June 2016

Scope of Supplementary Planning Guidance and draft preparation timetable

Anglesey and Gwynedd Joint Local

Development Plan

ANGLESEY & GWYNEDD JOINT LOCAL DEVELOPMENT PLAN

SCOPE OF SUPPLEMENTARY PLANNING GUIDANCE (SPG) AND DRAFT PREPARATION TIMETABLE

1. Appendix 9 to the Deposit Plan provides a list of the SPGs that it is anticipated will be required to note how specific policies in the Plan will be interpreted and applied. An indicative timetable is given for the preparation.

2. In a preliminary note to the Councils from the Inspector, dated 6 May 2016 (DA.002), Councils were asked to provide a timetable for the production and adoption of all the guidance, together with a summary of the expected content of each, and an explanation of the implications for the effectiveness of the Plan for such a period as may arise between the adoption of the Plan and the adoption of the SPG.

3. This paper seeks to provide the information referred to in paragraph 2 above.

4. The Joint LDP contains sufficient policies and proposals to provide the basis for determining planning applications and determining what conditions or other mechanisms will be needed to accompany the planning permission. However, it had to be ensured that it did not contain excessive details or repeat national planning policy. It is agreed that the discretionary use of SPGs is a way to give more specific thematic guidance or specific views about the way Plan policies will be interpreted and applied in particular circumstances or places.

5. The timetable needed to prepare the SPGs should reflect and assessment of what can be achieved within the available resources. Consideration will be given to the use of consultants to assist the Joint Planning Policy Unit and colleagues to prepare some of the SPGs. It should be borne in mind that it will be necessary for an officer at the Joint Planning Policy Unit to support the management of the agreement, the public consultation, and to make sure that regulatory requirements are addressed.

6. The Councils will also look at other ways to get Members' comments in order to ensure that everyone who needs input can do so and that the decision-making process is prompt but inclusive. It will be important that the Joint LDP Panel considers and agrees on the objectives and framework of the SPGs before going out to public consultation. We can ensure that every Member has the opportunity to provide input during subsequent public consultation periods rather than limiting input to individual Committee members. We will also look into enabling local Members to have an input at the time of preparing the SPGs that will provide information on individual sites (Development Briefs) before going out for public consultation. It is expected that the decision making after the public consultation will be one for the appropriate committee within the two Councils, i.e. the Joint Planning Policy Committee, or the Cabinet or the Executive.

7. The timetable for preparing the SPGs identifies priorities. Priority will be given to the work that has significant policy and/or financial implications for the implementation of the Plan. After that, attention is given to the SPGs which are advantageous rather than essential to the planning application process. The programme reflects the resources that will be available to do the job.

Priority	Indicative timetable for adoption
1	Quarter 1 2017/18
2	Quarter 4 2017/18
3	Quarter 2 2018/19

8. It is not believed that deferring the preparation of the SPGs in categories 2 and 3 prohibit the Councils from implementing relevant policies effectively.

9. The above programme and demand for SPGs will be reviewed in consultation with the relevant Committee within each Council, so as to reflect changes in priorities or the potential need for additional SPGs. The framework to monitor the preparation of the SPG will be recorded in the Annual Monitoring Report for the Plan.

10. The Joint Planning Policy Unit will work in collaboration with colleagues in various services to prepare draft SPGs, and also statutory stakeholders where necessary. The individual tables identify some key ones under the heading 'Main Service Areas'.

11. The following tables also summarize what is currently anticipated in the individual SPGs. The work of preparing the SPGs, including public consultation, will refine their content. Most will be relevant to the Plan area. The table records the area to which the SPG applies.

Name of the Supplementary Planning Guidance		
Maintaining and creating distinctive and sustainable communities		
Priority	**Which policies**	**Main Service Areas[1]**
1	Policy PS 1; Policy ISA 1; Policy ISA 2; Policy PS 5	Planning Policy; Welsh Language Promotion Units; Hunaniaith; Menter Môn; Development Management
Area covered	Plan area	
Initial summary		

1. **Introduction**
   - The purpose of the planning system is to promote sustainable development, including community gain

   - The purpose and structure of these guidelines – to provide an overview of relevant policies and relevant SPGs which together maintain or create sustainable and distinctive communities

2. **Sustainable Development - General considerations**

   - What can be built where - refers to the Settlement Hierarchy and the role of the various settlements, referring to the profiles of settlements that can be found on the two Councils' websites

   - Planning considerations for all developments, such as landscape, biodiversity, historic heritage, design, climate change - by cross-referencing to relevant policies and relevant SPG

3. **Planning considerations for specific types of development**

   - Housing

   - Employment development

   - Community facilities

   The above sections refer to relevant policies concerning open market housing, affordable housing, local housing market, job-generating development, alternative development on current employment sites, and developments that would lead to the creation or loss of community facilities. There will also be cross referencing where necessary to other SPGs.

   The wel-being of the Welsh language will be a golden thread through this part. References will be made to sources of useful information, (e.g. local housing surveys, risk assessment tools, guidelines from the Office of the Welsh Language Commissioner, guidance by Business Wales);

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[1] Main service areas – the main services and partners who will be involved in preparing the SPG

strategies or plans (e.g. Councils' Language Strategies).

4. **Supporting information**

- By cross referencing the relevant policies, other SPGs, or policy and national guidelines, information is given re:

  o The surveys and supporting reports that may be required at the time of application, (e.g. Welsh Language Statement)

  o what the expectations are regarding the contents of the supporting documents,

  o when/ thresholds to prepare supporting documents,

  o who should prepare the supporting documents

- How the supporting information will be assessed by Planning Sevices, e.g. consultation with other services within the Council, contacting experts in a particular field

5. **Mechanism to control development**

- Description of planning conditions and planning obligations

6. **Glossary of terms**

Name of the Supplementary Planning Guidance		
Promoting Local Market Housing		
Priority	**Which policies**	**Main Service Areas**
1	Policy TAI 5	Planning Policy; Development Management
Area covered	Settlements listed in Policy TAI 5	
Initial summary		

1. **Background**

- The justification for the policy - What is it trying to achieve? Note that it is separate to affordable housing policies.
- The policy is based on evidence - How certain settlements have been selected for inclusion within the policy
- Identify the link between the SPG and the Joint Local Development Plan

2. **Policy Context**

- Minimum requirements of the policy

- Identify locations where the policy applies i.e. the specific geographical areas.
- What does this mean for particular settlements?
- What types of sites are relevant for the policy?
- What does this really mean? Relevant to all types of developers - individuals, housing associations, builders etc. No open market housing.
- Note the importance of other policies in the Joint LDP. Link with other policies including in particular affordable housing policies (and the 'Affordable Housing' SPG). Need to ensure the suitability of the site for residential development.
- The importance of the "pre-planning application" process.

3. Implementing the policy

- How are the units delivered?
- What is meant by 'local'? Definition. Difference between Local Service Centres and Villages. Need to elaborate on what is stated in the explanation to the policy.
- The possibility of creating some units as local market units (S.106 / planning condition / Any other relevant method)
- It must be ensured that it meets local recognized needs in perpetuity.
- Kind of evidence / information needed to be submitted by applicants. - This must be done with any application for new residential unit(s) in the relevant locations.
- The situation in terms of units being sold on.
- Maximum size of the local housing market and the reason for this.

4. Monitoring

- How to ensure compliance with the policy

Name of the Supplementary Planning Guidance		
Type and mix of housing		
Priority	**Which policies**	**Main Service Areas**
1	Policy TAI 4	Planning Policy; Housing Services, Housing Partnerships, Development Management
Area covered	Plan area	
Initial summary		
1. **Background**		
• Provides the context - why we need a mix of new homes; need to encourage households of		

the right type and size to meet the needs and aspirations of various households
- Which sources of evidence and what are the key messages

2. **The current context - Gwynedd and Anglesey**

   - type of housing in 2001 and 2011;
   - type of housing built since 2011
   - housing tenure
   - information from the Housing Strategies and LHMA

3. **Context of national and local policy** e.g. aim of the Local Development Plan, Policy TAI 4

4. **The predicted changes - the considerations for prospective developers**
   - Information on:

     i.   young households
     ii. older households
     iii. household composition
     iv. LHMA
     v.   Local housing needs assessments

5. **Improve the choice of new homes** – what will be the expectations of the Councils? (e.g. smaller properties, housing to address the needs of older people, some shared housing, self build housing), what kind of supporting information is expected at the time of application, significance discussion before submitting a planning application.

6. **Glossary of terms**

Name of the Supplementary Planning Guidance		
Affordable housing		
Priority	**Which policies**	**Main Service Areas**[2]
1	Policy PS 13; Policy PS 14; TAI 9; TAI 10.	Planning Policy; Strategic Housing Units; Rural Housing Enabler
Area covered	Plan area	
Initial summary		
1. Introduction		

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[2] Main service areas – the main services and partners who will be involved in preparing the SPG

- The purpose and structure of these guidelines – to provide an overview of policies which together promote affordable housing through the Plan.

- The need to provide affordable housing and definition of what constitutes affordable housing within the Plan area.

2. **Policy TAI 9 – Affordable Housing Thresholds and Distribution**

- The thresholds and the circumstances in which a pro-rata payment will apply with the proposal.

- Confirm that percentages of at least 25% and 15% are expected in the different Housing Price Areas.

- Outline the type of evidence that should be referred to in order to assess the appropriate mix of types and sizes of affordable housing on a specific site.

- Explain the evidence that will be needed to justify a lower level of affordable housing with a specific proposal because of the implications for viability.

3. **Policy TAI 10 – Exception Sites**

- The evidence needed to justify an exception site that serves a much wider area.

- Provide guidance for the information that will be needed to satisfy the Council that a minimum of open market housing is being provided in order to make the proposal viable.

4. **General Issues**

- Refer to the design of affordable housing and that the size reflects the need.

- Explain the areas where 'local need affordable housing' are relevant and the criteria to satisfy this.

- Outline the need for arrangements to make sure that a mechanism is in place to ensure that the units will be kept as affordable units in perpetuity.

- Explain the evidence that will be needed to support the use of rural house initiatives as affordable housing.

5. **Monitoring**

- How to ensure compliance with the policy.

6. **Glossary of terms**

Name of the Supplementary Planning Guidance		
New Nuclear Power Station at Wylfa		
Priority	**Which policies**	**Main Service Areas[3]**
1	Policy PS 9; Policy TAI 3; Policy PS 1; Policy PS 2; Policy ISA 1; Policy TRA 1; Policy PS 5; Policy PCYFF 1; Policy CYFF 2; Policy PCYFF 3; Policy CYF 1; Policy CYF 4; Policy TAI 8; Policy PS 16; Policy PS 17 (not an exhaustive schedule)	Planning Policy; Development Management; Economic Development; Housing
Area covered	IACC Planning Authority area	
Initial summary		

The work associated with this SPG is about updating the current SPG (which was adopted in July 2014) to reflect (i) the latest information from Horizon NP about the construction, e.g. number of workers during construction and the construction period; (ii) the final Joint LDP policies and other relevant SPGs; and (iii) the latest position of Anglesey County Council regarding how to address the demand for accommodation for workers building Wylfa Newydd. The latest one can be seen on the IACC website http://www.anglesey.gov.uk/business/energy-island/energy-island-news/new-nuclear-build-at-wylfa-supplementary-planning-guidance/123426.article?redirect=false

1. **Introduction**

   - Description of the Wylfa Newydd Project

   - The purpose and structure of these guidelines

2. **The relevant policy framework**

   - To provide an overview of NPS and the relevant national and local planning policies

3. **Vision and objectives of IACC** associated with the Wylfa Newydd Project

4. **Guidance on issues relevant to the entire project**, e.g. economic development, tourism, temporary accommodation for construction workers, Welsh language. This part will contain guidelines for the entire project that are consistent with the hierarchy of avoidance, mitigation and compensation, which also seek to maximize the benefits associated with the Project. The guidelines will be in the form of a set of 'Guiding Principles' (GP) which, together, are trying to achieve the vision and objectives specified in section 3. The GP will refer back to the relevant policies in the Joint LDP

5. **Guidelines for individual areas,** i.e. what the project may mean for sub-areas on the island. In

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[3] Main service areas – the main services and partners who will be involved in preparing the SPG

this part, there will be a description of IACC's key development principles re. the construction and operation of a new nuclear power station at the main site of the Wylfa Nuclear Power Station. Also guidance will be given on the location and informing applications for related developments outside the site, in accordance with the Joint LDP spatial strategy for growth on the island, in order to mitigate adverse effects and to ensure maximum benefits for the Project. 7 sub-areas have been identified on the island.

6. Glossary of terms

Name of Supplementary Planning Guidance		
Planning obligations, incorporating developer contributions for a range of infrastructure		
Priority	**Relevant Policies**	**Main Service Areas**[4]
1	Policy PS2 and ISA 1 plus use specific policies, e.g. ISA 5 (open spaces), TAI 9 (affordable housing)	Planning Policy; Development Management
Area covered	Plan area	
Initial Summary		

1. Introduction

- Elaborate upon Policies PS2, ISA1, plus use specific policies, e.g. ISA 5 (open spaces), TAI 9 (affordable housing). It will provide guidance to applicants, officers and elected members on the appropriate use of planning obligations.

2. Policy Context

- A legislative and policy overview will be provided, which will cover the Town and Country Planning Act 1990, Community Infrastructure Levy Regulations 2010 and Circular 13/97.

3. Implementing the Policy

- The SPG will explain the different types of obligation – unilateral and bilateral.

- It will outline the different types of developments that the Council will seek to enter into obligations for based upon policies within the plan, supporting planning advice, national planning policy and any other material consideration.

- For specific types of development e.g. those triggering a requirement for open space, financial contribution towards local educational facilities etc. the SPG will set out the relevant formulas that will calculate the required contribution.

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[4] Main Service Areas – main Services and partners that will be involved in preparing the SPG

- The SPG will explain the link between this SPG and the separate Affordable Housing SPG.

- Clarification will be provided over the procedures for negotiating planning obligations.

- It will set out the process and requirement with any financial appraisal should a developer question the viability of a scheme against the contribution sought with a specific scheme.

- The process of drawing up the planning obligation and the implementation, monitoring and enforcement of an agreement will be outlined.

- It will explain how an obligation can be modified or discharged.

4. **Monitoring**

- How to confirm it complies with the policy.

5. **Background information**

- Key stakeholders – their role and contact details

- Extracts from the local and national policy framework and legislation

6. **Glossary of Terms**

Name of the Supplementary Planning Guidance		
Best Practice in Biodiversity Conservation in Planning and Development		
Priority	**Which policies**	**Main Service Areas[5]**
2	Strategic Policy PS 16, Policy AMG 4, Policy AMG 5	Planning Policy; Biodiversity Unit, Development Management
Area covered	Plan area	
Initial summary		
1. **Introduction** • Clarify the main purpose of the SPG, and what it is: A series of notes to assist and provide comprehensive guidance to the public, applicants and developers, planning officers and planning committees that deal with planning applications which impact on Biodiversity • The relevant policies in the Joint LDP • Structure of these guidelines – provide an overview of the National and Local policies and relevant legislation		

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[5] Main service areas – the main services and partners who will be involved in preparing the SPG

- Promotion of the Gwynedd Local Biodiversity Action Plan - Natur Gwynedd and the Anglesey Local Biodiversity Action Plan

2. **Biodiversity - Planning considerations in the process**

   - What is Biodiversity?

   - For whom is this document? – List who and outline how it can be helpful

   - The Local Context - Biodiversity in Gwynedd and Anglesey

   - Natur Gwynedd - Gwynedd Local Biodiversity Action Plan and the Anglesey Local Biodiversity Action Plan

3. **Legislation and designations in the Plan area** (giving details in Appendix**)**

4. **Role of Planning System in protecting Biodiversity**

   - National policies giving details in Appendix

   - Joint LDP policies giving details in Appendix

   - General Principles in protecting biodiversity

5. **The planning process**

   - 5 steps involved in the process of making a planning application

   - Important species and habitats in Gwynedd and Anglesey (referring to Appendix containing details)

   - Analysis and consideration of the most important habitats and species in Gwynedd and Anglesey, along with the potential benefits to each when developing or considering an application

6. **Background information in the Appendices**

   - Legislation and Designations in detail

   - Ecological Surveys -Guidance and the need for sufficient information, to what level and timing of surveys

   - Checklist - habitats and species that may trigger the need for review

   - Licenses - situations where you need a license from Natural Resources Wales to realize a planning application; define and distinguish the interface of the 2 different processes

   - Contacts of various organizations and the definition of their role

- Detailed guidance on the issue of bats – their possible presence and the factors to be considered

Glossary of terms

Name of Supplementary Planning Guidance		
Design		
Priority	**Relevant Policy**	**Relevant Services[6]**
2	PS5, PS6, PCYFF1, PCYFF2, PCYFF3, PCYFF4, PCYFF5	Planning Policy; Development Management
Initial Summary		

1. **Introduction**

- Outline the importance of ensuring design of the highest standards and to manage carbon for the benefit of the Plan Area and to alleviate the impact on climate change in general.

- Structure and purpose of this SPG - highlight how the SPG should be used in practice in considering planning applications.

2. **National and local policy context**

- Overview of Planning Policy Wales in the context of the subject and TAN 12.

- Overview of the relevant policies of the Plan pertaining to design.

3. **Development Criteria**

- Most efficient use of land

- Amenity space

- Disposal of waste

- Invasive species

- Public views

- Highway network

- Health, safety or amenity

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[6] Main Services & Partners involved in the preparation of the SPG

- Quality of ground/surface water

- Agricultural land

- Interests of other uses

4. **Design**

- Character and appearance

- Site context

- Materials

- Important local features

- Important/public spaces

- Transport network

- Use of resources

- Drainage systems

- Inclusive design

- Infrastructure

- Sense of place

- Creating a healthy and active environments

5. **Design and landscaping**

- Landscape Character Area Assessment or Seascape Character Area Assessment

- Natural contours

- Local and strategic views

- Positive natural features

- Natural/ topographical features

- Details of new landscaping

6. **Carbon Management**

- Considering of carbon measures at the conception of a scheme

- Energy efficiency

- Potential options for energy efficiency

- Carbon management measures

- Renewable technology apparatus

7. Monitoring

- How to ensure conformity with the policy.

Name of Supplementary Planning Guidance		
Provision of Open Spaces of in New Housing Developments		
Priority	**Relevant Policy**	**Relevant Services[7]**
2	Policy ISA 5	Planning Policy, Leisure, Children and Young People's Partnership, Development Management
Area covered	Plan area	
Initial Summary		

1. Introduction
- Highlighting the importance of open space within our communities.

- To outline the role of the planning system to ensure that adequate provision is made for open space to meet the community's need for both organised sport and informal activities.

2. Setting the Policy Context

- Section 11 of the Children and Families (Wales) Measure 2010 places a duty on local authorities to assess and secure sufficient play opportunities for children in their area.

- Open Space of Recreational Value – Policy Framework.

- Open Space Assessments and the Fields in Trust (FiT) benchmark standards.

3. Implementing the Policy

- Categories of open spaces of recreational value

- How to establish recreational needs and assessing the existing provision of open spaces

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[7] Relevant Services – main Services and partners which will be involve in preparing the SPG

of recreational value within the community

- Methods of Provision

- Commuted Payments – for developments where the provision of on-site provision is not feasible

- Exceptions

4. **Monitoring**

- To ensure compliance with the policy

5. **Glossary of Terms**

Name of Supplementary Planning Guidance		
Adapting buildings into self-contained flats or housing in multiple ownership		
Priority	**Relevant Policy**	**Relevant Services[8]**
2	Policy TAI 2; Policy PCYFF 1, Policy PCYFF 2.	Planning Policy; Development Management
Area covered	Plan area, but particularly relevant to Bangor	
Initial summary		

1. **Introduction**
   - Purpose and structure of this guidance – provide an overview of this guidance – provide an overview of policies that together promote proposals to adapt buildings into self-contained flats or housing in multiple ownership in the Plan.

   - General issues that can arise in relation to self contained flats or housing in multiple ownership in the Plan area.

2. **Policy context**

   - Outline that the aim is not to change the character of an area by having too much of this type of use in a specific Ward in the Plan area.

   - Explain why a two storey house isn't a suitable building for this type of development.

   - Describe the issues that can have a detrimental effect on residential amenities.

   - Outline the difference between urban development and ones in the open countryside.

   - Need to consider whether a residential use should take priority over commercial use in

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[8] Relevant Services – main Services and partners which will be involve in preparing the SPG

the open countryside.

- Relevant affordable housing thresholds that could apply.

3. **Applying the policies**

- Explain the evidence and the methodology to calculate the % of accommodation that isn't shared in a specific Ward.

- Explain the evidence required to satisfy the Council that sufficient effort has been made to secure a commercial use for the site.

- Need for the proposal located in the countryside to be in a sustainable location.

4. **Monitoring**

- How to ensure that it complies with policy.

5. **Glossary of terms**

Name of the Supplementary Planning Guidance		
Individual Development briefs		
Priority	**Which policies**	**Main Service Areas[9]**
2 a 3	Numerous	Planning policy; Development Management
Area covered	Sites allocated in the Plan Area	
Initial summary		

1. **Introduction**

2. **Purpose of document and its status**

3. **Site description and location with map**

4. **Planning policies**

- A list of policies that apply to the surrounding area needing consideration, giving an overview of their objectives, referring to other SPGs;

- A list of policies that apply to the site that need consideration, giving an overview of their objectives, referring to other SPGs

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[9] Main service areas – the main services and partners who will be involved in preparing the SPG

5. **Site assessment and requirements**

    *   Information on site-specific factors, such as trees, hedges, habitats, entrances, public paths, archaeological, Welsh language, infrastructure (clean water, dirty water)

6. **Design Requirements**

    *   This part will record design principles derived from an analysis of the previous sections

7. **Additional Considerations**

    *   Procedure for receiving guidance before submitting a planning application

    *   Highlight any supporting documentation that would be needed at the planning application stage, cross referencing any relevant policy and SPGs

8. **Useful contacts**

    *   Details of useful services within the Council

9. **Glossary of terms**

Name of Supplementary Planning Guidance		
Tourist Accommodation		
Priority	**Relevant Policy**	**Relevant Services**[10]
3	Policy PS 11, Policy TWR 2, Policy TWR 3, Policy TWR 4, Policy TWR 5	Planning Policy; Development Management, AONB Teams, Economic Development
Area covered	Plan area	
Initial Summary		

1. **Introduction**

*   Outline the importance of tourism to the Plan Area's economy
*   Structure and purpose of this SPG - highlight how the SPG should be used in practice in considering planning applications.

2. **National and local policy context**

*   Overview of Planning Policy Wales in the context of the subject and TAN 13
*   Overview of the relevant policies of the Plan pertaining to tourism and interrelated policies.

3. **Alternative camping accommodation**

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[10] Main Services & Partners involved in the preparation of the SPG

- Alternative accommodation – Status in planning law,
- Defining the types of alternative accommodation.

4. Permanent Tourist Accommodation

- Converting existing buildings – refer to the relevant policies within the Plan relating to conversion together with the relevant SPG.
- Previously developed land – meaning, types of eligible land.
- Existing accommodation stock – explanation what is meant by the term 'overconcentration'.

5. Static caravan and chalet sites and permanent alternative camping accommodation

- Defining the types of holiday units which are considered against this policy.
- Explanation of what is meant by 'significant intensification'.
- Principles relating to relocating permanent sites within the AONB and the SLA's that form part of the Coastal Change Management Area
- Principles relating to sites within the AONB or the SLA's.

6. Touring caravan, camping and temporary alternative camping accommodation

- High quality,
- Hard standing.
- Physical attachment.
- Ancillary facilities.
- Touring purposes only

7. Planning conditions – holiday occupancy

8. Monitoring

- How to ensure conformity with the policy.

Name of Supplementary Planning Guidance		
Change of use of community facilities and services, employment sites, retail units		
Priority	**Relevant Policy**	**Relevant Services[11]**
3	Policy ISA 2, Policy CYF 2, Policy CYF 4, Policy MAN 2, Policy MAN 4	Planning Policy; Development Management; Economic Development
Area covered	Plan area	
Initial Summary		
1. Introduction		
• Purpose of the SPG – give advise and highlight the issues which will require		

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[11] Relevant Services – main Services and partners which will be involve in preparing the SPG.

consideration for planning applications relating to the loss of services and community facilities, employment use and retail use. Highlight the importance of these facilities in relation to creating a healthy, self-sufficient and vibrant community.

- Purpose and structure of the guidance – note how the SPG is useful in practice when dealing with the planning application.

2. **Local and national policy context**

- Statutory requirement of the relevant polices – Policy ISA2, Policy CYF2, Policy CYF4, Policy MAN2 and Policy MAN4.
- Note the importance of other policies within the JLDP. Links with other policies within the JLDP including specifically the general policy relating to the criteria relating to development, employment policies and housing policies.
- Overview of Planning Policy Wales in relation to the subject along with Technical Advice Note 23 – Economic Development and Technical Advice Note 4 – Retail And Town Centres.

3. **Loss of community and retail facility**

- Define community facilities (health service, libraries, schools, public houses , village shop etc).
- Note their importance within the community and the role which they play.
- Note the criteria which will require consideration relating to the loss of community facilities in accordance with Policy ISA1.
- Need to provide a replacement facility – on or off site. Need to ensure that the facilities is accessible via various means.
- Explain the information required to prove that the facility is inappropriate on site or excessive (e.g. is there a similar facility nearby).
- Note the criteria that will require consideration in relation to losing a community facility in accordance with Policy MAN2 and MAN4.
- Prove that there is a similar service within a reasonable walking distance (define what is meant by reasonable walking distance).
- Considerations relating to the financial viability of the facility and how there will be a need to prove that the property has been marketed for the specified use.
- Prove that there isn't an alternative community use for the unit.
- Evidence of the reasonable measures to market the unit for retail purposes – what information is required.

4. **Protecting employment sites**

- Note the importance of employment sites, the need to ensure that jobs are safeguarded and that there are employment opportunities across the authority area.
- Note the criteria relating to alternative uses on employment sites Policy CYF2
- Explain the type of uses considered to be ancillary, e.g. children's crèche, café, gym.
- What information will be required to prove the need and that the intention conforms with the needs of the workforce.
- Note the criteria relating to ancillary uses on employment sites, Policy CYF4.
- What information will be necessary to justify why the site isn't used for employment purposes, the evidence required to prove the overprovision and evidence that the

development won't have a negative impact on nearby employment uses.
- Explain the types of ancillary uses which could be suitable on employment sites and the means of ensuring that the site is restored to it's original state.

5. Planning application process

- Encourage the pre-application advice service

6. List of terms

Name of Supplementary Planning Guidance		
Conversion of buildings in the countryside		
Priority	**Relevant Policy**	**Relevant Services[12]**
3	Policy TAI 19, Policy CYF 5	Planning Policy; Development Management; Development Management; Biodiversity; Economic Development
Area covered	Plan area	
Initial Summary		

1. Introduction

- Highlight the rural nature of both authorities, the importance of rural buildings and the impact they can have on the rural economy.

- Purpose and structure of the guidance – note how the SPG will be useful on a practical level when considering planning applications.

2. Local and national policy context

- Standard requirement of the relevant policies – Policy TAI19 along with POLICY CYF5.
- Discuss the importance of other policies within the JLDP. Links with other policies including ones specifically relating to affordable housing (and the Affordable Housing SPG), design policies, conservation policies, along with policies relating to conserving biodiversity.
- Overview of Planning Policy Wales in relation to Technical Advice Note 6 – Planning for Sustainable Rural Communities along with Technical Advice Note 23 – Economic Development.

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[12] Relevant Services – main Services and partners which will be involve in preparing the SPG.

3. Suitable Building

- What type of buildings are appropriate for conversion – what are the requirement in terms of the building being structurally sound.

- Note the criteria for considering whether the building has lost it's use class.

- Planning considerations, e.g. landscape, biodiversity, historic heritage, design, climate change – cross-reference to the relevant policies and the relevant SPG.

4. Use of the building

- Note the requirements in terms of ensuring that the building isn't appropriate for employment purposes in the first instance (Policy CYF5).

- Ensuring that the employment use intended is appropriate, and that it wouldn't conflict with other nearby uses.

- If it is considered that employment use isn't appropriate on site there will be a need to implement the policies which relate to affordable housing, need to explain the implications, who would be eligible.

5. Planning application process

- Encourage the pre-application advice service

6. List of terms

Name of Supplementary Planning Guidance		
Heritage assets		
Priority	**Relevant Policies**	**Main Service Areas**[13]
3	Policy AT 1	Planning Policy; Development Management
Area covered	Plan area	
Initial Summary		
1. Introduction		

- Elaborate upon Policy AT 1. It will provide guidance to applicants, officers and elected members on the protection, enhancement and conservation of the historic environment.

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[13] Main Service Areas – main Services and partners that will be involved in preparing the SPG

- The SPG will address the historic environment in its entirety, including built assets such as listed buildings, conservation areas and scheduled ancient monuments; and also landscape assets such as Historic Parks and Gardens.

2. **Policy Context**

- A legislative and policy overview will be provided, which will cover the Historic Environment (Wales) Act, the recent proposed changes to Chapter 6: Historic Environment' in 'Planning Policy Wales, Cadw's Conservation Principles and also the forthcoming Technical Advice Note 24: Historic Environment.

- A positive approach will be undertaken in the new SPG in order to facilitate the enablement of appropriate and well managed development in the historic environment, which is beneficial to the environment, the built heritage, communities and local economies.

3. **Implementing the Policy**

- The SPG will clarify the instances where a Heritage Impact assessment (HIA) will be required and the type of information required with such assessments.

- The application process, including listed building consent, scheduled ancient monument consent and standard planning applications, will be addressed within the SPG, as will possible application requirements, such as supporting statements, surveys, photographs and maps.

- Key issues such as economic development and carbon management will be addressed with guidance being provided in these sections of the SPG.

- Design issues will also be covered in general terms, with more detailed guidance provided in the scheduled Design SPG.

- The access and use of available sources of information, such as the Buildings At Risk register and Historic Environmental Records, will be covered in order to help individuals gain as much information on historic assets as possible prior to formulating any new proposal for development.

- There will also be a strong emphasis on local issues, such as the distinctive characteristics of local historic areas, features and structures and the compilation of Local Lists.

- The SPG will adopt a holistic approach to the management of the historic environment, with a strong emphasis placed on addressing the relationship between the built environment and landscape.

4. **Monitoring**

- How to confirm it complies with the policy.

5. **Background information**

- Key stakeholders – their role and contact details

- Extracts from the local and national policy framework and legislation

6. **Glossary of Terms**

Name of the Supplementary Planning Guidance		
Locating stand alone renewable energy development		
Priority	**Which policies**	**Main Service Areas[14]**
3	Policy PS 7; Policy AND 1; Policy ADN 2	Planning policy; Development management
Area covered	Plan area	
Initial summary		

1. **Introduction**
   - The purpose and structure of these guidelines – to provide an overview of the policies that together promote renewable energy through the Plan

   - Outlining the national support for renewable energy and the balance needed with local features e.g. outstanding natural environment within the Plan area.

2. **Policy context**

   - Basic requirements of the policies.

   - Explain what types of applications are relevant under the SPG, i.e. separately, and no intention that is associated with an individual house.

   - Identify potential strategic areas for wind turbines or solar farms within the Plan area (This is based on the findings of the Renewable Energy Study).

   - Confirm the typology for wind turbines.

   - Define small and large scale for renewable energy i.e. everything but wind power.

3. **Implementing the policies**

   - Outline the various restrictions within the Plan area e.g. National environmental designations.

   - Clarify the key issues that need to be considered for different types of renewable energy developments

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[14] Main service areas – the main services and partners who will be involved in preparing the SPG

- Outline what evidence is required with different types of applications.

- Refer to Sensitivity Study and Landscape and Capacity findings for the area's ability to cope with different sizes of wind turbines or solar farms.

- Refer to decommissioning and land restoration considerations.

- Promote Community aims and the contribution of the Developer - engage with SPG Planning Obligations.

- Consideration of the cumulative effects of developments such as visual impact, noise etc.

- Explain what is needed with visual amenity assessment when intended for a wind turbine within a certain distance of a residential building.

4. **Monitoring**

- How to ensure compliance with the policy.

5. **Glossary of Terms**