local Member, Community/Town Council and neighbours in accordance with Schedule 12 of the Town and Country Planning Order (General Development Procedure) (Wales) (Amendment) 2012.
 - 1.8 Consulting with the statutory consultees happens electronically and a consultation is held with neighbours via letter and/or site notice as appropriate and in accordance with the above Order. A consultation will be held with the Local Member, Community/Town Council on every application where there is a statutory requirement to consult. This is also consistent with how other Local Planning Authorities operate in terms of consulting on planning applications.
 - 1.9 The Planning Service also publishes a 'Weekly List' of registered planning applications and this is available on the Council's website www.gwynedd.llyw.cymru/planning > 'View planning applications (Track and Trace)' > 'Registered applications: Weekly List'. On 'Track and Trace' it is also possible to search for planning applications or view previous weekly lists. It is not mandatory for the Planning Service to provide such lists.
 - 1.10 A copy of what is sent as a consultation to the statutory consultees (including the Local Member and Community/Town Council) is attached in Appendix 2. A copy of the consultation to neighbours is attached in Appendix 3. These consultations have been amended since the Scrutiny Committee in April 2019 and the new consultation is set-out differently in order to better highlight the relevant matters. A copy of the previous consultation letters are attached in Appendix 4.
 - 1.11 When consulting on an application, it is essential that the matters of relevance to the planning application are included, including a description of the development and the location, details about where the application details can be viewed, the timetable for submitting comments and details about how to submit comments. There are no National requirements regarding the detail of the description; however, officers ensure that the description provides a reflection that is as clear as possible of the proposal; however, it must also be acknowledged that there is no requirement to provide excessive detail. The planning application or supporting information does not have to be published electronically; however, Welsh Government does encourage this in order to make it easier for members of the public to participate in the development control process. In such a rural county as Gwynedd, maintaining a website that holds information about applications makes it easier for the public to gain easy access to the information and be able to provide comments.

- 1.12 It is considered that the consultation letters provide the necessary information (and as required by Welsh Government) and avoids jargon and being overly-complicated wherever possible. From time to time, if major and complex applications are submitted, it is inevitable that the description has to be more detailed. A consultation was held with the Council's Communication Unit in order to receive views on the content and the layout of the consultation letters for neighbours and minor changes were suggested which have been incorporated in the letter. It was suggested that more guidance is offered in the letter to neighbours about how to access the relevant information on the 'Track and Trace' system and this has been included as a part of the letter that has been attached for information in Appendix 3. The letter that is sent to statutory consultees/Local Member/Community and Town Councils includes a direct link to the application; therefore, there is no need for the same amount of guidance as provided on the neighbours' letters.
- 1.13 Since November 2019, the Planning System has had a new back office system which means that changes have had to be made to the consultation methods. In particular, the format and font of the consultations have changed and this in itself has made the letters clearer to read and the main matters are better highlighted. In addition, the new back office system means that it is easier for users of the 'Track and Trace' page on the Council's website to see which documents are consulted upon. As a result of the new back office system, the above-mentioned Weekly List is also easier to use as more information is available on the front page which enables site users to have a more comprehensive snapshot of the listed applications (copy given as an example in Appendix 5).
- 1.14 The Planning Service is aware that the transfer to the new system has not been completely problem-free due to the enormity of the task and change. When introducing such a fundamental change, it is inevitable that the system is not going to be completely perfect from the start and officers are working regularly to improve this and to respond to any issues arising in a timely way. Nevertheless, and given that the number of users is substantial, only a small number of concerns have been received about the change and for the vast majority of the customers/users of the Service, the change has been a marked improvement from the old system, including a clearer description of the documents available and a brief overview of the plans without having to open documents one-by-one. Ultimately, and after the first period, the Service is confident that the new arrangements will be a marked improvement for all users of the Service, with one of the greatest advantages meaning that when problems arise, officers have the ability to respond to them quickly without having to ask an external company to do this.

Consider the consultation arrangements on applications in or near the Area of Outstanding Natural Beauty (AONB) in terms of the AONB Service and the AONB Joint-committee, provided that this is reasonable and appropriate considering the statutory requirements for consulting on and for making decisions on planning applications.

- 1.15 A formal arrangement is already in place by means of a Service Level Agreement in order to consult with the AONB Unit on applications within or near the AONB. The arrangements mean that an established working relationship is in place which means that the AONB Service provides formal feedback within a specified statutory time-frame to a broad range of planning matters, including some consultations on pre-application advice requests, and all planning applications located within or near the AONB. The responses are concise and relevant to the matters affecting the AONB. In addition, a close working relationship between the two services means that regular joint-discussions are held in order to discuss planning matters that could affect the AONB. When considering planning applications within the AONB, or applications near the AONB that could impact the AONB, officers give due consideration to the comments of the AONB Unit and the relevant policy context (including policy AMG 1 of the Joint Local Development Plan which refers to the AONB Management Plan).
- 1.16 From discussing with the AONB Unit, it is considered that these current arrangements are reasonable and appropriate and work effectively and contribute to the purpose of protecting the AONB. There is no statutory requirements to consult with the AONB Unit; however, it is considered that this is good practice and adds value to the process. There is no formal arrangement to consult with the AONB Joint Advisory Committee on planning applications. However, in special cases, the Planning Service is aware that planning applications may be discussed at meetings of the Joint Advisory Committee and for comments to be forwarded to the Planning Service. Under the above-mentioned circumstances, it is believed that the current arrangement works well and that there are no grounds for making changes.

Continue to hold regular training sessions for all Members and that all Members give priority to attending those sessions. This could include individual sessions for a Member if necessary.

- 1.17 The Planning Service is committed to holding planning-related training sessions on a regular basis. Recent sessions have covered the Joint Local Development Plan and the arrangements for monitoring and reviewing the plan and outputs of the first annual monitoring report, as well as a discussion on recent appeal cases and the main messages deriving from appeal decisions. In general, the feedback from the Member training sessions is very positive. With the exception of training new Members of the Planning Committee in 1:1 sessions, the following training sessions were held over the past few years, such as:

- Gwynedd and Anglesey Local Development Plan 16/09/2019 & 19/09/2019
- Training for Planning Committee Members - 01.04.19
- Training for Members on the planning process - 20/2/19
- Training: Planning Committee 16/1/19
- Planning Appeals Training - 27/7/18
- Training for Planning Committee Members - Appeals - 15/06/18
- The Planning Committee 2017 (Planning Appeals)

Complete the 12-month monitoring on the implementation of the new Delegation Scheme and report back to the Scrutiny Committee afterwards on the Delegation Scheme and on recommendations 1, 2 and 3.

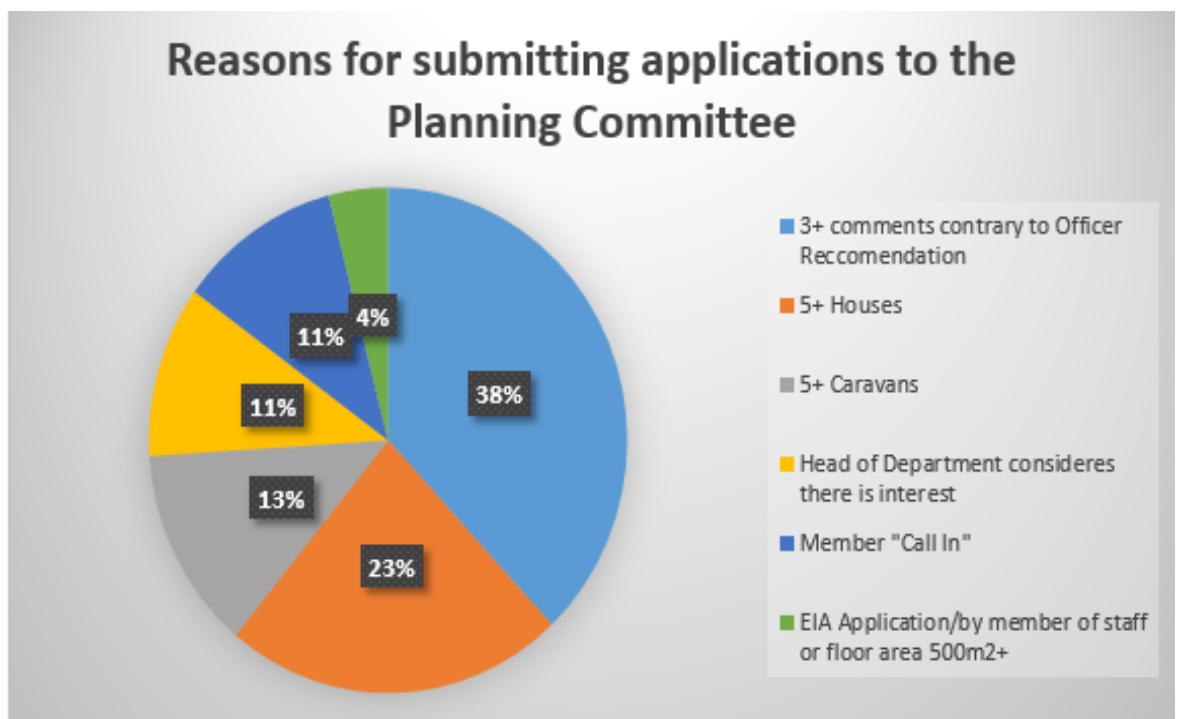
- 1.18 As noted previously, the Delegation Scheme for planning applications was revised in May 2018 following a scrutiny investigation and a copy of the Scrutiny Report submitted to the Full Council to accept for information is attached (Appendix??). The objective of the report was to adapt the system in order to strike an appropriate balance regarding the type of planning applications that had to be submitted before the Committee for a decision and those that can be determined through the delegated system. One of the main changes 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 beyond as the barometer of local opinion and to use their right to call in if there was genuine local concern.
- 1.19 As a part of the Scrutiny Investigation in 2016-17, it was anticipated that obvious and extensive benefits would emerge from implementing changes to the Delegation Scheme, including:
- 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 able to focus on applications that are of real interest to them
 - Less pressure on all Units and officers who support the process
 - Free up Planning Officers' time to focus on other planning applications in order to improve the experience of all Planning Service customers

2. ASSESS THE CHANGES TO THE DELEGATION SCHEME

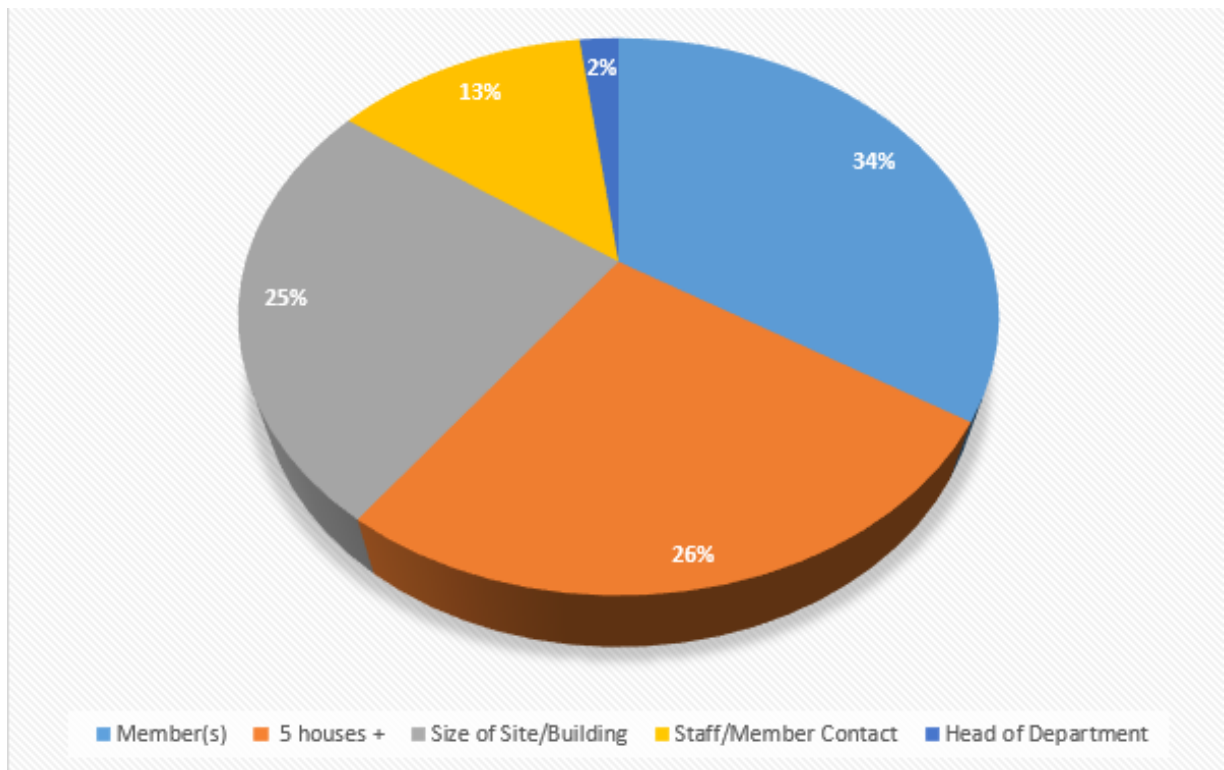
- 2.1 Eighteen months have now passed since the adoption of the new Delegation Scheme and we can revisit the data for this period in order to assess the change. In 2016/17, 9% of all Gwynedd Local Planning Authority planning applications came before the Planning Committee compared with the Welsh average of 6%. At the time, the main reasons for this were:
- Thresholds for referring applications to the Planning Committee were low
 - Thresholds were too prescriptive
 - Delegation Scheme (at the time) was outdated - and the type of applications seen has seen a marked change in terms of number, type and scale.

2.2 See below two graphs: the first shows the reasons for submitting applications before the Committee based on the knowledge of the Planning Committees in 2015/2016 and the second shows the reasons for submitting applications to the Planning Committee since September 2018. Although the new Delegation Scheme was adopted at the beginning of May 2018, a number of applications that were submitted to the Planning Committee in subsequent months were applications that needed to be considered in accordance with the requirements of the old Delegation Scheme. By September 2018, a vast majority of the applications being submitted before the Committee were ones that had been submitted to the Committee on the grounds of the new Delegation Scheme and therefore it is considered that the information from September 2018 provides a fairer reflection of how the Committee's workload has changed as a result of adopting the new Delegation Scheme.

Reasons for submitting applications to the Planning Committee in 2015/2016:



Reasons for submitting applications to the Planning Committee since September 2018:



- 2.3 In order to be able to draw a clear comparison between the difference in the number of applications before and after adopting the new Delegation Scheme, it is essential to avoid the period of change, namely May 2018 until September 2018 at the very least. In order to draw this comparison, the number of items submitted to the Planning Committee over 15 meetings between December 2016 and December 2017 was compared against the 15 meetings held between December 2018 and December 2019. The number of items submitted to the Committee in 2016/17 was **142** (varying between 5 and 16 items, with an average of 9) and the number of items submitted in 2018/19 was **67** (varying between 3 and 9 items, with an average of 4. Please note that one of the Committees was cancelled in this period).
- 2.4 The changes to the Delegation Scheme have meant that only approximately 6% of all applications are now submitted to the Planning Committee for a decision, instead of the 9% seen under the old delegation scheme. This has enabled the Planning Committee to focus on the largest applications in terms of scale, as well as the most contentious applications. In addition, this has enabled the Planning Service to draw a better comparison with the all-Wales average, as well as the other benefits of releasing officers' time to focus on the 94% of other applications that need a timely decision.

- 2.5 It is likely that the main change seen is that the small applications, which are of no more than a local interest, are not submitted to Committee for the sole reason that 3+ objections have been received. Instead, we have seen that the applications of genuine local interest are either called in by the Local Member(s) or by the Head of Department, rather than by using the old threshold of receiving 3+ objection letters. It is very possible that unless these would have been called in by the Local Member(s), it may well be that the Head of Department would have considered calling them in based on the level and nature of the local interest. The other information is quite consistent, e.g. the old thresholds of floor surface area and 5+ caravans is now addressed by site/building size and the threshold of 5+ houses has remained the same, with the percentage of applications remaining relatively similar despite the change.
- 2.6 From this information, it is possible to conclude that the role of the Local Member(s) and beyond in acting as the barometer of local opinion and for Local Members using their right to call in should there be a genuine local concern, has worked successfully. In addition, once the change to the Delegation Scheme was in place and explained, no concerns or complaints were expressed by residents about the change to the threshold of 3+ objections.
- 2.7 In order to gauge broader views on the impacts and successes of the new Delegation Scheme, we asked for the views of a representation of officers from other Services within the Council that play a key role in the Committee's work. To facilitate this, four questions were asked and a response was received from each Service questioned. The responses followed a common path and themes, and suggestions were also noted. This are summarised below under the question asked:
1. **The requirements of the work/the impact on their workload compared with the previous situation?**
 - The workload has lightened considerably; there is now less pressure within a tight timetable (three-week cycle). A bulky agenda every three weeks can cause substantial strain.
 2. **The number of items on the agenda and length of the Committee?**
 - Number of items on the agenda has reduced. The purpose of the change was to reduce numbers in order for the Committee to discuss the important cases in detail. Also, the short time-frame available to prepare for the Committee means that the officers can now focus completely on the important cases.
 - Delegated decision leads to a quicker decision for the customer (which is to be welcomed)
 3. **Consider experimenting with a reduction in the number/frequency of Committees and how this would affect the relevant Service?**
 - Makes sense to consider fewer meetings, considering the low number.
 - Welcome a reduction in the frequency/number of Committees.
 - Despite an increase in items every four weeks, it would be a Committee of substance.
 - Although there would be more items every four weeks, removing the challenging three-week cycle would be more advantageous and would outweigh this.
 - It would be more cost effective (travelling and refreshments) and make better use of time.

- 2.8 Since the implementation of the new Delegation Scheme, evidence shows that fewer applications are reported to Committee; however, the Delegation Scheme ensures that the applications that need a decision by the Committee are reported to them. It is noted that comments as a result of the consultation on the delegation scheme raises various matters in relation to the Committee's arrangements; however, specific attention is drawn to general comments about the number of applications reported and the number of Planning Committees that need to be held. Currently, 15 Planning Committees are held annually, and it seems that this number of meetings is based on the requirements of the old Delegation Scheme. Considering the number of applications that need to be reported to the Committee by now - it is believed that there are grounds to reduce the number of Committee meetings from 15 a year to 12 a year, but this should be monitored. This seems to make sense in respect of making more effective use of the resources and time of Officers and Members.

3. RECOMMENDATIONS

- 3.1 To continue to implement the statutory consultation procedure and use the new letter templates for consultations and to monitor the situation with the new back office system and review as required.
- 3.2 To continue to consult with the AONB Unit as per the current arrangement.
- 3.3 To continue to provide a programme of relevant training on a regular basis.
- 3.4 To reduce the number of Planning Committees from 15 per year to 12 per year and to monitor how this works over a one-year period and for this to be operational in the next financial year.

APPENDICES

- **Appendix 1:** Report to the Full Council, 3 May 2018
- **Appendix 2:** Planning application consultation letter - statutory consultees/Local Member/Community and Town Council
- **Appendix 3:** Planning application consultation letter - neighbours
- **Appendix 4:** Planning application consultation letter (old version)
- **Appendix 5:** Copy of the web-page showing the 'Weekly List' of planning applications

COMMITTEE	COUNCIL
DATE	3rd May 2018
TITLE	Amendments to the Constitution
PRESENTED BY	Councillor Simon Glyn Chairman of the Communities Scrutiny Committee.
CABINET MEMBER	Councillor Dafydd Meurig , Environment Portfolio Holder.
PURPOSE	To implement the recommendations of the Communities Scrutiny Committee to adapt the Planning Delegation 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.
AUTHOR	Iwan Evans, Monitoring Officer

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 (Number 10), 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

COMMITTEE	Communities Scrutiny Committee
DATE	
TITLE	To implement the recommendation to adapt the Planning Delegation Scheme following the Scrutiny Investigation into the Planning field.
CABINET MEMBER	Councillor Dafydd Meurig
PURPOSE	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 topic the scrutiny investigation considered:

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.*

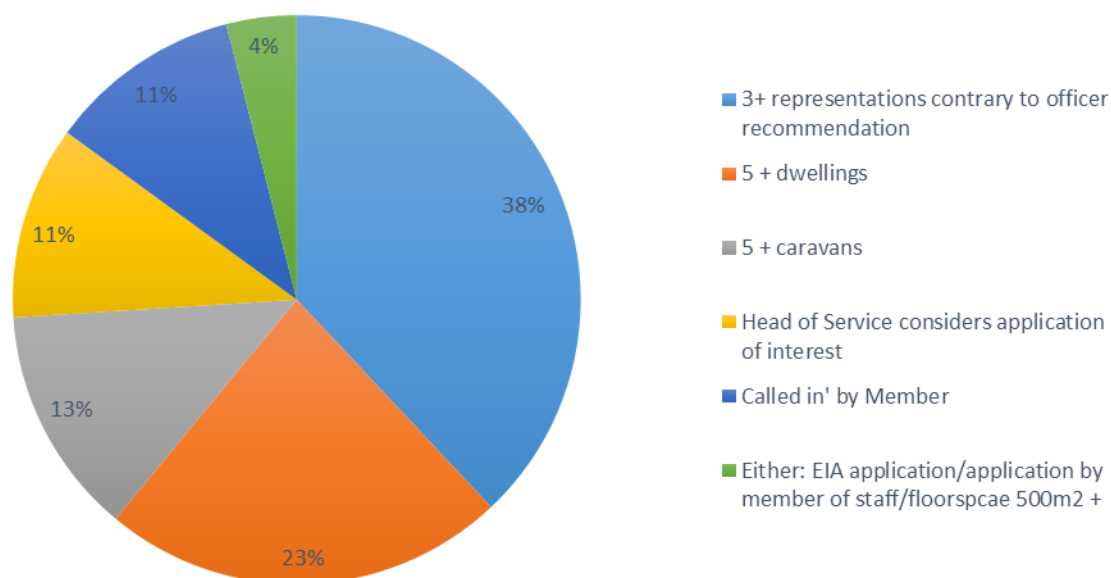
NOTE: As a matter of good practice, the Head of Service will refer any application by a close relative of a current member of staff from the Planning Service to Committee for determination. To this end, a close relative is defined as a mother or father, husband or wife, partner, child or brother or sister.

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

Adran Amgylchedd / Environment Department

Cynllunio, Gwarchod y Cyhoedd, Trafnidiaeth & Chefn Gwlad
Planning, Public Protection, Transportation & Countryside

Gwasanaeth Cynllunio / Planning Service

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

01766 771000

cynllunio@gwynedd.llyw.cymru

www.gwynedd.llyw.cymru



Gofynnwch am/Ask for: Rhys Cadwaladr

Eich Cyf/Your Ref:

Cyng/Cllr Dafydd Owen

6 Lôn Groes

Rachub

Bangor

Gwynedd

LL57 3EU

22-01-2020

Annwyl/Dear Cyng/Cllr Owen

Deddf Cynllunio Gwlad a Thref 1990 / Town and County Planning Act 1990

Rhif Cais / Application No.: C19/1170/13/LL

Lleoliad / Location: Land At Tanysgafell Farm, Bethesda, LL57 4AJ

Bwriad / Proposal: Trosi ac estynnu adeiladau amaethyddol segur i uned wyliau hunan gynhaliol ynghyd a chreu thrac mynediad a ardal parcio cerbydau / Conversion and extension to derelict agricultural buildings to self contained holiday unit together with creation of access track and vehicle parking area.

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 **16 diwrnod** o ddyddiad y llythyr hwn.

Gallwch weld y cais ar safle we'r Cyngor drwy ddilyn y dolenni o dan y pennawd 'Cynllunio a Rheolaeth Adeiladu'. Bydd y manylion sydd ar gael ar ein gwefan yn cael eu diweddarau yn rheolaidd i gynnwys unrhyw newidiadau/diwygiadau, yr adroddiad a'r penderfyniad ar y cais. Mae croeso i chwi hefyd drafod y cais gyda'r swyddog achos os dymunwch.

Sylwch: os anfonwyd y llythyr yma atoch drwy e-bost gallwch gyflwyno eich sylwadau yn hawdd ac yn gyfleus drwy glicio 'Ateb' ar yr e-bost hwnnw.

.....

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 **16 days** of the date of this letter.

Details of the planning application can be viewed on the Council's website by following the links from the heading 'Planning and Building Control'. The details available on our website will be updated regularly to include changes/amendments, the report and the decision pertaining to the application. You are also welcome to discuss the application with the case officer should you desire.

Please note: if this letter was sent to you by e-mail you can send us your observations quickly and easily by clicking 'Reply' on that e-mail.

Yn gywir / Yours faithfully

Cara Owen

Rheolwr Cynllunio / Planning Manager



Adran Amgylchedd / Environment Department

Cynllunio, Gwarchod y Cyhoedd, Trafnidiaeth & Chefn Gwlad
Planning, Public Protection, Transportation & Countryside

Gwasanaeth Cynllunio / Planning Service

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

01766 771000

cynllunio@gwynedd.llyw.cymru

www.gwynedd.llyw.cymru



Gofynnwch am/Ask for: Rhys Cadwaladr

Eich Cyf/Your Ref:

Y Deiliad / The Occupier

Garnedd Tanysgafell

Coed Y Parc

Bethesda

Bangor

Gwynedd

LL57 4AJ

22-01-2020

Annwyl Syr / Madam / Dear Sir / Madam

Deddf Cynllunio Gwlad a Thref 1990 / Town and County Planning Act 1990

Rhif Cais / Application No.: C19/1170/13/LL

Lleoliad / Location: Land At Tanysgafell Farm, Bethesda, LL57 4AJ

Bwriad / Proposal: Trosi ac estynnu adeiladau amaethyddol segur i uned wyliau hunan gynhaliol ynghyd a chreu thrac mynediad a ardal parcio cerbydau / Conversion and extension to derelict agricultural buildings to self contained holiday unit together with creation of access track and vehicle parking area.

Mae'r cais cynllunio a ddisgrifir uchod wedi ei dderbyn ac pe baech yn dymuno gwneud sylwadau ar y cais dylech wneud hynny o fewn 21 diwrnod o ddyddiad y llythyr hwn.

Gallwch weld manylion y cais cynllunio ar wefan y Cyngor www.gwynedd.llyw.cymru/cynllunio drwy glicio ar: **'Gweld ceisiadau cynllunio (Dilyn a Darganfod)'** > **'Chwilio am gais cynllunio'** a theipio rhif y cais yn y blwch perthnasol. Bydd y wybodaeth sydd ar gael ar y we yn cael ei ddiweddu'n rheolaidd i gynnwys unrhyw newidiadau/diwygiadau, yr asesiad a'r penderfyniad.

Pe baech yn dymuno cyflwyno sylwadau ar y cais cynllunio yna gallwch wneud hynny ar y wefan drwy ddilyn y cyfarwyddiadau uchod i weld manylion y cais ac wedyn clicio ar y pennawd **'Gwneud sylw ar y cais yma'**. Mae hefyd modd gwneud trefniadau i weld y ffeil yn y swyddfa a gallwch gysylltu gyda'r Gwasanaeth Cynllunio i drefnu hyn. Noder nad yw swyddogion yn darparu ymateb i sylwadau sydd wedi eu derbyn gan unigolion ar gais ac hefyd y bydd unrhyw sylwadau a dderbynnir yn wybodaeth gyhoeddus fydd yn cael ei roi ar y ffeil gynllunio.

Ceir gwybodaeth bellach am sut i 'Roi sylw ar gais cynllunio' a 'Ffactorau all effeithio cais' ar wefan www.gwynedd.llyw.cymru/cynllunio.

Mewn rhai amgylchiadau bydd ceisiadau yn cael eu cyflwyno i'r Pwyllgor Cynllunio am benderfyniad. Pe bai'r cais yn gais Pwyllgor a'ch bod wedi cyflwyno sylwadau ac yn dymuno siarad yn y Pwyllgor yna mae gwybodaeth am sut i drefnu hyn ac beth yw trefniant y Pwyllgor Cynllunio i'w gael ar wefan www.gwynedd.llyw.cymru/cynllunio a clicio ar y pennawd **'Pwyllgor Cynllunio'**.

The planning application described above has been received, and if you wish to submit comments on this application you must do so within 21 days of the date of this letter.

You may see details of the planning application on the Council website, www.gwynedd.llyw.cymru/planning, by clicking on: **'View planning applications (Track and Trace)'** > **'Search for a planning application'** and type the application number in the relevant box. The information on the website will be updated regularly to include any changes/amendments, along with the assessment and the decision.

If you wish to submit comments on the planning application, you may do so on the website by following the instructions above to see the application details and clicking on the heading **'Comment on this application'**. You can also arrange to see the file in the office by contacting the Planning Service. Please note that officers cannot provide a response to comments received from individuals by request, and that any comments received will be placed in the public domain by way of their inclusion in the planning file.

Further information on how to 'Comment on planning applications' and 'Factors which may affect a planning application' can be found on www.gwynedd.llyw.cymru/planning.

In some instances, applications are presented to the Planning Committee for determination. If an application upon which you have commented were to go before the Committee and that you wish to speak in the meeting, information on how to arrange this and details of the Planning Committee's procedures can be found on www.gwynedd.llyw.cymru/planning by clicking on **'Planning Committee'**.

Yn gywir / Yours faithfully



Cara Owen
Rheolwr Cynllunio / Planning Manager

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 / Application Number: «Apn_Number»
 Cofrestrwyd / Registered: «Registration_Date»
 Swyddog / Officer: «Case_Officer»

«Current_Date»

Bwriad / Proposal: «Dev_L»
 Lleoliad / Location: «Location»

Annwyl Syr/Madam,

DEDD 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 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 cyhoeddus.

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 dymunent siarad. Mae'n ofynnol i chi ddatgan eich dymuniad i siarad yn ysgrifenedig, drwy lythyr i'r cyfeiriad isod neu ebost i 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.

Bydd manylion y cais ar gael ar safle Dilyn a Darganfod Ceisiadau Cynllunio'r Cyngor a bydd y manylion yn cael eu diwedddaru 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.

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Gwefan / Web site: www.gwynedd.llyw.cymru
 E-bost: Cynllunio@gwynedd.llyw.cymru
 E-mail: Planning@gwynedd.llyw.cymru
 Ffôn / phone: 01766 771 000

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

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 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 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

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

https://amg.gwynedd.llyw.cymru/planning/index.html?language=cy&fa=getReceivedWeeklyList

Mewnwyd Hafan Council Direct

Ffeil Golygu Gweld Ffeyrnnau Offer Help

English

Cartref / Rhestr Wythnosol: Ceisiadau wedi eu Cofrestru

Rhestr Wythnosol: Ceisiadau wedi eu Cofrestru

Defnyddiwch y ffurflen isod i chwilio am Restr Wythnosol o geisiadau sydd wedi eu Cofrestru

Wythnos: [Chwilio](#)

Cais	Manylion y Lleoliad	Bwriad	Ward	Cymuned	Manylion Ar Gael	Agor y Cais
C20/0024/30/R A	Waen, Pwllheli, LL53 8AD	Rhyddhau amod 4 (Manylion Ffiniau) o ganiatâd cynllunio C19/0726/30/LL ar gyfer adeiladu modurdy domestg. Discharge of condition 4 (Boundary Details) of planning permission C19/0726/30/LL for the erection of a domestic garage.	Aberdaron	Aberdaron	la	Gweld
C20/0023/33/D T	Pen Y Gongl, Pwllheli, LL53 7YR	Codi estyniad unllawr i ddarparu ystafell wely ac ystafell ymolchi hygrych. Erection of single storey extension to provide bedroom and accessible bathroom facility.	Efailnewydd / Buan	Buan	la	Gweld
C20/0022/42/D T	Tan Y Mynydd, Pwllheli, LL53 6LN	Dymchwel storfa allanol bresennol, addasiadau i'r prif dŷ presennol ac estyniad rhanol unllawr, rhannol deulawr, i'r ochr a'r cefn. Demolition of existing external store, alterations to existing main house and part single storey, part...	Nefyn	Nefyn	la	Gweld
C20/0017/42/R A	Terfyn, Pwllheli, LL53 6BA	Cais i ryddhau amod 4 (deunyddiau allanol) o ganiatâd cynllunio C19/0982/42/LL ar gyfer estyniad ac adnewyddu. Application to discharge condition 4 (external materials) of planning permission C19/0982/42/LL for extension and refurbishment.	Morfa Nefyn	Nefyn	la	Gweld
C20/0016/39/L	Tŷ'n Y Mur Camping Site, Pwllheli, LL53 7UL	Newid defnydd rhan o gae pori amaethyddol ar gyfer storio carafanau teithiol / Change of use of section of agricultural grazing land for storage of touring caravans	Abersoch	Llanengan	la	Gweld

200%