



# Complete Agenda

Democratic Services  
Council Offices  
CAERNARFON  
Gwynedd  
LL55 1SH

Meeting

## COMMUNITIES SCRUTINY COMMITTEE

Date and Time

**10.30 am, THURSDAY, 5TH OCTOBER, 2023**

**This meeting will be webcast**

[https://gwynedd.public-i.tv/core/l/en\\_GB/portal/home](https://gwynedd.public-i.tv/core/l/en_GB/portal/home)

**NOTE: a briefing session will be held for members at 10:15am**

Location

**Hybrid - Siambr Hywel Dda, Swyddfeydd y Cyngor, Caernarfon LL55 1SH**

**AND**

**Virtually via Zoom**

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(DISTRIBUTED 27/09/23)

# **COMMUNITIES SCRUTINY COMMITTEE**

## **MEMBERSHIP (18)**

### **Plaid Cymru (11)**

#### Councillors

Elwyn Edwards  
Elin Hywel  
Edgar Wyn Owen  
Beca Roberts

Delyth Lloyd Griffiths  
Kim Jones  
Llio Elenid Owen  
Rhys Tudur

Annwen Hughes  
Linda Morgan  
Arwyn Herald Roberts

### **Independent (6)**

#### Councillors

Robert Glyn Daniels  
Elfed Powell Roberts  
Rob Triggs

Gwilym Jones  
Peter Thomas  
Gruffydd Williams

### **Liberal Democrats / Labour (1)**

Councillor Stephen Churchman

### **Ex-officio Members**

Chair of the Council

# AGENDA

## 1. APOLOGIES

To receive any apologies for absence.

## 2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest

## 3. URGENT ITEMS

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

## 4. MINUTES

4 - 9

The Chairman shall propose that the minutes of the meeting of this Committee, held on 13.07.2023 be signed as a true record.

## 5. DRAFT DELIVERY AGREEMENT - LOCAL DEVELOPMENT PLAN 10 - 73

To present the draft Delivery Agreement.

## 6. INTRODUCING PUBLIC CHARGING POINTS FOR ELECTRIC VEHICLES 74 - 81

To update Members of the Scrutiny Committee on the progress and plans for the introduction of public charging points.

## 7. PUBLIC TOILETS

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To present an update on the Public Toilets Service and to receive comments and feedback on the contents.

## 8. COMMUNITIES SCRUTINY COMMITTEE FORWARD PROGRAMME 2023/24 107 - 108

To adopt an amended work programme.

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## COMMUNITIES SCRUTINY COMMITTEE, 13 JULY 2023

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**Present:**

**COUNCILLORS:**

Stephen Churchman, Glyn Daniels, Elwyn Edwards, Delyth Lloyd Griffiths, Annwen Hughes, Elin Hywel, Gwilym Jones, Edgar Owen, Llio Elenid Owen, Arwyn Herald Roberts, Beca Roberts, Peter Thomas, Rhys Tudur and Gruffydd Williams.

**Officers in attendance:**

Geraint Owen (Corporate Director), Bethan Adams (Scrutiny Advisor), Rhodri Jones (Democracy Services Officer) and Ellie Evans (Democracy Services Administrative Assistant)

**Present for item 7:**

Councillor Nia Jeffreys (Deputy Council Leader) and Sandra Lynne Thomas (Gwynedd and Anglesey Public Services Board Programme Manager).

**Present for item 8:**

Councillor Dafydd Meurig (Cabinet Member for the Environment), Dafydd Wyn Williams (Head of Environment Department) and Rhian Wyn Williams (Integrated Transport and Road Safety Manager).

**1. ELECTION OF CHAIR**

To elect Councillor Elin Hywel as Chair of the Communities Scrutiny Committee for 2023/2024.

**2. ELECTION OF VICE-CHAIR**

To elect Councillor Annwen Hughes as Vice-chair of the Communities Scrutiny Committee for 2023/2024.

**3. APOLOGIES**

Apologies were received from Councillors Kim Jones, Linda Morgan, and Rob Triggs.

**4. DECLARATION OF PERSONAL INTEREST**

No declarations of personal interest were received.

**5. URGENT ITEMS**

None to note.

**6. MINUTES**

The Chair signed the minutes of the previous meeting of this committee held on 9 March 2023 as a true record.

## **7. ANNUAL REPORT OF THE GWYNEDD AND ANGLESEY PUBLIC SERVICES BOARD 2022-23**

The report was submitted by the Deputy Council Leader and the Gwynedd and Anglesey Public Services Board Programme Manager. Attention was drawn briefly to the following principal points:

It was explained that this report had been presented to the Committee as Gwynedd and Anglesey Scrutiny Committees had a duty to monitor progress efforts of the Board when implementing the Well-being plan, in accordance with the Well-being of Future Generations (Wales) Act 2015.

It was explained that 2022-2023 was the last year of the well-being plan adopted in 2018. It was noted that the Board had held thorough consultations by consulting with groups of stake-holders in order to develop a Well-being Plan for 2023-2028. It was noted that this plan would be launched at the Eisteddfod held in Boduan in August 2023.

It was noted that the new well-being plan reflected the lessons learnt by the Board when implementing the latest Well-being Plan in order to incorporate new procedures to become more successful.

It was reminded that members of the Board were specialists in their individual fields and were collaborating with stake-holders in order to ensure they can add worth to the objectives of the Board within the Well-being Plan. Some examples were shared where this arrangement had been successful such as the Active Travel Charter, guiding Welsh Government Members around areas of Gwynedd and Anglesey in order to emphasise the importance of social enterprises within communities and to coordinate changes to the health and care field.

Members were given an opportunity to ask questions and offer observations. During the discussion, the following matters were raised:

In response to an observation on ensuring that residents were aware of the meaning of carbon zero net and how to reach it, the Gwynedd and Anglesey Public Services Board Programme Manager confirmed that workshops were currently being held in order to find the best way of introducing this Objective.

In response to a question from a member regarding the Welsh Language, the Gwynedd and Anglesey Public Services Board Programme Manager assured that the Welsh language was a permanent priority for the Board and that it would not be changed every 5 years as the Well-being Objectives of the Board and it was noted that the Sub-group had been permanently formed to discuss language matters. It was elaborated that the Welsh Language Commissioner met with the Chair of the Board on a quarterly basis and was happy with their work. It was emphasised that the wording of the final plan had been amended in order to highlight the importance of the language to the Board.

The member noted that he acknowledged the work completed by the Board in terms of the Welsh Language but that he was of the opinion that not including a specific Well-being Objective in the new Well-being Plan was a mistake. It was elaborated that if a specific Well-being Objective was included then it would have made a strong statement that the Language was at the centre of the Board's work and above all else.

It was noted that the minutes of the Board's recent meetings had not been uploaded on their website and, therefore, it was proposed to defer the discussion until the information had been shared publicly in order to ensure that the matter was scrutinised fully with all relevant information to hand. The proposal was seconded.

- In response to this proposal, the Gwynedd and Anglesey Public Services Board Programme Manager explained that this was an administrative problem and that work was being undertaken to ensure that the problems with the website were resolved. It was elaborated that a regional website was being developed.
- The Corporate Director noted that the minutes of the Board meetings would not usually be included as part of the annual review. It was recognised however that these minutes should be available on the website for anyone to read if they wished to do so.

A vote was taken on the proposal to defer the discussion. The proposal fell and the discussion continued.

In response to an enquiry on the decision of the Board to shift the focus from climate change to carbon Zero net, the Gwynedd and Anglesey Public Services Board Programme Manager confirmed that this change in terminology had not affected the important work of the Board to help with flood prevention. It was also explained that this change had been made in order to allow more partnerships to have an input on this work. It was noted that the Board was collaborating with the Climate Change and Nature Board on these matters.

Gratitude was expressed for the report.

**RESOLVED:**

- 1. To accept the report, noting the observations made during the discussion.**
- 2. The Gwynedd and Anglesey Public Services Board Programme Manager to circulate the minutes of recent Board meetings to Committee members as soon as possible.**

**8. UPDATE - DEVELOPMENTS IN THE PUBLIC TRANSPORT SECTOR**

The report was presented by the Cabinet Member for the Environment, the Head of Environment and the Integrated Transport and Road Safety Manager. Attention was drawn briefly to the following principal points:

It was explained that the public transport field was facing a challenging period following Covid-19. It was noted that people had moved from using public transport during the period of the Pandemic and that the figures had not increased to the level seen before Covid-19. It was explained that a financial package had been provided by the Government in order to facilitate the costs of maintaining public transport during this period but that the emergency plan had terminated. It was noted that confirmation had been confirmed that the Government, through the Bus Transition Fund would provide financial support until April 2024.

It was reported that a change in technology meant that the Council was trying to use electric buses. It was noted that the first electric buses in Gwynedd would be charged in Porthmadog. It was explained that this was a big change for bus companies and that significant risks were associated with these changes.

It was recognised that personal cars were going to be mandatory in some rural areas although it was hoped that this reliance on personal cars would be reduced in the future. Despite this, it was reported that there was an increase of over 30% in the use of the SHERPA around Yr Wyddfa area over the past year.

It was reminded that a number of organisations were responsible for the public transport sector jointly with the Council namely, North Wales Transport Commission and the North Wales Corporate Joint Committee.

Members were given an opportunity to ask questions and offer observations. During the discussion, the following matters were raised:

In response to an enquiry on the electric buses charging points in Porthmadog, the Head of Environment confirmed that it was hoped for the charging points to be installed by August, with the services available to the public by September depending on a tender. Despite this, it was noted that anti-social behaviour on buses after 6pm was a cause for concern for companies and discussions were held with the police to resolve the matter. It was explained that operators were still being convinced to continue with services but that it was a challenge due to the price of running services.

A member noted that he welcomed the collaboration with Transport for Wales noting the importance of local services connecting to the strategic services. They made reference to a service in their ward that did not travel via Dolan, although it was believed it should as the number of potential passengers would increase the number of service users.

In response to an enquiry on finance, the Head of Environment confirmed that the Council was fortunate to receive annual support from Transport for Wales. Despite this, it was emphasised that there was no other body that could help the Council fund these services if the support would come to an end. It was explained that there would be a need to find revenue funding to fund the cost if this situation would arise.

It was explained that the electric buses had been purchased by Welsh Government and that their ownership would move to Cyngor Gwynedd. It was explained that the process of obtaining licences and rights for owning a bus licence was difficult, complicated and very expensive and this would not be beneficial for the Council to operate at present. It was confirmed that the buses had been guaranteed and, therefore, unlikely to incur additional costs for the Council and that continuous monitoring work was in place to ensure that the buses are kept to the best standard possible.

In reply to an enquiry, the Environment Manager confirmed that the department's main challenge with this field was raising the confidence of Gwynedd residents to use the services. An example was shared where one of the Blaenau Ffestiniog area services had to stop, which had forced residents to use personal vehicles. It was recognised that the reliance on personal vehicles would not stop unless Gwynedd residents were confident that the services in place were going to continue and were convenient for them.

A member referred to matters that had been raised in his ward recently and noted that there was a need to ensure provision in the rural areas. In response, the Head of Environment noted that providing services in the rural areas were more costly with a low number of users meaning a higher cost per head.

A member noted the importance of receiving input from users and those who did not use the services when revising/re-structuring services.

In response to a query on not using buses that run on fossil fuels, the Head of Environment explained that the department was researching hydrogen buses as well as electric ones.

In response to an observation from a member, the Integrated Transport and Road Safety Manager noted that services in the Arfon area had been tendered and it was intended to tender services in the Meirionnydd area in the next two months.

A member questioned how the use of electric buses could be expanded to rural areas without the Council having to subsidise them. In response, the Head of Environment noted that it was expected that the technology would improve and the purchase price would reduce.

In response to a question from a member in relation to explaining the rural situation to Welsh Government so they had a better understanding, the Cabinet Member for the Environment noted that he was conveying the challenges and the situation in discussions and that he had recently represented the Council at a conference in London discussing transport.

The idea of trying to include more popular tourism areas in the service's routes to give everyone an opportunity to visit the sites was welcomed.

A member questioned when it would be timely for the Committee to receive an update. In response, the Head of Environment noted that it would be timely after March 2024. He elaborated that discussions were held on the services with specific members in the meantime. A member noted that it would be useful to receive information on the use of electric buses after establishing the new service as part of the update.

Gratitude was expressed for the report.

## **RESOLVED**

**To accept the report, noting the observations made during the discussion.**

## **9. COMMUNITIES SCRUTINY COMMITTEE FORWARD PROGRAMME 2023/24**

The report was presented by the Scrutiny Advisor noting the following main points:

It was noted that a draft forward programme had been drawn-up at the committee's annual workshop on 10 May 2023. It was elaborated that members of the Committee had been asked to respond to an on-line question in terms of their five main priorities from the list of possible items provided before the workshop. Attention was drawn to the five main priorities that became evident from the responses to the question, namely:

- Developments in the Public Transport field
- Grass Cutting and Land Maintenance
- Waste Collection and Recycling Services
- Public Protection Service
- Public Toilets

It was noted that the Members had requested to ensure that no more than 3 items were to be discussed at every Committee meeting in order to ensure that every item that is scrutinised received due attention. Despite this, it was noted that this was not always possible.



It was explained that the committee's forward programme was a live document, that was reviewed regularly throughout the year in order to ensure that the correct matters received timely attention.

It was explained that a request had been received from the Highways, Engineering and YGC Department (Gwynedd Consultancy) following the workshop to move an item. It was noted that the Highways Manual had been considered and approved by the Cabinet on 11 July 2023 and, therefore, it would not be timely to scrutinise it at this meeting. The Head of Department and Cabinet Member had suggested it would be timely to scrutinise it at the meeting on 22 February 2024, moving the Public Toilets item to the 5 October 2023 meeting. This meant that two meetings during the year would include 4 items to scrutinise.

A date was considered to receive a further update on the developments in the public transport field. It was explained it would be possible for the Chair and Vice-chair of the Committee to discuss the most suitable time for the item to return to committee at their contact meetings with the Head and Cabinet Member.

## **RESOLVED**

**To adopt the Committee's work programme for 2023/24, noting the following amendments:**

- **Move the Public Toilets item from the 22.02.2024 meeting to the 05.10.2023 meeting**
- **Add the Highways Maintenance Manual to the 22.02.2024 meeting**
- **Schedule an update on Developments in Public Transport as appropriate.**

The meeting commenced at 10.30 and concluded at 13:05.

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CHAIR

# Agenda Item 5

<b>Committee</b>	<b>COMMUNITIES SCRUTINY COMMITTEE</b>
<b>Date</b>	<b>5 October 2022</b>
<b>Job Title</b>	<b>Draft Delivery Agreement – Local Development Plan</b>
<b>Cabinet Member</b>	<b>Councillor Dafydd Meurig</b>
<b>Author</b>	<b>Gareth Jones – Assistant Head of Environment Department</b>
<b>Purpose</b>	<b>To present draft Delivery Agreement</b>

## 1. Background

- 1.1 Members will be aware that a Review Report was prepared and at a meeting of the Full Council in March 2022 members agreed to publish the Review Report and submit it to the Welsh Government. The conclusion of the Review Report was that a new Local Development Plan needed to be prepared following the Full Revision procedure. Following this decision in June 2022 Cabinet decided to conclude the joint working arrangement the Isle of Anglesey County Council and establish a Planning Policy Team for Gwynedd Council who will prepare a new Local Development Plan (LDP) for the Gwynedd Local Planning Authority Area only.
- 1.2 The new LDP will cover a period between 2024 and 2039 and, when formally adopted by the Council, will provide the planning policy framework for development and land use within the Gwynedd Planning Authority Area (excluding that part covered by the Snowdonia National Park Authority). While the new LDP is being prepared the Gwynedd and Anglesey Joint Local Development Plan 2011 - 2026 will continue to provide the policy framework for decisions on planning applications.

## 2. The Delivery Agreement

- 2.1 The first step in preparing a new Local Development Plan is the preparation of a Delivery Agreement (DA). The DA is in two parts as has stated below :
  1. Timetable of key steps for preparing the new LDP; and
  2. A Community Involvement Scheme that sets out how and when stakeholders and the public can contribute to the process of preparing the Plan.
- 2.2 The purpose of the DA is to set out a timetable for the preparation of the LDP and also to set out how Gwynedd Council intends to involve the local community and other stakeholders in the preparation of Gwynedd Council's new Local Development Plan. The Delivery Agreement provides details of the different stages of the process and how and when stakeholders and the public are able to participate.

2.3 Once agreed by the Welsh Government, the DA commits the Council to preparing LDP within the timetable set out within DA and also to consult in the manner laid out in the document.

### 3. Summary of content of draft Document

#### Timetable

3.1 The timetable laid out at the DA is a challenging but realistic one. In drafting the timetable consideration has been given to the Welsh Government's expectations set out in the Development Plans Manual (March 2020), that a Local Development Plan needs to be prepared within 3.5 years. In accordance with the timetable set out below (as can be seen in the draft DA) it is anticipated that the new LDP will be formally adopted in September/October 2027. Keeping to timetable will be important to ensure that a new Local Development Plan is adopted in line with the timetable for the timely introduction of a new planning policy framework.

Stage Number	Stage	Timetable	Key Consultation Periods
<b>Definitive</b>			
1	Delivery Agreement  -Prepare  - Consult with a key stakeholder  - Submit to Welsh Government	September 2023 – March 2024	Public Consultation October -November 2023  Council approval March 2024  Submission to the Welsh Government March 2024
2	Pre-deposit – preparation and consultation  - Vision Paper with strategic options  - Demand for sites  Specific Background Papers Required	March 2024 - August 2025	Call for March/April 2024 rankings for at least 6 weeks

	Pre-Deposit Consultation Preferred Strategy  SA/SEA and HRA Impact Assessments	March 2024 - August 2025	March 2025 to April 2025
3	Deposit Plan	September 2025- August 2026	Public Consultation  December 2025 /January 2026
<b>Indicative</b>			
4		Medium 2026	N/A
5	Examination	11 months of delivery (target)	Further consultation may be taken following the audit
6	Inspector's Report	August 2027	
7	Adoption	September/October 2027 (must be adopted within 8 weeks of receiving the report)	N/A

3.2 As set out in the table above the main stages of preparing a Plan are divided into definitive and indicative stages.

3.3 The **definitive** steps include the steps up to the deposit plan, this includes the consultation period on the Deposit Plan. The Council has control over these stages. These stages have been planned out while preparing the DA and this is reflected in the reporting regime which can be found in appendix 3 of the DA. These steps include:

Pre-Deposit Participation

- Review/update the evidence base
- Call for sites
- Prepare a vision and strategic options paper including growth levels and distribution
- Prepare the Preferred Strategy including Sustainability Appraisal/Integrated Sustainability Appraisal, Strategic Environmental Assessment, Habitat Regulations Assessment.
- Consultation on the Vision, Strategic Options and Preferred Strategy
- Consider comments received as part of the consultation and prepare an initial consultation report.

### Deposit Plan

- Prepare a Deposit Plan associated documentation and update the evidence base
- Deposit Plan Consultation, including updated Sustainability Appraisal/Integrated Sustainability Appraisal, Strategic Environmental Assessment, Habitat Regulations Assessment.
- Consider comments received as part of the consultation and prepare a consultation report.
- Prepare LDP documents for submission

3.4 **Indicative** steps - these steps are those that follow the consultation on the Deposit Plan and the preparation of the documents for submission to the Welsh Government for Examination. The Council has less control over the timetable for these stages because it is influenced by the number of responses received to the Deposit Plan Consultation and on the Planning Decisions and Environment Wales (PEDW) programme of work to carry out the Examination.

### **Community Involvement Scheme (CIS)**

3.5 LDP regulations set out the need to consult at specific stages of the LDP preparation process and that it is essential when preparing an LDP to engage people in order to *seek greater consensus and strengthen community involvement in evidence-based plan making* (Development Plans Manual March 2020). The Community Involvement Scheme outlines how individuals, agents, organisations and others can be involved in the preparation of the LDP. It sets out the ways in which the Council will engage and when there will be opportunities for people to contribute to the process of preparing the Plan. Appendix 6 of the DA sets out the specific and general consultees, it is not an exhaustive list because it is not possible for the DA to identify all of the local bodies working within the County. This is not to say that these bodies will not be involved, as consultations which will be held as part of the plan preparation will be highlighted on the Council's website and social media to try to ensure that everyone interested in the process is aware of the opportunities to contribute. The consultation on the DA also gives people the opportunity to inform the Council if there are consultees that are missing or local bodies which need to be identified in the DA. Council has an LDP contacts database from the preparation of the Joint Local Development Plan and those on the database will be notified of the consultation opportunities. Anyone can request to be added to the database at any time and anyone submitting a representation during any of the consultation stages will be added to the database.

### **Impact Assessments**

3.6 As part of LDP preparation compliance with the Sustainability Appraisal requirements will be required. The Sustainability Appraisal framework included in the adopted Plan will have to be re-visited and revised as necessary. In line with legislation an assessment of the potential impact of the LDP on the Welsh language will be included in the Sustainability Appraisal. Consideration will be given to the preparation of an Integrated SA which will take account of sustainability, environmental, health, well-being, equality issues in an integrated way in line with Welsh Government guidance.

3.7 In addition to the Sustainability Appraisal requirements, it will be required to demonstrate how the LDP contributes towards the objectives of the Wellbeing Act and the 5 ways of working that have been identified in the Well-being of Future Generations Act. The Development Plans Manual (March 2020) states that the requirements of the Well-being of Future Generations Act are an essential part of the development/review of the Sustainability Appraisal framework.

3.8 A Habitat Regulations Assessment will have to be undertaken to determine if the policies and designations contained in the Plan are likely to affect European designated sites.

#### 4. Delivery Agreement Consultation

4.1 There is a statutory requirement to consult statutory and general consultees on the contents of the Delivery Agreement. However, it is also considered appropriate to consult with those on the LDP database together with the public through the details being made available of the public consultation on the Council's website and via social media. This is considered appropriate to raise awareness of the Delivery Agreement and ensure that anyone interested in the LDP is aware that work is commencing on the preparation of the new LDP and when there will be opportunities to contribute.

4.2 Paragraph 5 below sets out the next steps before the DA is agreed by the Welsh Government. Welsh Government agreement on the DA will mark the formal start of the process of preparing a new LDP. Once the DA has been submitted and agreed by the Government this commits the Council to prepare LDP within the agreed timeframe and follow the consultation processes that have been outlined in the document. If the DA needs to be reviewed due to a slip in the timetable, this will have to be agreed by the Council and Welsh Government. The Development Plans Manual (March 2020) states '*A revised timetable should only be considered in exceptional circumstances in preparing the plan*'

#### 5. Next steps

Meeting	Meal	Decision
Cabinet	October 2023	Agreeing the content of the document with agreeing for public consultation.
Planning Polisi Working group	January 2024	Consider comments received as part of the public consultation.
Cabinet	February 2024	Consider the comments received as part of the public consultation and make a recommendation to the Full Council.
Full Council	March 2024	It is agreed to submit the Delivery Agreement to the Welsh Government for agreement and we will

		formally undertake the process of preparing the LDP.
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**6. Recommendation**

- 6.1 The purpose of the report is to submit a draft copy of the Delivery Agreement to the Committee, the Committee are asked to accept the report and submit any comments on the contents of the Delivery Agreement. Any comments will be submitted orally to the Cabinet meeting 10 October 2023

**Appendix 1: Gwynedd Local Development Plan draft Delivery Agreement**



**Draft Delivery Agreement  
Gwynedd Local Development Plan**



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# Draft Delivery Agreement – consultation version

## Gwynedd's New Local Development Plan

This document is a draft version of the DA, which is the subject of a public consultation.

### **PART 1: Context**

#### **1.1 Introduction**

1.1.1 The Planning and Compulsory Purchase Act 2004 makes it a requirement for local planning authorities in Wales to prepare a **Local Development Plan** (LDP) for their areas. This draft Delivery Agreement (DA) has been prepared by Cyngor Gwynedd as one of the steps in the preparation of the Local Development Plan (LDP). After its adoption, the Local Development Plan (LDP) will replace the Joint Local Development Plan (the current plan). Those areas of Gwynedd inside the Eryri National Park do not form part of the LDP area. The map on the page three shows the Local Development Plan area.

1.1.2 A DA must be prepared before being able to proceed to the formal process of preparing the LDP. The final version of the DA is an important and legal part of the process of preparing the LDP and forms an official agreement between Cyngor Gwynedd and the Welsh Government. During the Examination in Public for the LDP, any deviations from the DA that were not agreed to by the Welsh Government will form an important test of the soundness of the LDP. The content of the DA and the manner in which the Council will implement it is therefore crucial to the preparation of a sound LDP.

1.1.3 In accordance with Local Development Plans Regulations 6, 8 and 9 and the Development Plans Manual, this draft DA has been divided into two sections:

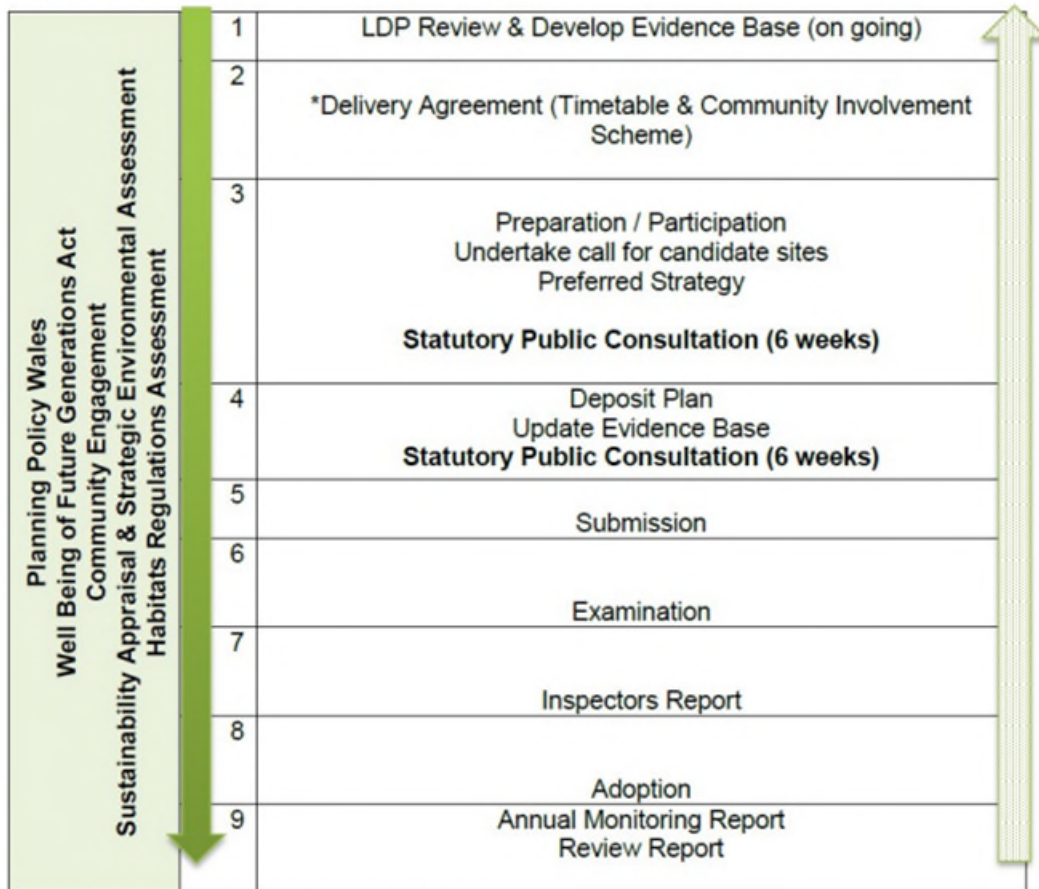
- **The timetable** outlines specific dates for the steps of preparing the LDP until the Deposit Plan period with indicative dates until adoption.
- **The Community Involvement Scheme**, which will outline;
  - with whom the Council will make contact when preparing the LDP;
  - how and when Council officers, Elected Members, the public, groups with an interest in the area and developers can contribute to the overall process;
  - what happens to the representations.

More information regarding the Community Involvement Scheme is in Part 5 of the DA.

1.1.4 The DA outlines how the LDP will be assessed in accordance with the requirements of the Development Plans Manual (March 2020) by means of the Sustainability Appraisal and Integrated Sustainability Appraisal, including the Plan's Impact Assessment on the Welsh Language. Further information on matters that need to be considered when preparing the LDP is in the following diagram (Development Plans Manual March 2020).

# Draft Delivery Agreement – consultation version Gwynedd's New Local Development Plan

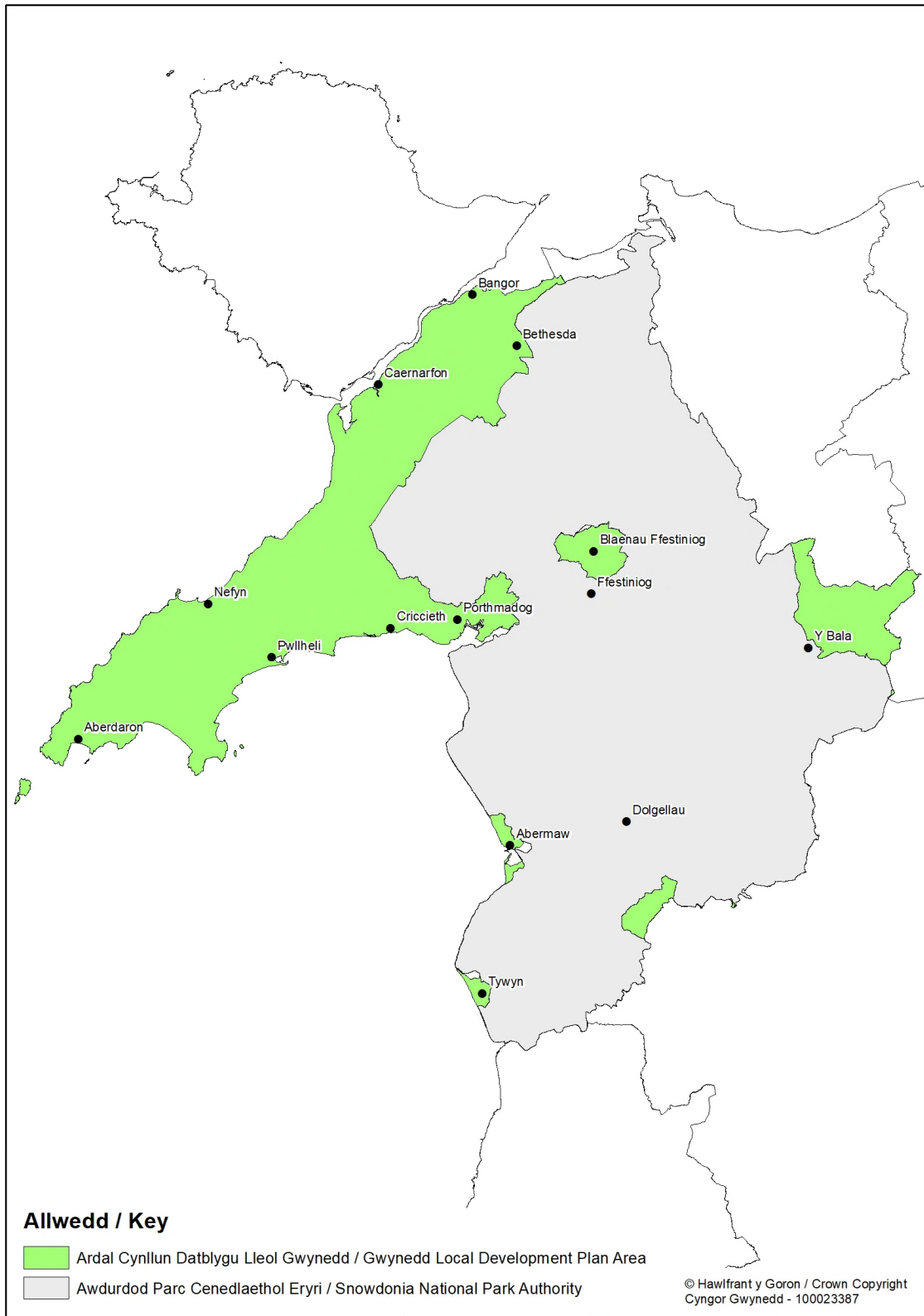
Diagram 5: LDP Process



\*See Chapter 8 for the Short Form Revision procedure

# Draft Delivery Agreement – consultation version

## Gwynedd's New Local Development Plan



**Map 1: LDP Area**

# Draft Delivery Agreement – consultation version

## Gwynedd's New Local Development Plan

### **1.2 The current position**

- 1.2.1 A Review Report was prepared following a review of the Joint LDP; it was concluded that a Full Revision of the Joint Local Development Plan needed to be undertaken. Since the Review Report was prepared, a decision has been made by Cyngor Gwynedd and the Isle of Anglesey County Council to bring the joint working arrangement to an end and to prepare Local Development Plans for the individual Local Planning Authorities.
- 1.2.2 Although it is a new LDP, the Plan will build on the work of the current LDP (where relevant) and if, for example, matters, objectives, core evidence, policies or proposals, remain relevant and current following a thorough reassessment, they can be continued in the new LDP.

### **1.3 Preparing the Delivery Agreement**

- 1.3.1 This draft DA will be the subject of consultation with key stakeholders. Every representation received will be given due consideration and the DA will be amended where it is appropriate to do so. If the Council decides that it is satisfied with the DA, it will be submitted to the Welsh Government for its approval. Appendix 1 includes a flow-chart, showing the process that must be followed when preparing the DA. The Council will have to keep an eye on progress against the content and timetable of the DA. Should it be necessary to make amendments, then the same process will have to be repeated.

### **1.4 Soundness Tests**

- 1.4.1 LDP must pass the 'soundness' test, i.e. the Council must ensure that the Plan has been prepared accurately and satisfies the three soundness tests that have been outlined in Development Plans Manual 3 (March 2020) as outlined below.
1. Is the plan suitable? (Is it clear that the LDP is consistent with other plans?)
  2. Is the plan appropriate? (Is the plan appropriate for the area in light of the evidence?)
  3. Will this Plan Deliver? (Is the plan appropriate for the area in light of the evidence?)
- 1.4.2 The Inspector will undertake a Public Examination that will decide whether or not the LDP is sound. More information about the soundness tests can be found in Appendix 4 of this DA.

### **1.5 Sustainability Appraisal Integrated Impact Assessments**

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- 1.5.1 For the LDP, the Council must consider establishing the Sustainability Appraisal (SA) baseline, which includes the requirements of the Strategic Environmental Assessment (SEA) and reconsideration of the validity of the SA framework for the Joint Local Development Plan. If there are parts of the SA framework for the current LDP that are still relevant these will be updated for the new LDP.
- 1.5.2 Guidelines set out in the Development Plans Manual (March 2020) outline how an Integrated Sustainability Appraisal can be a rational way of assessing the impact of the Plan on specific matters, including the well-being of future generations act, health impacts, impact on the Welsh Language, Equality Impact. A scoping report will be prepared, and a consultation will be undertaken on the report early in the process of preparing the Plan to ensure that the framework used is appropriate.
- 1.5.3 Once the SA/ISA has been scoped, it will be used to assess policies and proposals that will be developed and submitted as part of the Plan. Reports will be prepared alongside the specific steps of the process of preparing the LDP, which will document the assessments on these steps. The assessments undertaken will be part of the consultations on the specific steps (outlined in Appendix 2) The SA/ISA will be an important part of undertaking assessments of potential sites that will be brought forward through the call for sites process.
- 1.5.4 A habitats regulations assessment (HRA) will also be carried out. The HRA will be prepared separately to the SA/ISA. The HRA will assist the preparation of the strategy, policies and land allocations of the LDP by noting their potential to affect nationally designated environmental habitats i.e. Special Areas of Conservation, Special Protection Areas and Ramsar sites. If there is a land use plan with the potential to substantially affect the site, a detailed Appropriate Assessment is needed to assess the impacts and to consider the suitability of options and mitigation measures.

### **1.6 Joint Working**

- 1.6.1 The joint working agreement on planning policy matters included preparing a Joint Local Development Plan between Cyngor Gwynedd and the Isle of Anglesey County Council. The Joint working arrangement came to an end on 31 March 2023 following a decision by the Cyngor Gwynedd Cabinet and the Isle of Anglesey County Council's Executive Committee to establish new planning policy teams for both Councils. Although the joint working arrangements have ended and both Councils have decided to prepare separate Local Development Plans, when opportunities arise to prepare or commission pieces of work on a joint basis, the feasibility of this will be considered.
- 1.6.2 The steps taken by neighbouring Authorities in relation to their Local Development Plans have been noted in the table below:

<b>Authority</b>	<b>Stage</b>
Conwy County Borough Council	Deposit

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Powys County Council	Preferred Strategy
Eryri National Park Authority	Review Report
Isle of Anglesey County Council	Review Report

- 1.6.3 When considering the steps taken by the above Authorities, the only Local Planning Authority (with the exception of Isle of Anglesey County Council) that is about to start preparing a Local Development Plan is the Eryri National Park Authority. It is not considered that collaborating with the National Park to prepare a Joint Local Development Plan is an option due to the difference in priorities, vision, and objectives of both plans. Eryri is a much more rural area with a much smaller population which also includes part of Conwy Borough Council and while also considering the statutory role of the National Park LPA and that any growth will be met by Gwynedd and Conwy’s Local Development Plans.
- 1.6.4 Despite what is noted above, it is noted that it is intended to collaborate with neighbouring Local Planning Authorities when preparing the Plan, receiving their input in relation to the Plan's development and ensuring that the Plan is compatible with the Plans of those authorities. Furthermore, as appropriate, there may be opportunities to undertake studies/develop an evidence base on a joint basis. This already happens between Anglesey, Gwynedd and the National Park for example with a Review of Employment Land and Needs Assessment of Gypsies and Travellers.

### **1.7 Strategic Development Plan (SDP)**

- 1.7.1 The planning system in Wales includes three tiers with Future Wales: The National Plan 2040 sitting at the top with Strategic Development Plans and Local Development Plans sitting underneath. The National Plan, is the national framework that determines a development direction in Wales until 2040 with a strategy addresses key national priorities through the planning system, including supporting and developing a vibrant economy, ensuring de-carbonisation and resilience in the climate, development of strong ecosystems and improving the health and well-being of our communities.
- 1.7.2 Cyngor Gwynedd is part of the North Wales region and a Strategic Development Plan is expected to be prepared for the region. However, no regional team is currently in place and no Delivery Agreement has yet been drawn up to prepare the SDP, therefore, there is no timetable to prepare and adopt the SDP yet. Work on preparing a new LDP must proceed to ensure that an up-to-date local policy framework is in place for the Gwynedd local planning area as soon as possible.
- 1.7.3 The Council acknowledges that there may be useful collaboration opportunities to explore and deliver when considering gathering evidence that could be useful for Strategic Development Plans and Local Development Plans.

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1.7.4 Local Development Plans must generally comply with the NDF and/or the Strategic Development Plan (when adopted) and this is one of the soundness tests that will be explored during the examination.

### 1.8 Supplementary Planning Guidance

1.8.1 The current Plan is supported by a series of Supplementary Planning Guidance that are listed below

Supplementary Planning Guidance – Housing Mix (October 2018)
Supplementary Planning Guidance – Open Spaces in New Housing Developments (March 2019)
Supplementary Planning Guidance – Local Market Housing (March 2019)
Supplementary Planning Guidance - Affordable Housing (April 2019)
Supplementary Planning Guidance – Replacement dwellings and conversions in the countryside (September 2019)
Supplementary Planning Guidance - Planning Obligations
Supplementary Planning Guidance - Maintaining and Creating Distinctive and Sustainable Communities
Supplementary Planning Guidance - Change of use of community facilities and services, employment sites and retail units
Supplementary Planning Guidance- Tourism Accommodation and Facilities
Supplementary Planning Guidance – Slate Landscapes of North West Wales

1.8.2 The purpose of the SPG is

- Assist applicants 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 to make decisions on appeals. The general aim is to improve the quality of new developments and facilitate a consistent and transparent way of making decisions.

1.8.3 As part of preparing the LDP, the current guidance will need to be reviewed to ensure that they are still valid and support the policies being prepared as part of the LDP. Consideration will also need to be given to the need to prepare any new SPG to support LDP policies. If new SPG will need to be prepared,



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this will be noted as the process of preparing the Plan proceeds. Any new SPG will be the subject of a consultation with relevant stakeholders.



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### **PART 2: The resources and the timetable**

2.0.1 The timetable for preparing the various steps in the process of preparing the LDP, how the process is managed and information regarding the resources required for its preparation is one key element of the Delivery Agreement (DA).

#### **2.1 The resources - staff**

2.1.1 It is a requirement for the Council to commit staff and funding resources for undertaking the various steps in the process of preparing the LDP.

2.1.2 As the Planning Policy Team has already been through a process of preparing and adopting the current LDP, they have extensive knowledge and experience. This experience is valuable and means that there is an understanding of what is needed when preparing a LDP. In addition, as the current LDP includes a detailed evidence base, this means that it is possible to review current policies and update the current evidence base, which may mean the workload is less than what was required when the first LDP was produced. The table below shows staff resources.

<u>Officer Title</u>	<u>% of officer time allocated for the LDP</u>
Assistant Head	10
Planning Policy Manager x1	60
Team Leaders x2	70
Senior Planning Officers x2	85
Planning Officer x1	90
Support Officer x1	90

2.1.3 Officers from other Services of the Council will also be a part of various aspects of preparing the LDP, as required. This support will include assistance when forming policies, sustainability assessment, habitat regulations assessments and expert advice to respond to the observations received. The Council's Communication and Engagement Officer/Communication Team will assist in the participation and consultation steps as required.

2.1.4 When required, external consultants will be commissioned to undertake technical/specialist surveys to add to the Planning Policy Services capacity, or to provide advice on specific technical/specialist matters. Funding resources are available for this work.

#### **2.2 The resources – funding**

2.2.1 Based on past experiences of preparing development plans and the experiences of other authorities, the Council has allocated a sum of money to

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ensure that the LDP moves forward through the process in accordance with the Delivery Agreement and at least until the end of the Examination in Public. Bids will be made for additional funding if required by means of the usual internal bidding processes of the Council.

### 2.3 The timetable

2.3.1 The table below outlines the key steps in the process of preparing the LDP and it notes the proposed draft timetable for the completion of these steps. The timetable is based on resources referred to above. A more detailed timetable can be found in Appendix 2.

2.3.2 The Timetable reflects the guidance in the Development Plans Manual (March 2020). It has been divided into two parts with definitive stages and indicative stages.

Stage Number	Stage	Timetable	Key Consultation Periods
<b>Definitive</b>			
1	Delivery Agreement - Preparation - Consult with key stakeholders - Submission	September 2023 - March 2024	Public Consultation October October-November 2023  Approval by the Council March 2024  Submit to the Welsh Government March 2024
2	Pre-deposit - prepare, content and consultation  - Vision Paper with strategic options - Call for sites  Need Specific Background Papers	March 2024 - August 2025	Call for sites March/April 2024 for at least 6 weeks
	Pre-deposit Consultation Preferred Strategy Impact Assessments SA/SEA and HRA	March 2024 - August 2025	March 2025 to April 2025

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3	Deposit Plan	September 2025 - August 2026	Public Consultation December 2025/January 2026
<b>Indicative</b>			
4	Submission	September 2026	n/a
5	Examination	11 months of submission (target)	A further consultation may be undertaken following the examination
6	Inspector's Report	August 2027	
7	Adoption	September/October 2027 (must be adopted within 8 weeks of receiving the report)	n/a

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### **PART 3: Risk management**

#### **3.1 Making decisions**

- 3.1.1 After considering all of the evidence, it will be the responsibility of the Cyngor Gwynedd Cabinet to make decisions about the contents of the documents early in the process of preparing the LDP e.g. Delivery Agreement and Pre-deposit Documents. The Cabinet will make decisions based on full information on considerations about the content of documents except for the times where the authority of the Full Council is required as part of the statutory process. (i.e. Delivery Agreement and final Adoption of the Plan). The table in Appendix 3 identifies the role of different committees.

#### **3.2 Factors that could influence the process**

- 3.2.1 The Council is of the opinion that the timetable that has been identified is realistic and can be achieved. Every effort will be made to keep to that timetable. However, some matters have been identified where there is a risk that they could lead to a departure from the timetable noted in this DA. More details regarding the risks and the steps that are intended to be taken to meet/mitigate those risks are in Appendix 5.

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### **PART 4: Monitoring and Reviewing**

#### **4.1 Monitoring and reviewing against the DA**

4.1.1 The Cabinet will monitor and review the progress made against the DA throughout the work of preparing the LDP in order to ensure that the steps of the DA are being achieved in accordance with the proposed timetable. The following are examples where there could be a need to review and amend the DA:

- If the process is delayed substantially in terms of the timetable (3 months)
- If any substantial changes are required to the Community Involvement Scheme
- If there are any substantial changes in the resources available to the Council
- If any new legislation, regulations or guidance from the UK or the Welsh Government make it a requirement that new procedures or tasks have to be implemented
- If there are any other changes that have not been foreseen that have a material effect on the presentation of the plan in accordance with the DA.

4.1.2 If the Council identifies that there is a need to review the DA, there must be a re-discussion with the specific consultation bodies and agreement must be sought from the Welsh Government in accordance with the LDP Regulations.

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### PART 5 – Scope of the Community Involvement Scheme (CIS)

#### 5.1 Introduction

- 5.1.1 The Regulations of the LDP require that Councils work in partnership with stakeholders and communities early on in the process of preparing the LDP. The Well-being Act 2015 has introduced seven well-being aims to help ensure that public bodies work toward the same vision, of a sustainable Wales and to determine the 'Five Ways of Working' public bodies need to show that they have delivered when undertaking their sustainable development duty. Giving consideration to the five ways of working below is an important part of the Local Development Plans system.

<b>Long term</b>	- Taking account of how what we do now may affect communities and services in the future
<b>Prevention</b>	- Acting to prevent problems occurring or getting worse
<b>Integration</b>	- Considering how the well-being objectives contribute to each of the well-being goals, affect other objectives, or those of other public bodies
<b>Collaboration</b>	- Working with others to meet the well-being objective
<b>Involvement</b>	- Involving people in achieving the well-being goals and ensuring that those people reflect the diversity of local communities

- 5.1.2 *One of the key objectives of the Development Plans system is that Plans should be **based on including communities early, effectively and meaningfully in order to understand and consider a wide range of viewpoints.** (Development Plans Manual March 2020).* The DA notes how and when communities will be included in the LDP process to give communities an opportunity to help prepare and influence the contents effectively.
- 5.1.3 The Community Involvement Scheme sets out what the Council intends to do and where time allows and, if relevant, the Council can provide additional engagement periods.

#### 5.2 Objectives and principles of the Community Involvement Scheme (CIS)

- 5.2.1 The purpose of public participation is to ensure that a wide range of communities, individuals who have an interest and specific consultation bodies participate in the decision-making process regarding the contents of

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the LDP. This is done by encouraging discussion and sharing relevant information. The Council is of the opinion that involving communities early in the LDP process is crucial to ensure local ownership and the legitimacy of policies that will determine the development of the area in future. This method should reduce the time taken to adopt the plan by reducing the number of objections to policies in the deposit LDP and, therefore, reduce the time spent on the later stages of the process of preparing the plan. The process of reaching consensus is assisted by establishing and sharing a common base of information for key matters from the very beginning of the process. This method of working is reinforced when considering guidance in the Development Plans Manual March 2020. It sets out the importance of consulting early in the process of preparing the Plan to ensure an understanding and consider *a wide range of viewpoints, with the aim of building a broad consensus on the spatial strategy, policies and proposals.*

5.2.2 It will be important for those interested in the plan to participate in every step of the process, including the initial steps where there are opportunities to help shape and influence the plan. The Council considers that this CIS outlines the circumstances to make this possible.

5.2.3 The CIS will provide an understanding of the following:

- The periods when the communities can participate in the process and to what extent;
- The range of possible methods and techniques used to ensure that communities can participate in the process.

5.2.4 The table below sets out the principles of Community Involvement

<b>Can access information</b>	So that communities and stakeholders can make the correct choices and understand the context of the LDP, appropriate and timely information will be provided, in an easily accessible and understandable form.
<b>Early participation</b>	Ensure that communities and stakeholders have every opportunity to get involved and participate from the very first stage of the process of preparing the LDP. Contributions will be encouraged during the times of preparing the LDP when ideas can best influence the process.
<b>Relevant information</b>	The available information will encourage involvement and participation throughout the process and it will be appropriate and relevant to each specific group, based on a clear understanding and the needs and experience of the communities and stakeholders



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<b>Regular feedback</b>	Provide regular feedback so the communities and stakeholders can see how ideas develop or be informed of why ideas cannot be developed further.
<b>Transparency</b>	Be clear from the very beginning regarding who will take part and when, including their role during each step.
<b>Sharing information</b>	Ensure that contributions from communities are fed into work undertaken on plans and other key strategies.

### 5.3 From whom will we expect input?

5.3.1 We will be concentrating on getting input from the following:

**The Public**, namely individual members who live, work or stay in the LDP area. These hard to reach groups can include, for instance, young people, older people, Gypsies and Travellers, disabled individuals and individuals who are suffering due to economic and social deprivation. Current partnerships will have a role to play to reach some of these. Some of the general consultation bodies referred to below will also have a role to play.

**Businesses, landowners, developers and their agents:** Some general consultation bodies will have a role to play to reach some in the business community, landowners and developers. Landowners and prospective developers and their agents will have an opportunity to submit ideas/proposals for land that could be available to be developed early on in the process by registering information on the **Register of Potential Sites** (see para 5.12).

**General consultation bodies:** namely, groups and organisations which have a specific interest in the area e.g. bodies that represent the interests of different race or ethnic groups; bodies that represent the interests of those running their businesses in the LDP area; bodies that represent the interests of the Welsh culture in the area. A list of these can be found in Appendix 6.

**Specific consultation bodies**, namely those that the Council has to consult with e.g. the Welsh Government, Natural Resources Wales, Cadw, Community and Town/City Councils and nearby authorities. A list of these can be found in Appendix 6

**Contacts Database:** When preparing the current Joint Local Development Plan, a contacts database was developed, which included a large number of individuals and organisations that had expressed an interest in the process of preparing the Plan or had participated in consultations and the specific steps of preparing the Joint LDP. This database has been transferred as a contacts database for the Gwynedd LDP and it is deemed a comprehensive database.

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However, anyone has the right to request to be added to the contacts database at any time or to be removed from the database. Anyone who submits observations during any of the consultation periods will be added to the contacts database.

### **5.4 When will the communities and key stakeholders participate in the process?**

5.4.1 The timetable for the preparation of the LDP can be seen in appendix 2. Information can also be found on the opportunities that will be available to the communities and key stakeholders to take part in the process.

#### **Sustainability Assessment/Strategic Environmental Assessment (SA/SEA)**

5.4.2 Every stage of the LDP process will have to be the subject of a SA. SA is a technical process but interested parties are given an opportunity to submit observations. Work that will have to be completed early on during this process will be to revisit the evidence base that supports the SA, which prepares information about the social, economic and environmental characteristics of the area. This evidence base and other information will form a part of the Scoping Report. This Report will be the subject of a formal public consultation.

### **5.5 Methods of Engaging, Consulting and Participating**

5.5.1 A number of methods are used to facilitate the involvement of stakeholders and communities throughout the process of preparing the LDP.

- Council Website - a specific part of the website will be allocated to share news about the LDP ([www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru))
- 'Gair o Gyngor' newsletter, the intranet, staff e-bulletins
- Siop Gwynedd Caernarfon, Dolgellau and Pwllheli, the county's public libraries
- Use of events/meetings that already exist e.g. youth groups
- Direct contact (through letter / e-mail)
- Awareness raising sessions for members and updates on members' intranet
- Messages on the Council website and social media
- Hold workshops / open/virtual meetings
- Articles in 'Newyddion Gwynedd'

5.5.2 In addition to the above, the Council is committed to using networks and partnerships that already exist. We will also use groups that have already been established by the Council to receive input on the process of preparing the LDP.

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### **5.6 Links with the work of the Corporate Joint Committees and Joint Working**

- 5.6.1 When preparing the LDP, it is important that the Council is completely aware of proposals and developments in neighbouring authorities and beyond that could affect the LDP area. It is very likely that work will commence on the Strategic Development Plan during the period of preparing the LDP. It will be important that the Council is aware of this work and ensures that it gives an input into this process.
- 5.6.2 A close working relationship will be nurtured with Eryri National Park Authority and Conwy, Ceredigion, Denbighshire, Flintshire, Powys, Wrexham and Isle of Anglesey County Councils through regular programmes of meetings.

### **5.7 Councillor Involvement**

- 5.7.1 All Councillors will receive information at key stages throughout the process of preparing the LDP, for example: a discussion on the vision; strategic aims and objectives of the LDP; consideration of the preferred strategy - namely the first important steps; and later when discussions are held on specific issues in terms of sites and settlements. Councillors will also have an important role as a result of their local knowledge to operate as local 'promoters', to raise awareness in the communities and, therefore, facilitate the process of drawing up the LDP. Councillors' contributions will be guided by the Members' Code of Conduct to prevent any influencing on the role of Councillors in making recommendations and decisions at the relevant committees.
- 5.7.2 At key stages throughout the preparation period of the LDP, reports will be submitted to the Communities Scrutiny Committee and to the Full Council (as required see Appendix 2).

### **5.8 Involvement of Council officers**

- 5.8.1 Consulting with relevant officers within the Council will be crucial throughout the preparatory stage of the LDP. This consultation in addition to the meetings of other current groups on officer level e.g. Water and Flooding Cross-departmental Operational Meeting, and other groups that deal with topical matters e.g. housing, economy, education, the Welsh Language and matters relating to specific areas to submit and discuss LDP matters. Relevant officers may also be invited to submit evidence to the LDP working group and to discuss relevant matters with working group members as required. Consideration is also being given to establishing an internal Group of Council Officers as well as Sub-groups to deal with specific matters when preparing the LDP to ensure cross-departmental input to the process of drawing up the LDP.

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### 5.9 Document Availability and Feedback

5.9.1 The principal consultation documents will be widely available in order to encourage and ensure effective engagement throughout the LDP process. The documents will be published electronically on the Council website ([www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)) and via e-mail. For those who are not in the contacts database paper copies will also be available in the following places.

- Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau
- Public libraries in Gwynedd

5.9.2 Reports and minutes of any relevant public meetings, where matters relating to the LDP will be reported, will be published electronically on the Council website ([www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru))

5.9.3 Full consideration will be given to the needs of disabled individuals in order to ensure that they have access to information. If a request is received, an effort will be made to provide bold print copies and/or audio versions of documents.

### 5.10 Use of the Welsh language and other languages

5.10.1 Preparing the LDP, the liaising and consulting will conform to the Welsh Language policy of the Council. All public documents will be published bilingually.

### 5.11 What will be expected of the communities and key stakeholders?

5.11.1 So as to ensure that everyone plays a full part throughout the LDP process it is important for them to consider the following:

- That they respond to correspondence within an appropriate time limit, while following any specific procedure
- Understand that the LDP does not deal with everything and raise matters that the LDP can legally deal with
- Commit to the process by being present, contributing and assisting in creating a consensus
- Identify any gaps in the information provided / in the evidence base
- Identify and submit appropriate details about proposed sites promptly
- Follow guidelines and relevant procedures
- Share/provide information by demand
- Understand that the Report of the Inspector is binding and that it is not possible to appeal against the recommendations of the Inspector
- Provide contact details so that the Council can share information and share responses

### 5.12 The Register of Potential Sites

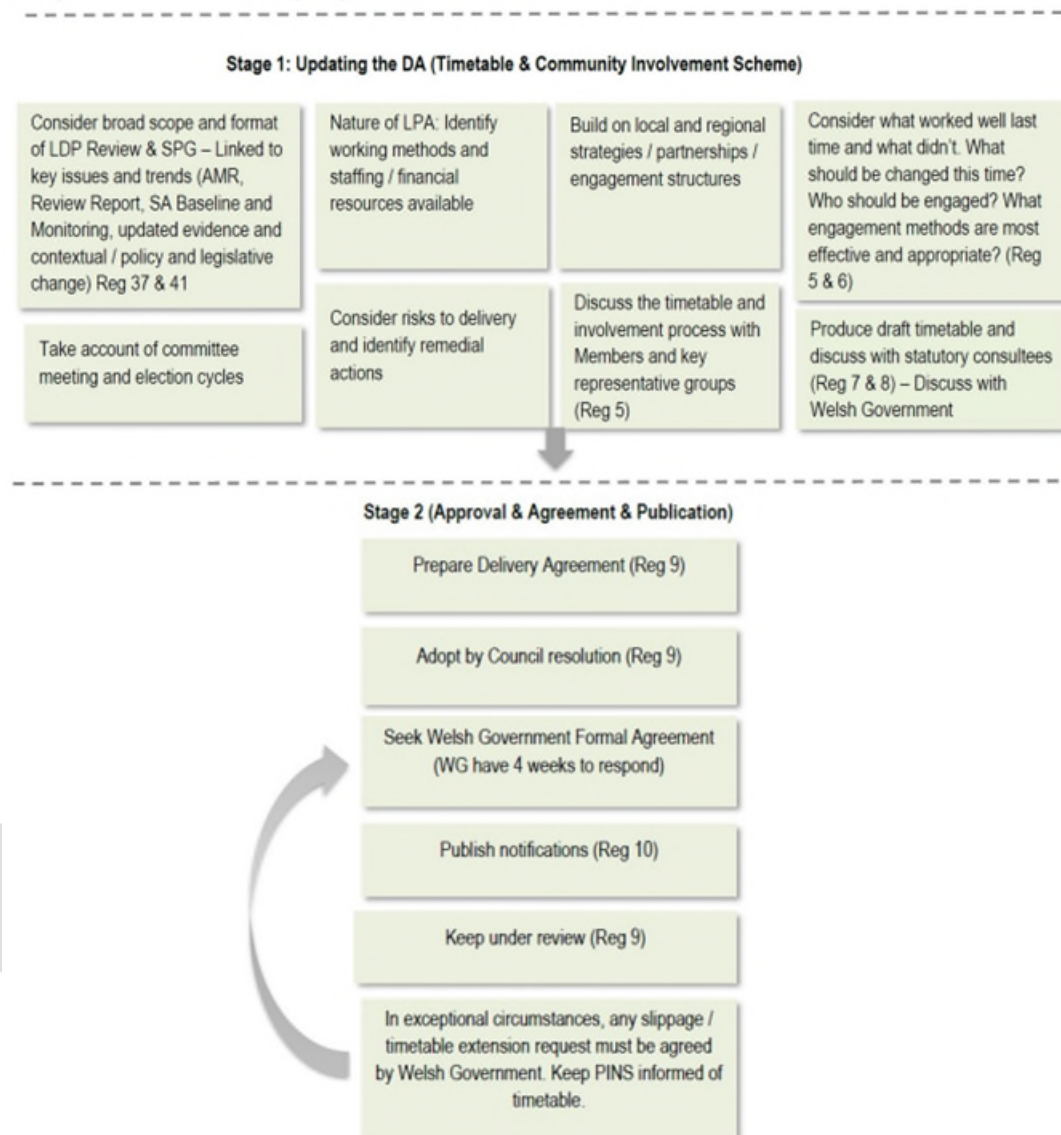
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- 5.12.1 A Register of Potential Sites will be created early in the process of preparing the LDP. Proposals are invited for Potential sites to be included in the Plan (e.g. for housing, business, shops) on the Council website ([www.gwynedd.llyw.cymru](http://www.gwynedd.llyw.cymru)) and by contacting the individuals are on the contacts Database. Anyone can propose a site, but the proposals are expected to be supported by evidence showing that the site is suitable for development and that it can be delivered during the plan period in accordance with guidelines that have been outlined in section 3 of the [Development Plans Manual](#). Guidance will be given regarding the type of information needed on the Council website.
- 5.12.2 The Register will be available for public viewing (on the website). Following consideration of the sites, an assessment will be published. This Register will fulfil an important function when identifying sites to be designated for development and when discussing other options. The call for sites stage will open for at least 6 weeks.

# Appendix 1 – Delivery Agreement Gwynedd Local Development Plan

## Appendix 1 – Delivery Agreement Diagram

Diagram 7: The Delivery Agreement Process



## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

### Appendix 2 - Key stages in the process of preparing the LDP and participation opportunities

#### Stage 1 The Delivery Agreement (Regulation 9) When: September 2023 - March 2024

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method	Resources (in addition to usual staffing costs)	SA/SEA/ISA
Drafting the Delivery Agreement (DA)  June - September 2023	Prepare a document that is a public statement of the LDP preparation timetable and how and when stakeholders and the community can contribute.	Council Departments  Elected members	Direct contact with individual officers  Planning Policy Working Group.  Communities Scrutiny Committee Cyngor Gwynedd Cabinet	Consider the observations and make appropriate amendments  Publish the minutes of the Scrutiny Committee  Publish the Minutes of the Cabinet	Printing and translation costs	Internal work to reconsider the current SA framework and baseline information for the LDP.  Consideration will be given to prepare an Integrated Evaluation of Sustainability, which will consider sustainability, environmental, health, well-being and equality matters. The
Consult on the draft DA (6 weeks)  October - November 2023)	Inform stakeholders and communities that the Council is going to prepare a LDP.  Receive opinions	Welsh Government  Specific consultation bodies  General	Letter and copy of the draft DA to the Welsh Government and other specific consultation bodies  Letter to general consultation bodies and other stakeholders	Consider the observations and make appropriate amendments  Include contact details of those who made representations on the	Printing and postage costs  Translation costs External	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method	Resources (in addition to usual staffing costs)	SA/SEA/ISA
	<p>on the contents of the DA</p> <p>Identify the relevant stakeholders</p>	<p>consultation bodies</p> <p>Other relevant stakeholders (including the public)</p>	<p>Publish the document on the Council website <a href="http://www.gwynedd.llyw.cymru">www.gwynedd.llyw.cymru</a></p> <p>Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries</p> <p>Provide an observations form which will include relevant questions</p> <p>An opportunity to submit observations on-line</p>	<p>Council database regarding the LDP to be used again</p> <p>A report summarising the observations and introducing the amended draft DA to the Planning Policy Working Group, the Cabinet, Full Council in order to reach a decision to approve the amended draft DA as a document to be submitted to the Welsh Government.</p>	<p>consultation software</p>	<p>Welsh Language will receive full consideration separately.</p>



## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
Send Amended Draft DA to the Welsh Government  (March 2024)	Inform the Welsh Government that the Council has approved the amended draft DA  Request the agreement of the Welsh Government	Welsh Government	Letter and copy of the draft DA		Printing and postage costs	
Publish final DA approved by the Welsh Government  (March 2024)	Inform about the approved DA and where it can be viewed	Welsh Government  Specific consultation bodies  General consultation bodies  Other relevant stakeholders (including the public)	Direct mail-shot (letter/e-mail) for those who are not in the database  Publish the document on the Council website ( <a href="http://www.gwynedd.llyw.cymru">www.gwynedd.llyw.cymru</a> )  Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries	Letter to elected Members informing them that the Welsh Government has approved the DA	Printing costs	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

### Stage 2: Pre-deposit Participation (Regulation 14) When: March 2024 - August 2025

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method	back Resources (in addition to usual staffing costs)	SA/SEA/ISA
<p>Review and update the evidence base.</p> <p>Call for potential sites Spring 2024 for at least 6 weeks</p>	<p>In order to understand the context, review and expand the quantitative and qualitative information, and identify the matters and objectives that the LDP can address.</p>	<p>Council Departments/Services (e.g. Housing, Economy, Education)</p> <p>Elected members</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>Other relevant stakeholders (including landowners)</p>	<p>Direct contact with individual officers and established officers forums</p> <p>Public/virtual seminars/workshops</p> <p>Planning Policy Working Group</p> <p>Direct contact with specific consultation bodies and various general consultation bodies</p> <p>Publish draft topic papers and invite suggestions</p> <p>Key Stakeholders Group</p> <p>Publish assessment methodology of potential sites</p> <p>Publish forms to propose</p>	<p>Publish subject papers on the website and store in the evidence base library</p> <p>Direct contact with specific consultation bodies and various general consultation bodies to inform about published topic papers</p> <p>Publish proposals of potential sites on the Council website</p>	<p>Hold seminars and meetings</p> <p>Printing costs</p> <p>Costs of commissioning consultants work when required</p>	<p>Develop the SA Scoping Report</p> <p>(December 2023 - November 2024)</p> <p>Habitats Regulations Assessment (HRA)</p> <p>Publish SA Scoping Report for public consultation (6 week period)</p>

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
			<p>potential sites, publicise this stage and invite proposals</p> <p>Publish register of potential sites, and invite observations</p>			
<p>Review and prepare the vision of the LDP</p> <p>Note the main objectives of the LDP.</p>	<p>Agree on a clear vision, with spatial relevance, of what kind of place is aimed to be achieved in the LDP area</p> <p>Agree on the main objectives of the LDP</p>	<p>Council Departments/Services</p> <p>The public</p> <p>Key Stakeholders Group of the LDP</p> <p>Elected members</p> <p>Current forums that represent key groups in the local population</p> <p>Specific consultation bodies</p>	<p>Direct contact with individual officers and established officers forums</p> <p>Structured discussions/working groups</p> <p>Seminars for Elected Members</p> <p>Virtual sessions</p> <p>Planning Policy Working Group</p> <p>Cabinet</p>	<p>Publish Cabinet minutes on the Council website</p> <p>Publish the vision and objectives on the Council website</p>	<p>Administrative costs</p>	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
Identify and test strategic options and strategy  April 2024 August 2025)	Identify options and decide on their strengths and weaknesses	General consultation bodies		Publish the minutes of the Cabinet  Publish participation report on the Council website	Administrative costs	
Publish SA Scoping Report for public consultation (6 week period)	Seek stakeholder opinion regarding scope of the SA/SEA and objectives	The Public  Specific consultation bodies  General consultation bodies  Council Departments/Services	Direct mail-shot (letters/e-mail) to raise awareness  Publish the document on the Council website ( <a href="http://www.gwynedd.llyw.cymru">www.gwynedd.llyw.cymru</a> )  Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries	Publish received observations on public website  Consider the observations and make appropriate amendments (if applicable)	Printing costs  Administrative costs  Consultants costs	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
<p>Prepare Preferred Strategy draft document March 2024 - August 2025</p> <p>Receive the Council's agreement to go out to public consultation</p>	<p>Establish a strategic direction that will achieve the vision.</p> <p>Confirm the general vision and objectives of the Council, the strategic spatial options considered, the spatial strategy chosen and the implications to developments e.g. the strategic sites.</p> <p>Demonstrate, by applying the relevant soundness tests, that the process of choosing a</p>	<p>Council Departments/Services (e.g. Housing, Economy, Education)</p> <p>Welsh Government</p> <p>Key Stakeholders Group of the LDP</p> <p>Elected members</p>	<p>Structured discussions/working groups</p> <p>Planning Policy Working Group</p> <p>The Cabinet</p> <p>The Full Council</p>	<p>Publish the minutes of relevant Committees</p>	<p>Administrative costs</p>	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting method back	Resources (in addition to usual staffing costs)	SA/SEA/ISA
	<p>strategy is robust.</p> <p>Identify consistent sites/that derive from the chosen strategy</p> <p>Publish the evidence base that supports the Preferred Strategy</p> <p>Set out which policies will be retained from the Current Plan (if any)</p>					

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

**Stage 3: Public Consultation on the Preferred Strategy and respond to observations (Regulations 15 & 16) When: March 2024 - August 2025**

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
<p>Public consultation on the Preferred Strategy (6 weeks)</p> <p>March 2025 to April 2025</p>	<p>Inform of the Preferred Strategy Proposals Document</p> <p>Discuss and invite ideas regarding the documents for a statutory period of 6 weeks</p>	<p>Welsh Government</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>The public and any other interested parties</p>	<p>Direct mail-shot (letters/e-mails) to everyone on the LDP database, general consultation bodies</p> <p>Publish the document on the Councils website (<a href="http://www.gwynedd.llyw.cymru/cdill">www.gwynedd.llyw.cymru/cdill</a>)</p> <p>Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries</p> <p>The standard form for observations</p>	<p>Acknowledge receipt of observations through letter/e-mail</p> <p>Contact those who have responded to inform them about where to find information about the response to the consultation</p>	<p>Printing and translation costs</p> <p>Postage costs</p> <p>Preparing and holding exhibitions and meetings costs</p> <p>Administrative Costs</p> <p>External consultation software</p>	<p>Consult on Sustainability Appraisal/Strategic Environmental Assessment/ISA proposals and alternative choices alongside the Preferred Strategy</p>

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
			available in specified public places			
Sustainability Appraisal Report (draft)	Demonstrate how the preferred choices were reached in view of the SA/SEA  Invite observations on the SA/SEA ISA	As above	As above		Printing and translation costs  Postage costs	
Consider the observations received  (May 2025 - September 2025)	Give the Council an opportunity to consider every observation appropriately  Further review and develop the evidence base	Council Departments/Services  Key Stakeholders Group of the LDP  Elected members  Relevant	Direct contact with individual officers and established officers forums  Structured discussions/working groups	Planning Policy Working Group  The Cabinet  Publish updated or new (where appropriate) topic papers on the website and	Printing costs  Preparation and printing costs of general summary of the conclusions of the consultation and postage costs	



## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/co consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
		stakeholders	Planning Policy Working Group  The Cabinet	store in the evidence base library in the Council Offices, Caernarfon  Prepare an Initial Consultation Report and upload it on the Council website		
Prepare Deposit LDP and associated documents  September 2025 - August 2026	Create completed version of the LDP and publish  Create final Consultation Report and publish  Create or update final Supplementary Planning Guidance and	Council Departments/Services (e.g. Housing, Economy, Education)  Elected members  Planning Policy Working Group	Direct contact with individual officers and established officers forums  Structured discussions/working groups  The Scrutiny Committee  Planning Policy	Publish Scrutiny Committee and Cabinet minutes on the Council website	Administrative costs	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Which stage and when?	Purpose	Participants	How? Participation/co nsultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
	publish (if relevant)		Working Group The Cabinet			

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

**Stage 4: Public Consultation on the Deposit Plan and consider the representations (Regulations 17, 18 & 19) When: September 2025 - August 2026**

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
<p>A public consultation on the Deposit LDP (6 weeks) December 2025-January 2026</p>	<p>Give all interested parties an opportunity to view the LDP and submit observations</p>	<p>Welsh Government Specific consultation bodies General consultation bodies Key Stakeholders Group of the LDP The public and any other interested parties</p>	<p>Direct mail-shot (letters/e-mails) to everyone on the LDP database, and the general consultation bodies Letter and copy of the Deposit LDP and relevant documents along with a list of other documents to the Welsh Government and specific consultation bodies Publish Deposit LDP and each relevant document, including a straightforward summary of the Pre-Deposit Plan,</p>	<p>Acknowledge the receipt of observations through letter/e-mail Publish a copy of each observation received in the relevant public places Give details of the observations received on the Council website, noting where hard copies can be viewed.</p>	<p>Printing and postage costs Advertising costs Administrative Costs</p>	<p>SA / SEA (ISA) documents that were consulted upon alongside the Deposit LDP for the same period</p>

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			<p>including key information and the standard form for observations on the Council website</p> <p>Copies in Siop Gwynedd in Caernarfon, Pwllheli and Dolgellau and public libraries</p> <p>The standard form for observations available in specified public places</p> <p>Various techniques to raise awareness, ensure understanding and elicit discussion (e.g. Awareness raising sessions for elected members, Virtual sessions, Information on the Council website and social media)</p>			
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## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

<p>Consider the observations received</p> <p>February 2026-September 2026</p>	<p>Give the Council an opportunity to consider every observation appropriately</p> <p>Further review and develop the evidence base</p>	<p>Council Departments/Services (e.g. Housing, Economy, Education)</p>	<p>Direct contact with individual officers and established officers forums</p> <p>Structured discussions/working groups</p> <p>Planning Policy Working Group</p> <p>The Cabinet</p>	<p>Publish Cabinet minutes on the Council website</p> <p>Publish consultation report</p> <p>Inform those who made representations that a consultation report is available to view.</p> <p>Publish updated or new (where appropriate) topic papers on the website and store in the evidence base library in the Council Offices, Caernarfon.</p>	<p><i>Printing and postage costs</i></p> <p><i>Administrative Costs</i></p>	
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## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

**Stage 5: Submit the LDP to the Welsh Government for Examination (Regulation 22) When: September 2026 (indicative)**

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
<p>Submit the LDP and full series of associated documents (including the SA Report) to the Welsh Government</p> <p>Present the following documents:            Deposit Plan • SA            SEA ISA, HRA •            Community Involvement Scheme Delivery Agreement / •            Consultation report •            Review report •            Register of proposal sites •            Copy of the observations made appropriately in</p>	<p>Inform all stakeholders that the Council has submitted the LDP to the Welsh Government</p>	<p>Those who made representations and all other stakeholders who have declared that they wish to be informed of the development of the LDP</p>	<p>Publish a statement on the Council website regarding submitting the LDP for Examination.</p> <p>Direct mail-shot (letters/e-mails) to those who made representations and other stakeholders who have declared that they wish to be informed of the development of the LDP</p> <p>Publish a copy of all the documents submitted to the Welsh Government on the Council website and in</p>	<p>Not relevant</p>	<p>Printing costs</p> <p>Administrative Costs</p>	<p>The SA/SEA (ISA) report submitted showing how the evaluation of processes has informed the Plan's contents.</p>

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

the deposit stage • Associated documents / evidence			relevant public places			
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### Stage 6: The Public Examination (Regulation 23) When: September 2026 - August 2027 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
Publish a notice about the Public Examination (at least 6 weeks before commencing the Examination)	Inform stakeholders that the Examination is taking place	All those who made representations and anyone else who has declared an interest in the Examination/the LDP process.	Letter/e-mail to those who made representations and other relevant stakeholders providing details about the Examination.  Publish details about the Examination on the Council website.	The Programme Officer will update the website with all information relating to the examination.	Postage costs Advertising costs Printing costs	
Pre-examination Meeting	To give the Inspector an opportunity to explain the	As above	As above	As above	Postage costs  Costs of holding the meeting (e.g.	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

	Examination arrangements and to request additional information (if this is required)				simultaneous translation, fees, Programme Officer)	
Examination of the LDP	Receive independent opinions about the soundness of the LDP and the observations received.	All those who made representations who has not withdrawn their objection.	Discussion sessions around the table.  Hearings.  Formal hearings  (The Inspector will determine the best method to submit oral evidence)  Formal written statements	Inspector's Report	Costs of holding the meeting (e.g. simultaneous translation, fees, Programme Officer, administrating the Examination)  Administrative costs	
Prepare and consult on the Matters Arising Change	Make the necessary changes to the LDP	All those who made representations and anyone else who has declared an interest in the Examination/the LDP process.	Consult on the Matters Arising Change in accordance with guidelines by the Inspector.	Decision following the Inspector's Report	Postage costs  Administrative costs	An assessment of the matters arising change will need to be undertaken and it will be available as part of the consultation on these matters.



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Period 7: Publish the Public Examination Report (Regulation 24) When: August 2027 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	SA/SEA/ISA
Accept/publish the Public Examination Report	Inform of the Inspector's decisions from the Public Examination	<p>Elected members</p> <p>Specific consultation bodies</p> <p>General consultation bodies</p> <p>Key Stakeholders Group of the LDP</p> <p>All those who made representations, the public and any other interested parties</p>	<p>Letter/e-mail those who made representations and other relevant stakeholders informing them of the Report's existence and where it can be viewed and any other relevant details.</p> <p>Various techniques to raise awareness, (e.g. Information on the Council website and social media)</p> <p>Publish the Report available for examination on the Council website and in the relevant public places.</p>	Not relevant	<p>Printing costs</p> <p>Administrative costs</p>	Not relevant

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

Prepare the Council's response to the Examination Report	Raise awareness of any significant changes that will need to be undertaken to comply with the Examination Report  (Note: the Council or the stakeholders will have no right to object to any changes the Inspector wants to see)	Elected members	Report to the Cabinet highlighting any significant changes.  Report to the full Council to receive a decision to adopt the LDP	Publish Cabinet and Full Council minutes on the Council website.		
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### Period 8 Adopting the LDP (Regulation 25) When: September / October 2027 (indicative)

Which stage and when?	Purpose	Participants	How? Participation/consultation method	Reporting back method	Resources (in addition to usual staffing costs)	<u>SA/SEA/ISA</u>
Adopt the LDP formally as the statutory development plan for the Gwynedd Planning Authority area (within 8	Inform stakeholders and the public of the decision to adopt the LDP	Elected members  All those who made representations and anyone else who has declared	Letter/e-mail all those who made representations and other relevant stakeholders informing them of the LDP's adoption,	Not relevant	Postage costs  Printing costs  Administrative costs	

## Appendix 2 – Delivery Agreement Gwynedd Local Development Plan

<p>weeks of receiving the Examination Report)</p>		<p>an interest in the LDP process</p> <p>The public</p>	<p>and enclose a copy of the statement of adoption.</p> <p>Publish all LDP documents, including the adoption statement, on the Council website and in the relevant public places.</p> <p>Various techniques to raise awareness, (e.g. Information on the Council website and social media)</p> <p>Send 4 copies of the LDP and the adoption statement to the Welsh Government.</p>			
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## Appendix 3 – Delivery Agreement Gwynedd Local Development Plan

### Appendix 3 - An Idea of Reports and Decisions at Key Stages in the Local Development Plan

	1		2		3		4		5	6
	Delivery Agreement	Report on the responses to the consultation	Strategic Options, vision and objectives	Report on the responses to the consultation	Preferred Strategy	Report on the responses to the consultation	Deposit Plan	Report on the responses to the consultation	Submit for Examination	Adoption of the Plan
Planning Policy Working Group	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	Consider and present comments to Cabinet	
Scrutiny Committee	Scrutinise and present comments to Cabinet		Scrutinise and present comments to Cabinet		Scrutinise and present comments to Cabinet					
<i>Cabinet</i>	<i>Agree for public consultation</i>	<i>Accept and make recommendation to Full Council</i>	<i>Agree for consultation</i>	<i>Agree</i>	<i>Agree for consultation</i>	<i>Accept and make recommendation to Full Council</i>	<i>Agree for consultation</i>	<i>Agree</i>	<i>Accept and make recommendation to Full Council</i>	
Full Council		Agree (statutory)				Agree			Agree	Adoption (statutory)

# Appendix 4 – Delivery Agreement Gwynedd Local Development Plan

## Appendix 4 – Soundness Tests

### Preparation Requirements:

- Has the work of preparing the plan complied with legal and regulatory procedural requirements? (LDPs Regulations, Community Involvement Scheme, SEA Regulations, Sustainability Appraisal, HRA etc.?)
- Does the plan generally comply with the NDF and/or the Strategic Development Plan? (when published or adopted respectively)

### Test 1: Is the plan suitable? (Is it clear that the LDP is consistent with other plans?)

#### Questions

- Does it consider national policy (PPW) and the Wales Spatial Plan (NDF when published)?
- Does it consider the Well-being Aims?
- Does it consider the Wales National Marine Plan?
- Does it consider the relevant Area Statement?
- Does the plan generally comply with the NDF (when published)?
- Does the plan generally comply with the relevant Strategic Development Plan (when adopted)?
- Is it consistent with regional plans, strategies and utilities provider programmes?
- Is it compatible with the plans of neighbouring LPAs?
- Does it consider the Well-being Plan or the National Park's Management Plan?
- Has the LPA shown that it has taken advantage of each opportunity to collaborate and cooperate on preparing plans and the evidence base?

### Test 2: Is the plan appropriate? (Is the plan appropriate for the area in light of the evidence?)

#### Questions

- Is it specific for the local area?
- Does it deal with key matters?
- Is it supported by robust, commensurate and credible evidence?
- Can the logic at the root of the plan's policies be demonstrated?
- Does it seek to meet the assessed needs and contribute towards delivering sustainable development?
- Is the vision and strategy positive and ambitious enough?
- Have the 'real' alternative choices been deemed appropriate?
- Is it logical, rational and balanced?
- Is it coherent and consistent?
- Is it clear and does it have focus?

## Appendix 4 – Delivery Agreement Gwynedd Local Development Plan

**Test 3: Will the plan deliver** (Is it likely to be effective?)

### Questions

- Will it be effective?
- Can it be implemented?
- Is there support from the relevant infrastructure providers both financially and in terms of meeting relevant timescales?
- Will the development be viable?
- Can the sites allocated be delivered?
- Is the plan sufficiently flexible?
- Are there appropriate contingency provisions?
- Is it monitored effectively?

## Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

### Appendix 5 - Potential risks and response methods

Risk	Possible impact	Mitigation measures
1. Further requirements deriving from new national legislation or guidelines	<ul style="list-style-type: none"> <li>• Need to undertake more work to amend the Plan and work programme.</li> <li>• Programme slipping.</li> </ul>	Monitor work being undertaken in terms of new legislations and guidelines so that we are in a good position to respond as early and effectively as possible to any change.
2. Heavier work load than expected	<ul style="list-style-type: none"> <li>• Programme slipping.</li> <li>• Failing to report to committees in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a realistic timetable with flexibility.</li> <li>• Ensure that we consider how much time it takes to undertake every aspect of the work.</li> <li>• Consider additional resources.</li> </ul>
3. Substantial objections from consulted bodies	<ul style="list-style-type: none"> <li>• Programme slipping.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility in the timetable.</li> <li>• Ensure that we consult early (before the formal consultation periods) with specific bodies.</li> </ul>
4. Lack of political consensus	<ul style="list-style-type: none"> <li>• Failure to agree on key aspects in the Plan.</li> <li>• Conflict undermining what is noted in the Plan.</li> </ul>	Seek to resolve as much conflict as possible at the meetings of the Planning Policy Working Group and by discussing with leading Members e.g. portfolio leaders.
5. Failing to report to a committee at an appropriate time	<ul style="list-style-type: none"> <li>• Programme slipping</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss the needs of the process with the organisers of the committees' annual programme in a timely manner</li> </ul>

## Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Risk	Possible impact	Mitigation measures
6. Lack of consensus between different departments of the Councils	Failure to agree on key aspects in the Plan.	<ul style="list-style-type: none"> <li>• Ensure that we concur with the Council's priorities</li> <li>• Ensure that effective internal negotiation procedures are in place in terms of the Plan.</li> </ul>
7. Delay with translation/printing process	Programme slipping.	<ul style="list-style-type: none"> <li>• Use external translators.</li> <li>• Share the translation work to different individuals/companies</li> <li>• Consider additional resources.</li> </ul>
8. Lack of funding available throughout the process of preparing the Plan.	<ul style="list-style-type: none"> <li>• Failure to fund specific and important work tasks e.g. as part of the evidence base.</li> <li>• Programme slipping.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular monitoring to ensure that funding is used in the most effective way possible.</li> </ul>
9. Change/loss of staff	<ul style="list-style-type: none"> <li>• Loss of capacity and skills.</li> <li>• More pressure on the other officers.</li> <li>• Programme slipping.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider additional resources.</li> </ul>
10. Lack of expertise	<ul style="list-style-type: none"> <li>• Lower standard of work.</li> <li>• Failure to identify weaknesses and note suggestions when verifying work from consultants.</li> <li>• Problems in terms of ensuring the 'soundness' of the Plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Train specific staff to specialise in different fields.</li> <li>• Use specialist consultants where the expertise is not within the service</li> </ul>



## Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Risk	Possible impact	Mitigation measures
11. PEDW failing to meet the timetable/targets	<ul style="list-style-type: none"> <li>• Delay in terms of holding the investigation and/or receiving the report.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure close contact with the Planning Inspectorate to ensure an easy as possible process. This will also be a way of receiving an early notice regarding any problems.</li> </ul>
12. Plan failing the 'soundness' test	<ul style="list-style-type: none"> <li>• The Plan cannot be adopted without having to undertake substantial further work.</li> </ul>	Ensure that the LDP is sound by ensuring that we comply with procedures, acts, regulations, along with all specific soundness tests.
13. Legal challenge	<ul style="list-style-type: none"> <li>• Abolish the adopted LDP (or parts of it).</li> <li>• Additional work pressures.</li> </ul>	Ensure that we comply with procedures, acts, regulations etc.
14. Elections	<ul style="list-style-type: none"> <li>• Programme slipping.</li> <li>• New members with different opinions regarding the contents of the Plan - priorities changing.</li> </ul>	Ensure a realistic timetable with flexibility.
15. Problems with IT work. / Problems in terms of GIS work	Programme slipping.	<ul style="list-style-type: none"> <li>• Ensure a realistic timetable with flexibility.</li> <li>• Ensure that the Council's Information Technology Service is aware of the needs and programmes time for us.</li> <li>• Purchase bespoke software.</li> </ul>

## Appendix 5 – Delivery Agreement Gwynedd Local Development Plan

Risk	Possible impact	Mitigation measures
16. Results of the SA/SEA outlining unexpected problem(s).	<ul style="list-style-type: none"> <li>• Additional work load.</li> <li>• Programme slipping.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that the timetable is sufficiently flexible to cope with such a situation.</li> <li>• Consider additional resources.</li> </ul>
17. Consulted bodies failing to provide observations as quickly as expected.	Programme slipping.	<ul style="list-style-type: none"> <li>• Ensure that specific groups are consulted with promptly within any relevant step in the process.</li> <li>• Seek to consult at times of the year where the majority of people are likely to be at work e.g. not during August or over Christmas.</li> </ul>
18. Receive significant late information.	<ul style="list-style-type: none"> <li>• Programme slipping.</li> <li>• Additional work pressures.</li> </ul>	Ensure that the timetable is sufficiently flexible to cope with such a situation.
19. Unexpected major infrastructure projects proceeding	<ul style="list-style-type: none"> <li>• Programme slipping.</li> <li>• Additional work pressures.</li> </ul>	

# Appendix 6 – Delivery Agreement Gwynedd Local Development Plan

## **Appendix 6 – List of Consultees**

### **SPECIFIC CONSULTATION BODIES**

#### **Government Bodies**

Welsh Government  
Natural Resources Wales  
Cadw  
Home Office  
Ministry of Defence  
Network Rail  
Secretary of State for Transport  
Secretary of State for Wales  
Department for Transport  
Department for Business Energy and Industrial Strategy

#### **Adjoining Local Authorities**

Ceredigion County Council  
Conwy County Borough Council  
Denbighshire County Council  
Isle of Anglesey County Council  
Powys County Council  
Eryri National Park Authority

#### **All City, Town and Community Councils in and joining the LPA area.**

#### **Infrastructure Providers and Electronic Communications**

Betsi Cadwaladr University Local Health Board  
British Telecommunications plc  
Welsh Water  
Mobile UK  
National Grid  
Scottish Power  
SP Energy Networks & Wales and West Utilities

#### **GENERAL CONSULTATION BODIES – these have been defined in the LDP regulations as :**

- i. Voluntary bodies, some or all of whose activities benefit any part of LPA.
- ii. Bodies which represent the interests of different racial, ethnic or national groups in LPA.
- iii. Bodies which represent the interests of different religious groups in LPA.
- iv. Bodies which represent the interests of disabled persons in LPA
- v. Bodies which represent the interest of persons carrying on Business in LPA
- vi. Bodies which represent the interest of Welsh Culture in LPA

***The general consultees outlined below are illustrative and non-exhaustive***

## Appendix 6 – Delivery Agreement Gwynedd Local Development Plan

Age Concern (Cymru)  
Barnardo's  
Butterfly Conservation Wales  
The Conservation Volunteers: TCV  
Barmouth Resort Improvement Group  
Bangor Creadigol  
Bangor Civic Society  
Council for the Protection of Rural Wales  
Cyfeillion Storiol  
Envirowatch UK  
Friends of the Earth  
Greenpeace  
Keep Wales Tidy  
Mantell Gwynedd  
MATRA (Maesgeirchen & Tanybryn Residents Association)  
Mudiad Y Ffermwyr Ifanc  
Mudiad Meithrin  
National Trust  
North Wales Energy Efficiency Advice Centre  
North Wales Wildlife Trust  
Ramblers Association  
RSPB  
Sport Wales  
Sustrans Wales  
North Wales Tourism  
Undeb Myfyrwyr Bangor Students Union  
Wales Council for Voluntary Action  
Wales Pre School Play Groups Assoc  
Visit Wales  
Wildscapes  
Hafal  
Shelter Cymru  
Youth Hostel Association  
BEN (Black Environment Network)  
Equality and Human Rights Commission Wales  
Friends, Families and Travellers  
North Wales Chinese  
North Wales Race Equality Network  
Equal Opportunities Commission for Wales  
The Ethnic Minority Foundation  
Cymdeithas Afro-Caribiaidd, Prifysgol Bangor  
Cymdeithas Tseiniaidd Prifysgol Bangor  
Cymdeithas Myfyrwyr Bangladeshi, Prifysgol Bangor  
Cymdeithas Indiaidd, Prifysgol Bangor  
Cymdeithas Myfyrwyr Kuwaiti, Prifysgol Cymru  
Cymdeithas Japaneaidd, Prifysgol Bangor  
Traveller Gypsy Roma Advocacy Cymru  
The Traveller Movement  
Polish Housing Society Ltd (Cartref Penrhos)

## Appendix 6 – Delivery Agreement Gwynedd Local Development Plan

Black Association of Women Step Out (BAWSO)  
Diverse Cymru Mental Health and Wellbeing Hub Service  
Bangor Diocesan Division for Social Responsibility  
British Humanist Association  
Cytun  
Kalpa Bhadra Kadampa Buddhist Centre  
Bangor Islamic Centre  
Cynulleidfa Hebraeg Llandudno  
Eglwys Bresbyteraidd Cymru - Henaduriaeth Arfon  
Coleg y Bala  
Bangor Cathedral  
Diocese of Bangor  
Inter-Cultural Skills Network  
Wales Orthodox Mission  
Baptist Union of Wales  
Congregational Federation Wales  
Hindu Council UK/Hindu Cultural Association?  
Muslim Council of Wales  
Quakers  
Representative Body of the Church in Wales  
The Catholic Church in England and Wales  
The Methodist Church in Wales  
The Presbyterian Church of Wales  
Buddhist Council for Wales  
Sikh Council for Wales  
Grwp Mynediad Arfon  
Grwp Mynediad Meirionnydd  
Cynnal Gofalwyr Gwynedd  
Caffi Coed y Brenin  
Wales Council for Deaf People  
Dolgellau Hard of Hearing and Luncheon Club  
Cymdeithas Down's Syndrome Association  
Grwp Marchogaeth i'r Anabl Meirionnydd/ Meirionnydd Special Riding Group  
Cymdeithas Deillion Gogledd Cymru / North Wales Society for the Blind - Bangor  
Anheddau Cyf - Gwynedd  
Hafal Cymru - Gwynedd  
Deafblind Cymru  
NDCS - National Deaf Children's Society  
Agoriad  
Alzheimers Society  
British Deaf Association  
RNID (Formerly Action on Hearing Loss Cymru)  
Disability Wales  
Cwmni Seren Ffestiniog Cyf  
Antur Waunfawr  
Mencap Cymru  
Mind Cymru  
Centre of Sign-Sight-Sound  
Menter Fachwen  
Gwasanaeth MS Gwynedd/Ynys Môn  
Cymdeithas Stroke Gogledd Cymru  
National Autistic Society (NAS) - Bae Colwyn

## Appendix 6 – Delivery Agreement Gwynedd Local Development Plan

North Wales Cancer Care Goup - Caernarfon  
RNIB  
Shine  
Scope Cwmpas Cymru  
Sense Cymru  
SNAP Cymru  
Grŵp Cefnogaeth Epilepsi Cymru  
Terrence Higgins Trust  
Cyngor Pobl Ddall Cymru / Wales Council of the Blind  
Canolfan Felin Fach Cyf (Iechyd Meddwl)  
Ymddiriedolaeth Gofalwyr Gogledd Cymru Gwasanaethau Gofal Croessffyrdd  
Headway Gwynedd  
Marchogaeth I Bobl Anabl Treborth  
Caniad  
Arthritis Care Wales (rhan o Arthritis Research UK) , Cangen Caernarfon  
Young Carers sidekick  
Blind Veterans UK  
Canolfan Lon Abaty / The Abbey Road Centre  
Epilepsi Cymru  
Chamber of Trade  
Chamber of Commerce  
Chartered Institute of Building – North Wales Centre  
Farmers Union of Wales  
Federation of Small Business  
HBF – Home Builders Federation  
National Farmers Union  
Bangor Chamber of Commerce  
Barmouth Chamber of Commerce  
Pwllheli Chamber of Commerce  
Tywyn Chamber of Commerce  
Tywyn Chamber of Tourism & Commerce  
Campaign for Real Ale  
Welsh Language Board  
Cyfeillion Llŷn  
Cymdeithas yr Iaith  
Hunaniaith  
Merched y Wawr  
Community Papers  
Urdd Gobaith Cymru  
Urdd Eryri  
Urdd Meirionnydd  
Mudiad Meithrin Rhanbarth Arfon  
Mudiad Meithrin Rhanbarth Dwyfor  
Mudiad Meithrin Rhanbarth Meirion  
Undeb Myfyrwyr Cymraeg Bangor (UMCB)  
Dyfodol yr Iaith  
Ffermwyr Ifanc  
Cymraeg i Blant Gogledd Orllewin  
Partneriaeth Ogwen  
Dyffryn Nantlle 20:20  
Menter Iaith Bangor  
Stonewall  
Unique Transgender Support Network

# Appendix 6 – Delivery Agreement Gwynedd Local Development Plan

Wipe Out Transphobia

## **Other interested parties**

Housing Associations that operate within the LPA

North Wales Probation Service

North Wales Police

North Wales Fire and Rescue

Coleg Meirion Dwyfor

Coleg Menai



# Agenda Item 6

<b>COMMITTEE</b>	Communities Scrutiny Committee
<b>DATE OF MEETING</b>	5 October 2023
<b>TITLE</b>	Introducing public charging points for electric vehicles
<b>AUTHOR</b>	Dafydd Wyn Williams, Head of Environment Department
<b>CABINET MEMBER</b>	Councillor Dafydd Meurig
<b>PURPOSE</b>	Update Members of the Scrutiny Committee on the progress and plans for the introduction of public charging points

## 1. BACKGROUND

- 1.1 Providing a network of electric vehicle charging points for the residents of Gwynedd is one of the actions included in the Council's Climate and Nature Emergency Plan 2022/23 – 2029/30 which was adopted in March of last year.
- 1.2 The aim is to encourage sustainable travel in the county and facilitate the use of electric vehicles for local residents and visitors to the county to travel to all parts of Gwynedd.
- 1.3 The £1.3 million plan is funded through a contribution of £400,000 from the Council and £900,000 from the Welsh Government which contributes to the [Electric vehicle charging strategy for Wales](#).
- 1.4 The Council is developing a network of over a hundred charging points for electric vehicles across Gwynedd. The timeframe for the various charging points to become operational varies and a map showing where the charging stations are intended to be introduced in the county can be seen in Appendix A.

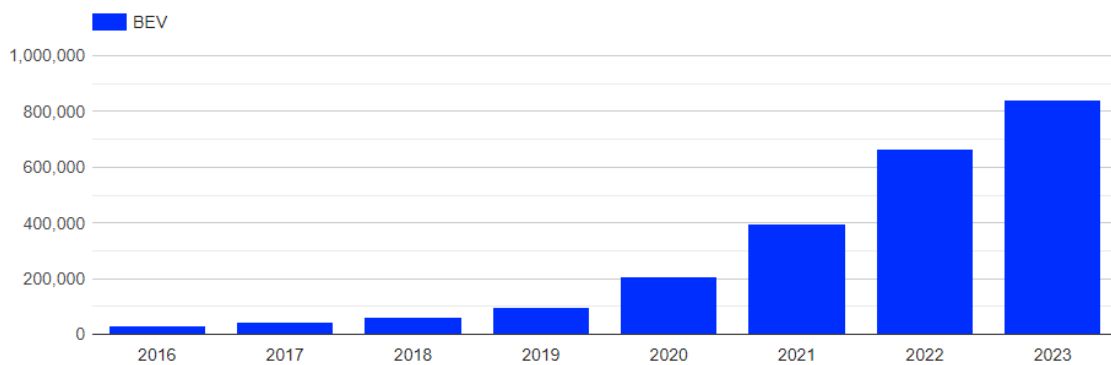
## 2. THE CURRENT CONTEXT

- 2.1 The UK Government has noted that the sale of new petrol and diesel vehicles will come to an end in future, with the latest deadline announced as 2035.
- 2.2 There is no doubt that this far-reaching change highlights the need to move towards de-carbonising the transport sector over the next few years.
- 2.3 Ensuring that there is a suitable provision of charging points that will meet the needs of the residents of Gwynedd and people who visit our communities is essential. It is, however, important to note that this is a significant change, the likes of which has not been seen for generations in the transport sector.
- 2.4 At the moment, there is a gap in the private provision of vehicle charging points in Gwynedd, and this reflects the situation in several rural areas throughout the country.



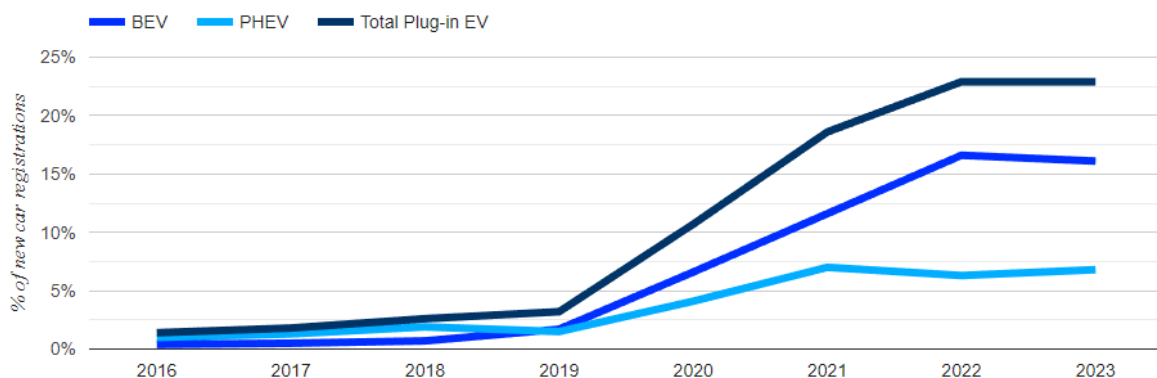
- 2.5 The work of providing charging points on Council sites aims to fill the gap, ensuring that there is suitable provision for the people of Gwynedd and those who travel through the county or visit for a period.
- 2.6 Figures recently published by the DVLA indicate that there were 2,956 low emission vehicles registered in Gwynedd in March 2023, which means that 4% of vehicles in the county are low emission ones. This shows an increase of over 80% compared to the previous year.
- 2.7 There has been a significant increase in the number of electric cars across the United Kingdom, and particularly so over the last two years as can be seen in figures by the Society of Motor Manufacturers and Traders (SMMT) in Figure 1.

**Figure 1:** Number of electric cars (BEV) on roads in UK (July 2023)



- 2.8 When considering the use of electric and hybrid vehicles, it can now be seen that these vehicles account for almost a quarter of new vehicles that are registered in the UK, which is a significant increase over the last five years.

**Figure 2:** Percentage of new cars that are electric (BEV) and hybrid cars (PHEV - plug in) registered in the United Kingdom.



- 2.9 There are three main aspects to introducing charging points: charging at home, charging on the road or charging at destinations or workplaces.

- 2.10 According to a recent survey, 93% of current electric vehicle drivers can charge their car at home overnight. Of course, it is much more convenient for a resident who has an appropriate off-road space to charge their vehicle, but a comprehensive strategy will need to be adopted to ensure that a resident without a parking space is able to charge overnight.
- 2.11 When undertaking a long journey beyond the county, it may be necessary to charge the electric vehicle on the way. To address that need, the Council has collaborated with Transport for Wales to develop a work programme to introduce a series of rapid charging points, with power of 50KW, in several locations throughout the county.
- 2.12 While visitors or residents are visiting a destination or attending the workplace, the time when the vehicle is idle can be used to recharge. For this purpose, the Council has identified several locations across the county where it is possible to introduce provision in areas where it is anticipated that there will be a demand for that service.

### **3. PROGRESS TO DATE**

- 3.1 The Council carried out an engagement exercise to receive observations from residents about locations where they would like to see charging points being introduced for public use.
- 3.2 In addition, the Council collaborated with Scottish Power to identify the places where charging points could be installed over the next few years. The information gathered has helped with the work of deciding on a network of charging points, taking into consideration where the demand and need for them is high.
- 3.3 The intention is to introduce over 100 charging points in public car parks or on land for which the Council is responsible. A total of 25 sites have been identified on the programme which includes sites where the Council has been working closely with Transport for Wales to introduce the service.
- 3.4 A variety of charging point types are being provided to meet the diverse needs of electric vehicle users – 7kW (3.5 hours\*), 50kW (40 minutes\*), 150kW (15 minutes\*). *\*Estimated charging time to travel 100 miles.*
- 3.5 The Council uses the expertise of our street lighting service to install the chargers but is dependent on specialist providers to ensure that the charging points are connected and ready for the public to use. There has been some delay in some locations to connect the chargers to the supply and receive a relevant certificate to confirm that the charger can be used by the public.
- 3.6 Work is proceeding to provide the network of charging points and officers are discussing with providers to try to ensure that the chargers are operational as soon as possible. As the situation varies in different sites, the timeframe for the chargers to be operational differs.

- 3.7 Before a charging point becomes operational, work must be undertaken to install an electricity supply and meter, to secure an electrical certificate and the necessary commissioning work required. Work continues with the suppliers to ensure that all sites are operational as soon as possible with an outline of the latest timeframe for each location to be found in Appendix 2.
- 3.8 At the moment, 16 public charging points (7kW) are operational by the Council in 4 workplace or destination locations (Dolgellau, Bala, Pwllheli and Intec Bangor), with the intention of 6 other sites becoming operational during the autumn.
- 3.9 In addition, 7 chargers (50kW) have been installed at 4 other Council sites (Bala, Dolgellau, Blaenau Ffestiniog and Porthmadog) in collaboration with Transport for Wales. These chargers allow electric vehicle users to charge during a journey.
- 3.10 Therefore, of the 25 sites that are scheduled for the installation of charging points, chargers have been installed in 16 of them to date, with machines operational in 8 of the sites.

#### **4. INITIAL RESPONSE**

- 4.1 Although it is early days in terms of the use of the charging points, there is an effort to secure user feedback to be able to monitor and consider any requirements to improve for the future.
- 4.2 The response so far to the 50kW charging points that have been installed in collaboration with Transport for Wales is positive, with each of them displaying feedback of 4.5 out of 5.
- 4.3 Over the summer, there has been positive use of the rapid chargers, with figures showing 1,311 uses of the chargers by 111 different users between 26 July and 25 August. This equated to 18.3 tonnes of carbon savings.
- 4.4 There is not as much specific feedback so far on the 7kW charging points which became operational during the summer holidays. However, some comments indicate that there is a lack of facility to pay by card as the provision is currently only by a smartphone app.
- 4.5 This is a matter that the Council is discussing with the company that has installed the charging points to make the experience as easy as possible for the users. At present, it is only possible to use and pay for the service by using a smartphone app and officers are keen to expand the capacity for users to be able to pay by also using a bank card.
- 4.6 There is a dedicated page on the Council's website [www.gwynedd.llyw.cymru/charging](http://www.gwynedd.llyw.cymru/charging) outlining the charging points and will work will take place to update the information and promote the facilities as more charging points become operational.

## **5. THE NEXT STEPS**

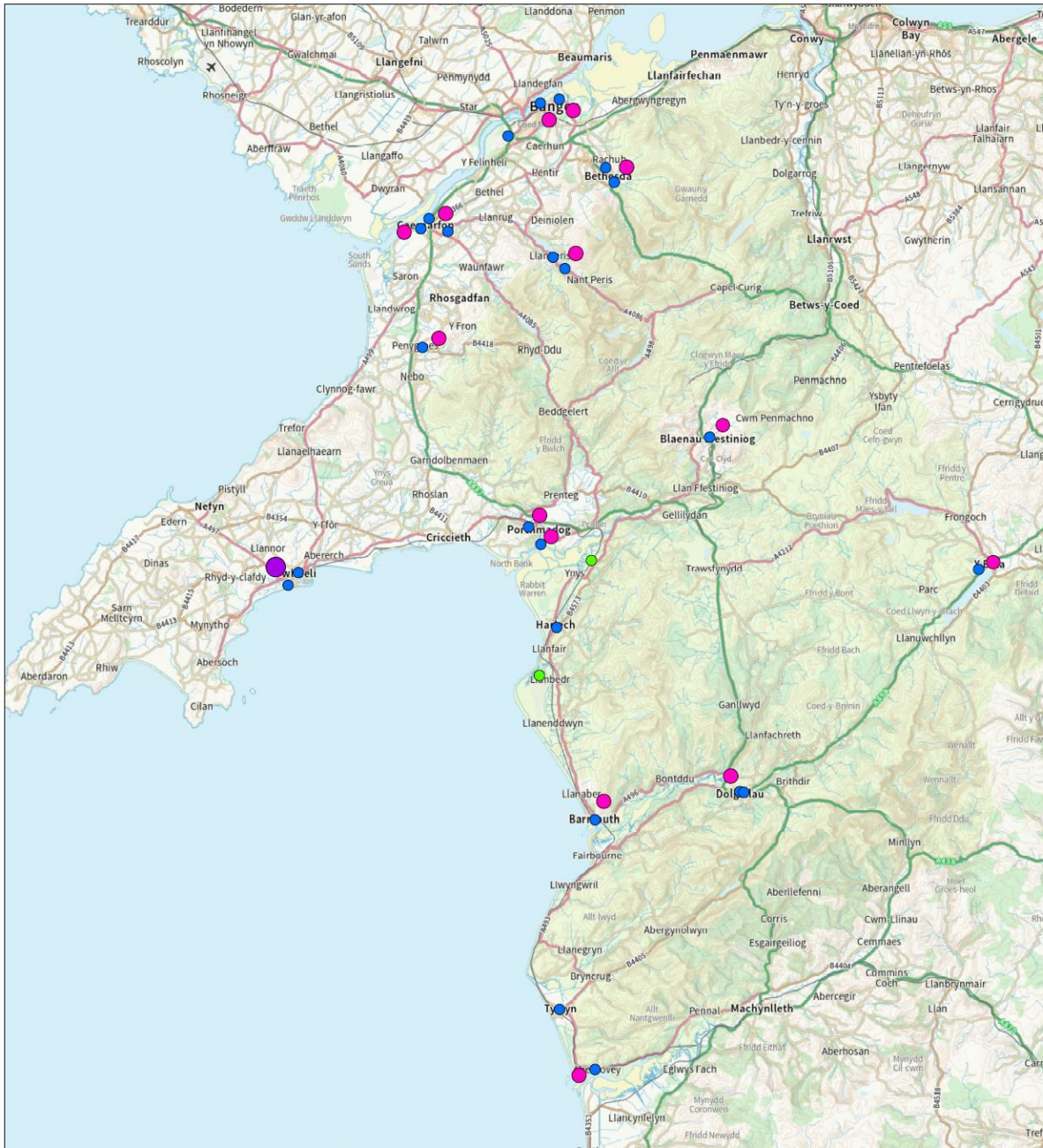
- 5.1 Work will continue with the current programme to introduce more charging points in locations across the county over the next few months as outlined in the programme in Appendix 2.
- 5.2 We will also begin work to consider the strategy for home charging, identifying what are the main obstacles for Gwynedd residents to charge their cars from home, and will collaborate with communities to identify the need for a charging service within their communities.
- 5.3 Of course, beyond the charging provision that the Council offers, there are options from other providers, including the private sector.
- 5.4 As has been noted, at present the charging points offered by the private sector without the cooperation of the public sector are slow to develop.
- 5.5 We are currently focused on developing a network of charging points on Council lands. However, we will monitor any developments by private businesses to consider the need to offer more charging points, and whether there is potential to collaborate with the private sector and any other potential partners in the future.
- 5.6 As part of the work of installing the charging point network in public car parks, officers will also consider payment arrangements for the service and attempt to ensure that using the Council's machines is as easy as possible for the users.
- 5.7 We are also working closely with the Council's Property Service to identify the capacity to introduce charging stations for Cyngor Gwynedd staff with locations in Ffordd y Cob, Pwllheli; Penarlâg, Dolgellau and the Headquarters in Caernarfon, under consideration.

## **6. TO CONCLUDE**

- 6.1 The report is submitted to the Communities Scrutiny Committee as an update on the work that has been achieved thus far in developing a charging point network, and what is planned over the next period.

## Appendix A

# Rhwydwaith Gwefru Gwynedd Gwynedd's Electric Charging Network



- 150KW Charging Point (15min\*)  
Pwyntiau Gwefru 150kW (15mun\*)
- Bwyntiau Gwefru 50kW (40mun\*)  
50KW Charging Point (40min\*)
- Bwyntiau Gwefru 7kW (4 awr\*)  
7KW Charging Point (4 awr\*)

\* Amcan amser gwefru i drafaelio 100milltr/ Estimated charging time to travel 100miles



**Appendix B – Gwynedd charging locations**

Site	Area	Estimated charger switch on time	Number of <b>7kW</b> Charging Points (3.5 hours*)	Number of <b>50kW</b> Charging Points (40 minutes*)	Number of <b>150kW</b> Charging Points (15 minutes*)	Installing the Charger	Action			
							Electricity Supply	Electricity Meter	Electrical Certificate	Commissioning the Charger
Intec, Parc Menai	Bangor	Operational (App only)	4			✓	✓	✓	✓	✓
Ger-y-Llyn Car Park	Llanberis	To be confirmed	4			✓	✗	✗	✗	✗
Arfon Leisure Centre	Caernarfon	October 2023	2	1		✓	✓	✓	✓	✗
Shell Site Car Park	Caernarfon	October 2023	8			✓	✗	✗	✗	✗
Dwyfor Leisure Centre	Pwllheli	Operational (App only)	4			✓	✓	✓	✓	✓
Penmount Car Park	Pwllheli	October 2023	4			✓	✓	✗	✗	✗
Penllyn Leisure Centre	Bala	Operational (App only)	4			✓	✓	✓	✓	✓
Glan Wnion Leisure Centre	Dolgellau	Operational (App only)	4			✓	✓	✓	✓	✓
Bro Dysynni Leisure Centre	Tywyn	October 2023	4			✓	✓	✓	✓	✗
Y Marian Car Park	Dolgellau	Operational (50kW)				✓	✓	✓	✓	✓
		October 2023 (7kW)	4	2		✓	✗	✗	✗	✗
Main Car Park, Aberdyfi	Aberdyfi	To be confirmed	4	1		✓	✗	✗	✗	✗
Bron-y-Graig Uchaf	Harlech	October 2023	4			✓	✓	✗	✗	✗
Diffwys Car Park	Blaenau Ffestiniog	Operational (50kW)				✓	✓	✓	✓	✓
		December 2023 (7kW)	4	2		✓	✗	✗	✗	✗

Bangor Swimming Pool	Bangor	December 2023	2	1		x	✓	✓	x	x
Plas Ffrancon Leisure Centre	Bethesda	February 2024				x	✓	✓	x	x
			2	1						
Kyffin Square Car Park	Bangor	December 2023	4	1		x	✓	x	x	x
Pant Dreiniog Car Park	Bethesda	<i>To be confirmed</i>	2	1		x	x	x	x	x
Dolbadarn Car Park	Llanberis	<i>To be confirmed</i>	6	2		x	x	x	x	x
Balaclava Road Car Park	Caernarfon	December 2023		2		x	x	x	x	x
Glaslyn Leisure Centre	Porthmadog	Operational		2		✓	✓	✓	✓	✓
Llyn Bach Car Park	Porthmadog	<i>To be confirmed</i>	4	1		x	x	x	x	x
Cardiff Road Car Park	Pwllheli	March 2024			2	x	x	x	x	x
Main Car Park, Barmouth	Barmouth	October 2023	8	2		✓	✓	✓	x	x
Plas Silyn Leisure Centre	Penygroes	February 2024	2	1		x	✓	✓	x	x
The Green Car Park	Bala	Operational		1		✓	✓	✓	✓	✓

\*Estimated charging time to travel 100 miles.



# Agenda Item 7

<b>Meeting</b>	Communities Scrutiny Committee
<b>Date</b>	5 October, 2023
<b>Title</b>	Public Toilets
<b>Cabinet Member</b>	Councillor Berwyn Parry Jones
<b>Contact Officers</b>	Steffan Jones, Head of Highways, Engineering and YGC Department Amanda Murray, Municipal Asset Manager
<b>Purpose</b>	To present an update on the Public Toilets Service and to receive comments and feedback on the contents.

## 1. Background

- 1.1 Since the Covid emergency, we have seen a significant increase in the use of the County's public toilets. Many of our sites are part of the former municipal stock that have not been designed to cope with the high number of users, equality needs along with expectations of a modern asset.
- 1.2 Options within this report are offered to address the concerns that have arisen and also the financial challenges faced by the Service.
- 1.3 The Welsh Government agreed to adopt the Public Health (Wales) Bill back in 2017. The overall aim of this legislation was to ensure that all local authorities in Wales assessed the needs of their communities with regard to public toilet provision.
- 1.4 In accordance with these responsibilities, the 'Gwynedd Local Toilets' Strategy was formed in May 2019 (See Appendix 1). It is timely to review the current Strategy assessing its suitability and relevance to the needs of the Council and the needs of our communities.
- 1.5 It is over 4 years since the current Public Toilet strategy was adopted. The main changes since the strategy was published are our Community and Town Council Partnerships Scheme, door payment scheme, an increase in maintenance costs and the new requirements for the provision of our facilities.
- 1.6 In accordance with the Strategy's pledges, an interim progress report will need to be submitted to the Cabinet before November 2024. The options presented as part of this report will be an important element of the future Strategy.
- 1.7 Back in 2017, following the Her Gwynedd exercise, and to achieve a £244,000 cut in the service, the Community and Town Council Partnership Scheme was implemented in order to keep the majority of the County's public toilets open.
- 1.8 The Council has 61 public toilets within the County, in terms of numbers, we have the highest provision in Wales managed by a Local Authority. See Appendix 2 for a list of all public toilets, their locations, if it is a toilet that is open all year, or one that is seasonal and if there is a fee-charging provision for admission.



- 1.9 Since the establishment of the Partnerships Scheme, agreements have been established with the Community and Town Councils to reflect their commitment to the Scheme. However, at the time, a reference to include inflation within the annual fee was not reflected in the agreement. It is the intention of the Service to include inflation on the annual fee from now on.
- 2.0 Back in 2010, a door payment regime was introduced within 5 public toilets in Gwynedd. The current fee for toilet access is 20 pence and the toilets with the door payment provision are listed below:
- Caernarfon x2
  - Dolgellau
  - Porthmadog
  - Pwllheli
- 2.1 Appendix 3 highlights the costs of running the payment doors, income from the doors, their target income and actual income.
- 2.2 There are a number of problems in relation to these doors, namely:
- The machines have come to the end of their lifespan, and it is not possible to order parts for repairs
  - The Service is facing incidents of recurrent vandalism which disrupts the door payment procedure
  - The cost of collecting the cash is high and the fee cannot be paid in any other way within the current regime.
- 2.3 Accordingly, the following options are being considered:

Option	Description
1	Abolish the charging provision altogether from the current 5 toilet highlighted.
2	Continue with the payment doors within the current 5 public toilets and change the payment doors to a technology of machines that accept contactless payments and cash.
3	Expand the provision of an entrance fee payment.

- 2.4 Improve the image of the asset and meet consumer expectations - It is also important to note that our public facilities contribute towards the goal of the Well-being of Future Generations (Wales) Act 2015 - 'Clean and Tidy Communities' which focuses on creating attractive, viable and safe communities.
- 2.5 The condition of our public toilets, the substructure and the infrastructure of coastal tourist destinations has been recorded as a top strategic priority and county investment in the consultations held by the Authority in 2021/22 with community and business leaders formulating the priorities of Gwynedd and Snowdonia sustainable visitor strategy 2035 and Gwynedd Council's Regeneration Plan 2035.

- 2.6 In order to improve the condition of our toilets, the Service has taken advantage of previous grant opportunities e.g. (this year we were successful in receiving £135,860 through the 'Pethau Pwysig' fund to upgrade 4 toilets in Gwynedd.)
- 2.7 However, given the need to address public expectations and improving the stock image of 61 toilets, the Service will submit a capital bid, to seek improvements to the stock of public toilets.
- 2.8 If the bid is successful, we are confident that we could introduce improvements to the assets and meet user expectations.

The type of improvements we would introduce are shown below:

- Provision of sanitary bins in women's and men's toilets in accordance with equality requirements
  - Insert new LED energy-efficient lighting
  - Improve provision of washing and drying facilities
  - Provide new toilet seats
  - Raising the internal standard of the site by introducing anti-slip floor tiles
  - Installation of solar panels
- 2.9 Upon receiving feedback from the Scrutiny Committee, the Service will implement an Improvement Plan with the intention of presenting to the Cabinet in the new year.



**Gwynedd Council**

**Local Toilet Strategy**

**May 2019**



## **1. Background**

The Welsh Government agreed the adoption of the Public Health (Wales) Bill in May 2017. This Act brings together a range of practical actions for improving and protecting health. Part 8 of the Act introduces provision of toilets and specifically local toilet strategies. In terms of public conveniences the overall aim of the legislation is to ensure that all local authorities assess the needs of its community in relation to the provision of public conveniences and that it takes a strategic and transparent approach to best meet that need.

The intended effect of Part 8 is not to prevent local authorities from taking decisions which they need to take during the course of their activities, which may include decisions to close a traditional public toilet or building when appropriate to do so. Instead, the intended effect is to improve the planning of provision so that any such decisions are taken within the overall context of meeting their communities' identified needs. A strategic approach will also help to mitigate any negative impacts of changes to provision.

Local authorities in Wales now have the responsibility to:

- Assess the need for toilet provision for their communities;
- Plan to meet those needs;
- Produce a local toilets strategy; and
- Review the strategy, update and publicise revisions.

Gwynedd Council as such in line with these recommendations will set out to address the needs of the community and improving the standards of public conveniences under the local authority's control.

## **2. Introduction**

Our objective in this strategy is to ensure that we continue to meet the needs of the people of Gwynedd despite the fact that the Council's resources are becoming scarcer. The emphasis in this strategy will be to ensure that Gwynedd has adequate provision for the future and we are able to work closely with our stakeholders to provide alternative delivery models in order to achieve this.

This strategy is also being prepared in a period of financial hardship therefore, that context has to be considered. The provision of public conveniences provides infrastructure necessary to facilitate the enjoyment of areas within Gwynedd by residents and visitors. They can make a significant impact upon the comfort of individuals and families who visit public spaces within the area and their perception of Gwynedd as a desirable place to visit.

Access to toilet facilities is important to all part of our population and not just older people. Lack of public toilets is commonly given as a reason that older people become socially isolated and loneliness can set it. However, many people (including younger people, families and people of all ages with a disability or health condition) require access to toilet facilities and a lack of provision can often lead to them also limiting their social contact with others.

Although the Public Health (Wales) Bill focuses on the 'Provision of Toilets', currently a local authority provision of public conveniences is not a statutory duty.

Increasingly the Council faces challenges to maintain standards of toilet provision, maintenance and cleaning due to limited funding and pressure on resources and yet Gwynedd still has the second highest number of council maintained toilets in Wales.

### **3. The aims of this strategy**

The aim of this strategy is to meet the needs of the residents and visitors to Gwynedd by providing:-

- Provision of clean, safe, appropriately maintained facilities;
- Maximise availability of toilets through Council partnership and other provision;
- Publicise and promote toilet provision information through webpages and other media;
- Ensuring public awareness of toilet location, through good direction signage and individual facility information signs;
- Assess the availability and distribution of facilities based upon demand;
- Sustainable provision within the budget available;

#### **4. How has this strategy been developed?**

This strategy incorporates feedback following a public consultation exercise undertaken during November and December 2018. The consultation was designed to assess the needs of residents and people visiting or working within Gwynedd. The responses received have been used to inform the content of the draft strategy.

This strategy also fits into other Council priorities and services and contributes to our vision as a Council to support all the people of Gwynedd to thrive and live full lives in their community, in a county which is one of the best counties to live in.

In developing this strategy the Council must fully consider the Well-being of Future Generations (Wales) Act 2015. The aim of the Act is about improving the social, economic, environmental and cultural well-being of Wales. It makes local authorities think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. The Act also puts in place a 'sustainable development principle' which tells organisations how to go about meeting their duty under the Act, this means that Gwynedd Council have to act in a more sustainable way.

The Local Toilet Strategy incorporates the five ways of working which Gwynedd Council must follow in order to ensure we develop a sustainable strategy:

- Consider the importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs;
- Taking an integrated approach;
- Working with others in order to find sustainable solutions;
- Involving people in decisions that will affect them; and
- Acting to prevent problems occurring or getting worse.

#### **5. Reviewing the Strategy**

Gwynedd Council will prepare an interim progress report setting out the steps taken in line with their strategy every two years commencing from the date of the last published strategy. An interim progress report will be published within six months of the end date of the two year period. Therefore, following publication in May 2019, the review will take place before the end of May 2021 and published before the end of November 2021.

## **6. Gwynedd Council Provision**

Gwynedd has a mixture of toilet provision. We currently provide 63 traditional public toilets operated by the Council, as well as 35 community toilet facilities. A large part of the county is also part of the Snowdonia National Park which also provides toilet facilities.

Attached in Appendix 1 is a list of current provision within Gwynedd.

## **7. What is Gwynedd currently doing?**

### **The Town and Community Council Partnership Scheme**

Following the Gwynedd Challenge Engagement Exercise in 2016, the Cabinet revised its decision to achieve the £244,000 service cuts by agreeing to implement a proposed Partnership Scheme with Town and Community Councils in order to keep the majority of the County's existing toilets open for the future.

This scheme was developed as an alternative to the decision taken to close up to 50 toilets as part of the regime of cuts. We consulted with all the Town and Community Councils within Gwynedd to ascertain whether or not there would be sufficient interest in working in partnership in order to keep the toilets open. The Partnership Scheme works by the Town and Community Councils contributing towards the running costs of the toilets on an annual or seasonal basis.

Up to 63 toilets have now been kept open with the assistance of the local Town and Community Councils and others.

### **Working with Others**

Where it has not been possible for the Town and Community Councils to contribute financially in order to keep the facilities open within their areas, the Council has sought to work with others, i.e. third sector partners, private businesses and local community groups in order to keep the provision open within their local areas.

For example in Fairbourne a local community group has been established and work is ongoing but other communities have also declared an interest in developing this way of working further.

## Fairbourne Case Study

The coastal village of Fairbourne faced losing their toilet provision. The Council took every opportunity to speak to residents and the community council with regard to the financial challenge faced in order to keep the provision open. Public meetings were held to listen to the communities concerns and seek their views.

As a result, a group of residents came together and formed the Fairbourne Amenities Trust. By working with the Trust we had the opportunity to find a long term solution to ensure the future toilet provision for the village. A pilot scheme was developed which meant that the Trust has taken responsibility for the toilets. To ensure that we can support the group to succeed in this venture, it was decided that the Council would keep responsibility for the building in the short term. This was to ensure that we could support the group so that they have the resilience to provide the service.

It has been a positive experience for the Council in terms of working with others in order to have a sustainable outcome. In terms of planning for the long term, the Council have agreed to transfer the assets on a lease to the Trust from February 2019, with a continuous system for review in place.

### **Community toilet grant scheme**

The Public Toilets Grant Scheme is funded and managed by Gwynedd Council. This Scheme allows members of the general public to use toilet facilities in a range of approved local establishments during their opening hours. The facilities are made available free of charge and without any expectation that users will purchase goods or services whilst on the premises. Participating premises will be required to keep their toilets safe, clean, accessible and well-stocked. The maximum grant is £500 per location per year. We have currently 35 premises across Gwynedd participating in the scheme and a current waiting list.

The service provider must display at least one sign provided by Gwynedd Council on their window(s) or door(s) to show that there are members of the scheme in order to inform the public of their right to use their toilets. We have received some feedback that in general the public are not aware of the scheme.

### **Improving Facilities through Grant Funding**

To date we have been successful in attracting up to £300,000 in grant funding to carry out improvement work on some public conveniences. Funding from the Tourism Amenity Investment Support Grant will pay for improvement work at three public toilets in Bethesda, Y Bala and Beddgelert.



Furthermore, funding has also been secured from the Rural Community Development Fund to upgrade the facilities and improve energy efficiency at the toilets at Penllyn, Caernarfon; Marian y De, Pwllheli; Queen's, Harlech; the Quay, Barmouth and Ganllwyd. This work will be carried out during 2019/20.

We will aim to seek ways of attracting further grants and work with others to attract grant funding in order to improve the standard and sustainability of the facilities.

## **Changing Places**

Standard accessible toilets do not meet the needs of all people with a disability. People with profound and multiple learning disabilities, as well people with other physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis often need extra equipment and space to allow them to use the toilets safely and comfortably. These needs are met by Changing Places toilets. Here in Gwynedd the first changing place facility has recently opened in the newly refurbished Ffestiniog and Welsh Highland Railway Station in Caernarfon.

## **Mapping Locations**

This is an important part of our strategy so that people who need to visit a toilet can easily access information about the location, opening times, accessibility and type of facilities available.



The Welsh Government have developed this logo so that residents and visitors will readily recognise it wherever they are in Wales and have recommended that local authorities incorporate the logo as part of their awareness raising of toilets for public use.

One of the other requirements of this strategy is to prepare a dataset to a given specification and make it available as open data on our website. Once we have identified the toilets that will be publicised as available for use by the general public, the dataset will be consumed by the Welsh Government system and joined to other local authority datasets to produce a national toilets dataset for the Lle map. Lle is a geo-portal that serves as a hub for data and information covering a wide spectrum of topics, but primarily around the environment. Lle

will generate all-Wales maps based on the datasets provided that can be configured to focus on either the national picture, or on more local areas. The data will be available in Welsh and English and available as an open data service accessible to everyone. The link to the Lle portal:

<http://lle.gov.wales/home>

The Council will annually review and update the Welsh Government “Lle” data to allow access to up to date information for residents and visitors.

## **8. What did we learn from conducting the Assessment of Need?**

Gwynedd Council conducted an assessment of need to ensure that as many people as possible could engage in the process. This was achieved by coordinating quantitative information that already exists and we consulted with as many organisations and stakeholders as possible that we knew with an interest in the toilet provision.

Gwynedd Council has conducted an assessment of needs via:

- Public Toilets Questionnaire:
- Consultation 'Which services are important to you?'
- Equality Characteristics Groups
- Feedback from Town and Community Councils
- Gwynedd Profile
- Equality Assessment

### **Gwynedd Profile**

#### **Population Needs**

According to the ONS Population estimates, the population of Gwynedd is 123,742. 23,410 of the population are under 18 years old and 27,971 are 65 or older. 61,335 of the population were men and 62,407 were women.

The ONS also provides population projections. These projections estimate an increase of around 10,000 people in Gwynedd over the next 20 years. However, we do not expect this increase to be consistent across age groups. We expect to see an increase in the population aged 0-15 of 5.6%, a reduction of 7.4% in the population aged 40-64 and an increase of 59.3% in the population aged 80 and over. This indicates a huge increase in the most vulnerable groups in our society - young people and older people.

## Health Needs

The life expectancy of males in Gwynedd is 78.8 years, whilst female life expectancy is 83.1 years.

According to the Welsh Government Daffodil figures, 17,171 Gwynedd residents aged 18 years and over have a limiting long-term illness. Over 4,500 Gwynedd residents have bladder problems.

According to the Crohn's & Colitis UK charity at least 300,000 people in the UK have Crohn's Disease or Ulcerative Colitis, known as Inflammatory Bowel Disease (IBD).

According to the response of Crohn's & Colitis UK to the Public Health Act (Wales), 96% of those who responded to their own survey stated that every local authority in Wales should have a duty to produce and publish a local toilets strategy. 40% stated that they supported this due to their urgent and regular need to use a toilet.

## Public Toilets Questionnaire

The Public Toilets Questionnaire was launched by the Council in order to ascertain information to help us draw a picture of community needs and to assist with preparing a Local Toilets Strategy.

There was an opportunity for residents and organisations to participate:

- On-line by visiting the website at [www.gwynedd.llyw.cymru/consultations](http://www.gwynedd.llyw.cymru/consultations)
- A paper questionnaire available through Siop Gwynedd, the Council's libraries and leisure centres
- Send a letter or e-mail with feedback or comments

A wide range of methods were used to promote and raise awareness of the opportunities to participate in the survey, including:

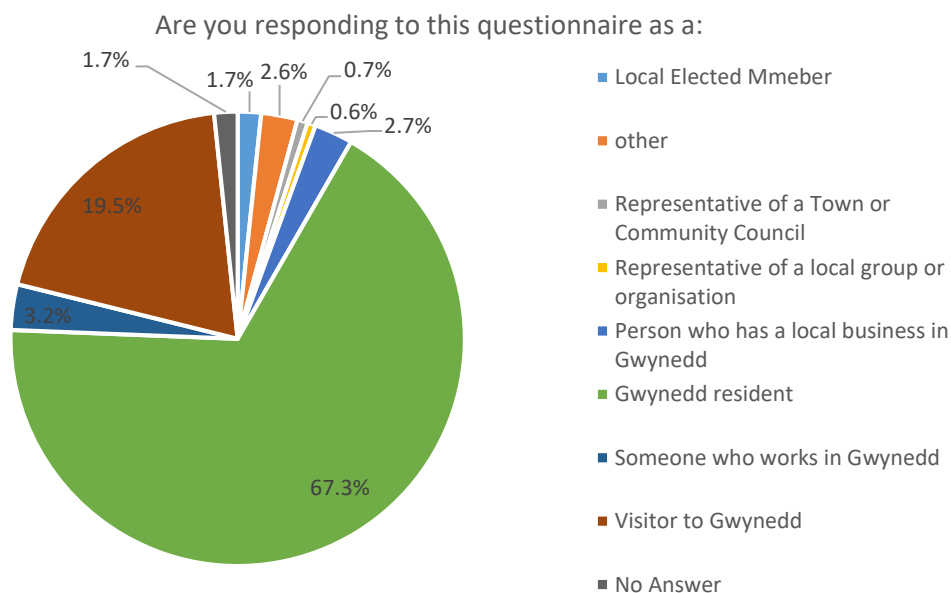
- press releases used as a basis for articles in the local and regional newspapers (Daily Post, Herald, Bangor Mail, Cambrian News, Y Cyfnod, Chronicle, and a number of the county's Papurau Bro);
- a proactive campaign on social media that included a regular series of messages promoted through the Council's Twitter, Facebook accounts and via several partners;
- publishing an article in the newsletter 'Rhaeadr' for Gwynedd Council elected members
- circulating details of the consultation to a number of bodies, characteristic groups and difficult to reach groups, to share with their members, including members of:
  - Gwynedd Third Sector Liaison Group;

- Town and Community Councils;
- Gwynedd and Anglesey Public Services Board;
- Young Farmers;
- Bangor University Students Union;
- Yr Urdd;
- Age Cymru Gwynedd and Anglesey;
- arts organisations;
- environmental organisation
- Gwynedd Equality Core Group
- Young people including LGBT+ young people (GISDA),
- Disabled people, Menter Fachwen
- Gwynedd Older People’s Council
- Gwynedd business sector representatives e.g.  
<http://www.gwyneddbusnes.net/html/singleton/228/cy-GB>

See the full responses to the questionnaire in **Appendix 2**

### Who completed the Public Toilets Questionnaire?

1,202 responses were received. The majority of the responders were Gwynedd residents (67.3%) and visitors to Gwynedd (19.5%).



The majority of the responders (47.7%) were in the 45-64 age group. Less than 4% of responses were from the under 25 age group. This is low in comparison with the 21.6% of population in Gwynedd that are under 25 years old.

Of the individuals who completed the questionnaire there were:

<b>Gender</b>	<b>Number</b>	<b>Percentage</b>
Female	755	62.8%
Male	380	31.6%
I prefer not to say	34	2.8%
Not answered	23	1.9%
Other	10	0.8%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

The following table shows the number and percentage of respondents who noted that they considered themselves as having a disability under Section 6 (1) of the Equality Act 2010. 100 individuals chose not to answer the question or chose the 'prefer not to say' option. Although it is not possible to make a direct comparison, according to the 2011 Census 9.7% of the Gwynedd residents declared that they had a condition that "severely limits their day to day activities" that compares with 9% of the questionnaire respondents who noted that they considered themselves disabled.

<b>Do you consider yourself a disabled person?</b>	<b>Number</b>	<b>Percentage</b>
No	994	82.7%
Yes	108	9.0%
I prefer not to say	82	6.8%
Not answered	18	1.5%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

## **Main Messages**

### **How often are public toilets used?**

For the questionnaire, 'public toilets' are defined as public toilets and toilets that are part of the community toilets grant scheme e.g. in cafes or shops. It is obvious from the questionnaire that the provision is important to responders in general, with 54.4% stating that they use them daily or weekly. However, 8.9% of those under 25 stated that they 'Never' use public toilets compared with 2.3% in general. In addition, 13.3% of those under 25 stated that they used the toilets 'Daily' compared with 17.3% in general.

### **Are the opening hours suitable?**

70.6% stated that the opening hours of the provision were suitable, however, there were clear messages in the comments that seasonal provision was unpopular especially in rural locations. Many of the observations referred to the need to extend opening hours, and noted that many close too early in the evening or do not open early enough in the morning.

38% of those who stated that they had a disability under section 6 (1) of the Equality Act 2010, noted that public toilets opening hours were not suitable for them, compared with 26% in general.

### **Are the facilities suitable for baby/children changing?**

73.6% noted that the facilities were not suitable for baby/children changing. Many of the comments noted that there were insufficient changing units available and those that exist need to be modernised.

### **Are the facilities accessible?**

16.7% of those who stated they had a disability under section 6 (1) of the Equality Act 2010, said that the facilities are not accessible to them, compared with 6.7% in general.

### **Was there any equality characteristic that specifically had an impact on the suitability of the toilets?**

It can be seen from the table that the three equality characteristics that have an impact on the suitability of the toilets are Disability, Age and Gender.

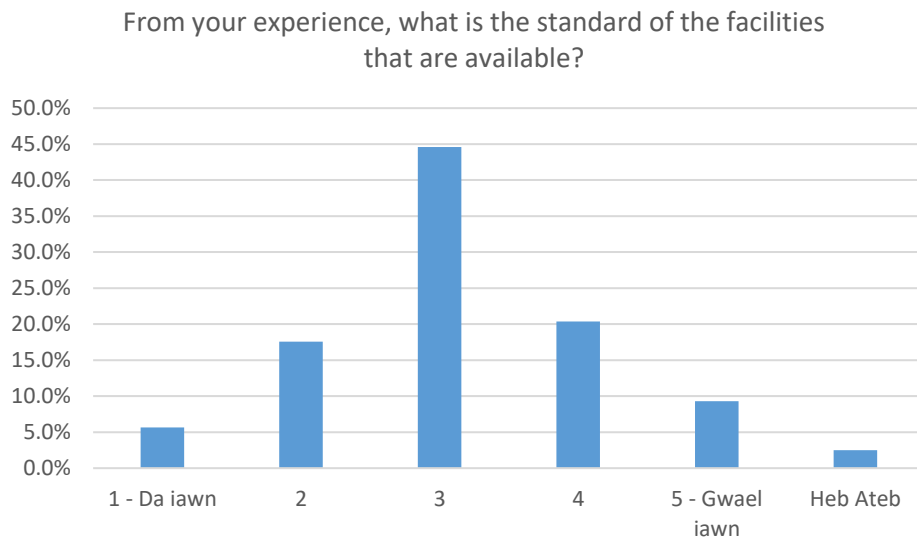
	<b>Number of responses</b>	<b>%</b>
Disability	124	10.3%
Age	119	9.9%
Gender	77	6.4%
Pregnancy / Maternity	22	1.8%
Sexual Orientation	9	0.7%
Transgender	8	0.7%
Religion	7	0.6%
Race	3	0.2%

\*They could choose more than one response.

Comments were received stating that the facilities were unsuitable for residents with disabilities and a specific medical condition e.g. bowel/bladder condition.

### What are the standard of the facilities that are available?

Generally, 44.6% noted a score of 3 for the standard of the facilities. 29.4% gave a score of 4 or 5, namely Poor/Very Poor.



### What is good about the public toilets provision?

26.5% of the comments noted that the availability of facilities was good, and 9.9% noted that they were in good locations. Many of the observations noted that the toilets were essential for different people:

- Gwynedd residents (6.6%),
- Visitors (4.6%),
- Families and children (3.0%)
- with a specific health condition (2.1%)
- elderly (1.3%)

See full responses in Appendix 2.

## What can be improved in terms of the public toilets provision?

The main comment regarding what can be improved in terms of the provision was the hygiene of the facilities. 24.1% of the comments noted - ensuring a supply of suitable toiletries, need to improve or modernise the facilities and better lighting.

16.1% of the comments noted the need to increase or protect the number of public toilets that are open. 12.5% of the observations stated that the opening and closing hours and periods needed to be reviewed.

See full responses in Appendix 2

## Are people aware of any local businesses that are part of the community toilets grant scheme?

In Gwynedd there are 35 businesses and local organisations that are part of the Community Toilets Grant Scheme. This means that any member of the public can use their facilities. 76.9% of those who answered noted that they were not aware of any local businesses that are part of the scheme.

	Number	%
Not answered	38	3.2%
No	925	77.9%
Yes	239	19.9%
<b>Total</b>	<b>1202</b>	<b>100.0%</b>

## How easy is it to find a public toilet when needed?

36.5% stated that it was 'Difficult' or 'Very difficult' to find a public toilet and only 19.7% stated that it was 'Easy' or 'Very easy'. The remainder stated that they were 'Not easy or difficult' or did not answer the question.

78.5% of the respondents noted that they like to find where the nearest public toilets are by using signs.

## Consultation 'Which services are important to you?'

Gwynedd Council conducted the 'Which services are important to you?' consultation in October 2018. The purpose of the consultation was to explain the financial position facing the Council to the residents and organisations of Gwynedd; In addition to offering an opportunity



for residents and organisations in Gwynedd to have their say on which services provided by the Council are most important to them.

Over 2,400 were consulted and generally across the county public toilets were not a high priority (ranked 44 out of 59). However, public toilets were in 11th position (out of 59) with people over 65 years old and 25th (of 59) for people with disabilities.

The Tywyn area included 'Public toilets' (5th position) in their top ten priorities. 'Public Toilets' are placed much higher (ranked 20th or higher) than the results for the whole of Gwynedd.

In terms of the 10 lowest ranking services out of 59, there are some differences in each local area compared to the whole of Gwynedd. The Bangor, Caernarfon and Dyffryn Nantlle areas ranked 'Public Toilets' amongst the lowest 10.

Public toilets were ranked 51st by the under 25 age group compared to the responses as a whole. To the contrary, they were ranked 11th by the responders over 65, which is a great deal higher (20 positions or higher) in terms of importance than the responses as a whole.

### **Self-advocacy Group**

The group noted that they needed to be looked after and they did not want to have to pay to use them, although they knew that this would help with costs.

### **Gwynedd Older People's Council**

Public toilets was one of the most important services for this group. The group noted that sufficient toilets were required in public places to enable older people to go out and travel with confidence.

### **Equality Core Group**

We consulted with a Core Equality Group that represents the following groups:

- Refugees Group;
- Cytûn;
- Meirionnydd Access Group;
- Gwynedd Older People's Council;
- Men's Sheds Caernarfon;
- Hunaniaith;
- Bangor Indians and Friends Association

- Unique Transgender Network;
- Council of Sign Sight Sound;
- North Wales Independent Advocacy Service;
- Victim Support Centre;
- Bangor Islamic Centre

The Group considered public toilets to be extremely important for older people, young families and the disabled. They preferred grants for local businesses but these need to be advertised more, and expand their number and this would allow better facilities and more suitable changing places for people with additional needs. The Group noted that it was right for people to pay for using the facilities.

### **LGBT Group + GISDA**

LGBT Group and GISDA were consulted. Some noted that the Council needs to provide gender neutral toilets and the facilities were currently unsuitable, dirty and closed too early.

### **Town and Community Councils**

By working in partnership with Town and Community Councils the Council receives information about the needs of their communities. The Council has received observations that facilities in some of the communities are in a poor state and need to be upgraded. Other observations note that the opening hours need to be extended and that the provision should be available all year round.

### **Tourism**

In the Public Toilets Questionnaire, tourism organisations noted that toilets were essential for visitors and they needed to be open throughout the year. The tourism sector is very important to Gwynedd. The STEAM report indicates that over 7.25 million tourists visited Gwynedd in 2017, a number that has increased annually since 2012.

## **9. What will we be doing?**

Recognising that there are no quick fixes and that austerity measures mean that the Council will continue to face financial pressures the Council is committed to the following to mitigate the gaps between what toilet provision is available and identified need:

### **Provision of clean, safe and appropriately maintained facilities**

The Council will review its cleansing operations and standards on a periodic basis to ensure the most efficient and effective provision within allocated resources and will also review the opening hours of facilities in key locations. It will also conduct an audit of the baby changing facilities available and strive to increase the availability where possible and practicable. The Council will continue to engage with Police, Community Safety and residents, community groups and others to ensure that the facilities are as safe as possible.

### **Maximise availability of toilets through partnership and other provision**

Continue to work with communities to maintain the current partnership scheme and continue to work with local businesses to better promote the use of their toilet facilities under the Community Grant Scheme especially in areas where they may be a gap in provision. We will do this by:

- Website and social media
- Improved signage for the businesses which will include the logo stipulated by the Welsh Government
- List of premises on tourism sites

### **Publicise and promote toilet provision information through webpages and other media**

Mapping locations is an important part of our Strategy. We want people who need to visit a toilet to easily be able to access information about the location, opening times, accessibility and type of facilities available. We warmly welcome a decision by Welsh Government to create, with the support of local authorities, an online map of all existing toilet facilities available for public use in Wales. This map will not only help people to find local toilets but also take the stress out of planning journeys further afield. The Council will be providing up-to-date information to ensure all toilets in Gwynedd are included in this national map.

We also will provide a direct link to the national map on our website, when it is made available. The link to the Lle portal that will host the map, is: <http://lle.gov.wales/home>

We will regularly review the facilities that have been included at least every two years, in line with our progress reports and Strategy review periods, as detailed below. If we hear of changes to the availability of facilities, such as closures or changes to opening times, or indeed new businesses allowing use, we will update the information in a timely manner rather than waiting until the review date.

### **Ensuring public awareness of toilet location, through good direction signage and individual facility information signs**

The toilet logo sticker will be displayed by those business currently operating under the community grant scheme and on relevant Council buildings that have been mapped. Consideration will also be given to improving the physical signposts to direct the public to available toilets in key locations such as transportation hubs within the County.

### **Assess the availability and distribution of facilities based upon demand**

Ideally, the distribution of resources and facilities within Gwynedd should be arranged to deal effectively with the profile of demand. The periodic review of the Strategy can focus on the profile of demand to identify changes that could maximise effectiveness of the service provided.

### **Sustainable provision within the budget available**

The Council is committed to sustainability through its carbon management plan and within its operations which include the provision of toilet facilities. Through the grant funding we have received to date we have ensured and will continue to ensure environmental considerations when facilities are improved or refurbished for example the recent refurbished facilities we have improved the lighting in these facilities through installing LED lighting.

## 10. Review, Reporting and Revision

The Act requires local authorities to undertake regular reviews of the local Strategy and provide progress reports. These should be done on a two year cycle, except where there is a general local authority election in which case the review should be carried out within one year of the election and either the Strategy redrafted or, an interim progress report provided.

Timescales for our planned review and reporting cycle is set out in the table below:

Statutory review & interim progress report for period 30 <sup>th</sup> May 2019 to 30 <sup>th</sup> May 2021.	June to October 2021
Secure Cabinet approval	October & November 2021
Publish interim progress report on website	30 <sup>th</sup> November 2021
Review within one year of local authority election (5 <sup>th</sup> May 2022).	By 4 <sup>th</sup> May 2023
If changes to the Strategy republish the fully approved document.	By 3 <sup>rd</sup> November 2023
If no changes to the Strategy, prepare an interim progress report for 22 <sup>nd</sup> November 2022 to 22 <sup>nd</sup> November 2024.	December 2024 to April 2025
Secure Cabinet approval	April / May 2025
Publish interim progress report on website	By 22 <sup>nd</sup> May 2025
Repeat this review process and production of interim progress statements every 2 years or within one year of a local authority election	

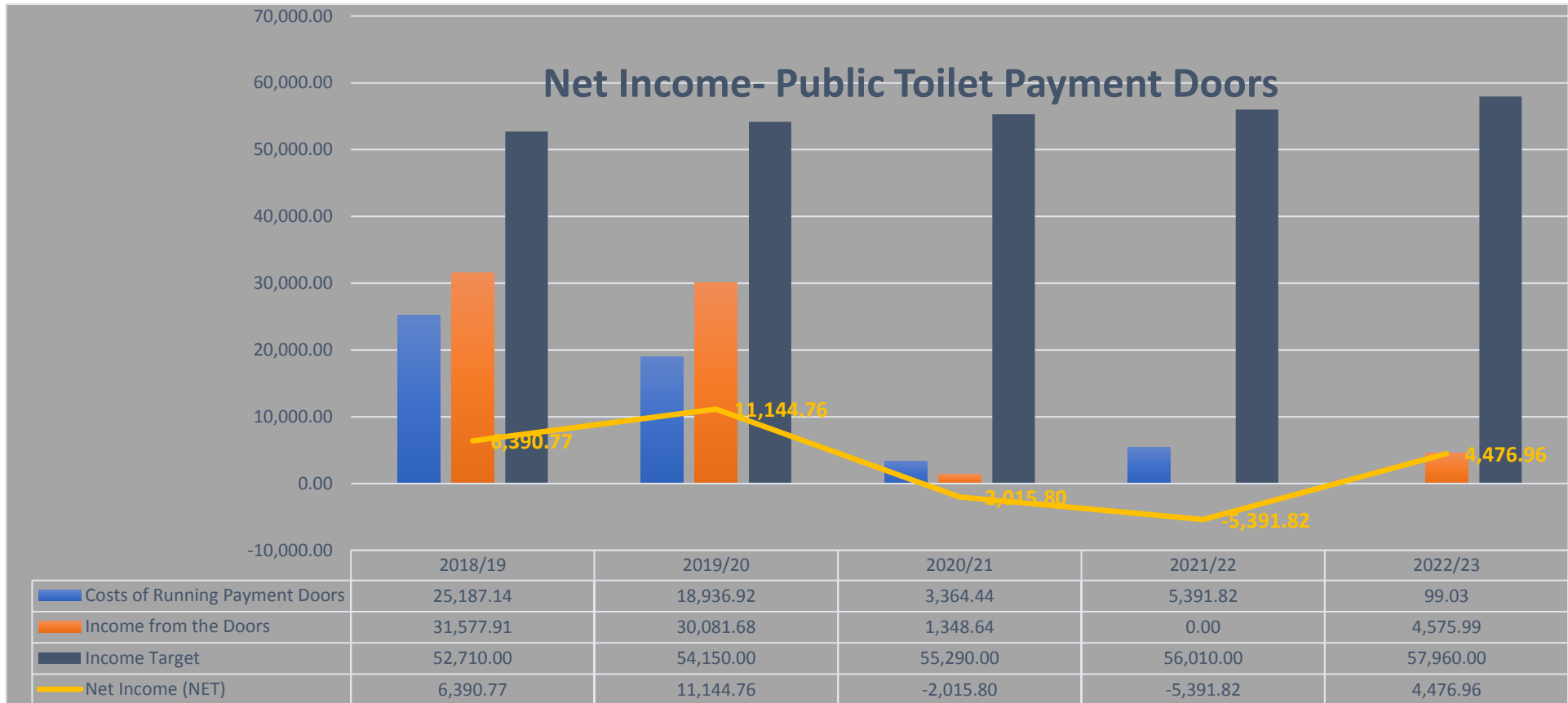
## 11. Next Steps

We have consulted on the draft strategy and have updated the content in respect of the progress that has been made with the national mapping of local toilet facilities. We have also incorporated the recommendations made by the Communities Scrutiny Committee and the responses to the public consultation to inform this final strategy.

**Authors:** Amanda Murray – Project Manager, Highways and Municipal  
Bethan Roberts – Community Councils and Community Groups Co-Ordinator



Toilet	Location	Open	Provision for disabled RADAR	Pay to enter 20p	
<b>ARFON Area</b>					
Bangor	Glanrafon	Open all Year	✓		1
Bangor	Tanyfynwent	Open all Year	✓		2
Bangor	Y Pier	Open all Year			3
Bethesda	Stryd Fawr	Open all Year			4
Caernarfon	Allt y Castell	Open all Year	✓		5
Caernarfon	Empire	Open all Year	✓	✓	6
Caernarfon	Penllyn	Open all Year	✓	✓	7
Dinas Dinlle	Marine	Open all Year	✓		8
Felinheli	Ffordd y Traeth	Open all Year	✓		9
Llanberis	Ger y Llyn	Open all Year	✓		10
Llanberis	Maes Padarn	Open all Year	✓		11
Llanberis	Y Glyn	Open all Year	✓		12
<b>DWYFOR Area</b>					
Aberdaron	Traeth	Seasonal	✓		1
Abersoch	Ger y bont	Open all Year	✓		2
Abersoch	Golff	Seasonal	✓		3
Abersoch	Machroes	Seasonal	✓		4
Beddgelert		Open all Year			5
Borth y Gest	Maes Parcio	Open all Year			6
Criccieth	Esplanade	Seasonal	✓		7
Criccieth	Maes Parcio	Open all Year	✓		8
Llanbedrog	Traeth	Seasonal			9
Llanystumdwy		Seasonal			10
Morfa Bychan	Traeth	Seasonal	✓		11
Morfa Bychan	Gwydryn	Seasonal			12
Morfa Nefyn	Cae Coch	Open all Year			13
Morfa Nefyn	Traeth	Seasonal			14
Mynytho		Seasonal	✓		15
Nefyn	Cefn Twr	Open all Year	✓		16
Nefyn	Lon Gam	Seasonal			17
Porthmadog	Y Parc	Open all Year	✓	✓	18
Pwllheli	South Beach	Open all Year	✓		19
Pwllheli	Stryd Penlan	Open all Year	✓		20
Pwllheli	Y Maes	Open all Year	✓	✓	21
Trefor	Traeth	Open all Year			22
<b>MEIRIONNYDD Area</b>					
Aberdyfi	Neuadd Dyfi	Open all Year			1
Aberdyfi	Y Cei	Open all Year	✓		2
Abergynolwyn		Seasonal			3
Abermaw	Llys Cambrian	Open all Year	✓		4
Abermaw	Promenad y Gogledd	Seasonal	✓		5
Abermaw	Y Cei	Open all Year	✓		6
Bala	Plase	Open all Year	✓		7
Bala	Y Grin	Open all Year	✓		8
Blaenau Ffestiniog	Diffwys	Open all Year	✓		9
Bryncrug		Seasonal			10
Corris Isaf		Open all Year			11
Dinas Mawddwy		Open all Year			12
Dolgellau	Maes Parcio'r Marian	Open all Year	✓	✓	13
Ganllwyd		Open all Year			14
Harlech	Bron y Graig	Open all Year	✓		15
Harlech	Min y Don	Seasonal			16
Harlech	Queen's	Open all Year			17
Llanbedr		Open all Year			18
Llandanwg		Open all Year	✓		19
Llwyngwrl		Seasonal			20
Maentwrog		Open all Year	✓		21
Pennal		Open all Year			22
Penrhyndeudraeth	Maes Parcio	Open all Year	✓		23
Talybont	Pentre	Open all Year			24
Trawsfynydd		Open all Year	✓		25
Tywyn	Maes Adloniant	Open all Year	✓		26
Tywyn	Sinema	Open all Year	✓		27



***As you can see from the figures from 2020 onwards the running costs of the doors reduced significantly. The reason for this is because we reduced the frequency of payment/cash collections. The figure for running the payment doors in 2022/23 was very low (£99.03) as the doors were broken. Income for this year of £4,676 was cash that had collected over time in the faulty doors.***



# Agenda Item 8

<b>MEETING</b>	COMMUNITIES SCRUTINY COMMITTEE
<b>DATE</b>	5 October 2023
<b>TITLE</b>	Communities Scrutiny Committee Forward Programme 2023/24
<b>PURPOSE OF THE REPORT</b>	To adopt an amended work programme
<b>AUTHOR</b>	Bethan Adams, Scrutiny Advisor

1. The Committee's Forward Programme for 2023/24 was adopted at the Committee's meeting on 13 July 2023.
2. The item 'Governance Structure and Delivery Arrangements of the Gwynedd and Anglesey Public Services Board' was programmed to be discussed at this meeting. Unfortunately, it was not possible for the Committee to consider it at this meeting because it was premature. The Public Services Board is in the process of preparing a short-term, medium-term, and long-term Delivery Plan for the new Well-being Plan.
3. Confirmation has been received from the Gwynedd and Anglesey Public Services Board Programme Manager that it would be timely to submit a report to the next meeting of the Committee on 30 November 2023. The delivery plan will be in place, and it would be an opportunity for Committee members to feed into the process of reviewing the governance arrangements.
4. In addition, the Highways, Engineering and YGC (Gwynedd Consultancy) Department has indicated that one report will be submitted to the November meeting, namely 'Local Flood Strategy'. The Department is asked to ensure that the report addresses the issues identified when the 'Coastal Management' item was prioritised at the annual workshop.
5. See attached as an appendix to the report, an amended work programme for 2023/24.
6. **The Communities Scrutiny Committee is asked to adopt an amended work programme for 2023/24.**

## COMMUNITIES SCRUTINY COMMITTEE FORWARD PROGRAMME 2023/24

<b>13/07/2023</b>
<ul style="list-style-type: none"> <li>• Annual Report 2022/23 - Gwynedd and Anglesey Public Services Board</li> <li>• Developments in the Public Transport field</li> </ul>
<b>05/10/2023</b>
<ul style="list-style-type: none"> <li>• New Local Development Plan – The Delivery Agreement</li> <li>• Roll-out of public charge points for Electric Vehicles</li> <li>• Public Toilets</li> </ul>
<b>30/11/2023</b>
<ul style="list-style-type: none"> <li>• Climate and Nature Emergency Plan</li> <li>• Local Flood Strategy</li> <li>• Governance Structure and Delivery Arrangements of the Gwynedd and Anglesey Public Services Board</li> </ul>
<b>22/02/2024</b>
<ul style="list-style-type: none"> <li>• Annual Update by the Gwynedd and Anglesey Community Safety Partnership</li> <li>• Article 4 Direction – Public Consultation</li> <li>• Highways Maintenance Manual</li> <li>• Grass Cutting and Land Maintenance</li> </ul>
<b>18/04/2024</b>
<ul style="list-style-type: none"> <li>• Waste Collection and Recycling Services</li> <li>• Public Protection Service</li> <li>• Street Scene Service</li> </ul>