

AGENDA ITEM 2**RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL****CABINET****25 JUNE 2015****REPORT OF THE DIRECTOR OF REGENERATION AND PLANNING****Author: Simon Gale, Service Director Planning****RHONDDA CYNON TAF LOCAL DEVELOPMENT PLAN: DRAFT FLATS:
CONVERSION AND NEW BUILD SUPPLEMENTARY PLANNING GUIDANCE****1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to advise Cabinet of the consultation undertaken on the Draft Flats: Conversion and New build Supplementary Planning Guidance (SPG) and seek agreement to adopt the final version of the document.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that Cabinet:
- a) Note the outcome of the consultation.
 - b) Adopt the SPG for planning purposes.

3.0 BACKGROUND

- 3.1 Cabinet approved the draft Flats SPG for public consultation at its meeting on 16 December 2014 (Appendix 1).
- 3.2 Supplementary Planning Guidance (SPG) is non-statutory supporting information and advice that support the policies and proposals within the LDP. Supplementary Planning Guidance is a material consideration in determining planning applications and appeals
- 3.3 The Flats SPG recognises there is a growing demand for small, affordable and flexible accommodation to meet the changing housing needs of a wide variety of people. This has increased pressure for the development of new flats, including the conversion of existing buildings into flats and the subdivision of dwelling houses.
- 3.4 Flats also have a key role to play in meeting housing need within the Social Rented sector. This is especially through provision of smaller one bedroom

accommodation, of which there is a growing shortage across much of Rhondda Cynon Taf.

3.5 However, flats developments can also cause problems around parking provision, impact on neighbours, refuse storage and generally sub-standard levels of accommodation. These issues are often most acute when unsuitable properties, such as small terraced houses, are proposed to be sub-divided into flats.

3.6 Flats developments are often contentious at planning application stage and it is necessary to balance the benefits of meeting the needs for flats and bringing buildings back into use against the issues that often arise. The SPG is therefore aimed at providing advice to applicants and developers to ensure good applications for flats developments come forward and to assist officers and Members in making decisions on flats applications including making it easier to resist poor proposals.

4.0 CONSULTATION ON THE DRAFT FLATS SPG

4.1 Consultation on the SPG commenced in February 2015. Notification letters were sent to approximately 466 different contacts on the Council's LDP database. These included local and government consultation bodies, statutory consultation bodies, private sector organisations, community groups and landowners.

4.2 6 representations were received and the detail of the responses is set out in the consultation report at Appendix 2. There were no objections to the SPG; two of the responses specifically supported the SPG; and Network Rail and Glamorgan and Gwent Archaeological Trust provided standard planning advice.

4.3 None of the responses require any changes to the draft SPG and it is therefore recommended that the Flats Supplementary Planning Guidance be adopted.

5.0 LEGAL IMPLICATIONS

5.1 The SPG will be a material consideration in the determination of planning applications.

6.0 FINANCIAL IMPLICATIONS

6.1 The cost of producing the Flats: conversion and new build SPG can be met through the Divisional budget.

7.0 CONCLUSION

7.1 It is recommended that Cabinet adopt the SPG and that the operation of the *Flats: Conversion and New Build* SPG will commence with immediate effect.

APPENDIX 1

Supplementary Planning Guidance Development of Flats – Conversions and New Build July 2014

DRAFT

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1.0 Introduction

There is a growing demand for small, affordable and flexible accommodation to meet the changing housing needs of a wide variety of people. This has increased pressure for the development of new flats, including the conversion of existing buildings into flats and the subdivision of dwelling houses to meet this demand.

Flats also have a key role to play in meeting housing need within the Social Rented sector. This is especially through provision of smaller one bedroom accommodation, of which there is a severe and growing shortage across much of Rhondda Cynon Taf.

However, flats developments can also cause problems around parking provision, impact on neighbours, refuse storage and generally sub-standard levels of accommodation. These issues are often most acute when unsuitable properties, such as small terraced houses, are proposed to be sub-divided into flats.

This document provides Supplementary Planning Guidance (SPG) setting out a more detailed interpretation of the policies used to assess applications for development of flats, in order to ensure a consistent outcome for applicants and a high quality of development. The SPG will be a material consideration in the determination of planning applications and appeals.

The Council will generally support new development of flats which make a positive contribution to housing choice, result in

a sustainable form of development, and which is well designed.

However, the Council will resist proposals which create poor quality living accommodation, are in un sustainable locations with limited access to health care and community facilities, public transport and other transport links, (as defined in the LDP) or which have a detrimental impact on the existing built or natural environment or the amenity of neighbours. In particular the Council will resist proposals to convert small mid terraced properties into flats.

2.0 Planning Policy Context

Local Development Plan

The Local Development Plan sets out the policies that will be applied in Rhondda Cynon Taf. The most relevant policies in respect of flats conversions/development are:

Policy CS 1 - Development in the North - promotes the re-use of under used and previously developed buildings in the north of the County Borough (Rhondda and Cynon Valley areas). However, it also requires that high quality and affordable accommodation should be provided, that promotes diversity in the residential market.

Policy CS 2 - Development in the South - promotes the re-use of under used and previously developed buildings in the south of the County Borough (Taff Ely area).

Policy AW 4 - Planning Obligations- advises that planning obligations may be sought where necessary to make a development acceptable in site specific land use terms.

Policy AW 5 - Amenity - sets out the criteria for acceptable impacts in terms of amenity and accessibility in new developments.

Policy AW 6 – Design and Placemaking – requires development to involve a high quality design and to make a positive contribution to place making, including landscaping.

Policy AW 7 - Protection and Enhancement of the Built Environment – advises that development proposals which impact upon sites of architectural or historical merit will only be permitted where it can be demonstrated that the proposal would preserve or enhance the character and appearance of the site.

Policy AW 8 - Protection and Enhancement of the Natural Environment - requires development which may affect protected and priority species demonstrate what measures are proposed for the protection and management of the species and the mitigation and compensation of potential impacts.

Policy AW 10 - Environmental Protection and Public Health - does not permit development proposals where they would cause or result in a risk of unacceptable harm to health and/or local amenity, including flooding.

Policy NSA 13 - Rehabilitation / Conversion of Large Buildings - gives criteria for the above within the north of the County Borough.

Community Infrastructure Levy and Planning Obligations

Flats are considered to be individual residential units and in most circumstances will be liable to pay the Community Infrastructure Levy. They may also trigger site specific planning obligations. Please refer section 4 of the Planning Obligations SPG (20xx) for the likely requirements for residential developments.

3.0 Development of Flats

A flat is a separate and self-contained premises constructed or adapted for use for residential purposes and forming part of a building from some other part of which it is divided horizontally.

Developments which result in the creation of new flats may include the construction of new buildings, the conversion of non-residential buildings into flats, the subdivision of existing dwelling houses into 2 or more separate residential units or the creation of one flat or more within an existing building.

Development which results in the creation of new and additional residential units usually requires planning permission.

4.0 New Buildings

Proposed new buildings should have regard to the principles of good urban design. Site layout should have regard to the context and character of the surrounding area, in particular the relationship with the existing public realm, neighbouring buildings, and movement patterns in the surrounding area, existing site features and views into the site.

The scale, siting and orientation of new buildings should be appropriate to the surrounding built form and context. It may be appropriate for buildings in prominent locations to be larger

than surrounding existing buildings, particularly where they are well designed and have potential to be local landmarks.



New buildings should be considerate to their context in terms of siting, orientation, scale and character.

Where new flats form part of larger residential or mixed use developments, they should be located within the development where they would have the best access to new or existing local facilities. Opportunities for flats to provide larger buildings as local landmarks in key locations should also be considered.

The amount, arrangement, proportions and style of windows and other elevational treatments, including materials, should be appropriate to the scale and prominence of new buildings

and should have regard to the character and appearance of the surrounding area.

The impact on neighbouring properties in terms of loss of privacy, overlooking and over bearing impact will need to be carefully considered.

5.0 Conversion of existing buildings

Non-Residential Buildings

Development of flats may offer an opportunity for existing building stock, including buildings of value, to be retained and reused. Where the retention of existing buildings helps to support other planning objectives including regeneration and preserving the historic environment, the Council will take a pragmatic and flexible approach to assessing proposals.

Existing buildings may present significant constraints on achieving the general principles set out in section 6 below. Care should be taken to design the development in a manner which best addresses the points raised above. However, the Council may resist conversions where sites or buildings do not provide scope for a suitable quality of development.

Where buildings are of an attractive character, care should be taken to retain existing facade details and patterns of fenestration, or to make changes in a sympathetic manner which respect the appearance of the building. A balance should be sought between the benefits of making changes, for example relocating entrances to the front of the building, and the impact on any valued characteristics of the building.



Conversion of existing vacant buildings can contribute to the regeneration of settlements and the historic built environment

Where more significant alterations are required, care should be taken that the resulting building is of an attractive appearance which is appropriate to the surrounding context. Where buildings are extended, consideration will be given to whether the increased scale has any impact on the character of the surrounding area, or any impact on the amenity of neighbouring properties.

The conversion of flats in the northern strategy area will require evidence that there is no alternative economically viable use for the building in accordance with Policy NSA 13 of the LDP.

Subdivision of existing houses

The subdivision of existing houses is likely to be acceptable where a high quality of accommodation and amenity can be provided for residents.

However many smaller properties, and particularly in traditional terraced streets, will not be appropriate for subdivision. Consideration will be given to the nature of the resulting flats, and it is likely that permission will be refused where:

- A high standard of internal layout cannot be achieved.
- Habitable rooms would lack natural light, ventilation or a reasonable outlook.
- The occupants of the first floor flat would not have access to the rear garden or other external space for amenity, clothes drying, bin storage and / or cycle storage.
- It would exacerbate existing on street parking problems.
- Living rooms or kitchens would be located directly adjacent to upstairs bedrooms of neighbouring houses, unless mitigating measures can be provided.



Terraced houses are often not suitable for conversion to flats

6.0 General Principles

Sustainable Locations

The development of flats in sustainable locations has a range of potential benefits, providing residents with the opportunity to live close to existing services and facilities and access to a range of transport options.

Such development will be supported where residents would have access to a wide range of services, including public transport, and where development would contribute to the continued viability of existing services.

Development of flats in locations which would result in residents having limited access to services will be resisted.

Residents of flats are less likely to own cars than other household types, and special consideration should be given to ensuring that flats are not built in locations where such residents would be isolated. In addition, the creation of flats in locations where residents do not require a car is likely to contribute to the creation of more sustainable patterns of movement.

Proposed larger and higher density development of flats are likely to be supported in or close to town centres, where it contributes to regeneration objectives, or supports the re-use of buildings of historic or community value. In such cases applicants will be required to explain and demonstrate why the density is appropriate, and how design challenges associated with higher density developments have been overcome.

Quality of Accommodation

New flats should provide an acceptable quality of accommodation for residents. Poor quality accommodation can cause health, safety and welfare issues for occupants due to small, cramped accommodation, with lack of natural light and poor outlook.

Flats should be of a suitable size to provide space for the intended number of residents, and care should be given to ensuring that the internal layout is fit for purpose.

Habitable rooms should have a reasonable outlook and level of natural daylighting and ventilation. Flats are unlikely to be acceptable where they are located solely in basements, or where habitable rooms would only have rooflight windows.

The internal layout of flats should consider the relationships between the living rooms and bedrooms of adjoining flats or other neighbouring properties, in order to minimise noise and disturbance between neighbours.

Residents should be provided with access to either private or communal outdoor space, such as a balcony or garden, unless the possibility of this is restricted by other factors. Flats without outdoor space are more likely to be acceptable where high quality public open space is located close by.

Accessibility

Flats should be designed to ensure easy and safe access for all users.

Main entrance doors to individual flats or communal entrances should normally be located on the front of buildings, and should be easy to find and reach. Access through rear lanes or across car parks, and primary entrances hidden around the backs of buildings should be avoided wherever possible.

Ground floor flats should be designed to allow access by wheelchair users, and routes to entrances should be step-free where possible.



Access to flats should step free where possible and overlook public areas for added security

Regard should be given to the provisions of the Equality Act 2010 as well as Building Regulations and other technical publications such as British and European Standards which

provide guidance for facilitating satisfactory access for all users.

Neighbours' Amenity

Consideration will be given to the impact of any flat development on neighbours, particularly relating to privacy and nuisance issues resulting from the intensity of residential use that flats can create.

Where the development would include new or extended buildings, consideration will be given to impacts such as loss of daylight, outlook and overbearing of neighbouring properties.

Security

Regard should be given to the provisions of 'Secured by Design' standards to ensure that opportunities are taken to minimise the risk or perceived risk of crime for future occupants.

Doors, windows and other elements should be set out to protect the privacy and security of residents. In most cases a degree of defensible space should be provided between ground floor flats and any surrounding public or communal spaces, including landscaping and boundary treatments, to protect the privacy and security of residents.

Where flats are accessed through internal communal spaces, these should be direct, wide and where possible naturally lit.

Consideration should be given as to how these spaces would be managed.

Communal entrances to more than two flats should have appropriate security such as an intercom system.

External Spaces

Spaces around buildings should be designed to ensure that it is clear whether they are public or private, and who has access to them. Boundary treatments and landscaping should be provided as part of any scheme, to avoid creating ambiguous spaces.

Buildings should be set out to face public areas where possible, with private spaces such as gardens located to the rear. Routes from the street to building entrances should be legible and well overlooked from surrounding buildings, and should be laid out and landscaped in an attractive manner.

An agreement should be set out for the management of any communal outdoor spaces in perpetuity, in order to ensure that they do not become neglected due to a lack of a clear sense of ownership or stewardship by residents.



Communal entrance intercom



External spaces should be carefully landscaped and managed

Car Parking

Car parking should be provided in line with the Council's 'Access, Circulation and Parking' SPG, which sets out a maximum requirement of 1 space per bedroom, and 1 visitor space per 5 flats.

Consideration will be given to the fact that residents of flats often have lower car ownership than other types of households. The following factors will also be considered in relation to the level of car parking provision:

- Proximity and range of public transport services;
- Range of services within easy walking distance, including shopping, schools and healthcare;
- Accessibility of employment opportunities;
- Availability of existing on street parking, or known pressures relating to on-street parking;
- Impact on highway safety or traffic flow resulting from increased on-street parking.
- Parking demand created by the existing use of site
- The general characteristics of the surrounding highway network.

In town centres such as Aberdare and Pontypridd reduced car parking provision may be acceptable where it can be demonstrated that car ownership will be low, and mitigation can be provided. This could include a Travel Plan, improvements to local public transport and cycling facilities, or other proposals to manage problems associated with indiscriminate on-street car parking.



Car parking areas should be well overlooked



Proximity to public transport may affect parking requirements

Where off-street parking is limited or cannot be provided, developers should look at alternative solutions to residents owning a private car, such as:

- Car clubs and car sharing schemes for residents;
- Providing public transport passes/assistance for residents;
- Providing reduced cost cycle purchase schemes and opportunities for cycle training.

Car parking areas should be well integrated into the layout of new development. Spaces should be located so that they are convenient to use and well overlooked by surrounding properties. Where this cannot be achieved, it may be appropriate to provide additional security measures such as lockable gates.

Cycle Provision

Cycle storage facilities should be provided for residents in convenient locations, either inside flats or in communal areas close to each flat. Where limited car parking is provided, a minimum of 1 secure cycle space should be provided per resident.

Cycle storage should be sheltered and secure, and sited in easily accessible locations from each flat and surrounding streets. External storage should be located where it is well overlooked by neighbouring properties.

Routes to cycle storage should be well lit, step-free where possible, and set out to ensure bicycles can be easily manoeuvred to and from the site.

Bin Storage and Refuse Collection

Sufficient space must be provided for the storage of bins, recycling and food waste in between collections, either within individual flats or in a communal area within 30m walking distance of each flat.

Space allocated for bin storage should not have bins stored more than two deep and should provide ample room to manoeuvre bins.



Bin storage areas should be sensitively located and screened



Lack of bin storage can contribute to developments looking untidy. Storage areas should be located and designed so that bins and rubbish are not visible from public areas, and can be kept tidy in appearance. This may include timber screen fences and landscaping.

Access paths between flats, the street and bin storage area should be free of steps or kerbs, suitably lit and as free as possible from surface water.

A clear strategy should be provided for the collection of bins, including an identifiable collection point which should be within 12m of a public highway and easy to reach for refuse collectors.

Mixed-use development should provide separate storage of domestic waste from any trade/commercial waste arising from the premises.

8.0 Further Information

For advice on planning policy and planning obligations please contact the Council's Spatial Development Team:

Regeneration and Planning

Sardis House,
Sardis Road,
Pontypridd,
CF37 1DU

Tel: 01443 494725 or 494757

Email: LDP@rctcbc.gov.uk

For advice on HMO's and their licensing please contact:

The Housing Team

Public Health and Protection
Ty Elai
Dinas Isaf East
Williamstown
Tonypandy
CF40 1NY

Tel. 01443 425001

For advice on waste please contact:
Highways and Streetcare Services

Ty Glantaf
Unit B23
Taffs Fall Road
Treforest Industrial Estate
Pontypridd
CF37 5TT

Tel. 01443 827700

For advice on affordable housing please contact:

Strategy and Housing Standards Team

Ty Elai
Dinas Isaf East
Williamstown
Tonypany
CF40 1NY

Tel. 01443 425581

For advice in respect of Building Regulations please contact:

Building Control Team

Sardis House,
Sardis Road,
Pontypridd,
CF37 1DU

Tel: 01443 494845

Appendices

1 Listed Buildings and Conservation Areas

Where buildings are Listed or located in Conservation Areas, special regard will be given to the desirability of preserving and enhancing any features of special architectural or historical interest. In addition to planning permission, Listed Building Consent will be required for most works to Listed Buildings.

The design of such conversions should include a detailed understanding of the character and historic importance of the individual building or its value as part of a group. This will include the retention or reinstatement of important features, materials and building systems appropriate to the character and significance of the building.

It is recommended that anyone wishing to convert a listed building into flats seeks pre-application advice from the Council's Conservation Officer.

2 Flood Risk

The developer must show that the development (new build or conversion) is safe from the risk of flooding, that surface water is managed within the site and that the development does not increase the risk of flooding elsewhere.

Any new hard surfacing must have appropriate drainage or incorporate permeable materials to create sustainable drainage.

3 Ecology and Trees

The impacts on ecology and trees should be considered in all development proposals.

Proposals for the conversion of buildings into flats will often require a bat survey where works to the roof are proposed. Bats are a European Protected Species and if bats are found in a building, they will need to be considered in the conversion of the building. It is an offence to disturb bats or their roosts, and a separate licence will normally be required from the Welsh Government to carry out works to a building where bats are found.

Buildings, both urban and rural, can be of particular importance to nesting birds as well as bats. It is an offence to disturb a nesting bird, the conversion of older buildings should provide opportunities to build replacement or new features into developments. Similar features will be encouraged in new construction.

Where a planning application affects trees, woodlands or hedges on or adjacent to the development site, applicants will be expected to provide information such as the impacts of their proposal on these features as well as the nature conservation and amenity value of these features. Where important features are affected, the Council will require a tree report as specified in BS 5837: 'Trees in relation to design, demolition and construction - recommendations' A landscaping plan is likely to be required identifying trees to be

retained and any replacement planting, alongside a scheme for future maintenance.

4 Affordable Housing Standards

Technical Advice Note 2: Planning and Affordable Housing, defines the term affordable housing as: *"...housing where there are secure mechanisms in place to ensure that it is accessible to those who cannot afford market housing, both on first occupation and for subsequent occupiers ..."* (TAN 2, 2006)

There are two main types of affordable housing as defined by TAN 2:

Social Rented Housing – provided by local authorities and Registered Social Landlords where rent levels have regard to the Welsh Government's guideline rents and benchmark rents;

Intermediate Housing – where prices or rents are above those of social rented housing but below market house prices and rents. This includes low cost home ownership models such as shared equity or assisted purchase schemes.

Given the affordability issues associated with service charges, flats are not normally suitable for low cost home ownership within this locality unless exceptional circumstances dictate otherwise.

New build flats for social rent should comply with the Welsh Government's Development Quality Requirements and meet Level 3 of the Code for Sustainable Homes as a minimum.

It will often be suitable for flats for social rent to be provided as 'walk-up' flats with no communal internal space. Developers should consult with the Registered Standard Landlord (RSL) when designing such properties.

5 Building Regulations

Conversions and changes of use of existing buildings to flats should meet the standards laid down in the Building Regulations, including all relevant fire precautions. Queries on this matter should be directed to the Building Control Section of the Council.

6 Houses in Multiple Occupancy (HMOs)

HMOs and planning

HMO accommodation is usually provided within existing buildings and therefore planning permission may be required for the material change of use of a building.

The use of a dwelling house by no more than 6 residents living together as a single household falls within Use Class C3 of the Town and Country Planning (Use Classes) Order 1987 (as amended). Planning permission for a change of use is required where a property is occupied by more than 6 residents not in a single family or household or where there is a material change of use from a Use Class C3 to a HMO.

The change of use of a house to bedsits, flats, a hotel, bed and breakfast, guest house or hostel will always require planning permission.

It will often be the case that a property is licensed as a HMO under Housing legislation but falls outside of planning control.

HMOs and Licensing

In general terms, an HMO can be a building or part of a building if:

- Persons who form more than one household occupy it. Examples of a 'household' are a single person, co-habiting couples or a family. Whether these householders share (or lack) one or more basic amenity, such as a toilet, bathroom or cooking facilities is also a relevant factor;
- It is a converted building containing one or more units of accommodation that does not consist entirely of self-contained flats; or
- It is a converted building consisting entirely of self-contained flats, where the work to convert the building did not comply with the 1991 Building Regulations and more than one third of the flats are occupied under short tenancies.

The HMO must be occupied by more than one household:

- As their only or main residence; or
- As a refuge by persons escaping domestic violence; or
- During term time by students.

Contact the Council's Housing Strategy and Standards Team if you are unsure if your property is an HMO and/or if it requires a license.

It should be noted that there are amenity and layout standards required to obtain a license for a HMO and that a grant of planning permission is no guarantee a licence will be obtained.

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SUPPLEMENTARY PLANNING GUIDANCE:

Flats: Conversion and New build

Employment and Skills

Consultation Record

March 2015

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1.0 SUMMARY

In February and March 2015 Rhondda Cynon Taf County Borough Council issued for public consultation Supplementary Planning Guidance (SPG) on the following topics; Flats: Conversions and new build and Employment Skills Supplementary Planning Guidance (SPG).

The purpose of this statement is to provide a record of the consultation undertaken and the representations received to the SPG documents. This document includes information on the consultation and publicity undertaken during the consultation period and a list of those individuals and organisations consulted and the number of representations received.

2.0 INTRODUCTION

2.1 The Council published its draft SPG on the 5th February 2015. This document is a record of the engagement and consultation exercises that the Council undertook in accordance with its Community Involvement Scheme.

Rhondda Cynon Taf Council adopted its Local Development Plan (LDP) in March 2011. The LDP seeks to ensure that new development is located in sustainable areas and is of a high standard. The overall vision of the LDP is that Rhondda Cynon Taf will be a County Borough of opportunity. That means working together to enable individuals and

communities to achieve their full potential in terms of both their work and social life. The development of supplementary planning guidance will help to support the policies within this plan and therefore support the aims of the vision.

2.3 Supplementary Planning Guidance

Supplementary Planning Guidance (SPG) is non-statutory supporting information and advice that supplements the policies and proposals within the Local Development Plan (LDP). Supplementary Planning Guidance can factor as a material consideration in determining planning applications and appeals and can relate to specific topics and sites.

The need for Supplementary Planning Guidance

With regards to the Employment Skills SPG, Education and Employability is a key priority within the Prosperity theme of the Rhondda Cynon Taf Single Integrated Plan (SIP)

The County Borough has a higher rate of unemployment and lower levels of educational attainment than the Welsh and UK average.

The purpose of the Supplementary Planning Guidance (SPG) is to ensure that major new commercial and residential developments in Rhondda Cynon Taf make a positive contribution towards the provision of employment and training opportunities in the County Borough.

In the case of flat conversions, there is a growing demand for small, affordable and flexible accommodation to meet the changing housing needs of a wide variety of people. This has increased pressure for the development of new flats, including the conversion of existing buildings into flats and the subdivision of dwelling houses.

Flats also have a key role to play in meeting housing need within the Social Rented sector. This is especially through provision of smaller one bedroom accommodation, of which there is a growing shortage across much of Rhondda Cynon Taf.

However, flats developments can also cause problems around parking provision, impact on neighbors, refuse storage and generally sub-standard levels of accommodation. These issues are often most acute when unsuitable properties, such as small terraced houses, are proposed to be sub-divided into flats.

Flats developments are often contentious at planning application stage and it is necessary to balance the benefits of meeting the needs for flats and bringing buildings back into use against the issues that often arise. The SPG is therefore aimed at providing advice to applicants and developers to ensure good applications for flats developments come forward and to assist officers and Members in making decisions on flats applications including making it easier to resist poor proposals.

3.0 RECORD OF CONSULTATION

3.1 *Supplementary Planning Guidance Legislation*

Local Development Plan Wales and Local Development Plan Manual

SPG does not form a part of the development plan but must be consistent with it. It may take the form of site specific guidance such as master plans, design guides or area development briefs, or thematic such as shop front guidance or detailed car parking standards. It should be clearly cross-referenced to the relevant adopted plan policy or proposal, which it supplements, and may be issued separately from the plan. It should be made publicly available and its status made clear. SPG should be prepared in accordance with an authority's CIS; consultation should involve the general public, businesses, and other interested parties and their views should be taken into account before the SPG is finalised. It should then be approved by a Council resolution. A statement of the consultation undertaken, the representations received and the authority's response to those representations should be made available with the approved SPG, either in an annex or in a separate document.

3.2 **Rhondda Cynon Taf Community involvement scheme**

The public consultation carried out on the Draft SPG is in accordance with the Council's (LDP) Community Involvement Scheme.

The Community involvement scheme states that the Council will use SPG to cover in more detail and provide numerical guidelines, to support policies and objectives during the lifetime of the Local Development Plan. This will ensure that the LDP will not become outdated quickly and will assist in terms of the Plan's flexibility. It further states that where it is not possible to prepare SPG in parallel with the Plan the *SPG will be subject to a separate formal process of consultation and adoption. A report of public consultation will be produced in respect of each piece of SPG and will be made available with the adopted piece of SPG.*

3.3 **Four week consultation**

The Council undertook a four-week consultation on the SPG documents to allow any interested party sufficient time to make a response to the consultation.

3.4 Who was consulted?

Planning legislation does not provide specific advice on who should be consulted on an SPG. The Council took the view that the consultation should be targeted at those people and organisations that the SPG's might have an impact upon. The Council therefore wrote directly by letter and emails to over 466 organisations and individuals inviting them to comment on both SPG's these included the specific consultation bodies, UK Government Departments, general consultation bodies and other consultees as listed in the Local Development Plans Wales, house builders, housing associations community groups, Local Authorities, those with an economy/employment interest, estate agents and retailers. The Council's Business Support team also identified members from the business fora who were also consulted. The Welsh Government were provided with hard copies of both SPG's and representation forms.

3.5 Consultation Package

The package of documents published on the 5th February comprised:

- A copy of the Employment Skills SPG
- A copy of the Flat Conversions SPG
- English representation form
- Welsh representation form
- Consultation letter

Publicity and Participation

Notification letters were sent to approximately 466 different contacts on the Council's LDP database (Appendix 1). This included Local and Government Consultation Bodies, Private Sector Organisations, Community Groups and Landowners. The consultation list is contained in Appendix 2

The Package of SPG documents was published on the Council's website on the 5th February 2015. This contained advice on the availability of information, the consultation process and where additional advice and assistance could be obtained. The information was also published on the Council's 'Say It' section of the website which is the Council's main consultation page. Copies of the web page are attached as Appendix 3.

Availability

Copies of the SPG's and associated information were placed for inspection at the Council Officers in Sardis House, Sardis Road, Pontypridd. In addition copies were made available Council Office, Clydach Vale; The One for All Centres: Rock Grounds Aberdare, Bronwydd House Porth, Treorchy Library and Mountain Ash Library and in Libraries at Abercynon, Aberdare, Church Village, Ferndale, Hirwaun, Llantrisant, Mountain Ash, Pontyclun, Pontypridd, Porth, Rhydyfelin, Tonypany, Treorchy the mobile library service and the housebound library service.

The draft SPG Consultation documents were placed on the Council's Website for inspection/downloading and were available throughout the consultation process. The Website contained full details of the consultation and related Local Development Plan documents and advice on how to make representations. An on line representations form allowed representations to be submitted electronically.

4.0 Responses to the consultation

The Council received 8 representation responses in total.

Employment and Skills

The Council received 2 representations specific to the employment and skills SPG.

Flat Conversion

The Council received 2 representations specific to the Flat Conversions SPG

The Council received 4 representations which did not specify to which SPG they referred.

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

Table 1: Results of the Consultation on the draft Supplementary Planning Guidance

| <i>Respondent</i> | <i>Representation</i> | <i>LPA Response</i> | <i>Conclusion</i> |
|---|--|---------------------|--------------------|
| Employment and Skills | | | |
| The Coal Authority | Thank you for consulting The Coal Authority on the above document. Having reviewed the document, I confirm that we have no specific comments to make at this stage. Should you require any assistance please contact a member of Planning and Local Authority Liaison at The Coal Authority. | Noted | No change required |
| Councillor Jones Ynysybwl and Coed-y-Cwm Community Council | I believe we should encourage employment and skills by using brownfield sites to develop facilities to encourage small and medium sized businesses to relocate either in manufacturing or inn (sic) distribution and sales. | Noted | No change required |
| Flats conversion and new build | | | |
| The Coal Authority | Thank you for consulting The Coal Authority on the above document. Having reviewed the document, I confirm that we have no specific comments to make at this stage, the issues relevant to our interests are addressed in the LDP and do not need to be repeated in this SPG. | Noted | No change required |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| | Should you require any assistance please contact a member of Planning and Local Authority Liaison at The Coal Authority on our direct line | | |
| Councillor Jones Ynysybwl and Coed Y Cwm Community Council | I believe there should be a presumption in the development of flats and new build in areas such as ours where the fabric of the current housing stock is poor. | Noted | No change required |
| Reponses to both SPG's | | | |
| Network Rail | <p>Network Rail has been consulted by Rhondda Cynon Taf on the Draft Supplementary Planning Guidance Consultation. Thank you for providing us with this opportunity to comment on this Planning Policy document.</p> <p>Network Rail is a statutory undertaker responsible for maintaining and operating the country's railway infrastructure and associated estate. Network Rail owns, operates, maintains and develops the main rail network. This includes the railway tracks, stations, signalling systems, bridges, tunnels, level crossings and viaducts. The preparation of development plan policy is important in relation to the protection and enhancement of Network Rail's infrastructure. In this regard, please find our comments below.</p> <p>Level Crossings</p> <p>Development proposals' affecting the safety of level crossings is an extremely important consideration for emerging planning policy to address. The impact from development can result in a significant increase in the vehicular and/or pedestrian traffic utilising a crossing which in turn impacts upon safety and service provision.</p> <p>As a result of increased patronage, Network Rail could be forced to reduce train line speed in direct correlation to the increase in vehicular and pedestrian traffic using a crossing. This would have severe consequences for the timetabling of trains and would also effectively frustrate any future train service improvements. This would be in direct conflict with strategic and government aims of improving rail services.</p> <p>In this regard, we would request that the potential impacts from development affecting Network Rail's level crossings, is specifically addressed through planning policy as there have been instances whereby Network Rail has not been consulted as statutory undertaker where a</p> | Noted- This issue would be more appropriately addressed at planning application stage. | No change required |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| | <p>proposal has impacted on a level crossing. As such, we strongly believe that the importance of Level Crossing safety warrants a specific Policy included in the Supplementary Planning Guidance Document which will help to elevate the importance of Level Crossings within the development management and planning process. We request that a policy is provided confirming that:</p> <ul style="list-style-type: none"> • The Council have a statutory responsibility under planning legislation to consult the statutory rail undertaker where a proposal for development is likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing over a railway. • As a first principle, Network Rail would seek to close Level Crossings where possible. ▪ Any planning application which may increase the level of pedestrian and/or vehicular usage at a level crossing should be supported by a full Transport Assessment assessing such impact: and ▪ The developer is required to fund any required qualitative improvements to the level crossing as a direct result of the development proposed. | | |
| | <p><u>Developer Contributions</u> The Draft Supplementary Planning Guidance should set a strategic context requiring developer contributions towards rail infrastructure where growth areas or significant housing allocations are identified close to existing rail infrastructure. Many stations and routes are already operating close to capacity and a significant increase in patronage may create the need for upgrades to the existing infrastructure including improved signalling, passing loops, car parking, improved access arrangements or platform extensions. As Network Rail is a publicly funded organisation with a regulated remit it would not be reasonable to require Network Rail to fund rail improvements necessitated by commercial development. It is therefore appropriate to require developer contributions to fund such improvements. Specifically, we request that a Policy is included within the document which requires developers to fund any qualitative improvements required in relation to existing facilities and infrastructure as a direct result of increased patronage resulting from new development. The likely impact and level of improvements required will be specific to each station and each</p> | <p>Noted- Noted- This issue is more appropriately dealt with through the Council's CIL and planning obligations process.</p> | <p>No change required</p> |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| | <p>development meaning standard charges and formulae may not be appropriate. Therefore in order to fully assess the potential impacts, and the level of developer contribution required, it is essential that where a Transport Assessment is submitted in support of a planning application that this quantifies in detail the likely impact on the rail network.</p> <p>To ensure that developer contributions can delivery appropriate improvements to the rail network we would recommend that Developer Contributions should include provisions for rail and should include the following:</p> <ul style="list-style-type: none"> ▪ A requirement for development contributions to deliver improvements to the rail network where appropriate. ▪ A requirement for Transport Assessments to take cognisance of impacts to existing rail infrastructure to allow any necessary developer contributions towards rail to be calculated. ▪ A commitment to consult Network Rail where development may impact on the rail network and may require rail infrastructure improvements. In order to be reasonable these improvements would be restricted to a local level and would be necessary to make the development acceptable. We would not seek contributions towards major enhancement projects which are already programmed as part of Network Rail's remit. | | |
| | <p><u>Planning Applications</u></p> <p>We would appreciate the Council providing Network Rail with an opportunity to comment on any future planning applications should they be submitted for sites adjoining the railway, or within close proximity to the railway as we may have more specific comments to make (further to those above).</p> | Noted | No change required |
| <p>Glamorgan Gwent Archaeological Trust Ltd</p> | <p>We appreciate that within these, there is already regard for the historic and cultural environment relating to Listed Buildings and Conservation Areas. The impact that development proposals may have on the archaeological resource is a consideration, and that archaeological investigation and recording may be a requirement of any application. The impact on the setting of heritage assets also requires consideration. These responses are necessary to enable the management of adverse impacts on the archaeological resource and cultural heritage.</p> | Noted. This issue is more appropriately addressed at planning application stage. | No change required |


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| | <p>The development of all types of sites may have both a direct physical impact on buried and upstanding archaeological remains, and also an indirect visual impact on heritage assets. Less than 2% of these are on average Scheduled Ancient Monuments: Cadw have responsibility for the SAMs and must be consulted if any development is proposed that may impact them. For sites with non-statutory designations, archaeological mitigation work may be required both pre and post determination to ensure that development complies with Planning Policy Wales Chapter 6: Conserving the Historic Environment, and the Welsh Office Circulars 60/96 and 61/96. Early consultation with GGAT Archaeological Planning is advisable.</p> <p>A Registered of Historic Landscapes, Parks and Gardens is compiled by Cadw, ICOMOS and NRW and any developments of a large scale within a Registered area may need an ASIDOHL report undertaken and submitted (Assessment of the Impact of Development on a Historic Landscape: guidance is available from Cadw's website http://cadw.wales.gov.uk/docs/cadw/publications/LandscapesRegisterGoodPractice_EN.pdf).</p> <p>The impact of any development on the setting of Scheduled Ancient Monuments, Listed Buildings and archaeological features without statutory designations also has to be taken into consideration, and Cadw have produced Conservation Principles, to provide further detailed guidance when dealing with such issues, details at: http://cadw.wales.gov.uk/docs/cadw/publications/Conservation_Principles_EN.pdf.</p> <p>It should also be noted that archaeological features and finds exist outside Registered and Scheduled areas and may require pre-planning and conditioned archaeological mitigation. All archaeological work undertaken in relation to planning issues should be undertaken to the Standards and Guidance of the Chartered Institute for Archaeologists and it is our policy to recommend that either a Registered Organisation with the ClfA or a Member with MClfA level membership should undertake the work.</p> <p>Thank you for the opportunity to comment, please do not hesitate to contact us if you require further advice or information.</p> | | |
| Mr Clive Narrianen | Support both SPG's | Noted | No change required |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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|------------------|--|---|--------------------|
| Mr Davies | Dear Sir with reference to your letter of 2 nd February 2015, I have no objections to your draft SPG. However we would take this opportunity to request any future alterations to the SPG that you consider my 21plus acres located in the Talygarn area Pontyclun (sic). | Noted. The Council will inform landowners during the LDP review of the opportunity to submit candidate sites. | No change required |
|------------------|--|---|--------------------|

Appendix 1- Consultation Letter



Regeneration and Planning Division
Adran Cynllunio ac Adfywio
Sardis House, Sardis Road, Pontypridd, CF37 1DU
19 Sardis, Heol Sardis, Pontypridd, CF37 1DU

E-mail: planning.services@rctbc.gov.uk
Web: www.rctbc.gov.uk/planning

Date/Dyddiad: 2nd February 2015

Dear Sir/Madam,

RHONDDA CYNON TAF DRAFT SUPPLEMENTARY PLANNING GUIDANCE CONSULTATION

The Council has prepared new draft Supplementary Planning Guidance (SPG). The Council is undertaking a four-week consultation on the SPGs from the **5th February to the 5th March 2015**. The SPG's have been produced to provide further detail on certain topic areas, policies and proposals within the Local Development Plan. SPG's provide important guidance on submitting planning applications and set out in greater detail the Council's position in key policy areas.

The Council would welcome your views on the following Draft SPG:

- Development of Flats: Conversions and New Build
- Employment and Skills

The SPG's, associated documents and representation forms are available for inspection at **Sardis House, Sardis Road, Pontypridd, CF37 1DU** and can also be viewed at local libraries, main Council Offices, One 4 All Centres and online at www.rctbc.gov.uk/spg_consultation




Should you wish to make any comments, please do so by no later than 5:00pm on the 5th March 2015 via one of the following methods:

- Online at www.rctbc.gov.uk/spg_consultation
- Email: LDP@rctbc.gov.uk
- Post: Spatial Development Team, Floor 3, Sardis House, Sardis Road, Pontypridd, CF37 1DU.

Copies of the draft SPG's can be made available in English and Welsh upon request. Further updates in respect of the preparation of these documents will be posted on the website in due course. Representations received on the draft SPGs will be considered in the preparation of the final documents.

Should you have any queries regarding the Development of Flats: Conversions and New Build SPG, please contact the Spatial Development Team on 01443 494721 or 01443 494735 or via email at: LDP@rctbc.gov.uk

Steve Merril, C.P.F.A.
Chief Executive | Ffwrystodwr Prif

Available in alternative formats and languages | Dewiswch lath a diwyg eich dogfen

Should you have any queries regarding the Employment and Skills SPG, please contact the Business Support Team on 01443 495166 or via email at invest@rctbc.gov.uk

If you would prefer to receive electronic communication for future consultations please include your email address on your representation, if you have any queries about the consultation please contact the Spatial Development Team on 01443 494735.

Yours sincerely

S Gale

Simon Gale
Service Director of Planning

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

Appendix 2- Consultation List

| Consultee |
|---------------------------------|
| 02 UK |
| Aber Valley Community Council |
| Abercwmbai Communities First |
| Aberdare Development LTD |
| Accessible Caring Transport |
| Adrienne Ltd |
| Age Concern Cymru |
| Aknan Global Developments |
| Alder King Planning Consultants |
| Aldi UK Head Office |
| Alpine Construction |
| Amgen |
| Anchor Mill Homes |
| Anderson and Associates |
| Anderson Planning & Development |
| Andrew Davies, AM |
| Anthony Goss Planning |
| Arena Supplies Ltd |
| Ark Youth & Community Project |
| Arriva Trains Wales |
| Arts Council of Wales |
| Arts Factory |
| Arup |
| Asbri Planning |
| Astleys chartered surveyors |

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| ATH Resources |
| Atisreal UK |
| Atkins Planning Consultants |
| Austin-Smith: Lord LLP |
| Barbara Rees |
| Barratt Homes |
| Barton Willmore |
| Beaver Construction (Wales) Ltd |
| Bellway Homes Ltd |
| Benfield ATT Ltd |
| Best Wishes Card Shop |
| Bethan Jenkins, AM |
| Blackwood Design Services |
| Blaenau Gwent County Borough Council |
| Blaengwrach Community Council |
| Bluewater Homes Ltd |
| Borough Renovation Grants Agency LTD |
| Bovis Homes Ltd |
| Boyer Planning |
| Bradford & Bingley |
| Brecon Beacons National Park Authority |
| Bridgend County Borough Council |
| Brinstons Fairfax & Co |
| British Aggregates Association |
| British Gas (Transco) |
| British Retail Consortium |
| British Telecom |
| British Wind Energy Association |

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| Bro Morgannwg NHS Trust |
| Bruton Knowles |
| Bryant Homes by Taylor Woodrow |
| BT Wholesale, Network Access |
| Business Development Planning |
| Business in Focus |
| Business in the Community |
| Bute Development Company Ltd |
| Bute Surveyors |
| BWEA Natural Power Consultants |
| C P Construction (Gwent) Ltd |
| C/o Cooke & Arkwright |
| C/o Entec UK Ltd |
| C/O Theo Jones and Co |
| Cable and Wireless |
| Cadarn Housing Group |
| Cadw |
| Caerphilly County Borough Council |
| Caerphilly Town Council |
| Capita Symonds Glamorgan Consultancy |
| Capital Law |
| Capper & Co Ltd |
| Cardiff Buddhist Centre |
| Cardiff City Council |
| Cardiff International Airport |
| Cardiff School of City & Regional Planning |
| Cardiff United Synagogue |
| Castlemead Homes Ltd |

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| CB Richard Ellis |
| CBI Wales |
| CDN Planning LTD |
| Cefn & Mwyndy Residents Association |
| Celteiddwyr |
| Celtic Energy Ltd |
| Centrica Energy |
| Chair, Blaenllechau Community Regeneration |
| Chair, Fernhill & Glenboi Communities First P'ship |
| Chamber of Trade |
| Chamber of Trade & Commerce for Pontypridd & District |
| Chamber of Trade for Aberdare |
| Chamber of Trade for Mid Rhondda |
| Chamber of trade for Porth |
| Chamber of Trade for Tonypanydy |
| Chamber of Trade for Treorchy |
| Chamber of Trade Tonyrefail |
| Charles Church WALES |
| Chartered Institute of Housing Cymru |
| Chris Thomas Ltd |
| City and County of Cardiff |
| Coalfield Regeneration Trust |
| Cockspur Property Limited |
| Cofton |
| Col brooke Partners |
| Colin Boon Associates |
| Colliers CRE |
| Community Enterprise Wales |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| Community Housing Cymru |
| Compton Developments Ltd |
| Confederation of UK Coal Producers (Coalpro) |
| Consumer Focus Wales |
| Cooke & Arkwright |
| Country Landowners & Business Association |
| Countryside Council for Wales |
| Coychurch Higher Community Council |
| Crabtree & Evelyn |
| Crest Nicholson (South West) Ltd |
| Crown Estate Office |
| CSJ Planning Consultants Ltd |
| Cwlwm Busnes y Cymoedd |
| Cwm Clydach Communities First Partnership |
| Cwm Clydach Communities First Team |
| Cwm Taf Health Board |
| Cwmaman Communities First |
| Cwmdare Community Action Team |
| CwmNi |
| Cymdeithas yr Iaith |
| Cymmer Communities First Office |
| Cymric Private Developments (Swansea) Ltd |
| Cynefin Consultants |
| Cynon-Taf Housing Association Ltd |
| Darranlas Communities First Co-ordinator |
| Dash Training |
| David McLean |
| David Melding, AM |

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| David Storer and Partners |
| David Wilson Homes South West |
| Davies Homes Ltd |
| DavisMeade |
| Deaf Association Wales |
| Defence Estates |
| Department for Communities and Local Government |
| Department of Trade and Industry Response Centre |
| Design Commission for Wales |
| Development Planning Partnership |
| Dewis Centre for Independent Living |
| Disability Wales |
| DLP Planning Ltd. |
| Dorchester Land |
| Dowlais Top Investment Company Limited |
| DPDS Consulting Head Office |
| DTZ Consulting |
| Durbin Properties |
| Dwr Cymru/Welsh Water |
| ECOTEC Research & Consulting |
| Edwards Coaches |
| Eluned Parrott, AM |
| Emanuel Jones Chartered Surveyors |
| England Environmental |
| Entec UK Ltd |
| Environment Agency Wales |
| Equality and Human Rights Commission |
| Evangelical Movement of Wales |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| Farrells Homecare |
| Federation for the Blind |
| Federation of Small Businesses |
| Fernhill Communities First |
| Fernhill Rhondda Conservation Group |
| Fidmac |
| First Great Western |
| Freeman Homes |
| Fulfords Land & Planning |
| Geddes Consulting |
| Gerald Eve |
| Gilfach Goch Communities First |
| Gilfach Goch Community Council |
| Glamorgan-Gwent Archaeological Trust Ltd |
| Glyncoch Communities First |
| Glyncoch Community Partnership |
| Glynneath Town Council |
| GMD Centres for Deaf People |
| GPM Planning Services Ltd |
| Granmore (Abercynon) Ltd |
| Green and Friendly Action (Glyncoch) |
| Greenland Homes |
| Gregory Byrne & Associates |
| GVA Grimley |
| Gwaunmiskin Action Group |
| H.D.Williams Surveyor |
| H.Morgan / George Stanely Ltd |
| Hafod Housing Association Ltd |

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| Halcrow Group Ltd |
| Hallam Land Management Ltd |
| Hanson Aggregates |
| Harmers Ltd |
| Harrow Estates plc |
| HASPS Term Partnership |
| Headaway (Europe) LTD |
| Health & Safety Executive |
| Hendre Housing Association LTD |
| Herbert D (Builders) Ltd |
| Herbert R Thomas |
| Hirwaun & Penderyn Community Council |
| Hodge & Co Property Holdings Ltd |
| Home Builders Federation |
| Howells Menswear |
| Hyder Consulting (UK) Ltd |
| Ian Metcalfe & Co |
| Innogy plc |
| Institute of Directors Wales |
| Institution of Civil Engineers |
| Interlink |
| Jacobs Babtie |
| James Partnership |
| Janice Gregory, AM |
| Janus, Lang & Lassalle |
| Jehovah's Witnesses- Circuit Planning |
| John Morgan and Partners Solicitors |
| John Thomas & Co |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| JRHomes (Wales) Limited |
| Kennedy James Griffiths |
| KGJ Price (Railway Sleepers) Ltd. |
| King Sturge LLP |
| KTP/Chris Aubrey and co solicitors |
| Labour Party |
| Lafage Aggregates Ltd |
| Lambert Smith Hampton |
| Lanyon, Davies & Evans |
| Lattice Property (formerly British Gas Property) |
| LDA Design |
| Leanne Wood, AM |
| Lewis Homes |
| Liddell Associates |
| Living Streets |
| Llanfrynach Community Council |
| Llangan Community Council |
| Llanharan Community Council |
| Llanharry Community Council |
| Llanmoor Development Co.Ltd |
| Llantrisant Community Council |
| Llantwit Fardre Community Council |
| Llwynypia Communities First Team |
| Louis Chicot Associates |
| Lovell |
| M & S Estate Agent |
| Maerdy Communities First Co-ordinator |
| Malcolm Judd & Partners |

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| Mango Planning |
| Mark Roberts Planning and Environmental Consultancy |
| Markal Homes Ltd |
| Maxibrite Ltd |
| Menter Iaith Rhondda Cynon Taf |
| Merthyr Tydfil County Borough Council |
| Messrs Roberts and Peterson |
| Messrs. Graham Boyce & Glyn Howard |
| Mineral Products Association Ltd |
| Miskin Communities First |
| Model House |
| Monmouthshire County Council |
| Mono Consultants Ltd |
| Morgan Cole |
| Mountain Ash YMCA |
| Mr Chris J Morgan |
| Mr Gerald Eve, Chartered Surveyors |
| Mr Bryn Israel |
| Mr Byron Davies, AM |
| Mr Chris Bryant, MP |
| Mr D. M. Davies |
| Mr D. Vivian Jones TechRICS |
| Mr Gwyn Poole |
| Mr Huw Irranca-Davies, MP |
| Mr John Griffiths, Minister for Environment and Sustainable Development |
| Mr John Matthews |
| Mr Leighton Andrews, AM |

Rhondda Cynon Taf Local Development Plan Supplementary Planning Guidance

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| Mr Lyn W. Rees |
| Mr Owen Smith, MP |
| Mr Peter Black, AM |
| Mrs Ann Clwyd, MP |
| Ms Christine Chapman, AM |
| Ms Claire Baker |
| Ms Jill Evans, MEP |
| Ms Rosemary Thomas, Planning Division |
| Muslim Council of Wales |
| Nathaniel Lichfield & Partners |
| National Council of YMCA's of Wales |
| National Grid Transco |
| National Library of Wales |
| National Public Health Service for Wales |
| National Telecommunications Ltd |
| Natural Resources Wales |
| Neath & Port Talbot County Council |
| Nelson Community Council |
| Network Development Consultants |
| Network Rail Western |
| Newport City Council |
| Newydd Housing Association |
| North Glamorgan NHS Trust |
| Npower Renewables |
| NTL |
| Nuon Renewables |
| Ogmore Valley Community Council |
| P.T. Civil Engineering |

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| Parfit Building Services |
| Partially Sighted Society |
| Pathways to adapted Housing |
| Pegasus Planning Group |
| Pegasus Retirement Homes plc |
| Pencoed Town Council |
| Pendoylan Community Council |
| Penllyn Community Council |
| Penrhawceiber Communities First Partnership |
| Pentyrch Community Council |
| Penygraig Community Project |
| Penyrheol, Trecenydd & Energlyn Community Council |
| Penywaun Enterprise Partnership |
| Persimmon Homes LTD |
| Perthcelyn Communities First |
| Peterston - Super - Ely Community Council |
| Piper Homes |
| Plaid Cymru |
| Planabuild Ltd |
| Planning Aid Wales |
| Planning Division |
| Pontyclun Community Council |
| Pontygwaith Communities First Office |
| Pontypridd & District Housing Association |
| Pontypridd & Rhondda Community Health Council |
| Pontypridd & Rhondda NHS Trust |
| Pontypridd Market Company |
| Pontypridd Town Council |

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| Pontypridd YMCA |
| Powell Dobson |
| Powergen |
| Powys County Council |
| Presbyterian Church of Wales |
| Primary Asset Ltd |
| Public Services Ombudsman for Wales |
| R & A Williams & L Jenkins |
| Rail Freight Group |
| Rawlins and Madley |
| RCT Local Health Board |
| Redrow Homes (South Wales) Ltd |
| Rees Richards |
| Renewable Energy Systems Ltd. |
| Representative body of the Church in Wales |
| Rhigos Community Council |
| Rhondda Constituency Plaid Cymru |
| Rhondda Cynon Taf Homes |
| Rhondda Cynon Taff Community Arts |
| Rhondda Cynon Taff Local Health Board |
| Rhondda Cynon Taff Local Health Board |
| Rhondda Housing Association Disability Action Group |
| Rhondda Housing Association |
| RNIB Cymru |
| Robert Hitchins Limited |
| Robert Rogers Architects |
| Robert Williams Associates |
| Robertson Francis Architects |

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| Robertsons |
| Rodd Properties Ltd |
| Roger Tym & Partners |
| Roman Catholic Archdiocese of Cardiff |
| Rowland Jones & Ptnrs |
| Royal Commission on the Ancient and Historical Monuments of Wales |
| Royal Institution of Chartered Surveyors |
| Royal Mail Property Holdings |
| Royal Society of Architects in Wales |
| RPS Group plc |
| RSPB |
| RTPI Cymru |
| RWE npower |
| S G Williams and Association |
| Salvation Army |
| Saurus Ltd (UK) |
| Savell Bird & Axon |
| Savills |
| Seren Consulting Ltd |
| Service Land Fund (No. 1) Ltd |
| Shelter Cymru |
| Site Serv Ltd |
| Smith & Tuckwood |
| Smith and Tuckwood Partnership |
| Somerfield Stores Ltd. |
| South East Wales Economic Forum |
| South East Wales Energy Agency |

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| South Wales Chamber of Commerce |
| South Wales Fire and Rescue Service |
| South Wales Police |
| St James Parade |
| Stradform Ltd |
| Stride Treglown Town Planning |
| Sullivan Land and Planning |
| Sustainable Wales |
| Sustrans |
| SWALEC |
| Taffs Well Community Council |
| TARCA |
| Taylor Wimpey |
| Taylor Woodrow Development LTD |
| Taylor's / Mordecai's Fields Allotment Association |
| Technia Business Solutions Ltd. |
| Telecentre & Business School Limited |
| The Baptist Union of Wales |
| The Bute Development Company Ltd |
| The Civic Trust for Wales |
| The Coal Authority |
| The Development Planning Partnership |
| The Group Valuation Office |
| The Methodist Church in Wales |
| The National Landlords Association |
| The National Trust |
| The Princes Trust |
| The Salvation Army |

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| The Sports Council for Wales |
| The Theatres Trust |
| The United Reformed Church |
| The Valuation Office Agency |
| The Welsh Conservatives |
| Three |
| Tinn Developments Ltd |
| T-Mobile |
| Tongwynlais Community Council |
| Tonyrefail Community Council |
| Tonyrefail West Communities First Office |
| Torfaen County Borough Council |
| Tower Colliery Ltd |
| Tremlett & Griffiths Ltd |
| Tribute Homes Ltd |
| Turley Associates |
| University of Glamorgan |
| Urdd Gobaith Cymru |
| Vale of Glamorgan Council |
| Valleys Bat Group / Grwp Ystumod y Cymoedd |
| VALREC |
| Venture Wales |
| Viva Project |
| Vodafone Ltd |
| Wales & West Utilities |
| Wales and West Housing Association Ltd |
| Wales Disability Rights Commission |
| Wales Tourist Board |

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| Wales TUC |
| Wallis |
| Walters Mining Limited |
| Warner Ashtenne |
| Watts & Morgan |
| Welch Property Consultants |
| Welsh Ambulance Services NHS Trust |
| Welsh Assembly Government |
| Welsh Environmental Services Association |
| Welsh Government |
| Welsh Health Estates |
| Welsh Language Board |
| Welsh Liberal Democrats |
| Welsh Local Government Association |
| Welsh St.Donats Community Council |
| Welsh Water |
| Western Power Distribution |
| White Young Green Planning & Design |
| Wilbraham Associates Limited |
| Wrencell Limited |
| WRW Developments Ltd |
| Ymlaen Glyncoch |
| Ynysangharad Surgery |
| Ynysbwl Regeneration Partnership |
| Ynysybwl & Coed y Cwm Community Council |
| Youth Hostel Association |
| Ystradfellte Community Council |

Emails were also sent to the Business support team Liaison meeting representatives these included the following organisations:

- Careers Wales
- Business Wales
- Rhondda Cynon Taf CBC Arts development officer
- Rhondda Cynon Taf CBC Project co-ordinator
- Rhondda Cynon Taf CBC Arts and creative industries development manager
- The Princes Trust
- Business in Focus
- Rhondda Cynon Taf CBC Social regeneration coordinator
- Department for Work and Pensions
- Job Centre Plus
- Rhondda Cynon Taf CBC Employment, Education and Training Manager

Appendix 3- Website Content

The screenshot shows the website interface for Rhondda Cynon Taf. At the top, there is a navigation bar with links for 'Skip to Content', 'Cymraeg', 'Accessibility', 'A-Z Index', and 'Contact Us'. The main header features the council's logo and name, along with a search bar. A left-hand menu lists various services, with 'Supplementary Planning Guidance Consultation' selected. The main content area is titled 'Supplementary Planning Guidance Consultation' and contains the following text:

Supplementary Planning Guidance Consultation

Employment and Skills SPG and Development of Flats - Conversion and New Build SPG

Consultation 6th February – 6th March 2015

The Council has produced Supplementary Planning Guidance (SPG) to provide further detail on specific topic areas, policies and proposals in Local Development Plan.

SPG's can provide guidance when submitting a planning application to the Council. They are more detailed than the policies held in the LDP and they focus on topics which are of particular issue to the County Borough. They do not have the same status as adopted development plan policies but are likely to be a material consideration in determining planning applications.

The Council have prepared the following new SPG documents and are inviting your views on the documents:

- Employment and Skills
- Development of Flats – Conversions and New Build

Consultation on the SPG will commence on the 6th February 2015 and will close at 5pm on the 6th March 2015.

The SPG's, associated documents and representation forms are available for inspection at: **Sardis House, Sardis Road, Pontypridd, CF37 1DU** and can also be viewed at local libraries, main Council Offices, One 4 All Centres and on this page.

Should you wish to make any comments, please do so by no later than 5:00pm on the 6th March 2015 via one of the following methods:

- Online: [Questionnaire](#)
- Email: LDP@rctcbc.gov.uk
- Post: Spatial Development Team, Floor 3, Sardis House, Sardis Road, Pontypridd, CF37 1DU using the form below.
- SPG Representation form (English)
- SPG Representation form (Welsh)

If you require a Word version of the representation forms please contact the Spatial Development Team.

Late representations may not be considered by the Council

Copies of the draft SPGs can be made available in English and Welsh upon request. Further updates in respect of the preparation of these documents will be posted on the website in due course. Representations received on the draft SPGs will be considered in the preparation of the final documents.

Should you have any queries regarding the Development of Flats - Conversions and New Build SPG, please contact the Spatial Development Team on 01443 494721 or 01443 494735 or via email at: LDP@rctcbc.gov.uk

Should you have any queries regarding the Employment and Skills Plan SPG, please contact the Business Support Team on 01443 496166 or via email at: mpes@rctcbc.gov.uk

If you would prefer to receive electronic communication for future consultations please include your email address on your representation or contact the Spatial Development Team on 01443 494735.

At the bottom of the page, there are links for 'GOV.UK', 'Follow Us On Twitter', and 'Contact Us' with links to 'Site Map', 'Terms of Use', 'Cookie Policy', 'Privacy Statement', and 'Website Statistics'.

The screenshot shows a detailed view of the 'Supplementary Planning Guidance' page. The title is 'SUPPLEMENTARY PLANNING GUIDANCE : EMPLOYMENT AND SKILLS and DEVELOPMENT OF FLATS – CONVERSIONS AND NEW BUILD'. The text includes:

SUPPLEMENTARY PLANNING GUIDANCE : EMPLOYMENT AND SKILLS and DEVELOPMENT OF FLATS – CONVERSIONS AND NEW BUILD

CONSULTATION 5th February – 5th March 2015

The Council has produced Supplementary Planning Guidance (SPG) to provide further detail on specific topic areas, policies and proposals in Local Development Plan.

SPG's can provide guidance when submitting a planning application to the Council. They are more detailed than the policies held in the LDP and they focus on topics which are of particular issue to the County Borough. They do not have the same status as adopted development plan policies but are likely to be a material consideration in determining planning applications.

The Council have prepared the following new SPG documents and are inviting your views on the documents:

- Employment and Skills
- Development of Flats – Conversions and New Build
- SPG Representation form (English)
- SPG Representation form (Welsh)
- Online Bilingual SPG form

Consultation on the SPG will commence on the 5th February 2015 and will close at 5pm on the 5th March 2015.

The SPG's, associated documents and representation forms are available for inspection at: **Sardis House, Sardis Road, Pontypridd, CF37 1DU** and can also be viewed at local libraries, main Council Offices, One 4 All Centres and online at <http://www.rctcbc.gov.uk/spgconsultationconsultation>

Should you wish to make any comments, please do so by no later than 5:00pm on the 5th March 2015 via one of the following methods:

- Online at <http://www.rctcbc.gov.uk/spgconsultationconsultation>
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