

Work programme - Preparation and Implementation of an Article 4 Direction (CE4)

PREPARATION				
Stage	Explanation	Responsibility	Direct CE4 Timetable	Indirect CE4 Timetable
Prepare the outline of the Justification Report for Article 4 and receive legal opinion on it	It is considered appropriate that guidance is received on the information intended for inclusion within the 'Justification Paper for the Introduction of Article 4', in terms of its compliance with the requirements of the legislation.	HJ/RAJ	End of July	
Create a steering group	<p>Need to ensure that the individuals/Services interested in this matter are part of the discussion.</p> <p><u>Establish what is the objective to be achieved and the long-term vision. That aim I believe needs to permeate the background work as the basis to justify Article 4.</u></p> <p>Suggest that the following be part of the steering group: Gwynedd and National Park Officers (Enforcement, Planning, Policy, Economic Development, Research Department).</p> <p>Another advantage of the steering group is that it will be possible for the different Services to own the work and take responsibility for specific parts (data collection for example).</p>	HJ	Date to be arranged in October	
Report to the Communities Scrutiny Committee	Report on national and local developments to manage the effect of second homes and holiday lets on the ability of local people to gain access to housing in their communities and the New Local Development Plan.	GJ/HJ	27 October 2022	

Prepare the Justification Paper for Article 4	Use the previous background work as a basis for the justification work based on the outline that will have been prepared and approved.	HJ/RAJ With input from others	Complete draft by the end of October
Establish the procedure for implementing Article 4	A need for legal advice on which Article 4 procedure will be followed. What are the risks/benefits of the different methods of implementing Article 4?	GJ/Legal Department	October/November
Establish the procedure for approving Article 4	Submit the draft report of the justification paper for Article 4 to the: Leadership Team (GC) Working Group (SNPA)	HJ/RAJ Elliw/ JC	October/November
Prepare Article 4	Legal Department to prepare Article 4.	Legal Department	November/December
Report to the Communities Scrutiny Committee	Report on the justification paper and area options to issue an Article 4 Direction	GJ/HJ	January or March 2023
Report to the relevant Committee	Receive approval of the intention to introduce / issue a 12 month notice of Article 4: Cabinet (GC) Planning and Orders Committee (SNPA)	GJ JC	January or March 2023

CONSULTATION			
Stage	Explanation	Responsibility	Indirect CE4 Timetable
Prepare a Communication Strategy	<p>Need to ensure that the message of what is being introduced is conveyed in a simple and clear manner.</p> <ul style="list-style-type: none"> • Frequently asked questions • Whose responsibility to answer • How the message is communicated 	<p>USG/Communications Department</p> <p>Input from HJ/RAJ</p>	November/December
Prepare a consultation strategy	<p>Ensure that the consultation strategy complies with the requirements. Need to consider:</p> <ul style="list-style-type: none"> • Local advertising, where? Site notice, where? • Ensure that the material is available for inspection in public places. • Engagement methods • Record comments, use specific software? 	<p>HJ/RAJ</p> <p>Input from the Communications Department</p>	November/December
Receive legal guidance on the process	<p>Ensure that the procedure complies with the relevant legislation so as to avoid any legal challenge.</p>	Legal Department	November
Prepare consultation material	Advertisement, site notice, press statement, etc.	<p>HJ/RAJ/KS</p> <p>Communications Department</p>	December/January
Hold the consultation	<p>Inform those affected in accordance with the requirements and inform the Minister.</p>	Policy Service	February
Consider the observations	<p>Consider and report on the observations received.</p>	<p>Policy Service</p> <p>Input from the Legal Department</p>	March

Confirm Article 4	<ul style="list-style-type: none"> • Confirm 12 months after notice of the proposal. • A copy of the direction to be sent to Welsh Ministers • Local advertisement • Site notice <p>The material needs to include a description of the development and the area that the direction relates to.</p>	<p>Policy Service</p> <p>Legal Department input</p>	Quarter 1 2024
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IMPLEMENTATION			
Stage	Explanation	Responsibility	Indirect CE4 Timetable
Resources	<p>Consider the additional Resources needed in order to respond to:</p> <ul style="list-style-type: none"> • Complaints • Enquiries • Planning Applications • Lawful Use Certificate Applications • Appeals 	GJ/RAJ/KS	Ongoing
Raise the awareness of residents affected	Ensure that there is clear communication and an easy way for people to contact the LPA for guidance.	Policy Service/Communications Unit	Over the one-year period before its implementation
Raise the awareness of Officers/Members	Raise the awareness of relevant Officers and the Members to the changes that are coming into effect and the implications.	Policy Service/Communications Unit	Over the one-year period before its implementation

<p>Consider the Policy implications</p>	<p>Is the current local policy framework fit for purpose following the change?</p> <p>Draw up resilient new policies in response to the change during the preparation of the Amended Local Development Plan.</p>	<p>Policy Service</p>	<p>Ongoing</p>
<p>Monitor</p>	<p>Ensure that there is an appropriate monitoring framework in place to be able to manage the successes of the new measures.</p>	<p>Policy Service</p>	<p>Over the one-year period before its implementation</p>