



# Complete Agenda



**CYNGOR SIR  
YNYS MÔN**  
**ISLE OF ANGLESEY**  
**COUNTY COUNCIL**

**Democratic Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Meeting

**JOINT PLANNING POLICY COMMITTEE**

Date and Time

**10.00 am, FRIDAY, 4TH SEPTEMBER, 2020**

Location

**Virtual Meeting**

Contact Point

**Rebeca Jones**

**01286 679890**

**[polisicynllunio@gwynedd.llyw.cymru](mailto:polisicynllunio@gwynedd.llyw.cymru)**

(DISTRIBUTED Thursday, 27 August 2020)

# **JOINT PLANNING POLICY COMMITTEE**

## **MEMBERSHIP**

### **Gwynedd**

Councillors

Anne Lloyd Jones,  
Berwyn Parry Jones, Gareth Griffith, Gareth A Roberts, John Pughe Roberts,  
Paul Rowlinson, Owain Williams

### **Isle of Anglesey**

Councillors

Richard Dew, John Griffith,  
Kenneth P Hughes, Richard O. Jones, Bryan Owen,  
Nicola Roberts, Robin Williams

# **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 BUSINESS**

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

## **4. MINUTES**

4 - 6

The Chairman shall propose that the minutes of the meeting of this committee held 30<sup>th</sup> Sept 2019 be a true record.

## **5. THE JOINT COMMITTEE'S FINAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020**

7 - 17

To submit the Senior Finance Manager's report (Gwynedd Council)

## **6. SUPPLEMENTARY PLANNING GUIDANCE - TOURIST FACILITIES AND ACCOMMODATION**

18 - 79

To submit a report by Heledd Jones (Team Leader) Joint Planning Policy Unit

## **7. SUPPLEMENTARY PLANNING GUIDANCE - CHANGE OF USE OF COMMUNITY FACILITIES AND SERVICES, EMPLOYMENT SITES AND RETAIL UNITS**

80 - 107

To submit a report by Heledd Jones (Team Leader) Joint Planning Policy Unit

# Agenda Item 4



## JOINT LOCAL DEVELOPMENT PLAN

### Joint Planning Policy Committee

10:00am 30 September 2019

Siambwr Hywel Dda, Gwynedd Council Offices, Caernarfon

#### Present:

##### Isle of Anglesey County Council

Cllr Richard Dew  
Cllr John Griffith  
Cllr Kenneth P Hughes  
Cllr Robin Williams

##### Gwynedd Council

Cllr Gareth Griffith  
Cllr Gareth A Roberts  
Cllr Paul Rowlinson  
Cllr Owain Williams

##### Officers:

Gareth Jones	Chief Planning Officer (GC)
Dewi Francis Jones	Chief Planning Officer (IACC)
Rhun ap Gareth	Senior Solicitor (GC)
Rebeca Jones	JPPU Manager – (JPPU)
Linda Lee	Senior Planning Officer (JPPU)

#### Apologies:

Cllr Anne Lloyd Jones (GC)  
Cllr Berwyn Parry Jones (GC)  
Cllr John Pughe Roberts (GC)  
Cllr Bryan Owen (IACC)

#### 1. APOLOGIES

Apologies as noted above.

#### 2. DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest.

#### 3. URGENT ITEMS

No urgent items were received.

#### 4. MINUTES

The minutes of the Committee held on 6 September 2019 were accepted as a true record.

#### 5. ANNUAL MONITORING REPORT (AMR)

Presentation from Rebeca Jones on the AMR of the Joint Local Development Plan. Rebeca outlined the purpose of the AMR and explained that the AMR included 69 indicators that provided an overview of the plan's performance. A performance analysis of the indicators was provided and any actions raised following the analysis were highlighted.

As part of the report, Rebeca presented the observations of the Communities Scrutiny Committee on the AMR which had been submitted at the Communities Scrutiny Committee on 26 September 2019.

Matters raised:

- A discussion was held on 1 indicator that had been marked in red, namely approving the conversion of an unit into a house in a flood risk zone.
- A councillor identified errors in some Welsh words in the document.
- A request was made for an analysis of appeals over the plan period so far.
- A question was raised about the Wylfa Newydd planning permission period and how much public money had been spent on the Wylfa Newydd proposed development and its associated developments so far.

Response:

- Agreed to amend the Welsh language
- Agreed to send a table that had been created to provide an overview/analysis of appeals
- She explained that the period would be the same as any other permission if Wylfa Newydd would be granted permission. In terms of how much money had been spent, this was irrelevant to the report that was being submitted.

**Decision - To accept the recommendation to accept the Annual Monitoring Report.**

#### 6. COMMUNITIES SCRUTINY COMMITTEE RECOMMENDATIONS - PLANNING AND THE WELSH LANGUAGE

Presentation from Gareth Jones offering a response to the recommendations stemming from the Planning and the Welsh Language Scrutiny investigation report which had been submitted at the Communities Scrutiny Committee on 4 July 2019. The background to the scrutiny investigation was provided and Gareth explained that the Communities Scrutiny Committee had five additional recommendations for the Joint Planning Policy Committee.

Matters raised:

- A question was raised regarding an unsuccessful appeal on a housing development in Bangor. Who made the decisions within the Inspectorate and was there a way for Councils to question appeal decisions?
- A concern was raised regarding the cumulative impact on the Welsh language with housing developments in Bangor.

Response:

- The Planning Inspector appointed to hear the appeal made the decisions by utilising policies from the current Development Plan. It was explained that the situation with the appeal which related to constructing 366 houses in Penyffridd, Bangor was unique. When the application had been submitted, land had been designated for housing in the former Unitary Development Plan (Gwynedd) but when the appeal was determined the planning policy context had changed with the Joint Local Development Plan superseding the former Unitary Development Plan. The housing strategy in the Joint Local Development Plan was completely different and the Penyffridd site had not been designated for housing with much of the site now located outside the development boundary. Furthermore, the Plan was introducing the PS1 policy which related to how to give consideration to the Welsh language with relevant developments. The appeal was refused on the grounds of a lack of evidence regarding impact on the Welsh language and because the development was not in line with relevant housing policies. This was a significant decision in terms of the use of policy PS1 and the robustness of the Plan's strategy.
- Therefore, he explained that Bangor had a sub-regional role in the Plan area and that there was evidence of need for housing; however, the housing strategy in terms of Bangor had moved away from designating major developments on one or two sites. It was also noted that the Supplementary Planning Guidance, Maintaining and Creating Distinctive and Sustainable Communities, which had recently been adopted, provided detailed guidance to ensure appropriate consideration of the Welsh language when relevant.

**Decision - To accept the recommendation to receive a response to the recommendations stemming from the Planning and the Welsh Language Scrutiny investigation report.**

# Agenda Item 5

MEETING	<b>Joint Planning Policy Committee (Isle of Anglesey County Council and Gwynedd Council)</b>
DATE	<b>4 September 2020</b>
TITLE	<b>The Joint Committee's Final Accounts for the year ended 31 March 2020</b>
PURPOSE	<b>To submit –</b> <ul style="list-style-type: none"><li>• <b>The Revenue Income and Expenditure Account Report for 2019/20, and</b></li><li>• <b>The Official Return on the Accounts, duly certified, but subject to Audit</b></li></ul>
ACTION	<b>To receive and approve the accounts</b>
AUTHOR	<b>Ffion Madog Evans, Senior Finance Manager, Gwynedd Council</b>

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## **1. STATUTORY FINANCIAL REPORTING REQUIREMENTS**

- 1.1 As reported in previous years, there are specific accounting and audit reporting requirements for Joint Committees.
- 1.2 Section 12 of the Public Audit (Wales) Act 2004 states that a joint committee of two or more (local) authorities is a local government body, and Section 13 of the Act requires such bodies to maintain accounts subject to audit by an external auditor approved by the Auditor General for Wales.
- 1.3 Although they are not independent legal entities, for the purposes of keeping accounts and being audited, a joint committee is separately subject to the same regulations as other local councils.
- 1.4 Gwynedd Council is the 'lead' Council responsible for meeting the accounting and financial reporting responsibilities of Anglesey and Gwynedd's Joint Planning Policy Committee.
- 1.5 The Accounts and Audit (Wales) (Amendment) Regulations 2018 require all Joint Committees to prepare year-end accounts. Where the turnover is less than £2.5m the joint committee is deemed to be a "small joint committee" and an annual return must be prepared in accordance with proper practices as stipulated by legislation.

## **2. ACCOUNTS FOR 2019/20**

- 2.1 **The Revenue Income and Expenditure Account for 2019/20 is submitted herewith as Appendix A** in simple “outturn” format.
- 2.2 **The Official Annual Return for 2019/20 is submitted herewith as Appendix B, duly completed and certified, by the Responsible Financial Officer**, namely Gwynedd Council’s Head of Finance (Dafydd L Edwards) as the Statutory Finance Officer for the Joint Committee.
- 2.3 Following the certification by the Responsible Financial Officer referred to above, the Joint Planning Policy Committee was required to approve and publish the Annual Return by 15 June 2020. Although it was published on Gwynedd Council’s website on 27 May 2020, due to the COVID-19 outbreak, it was not possible for the body to approve the Annual Return before 15 June 2020.
- 2.4 The accounts and return has been subject to audit by Deloitte, Gwynedd Council’s external auditors appointed by the Auditor General for Wales. No matters arose as part of the audit.

## **3. RECOMMENDATION**

- 3.1 **The Joint Planning Policy Committee is asked to receive and approve the information in the appendices, i.e. –**
- Revenue Income and Expenditure Account for 2019/20 – Appendix A
  - Annual Return for the Year Ended 31 March 2020 – Appendix B



**JOINT PLANNING POLICY COMMITTEE  
(GWYNEDD AND ANGLESEY COUNCILS)  
REVENUE INCOME AND EXPENDITURE ACCOUNT 2019/2020**

	Budget 2019/2020 £	Final Accounts 2019/2020 £	Variance Over/(Under)spend £
<b>Expenditure</b>			
Employees			
Salaries	360,350	356,722	(3,629)
Other Staff Costs	4,020	15,521	11,501
Liability Insurance	1,050	1,844	794
Transport			
Pooled Cars	1,230	1,401	171
Travelling Expenses	10,430	4,014	(6,416)
Supplies and Services			
Unit Running Costs	4,630	2,703	(1,927)
Project Development Costs			
Printing and Publication Costs	5,000	0	(5,000)
Marketing and Publicity	3,070	0	(3,070)
Professional and Technical Services	30,000	3,589	(26,411)
Hardware and Software purchase	2,410	1,813	(597)
Other	80	63	(17)
Contribution to reserves	0	4,806	4,806
Central Support			
Central Recharges	57,540	53,520	(4,020)
<b>Total Expenditure</b>	<b>479,810</b>	<b>445,995</b>	<b>(33,815)</b>
<b>Income</b>			
Anglesey County Council Contribution	(239,910)	(222,998)	16,913
Gwynedd Council Contribution	(239,900)	(222,998)	16,903
<b>Total Income</b>	<b>(479,810)</b>	<b>(445,995)</b>	<b>33,815</b>
<b>Total Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>
Balances/Earmarked Reserves 31/03/19:			(174,366)
Virement			0
Net Movement			(4,806)
<b>Balances/Earmarked Reserves 31/03/20:</b>			<b>(179,172)</b>

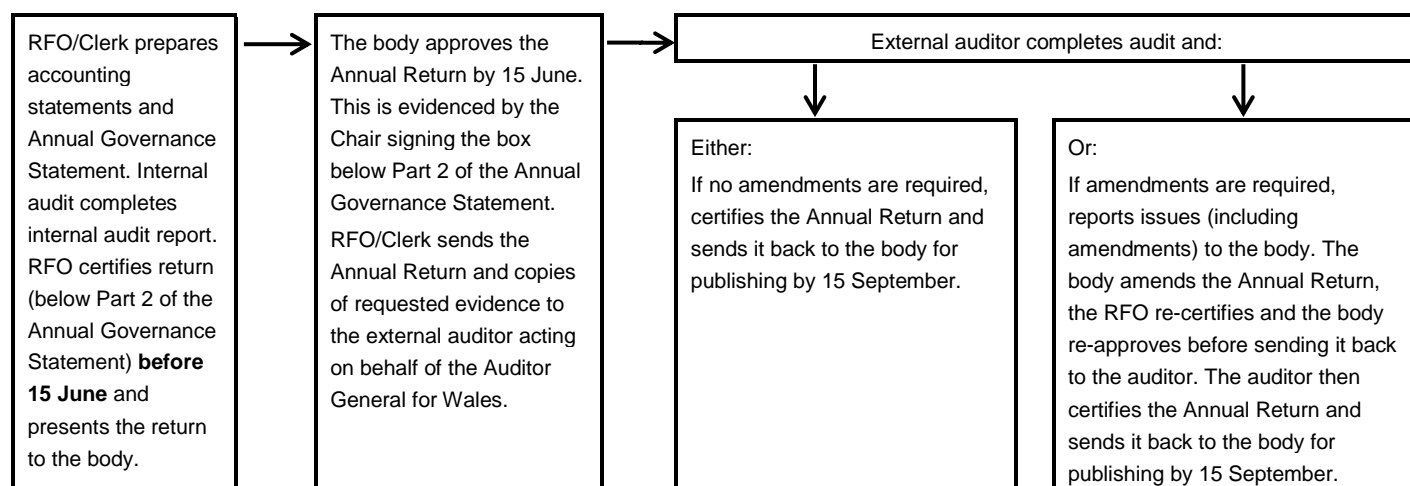
# Smaller relevant local government bodies in Wales Annual Return for the Year Ended 31 March 2020

## THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication 'Governance and accountability for local councils in Wales – A Practitioners' Guide' (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an annual return. This annual return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



**Please read the guidance on completing this Annual Return and complete all sections highlighted in red including the Annual Governance Statement.**

## APPROVING THE ANNUAL RETURN

**There are two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.**

**The committee must approve the annual return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.**

**The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.**

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

## Accounting statements 2019-20 for:

Name of body: **Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)**

	Year ending		Notes and guidance for compilers
	31 March 2019 (£)	31 March 2020 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	209,001	174,366	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	451,397	445,995	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	0	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	-389,396	-374,086	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	-96,636	-67,103	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	174,366	179,172	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors and stock balances	33	10	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	174,333	179,165	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	-3	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	174,366	179,172	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

# Annual Governance Statement


We acknowledge as the members of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils), our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2020, that:

	Agreed?		'YES' means that the Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> <li>• effective financial management during the year; and</li> <li>• the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) to conduct its business or on its finances.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
<p>5. We have carried out an assessment of the risks facing the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

\* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

## Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) approval and certification

The Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.</p>	<p><b>Approval by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) under minute reference:</p>
	Insert minute reference and date of meeting
<p><b>RFO signature:</b> </p>	<p><b>Chair of meeting signature:</b> signature required</p>
<p><b>Name:</b> DAFYDD L EDWARDS</p>	<p><b>Name:</b> name required</p>
<p><b>Date:</b> 26/05/2020</p>	<p><b>Date:</b> dd/mm/yyyy</p>

## The Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) re-approval and re-certification (only required if the annual return has been amended at audit)

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) , and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2020.</p>	<p><b>Approval by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils) under minute reference:</p>
	Insert minute reference and date of meeting
<p><b>RFO signature:</b> signature required</p>	<p><b>Chair of meeting signature:</b> signature required</p>
<p><b>Name:</b> name required</p>	<p><b>Name:</b> name required</p>
<p><b>Date:</b> dd/mm/yyyy</p>	<p><b>Date:</b> dd/mm/yyyy</p>

## Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2020 of:

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### External auditor's report

[Except for the matters reported below]\* On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

[[These matters along with]\* Other matters not affecting our opinion which we draw to the attention of the body and our recommendations for improvement are included in our report to the body dated \_\_\_\_\_.]

### Other matters and recommendations

On the basis of our review, we draw the body's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the body.

(Continue on a separate sheet if required.)

**External auditor's name:**

**External auditor's signature:**

**Date:**

**For and on behalf of the Auditor General for Wales**

\* Delete as appropriate.

## Annual internal audit report to:

**Name of body:** **Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)**

The Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)'s internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2020.

The internal audit has been carried out in accordance with the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils)'s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Joint Planning Policy Committee (Gwynedd and Isle of Anglesey Councils).

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

For any risk areas identified by the Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:					
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated May 2020.]

### Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2018-19 and 2019-20. I also confirm that there are no conflicts of interest surrounding my appointment.

**Name of person who carried out the internal audit:** Luned Fôn Jones, Audit Manager, Gwynedd Council

**Signature of person who carried out the internal audit:** *Luned Fôn Jones*

**Date:** 13/05/2020



## Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2019) equals the balance brought forward in the current year (line 1 of 2020). Explain any differences between the 2019 figures on this annual return and the amounts recorded in last year's annual return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers **all** your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Committee holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every committee must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
<b>Accounts</b>	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2020 agree to Line 9?		
<b>Approval</b>	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 15 June 2020?		
	Has the body approved the accounting statements before 15 June 2020 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
<b>All sections</b>	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		

If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
<b>Accounts</b>	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		

# Agenda Item 6

## ITEM 6

<b>MEETING</b>	<b>Joint Planning Policy Committee</b>
<b>DATE</b>	<b>4 September 2020</b>
<b>NAME</b>	<b>Supplementary Planning Guidance – Tourist Facilities and Accommodation</b>
<b>PURPOSE</b>	<b>Consider the Consultation Draft Supplementary Planning Guidance seen in Appendix 1 and come to a decision to publish it for public consultation.</b>
<b>RECOMMENDATION</b>	<b>Approve the publication of the following Supplementary Planning Guidance for public consultation: i. Supplementary Planning Guidance: Tourist Facilities and Accommodation</b>
<b>AUTHOR</b>	<b>Heledd Jones, Team Leader, Gwynedd and Anglesey Joint Planning Policy Unit</b>

### 1. Background

- 1.1 The Planning Authority has committed to preparing a range of Supplementary Planning Guidance to support the Joint Local Development Plan. This report presents an advisory draft version of the Supplementary Planning Guidance – Tourist Facilities and Accommodation along with information about the next steps and the timetable.

### 2. The purpose of Supplementary Planning Guidance

- 2.1 Supplementary Planning Guidance are drawn up to provide further details on specific policies in the Joint Local Development Plan. Supplementary Planning Guidance help to ensure that policies are better understood, are implemented more efficiently and implemented in a consistent manner.
- 2.2 When preparing these new Guidance, it is important to bear in mind that the Guidance must be consistent with the Joint Local Development Plan and National Planning Policy. No Guidance should include new policies or amend existing policies.
- 2.3 Based on the above, it is only the policies and the proposals of the Plan that have special status (priority) when making decisions with regard to planning applications. However, after they are adopted, and as long as they have been the subject of a public consultation and have been adopted by the Authorities, the Guidance will be used as a relevant consideration when coming to decisions about relevant planning applications.

### 3. The process thus far

- 3.1 A draft version of the SPG (Tourist Facilities and Accommodation) was approved by the Joint Planning Policy Committee on 26 April 2018. This draft was prepared in consultation with officers

from both authorities' Development Control Units and Tourism Units. The Supplementary Planning Guidance was published for a six week public consultation in accordance with the public consultation plan.

3.2 After giving detailed consideration to all observations received and the proposed changes that would be necessary to respond to those observations, the Joint Planning Policy Committee (November 2018) decided that further amendments needed to be made to the Guidance, which meant the need to re-consult on these amendments. The amendments specifically involved:

- i.) How to define an excess of self-service accommodation
- ii.) How to deal with applications for change of use and the loss of hotels.

3.3 During the Joint Local Development Plan Panel meeting held on 22 March 2019, the Consultation Report on this further consultation was presented, which noted that no further amendments to the Guidance were necessary as a result of the observations received during the consultation period, and a request was made to submit the Guidance to the Joint Planning Policy Committee for adoption.

3.4 Following the meeting of the Joint Planning Policy Committee (March 2019), the guidance was submitted to Gwynedd Council's Communities Scrutiny Committee on 4 April 2019. Following the discussion during this meeting, it was considered that it would be appropriate to make a minor amendment to the wording of the Guidance. Furthermore, a recent appeal decision in relation to considerations linked to assessing 'over-provision' of holiday accommodation has highlighted the need to further amend the Guidance.

3.5 A consultative draft version of the Guidance was presented to the Joint Local Development Plan Panel on 24 January 2020. It was determined to approve the consultative draft version to be presented to the meeting of the Joint Planning Policy Committee subject to making minor amendments to the wording of the Guidance. The amendments were as follows:

- In para 4.6.6 (point 2) remove the word 'local' and include reference to listed buildings.
- In para 4.6.6 (point 1) include a reference to Technical Advice Note 6 when referring to 'rural enterprises'.
- Amend the wording in order to ensure clarity with regard to how the number of holiday accommodation would be calculated (para 4.6.5, bullet point 6). That is, is there a need to consider the figure of the existing holiday accommodation provision when calculating the number of holiday accommodation that exists within the relevant Community/Town/City Council area.

#### **4. Next steps and timetable**

4.1 Originally, the Guidance was due to be presented to a meeting of the Joint Planning Policy Committee on 20 March, 2020. As a result of the Covid-9 pandemic, that meeting had to be cancelled. This, in turn has meant that the process of receiving the committees approval to release the document for public consultation has slipped.

4.2 The following table notes the next steps and indicative timetable for completing the steps. The final timetable depends on the number of observations received during the public consultation

period and the matters raised in those observations. A report to the meeting of the Local Development Plan Panel will provide an update following the end of the public consultation period, including providing a final timetable.

<b>Action</b>	<b>When?</b>
Hold a six-week public consultation.	September - October 2020
Joint Planning Policy Committee - to consider: i. Observations received during the public consultation period. ii. Amendments proposed to the wording of the Guidance.	November 2020
Joint Planning Policy Committee – to consider: i. Observations received during the public consultation period. ii. Amendments proposed to the wording of the Guidance. iii. Adopt the Guidance.	December 2020
Use the adopted Guidance as a relevant planning consideration	December 2020 onwards.

- 4.3 Normally, when conducting public consultations on Supplementary Planning Guidance and in accordance with the '[Procedural Note for the preparation and adoption of Supplementary Planning Guidance](#)', hard copies of the Guidance are available for inspection at Council Offices and local public libraries. Due to the current situation, this will not be possible. It is noted that correspondence will be sent to individuals/planning agents who have previously expressed an interest in the Guidance in order to raise awareness of the fact that the Guidance is subject to public consultation. Furthermore the consultation will be advertised regularly on the social media platforms of both authorities.

## 5. Recommendation

- 5.1 That the Joint Planning Policy Committee approves the amendments proposed for the draft Supplementary Planning Guidance (shown in underlined bold print in section 4.6 and para 6.2.1) and approves the publication of the Supplementary Planning Guidance for a public consultation period that is relevant to these amendments.

**SUPPLEMENTARY PLANNING  
GUIDANCE**

**CONSULTATION DRAFT**

**TOURISM FACILITIES  
AND  
ACCOMMODATION**



**MARCH 2020**

**ANGLESEY AND GWYNEDD JOINT LOCAL DEVELOPMENT PLAN**

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## **1.0 Introduction and Purpose of the Supplementary Planning Guidance**

### **1.1 Purpose**

1.1.1 The Purpose of this Guidance is to:

- assist the public and their agents in preparing planning applications and in guiding them in discussions with officers before submitting planning applications,
- assist officers to assess planning applications, and officers and councillors to make decisions about planning applications, and
- help Planning Inspectors make decisions on appeals.

1.1.2 The general aim is to improve the quality of new developments and facilitate a consistent and transparent way of making decisions.

### **The Policy Context**

#### Local Development Plan

1.1.3 Under planning legislation, the planning policies for every area are contained within the 'development plan'. The Gwynedd and Anglesey Joint Local Development Plan was adopted on 31 July 2017. It relates to the Gwynedd and Anglesey Planning Authority area.

1.1.4 The Plan provides wide-ranging policies along with allocations for the main land uses, such as housing, employment and retail; it will help shape the future of the Plan area physically and environmentally, and will also influence it economically, socially and culturally. The Plan, therefore, attempts to:

- guide the Local Planning Authorities to make rational and consistent decisions on planning applications by providing a policy framework that is consistent with national policy; and
- guide developments to suitable areas during the period up to 2026.

#### The need for Supplementary Planning Guidance

1.1.5 Although the Plan contains policies that enable the Local Planning Authority to make consistent and transparent decisions on development applications, it cannot provide all the detailed advice required by officers and prospective applicants to steer proposals locally. In order to provide this detailed advice, the Councils are preparing a range of Supplementary Planning Guidances to support the Plan that will provide more detailed guidances on a variety of topics and matters to help interpret and implement the Plan's policies and proposals.

### **The Status of Supplementary Planning Guidance**

1.1.6 Supplementary Planning Guidance (SPG) may be considered to be material planning considerations during the process of assessing and determining planning applications. Welsh Government and the Planning Inspectorate will place considerable weight on supplementary planning guidance that stem from, and are consistent with, a development plan. The SPGs do not introduce any new planning policies.

1.1.7 In accordance with Welsh Government advice, the SPG has been the subject of a public consultation and a resolution to adopt by the Joint Planning Policy Committee on behalf of the Councils. A draft version of this SPG was approved for public



consultation on *date* by *Committee name*. The supplementary planning guidance was the subject of a public consultation exercise between *date*. The x observations presented to the Councils were considered and, where appropriate, appropriate changes have been included in the final draft approved by the *Joint Planning Policy Committee* on *date* to be used as a material consideration when assessing and determining planning applications and appeals. A summary of the observations and the Councils' response are given in *Appendix or location of a Committee report*.

**This document should, therefore, be given substantial weight as a material planning consideration.**

## 1.2 Introduction

- 1.2.1 This SPG covers all forms and scales of holiday accommodation and tourism attractions. Tourism is a dynamic sector and is subject to continuous change. It plays a significant role in the plan area's economy. The visitor economy provides jobs, services and facilities that are essential to the well-being and enjoyment of local communities and residents in the plan area. The importance of tourism can be seen in the table<sup>1</sup> below:

2017	Gwynedd*	Anglesey
Total economic impact of tourism	£1.06 billion	£304.23 million
Total visitor numbers (millions)	7.28	1.71
Number of staying visitors (millions)	3.35	1.03
Number of day visitors (millions)	3.75	0.68
Number of FTE <sup>2</sup> jobs supported by tourism spend	15,601	4,102

\*includes Snowdonia National Park

- 1.2.2 Both Anglesey and Gwynedd benefit from extensive natural and cultural assets that offer considerable potential for residents and visitors to enjoy. However new tourism developments can have a negative impact upon the local environment and communities if they are insensitively developed or inappropriately located.
- 1.2.2 Both Gwynedd Council and the Isle of Anglesey County Council are committed to the principles of sustainability and the Joint Local Development Plan has sustainable development at its core and recognises that all development in the plan area should embody these principles, balancing the need to support the rural economy, whilst maintaining and enhancing the environmental, social and cultural quality of the plan area. See policy PS 5 Sustainable Development in Appendix 1.

<sup>1</sup> STEAM Report 2017

<sup>2</sup> FTE = Full Time Employment

## 2.0 Planning Policy Context

### 2.1 National Planning Policy

- 2.1.1 National planning policy guidance on tourism is set out in Planning Policy Wales (PPW, Edition 10, Dec 2018) and recognises that it involves a wide range of activities, facilities and types of development and is vital to economic prosperity and job creation in many parts of Wales and that tourism can be a catalyst for regeneration, improvement of the built environment and environmental protection (5.5.1).
- 2.1.2 It recognises that in rural areas, tourism-related development is an essential element in providing for a healthy and diverse economy. New tourism developments should be sympathetic in nature and scale to the local environment (5.5.3). It also recognises that there may be a need to limit new development to avoid damage to the environment or the amenity of residents and visitors (5.5.2).
- 2.1.3 Further guidance is also contained in the Technical Advice Notes (TAN) TAN13: Tourism (1997) which provides advice on hotel development, static and touring caravans and seasonal occupancy conditions. TAN6: Planning for Sustainable Communities (2010) contains advice such as the location of development and the conversion of buildings for holiday use.

### 2.2 Joint Local Development Plan

- 2.2.1 The Anglesey and Gwynedd Joint Local Development Plan (JLDP) was adopted on the 31<sup>st</sup> July 2017 and provides the planning policy framework for this SPG. The important role of tourism in the plan area is reflected in the JLDP which seeks to support and enable sustainable tourism development while at the same time ensuring that the natural and built environment are preserved and enhanced.
- 2.2.2 The overarching strategic policy for tourism in the JLDP is policy PS14: The Visitor Economy as set out below:

#### **STRATEGIC POLICY PS14: THE VISITOR ECONOMY**

Whilst ensuring compatibility with the local economy and communities and ensuring the protection of the natural, built and historic environment the Councils will support the development of a year-round local tourism industry by:

1. Focusing larger scale, active and sustainable tourism, cultural, the arts and leisure development in the sub-regional centre, urban service centres, and, where appropriate, local service centres;
2. Protecting and enhancing existing serviced accommodation and supporting the provision of new high quality serviced accommodation in the sub-regional, urban and local service centres and villages;
3. Managing and enhancing the provision of high quality un-serviced tourism accommodation in the form of self-catering cottages and apartments, camping, alternative luxury camping, static or touring caravan or chalet parks;
4. Supporting appropriately scaled new tourist provision and initiatives in sustainable locations in the countryside through the reuse of existing buildings, where appropriate, or as part of farm diversification, particularly where these would also benefit local communities and support the local economy and where they are in accordance with sustainable development objectives;
5. Preventing development that would have an unacceptable adverse impact on tourist facilities, including accommodation and areas of visitor interest or their setting, and maximise opportunities to restore previous landscape damage.

2.2.3 This SPG contains the following information:

- Section 3 – Overarching Planning Considerations
- Section 4 – Permanent Serviced and Self-Serviced Accommodation
- Section 5 – Static Caravan, Chalet and Permanent Alternative Camping Accommodation Sites
- Section 6 – Touring Caravans, Camping and Temporary Alternative Camping Accommodation Sites
- Section 7 – Holiday Occupancy
- Section 8 – Visitor Attractions and Facilities

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### **3.0 Tourism – Overarching Planning Considerations**

There are a number of considerations that are relevant to the majority of proposals for new or extensions to tourism facilities and holiday accommodation which are set out below. Other considerations may, however, be relevant to the different types of proposals being put forward. These issues will be considered in later sections of this SPG.

#### **3.1 High Quality Development**

(Policy TWR 1 criterion ii; Policy TWR 2; Policy TWR 3 criterion 1; Policy TWR 5 criterion 1)

3.1.1 This refers to the quality of the development in terms of land-use considerations and not to any recognised grading scheme operated by the tourism industry. In addition to local policy requirements, national policy guidance states that development in rural areas should embody sustainability principles, balancing the need to support the rural economy, whilst maintaining and enhancing the environmental, social and cultural quality of rural areas (TAN13: Transport, para 3.11).

3.1.2 All proposed tourism developments should be high quality in terms of design, layout and appearance. A primary consideration will be the overall quality of the ‘scheme’, measured against the requirements of the plan’s development management policies (see Appendix 1):

- Policy PCYFF2: Development Criteria, which states that development proposals should not have an adverse impact on the health, safety or amenity of the local community due to increased activity, disturbance, vibration, noise, dust, fumes, litter, drainage, light pollution, or other forms of pollution or nuisance.
- Policy PCYFF3: Design and Place Shaping, which states that all proposals will be expected to demonstrate high quality design which fully takes into account the natural, historic and built environment context and contributes to the creation of attractive, sustainable places, and,
- Policy PCYFF4: Design and Landscaping, which states that all proposals should integrate into their surroundings. Proposals that fail to show (in the manner appropriate to the nature, scale and location of the proposed development) how landscaping had been considered from the outset as part of the design proposal will be refused.

3.1.3 Central to deciding the land use effects of applications are the criteria which help to define a high quality development. No policy document can be prescriptive, or exhaustive, in describing the opportunities that may arise. In terms of the planning of high quality development the issues will normally relate to the type of factors identified below. (Please note this is not an exhaustive list and each application will be assessed on its merit).

**Criteria which help define high quality development in terms of land use considerations include:**

- Sites located in a sustainable location i.e. within or close to existing settlements where new development can be best be accommodated in terms of infrastructure, access and habitat and landscape conservation and sites not normally lying in open countryside unless there is robust justification for this;

- Sites that are close to the main highway network and have good links to various modes of transport;
- Sites that are not visually intrusive on the landscape, are well screened and do not cause adverse harm to protected landscapes (e.g. the AONB and SLAs) or heritage assets (e.g. World Heritage Sites and Scheduled Ancient Monuments);
- Sites that are not located within zone C of the development advice maps (TAN15);
- Sites that are of a suitable scale to fit in with their surroundings;
- Sites that have existing landscape cover and no major visual impact;
- Protecting the undeveloped coast;
- Protecting and promoting biodiversity interest;
- Respect for the historic and natural environment;
- Helps reinforce and strengthen an existing tourism centre and makes better use of land by consolidating areas of existing tourism activity (tourist attractions, marina etc.);
- Enhancing suitable previously developed (brown field) land;
- Part of a scheme for agricultural diversification and supporting the rural economy.

### 3.2 Landscape/Environmental Considerations

(Policy TWR 3 criterion 1; Policy TWR 5 criterion 1)

- 3.2.1 Landscape character, natural and built conservation features, setting, the availability of views, site layout and screening are important considerations in assessing tourism proposals. The JLDP policies state that new developments should be located in an unobtrusive location. An unobtrusive location is defined in the plan as one which is well screened by existing landscape features and/or where units can be readily assimilated into the landscape without the need for excessive man made features.
- 3.2.2 Policy PCYFF4: Design and Landscaping states that all proposals should integrate into their surroundings. Proposals that fail to show (in a manner appropriate to the nature, scale and location of the proposed development) how landscaping has been considered from the outset as part of the design proposal will be refused. The policy gives guidance on the contents of a landscape scheme, and should, where relevant:
1. Demonstrate how the proposed development has given due consideration to the Landscape Character Area Assessment or Seascape Character Area Assessment;
  2. Demonstrate how the proposed development respects the natural contours of the landscape;
  3. Demonstrate how the proposed development respects and protects local and strategic views;
  4. Respect, retain and complement any existing positive natural features, landscapes, or other features on site;
  5. Identify trees, hedgerows, water courses and topographical features to be retained;
  6. Provide justification for circumstances where the removal/loss of existing trees, hedgerows, water courses and topographical features cannot be avoided and provides details of replacements;
  7. Provide details of any proposed new landscaping together with a phased programme of planting;

8. Demonstrate that any proposed new planting includes plants and trees of mainly native species of local provenance and does not include any non-native invasive species;
  9. Ensure that selection of species and planting position of any trees allows for them to grow to their mature height without detriment to nearby buildings, services and other planting; and
  10. Provide permeable hard surface landscaping.
- 3.2.3 Where appropriate, visuals, landscape visual impact assessment, where appropriate, and photomontages from viewpoints agreed with the LPA to demonstrate potential visual impacts of a proposed development should be provided along with mitigation measures to address the identified impacts.
- 3.2.4 A landscaping scheme by a suitably qualified person should be submitted with the application. Conditions will be used to ensure that the agreed landscaping scheme is implemented before the development becomes operational and is maintained in perpetuity.
- 3.2.5 There will be unsuitable sites in an open countryside location i.e. where there are no existing natural screening or when the development is in a prominent location, where no amount of landscaping will mitigate any impacts.
- 3.2.6 Applicants will be expected to demonstrate how they have considered the information provided by the Gwynedd Landscape Strategy<sup>3</sup>, Anglesey Landscape Strategy<sup>4</sup>, Landscape Sensitivity and Capacity Study<sup>5</sup> and the LANDMAP resource<sup>6</sup>. LANDMAP is an all-Wales landscape resource where landscape characteristics, qualities and influences on the landscape are recorded and evaluated. It contains detailed surveys for individual areas called Collector Files. An example of a collector file can be found in Appendix 2.
- 3.2.7 Within the AONBs and SLAs all developments must have regard for the AONB and SLA special qualities. Applications that have a significant impact on these special qualities will be refused.

Further information regarding the special qualities can be found:

- Isle of Anglesey AONB Management Plan (2015 – 2020): <https://www.anglesey.gov.uk/documents/Docs-en/Countryside/Anglesey-AONB-Management-Plan-2015---2020.pdf>
- Llyn AONB Management Plan: <https://www.ahne-llyn-aonb.org/7/en-GB/Managing-the-AONB>
- Review of Special Landscape Areas in Gwynedd and Anglesey (2012): <https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies->

<sup>3</sup> [https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Landscape-Sensitivity-and-Capacity-Assessment-\(DC.020\).pdf](https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Landscape-Sensitivity-and-Capacity-Assessment-(DC.020).pdf)

<sup>4</sup> [https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Angesey-Landscape-Strategy---Update-2011-\(DC.011\).pdf](https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Angesey-Landscape-Strategy---Update-2011-(DC.011).pdf)

<sup>5</sup> [https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Gwynedd-Landscape-Strategy-Update-2012-\(DC.010\).pdf](https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Gwynedd-Landscape-Strategy-Update-2012-(DC.010).pdf)

<sup>6</sup> <https://landmap-maps.naturalresources.wales/>

[and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Review-of-SLAs-in-Gwynedd-and-Anglesey-\(DC.008\).pdf](#)

### **3.3 Welsh Language Considerations**

(Policy PS 1; Policy PS 5 criterion 4)

- 3.3.1 The Welsh language plays an important role in the social, cultural and economic life of the Plan area's residents and visitors. Where development is proposed, consideration must be given to the enhancement and protection of the language and culture. Strategic Policy PS1 sets out the context for the assessment of the potential impact of proposals upon the language and culture (see Appendix 1).
- 3.3.2 In terms of tourism development the larger proposals that involve employing more than 50 people and/or with an area of 1,000sq metres will require a Welsh Language Statement, which will protect, promote and enhance the Welsh language. All proposals, irrespective of type, size or location, will be expected to comply with criterion 4 and 5 of PS1 which is the requirement of a bilingual signage scheme to deal with all operational signage in the public domain that are proposed in a planning application by public bodies and by commercial and business companies. It is expected that existing Welsh names are retained and appropriate Welsh names are used for new developments.
- 3.3.3 Criteria 3 of PS1 states that the Councils will refuse proposals which would cause significant harm to the character and language balance of a community that cannot be avoided or suitably mitigated by appropriate planning mechanisms.
- 3.3.4 Further information on the above can be found in the "Maintenance and creation of distinctive and sustainable communities" SPG.

## **4.0 Permanent Serviced and Self-Serviced Holiday Accommodation**

Policy TWR 2: Holiday Accommodation (see Appendix 1) provides the primary policy framework for the provision of new or the extension of existing permanent serviced and self-serviced holiday accommodation facilities. The main policy considerations are as follows:

- Type of Units
- Scale of development
- Converting existing buildings
- Suitable previously developed land
- Extensions to existing permanent holiday accommodation development
- Over-concentration of permanent self-catering holiday accommodation
- Planning Conditions

### **4.1 Type of units**

- 4.1.1 The type of units considered under this policy are permanent buildings that are constructed on site over a period of time, unable to be dismantled and rebuilt elsewhere.

### **4.2 Scale of development**

- 4.2.1 Criteria ii. of TWR 2 states that all proposed developments should be appropriate in scale having regard to the site, location and/or settlement in question. To ensure that this is achieved, the applicant will be expected to demonstrate that the proposal fully takes into account the character of both site and its surrounds and the site's existing or potential relationships with any important focal points, views, historic buildings etc. This assessment should be proportionate to the scale and context of the proposals. In line with national planning policy it is expected that large scale new developments will be located within to existing settlements or on suitable previously developed land, which already have the infrastructure to service the development, and protect the open countryside from inappropriate development. Factors that will be taken into account when assessing the scale of a proposal include:

1. That the site is of sufficient size to accommodate the proposal without prejudicing any appropriate provision of ancillary facilities such as soft landscaping and parking and service areas. (See policy PCYFF 4, Appendix 1).
2. That the scale of the development is compatible with, and fits comfortably into its surrounding (See policy PCYFF 3, Appendix 1).
3. In accord with the principles of promoting sustainable development it is important that new developments (including those on previously developed sites), which could substantially increase the number of journeys made by private vehicles, should be located within or as close as possible to, or within reasonable walking distance of the service centres identified in the Plan's settlement hierarchy, and/or within reasonable safe walking distance to public transport interchanges or routes, where feasible. In assessing the transport aspects of a proposal the LPA will balance the functional need for the proposal's location and its benefits to the local economy with the need to promote the most sustainable modes of transport.
4. That the scale of the development does not adversely impact on the cultural character of the local community but is proportionate to the size and character of existing buildings/business and any settlement it is located within or nearby.



### 4.3 Converting existing buildings

4.3.1 When assessing planning applications for the re-use or adaption of a building to either serviced or self-serviced holiday accommodation facilities, the primary consideration will be whether the nature and extent of the new use proposed for the building is acceptable in planning terms. Further information can be found in the “Conversion of Buildings in the Open Countryside SPG”.

4.3.2 The following is a list of issues that will be considered in order to assess the building’s suitability to be used specifically as holiday accommodation:

- i. The building is structurally sound and capable of conversion without major or complete reconstruction, large extensions or major alterations;
- ii. The building is suitable for the specific use;
- iii. Any inherent characteristics of merit in the building are retained and any features of historical or architectural importance are safeguarded;
- iv. The conversion does not result in unacceptable impacts upon the structure, form, character or setting where the building is of historic and / or architectural interest;
- v. Protecting biodiversity interests such as bats;
- vi. The conversion respects the character, scale and setting of the existing building;
- vii. Their form, bulk and general design are in keeping with their surroundings;
- viii. The conversion does not lead to dispersal of activity on such scale as to prejudice town and village vitality;
- ix. The need for new services to the property;
- x. Whilst it should not normally be necessary to consider whether a building is no longer needed for its present purposes, it will be appropriate to investigate (a) the history of the building to establish whether it was ever used for the purpose for which it was claimed to have been built, and/or (b) the impact of its loss on any adjoining/nearby properties (e.g. loss of any curtilage buildings);
- xi. The proposed use’s compatibility with existing adjoining/ nearby property’s use in terms of noise, traffic disturbance, lack of privacy for any adjoining property/ nearby property;
- xii. The existing building’s effect on the landscape in terms of visual amenity and whether the proposal would secure an improvement in the external appearance of the building.
- xiii. The proposal would not harm the amenities of neighbouring properties

4.3.3 Any application to convert an existing building must be accompanied by a full structural survey by a qualified person which demonstrates that the building is structurally capable of conversion without extensive rebuilding, alterations and extensions. The structural survey must relate to the proposed plans i.e. that the building can take the works proposed, and should include trial pits so that fundamental issues are known e.g. what foundations exist, is underpinning required etc.

4.3.4 Further guidance can be found in national planning policy guidance. Paragraph 3.2.1 of TAN 23: Economic Development<sup>7</sup> states that the re-use and adaptation of existing rural buildings has an important role in meeting the needs of rural areas for commercial and industrial development, **and tourism**, sport and recreation. In recognising this, local planning authorities are expected to adopt a positive approach to the conversion of rural buildings for business re-use, especially those buildings located within or adjoining farm building complexes.

<sup>7</sup> <http://gov.wales/topics/planning/policy/tans/tan-23/?lang=en>

#### 4.4 Suitable previously developed land

- 4.4.1 In the case of proposals for new visitor attractions and serviced and self-serviced holiday accommodation, all development proposals will have to be either located within a development boundary or on **suitable** previously developed land. The JLDP uses the definition of previously developed land found in Planning Policy Wales (9<sup>th</sup> Edition, Nov 2016: Figure 4.4) which states:

Previously developed land is that which is or was occupied by a permanent structure (excluding agricultural or forestry buildings) and associated fixed surface infrastructure. The curtilage (see note 1 below) of the development is included, as are defence buildings, and land used for mineral extraction and waste disposal (see note 2 below) where provision for restoration has not been made through development management procedures.

Excluded from the definition are:

- land and buildings currently in use for agricultural or forestry purposes;
- land in built-up areas which has not been developed previously, for example parks, recreation grounds and allotments, even though these areas may contain certain urban features such as paths, pavilions and other buildings;
- land where the remains of any structure or activity have blended into the landscape over time so that they can reasonably be considered part of the natural surroundings;
- previously developed land the nature conservation value of which could outweigh the re-use of the site; and
- previously developed land subsequently put to an amenity use.

**Notes:**

1. The curtilage is defined as the area of land attached to a building. All of the land within the curtilage of the site will also be defined as previously-developed. However this does not mean that the whole area of the curtilage should therefore be redeveloped. For example, where the footprint of a building only occupies a proportion of a site of which the remainder is open land (such as a hospital) the whole site should not normally be developed to the boundary of the curtilage. The local planning authority should make a judgement about site layout in this context, bearing in mind other planning considerations such as policies for the protection of open space, playing fields or development in the countryside. They should consider such factors as how the site relates to the surrounding area and requirements for on-site open space, buffer strips and landscaped areas.
2. This relates to minerals and waste sites which would otherwise remain unrestored after use because the planning permission allowing them did not include a restoration condition. All other such sites will be restored to greenfield status, by virtue of the planning condition.

- 4.4.2 Once established that the development is located on previously developed land (as defined in the box above) an assessment of its suitability must be undertaken. Factors that define the suitability of the previously developed land include:

- Location – As the plan promotes sustainable development, proposals involving development on poorly sited development will not be considered to align with the Policy’s approach. In line with national planning policy it is expected that new development will be located within or close to existing settlements which already

have the infrastructure to service the development and which are accessible via sustainable means of transport.

- Nature of the previously developed land – Urban development (nature of and appearance) in the open countryside can often be considered as alien to its natural surroundings therefore careful consideration should be given to the visual/landscape impact of such development, i.e. new buildings located above a ridgeline or which occupy a top of slope/ridge location or would otherwise be a prominent feature in the landscape will be unacceptable. It should be ensured that any proposed development will not have a tangible greater impact on the character and openness of the surrounding area in comparison to that of the previously developed land.

4.4.3 All applications for demolition and rebuilding of an existing building must be accompanied by a structural survey in order to assess the structural condition of the existing building to ascertain whether it is capable of conversion or not. It is not the policy's intention to allow for the demolition of an existing structurally sound building in order to engineer new brownfield land.

#### **4.5 Extensions to existing permanent holiday accommodation development business**

4.5.1 Any application for extensions to existing permanent holiday accommodation developments must prove that there is an established link between the proposed and current development i.e. will form part of the same planning unit, must be part the same business and the application to extend the holiday accommodation business is part of a wider scheme to improve the business and tourist offer in the Plan area.

4.5.2 The scale and design of the proposed development should be commensurate with the existing business.

#### **4.6 Existing supply / Over concentration of permanent self-catering holiday developments**

~~4.6.1 The number of holiday accommodation units within some communities in the plan area is already significantly high and can have a detrimental impact on the cultural character of those local communities. Criteria v. of policy TWR2 relates to the over-concentration of permanent holiday accommodation.~~

~~4.6.2 Criteria which help define overconcentration of holiday accommodation include:~~

- ~~• If the holiday accommodation units are distributed evenly across the settlement, it would not lead to areas of empty properties during the winter months.~~
- ~~• A large number of holiday accommodation units located in a settlement could change the character of the settlement and a loss of community may be seen as large numbers of these properties will be empty during off-peak times.~~
- ~~• The amenity of local residents may be affected i.e. noise complaints, increase in traffic etc.~~
- ~~• Lack of community facilities and services as local businesses cater for the needs of visitors more than the needs of local residents.~~

~~4.6.3 In order to support all applications for the development of self-serviced holiday accommodation all applicants will be required to submit a detailed business plan, which demonstrates the robustness of the proposed scheme and to prove compliance with criteria v. of the policy.~~

~~4.6.4 The purpose of the business plan is to enable the Authority to assess whether the scheme has a realistic chance of being viable, is not speculative in nature, and would help to make sure that there is no loophole to allow the redevelopment of existing buildings in the countryside for holiday use, and then allow them to convert to residential use if shown to be unviable in holiday use.~~

#### **4.6 Defining over-provision**

**4.6.1 A high number of holiday accommodation or a concentration of holiday accommodation in a specific area can have a detrimental impact on the social fabric of those communities. Policy TWR 2 (criterion 5) clearly states that no holiday accommodation provision should lead to an 'excess' of self-catering holiday accommodation in a specific area.**

#### **Defining the types of units that need to be considered**

**4.6.2 In considering an over-provision of self-catering holiday accommodation, consideration should be given to the provision and range of permanent self-catering holiday accommodation available. Examples of this type of accommodation include self-catering holiday accommodation (including Airbnb) along with dedicated holiday accommodation (i.e. permanent units that have been granted planning permission for the purpose of holiday use). Furthermore, it is also noted that consideration should be given to the rate of second homes within a community. 'Matters' associated with the impact of second homes on communities often correspond to matters associated with 'self-catering holiday accommodation', for example high levels of second homes, along with holiday accommodation, can mean:**

- **A lack of housing supply in order to meet the local need;**
- **Impact on local services, the amenities of local residents and the community;**
- **A lack of idle population in order to maintain and support local community facilities;**
- **Seasonal employment opportunities only;**
- **Impact on local house prices.**

#### **Area**

**4.6.3 The provision of holiday accommodation should be considered within the area/settlement where the proposal is located, along with the wider area. Council Tax figures in terms of second homes and non-domestic holiday accommodation (business rate) are based on Community/Town/City Council area. In some cases, especially rural areas that border with a neighbouring community/town/city council, or are clearly influenced by it, it will be appropriate to give consideration to the level of provision in that area as well.**

#### **Information sources**

**4.6.4 Council Tax information, along with any information deriving from the relevant Bed Stock Survey, should be used when attempting to gather information regarding the existing provision of holiday accommodation and second homes. Applicants are encouraged to contact the Joint Planning Policy Service to**

receive guidance in order to ensure that accurate and current information is used.

### Defining over-provision

4.6.5 In assessing whether or not there is an over-provision of holiday accommodation (in accordance with the definition noted in para. x.x), the following should be considered:

- Whether or not there is a consistent dispersal of holiday accommodation across the area - A provision of holiday accommodation that has been distributed consistently across the area is a way of ensuring that it does not lead to pockets of empty properties during the winter and ensures that excess pressure is not applied on local services and infrastructure at the peak of the season;
- Sociocultural impact - A permeation of holiday accommodation into a traditionally residential area can lead to a change in people's values and behaviour, and consequently, lead to them losing their cultural identity.
- Impact on the amenities of local residents, e.g. complaints regarding noise, disturbance, increase in traffic etc.
- Lack of community facilities and services - Local businesses providing for the needs of visitors more than the needs of local residents and only opening on a seasonal basis.
- Pressure on local infrastructure - The capability and capacity of local infrastructure to cope at the peak of the season.
- Number of holiday accommodation - Favourable consideration will not be given to applications for self-serviced holiday accommodation when the existing combination of holiday accommodation and second homes within the Community/Town/City Council area is higher than 15%. Council Tax information should be used as the information source in order to find this information.

4.6.6 It is recognised that some exceptional circumstances can arise where there are clear advantages to allowing holiday accommodation in an area that already has a high number of holiday accommodation and second homes (beyond the 15% threshold). These exceptional cases include:

- An enterprise associated with rural diversification. There would be a need to prove that the proposal is associated with an existing rural enterprise (in accordance with the definition included in Technical Advice Note 6: Planning for sustainable rural communities) and that the proposal contributes to sustaining that enterprise. Any such enterprise (the exception) should involve the conversion of an unoccupied traditional building(s) that is structurally sound, rather than new developments. Furthermore, the proposal should be legally bound to the existing rural enterprise.
- A proposal that would involve preserving and making alternative use of a listed building of historical value.

*The business plan*

- 4.6.7 The Business Plan is not expected to be a long and complex document, however detailed information supported by quantitative and qualitative information will be required (as applicable). Further, the level of detail/information expected to be included within the Business Plan needs to be commensurable with the proposal. Evidence which support any assumptions within the Business Plan should be included and annexed as appropriate within the Plan.
- 4.6.8 The Business Plan should be prepared by a qualified individual/company. For example, those undertaking the Business Plan could be an Architect, Professional Planner, Chartered Surveyor, Financial Advisor or an expert in the field of tourism (or a combination of these individuals) with the applicant's input in terms of the business' vision for the future. The 'Business Plan' should clearly state who has undertaken the Plan along with the individual's qualification in relation to undertaking the work.
- 4.6.9 All Business Plans will be assessed by the Planning Officer in consultation with competent officers within the Council. Further assistance may be required by external experts at the applicants' expense.
- 4.6.10 In order to give advice to applicants relating to what information should be included within the Business Plan a template has been included in appendix 4. Please note that the template is not definitive but it does give guidance on the type of information which is required. The template is an adaptation of guidance given by 'Business Wales' [<https://businesswales.gov.wales/zones/starting-up/business-plan>].

#### **4.7 Applications to delete the Occupancy Condition**

- 4.7.1 A planning condition will be placed on all applications that the property(ies) will be used for holiday accommodation purposes only. A number of these properties are located in the open countryside, away from the settlements identified in the JLDP, in areas where new residential development would not normally be permitted. If robust evidence is provided to demonstrate that the property is no longer viable as a holiday let, a sequential approach will be taken to manage the property's occupation, in line with national planning policy guidance. In the first instance, the applicant will need to demonstrate sound planning reasons that the property cannot be adapted for another employment use. Then, if it can be proven that no other employment uses can be found for the building then it could be suitable for workers who work on a rural enterprise locally and there are no existing dwellings available on the enterprise (subject to planning consent).
- 4.7.2 Finally, if the LPA is satisfied that there are no eligible rural enterprise workers seeking accommodation, the eligibility will be extended to local persons who would be eligible for consideration for affordable housing. In this respect, the views of the Housing Service should be sought regarding the local need for affordable housing.
- 4.7.3 For this purpose the occupancy of the property shall be restricted as follows:

The holiday unit/s shall be occupied for holiday purposes only and shall not be occupied as a person's sole or main place of residence. The owners / operators of the holiday unit/s shall maintain an up-to-date register, log of the names of all owners / occupiers of the holiday unit/s on the site and of their main home addresses and shall make the information available at all reasonable times, to the Local Planning Authority.

If it can be demonstrated that the holiday unit is no longer viable, the following uses will be considered:

- a) a suitable alternative employment use, or occupied by a person solely or mainly working on a rural enterprise in the locality; where there is/was a defined functional need; or if it can be demonstrated that there is no eligible alternative employment use, to those:
- b) who would be eligible for consideration for affordable housing under the local authority's housing policies; or if it can be demonstrated that there are no persons eligible for occupation under (a);
- c) widows, widowers or civil partners of the above and any resident dependants.

4.7.4 The size of the converted or new holiday unit must not be excessive or it may not be affordable if, for some reason, the holiday property is no longer viable. Please note that this is relevant to properties classified as C3 use in the use class order.

#### **4.8 Change of Use of Existing Hotels**

4.8.1 Criteria 2 of Strategic Policy PS 14: The Visitor Economy states the Councils will support the development of a year-round local tourism industry by protecting and enhancing existing serviced accommodation. Applications for the change of use of hotels will be refused unless strong evidence is provided to prove that the hotel is no longer viable.

4.8.2 If the hotel is vacant and no longer functions as a business the applicant must prove that there has been a genuine attempt to market the business for sale for at least 12 months.

4.8.3 The evidence should include copies of the marketing/sales advertisements of the hotel together with written confirmation from the sales agents regarding the interest / proposals that have existed. It should be ensured that the marketing strategy to sell the business has targeted the most appropriate market i.e. the use of specialist agents that have an experience of marketing and selling hotels.

4.8.4 When considering proposals that would result in the change of use of a hotel, it will be necessary to receive financial evidence that the current business is not viable. A Financial Report should be submitted which proves that the current business has ceased to be financially viable and that it could not be expected to become financially viable in the future.

## **5.0 Static Caravan, Chalets and Permanent Alternative Camping Accommodation**

Policy TWR 3: Static Caravan, Chalets and Permanent Alternative Camping Accommodation (see Appendix 1) provides the primary policy framework for the provision of new or the extension of existing sites. The main policy considerations are as follows:

- Type of units
- Standalone developments
- Significant intensification
- Coastal change management areas
- Using static caravans and chalets for residential purposes

### **5.1 Type of Units**

5.1.1 The type of units that are acceptable under this policy are units which are capable of being dismantled and re-assembled elsewhere if required, they include prefabricated units which involve little construction on site.

- Caravan – means any structure designed for human habitation which is capable of being moved from one place to another as defined under the Caravan Sites and Control of Development Act 1960 (and amended by the Caravan Sites Act 1968).
- Chalet – A single storey semi-permanent prefabricated unit which can be dismantled and built elsewhere.
- Permanent Alternative Camping Accommodation - These are units, because of their degree of permanency, physical attachment to the ground and due to the nature of their design, cannot be entirely removed off site when not in use.

### **5.2 Standalone developments**

5.2.1 Applications for standalone single caravans or chalets placed in a field or within the curtilage of residential dwellings without any associated facilities are not considered to be high quality development and therefore do not align with Policy TWR 3. These type of developments do not enhance the type and quality of tourist offer in the plan area and the cumulative effects of such developments can have a negative impact on the landscape.

### **5.3 Significant intensification**

5.3.1 Policy TWR 3 stipulates that proposals for new static caravan or chalet developments which lie outside the Areas of Outstanding Natural Beauty (AONB) and Special Landscape Areas (SLAs) will only be permitted provided that the proposal conforms with the criteria listed within the policy. The first criteria states as follows:-

*“i) it can be demonstrated that it doesn’t lead to a significant intensification in the provision of static caravan or chalet sites in the locality.”*

5.3.2 In order to define ‘intensification’ within the remit of Policy TWR 3, the explanation to the Policy refers to the ‘Isle of Anglesey, Gwynedd and Snowdonia National Park



Landscape Sensitivity and Capacity Study’ (Gillespies, 2014)<sup>8</sup>. Within the study each ‘Landscape Character Area’ (as defined by the Anglesey Landscape Strategy<sup>9</sup> and the Gwynedd Landscape Strategy<sup>10</sup>) is assessed to determine the landscapes overall capacity for further caravan and chalet park developments. When considering applications for new developments, reference should therefore be made to the capacity of the local landscape as specified within the Landscape Sensitivity and Capacity Study.

- 5.3.3 The tables in Appendix 3 specify the various typologies for caravan and chalet park developments along with the overall capacity and sensitivity for each Landscape Character Area. The maps in Appendix 3 shows each Landscape Character Area and their capacity for static caravan and chalet developments.

## 5.4 Coastal Change Management Areas

- 5.4.1 Shoreline Management Plans (SMP) are developed by Coastal Groups with members mainly from local councils and the Environment Agency (which now forms part of Natural Resources Wales). They identify the most sustainable approach to managing the flood and coastal erosion risks to the coastline in the:

- short-term (up to 2025)
- medium term (2026 to 2055)
- long term (2056 to 2105)

The West Wales SMP 2<sup>11</sup> covers the plan area and provides a large-scale assessment of the risks associated with coastal processes during the above epochs and is the primary source of evidence in defining coastal change management areas. It sets a range of policies for the coastline which are:

- Hold the line
- No active intervention
- Managed realignment

- 5.4.2 Planning Policy Wales states that Local Authorities should help reduce the risk of flooding and the impact of coastal erosion by avoiding inappropriate development in vulnerable areas. A Coastal Change Management Area (CChMA) is defined where the accepted shoreline management plan policy is for ‘no active intervention’ or ‘managed realignment’ during the Plan period. Appendix 5 provides a schedule of coastal areas defined as the CChMA. The coastal areas included in the CChMA are those where the SMP 2 sets a ‘no active intervention’ or ‘managed realignment’ policy approach either up to 2025 or between 2026 and 2055 policy epochs or both policy epochs.

- 5.4.3 Policy TWR 3 does not allow for new units in the AONBs and SLAs. Criteria 2 of the policy, however, states that, in exceptional circumstances, proposals involving the relocation of an existing site already located in the AONBs or SLAs and the CChMA to another site outside CChMA provided that the new site is:

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<sup>8</sup> [https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Landscape-Sensitivity-and-Capacity-Assessment-\(DC.020\).pdf](https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Landscape-Sensitivity-and-Capacity-Assessment-(DC.020).pdf)

<sup>9</sup> [https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Angesey-Landscape-Strategy---Update-2011-\(DC.011\).pdf](https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Angesey-Landscape-Strategy---Update-2011-(DC.011).pdf)

<sup>10</sup> [https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Gwynedd-Landscape-Strategy-Update-2012-\(DC.010\).pdf](https://www.gwynedd.llyw.cymru/en/Council/Documents---Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Supporting-documents/Gwynedd-Landscape-Strategy-Update-2012-(DC.010).pdf)

<sup>11</sup> [http://www.westofwalesmp.org/content.asp?nav=23&parent\\_directory\\_id=10](http://www.westofwalesmp.org/content.asp?nav=23&parent_directory_id=10)

- i. of a high quality in terms of design, layout and appearance, and is sited in an unobtrusive location which is well screened by existing landscape features and/or where the units can be readily assimilated into the landscape in a way which does not significantly harm the visual quality of the landscape; and
- ii. located close to the main highway network and that adequate access can be provided without significantly harming landscape characteristics and features. Preference will be given to brownfield sites.

## **5.5 Using static caravans and chalets for residential purposes**

5.5.1 Caravans and other forms of non-permanent accommodation are generally considered to be unacceptable as permanent homes. However they may have a part to play in providing short term low cost accommodation where there is a proven need. Policy TAI 14: Residential Use of Caravans, Mobile Homes or other forms of Non-Permanent Accommodation provides the local policy framework to deal with such scenarios (see Appendix 1).

5.5.2 One of the possible scenarios includes making use of caravans and other forms of non-permanent accommodation as temporary accommodation required in association with an approved building project.

5.5.3 The following matters need to be considered when assessing a proposal for using caravans, mobile homes or other forms of non-permanent accommodation for temporary residential purposes:

1. Need
  - i. There is a demonstrable need for temporary residential accommodation for a limited period of time and the proposed use of caravans, mobile homes and other forms of non-permanent accommodation forms part of a robust construction worker accommodation strategy; ;
2. Location and accessibility
  - i. The proposed site is not located within an AONB or Special Landscape Area
  - ii. Outside an AONB or Special Landscape Area, the proposal doesn't lead to a significant intensification in the provision of static caravans, chalet or permanent alternative camping sites in the locality
  - iii. The proposed site is located within an agreed traveling distance from the approved building project and set out in the construction worker accommodation strategy.
  - iv. The proposed sites is well related to existing settlements in order to facilitate access to services and facilities such as health and retail.
  - v. The proposed site is located close to the main highway network and is close to public transport interchanges, bus routes and any park and ride parks/pickups in order to reduce dependency on the use of the private car.
  - vi. Adequate access can be provided without significantly harming landscape characteristics and features
3. Type and suitability of the accommodation and site
  - i. The unit must be suitable for year round occupancy in terms of, for example, adequate heating, ventilation and air conditioning
  - ii. The site must be deemed suitable for year round occupancy especially during the winter months where adverse weather could cause problems.
  - iii. The proposed development is of a high quality in terms of design, layout and appearance and is sited in an unobtrusive location, which is well screened by existing landscape features

- 5.5.4 For the avoidance of doubt, the use of touring caravans, camping or temporary alternative camping sites for temporary residential use is not promoted by Policy TWR 5 as touring caravan, tents and temporary alternative camping accommodation sites provide pitches for caravans, etc that are 'on tour', are not open throughout the year and are not deemed suitable for occupation during the winter months.

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## 6.0 Touring Caravan, Camping and Temporary Alternative Camping Accommodation

Policy TWR 5: Touring Caravan, Camping and Temporary Alternative Camping Accommodation (see Appendix 1) provides the primary policy framework for the provision of new or the extension of existing sites. The main policy considerations are as follows:

- Type of Units
- Landscape considerations
- Highway considerations
- Periods of operation
- Ancillary facilities
- Excessive use of hardstanding and man-made features

### 6.1 Type of Units

6.1.1 The type of units covered by this policy include touring caravans, motorhomes, campervans, tents and temporary alternative camping accommodation such as bell tents and tee pees. Typically the holiday accommodation units covered by this policy have infrastructure requirements in the form of amenity blocks as many forms of units do not contain facilities such as toilets, showers and kitchens.

6.1.2 Temporary alternative camping units have less impacts on the landscape than permanent alternative camping accommodation (please see paragraph 5.1.1) and can be removed when not in use. Applicants will have to demonstrate how the unit will be removed when not in use.

### 6.2 Landscape considerations

6.2.1 Although in use for only part of the year, touring caravan and camping sites are often situated in prominent and open locations and can be very intrusive in the open countryside, particularly on the coast. Particularly heavily pressurised areas exist in many communities located on or near to the coast, including extensive parts of the Areas of Outstanding Natural Beauty. **Appropriate consideration needs to be given to the cumulative impact of the proposal. As part of the considerations of the cumulative impact** The Authority will require evidence to demonstrate that proposals for further units of accommodation in such areas will not add to servicing problems, or generate unacceptable traffic impacts or unacceptable harm the character or natural resources of these areas, following mitigation.

6.2.2 National Planning Policy guidance states that the primary objective for designating AONBs is the conservation and enhancement of their natural beauty. Development plan policies and development management decisions affecting AONBs should favour conservation of natural beauty, although it will also be appropriate to have regard to the economic and social well-being of the areas. Local authorities, other public bodies and other relevant authorities have a statutory duty to have regard to AONB purposes (PPW 5.3.5).

6.2.3 Both AONBs have a management plan that sets out the characteristics and special qualities of the landscape of the designation and how they will be conserved and enhanced<sup>12</sup>. All developments within the AONBs (and areas that contribute to their

<sup>12</sup> <http://www.ahne-llyn-aonb.org/1/en-GB/Home>

setting) must have regard for these special qualities (Policy PS 19 and Policy AMG 1). Applications that have a significant impact on these special qualities will be refused (Policy PS 19).

6.2.4 As with all applications, the scale of development, landscape setting, site layout and screening are important considerations in assessing proposals. In all cases the applicant will need to submit a landscaping scheme (Policy PCYFF 4 – see section 3.2). Site design considerations can include:

- Avoid dense layouts with regimented rows
- Respond to the shape of landform, field patterns, and location of trees and other natural/ cultural features of the site for sustainable integration
- Use recessive natural colours for better visual integration within the landscape
- Minimise the influence of night time lighting. Use shielded lamps to avoid obtrusive lighting and locate lighting to protect night time character of the countryside

### **6.3 Highway considerations**

6.3.1 It is important that new sites are located as close as possible to the main highway network (i.e. 'A' and 'B' class roads). Unclassified rural roads are generally single track lanes and are considered unsuitable for heavy volumes of traffic. Any proposal which in the Authority's opinion is not sited within close proximity to the main highway network will not be supported. Furthermore, these roads are generally bounded by natural/man made features (e.g. stone walls, cloddiau, hedgerows) which are important to the visual character of rural areas. Providing suitable access from new sites onto these roads may require the removal of important landscape features. The importance of such features are identified in the LANDMAP study and the Authority will be guided by the findings of this study. The Authority will expect applicants to demonstrate how they have considered the information provided by the LANDMAP study (see paragraph 6.2.1).

### **6.4 Periods of Operation**

6.4.1 New touring, camping and temporary alternative camping sites may be permitted in areas where static caravan, chalets and permanent alternative camping sites are not i.e. AONBs and SLAs, because they can be considered acceptable in land use planning terms as having less impact on the landscape than static sites because, by their very nature, they have transient features which do not impose permanent, year round effects on the local environment. Policy TWR 5 does not promote the development of 'static touring sites' whereby the unit is left permanently on site throughout the whole holiday season and used only occasionally by its owner or other visitors. By allowing the units to stay on site all year round they have the same effect, in terms of land use planning and visual impact, as a new static caravan or chalet site. Criterion 7 of policy TWR 4 clearly stipulates that the site is used for touring purposes only and that any units are removed from site during periods when not in use. Where planning permission is granted for new touring sites a planning condition will be attached to the permission limiting the use of the site for touring purposes only.

6.4.2 Paragraph 6.3.87 states that since the countryside looks very different during the winter months, a condition will be attached to planning permissions for all new sites

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<http://www.anglesey.gov.uk/planning-and-waste/countryside/areas-of-outstanding-natural-beauty-aonbs>

approved, limiting the operational period of the site to between 1st March and 31st October of the same year.

## **6.5 Ancillary facilities**

- 6.5.1 Amenity blocks (showers, toilets, laundry and kitchen areas) are often required to accompany new touring caravan, camping and temporary alternative camping accommodation sites because these facilities are not usually incorporated within the accommodation itself. In such instances, the first preference for these facilities would be for the conversion of suitable existing buildings (as stated in criteria 4 of policy TWR 5. Where this is not possible, the need for new facilities needs to be clearly demonstrated, commensurate with the scale of the development, situated as near as possible to existing buildings, well screened and subject to other relevant policy considerations, including landscape impact. Careful consideration should be given to the scale and design of amenity facilities so that they are proportionate to the scale of the permitted site and to ensure the any harmful landscape and environmental impacts are minimised.
- 6.5.2 Ancillary facilities should be shared facilities and not individual facilities per pitch as to minimise the effect on the landscape.

## **6.6 Excessive use of hard standings and man-made features**

- 6.6.1 In order to ensure minimum visual impact upon the landscape, especially during the closed season when there are no units on site, the proposed development should avoid excessive use of hard standings and man-made features. Where possible, measures should be taken to restore the site to its original state when not in use / during the closed season.
- 6.6.2 The use of hard standing for every touring units is not considered appropriate as they become a permanent feature on the landscape. Sites that require excessive hard standing because of local site conditions are considered unsuitable.
- 6.6.3 The JLDP and national planning policy guidance promotes the use of Sustainable Urban Drainage Systems (SUDS) (policy PS 5; Sustainable Development and policy PCYFF 6: Water Conservation). Policy PCYFF 4 states that permeable surfaces should be used.

## 7.0 Occupancy Conditions

- 7.1 Statistics<sup>13</sup> show that the nature of holidays in the Plan area has become more diverse in location, season and duration in recent years. More people are choosing short breaks outside the traditional summer months. Both national and local planning guidance recognises the importance of having a year round sustainable tourism economy.
- 7.2 Whilst extending the season has many advantages in terms of supporting the tourist economy and reducing the disadvantages of seasonal staff, the demand for holiday accommodation may occur in areas which the provision of permanent housing would be contrary to national planning guidance. In all cases, the use of such visitor accommodation for permanent occupancy will not be acceptable. Holiday accommodation of all types must remain for the intended tourism purpose only so that the wider economic benefits are secured. Planning conditions will be used to ensure compliance.
- 7.3 Policy TWR 4 allows for proposals to extend the holiday season provided that:
- It can be demonstrated that the accommodation is being used exclusively for holiday purposes and does not become the occupant's main residence;
  - The accommodation **and** site is suitable for occupation during the winter months;
  - The extended season would not increase the consequences of an extreme flooding event;
  - The extended season will not have a detrimental effect on the local environment.
- 7.4 In order to ensure that the holiday accommodation is being used exclusively for the use intended the owners must keep an up to date register of the names of all owner/occupiers of the units and their main home address and be made available at all reasonable times to the local planning authority.
- 7.5 A seasonal occupancy condition will be imposed on all proposals which do not comply with the criteria in policy TWR4. Seasonal occupancy conditions will be placed on all new touring caravan, camping and temporary glamping sites.

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<sup>13</sup> STEAM Report 2016

## **8.0 Visitor Attractions and Facilities**

Policy TWR 1: Visitor Attractions and Facilities (see Appendix 1) provides the primary policy framework for the provision of new or the extension of existing visitor attractions and facilities.

### **8.1 Location of Development**

8.1.1 This policy aims to encourage the development of high quality sustainable tourism attractions and facilities in the right place. New attractions and facilities should be located, where possible, within settlement development boundaries where visitors can access a range of services by a choice of travel modes.

8.1.2 The policy stipulates that where there are no opportunities available for development within the development boundary the Authority would consider other locations as follows:

- i. Re-using a suitable existing building – outside development boundaries proposals should first look at re-using existing buildings. More information regarding converting existing buildings can be found in section 5.2
- ii. Suitable previously developed land – please see section 5.3
- iii. A site closely related to other existing buildings that forms part of an existing tourist facility – new build developments could be permitted in certain areas of the open countryside if it can be demonstrated there are no sequentially preferable sites within development boundaries or no suitable existing building to re-use. On sites outside existing settlements, the Councils will permit tourism developments only in exceptional circumstances where the applicant has been able to demonstrate specific locational requirements and economic benefits which would justify allowing the proposal.
- iv. An activity restricted to a specific location due to its appropriate use of an existing historical or natural resource or its proximity to the attraction which it relates – the Plan recognises that some new tourism attractions and facilities will have specific locational requirements such as a lake or woodland. The criteria used to assess its proximity to the attraction it relates includes the degree of separation and physical distance from the attraction. The landscape and visual impact of the proposed development and the ability to integrate the development into the landscape and townscape will also be important considerations in assessing the proposed development's suitability.



## 9.0 Further Information & Contacts

For further information please contact the:

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<https://www.gwynedd.llyw.cymru/en/Council/Strategies-and-policies/Environment-and-planning/Planning-policy/Joint-Local-Development-Plan/Joint-Local-Development-Plan.aspx>

Gwynedd Council's Planning Service,

✉ Council Offices  
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## **Appendix 1 – Relevant JLDP Policies<sup>14</sup>**

### **STRATEGIC POLICY PS 1: WELSH LANGUAGE AND CULTURE**

The Councils will promote and support the use of the Welsh language in the Plan area. This will be achieved by:

1. Requiring a Welsh Language Statement, which will protect, promote and enhance the Welsh language, where the proposed development falls within one of the following categories:
  - a. Retail, industrial or commercial development employing more than 50 employees and/or with an area of 1,000 sq. m. or more; or
  - b. Residential development which will individually or cumulatively provide more than the indicative housing provision set out for the settlement in Policies TAI 1 – TAI 6; or
  - c. Residential development of 5 or more housing units on allocated or windfall sites within development boundaries that doesn't address evidence of need and demand for housing recorded in a Housing Market Assessments and other relevant local sources of evidence.
2. Requiring a Welsh Language Impact Assessment, which will set out how the proposed development will protect, promote and enhance the Welsh Language, where the proposed development is on an unexpected windfall site for a large scale housing development or large scale employment development that would lead to a significant workforce flow;
3. Refusing proposals which would cause significant harm to the character and language balance of a community that cannot be avoided or suitably mitigated by appropriate planning mechanisms;
4. Requiring a bilingual Signage Scheme to deal with all operational signage in the public domain that are proposed in a planning application by public bodies and by commercial and business companies;
5. Expect that Welsh names are used for new developments, house and street names.

### **STRATEGIC POLICY PS 5: SUSTAINABLE DEVELOPMENT**

Development will be supported where it is demonstrated that they are consistent with the principles of sustainable development. All proposals should:

1. Alleviate the causes of climate change and adapting to those impacts that are unavoidable in accordance with Strategic Policy PS 6;
2. Give priority to effective use of land and infrastructure, prioritizing wherever possible the reuse of previously developed land and buildings within the development boundaries of Sub Regional Centre, Urban and Local Service Centres, Villages or in the most appropriate places outside them in accordance with Strategic Policy PS 17, PS 13 and PS 14;
3. Promote greater self-containment of Centres and Villages by contributing to balanced communities that are supported by sufficient services; cultural, arts, sporting and entertainment activities; a varied range of employment opportunities; physical and social infrastructure; and a choice of modes of travel;

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<sup>14</sup> [www.gwynedd.gov.uk/ldp](http://www.gwynedd.gov.uk/ldp)

4. Protect, support and promote the use of the Welsh language in accordance with Strategic Policy PS 1;
5. Preserve and enhance the quality of the built and historic environment assets (including their setting), improving the understanding, appreciation of their social and economic contribution and sustainable use of them in accordance with Strategic Policy PS 20;
6. Protect and improve the quality of the natural environment, its landscapes and biodiversity assets, including understanding and appreciating them for the social and economic contribution they make in accordance with Strategic Policy PS 19;
7. Reduce the effect on local resources, avoiding pollution and incorporating sustainable building principles in order to contribute to energy conservation and efficiency; using renewable energy; reducing / recycling waste; using materials from sustainable sources; and protecting soil quality;
8. Reduce the amount of water used and wasted; reducing the effect on water resources and quality; managing flood risk and maximizing use of sustainable drainage schemes; and progressing the objectives of the Western Wales River Basin Water Management Plan.

Proposals should also where appropriate:

9. Meet the needs of the local population throughout their lifetime in terms of their quality, types of tenure and affordability of housing units in accordance with Strategic Policy PS 16;
10. Promote a varied and responsive local economy that encourages investment and that will support Centres, Villages and rural areas in accordance with Strategic Policy PS 13;
11. Support the local economy and businesses by providing opportunities for lifelong learning and skills development in accordance with Strategic Policy PS 13;
12. Reduce the need to travel by private transport and encourage the opportunities for all users to travel when required as often as possible by means of alternative modes, placing particular emphasis on walking, cycling and using public transport in accordance with Strategic Policy PS 4;
13. Promote high standards of design that make a positive contribution to the local area, accessible places, that can respond to future requirements and that reduce crime, antisocial behaviour and the fear of crime in accordance with Policy PCYFF 3.

## **POLICY PCYFF 2: DEVELOPMENT CRITERIA**

A proposal should demonstrate its compliance with:

1. Relevant policies in the Plan;
2. National planning policy and guidance.

Proposals should:

3. Make the most efficient use of land, including achieving densities of a minimum of 30 housing units per hectare for residential development (unless there are local circumstances or site constraints that dictate a lower density);
4. Provide appropriate amenity space to serve existing and future occupants;

5. Include provision for storing, recycling and waste management during the construction period and occupancy period;
6. Include, where applicable, provision for the appropriate management and eradication of invasive species;

Additionally, planning permission will be refused where the proposed development would have an unacceptable adverse impact on:

7. The health, safety or amenity of occupiers of local residences, other land and property uses or characteristics of the locality due to increased activity, disturbance, vibration, noise, dust, fumes, litter, drainage, light pollution, or other forms of pollution or nuisance;
8. Land allocated for other development/ uses.

### **POLICY PCYFF 3: DESIGN AND PLACE SHAPING**

All proposals will be expected to demonstrate high quality design which fully takes into account the natural, historic and built environmental context and contributes to the creation of attractive, sustainable places. Innovative and energy efficient design will be particularly encouraged.

Proposal, including extensions and alterations to existing buildings and structures will only be permitted provided they conform to all of the following criteria, where relevant:

1. It complements and enhances the character and appearance of the site, building or area in terms of siting, appearance, scale, height, massing and elevation treatment;
2. It respects the context of the site and its place within the local landscape, including its impact on important principal gateways into Gwynedd or into Anglesey, its effects on townscape and the local historic and cultural heritage and it takes account of the site topography and prominent skylines or ridges;
3. It utilises materials appropriate to its surroundings and incorporates hard and soft landscaping and screening where appropriate, in line with Policy PCYFF 4;
4. It achieves and creates attractive, safe places and public spaces, taking account of 'Secured by Design' principles (including where appropriate natural surveillance, visibility, well lit environments and areas of public movement);
5. It plays a full role in achieving and enhancing a safe and integrated transport and communications network promoting the interests of pedestrians, cyclists and public transport and ensures linkages with the existing surrounding community;
6. Its drainage systems are designed to limit surface water run-off and flood risk and prevent pollution;
7. The layout and design of the development achieves inclusive design by ensuring barrier free environments, allowing access by all and making full provision for people with disabilities;
8. Where practical, include infrastructure for modern telecommunications and information;
9. Encourage active frontages at ground level where development is non-residential;
10. It helps create healthy and active environments, and considers the health and well-being of future users.

### **POLICY PCYFF 4: DESIGN AND LANDSCAPING**

All proposals should integrate into their surroundings. Proposals that fail to show (in a manner appropriate to the nature, scale and location of the proposed development) how landscaping has been considered from the outset as part of the design proposal will be refused. A landscape scheme should, where relevant:

1. Demonstrate how the proposed development has given due consideration to the Landscape Character Area Assessment or Seascape Character Area Assessment;
2. Demonstrate how the proposed development respects the natural contours of the landscape;
3. Demonstrate how the proposed development respects and protects local and strategic views;
4. Respect, retain and complement any existing positive natural features, landscapes, or other features on site;
5. Identify trees, hedgerows, water courses and topographical features to be retained;
6. Provide justification for circumstances where the removal/loss of existing trees, hedgerows, water courses and topographical features cannot be avoided and provides details of replacements;
7. Provide details of any proposed new landscaping together with a phased programme of planting;
8. Demonstrate that any proposed new planting includes plants and trees of mainly native species of local provenance and does not include any non-native invasive species;
9. Ensure that selection of species and planting position of any trees allows for them to grow to their mature height without detriment to nearby buildings, services and other planting; and
10. Provide permeable hard surface landscaping.

## **POLICY ARNA 1: COASTAL CHANGE MANAGEMENT AREA**

A Coastal Change Management Area (CChMA) is identified in Appendix 6.

### New Residential Development

Proposals for new dwellings, replacement dwellings, subdivisions of existing buildings to residential use or conversion of existing buildings to residential use will be refused in the CChMA.

### Relocation of Existing Permanent Dwellings in the Countryside

Proposals for the relocation of existing permanent dwellings in the countryside located in the CChMA predicted to be affected by coastal erosion and/or flood risk will be permitted provided they conform to the following criteria:

1. The development replaces a permanent dwelling which is affected or threatened by erosion and/or flood risk within 20 years of the date of the proposal; and
2. The relocated dwelling is located an appropriate distance inland with regard to CChMA and other information in the Shoreline Management Plan and where possible it is in a location that is:
  - i. in the case of an agricultural dwelling, within the farm holding or within or immediately adjacent to existing settlements, or

- ii. within or immediately adjacent to existing settlements close to the location from which it was displaced;
3. The existing site is cleared and made safe; and
4. The proposal should result in no detrimental impact on the landscape, townscape or biodiversity of the area.

#### New or Existing Non-Residential Buildings

5. New non-residential permanent buildings not associated with an existing use or building will not be permitted in areas within the CChMA predicted as being at risk from coastal change during the first indicative policy epoch up to 2025.
6. Proposals for the following types of new non-residential development will be permitted on sites within the CChMA predicted as being at risk from coastal change during the second indicative policy epoch (2026 – 2055), subject to a compliant Flood Consequence Assessment or a Stability Assessment:
  - i. development directly linked to the coastal area (e.g. beach huts, cafés, tea rooms, shops, short let holiday accommodation, touring caravan sites, camping sites, leisure activities); and
  - ii. providing substantial economic and social benefits to the community; and
  - iii. where it can be demonstrated that there will be no increased risk to life, nor any significant risk to property; and
  - iv. subject to either time-limited and/ or season-limited planning permission, as appropriate.
7. Redevelopment of, or extensions to, existing non-residential property or intensification of existing non-residential land uses on sites within the CChMA, will be permitted where it can be demonstrated by a TAN 15 compliant Flood Consequences Assessment or a Stability Assessment that there will be no increased risk to life, nor any significant risk to property and subject to a time-limited planning permission (where appropriate) and that the development complies with TAN 15 over the period of its permission.

#### Extensions to Existing Dwellings, Community Facilities or Services or Infrastructure

Proposals for the following types of development will be permitted in the CChMA, subject to a TAN 15 compliant Flood Consequences Assessment or a Stability Assessment:

8. Limited residential extensions that are closely related to the existing scale of the property and therefore doesn't result in a potential increase in the number of people living in the property;
9. Ancillary development within the curtilage of existing dwellings that require planning permission;
10. Key community infrastructure, which has to be sited in the CChMA to provide the intended benefit for the wider community and there are clear plans to manage the impact of coastal change on it and the services it provides;
11. Essential infrastructure, e.g. roads, provided that there are clear plans to manage the impact of coastal change on it, and that it will not have an adverse impact on rates of coastal change elsewhere.

#### New or Replacement Coastal Defence Scheme

Proposals for new or replacement coastal defence schemes will only be permitted where it can be demonstrated that the works are consistent with the management approach for the frontage presented in the Shoreline Management Plan, and there will be no material adverse impact on the environment.

### Managing Development

Planning conditions will be applied or a planning obligation will be secured where there is a need to: limit the planned life of a development or seasonal use; remove a time-limited development or existing dwellings on cessation of use; review relevant planning permissions; manage the occupancy of a relocated dwelling.

## **POLICY TWR 1: VISITOR ATTRACTIONS AND FACILITIES**

Proposals to develop new visitor attractions and facilities or to improve and extend the standard of existing facilities will be encouraged to locate to sites within the development boundary.

Where there are no suitable opportunities within the development boundary, only proposals that involve the following will be granted:

1. The re-use of an existing building(s) or a suitable previously used site; or
2. The re-use of an existing building(s) or a site closely related to other existing buildings that forms part of an existing tourist facility; or
3. An activity restricted to a specific location due to its appropriate use of a historical or natural resource or its proximity to the attraction which it relates.

All proposals will be required to comply with all the following criteria:

- i. The scale, type and character of the proposed development is appropriate for its urban/rural setting;
- ii. The proposed development is of high quality in terms of design, layout and appearance;
- iii. The proposed development will support and extend the range of facilities within the Plan area;
- iv. The proposal is supported by evidence to demonstrate that there would be local employment opportunities.

Where appropriate, the development can be accessed by various modes of transport, especially sustainable modes of transport, such as walking, cycling and public transport.

## **POLICY TWR 2: HOLIDAY ACCOMMODATION**

Proposals for:

1. The development of new permanent serviced or self-serviced holiday accommodation, or
2. The conversion of existing buildings into such accommodation, or
3. Extending existing holiday accommodation establishments,

will be permitted, provided they are of a high quality in terms of design, layout and appearance and that all the following criteria can be met:

- i. In the case of new build accommodation, that the development is located within a development boundary, or makes use of a suitable previously developed site;
- ii. That the proposed development is appropriate in scale considering the site, location and/or settlement in question;
- iii. That the proposal will not result in a loss of permanent housing stock;
- iv. That the development is not sited within a primarily residential area or does not significantly harm the residential character of an area;
- v. That the development does not lead to an over-concentration of such accommodation within the area.

### **POLICY TWR 3: STATIC CARAVAN AND CHALET SITES AND PERMANENT ALTERNATIVE CAMPING ACCOMMODATION**

1. Proposals for the development of new static caravan<sup>15</sup> (i.e. single or twin caravan), holiday chalet<sup>16</sup> sites or permanent alternative camping accommodation will be refused within the Anglesey Coast Area of Outstanding Natural Beauty, Llŷn Area of Outstanding Natural Beauty and the Special Landscape Areas. In other locations proposals for new static caravan or holiday chalet sites and permanent alternative camping accommodation will only be granted where:
  - a. It can be demonstrated that it doesn't lead to a significant intensification in the provision of static caravan or chalet or permanent alternative camping sites in the locality; and
  - b. That the proposed development is of a high quality in terms of design, layout and appearance, and is sited in an unobtrusive location which is well screened by existing landscape features and/or where the units can be readily assimilated into the landscape in a way which does not significantly harm the visual quality of the landscape; and
  - c. That the site is close to the main highway network and that adequate access can be provided without significantly harming landscape characteristics and features.
2. In exceptional circumstances, proposals involving the relocation of an existing static or chalet site already located in the Anglesey Coast Area of Outstanding Natural Beauty, Llŷn Area of Outstanding Natural Beauty and the Special Landscape Areas that forms part of the Coastal Change Management Area to another site will only be permitted providing that criteria 1. i – iii are met and the new site is located outside the Coastal Change Management Area.
3. Within the Anglesey Coast Area of Outstanding Natural Beauty, Llŷn Area of Outstanding Natural Beauty and the Special Landscape Areas proposals to improve existing static and chalet sites by:
  - i. minor extensions to the site area, and/or

<sup>15</sup> Defined under the Caravan Sites and Control of Development Act 1960 (as amended by the Caravan Sites Act 1968)

<sup>16</sup> For the purpose of this Plan, a holiday chalet will be defined as any structure or suitable building intended for use as holiday accommodation, which is not defined by the statutory definition of caravan, that is:

- when it is not possible to transport the structure to the site in one piece, and/or
- that the structure/building prior to assembly is composed of more than two parts; and/or
- that the structure is placed on a purpose-built foundation, and /or
- that the structure, once assembled, cannot be removed from the site in one piece



- ii. the relocation of units from prominent settings to less prominent locations,

will be permitted providing all of the following criteria can be met:

- iii. the improvements does not increase the number of static caravan or chalet units on the site unless, in exceptional circumstances, proposals involve the relocation of existing static and chalet parks that fall within the Coastal Change Management Area;
  - iv. that the proposed development is part of a scheme to improve the range and quality of tourist accommodation and facilities on the site;
  - v. in the case of a site located within the Coastal Change Management Area, that the proposed development is also part of a scheme to improve the safety of occupiers or occupiers of caravans or chalets;
  - vi. that the proposed development offers significant and permanent improvements to the design, layout and appearance of the site and its setting in the surrounding landscape;
  - vii. is appropriate when considered against other policies in the Plan
4. Outside the Anglesey Coast Area of Outstanding Natural Beauty, Llŷn Area of Outstanding Natural Beauty and the Special Landscape Areas proposals to improve existing static caravan and chalet sites by:
- i. minor extensions to the site area, and/or
  - ii. the relocation of units from prominent settings to less prominent locations, and/or,
  - iii. a minor increase in the number of units on site,

will be permitted providing all of the following criteria can be met:

- iv. That the proposed development is part of a scheme to improve the range and quality of tourist accommodation and facilities on the site;
- v. That the proposed development offers significant and permanent improvements to the design, layout and appearance of the site and its setting in the surrounding landscape;
- vi. In the case of a site located within the Coastal Change Management Area, that the proposed development is part of a scheme to improve the safety of occupiers of occupiers of caravans or chalets;
- vii. That any increase in the number of static holiday caravan or holiday chalet units is minor and is commensurate with the scale of any improvements to the site;
- viii. Is appropriate when considered against other policies in the Plan

#### **POLICY TWR 4: HOLIDAY OCCUPANCY**

Proposals for new static caravans and chalets or proposals to extend the holiday season of existing static caravan and chalet sites will be granted provided it can be demonstrated that the accommodation is being used exclusively for holiday purposes and does not become the occupant's main or sole place of residence.

In cases involving extending the holiday season of existing static caravan and chalet sites, the following criteria must be satisfied:

1. The accommodation and site is suitable for occupation during the winter months;
2. The extended season would not increase the consequences of an extreme flooding event;

3. The extended season will not have a detrimental effect on the local environment.

## **POLICY TAI 14: RESIDENTIAL USE OF CARAVANS**

### **New caravan or other forms of non-permanent accommodation sites for temporary residential use**

As an exception to Strategic Policy PS 17 and Policy TAI 16, a proposal for a new site involving the siting of caravans or other forms of non-permanent accommodation for the purpose of temporary residential use will be granted planning permission, provided it conforms to all the following criteria:

1. The siting is for a limited period of time, and is required to accommodate temporary workers during construction of a specific approved building project; or
2. There is a proven need for a single caravan or other form of non-permanent accommodation in connection with the establishment of a new rural based enterprise, in line with national planning policy and guidance.

In the case of scenario 1 above:

- i. the siting of temporary residential caravans or other forms of non-permanent accommodation will be subject to the same locational considerations as set out in Policy TWR 3; and
- ii. the site is located so as to minimise the need to travel and promotes the use of sustainable transport modes to the approved building project site or a park and ride facility provided by the building project promoter; and
- iii. it can be demonstrated that the accommodation facilitates the delivery of the building project's construction workers' accommodation strategy.

### **Existing holiday caravans or other forms of non-permanent holiday accommodation**

A proposal involving occupation of existing holiday caravans or other forms of non-permanent accommodation outside the usual occupancy season or the extension of existing sites for the purpose of temporary residential use will be granted planning permission, provided they conform to all the following criteria:

3. There is a proven need for temporary residential accommodation in association with an approved building project; and
4. The site is located so as to minimise the need to travel and promotes the use of sustainable transport modes to the approved building project site or a park and ride facility provided by the building project promoter; and
5. It can be demonstrated that the construction worker accommodation facilitates the delivery of the building project's construction workers' accommodation strategy; and
6. It can be demonstrated that the proposal would not have a significant detrimental impact on the tourism industry;
7. The proposal is appropriate when considered against Policy TWR 3.

### **Mechanisms to manage the development**

Where planning permission is granted a planning condition will be attached, or an obligation will be secured, to ensure that:

8. Occupancy of the caravans or other form of non-permanent accommodation is confined to persons able to demonstrate the essential need for the accommodation; and
9. The permission is for a time-limited period only and, after which time the need for the accommodation ceases, the caravan or other form of non-permanent accommodation shall be removed from the site and the land restored to its former condition within a specified period, or serviced plots are retained for a future policy conforming use.

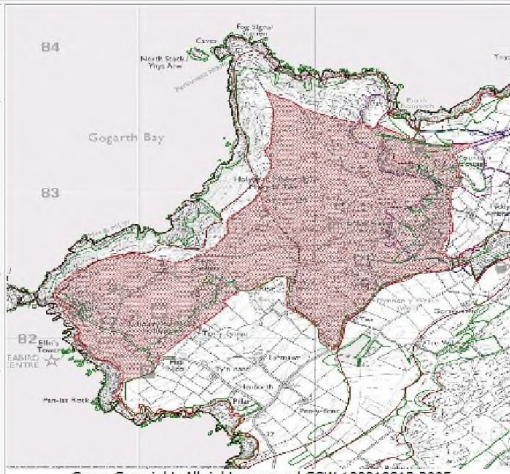
In the case of temporary residential caravans approved in accordance with this Policy, applications to renew temporary permissions will be assessed against the above criteria.

#### **POLICY TWR 5: TOURING CARAVAN, CAMPING AND TEMPORARY ALTERNATIVE CAMPING ACCOMMODATION**

Proposals for new touring caravan, camping or temporary alternative camping sites, extensions to existing sites or additional pitches will be granted provided they conform to the following criteria:

1. That the proposed development is of a high quality in terms of design, layout and appearance, and is sited in an unobtrusive location which is well screened by existing landscape features and/or where the units can be readily assimilated into the landscape in a way which does not significantly harm the visual quality of the landscape;
2. Avoids excessive areas of hard standing;
3. Have limited physical connection to the ground and is capable of being removed off the site out of season;
4. Any ancillary facilities should, if possible, be located within an existing building or as an extension to existing facilities. If no suitable buildings are available, the need for additional facilities needs to be clearly demonstrated and commensurate with the scale of the development.
5. That the site is close to the main highway network and that adequate access can be provided without significantly harming landscape characteristics and features;
6. Occupation is limited to holiday use.
7. That the site is used for touring purposes only and any units are removed from the site during periods when not in use.

## Appendix 2 – LANDMAP Collector File Example (paragraph 3.6.2)

Visual and Sensory	
Aspect Area Name	Holyhead Mountain
Aspect Area Classification	Upland/Hills, Lower Plateau & Scarp Slopes/Hillside & Scarp Slopes Moorland (Level 3)
Aspect Area Code	YNSMNV001
Date Of Survey : 25/01/2007	
	
Description	
Physical Form And Elements: Topographic Form?	High Hills/Mountains
Physical Form And Elements: Landcover Pattern?	Open Land
Aesthetic Qualities: Scale?	Vast
Aesthetic Qualities: Sense of Enclosure?	Exposed
Aesthetic Qualities: Diversity?	Simple
Aesthetic Qualities: Texture?	Rock Exposure
Aesthetic Qualities: Lines?	Angular
Aesthetic Qualities: Colour?	Moderate Contrasts
Aesthetic Qualities: Balance?	Harmonious
Aesthetic Qualities: Unity?	Unity
Aesthetic Qualities: Pattern?	Random
Aesthetic Qualities: Seasonal Interest?	Summer (Heather & gorse)
Other Factors: Level of Human Access?	Occasional
Other Factors: Night Time Light Pollution?	Negligible (Few buildings)
Other Factors: Use of Construction Materials?	Appropriate
What materials? Give Details:	Local stone
There are attractive views...	...both in and out (In from coastal path, Holyhead, much of Holy Island & n-w. Anglesey. Out across sea to Lleyrn, Anglesey coast, Isle of Man, Ireland, Lake District, etc.)
There are detractive views...	...neither in or out (No major detractors in view)
Perceptual and Other Sensory Qualities	Attractive Tranquil Exposed Threatening Remote Wild Spiritual Smell
What is the sense of place/local distinctiveness	Strong (Unique location overlooking Anglesey & sea. Wildest part of Anglesey, but close to Holyhead.)
Evaluation	
Value:	Outstanding (Isolated wild mountain rising from sea, unspoilt, distinct landmark, fine views)
Condition:	Good (Mainly managed for wildlife)
Trend:	Constant (No change anticipated)
Recommendations	
Define the key qualities that should be conserved:	wildness, remoteness
Define the key qualities that should be enhanced:	
Define the key elements that should be conserved:	Upland moor habitats. Prehistoric & recent historic remains. Footpaths.
Define the key elements that should be enhanced:	Footpaths
Define the key elements that should be changed:	
Principal management recommendation:	Continue management with limited public access and interpretation, plus natural & historic conservation.
Tolerance To Change	
Are there any significant threats to the current integrity and condition of the visual & sensory features of the area?	Not known
Aspect Area Boundary	
To what level was this information site-surveyed?	Level 3
At 1:10,000, how much of the Aspect Area boundary is precise?	Most (Mainly follows walls)
What baseline information source was used for Aspect Area boundary mapping?	OS Raster
If OS Data was used, what was the scale?	1:25,000
What is the justification for the Aspect Area boundaries?	Boundary with fields to south. Break in slope with cliffs to seaward sides.
Bibliography	
List the key sources used for this assessment	"Mon Mam Cymru - The Guide to Anglesey" by P. Steele & R. Williams 2006
Assessment	

<b>Additional Assessments</b>	
<b>Additional Comments</b>	
<b>Evaluation Matrix</b>	
<b>Evaluation Criteria: Overall Evaluation</b>	Outstanding (Isolated wild mountain rising from sea, unspoilt, distinct landmark, fine views)
<b>Justification of overall evaluation</b>	mainly outstanding
<b>Evaluation Criteria: Scenic quality</b>	Outstanding (Isolated wild craggy mountain adjacent to coast. Fine panoramic views.)
<b>Evaluation Criteria: Integrity</b>	High (No major intrusive development, but masts, former quarries, etc.)
<b>Evaluation Criteria: Character</b>	Outstanding (Very distinctive landmark.)
<b>Evaluation Criteria: Rarity</b>	Outstanding (Only high hill on Anglesey. Isolated, unlike most mountains in Wales.)
<b>Description</b>	
<b>Summary Description</b>	On the north-west end of Holy Island, this is the highest hill on Anglesey, at 220m, rising steeply from the sea. It has a distinctive rounded profile seen from many parts of western Anglesey and as a landmark on approaching Holyhead from Ireland. Most of the mountain is open rocky moorland, with wildlife and historic interest. At the base of the eastern slopes is the Breakwater Quarry, now a country park, and Goflan, its associated quarry village with scattered houses and smallholdings. Considering its close proximity to Holyhead there is surprisingly little access, making it feel remote. There are fine panoramic views across Anglesey and the sea to Lleyn peninsula and Snowdonia in the distance. On a clear day the Lake District, Isle of Mann and Ireland can also be seen.
<b>Physical form and elements: Settlement pattern</b>	Linear
<b>Physical form and elements: Boundary type</b>	Stone Walls
<b>Recommendations</b>	
<b>Existing management</b>	Generally Appropriate
<b>Existing management remarks:</b>	Open access & country park.
<b>Monitoring</b>	
<b>Has the information ever been verified in the field?</b>	Yes (1:25000)
<b>Does this area have a special or functional link with an adjacent area?</b>	Yes (South Stack/North Stack cliffs (055). Backdrop to Holyhead (058))
<b>During which season(s) was fieldwork carried out?</b>	Late Summer
<b>Date of monitoring?</b>	2015-02-06
<b>Monitoring undertaken by</b>	Stages 1, 2 and 3 change detection, field verification and amendment completed by Bronwen Thomas, in conjunction with the planning authority. Quality Assurance completed by White Consultants.
<b>Has this record been updated following monitoring work?</b>	This record remains unchanged following monitoring work
<b>Change indicated by</b>	

## Appendix 3 – Sensitivity and Capacity Maps (paragraph 5.3.3)

### Development typologies

Site Typology	Indicative Criteria
Very Small	Up to 10 units (typically below 1 hectare in area)
Small	11 – 25 units (typically below 2 hectares in area)
Medium	26 – 75 (typically below 10 hectares in area)
Large	76 – 200 (typically below 15 hectares in area)
Very Large	Over 200 units (typically over 15 hectares in area)

### Sensitivity Levels

Sensitivity	Definition
Very High	The key characteristics and qualities of the landscape are very highly sensitive to change from the type and scale of development being assessed.
High	The key characteristics and qualities of the landscape are highly sensitive to change from the type and scale of development being assessed.
Medium-High	The key characteristics and qualities of the landscape are sensitive to change from the type and scale of development being assessed.
Medium	Some of the key characteristics and qualities of the landscape are sensitive to change from the type and scale of development being assessed.
Low-Medium	Few of the key characteristics and qualities of the landscape are sensitive to change from the type and scale of development being assessed.
Low	Key characteristics and qualities of the landscape are robust and less likely to be adversely affected by the type and scale of development being assessed.

### Capacity within each LCA

LCA	Indicative Overall Capacity	Sensitivity
<b>Gwynedd</b>		
G01	Within all areas that contribute to the setting of the National Park there is <b>typically no capacity for static caravan/chalet park developments</b> . However, outside these areas there may be <b>some capacity for very small to small</b> , well designed and sited static caravan/chalet park developments.	
G02	Within the SLAs (and all areas that contribute to their setting and the setting of the National Park), there is <b>typically no capacity for static caravan/chalet park developments</b> .  Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b> , which should relate well to the existing built environment/urban landcover.	
G03	Within the SLA (and all areas that contribute to its setting and the setting of the National Park), there is <b>typically no capacity for static caravan/chalet park developments</b> .  Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b> , which should relate well to the existing built environment/urban landcover.	

LCA	Indicative Overall Capacity	Sensitivity
G04	<p>Within the AONB and SLAs (and all areas that contribute to their setting and the setting of the National Park and WHS), there is <b>typically no capacity for static caravan/chalet park developments</b>.</p> <p>Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b>, which should relate well to the existing built environment/urban landcover.</p>	
G05	<p>Within the SLA (and all areas that contribute to its setting and the setting of the AONB and National Park), there is typically <b>no capacity for static caravan/chalet park developments</b>.</p> <p>Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small developments</b>, which should relate well to the existing built environment/urban landcover.</p>	
G06	<p>Typically <b>no capacity for static caravan/chalet park developments</b> (with the exception of very infrequent, very small scale development which should relate well to existing settlement/buildings).</p>	
G07	<p>Due to the considerable numbers of static caravan/chalet parks, there is <b>very limited capacity, if any, for further static caravan/chalet park developments and extensions</b>.</p>	
G08	<p>Within the areas that contribute to the setting of the SLAs and the National Park, there is typically <b>no capacity for static caravan/chalet park developments</b>.</p> <p>Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b>, which should relate well to the existing built environment/urban landcover.</p> <p>In all cases <b>development should avoid the undeveloped coastal edge and its immediate setting</b> and should be clearly separated so that their effects remain local and there is no collective/cumulative defining influence on the landscape.</p>	
G09	<p>Due to the considerable numbers of static caravan/chalet parks, in combination with the overall higher sensitivity, there is <b>no capacity for further static caravan/chalet park developments and extensions</b>.</p>	
G10	<p>Within the AONB and SLAs (and all areas that contribute to their setting and the setting of the National Park), there is <b>typically no capacity for static caravan/chalet park developments</b>.</p> <p>Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b>, which should relate well to the existing built environment/urban landcover.</p> <p>In all cases <b>development should avoid the undeveloped coastal edge and its immediate setting</b> and should be clearly separated so that their effects remain local and there is no collective/cumulative defining influence on the landscape.</p>	
G11	<p>Within areas that contribute to the outlook and setting of the National Park and ELDP Areas of Natural Beauty, there is typically <b>no capacity for static caravan/chalet park developments</b>.</p>	

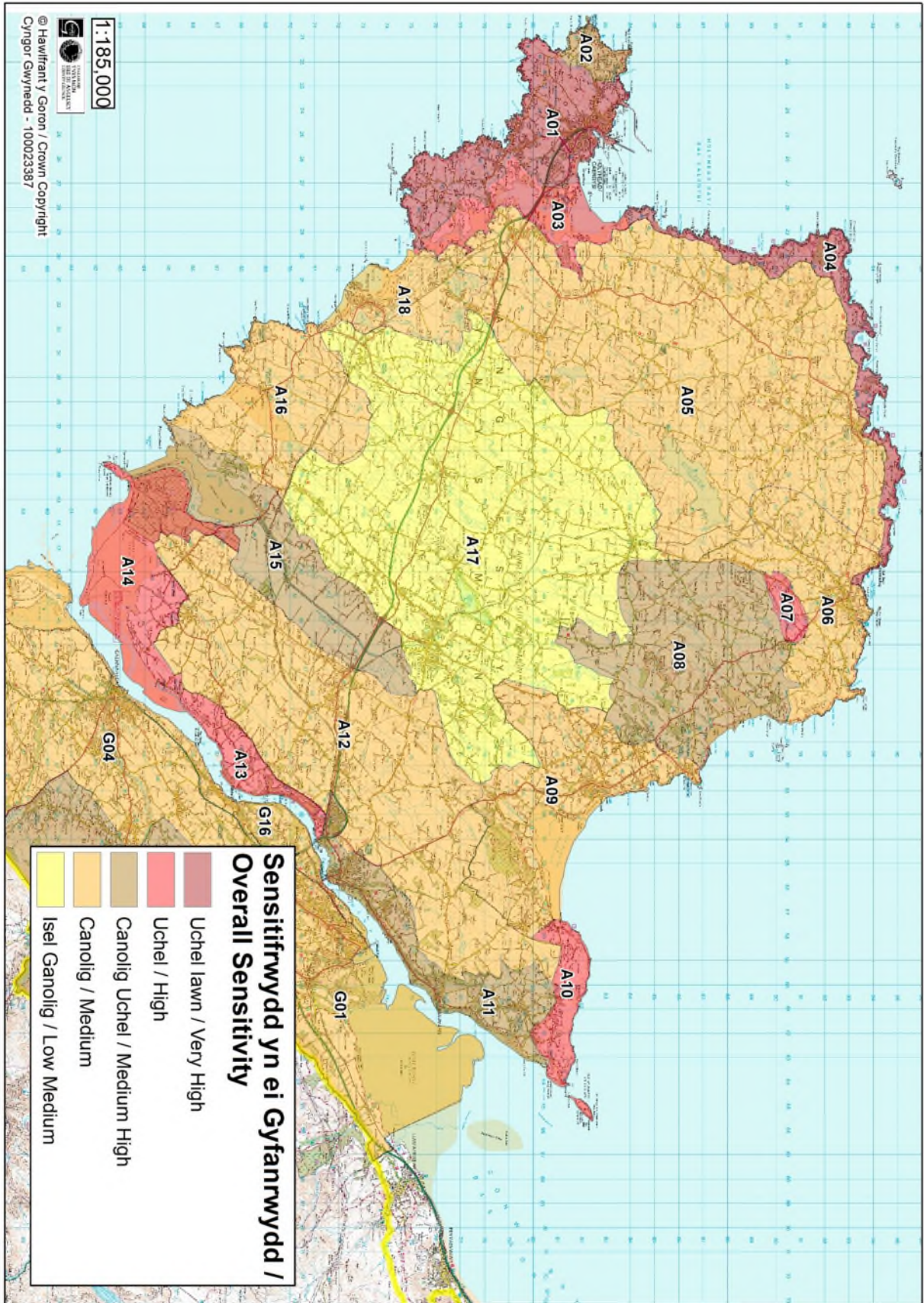
LCA	Indicative Overall Capacity	Sensitivity
	Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b> , which should relate well to the existing built environment/urban landcover.	
G12	There is <b>typically no capacity for static caravan/chalet park developments</b> throughout much of this LCA, although there may be limited capacity for very small to small, well designed and sited static caravan/chalet park developments to the south / south east of the LCA.	
G13	Due to the considerable numbers of static caravan/chalet parks, there is typically <b>very limited capacity, if any, for further static caravan/chalet park developments and extensions.</b>	
G14	<b>Typically no capacity for static caravan/chalet park developments</b> (with the exception of very infrequent sensitively sited and well-designed very small developments, which should relate well to the existing built environment/urban).	
G15	Due to the considerable numbers of static caravan/chalet parks, there is typically <b>very limited capacity, if any, for further static caravan/chalet park developments and extensions.</b>	
G16	Within the SLA (and all areas that contribute to its setting and the setting of the National Park, WHS and AONBs), there is typically <b>no capacity for static caravan/chalet park developments.</b>  Outside these areas there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b> , which should relate well to the existing built environment/urban landcover.	
<b>Anglesey</b>		
A01	<b>Typically no capacity for static caravan/chalet park developments</b> within this LCA.	
A02	Within the AONB, and areas that contribute to its setting, there is typically <b>no capacity for further static caravan/chalet park developments and extensions.</b>  Outside the AONB there may be <b>very limited capacity for static caravan/chalet park developments and extensions, typically comprising</b> very infrequent, very small scale well sited developments.  In all cases <b>development should avoid the undeveloped coastal edge and its immediate setting</b> and should be clearly separated so that their effects remain local and there is no collective/cumulative defining influence on the landscape.	
A03	<b>Typically no capacity for static caravan/chalet park developments or extensions</b> within this LCA.	
A04	<b>Typically no capacity for further static caravan/chalet park developments or extensions</b> within this LCA.	
A05	Within the AONB and SLA (and all areas that contribute to their setting), there is typically <b>no capacity for further static caravan/chalet park developments and extensions.</b>  Outside the AONB and SLA it is considered there may be <b>some capacity for sensitively sited and well-designed very small to small scale developments</b> , which should relate well to the existing built environment/urban landcover.	

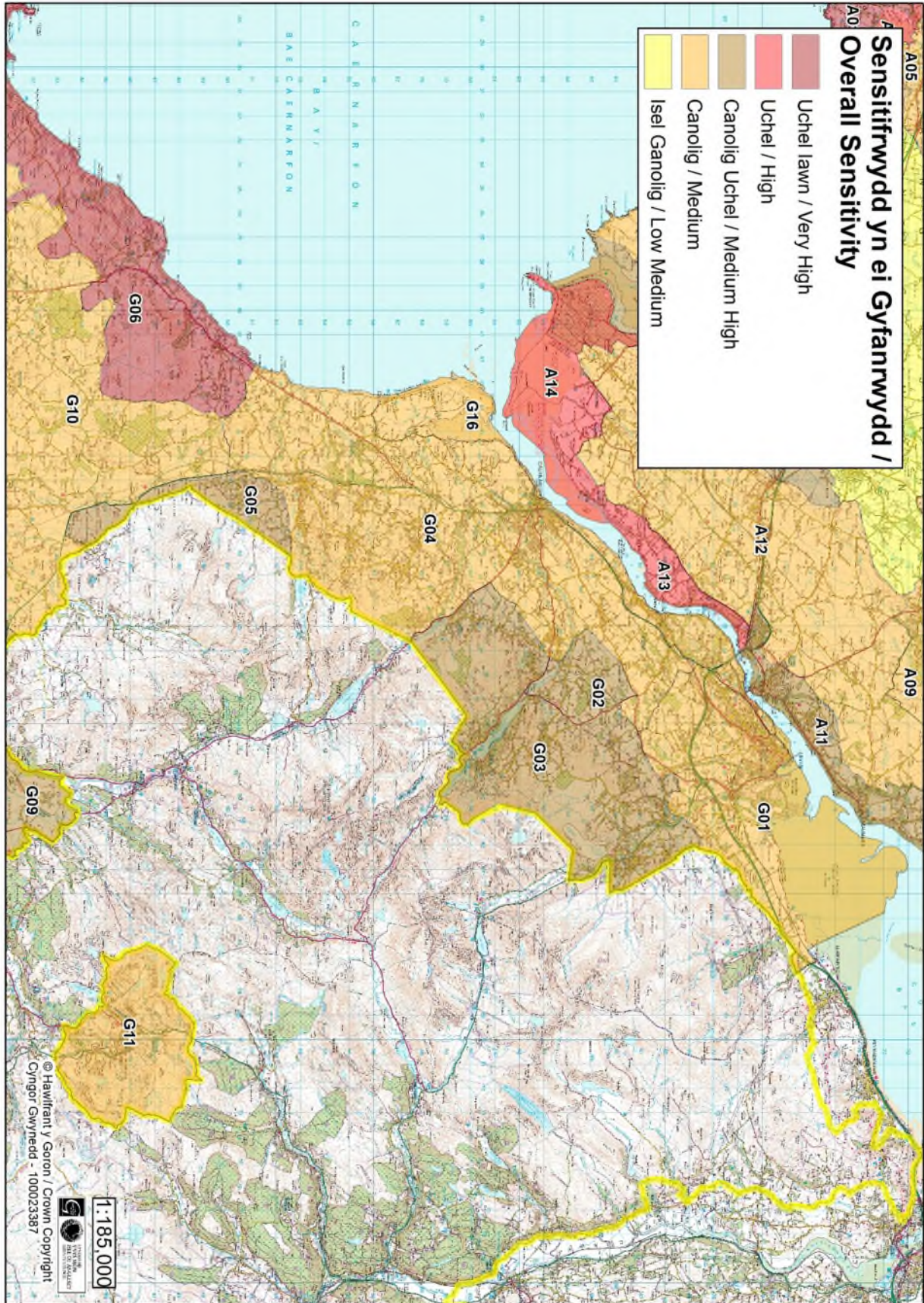


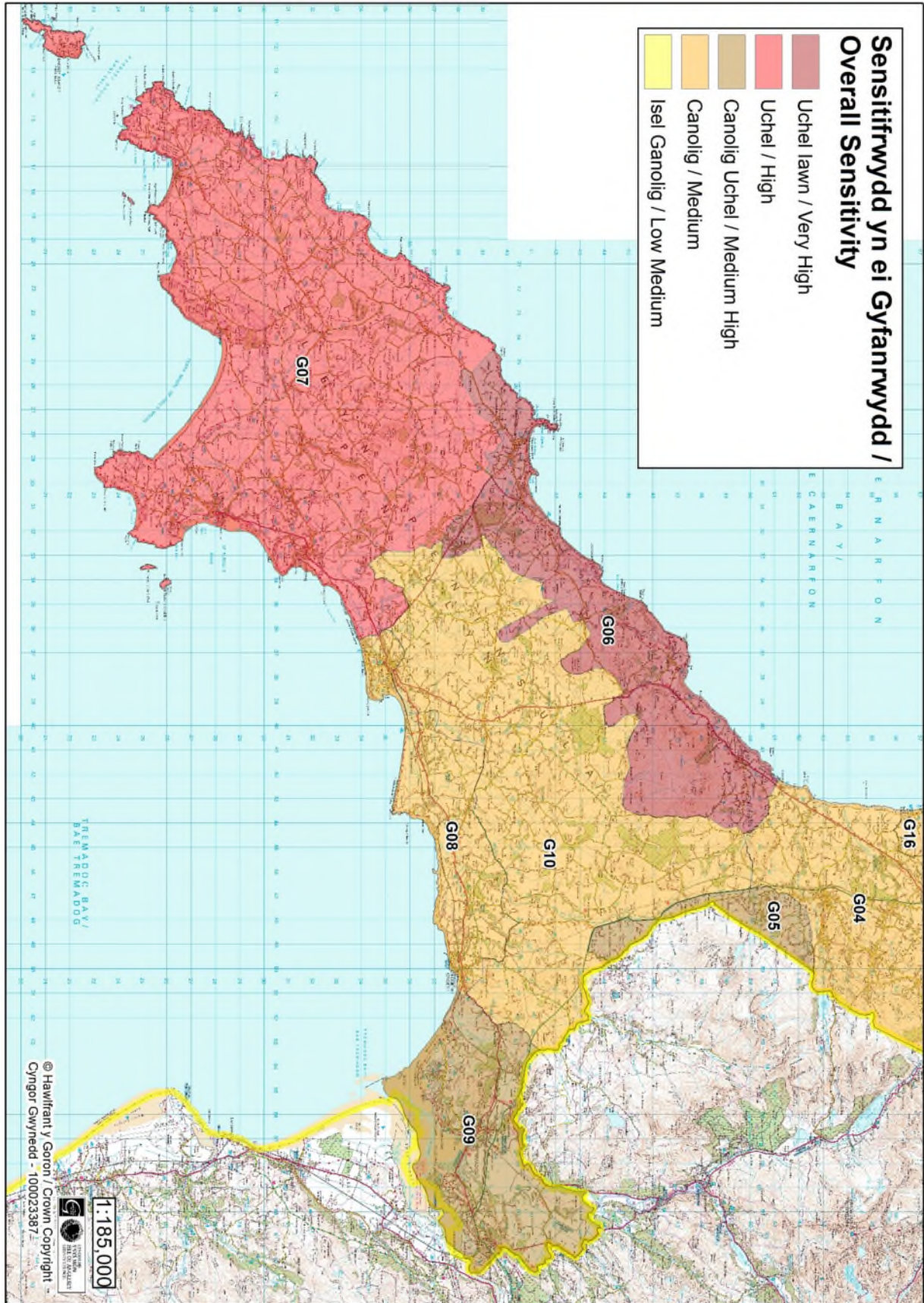
LCA	Indicative Overall Capacity	Sensitivity
A06	<p>Within the AONB and SLAs (and all areas that contribute to their setting), there is typically <b>no capacity for further static caravan/chalet park developments or extensions.</b></p> <p>Outside the AONB and SLAs it is considered there may be <b>some capacity for well sited very small to small scale developments.</b></p>	
A07	<p><b>Typically no capacity for static caravan/chalet park developments.</b></p>	
A08	<p>Within the AONB and SLAs (and all areas that contribute to their setting), there is typically <b>no capacity for further static caravan/chalet park developments or extensions.</b></p> <p>Outside the AONB and SLAs it is considered there may be <b>some capacity for very small to small scale developments</b>, in particular where these may relate well to the existing built environment/settlements.</p>	
A09	<p>Within the AONB and SLA (and areas that contribute to their setting), there is typically <b>no capacity for further static caravan/chalet park developments and extensions.</b></p> <p>Outside the AONB there may be limited <b>capacity for further very small to small well sited static caravan/chalet park developments and extensions.</b></p> <p>In all cases <b>development should avoid the undeveloped coastal edge and its immediate setting.</b></p>	
A10	<p><b>Typically no capacity for static caravan/chalet park developments within this LCA.</b></p>	
A11	<p>Within the AONB and SLA (and all areas that contribute to their setting), there is typically <b>no capacity for further static caravan/chalet park developments or extensions.</b></p> <p>Outside the AONB and SLA it is considered there may be <b>limited capacity for very small to small scale well sited developments.</b></p>	
A12	<p>Within the AONB and SLAs (and all areas that contribute to their setting), there is typically <b>no capacity for static caravan/chalet park developments.</b></p> <p>Outside the AONB and SLAs it is considered there may be <b>some capacity for sensitively sited very small to small scale developments</b> which should relate well to the existing built environment/urban landcover.</p>	
A13	<p><b>Typically no capacity for further static caravan/chalet park developments and/or extensions within this LCA.</b></p>	
A14	<p><b>Typically no capacity for static caravan/chalet park developments.</b></p>	
A15	<p><b>Typically no capacity for static caravan/chalet park developments within this LCA.</b></p>	
A16	<p>Within the AONB and SLA (and all areas that contribute to their setting), there is typically <b>no capacity for static caravan/chalet park developments.</b></p> <p>Outside the AONB and SLA it is considered there may be <b>limited capacity for very small to small scale developments</b>, which should relate well to the existing built environment/urban landcover.</p>	

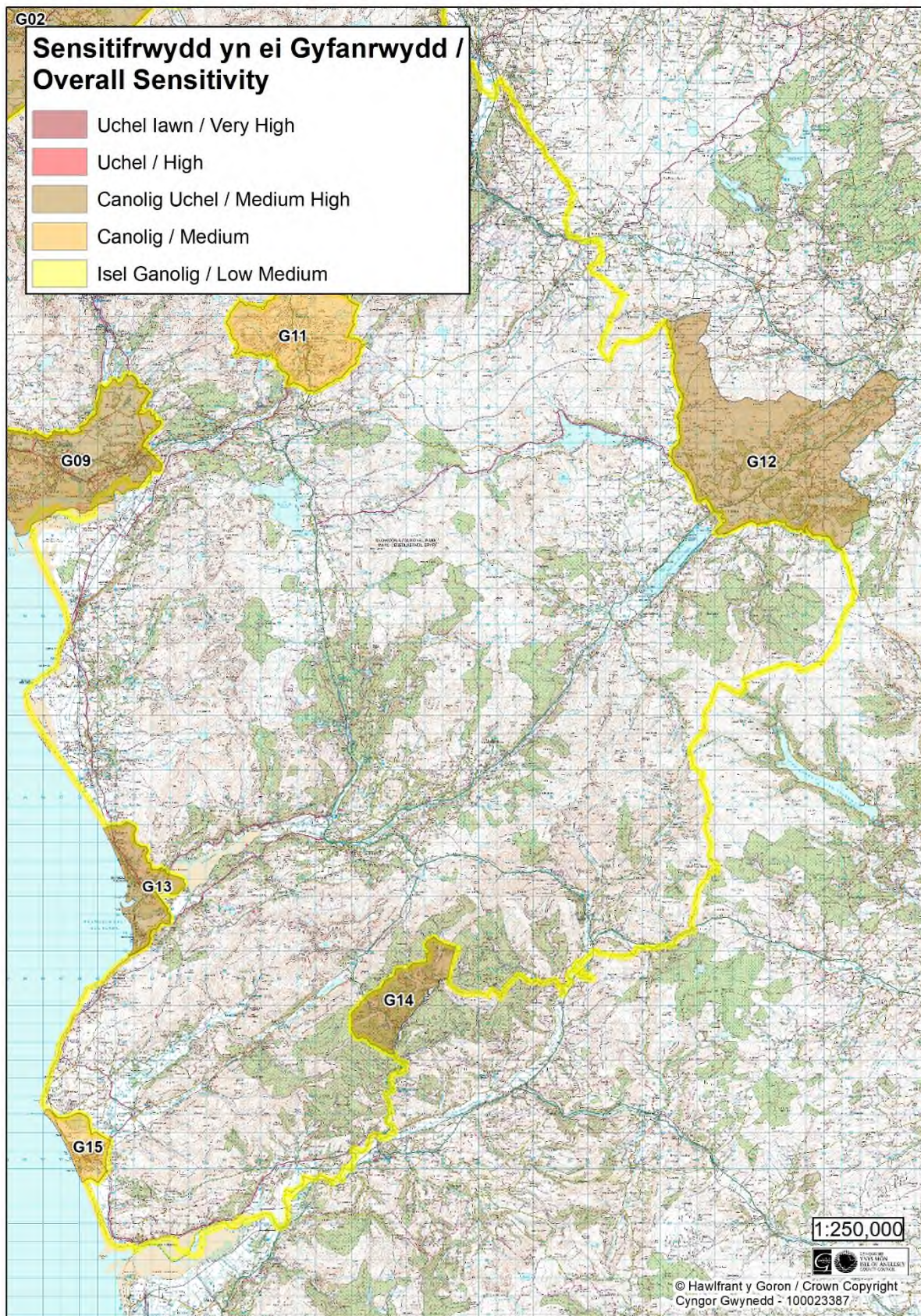
LCA	Indicative Overall Capacity	Sensitivity
A17	<p>Within the AONB and SLAs (and all areas that contribute to their setting), there is typically <b>no capacity for further static caravan/chalet park developments and extensions.</b></p> <p>Outside the AONB and SLAs it is considered there may be <b>some capacity for very small to small scale developments, and/or limited capacity</b> for well-designed and sensitively sited <b>larger scale developments</b>, which should, in all cases relate well to the existing built environment/urban landcover.</p>	
A18	<p>Although a lower sensitivity to static caravan/chalet park developments may indicate a higher capacity in this LCA, there may be <b>very limited capacity, if any, for further static caravan/chalet park developments and extensions.</b> This is due to the relatively small size of the LCA together with the amount of modern development which already influences the landscape (including RAF Valley Airfield and several larger scale static caravan/chalet parks).</p>	

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**Appendix 4 - Business Plan Template** (paragraph 4.6.8)

Authors Name (including relevant qualification) Business Name
1. Business Name Business Contact Details
2. Executive Summary (Suggest that this section is completed after completing other sections of the Business Plan).
3. Introduction and Overview of the Business (Provide a brief description of the business, who's involved, what do you want to achieve and how will success be measured. Please remember to include a description of the type of accommodation which you will offer and explain if you have a Unique Selling Point (USP)).
4. The market and competitors – what is the current provision? What is the demand?

(Provide an overview of the market which you work within, including an analysis of your competitors, and explain how you will compete with them. Give details relating to your target market, customer needs and your means of satisfying those needs).

#### 5. Sales and marketing strategy

(Explain your marketing strategy and how you're distinctive. Who are your customers? Is the business likely to create local job opportunities and contribute to the local economy? How does your business relate to any local, regional or national tourism strategies? Remember to include your pricing strategy and occupancy projections for the holiday units along with any supporting evidence relating to the marketing strategy).

#### 6. Financial Information

(Information relating to the amount of equity required for the business to become operational should be included, i.e. what is the cost of building/conversion. In this section information should also be provided relating to weekly/monthly profit forecast (including the costing for the day to day running of the business utilities, insurance, wages etc). It will be best practice to include a number of projections, e.g. based upon occupancy rate of



25%, 50%, 75% and 100% and over a period of time (projections for a period of 5 years is suggested or until the business is economically viable).

#### 7. Appendices

(All of the Business Plan supporting documents should be provided. They could include, research into the market, letters of intent or specific orders which relate to the business, references, portfolio of previous businesses, legal documentation and examples of marketing information. Please ensure that the appendices are referenced within the business plan).

## Appendix 5 – Coastal Change Management Areas (section 5.4)

PDZ	SMP2 Policy Boundaries			Preferred Policies		
	MAN	PU	Policy Name	Policy Comments	2025	2055
11	22	PU11. 4	Ro Wen coast	This would involve relocation of property owners and businesses from Fairbourne	HTL	MR
		PU11. 5	Ro Wen spit		MR	MR
		PU11. 6	Fairbourne Embankment		HTL	MR
	24	PU11.15	Barmouth North	This may include the relocation of properties	HTL	MR
12	27	PU12.10	Briwet & Dwyrud Gorge	Maintain toll road and railway line	NAI	NAI
		PU12.11	Upper Dwyrud Estuary	Local Management of defences to maintain main roads	MR	NAI
		PU12.12	Penrhyndeudraeth Headland	This might not preclude local private management of defences subject to normal approvals	NAI	NAI
	28	PU12.15	Samson Bay		NAI	NAI
		PU12.16	Morfa Bychan	Sustain natural dune defence with management of access. Develop a long term management plan for adaptation within Holiday Park area and potential future flood risk to village.	MR	MR
	29	PU12.17	Criccieth Shingle Banks	Consideration of potential to realign the railway	HTL	MR
		PU12.19	Castle Headland		NAI	NAI
	30	PU12.21	Y Dryll		NAI	NAI
		PU12.22	Dwyfor	Consider impact on railway	MR	NAI
		PU12.23	Glanllynnau Cliffs	Maintain geological exposure	NAI	NAI
		PU12.24	Afon Wen	Concerns over long term sustainability. Consider possible realignment in land of the railway.	HTL	MR
		PU12.25	Penychain east	This might not preclude local private management of defences subject to normal approvals.	NAI	NAI
	13	31	PU13.1	Penychain and western section of the bay		NAI
PU13.2			Abererch	Subject to national consideration of railway	HTL	MR
PU13.7			Golf Course	Detailed study to allow transition between Traeth Crugan and South Beach	HTL	MR
PU13.8			Traeth Crugan	Intent to create new entrance estuary to the Afon Penrhos and to manage new defence to the core of Pwllheli	HTL	MR
PU13.9			Llanbedrog	This would not preclude local management of the slipway area.	NAI	NAI
32		PU13.10	Mynydd Tir Cwmwd		NAI	NAI
		PU13.11	The Warren	Progressive management of the retreating shoreline to maintain the beach	HTL	MR

PDZ	SMP2 Policy Boundaries			Preferred Policies		
	MAN	PU	Policy Name	Policy Comments	2025	2055
		PU13.12	Abersoch	Consider opening up tidal flooding of the Afon Soch and planning of future use of the entrance	HTL	MR
		PU13.14	Borth Fawr Central	Opportunity for adaptation	HTL	MR
		PU13.15	Machroes	This would not preclude local management of the road.	HTL	MR
	33	PU13.16	Machroes headland		NAI	NAI
		PU13.17	St Tudwal's islands		NAI	NAI
		PU13.18	Porth Ceiriad		NAI	NAI
		PU13.19	Cilan Headland		NAI	NAI
14	34	PU14.1	Mynydd Cilan West		NAI	NAI
		PU14.2	Porth Neigwl East	Local readjustment and dune management	NAI	NAI
		PU14.3	Porth Neigwl Centre		NAI	NAI
		PU14.4	Porth Neigwl West	Future realignment or loss of road	NAI	NAI
		PU14.5	Rhiw		NAI	NAI
	35	PU14.6	Ysgo		NAI	NAI
	36	PU14.7	Aberdaron East	Consider how the transition between Aberdaron Village frontage and this unit is managed to allow adaptation.	NAI	NAI
		PU14.8	Aberdaron Village and coastal slope	Develop Managed Realignment within a framework for sustainable development of the village. Address transport issues.	HTL	MR
		PU14.9	Uwchmynydd		NAI	NAI
	37	PU14.10	Ynys Enlli	Consider adaptation to landing stage	NAI	NAI
38	PU14.11	North West Llyn	Local management would not be precluded to allow adaptation of use within a principle of allowing natural evolution of the coast.	NAI	NAI	
15	39	PU15.1	Carreg Ddu to Trwyn y Tal	Overarching policy setting the base intent for the zone.	NAI	NAI
		PU15.2	Porth Dinllaen, including Morfa Nefyn	This would require detailed planning for adaptation at Porth Dinllaen and managed retreat at the access at Morfa Nefyn	HTL	MR
	40	PU15.4	Trwyn y Tal to Trwyn Maen Dylan	Overarching policy setting the base intent for the zone.	NAI	NAI
		PU15.5	Trefor	A detailed local plan would be needed to sustain amenity value of the area.	MR	MR
		PU15.6	Aberdesach	Local management of the shingle bank and river discharge to sustain natural defence of the area.	MR	MR
16	41	PU16.1	Pontllyfni	This would not preclude maintenance of private defence during the first epoch. Review flood risk to main road and sewage works	NAI	NAI
		PU16.2	Pontllyfni to Dinas Dinlle	Maintain sediment supply to the north	NAI	NAI

PDZ	SMP2 Policy Boundaries			Preferred Policies		
	MAN	PU	Policy Name	Policy Comments	2025	2055
		PU16.3	Dinas Dinlle	Manage transition between Dinas Dinlle Head and open coast with the intent to manage flood risk to village on higher ground.	HTL	MR
		PU16.4	Morfa Dinlle	Develop management to self sustaining dune frontage. This would not specifically preclude management of the local area at Fort Belan subject to normal approvals.	MR	MR
		PU16.5	Foryd bay	Manage flood defence initially with the intention of returning the bay to a naturally functioning system.	HTL	MR
		PU16.6	Traeth Abermenai	This would include further examination of potential flood risk to Dwyran, with the intent to provide defence.	NAI	NAI
		PU16.7	Abermenai Spit and Traeth Llanddwyn	Removal of forestry to allow width for coastal adjustment	NAI	NAI
	42	PU16.8	Newborough Forest	Removal of forestry to allow width for coastal adjustment	NAI	NAI
		PU16.10	Bodowen Cliffs		NAI	NAI
	43	PU16.13	Waterloo Port to Glan y Mor -Y Felinheli	This would not preclude local management through private funding subject to normal approvals.	NAI	NAI
		PU16.15	Glan-y-mor Lodge to Bridge		NAI	NAI
		PU16.16	Bridge to Barras		NAI	NAI
		PU16.17	Barras to Mermaid Inn	Intent to maintain access but with future need for adaptation to increased flood risk.	HTL	MR
	44	PU16.18	Llanfair Bay		NAI	NAI
		PU16.20	Pont Cadnant to Gallows point	This would not preclude private works subject to normal approvals.	NAI	NAI
		PU16.23	Drumlin		NAI	NAI
		PU16.25	Llanfaes to Penmon	Potential need to realign road	NAI	NAI
	45	PU16.26	Bridge to Garth		NAI	NAI
		PU16.30	Penrhyn Headland		NAI	NAI
	46	PU16.31	Afon Ogwen to Madryn		NAI	NAI
		PU16.32	Afon Aber	Adapt defences to maintain natural sediment drift with long term intent to protect transport route from potential flooding.	MR	MR
	17	47	PU17.1	Trwyn y Parc Headland		NAI
		PU17.2	Traeth mawr	Maintain natural function of dune system and estuary	NAI	NAI
		PU17.3	Aberffraw	Adapt road and quay to support natural function of the estuary	HTL	MR

PDZ	SMP2 Policy Boundaries			Preferred Policies			
	MAN	PU	Policy Name	Policy Comments	2025	2055	
		PU17.4	Aberffraw cliffs	This might not preclude appropriate management of the road at Porth Trecastell	NAI	NAI	
	48	PU17.5	Porth Nobla to Rhosneigr	This would not preclude management of defences at Cerrig Defaid in the first two epochs.	MR	MR	
		PU17.8	Traeth Crigyll and Traeth Cymyran	Relocation of facilities to RAF Valley	NAI	NAI	
	49	PU17.9	General policy for Southwest	Management to local bays is defined below.	MR	MR	
		PU17.10	Borthwen	This would not preclude local private defence subject to normal approvals	MR	MR	
		PU17.14	Northwest coast		NAI	NAI	
	50	PU17.16	Penrhos Bay	Examination of potential flood risk	MR	MR	
		PU17.17	Penrhos Headland	This would not preclude local private defence subject to normal approvals	NAI	NAI	
	51	PU17.19	General policy for Inland Sea	Local defence to sustain Four Mile Bridge and local defence against flood within hinterland	MR	MR	
	52	PU17.21	Newlands	Co-ordinated approach to slowing erosion	MR	MR	
		PU17.22	Afon Alaw	Long term planning to reduce residual flood risk	MR	MR	
		PU17.23	Traeth Gribin to Trwyn Cliperau	This would not preclude local private defence subject to normal approvals	MR	MR	
	18	53	PU18.1	Twyn Cliperau to Wylfa Head	Overarching policy for whole area, with local policy as set out below	NAI	NAI
			PU18.2	Porth Tywynmawr	Local adaption	NAI	NAI
			PU18.3	Porth Trefadog	Local adaption	MR	NAI
			PU18.4	Porth Trwyn		NAI	NAI
			PU18.5	Porth Swtan		NAI	NAI
PU18.6			Cemlyn Bay and Headland	Requires a development of a detailed management plan	MR	NAI	
54		PU18.8	Cemaes Bay west		NAI	NAI	
		PU18.12	Pig y Barcud Cliffs		NAI	NAI	
55		PU18.13	Trwyn y Parc to Trwyn Cwmryd	Overarching policy for whole area, with local policy as set out below	NAI	NAI	
		PU18.14	Porth Wen Brickworks	Critically examine need for maintain defence to support key historic feature	MR	MR	
		PU18.16	Trwyn Costog	Develop a planning frame to minimise future need for defence	MR	MR	
		PU18.18	Porth Elian	Relocate road and necessary.	HTL	MR	
56		PU19.1	General	Overarching policy for whole area with local policy as set out below.	NAI	NAI	
		PU19.2	Portobello	Local private management subject to normal approvals.	MR	MR	
		PU19.3	Traeth Dulas	Allow natural development of the estuary	NAI	NAI	
57		PU19.4	Porth Lydan	This would quite specially not exclude local works subject to normal approvals	MR	MR	

PDZ	SMP2 Policy Boundaries			Preferred Policies		
	MAN	PU	Policy Name	Policy Comments	2025	2055
		PU19.6	Moelfre to Traeth Bychan		NAI	NAI
		PU19.7	Traeth Bychan Centre	Local management towards allowing natural development of the beach	MR	NAI
		PU19.8	Traeth Bychan South		NAI	NAI
	58	PU19.9	Borth Wen Cliffs		NAI	NAI
	PU19.11	Trwyn Dwlban		NAI	NAI	
	PU19.13	Croesfryn		NAI	NAI	
	PU19.14	Afon Nodwydd	Development of a local management plan	MR	MR	
	PU19.15	Llanddona Beach		NAI	NAI	
	PU19.16	Trwyn Penmon Cliffs		NAI	NAI	
	PU19.17	Puffin Island		NAI	NAI	

Key:

PDZ = Policy Development Zones

MAN = Management Area

PU = Policy Unit

HTL = Hold the Line

NAI = No Active Intervention

MR = Managed Realignment

# Agenda Item 7

## ITEM 7

<b>MEETING</b>	Joint Planning Policy Committee
<b>DATE</b>	4 September 2020
<b>NAME</b>	Supplementary Planning Guidance – Change of use of community facilities and services, employment sites and retail units
<b>PURPOSE</b>	To consider the Draft Supplementary Planning Guidance for consultation attached in Appendix 1 and obtain a decision to publish for public consultation.
<b>RECOMMENDATION</b>	To approve the publication of the following Supplementary Planning Guidance for public consultation: i. Supplementary Planning Guidance: Change of use of community facilities and services, employment sites and retail units
<b>AUTHOR</b>	Heledd Jones, Team Leader – Gwynedd and Anglesey Joint Planning Policy Unit

### 1. Background

- 1.1 The Planning Authorities have committed to preparing a series of Supplementary Planning Guidance to support the Joint Local Development Plan. This report presents a draft version for consultation of the Supplementary Planning Guidance: Change of use of community facilities and services, employment sites and retail units, as well as information about the next steps and timetable.

### 2. The purpose of a Supplementary Planning Guidance

- 2.1 A Supplementary Planning Guidance is produced to provide further details on particular policies in the Joint Local Development Plan. Supplementary Planning Guidance assist in ensuring that policies are better understood, and are implemented more efficiently and consistently.
- 2.2 In preparing these new Guidance it is important to bear in mind that that Guidance must be consistent with the Joint Local Development Plan and national planning policy. No Guidance should contain new policies or amend existing policies.
- 2.3 Based on the above, it is only the policies and proposals of the Plan that have special status (precedence) in determining planning applications. However, after they are adopted, and provided they have been subject to public consultation and have been adopted by the Authorities, the Guidelines may be used as a material consideration in reaching decisions on relevant planning applications.

### 3. The process thus far

- 3.1 To date, the process of preparing the Supplementary Planning Guidance included in Appendix 1 has included:
- i. giving consideration to relevant policies in the Local Development Plan;
  - ii. reviewing existing guidelines on the areas covered in the Guidance;
  - iii. consideration of input by relevant officers within the two Councils on the draft version of the Guidance.

**4. Changes incorporated into the Draft Consultation version of the Supplementary Planning Guidance**

4.1 Following internal discussions that have taken place after an initial draft version of the Guidance was presented to the Panel, some sections of the Guidance have been revised. The revisions include:-

- Revise sections that refer to the relevant policies included within the JLDP in order to ensure consistency and accuracy between the Guidance and the Policies;
- Add some clarity with regard to the loss of use of a non-commercial community facility and the information that is expected to be submitted;
- Clarify what information is expected to be submitted for considering the suitability of applications for ancillary uses on employment sites.

**5. Next steps and timetable**

5.1 Originally, the Guidance was due to be presented to a meeting of the Joint Planning Policy Committee on 20 March, 2020. As a result of the Covid-9 pandemic, that meeting had to be cancelled. This, in turn has meant that the process of receiving the committees approval to release the document for public consultation has slipped.

5.2 The following table notes the next steps and indicative timetable for completing the steps. The final timetable depends on the number of observations received during the public consultation period and the matters raised in those observations. A report to the meeting of the Local Development Plan Panel will provide an update following the end of the public consultation period, including providing a final timetable.

Action	When?
Hold a six-week public consultation.	September - October 2020
Joint Planning Policy Committee - to consider: i. Observations received during the public consultation period. ii. Amendments proposed to the wording of the Guidance.	November 2020
Joint Planning Policy Committee – to consider: i. Observations received during the public consultation period.	December 2020



ii. Amendments proposed to the wording of the Guidance.	
iii. Adopt the Guidance.	
Use the adopted Guidance as a relevant planning consideration	December 2020 onwards.

5.3 Normally, when conducting public consultations on Supplementary Planning Guidance and in accordance with the '[Procedural Note for the preparation and adoption of Supplementary Planning Guidance](#)', hard copies of the Guidance are available for inspection at Council Offices and local public libraries. Due to the current situation, this will not be possible. It is noted that correspondence will be sent to individuals/planning agents who have previously expressed an interest in the Guidance in order to raise awareness of the fact that the Guidance is subject to public consultation. Furthermore the consultation will be advertised regularly on the social media platforms of both authorities.

## 6. Recommendation

6.1 That the Joint Planning Policy Committee approves the release of the Draft Supplementary Planning Guidance – Change of use of community facilities, employment sites and retail units which is included in Appendix 1 for a period of public consultation.

# SUPPLEMENTARY PLANNING GUIDANCE

## CONSULTATION VERSION

### Change of use of community facilities and services, employment sites and retail units



CYNGOR SIR  
YNYS MÔN  
ISLE OF ANGLESEY  
COUNTY COUNCIL

**MARCH 2020**

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## **1.0 Introduction to Supplementary Planning Guidance and its purpose**

### **Purpose**

1.1 The Purpose of this Guidance is to:

- assist the public and their agents in preparing planning applications and in guiding them in discussions with officers before submitting planning applications,
- assist officers to assess planning applications, and officers and councillors to make decisions about planning applications, and
- help Planning Inspectors make decisions on appeals.

1.2 The overall aim is to improve the quality of new developments and facilitate a consistent and transparent way of making decisions.

### **The Policy Context**

#### Local Development Plan

1.3 Under planning legislation, the 'development plan' includes planning policies for each area. The Gwynedd and Anglesey Joint Local Development Plan was adopted on 31 July 2017. It relates to both the Gwynedd and Anglesey Planning Authority areas.

1.4 The Plan provides wide-ranging policies along with land designations for the main uses, such as housing, employment and retail; it will help shape the future of the area of the Plan physically and environmentally, and will also influence it economically, socially and culturally. The Plan, therefore, attempts to:

- help the Councils to make logical and consistent decisions on planning applications by providing a policy framework that is in line with national policy, and
- steer developments to suitable areas during the period up to 2026.

#### The need for Supplementary Planning Guidance

1.5 Although the Plan contains policies that enable the Councils to make consistent and transparent decisions on development proposals, it cannot provide all the detailed advice required by officers and prospective applicants to steer proposals locally. In order to provide this detailed advice, Councils are preparing a range of Supplementary Planning Guidance to support the Plan

that will provide more detailed guidance on a variety of topics and matters to help interpret and implement the Plan's policies and proposals.

### **The Status of Supplementary Planning Guidance**

- 1.6 Supplementary Planning Guidance (SPG) may be considered to be material planning considerations during the assessment process and when determining planning applications. Welsh Government and the Planning Inspectorate will place considerable weight on supplementary planning guidance that stems from, and is consistent with, a development plan. The SPGs do not introduce any new planning policies, but rather act as a 'portal' for relevant policies in the Local Development Plan and, where appropriate, national planning policy and other SPGs.
- 1.7 In accordance with Welsh Government advice, the SPG has been subject to a public consultation and a decision by the Joint Planning Policy Committee on behalf of the Councils. A draft version of this SPG was approved for public consultation on **DATE by NAME OF COMMITTEE**. The supplementary planning guidance was subject to a public consultation exercise between **DATES**. Consideration was given to the **x** comments submitted to the Councils, and, where appropriate, appropriate changes included in the final draft approved by the **Joint Planning Policy Committee on DATE** to be used as a material consideration when assessing and determining planning applications and appeals. A summary of the observations and the Councils' response is provided in **APPENDIX OR LOCATION OF COMMITTEE REPORT (following adoption)**. **This document should, therefore, be given substantial weight as a material planning consideration.**

### **Purpose**

- 1.8 This SPG relates specifically to providing greater clarity on the policies in the Joint Local Development Plan (Joint LDP) which relate specifically to safeguarding community resources, employment sites and retail uses. Community, retail and economic facilities can often serve as social and cultural hubs, promote economic prosperity and encourage sustainable development in communities. With this in mind, there is a need to try to safeguard these types of uses in order to achieve the aim of creating viable, healthy and self-sufficient communities.
- 1.9 The following document is split into three subsections:
- Section A: Safeguarding Community Resources
  - Section B: Safeguarding Employment Sites
  - Section C: Safeguarding Retail Uses

## **Section A: Safeguarding Community Facilities**

### **2.1 Introduction to community facilities**

2.1.1 Community facilities may be defined as resources which provide a range of services (public, private and voluntary) and which are important for the purposes of health, recreation, socialising and education. These could include schools, libraries, leisure centres, healthcare provision, theatres, village halls, cemeteries, places of worship, public houses and any other facilities which perform the function of serving the community. Community facilities can often be social hubs, thereby performing an essential function in sustaining prosperous neighbourhoods and creating a sense of place. Ensuring that there is a range of community facilities in accessible locations is essential in order to ensure that social, recreational, educational and cultural needs of society are met in the most effective way possible.

2.1.2 It is considered that safeguarding a network of community facilities is a way to ensure that development is steered towards the most sustainable locations, reducing the need to travel and ensuring that accessible and convenient facilities are available to all. Furthermore, safeguarding facilities in rural areas is a way of sustaining social life for future generations. Generally, community facilities in rural areas serve the local populace. In settlements that are lacking in community spaces for people to congregate (such as village halls or public houses), it is likely that this can affect social cohesion as it has been understood traditionally.

### **2.2 National and Local Planning Policy Context**

#### **National Policy Context**

2.2.1 National Planning Policy guidance in relation to community facilities is set out in Planning Policy Wales (Edition 10, 2018). It is acknowledged in the national planning policy guidance that community facilities perform a vital function in creating viable and sustainable places. In accordance with paragraph 4.4.2 of PPW, Local Planning Authorities should develop strategic, long-term approaches to sustaining community facilities when preparing Development Plans. There will be a need to be mindful of community needs and to ensure that the facility continues to meet the identified need.

2.2.2 Furthermore, there is a need to ensure that there are links between housing, community facilities, services and employment opportunities in both urban and rural areas in order to reduce the need to travel for long distances. It is considered that the placement of housing,

access to services, green spaces and community facilities within reasonable distances of each other is a way of creating the right conditions for improved health and well-being.

### **Local Planning Policy Context**

2.2.3 In the Joint LDP, the policy that relates to safeguarding community facilities is included within Policy ISA2, 'Community Facilities'. The first part of policy ISA2 (see appendix 1) encourages the provision of new community facilities as long as the proposal complies with a series of criteria as listed in the policy. The second part relates to attempting to resist the loss or change of use of existing facilities, and notes the following:

***"POLICY ISA2: COMMUNITY FACILITIES***

***The Plan will help sustain and enhance community facilities by: ...***

***2. Resisting the loss or change of use of an existing community facility unless:***

***i a suitable replacement facility can be provided by the developer either on or off site,***

***and within easy and convenient access by means other than a car, or***

***ii it can be demonstrated that the facility is inappropriate or surplus to requirements, or,***

***iii in the case of a commercially operated facility:***

- there is evidence that the current use has ceased to be financially viable, and***
- that it could not reasonably be expected to become financially viable, and***
- no other suitable community use can be established, and***
- there is evidence of genuine attempts to market the facility, which have been unsuccessful."***

2.2.4 The intention of the policy is to try to ensure that community resources are safeguarded and that full justification is required for any proposal which would lead to the loss of a community resource.

### **2.3 Justification for the loss of Community Facilities (Policy ISA2 - Community Facilities)**

2.3.1 The following table provides some greater clarity on the criteria within Policy ISA 2 which relate specifically to safeguarding community facilities. It is noted that any proposal must comply with at least one of the criteria included in Policy ISA 2:-

Criterion	Explanation
<p>2i. A suitable replacement facility can be provided by the developer either on or off site, and within easy and convenient access by means other than a car.</p>	<p>Any alternative facility to be provided must be of an equivalent standard to the existing one or better. Furthermore, it must be proved that the new site is the most appropriate location for the facility and that it is accessible to the community by way of alternative and sustainable modes of transport. It is considered appropriate as part of the process of providing justification for the location of an alternative site that other options and possible sites are assessed, including any previously-developed land (where appropriate).</p>
<p>2ii. It can be demonstrated that the facility is inappropriate or surplus to requirements.</p>	<p>In order to prove that the facility is inappropriate or surplus to requirements, compelling evidence should be submitted to show that the facility is no longer needed.</p> <p>Where appropriate (commercial uses), if the property is vacant it should be demonstrated that an unsuccessful attempt has been made to market the property for sale or rent for a fair and reasonable price for a continuous period of 12 months (at least). This evidence may include copies of advertisements marketing the unit along with written confirmation from the estate agent of the interest/offers received.</p> <p>This should ensure that due consideration is given to the marketing strategy and that this is implemented in a manner which targets the most relevant market - that is, for</p>



	<p>example, agents who specialise in marketing certain types of facilities and who can ensure that any advertisements are visible on local platforms.</p> <p>The evidence required to be submitted as part of the marketing strategy should include the details of the sale process (the entire period), information on how much interest there has been in the unit, and details of any offers received along with reasons for refusing them.</p> <p>There are some circumstances where it won't be necessary for a proposal which involves the loss of a community facility to follow the guidance which has been provided above. This will specifically be of relevance for developments which are commercially run and where it is possible to demonstrate that the use is surplus to requirements and unnecessary.</p>
<p>2iii. In the case of a commercially operated facility:</p> <ul style="list-style-type: none"> <li>• there is evidence that the current use has ceased to be financially viable, and</li> <li>• that it could not reasonably be expected to become financially viable, and</li> <li>• no other suitable community use can be established, and</li> <li>• there is evidence of genuine attempts to market the facility, which have been unsuccessful.</li> </ul>	<p>In considering proposals that would lead to the change of use of a commercially operated facility, there will be a need to receive financial evidence to show that the facility is failing. This information should be submitted in the form of a Financial Report providing an overview of the business's financial situation (previous accounts along with a financial projection for the future). The Financial Report must be prepared by a qualified individual/company such as a financial advisor or accountant. Furthermore, the</p>

	proposal should comply with the evidence required to be submitted to fulfil criteria 2i and 2ii within Policy ISA2 (as noted above).
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## **Section B: Safeguarding Employment Sites**

### **3.1 Safeguarding Employment Units**

3.1.1. Employment sites are safeguarded and allocated within the Joint Local Development Plan based on the evidence of need (Employment Study, 2012). Those sites identified within the portfolio of employment sites are the sites considered to be available for employment purposes within the lifetime of the Plan (up to 2026). They have been assessed according to their availability and the sustainable development principles, i.e. that they are accessible to alternative modes of transport. Furthermore, it is considered that these sites are needed to meet the demand for employment sites during the lifetime of the Plan. In order to limit the threat of losing these sites to alternative uses, the Plan safeguards employment sites for uses in Class B1, B2 and B8 only (along with certain suitable 'unique uses'.)

3.1.2 This section of the SPG offers advice on considerations involving proposals which relate to alternative uses of those employment sites that have been safeguarded/allocated in the Plan (Policy CYF5). The loss of employment sites to alternative uses is a threat to one of the primary objectives of the Joint LDP, which is to support growth and regeneration that will in turn transform the local economy. There must, therefore, be an attempt to ensure that the policies contained within the Joint LDP are robust enough to be able to withstand the loss of suitable employment sites to the detriment of the local economy.

3.1.3 Ensuring a network of employment sites for a range of employment uses in terms of size, standard and location is essential in order to meet the needs of existing business and attract new businesses to the area, which will in turn ensure economic prosperity for the area.

### **3.2 National Planning Policy**

3.2.1 Planning Policy Wales (Edition 10, December 2018) states that planning authorities are required to support the provision of sufficient greenfield sites in order to fulfil the requirements of the employment market at a strategic and local level. Development plans must identify the demand for employment land, and ensure that an appropriate mixture of sites are safeguarded and allocated in order to meet that demand. Furthermore, PPW notes the need to devise a framework for safeguarding employment sites. It emphasises the need for allocated/safeguarded sites to be protected from inappropriate development.

3.2.2 Technical Advice Note (TAN) 23: Economic Development supports the principles set out in Planning Policy Wales and advises that planning authorities should avoid releasing employment land for other purposes where compelling evidence exists of the need to provide employment land. TAN23 contains a series of criteria that should be applied when considering applications to release employment land for alternative purposes. These criteria are reiterated in Policy CYF5 of the Joint LDP.

### **3.3 Local Planning Policy - Joint Local Development Plan**

3.3.1 Within the Joint LDP, Policy CYF1, 'Safeguarding, Allocating and Reserving Land and Units for Employment Use', identifies specific sites which need to be safeguarded for employment/business use. These reserved sites are identified on the Plan's proposal maps. Policy CYF3, 'Ancillary Uses on Employment Sites', stipulates that employment sites are used only for the -purposes of employment/business, and notes that alternative uses will only ever be considered when such uses are specifically ancillary to the employment uses. Furthermore, Policy CYF 5, 'Alternative Uses of Existing Employment Sites', provides guidance as to the principles that should be considered in relation to change of use of employment sites for alternative purposes.

### **3.4 Defining Employment Sites**

3.4.1 Employment sites are defined as sites that are safeguarded for uses of the following classes in accordance with the Town and Country Planning Order 1990:

B1 Business

B2 General Industry

B8 Storage and Distribution

3.4.2 Furthermore, some types of uses which may be defined as 'unique uses' could be suitable on employment sites (in accordance with Policy PS13). 'Unique uses' are defined as those which do not fall within any other use class and which require planning permission for such use. Examples of 'unique uses' which could be suitable on employment sites include:

- Car repair garages
- Trading in building supplies

- Tool/equipment hire companies
- Taxi/minibus/car hire offices

\*The list above is not definitive, and there are other types of 'unique uses' not mentioned above which could be suitable on employment sites. Individual applications for such uses shall be assessed according to their own merits.

### 3.5 Portfolio of Employment Sites

3.5.1 In the Joint LDP, the portfolio of employment sites has been split according to the attractiveness of the sites and the likelihood of their being brought forward in the short term. Sites are distributed as Primary Sites, Secondary Sites and Reserve Sites. This hierarchy of employment sites is also based upon the types of businesses that are likely to be located on the sites in question, with the upper tier (primary sites) including sites considered to be of local or sub-regional significance.

The hierarchy of employment sites is as follows:

Primary Sites	Sites that are likely to be more attractive to the market and are likely to be developed in the short term. These sites are located mainly within the most sustainable areas, in accordance with the spatial strategy, and provide access to community services, as well as public transport links.
Secondary Sites	Sites that are not in the most attractive location as regards access and market presence in comparison to the primary sites. However, they offer important opportunities which address local demand as well as the potential demand arising from Anglesey Energy Island Programme/ Enterprise Island. These sites are located mainly within the most sustainable settlements, in accordance with the spatial strategy, and provide access to community services and facilities, as well as sustainable transport links.
Reserve Sites	Sites that have the potential to meet the demand arising from Wylfa Newydd as well as the rest of the Anglesey Energy Island Programme / Enterprise Island.

### 3.6 Ancillary Uses of Employment Sites

3.6.1 Policy CYF3: 'Ancillary Uses of Employment Sites' outlines the considerations relating to the release of employment sites for uses that are ancillary to the employment use. Only in exceptional circumstances will it be possible to consider applications to release employment sites, and justification must be provided. Ancillary uses are those which align with the requirements of the employment use of the site. The types of uses referred to in the explanation of the policy include cafés and children's nurseries.

3.6.2 In determining applications for ancillary uses, consideration must be given to the need for the proposal along with ensuring that it is commensurate with the needs of the workforce envisaged on the employment site. That is, the proposal should not provide a service for any market located or in operation beyond the employment site. The following table provides further information in relation to the requirements of the criteria as listed in Policy CYF 3:-

<b>Criteria</b>	<b>Explanation</b>
1. There is overwhelming justification for the facility.	Information will need to be submitted in relation to needs and requirements of the workforce.  Are there obvious environmental benefits from having the facility on the site, for example will it restrict the requirement for the workforce to have to travel to another location on a regular basis for the same facility.
2. The scale of the development is primarily in keeping with the need of the workforce on the employment.	Information relating to the number of people whom work in the employment site will need to be provided, ensuring that the intention equates to the need of the workforce.  Information relating to the target market of the facility should also be provided, ensuring

	that there is a link between the proposal and the workforce.
3. That the proposed development would not in itself or cumulatively undermine the function of the employment site.	Ensuring that the scale of the proposal is appropriate and that the proposal along with the other uses on the site won't have a negative impact upon the function of the employment site.
4. That the development would not lead to an under provision of B1, B2 or B8 employment land.	It should be ensured that there is sufficient employment land by conducting a survey of the employment site in order to recognise the existing provision. The most recent employment land survey can also be relied upon for information in relation to the existing provision.

### 3.7 Alternative Uses of Employment Sites

3.7.1 Policy CYF5: 'Alternative uses of existing employment sites' outlines the considerations relating to the release of existing employment sites for alternative uses. The criteria that must be met (one or more) align with those considerations noted in Technical Advice Note 23: Economic Development, para 4.6.9.

3.7.2 The criteria are listed below, along with explanations:

Criterion	Explanation
1. If the site is vacant, that it is unlikely to be used in the short and medium term for the original or safeguarded use.	<p>It should be proved that vacant sites are unlikely to be brought forward in the short to medium term, by submitting a detailed evaluation of the site's viability for employment use.</p> <p>In conducting a detailed assessment, consideration should be given to suitable alternative options which would include</p>

	<p>redevelopment of the site for employment purposes.</p> <p>Applicants are expected to demonstrate clearly that the site has been marketed for sale or rent at a reasonable price. It should be proved that the unit has been marketed for a continuous period of at least 12 months. A statement must be submitted to provide details of the efforts made to market the unit. Any materials relating to the marketing of the site should state clearly that the unit is being marketed for employment purposes, and furthermore (where appropriate), the marketing materials shall state whether there are opportunities to redevelop the site. The information submitted must include:</p> <ul style="list-style-type: none"><li>• Evidence of widespread marketing for employment purposes through an agent that specialises in marketing commercial property. Any changes in the price made during the marketing period should be noted. The Council will expect to receive evidence to demonstrate that the site has been marketed at a fair price which is commensurate with similar commercial properties in the area.</li><li>• Advertisements in the local and regional press, property press and specialist trade publications, throughout the marketing period.</li><li>• Evidence that the property has been marketed continuously on the agent's website.</li><li>• Continuous and prominent advertising on the site. The agent's advertising sign should be placed on each highway-facing frontage of the property throughout the marketing period.</li></ul>
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	<ul style="list-style-type: none"> <li>• Details should be shared from the outset with other estate agents, specialist commercial agents and the Council by way of a mail marketing campaign and/or distributing copies of the sale particulars, also providing revised versions if the particulars are amended substantially.</li> <li>• Evidence of all expressions of interest and offers received.</li> <li>• Evidence of a genuine attempt to market the property, and that consideration has been given to alternative marketing methods if the existing methods are seen to be failing/ineffective.</li> </ul> <p>In considering applications that seek to prove that the employment site is no longer needed, the Councils' Economic Development Departments shall make enquiries in order to establish the number of enquiries received for employment sites in the area in question, in order to assess the local demand for such sites. This would be relevant to council owned sites only.</p>
<p>2. There is overprovision of employment sites within the vicinity.</p>	<p>There will be a need to prove an overprovision of employment land by conducting an Employment Survey which comes to different conclusions than the Employment Survey of 2012.</p>
<p>3. The existing employment use has a detrimental impact on amenity and the environment.</p>	<p>It should be proved that benefits will derive from alternative use of the site, based on the negative impacts of the existing use, e.g. pollution originating from the current use causing harm to the local environment, high noise levels or significant disturbance due to vehicles coming and going.</p>

4. The proposal would not have a detrimental effect on employment uses at adjacent sites.	It must be proved that the proposed use would not be detrimental to businesses already established. That is, the use should not have a negative impact on the users and operations of any business that is established already.
5. There is no other suitable alternative site for the proposed use.	It should be proved that there is no other suitable alternative site for the proposed use. That is, depending upon the proposed use and whether there is another site that would meet the requirements, without the need to make use of a site that has been safeguarded for employment purposes.
6. If the site is used for short-term use (temporary), that there are appropriate restoration measures in place to the satisfaction of the Local Planning Authority.	It is possible in some cases that the site needs to be used for a particular purpose temporarily. The site should be restored to its original use following the cessation of the temporary use. Where appropriate, planning conditions will be placed on applications to ensure that the restoration work is carried out.

3.7.3 It is expected that any application that would lead to the loss of a safeguarded employment site will be supported by a detailed supporting statement. The information/detail provided should be commensurate to the proposal.

### **3.8 Fulfilling the criteria**

3.8.1 As noted in Policy CYF5, there is a requirement to fulfil 'one or more' of the listed criteria when considering applications for alternative uses of employment sites.

3.8.2 The portfolio of employment sites safeguarded under Policy CYF1 is also categorised according to the types of businesses that are likely to be located on the sites in question, with the upper tier (primary sites) including sites considered to be of local or sub-regional significance. It should be noted that any application for an alternative use on a site that has been allocated/safeguarded as a 'Primary Employment Site' will be expected to fulfil the majority of the listed criteria as appropriate within the policy, since these are the sites considered to

be the most attractive, and as such, substantial justification must be submitted before any further consideration can be given to applications for alternative uses on these sites.

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## **Section C: Safeguarding Retail Uses**

### **4.1 Safeguarding retail uses**

4.1 Prosperous town centres boost the local economy in addition to serving as community hubs. It is, therefore, important to establish a planning framework that safeguards the function of our urban centres and facilitates schemes that contribute towards increasing the viability of these centres.

### **4.2 National Planning Policy Guidance**

4.1.1 National Planning Policy guidance in relation to retail is contained in Chapter 4 (Retail and Commercial Developments) of Planning Policy Wales (Edition 10, 2018). This states the need to ensure retail provision that is accessible, efficient, competitive and innovative. Furthermore, it states the need to try to promote established town centres as the most appropriate locations for retail, that in turn support existing communities and centres. The national objectives aim to enhance the vibrancy, viability and attractiveness of retail and commercial centres and promote sustainable access to these centres via public transport, walking and cycling. When considering town centre developments, it is necessary to ensure that they are convenient and easy to reach, and also to determine whether there is a demand for such development.

4.1.2 The relevant Technical Advice Note that relates to retail is TAN4 (Retail and Town Centres, 2016). The primary objective of TAN6 is to promote viable urban retail centres as the most appropriate locations to live, work, shop, socialise and run a business. Furthermore, it notes the need to maintain and enhance the vibrancy, viability and attractiveness of town centres.

### **4.3 Local Planning Policy Guidance**

4.3.1 One of the main objectives of the Plan is to safeguard the viability and vibrancy of town centres by resisting developments which hinder this.

4.3.2 In accordance with Policy MAN 1 (Proposed Town Centre Developments), proposals in town centres will be rejected unless they meet the criteria listed in the policy. Furthermore, Policy

MAN 2 (Primary Retail Areas) states the need to resist the loss of retail uses within a main shopping area, unless the proposal meets the criteria listed in the policy.

#### 4.4. Primary Shopping Areas

4.4.1 Policy MAN 2 (Primary Retail Areas (Retail Core)) safeguards retail sites within primary shopping areas for that specific use (A1 use). A primary shopping area has been identified in the Sub-regional Retail Centre, along with the Local Retail Centres which are Bangor, Caernarfon, Pwllheli, Holyhead and Llangefni. These areas are shown on the relevant proposal maps.

4.4.2 The policy states that it is possible to give consideration to the change of use of the ground floor of a property located in the primary retail area from A1 use to another use, provided that the proposal fulfils both criteria listed in the policy. Those criteria are listed below, along with the information required to be submitted in order to fulfil them:

Criterion	Explanation
<p>Criterion 1: <i>"It can be shown that the premises is no longer viable for A1 use and the retention of A1 use at the premises has been fully explored without success, by way of marketing at a reasonable market rate for a minimum of six months."</i></p>	<p>In order to fulfil this criterion, a Marketing Statement should be submitted. Such a statement should include:</p> <ul style="list-style-type: none"> <li>• Details of the efforts made to market the unit. Any materials relating to the marketing of the site should state clearly that the unit is being marketed for retail use.</li> <li>• Evidence of widespread marketing for retail purposes (A1) through an agent that specialises in marketing commercial property. Any changes in the price made during the marketing period should be noted. The Council will expect to receive evidence to demonstrate that the site has been marketed at a fair price which is</li> </ul>

	<p>commensurate with similar commercial properties in the area.</p> <ul style="list-style-type: none"><li>• Advertisements in the local and regional press, property press and specialist trade publications, throughout the marketing period.</li><li>• Evidence that the property has been marketed continuously on the agent's website.</li><li>• Continuous and prominent advertising on the site. The agent's advertising sign should be placed on each highway-facing frontage of the property throughout the marketing period.</li><li>• Details should be shared from the outset with other estate agents, specialist commercial agents and the Council by way of a mail marketing campaign and/or distributing copies of the sale particulars, also providing revised versions if the particulars are amended substantially.</li><li>• Evidence of all expressions of interest and offers received.</li><li>• Evidence of a genuine attempt to market the property, and that consideration has been given to alternative marketing methods if the existing methods are seen to be failing/ineffective.</li></ul> <p>Furthermore, an Assessment of Financial Viability should be submitted to prove that the business in its existing form is failing, and that consequently it is not financially viable to continue with the venture.</p>
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<p>Criterion 2: <i>"The proposed change of use does not have an unacceptable impact on the retail function or character, vitality attractiveness or viability of the primary retail area."</i></p>	<p>The intention of this criterion is to try to safeguard the retail function and character of our main shopping areas within the retail centres. When considering proposals what would result in the loss of a retail use, the following should be taken into consideration:</p> <ul style="list-style-type: none"> <li>• Is the unit located in a prominent place? For instance, an area of architectural value in a prominent/central location in terms of its setting within the shopping area.</li> <li>• The evolution and function of the retail area over the years.</li> <li>• The impact of the proposed use upon other adjacent uses. Is there potential for conflict? Impact on the amenities of the users of adjacent properties.</li> </ul>
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#### 4.5 Town Centres

4.5.1 When considering applications for the change of use of units located within the development boundary, consideration must be given to the guidance contained in Policy MAN 3 (Retailing Outside Defined Town Centres But Within Development Boundaries). Listed below are the criteria contained in the policy, which relate to the loss of retail use, and the information required to be submitted in order to fulfil them:

Criterion	Explanation
<p>Criterion 1: <i>"That there is a similar service available within reasonable walking distance."</i></p>	<p>Such a similar service should be within reasonable and safe walking distance. It is believed appropriate to consider the town centre boundary as a 'reasonable walking</p>

	distance', or any area which lies 800m <sup>1</sup> away from the application site.
Criterion 2: <i>"If there is no similar service present, that the property has been on the market for a reasonable selling price or rent for a continuous period of 6 months."</i>	The marketing strategy, along with any information that is required to be submitted as part of that exercise, should comply with the guidance set out in para 3.7.2 above.
Criterion 3: <i>"That the new use will not have a detrimental impact on the amenities of adjacent uses."</i>	The principle of this criterion should be considered alongside the guidance set out in Policy PCYFF 2 (Development Criteria).

#### 4.6 Safeguarding village shops

4.6.1 Village shops perform a vital function in terms of fulfilling the day to day needs of village residents. Safeguarding such provision can reduce the need to travel and help to sustain local communities. Policy MAN 4 (Safeguarding Village Shops and Public Houses) aims to safeguard village shops. Any proposal for the change of use of a village shop is required to meet **one** of the criteria contained within the policy.

Criterion	Explanation
Criterion 1: "That there is a similar service available within reasonable walking distance."	In order to fulfil this criterion, the guidance set out in 4.5.1 above should be followed.
Criterion 2: "The applicant can demonstrate to the satisfaction of the Local Planning Authority that the existing use is no longer financially viable, by placing the property on the market for a reasonable selling price or	In order to fulfil this criterion, the guidance set out in 4.4.2 above should be followed. It should be noted, however, that in accordance with the Policy it must be ensured that the marketing exercise has been undertaken for a period of 12 months.

<sup>1</sup> The Institute of Highways and Transportation's guidelines for Providing for Journeys on Foot note that the acceptable walking distance for town centre uses is 800m<sup>1</sup>.<sup>1</sup> This guidance should be used when considering the reasonable walking distance in order to determine whether the proposal fulfils Criterion 1 within the policy. <http://tranterconsultores.com/wp-content/uploads/2016/10/PROVEYENDO-A-PEATONES.pdf>



rent for a continuous period of 12 months without success."	
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## 5.0 Further Information and Contacts

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