

APPENDIX 3 Joint Planning Policy Unit's Work Scope 2017 - 2022

Principal Duties:

1. **Annual Monitoring** – collect and analyse (i) contextual information about the two areas (to identify any significant contextual changes i.e. wider strategic matters effecting the local area and the context the Plan is implemented within); and (ii) information about planning permissions and developments in the two area, in order to monitor the implementation of the Joint Local Development Plan policies annually, using the adopted Monitoring Framework and the Assessment of Sustainability Report.
2. Prepare one **joint Annual Monitoring Report** to be presented to the Welsh Government and published;
3. Produce one series of **Additional Planning Guidelines** on the policies relevant to the two Local Planning Authorities as well as a small series of Additional Planning Guidelines that will only be relevant to sites in one of the two Local Planning Authorities;
4. Explore the viability of **creating a levy list** for developments (CIL Regulations) in the two Local Planning Authority areas or for relevant sub areas;
5. Conduct annual reviews to measure separately **the availability of land for housing** in the two Local Planning Authority areas in compliance with Technical Advice Note 1 and combine the information to report on the situation in the Plan's area;
6. Provide specialist advice in **response to enquiries on planning policy matters** to the two Local Planning Authorities: applications for advice before submitting a planning application; planning applications; enforcement cases and appeals and public hearings;
7. Start on a full Joint Local Development Plan review every four years since its adoption and publish a Review Report;
8. Depending on the conclusions of the review of the Plan, undertake a **process to reform** the Joint Local Development Plan (the short or full reform procedure).

Other Duties:

9. Represent the two Councils as necessary to contribute to the process of creating a National Development Framework and / or a Strategic Development Plan, as necessary;
10. Collaborate with specific communities in the areas of the two Councils to create a Location Plan, as necessary;
11. Appear as a witness on policy matters in planning or enforcement appeals as necessary;
12. Provide specialist advice in response to enquiries on planning policy matters to other departments in the two Local Planning Authorities, external organisations and the general public, as necessary;
13. Contribute specific input into developing and implementing objectives and policies in both Councils' strategies and corporate plans, where this is relevant to planning policy matters;
14. Take part in group meetings / multi-disciplinary Partnerships (county, cross county, district and National) giving specialist advice on planning policy matters;

15. Lead or contribute by providing a response on behalf of the two Councils to consultations by the Welsh Government and other relevant bodies if there are land use planning implications;
16. Lead or contribute to Research work within the two Councils, where the work is relevant to planning policy matters;
17. Raise awareness amongst officers and Members within the two Councils of any significant changes to national planning policy;
18. Respond to other land use planning matters that could arise.

Task		Observations
1.	Annual monitoring	<p>Statutory Requirement</p> <p>68 policy indicators / targets and thresholds + consideration of substantial contextual changes + monitoring sustainability (Sustainability Assessment report).</p> <p>Develop data bases relevant to the Planning Register + undertake relevant field work, e.g. housing, employment, shops + research work e.g. the Welsh language.</p> <p><u>Costs</u> – officer time to establish the data pools, methods of collecting data and undertaking any field work or analysing information on contextual changes.</p> <p>One data base instead of one each and ensure consistency in measuring / interpreting information.</p>
2.	Prepare the Annual Monitoring Report	<p>Statutory Requirement. Prepare the Annual Monitoring Report for 1 / 4 - 31 / 3. Present the AMR to the Welsh Government by 31 / 10 every year and publish it on the website. The first AMR therefore by 31 / 10 / 18.</p> <p>The 1st AMR to cover Gwynedd and Anglesey but recognising spatial tendencies where it is relevant to do so. The specific structure to follow. Conclusions and recommendations at the end of the AMR.</p> <p>No requirement to get the Councils' decision but it is good practice to get the support of the Joint Planning Policy Committee and the recommendation of the two Councils before presenting to the Welsh Government.</p> <p><u>Costs</u> – officer time to prepare the Report. A small cost for printing the hard copy to place in public libraries and</p>

		<p>offices (unless the public can be referred to the computers that are available).</p> <p>One AMR not one each, ensuring consistency of measuring / analysing information and recommendations for solving any matters consistently. If officers' or Members' awareness should be raised to improve understanding of policy objectives what is the action needed to get to grips with matters – there is the opportunity to do so jointly or at least ensure the same message is given to everyone who is relevant.</p>
3.	Produce Additional Planning Plan	<p>17 subjects have been identified so far, to be completed group by group within 18 months of adopting the Plan.</p> <p>Apart from the revised Additional Planning Plan for Wylfa Newydd and those that will involve producing a development brief for housing designation – 1 Additional Planning Plan for every subject to be used by both Councils.</p> <p><u>Costs</u> – officer time to prepare a draft for the Scrutiny Panel / Committee, hold public consultation and analyse observations to prepare the final Additional Planning Plan.</p> <p>Possible printing costs at the time of the public enquiry to produce hard copies for public libraries and offices.</p> <p>Printing costs at the time of the public enquiry to produce hard copies for Community Councils as not all the clerks are on line and not all members of the Community Councils are on line.</p> <p>By preparing 1 Additional Planning Plan one by one instead of one each – promote consistency with regards how policies are implemented.</p>
4.	CIL	<p>Research work to identify the strategic infrastructure and test whether the market is viable enough to maintain a levy; public consultation on the initial draft list; consider the observations and prepare the final draft list for another public consultation; an independent Inspector to consider the matter; consider the Inspector's recommendations and adopt the levy list (if it</p>

		<p>is viable to do so).</p> <p>Guidelines to encourage cross border working. Need to show a joint relationship with Local Development Plan. But, work could show that only sub-areas / zones could be relevant and viable. Opportunity to take advantage of the Unit following work connected with the Affordable Housing Viability Assessment and connections with the two Counties' housing, economic development and property officers.</p> <p><u>Costs</u> – officers' time updating the evidence for infrastructure requirements and harmonizing research work on the local market. Costs of commissioning research work by specialists and the costs of a public inspection.</p> <p>Share costs instead of each Council shouldering the cost.</p> <p>Ensure cross boundary consistency.</p>
5.	Availability of Land for Housing Study	<p>Statutory Requirement</p> <p>A number of steps to correspond with current TAN 1: Input specific information on planning permission for housing from APAS / ANITE to the Unit's AATT data base for the two Planning Authorities (monthly), digitise information (GIS) (monthly), produce forms for sites (yearly), undertake field work for each site with detailed planning permission (April / May – yearly); record field work information in the data base, contact landowners / developers to understand the intentions for the sites, produce lists and record development predictions year by year for the next 5 years, discuss with the Study Group, contact the Welsh Government to see if an Inspector (yearly) is needed, publish the report by the end of September (yearly).</p> <p><u>Costs</u> – officers' time to do the background and analysis work + field work; software maintenance. Potential for cost and time savings if information on sites could be input whilst doing the field work.</p> <p>One report. Consistency whilst collecting and analysing information.</p>

6.	Full review of the Plan – every four years from the date of its first adoption	<p>Statutory requirement</p> <p>Interpret the annual monitoring work over a period of time and record in the Review Report, making recommendations with regards Amending the Plan.</p> <p><u>Costs</u> – officers' time preparing the report. No printing costs as far as I can see apart from a small cost for printing a hard copy for public libraries and offices.</p>
7.	Amending the Plan (short or full amending procedure)	<p>Statutory requirement</p> <p>Follow an arrangement similar to the process for preparing the Plan originally but doing it quicker. Achievement Agreement, update on the basis of relevant evidence e.g. land employment, retail, housing requirements....., publish Deposit Plan for the public consultation, Public Enquiry, Adoption.</p> <p><u>Costs</u> – officers' time, commissioning research work, sustainability assessment, etc., printing documents at the time of the public consultation, public enquiry. Less expensive than preparing a Plan from scratch. Share costs 50:50</p>