

Public Document Pack
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council



Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



**Gwasanaethau Gweithredol a Phartneriaethol /
Operational and Partnership Services**

Deialu uniongyrchol / Direct line /: 01656
643148/643147

Gofynnwch am / Ask for: Gary Jones

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Thursday, 19 April 2018

Dear Councillor,

COUNCIL

A meeting of the Council will be held in the Council Chamber - Civic Offices Angel Street Bridgend CF31 4WB on **Wednesday, 25 April 2018 at 15:00.**

AGENDA

1. Apologies for absence
To receive apologies for absence from Members.
2. Declarations of Interest
To receive declarations of personal and prejudicial interest from Members/Officers in accordance with the Members' Code of Conduct adopted by Council from 1 September 2008.
3. Approval of Minutes 5 - 20
To receive for approval the minutes of 28/03/18
4. To receive announcements from:
(i) Mayor (or person presiding)
(ii) Members of the Cabinet
(iii) Chief Executive
5. To receive the report of the Leader
6. Nantymoel Workmen's Institute 21 - 24
7. Departure Planning Application P/17/1083/FUL 25 - 38
8. Bridgend Local Development Plan (LDP) - Draft Review Report 39 - 110
9. Bridgend Local Development Plan (LDP) Revision - Draft Delivery Agreement 111 - 168
10. Annual Report Independent Remuneration Panel For Wales 2018/19 169 - 276
11. To receive the following Questions to the Executive from:

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Question to the Cabinet Member Social Services and Early Help from Councillor A Hussain

Can the Cabinet Member for Social Services tell the Council how many community care assessments for residential rehabilitation have been undertaken in the last three years within BCBC and how many resulted in placements in residential rehabilitation centres and which ones?

Question to the Cabinet Member Education and Regeneration from Councillor R Stirman

Bearing in mind Government plans to prohibit the sale of diesel and electric cars in the near future, does the Council plan to implement a strategy for the introduction of electric charging points throughout the County? If so, when will this policy be introduced? Will this also become a consideration in future LDP development? Additionally, what provision will be made for the anticipated increase in demand for the supply of electricity within BCBC?

12. **Notice of Motion Proposed by the Plaid Cymru Group**
Plastic Free Bridgend County

Council acknowledges:

The concerns of the wider community over the amount of plastic waste pollution and its adverse effect upon wildlife and our coastline

Council proposes:

As part of our responsibilities towards global sustainability under the Well-being of Future Generations Act, we support Bridgend County becoming a 'plastic free authority.'

Council highlights:

We will work towards this in the following ways:

1. We will review our own organisation and replace single use plastic items, encouraging the replacement of single use plastic items such as plastic straws, plastic coffee cups with biodegradable items.
2. We will contact County Borough businesses to encourage them to replace single use plastic items, reduce un-necessary packaging and apply principles of sustainability within their everyday businesses.
3. We promote 'Plastic free Bridgend' through social media and other appropriate marketing and communications methods.
4. We will continue to support community initiatives to 'Keep Bridgend Tidy', including our beaches, parks and streets, and promote alternatives to throwing away materials, in keeping with principles of the circular economy and waste hierarchy.
5. We will promote fair trade policies and a shop local scheme.
6. We will write to the Welsh Government Ministers asking them consider what measures, including guidance and legislation, can be introduced to reduce plastic waste across Wales, in keeping with the principles previously outlined.

Council believes:

The effectiveness of the proposed policy should be monitored at least annually to highlight

progress for members as part of the scrutiny process.

13. Urgent Items

To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

14. Exclusion of the Public

The Minutes and Report relating to the following items are not for publication as they contain exempt information as defined in Paragraphs 12,13,14, 15 and 16 of Part 4, and Paragraph 21 of Part 5 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

If following the application of the public interest test the Committee resolves pursuant to the Act to consider these items in private, the public will be excluded from the meeting during such consideration.

15. Approval of Exempt Minutes

277 - 278

To receive for approval the exempt minutes of 28/03/18

16. Appointment of Solicitor to the Council and Monitoring Officer

279 - 282

Yours faithfully

P A Jolley

Corporate Director Operational and Partnership Services

Councillors:

S Aspey
SE Baldwin
TH Beedle
JPD Blundell
NA Burnett
MC Clarke
N Clarke
RJ Collins
HJ David
P Davies
PA Davies
SK Dendy
DK Edwards
J Gebbie
T Giffard
RM Granville
CA Green
DG Howells

Councillors

A Hussain
RM James
B Jones
M Jones
MJ Kearns
DRW Lewis
JE Lewis
JR McCarthy
DG Owen
D Patel
RL Penhale-Thomas
AA Pucella
JC Radcliffe
KL Rowlands
B Sedgebeer
RMI Shaw
CE Smith
SG Smith

Councillors

JC Spanswick
RME Stirman
G Thomas
T Thomas
JH Tildesley MBE
E Venables
SR Vidal
MC Voisey
LM Walters
KJ Watts
CA Webster
DBF White
PJ White
A Williams
AJ Williams
HM Williams
JE Williams
RE Young

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COUNCIL - WEDNESDAY, 28 MARCH 2018

MINUTES OF A MEETING OF THE COUNCIL HELD IN COUNCIL CHAMBER - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON WEDNESDAY, 28 MARCH 2018 AT 15:00

Present

Councillor PA Davies – Chairperson

S Aspey	SE Baldwin	TH Beedle	JPD Blundell
NA Burnett	MC Clarke	N Clarke	RJ Collins
HJ David	P Davies	SK Dendy	DK Edwards
J Gebbie	RM Granville	CA Green	A Hussain
RM James	M Jones	MJ Kearn	DRW Lewis
JR McCarthy	DG Owen	D Patel	RL Penhale-Thomas
AA Pucella	JC Radcliffe	KL Rowlands	B Sedgebeer
RMI Shaw	CE Smith	JC Spanswick	RME Stirman
G Thomas	T Thomas	JH Tildesley MBE	E Venables
MC Voisey	LM Walters	CA Webster	DBF White
PJ White	A Williams	AJ Williams	HM Williams
JE Williams	RE Young		

Apologies for Absence

T Giffard, DG Howells, B Jones, JE Lewis, SG Smith, SR Vidal and KJ Watts

Officers:

Susan Cooper	Corporate Director - Social Services & Wellbeing
Jackie Davies	Head of Adult Social Care
Lindsay Harvey	Corporate Director Education and Family Support
Gary Jones	Head of Democratic Services
Sarah Kingsbury	Head of Human Resources, Organisation and Development and Customer Services
Gill Lewis	Interim Head of Finance and Section 151 Officer
Helen Pembridge	Team Leader - Neighbourhood Services
Andrew Rees	Senior Democratic Services Officer - Committees
Mark Shephard	Corporate Director - Communities
Kelly Watson	Group Manager Legal & Democratic Services

139. DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

Councillor JC Spanswick declared a prejudicial interest in agenda item 12 – Pay Policy Statement 2018-19 as members of his family are employed by the authority and left the meeting during consideration of this item.

Councillor DBF White declared a prejudicial interest in agenda item 12 – Pay Policy Statement 2018-19 as his wife is employed by the authority and left the meeting during consideration of this item. Councillor White also declared a personal interest in this item as his daughter is employed by the authority.

Councillor PJ White declared a prejudicial interest in agenda item 12 – Pay Policy Statement 2018-19 as his sister is employed by the authority and left the meeting during consideration of this item.

The Corporate Director Social Services & Wellbeing, Corporate Director Communities, Interim Corporate Director Education & Family Support, Interim Head of Finance, Group Manager Legal and Team Leader – Neighbourhood Services declared an interest in agenda item 12 – Pay Policy Statement 2018-19 and withdrew from the meeting during consideration of this item.

140. APPROVAL OF MINUTES

RESOLVED: That the minutes of the meeting of Council of 28 February 2018 be approved as a true and accurate record.

141. TO RECEIVE ANNOUNCEMENTS FROM:

Mayor

The Mayor informed Council of the engagements which she had attended in the past month which included a tour of Heronsbridge School, attending the Building Excellence Awards and 100th birthday celebrations of 3 residents in the County Borough. The Mayor had also visited Cefn Cribwr Primary School and had attended a dinner party for Civic Heads hosted by the Lord Mayor of Swansea. The Mayor was also pleased to have presented awards to individuals and groups at the Annual Citizenship Awards and had also attended the Palm Sunday Service of Remembrance at Margam Crematorium. The Mayor also attended an event organised by the Citizens Advice Bureau along with the Leader, Cabinet Members and Huw Irranca Davies AM.

Deputy Leader

The Deputy Leader informed Council of the revised arrangements for recycling and waste collections over the forthcoming Easter weekend. He also advised Members of some of the outcomes from the recent Democratic Services Committee meeting, in that there would be a review of the Member referral system. He also drew Members' attention of the requirement for them to complete E-learning modules by 1 June and of the forthcoming Development Control Committee training; Member Development sessions and pre-Council briefings.

Cabinet Member Communities

The Cabinet Member Communities announced that he had attended the recent Building Excellence Awards organised by the Building Control Team. He also informed Members that the Council would shortly be recruiting to a number of positions for School Crossing Patrols for which it had vacancies.

Cabinet Member Social Services and Early Help

The Cabinet Member Social Services and Early Help announced that the Council had recently marked World Social Work Day by inviting people to find out more about the role social workers play within the community. A display was also set up in the foyer of the Civic Offices and he shared some of the lines from a poem which had been written anonymously by a social worker.

Cabinet Member Wellbeing and Future Generations

The Cabinet Member Wellbeing and Future Generations informed Council that she was pleased to see Gemma Hartnoll receive a Mayor Citizenship Award for her WINGS

Cymru initiative, which had to the trial of offering menstrual products across 14 schools in the County Borough.

Cabinet Member Education and Regeneration

The Cabinet Member Education and Regeneration announced that the Council had teamed up with the CF31 BID group to ensure free car parking would continue at the Rhiw which would again be reviewed in January 2019. He also shared with Members the recent achievements of Leanne Rees Sheppard of Tremains Primary School on reaching the finals of School Chef of the Year 2018 and Porthcawl and Bryntirion Comprehensive Schools where more than 100 sixth form pupils had made donations to the Welsh Blood Service. He informed Members that Litchard Primary school had received a 'good' rating across the board from Estyn in each of the five key inspection areas. He also announced that Heronsbridge School had been awarded a gold accreditation from the Investors in People scheme.

Chief Executive

The Corporate Director Social Services and Wellbeing announced on behalf of the Chief Executive the preparations being made by the Council for the introduction of the General Data Protection Regulations which will come into force on 25 May 2018. The GDPR will replace the Data Protection Act to take account advances in technology and oversee how organisations will process personal information in future. She informed Members that Council policies are being updated to take account of breach notification procedures, fair processing policies, data protection updates, subject access and more.

Monitoring Officer

The Group Manager Legal reminded Members of the need for them to complete and formally declare any Related Party Transactions by 13 April 2018 for the financial year 2017-18.

142. TO RECEIVE THE REPORT OF THE LEADER

The Leader informed Council that the Cabinet Secretary for Local Government is seeking views on local government reorganisation. The Green Paper sets out a proposal to reduce Councils from 22 in number to 10, with Bridgend, RCT and Merthyr Tydfil being combined into a single authority. He informed Members that at the same time, the Council was awaiting a decision on changes to health board boundaries, which would see Bridgend County Borough moving from ABMU to Cwm Taf.

He also informed Members that the Council had been thanked by the WLGA for its participation in the Vulnerable Persons Resettlement Scheme. He stated that the WLGA had asked how many further refugees the Council anticipates being able to resettle in the forthcoming financial year and for the remainder of the resettlement programme which extends to 2020. The Leader had responded to the WLGA by stating that further resettlement will be subject to the availability of housing and school capacity. He had also clarified to the WLGA that the Council envisaged being able to accommodate a further five families during the remainder of the programme but could not confirm the exact number of refugees as this would be dependent on family sizes.

143. PROPOSED HEALTH BOARD BOUNDARY CHANGE

The Corporate Director Social Services and Wellbeing introduced Allison Williams, Chief Executive and Professor Marcus Longley, Chair of Cwm Taf University Health Board to address Council on the proposed Health Board Boundary Change.

The Chief Executive of Cwm Taf explained to Council that she had been in post for the past 7 years. She stated that Bridgend had benefitted hugely from being a part of the ABMU and had been at the cutting edge in providing services to the communities it serves. She informed Council that she had been grateful for the early discussions held with the Corporate Director Social Services and Wellbeing in advance of a decision being made by the Cabinet Secretary on the proposed Health Board boundary change.

The Chief Executive of Cwm Taf informed Council that Cwm Taf had led on mental health services to older people and dementia care. She stated that Cwm Taf did not want to de-stabilise services and any changes to clinical services would be the subject of consultation. She assured Members that there were significant benefits in patients continuing to receive treatment from the hospitals they currently receive that treatment. She stated that Cwm Taf is taking a lead in an imaging academy, training radiologists of the future and would be opening a new facility in Pencoed at the end of April.

A member of Council questioned whether Cwm Taf would have a commitment to sustaining Maesteg Community Hospital. The Chief Executive of Cwm Taf reassured Council that during her tenure, Cwm Taf had built 2 community hospitals and had developed 2 community health parks and she gave a commitment to community health services continuing.

A member of Council asked whether residents where possible, would receive services from Morriston Hospital or UHW in Cardiff dependent on where they live in addition to services being provided by the Princess of Wales, Royal Glamorgan and Prince Charles Hospitals. The Chief Executive of Cwm Taf stated that patients requiring tertiary care services would go to either Morriston Hospital or UHW. She envisaged the three hospitals of the Princess of Wales, Royal Glamorgan and Prince Charles working together, all are of similar size and have challenges, but there would be flexibility in terms of staffing those hospitals following a change in the health board boundary. She stated that there are particular strengths and specialisms in the Princess of Wales and Royal Glamorgan Hospitals which would benefit the wider population region. The Chief Executive of Cwm Taf informed Council that a change in health board boundary would also give rise to different opportunities.

The Leader informed Council that he had recently met with the Leader of RCT Council who was confident that a decision would shortly be reached by the Cabinet Secretary on the proposed change to the health board boundary. There would then be a need to shape a plan jointly for the revised health board.

The Chief Executive of Cwm Taf assured Members that this is the only potential change to health board boundaries under consideration and is not linked to the recent announcement by the Cabinet Secretary for Local Government on local government reorganisation.

A member of Council commented that a seamless transition was required on the potential change to the health boundary and asked whether a communications plan will be put in place. The Chief Executive of Cwm Taf commented that it was critically important for public confidence and staff morale, many of whom live in the communities that Cwm Taf serves, that a communications plan is put in place as the changes will impact over 3 local authorities. She stated that a number of work streams will be put in place covering workforce, governance, finance and communication. She informed Council that if this is done well, it would not be noticed by the community; however the community will notice the benefits of the changes.

The Corporate Director Social Services and Wellbeing informed Council that initial discussions had been held with Cwm Taf on mapping out priorities and it was of importance that the Council is part of that transition.

The Chief Executive of Cwm Taf informed Council that a joint scoping exercise is being undertaken but this could only proceed so far until a decision has been made by the Cabinet Secretary.

A member of Council commented that patients want to be treated locally and concern was expressed that patients may have to travel to Merthyr Tydfil for an appointment which is some way from Bridgend. The Chief Executive informed Council that there would have to be a proven clinical need for a patient to travel from Bridgend to Merthyr Tydfil or vice versa and there would have to be a good reason for that change. Treatment would be best delivered closer to home where there would be natural patient flows. There is a natural patient flow between Bridgend and the Royal Glamorgan, whereas there was no natural patient flow between Bridgend and Merthyr Tydfil. She stated that a new technical facility was being developed which would change the way services to people who have had strokes are delivered. The Chief Executive of Cwm Taf informed Council that services were not being targeted to be moved and any such decision would have to be the subject of consultation.

A member of Council asked whether the Cabinet Secretary had a reason for the merger proposals. The Leader informed Council that the proposed health boundary change formed part of the discussion on public services reform and that most of the Council's collaborations were based on an easterly footprint, whereas the only collaboration it had to the west was in relation to health. He stated that he would write to the Cabinet Secretary requesting that he make a decision on the proposal as quickly as possible.

The Cabinet Member Social Services and Early Help thanked the Chief Executive for attending Council and understanding the concerns of Members.

The Chair of Cwm Taf Health Board thanked Members for the opportunity of discussing the proposed health board boundary change and commented that the views of Members would be fed back to the Health Board. He informed Members that there is logic to the proposals and a common approach and he looked forward to the opportunities and challenges that lay ahead.

144. COUNCIL TAX CARE LEAVER DISCOUNT

The Interim Head of Finance and Section 151 Officer sought approval of proposed criteria for applying a Care Leaver's Discount.

She stated that a 2015 report by the Children's Society suggested that care leavers are a particularly vulnerable group for council tax debt and it was found that when care leavers move into independent accommodation and begin to manage their own budget for the first time, they find it challenging, particularly if they fall behind with their council tax. A number of recommendations have been made by the Children's Society, including making care leavers eligible for council tax discount.

The Interim Head of Finance and Section 151 Officer reported that the Council has the power to reduce liability for council tax in relation to individual cases or class(es) of cases that it may determine. She stated that there was currently no specific exemption class for care leavers in Council Tax legislation and the only way to achieve an exemption for care leavers is to grant a discretionary discount under the legislation.

The Interim Head of Finance and Section 151 Officer reported on a proposal to apply a discount to all care leavers living in Bridgend County Borough up to the age of 25 as defined by the definition of a care leaver in the Children (Care Leavers) Act 2000 and that it should apply from 1 April 2018.

The Deputy Leader in commending the proposal stated that it was a relatively small commitment for the authority to make, but the impact on care leavers would be huge.

The Leader in responding to a question from a member of Council as to how the proposal would fit in with the corporate priority of helping people to be more self-reliant, stated that care leavers face significant barriers and find it challenging to manage their own budget for the first time.

RESOLVED: That Council:

- (1) approved the proposed criteria for applying a Care Leaver Discount as indicated in Appendix A of the report with it applying to care leavers up to the age of 25;
- (2) delegated authority to the Chief Finance officer to make decisions on valid applications which meet the criteria in Appendix A of the report.

145. CARDIFF CAPITAL REGION CITY DEAL - JOINT WORKING AGREEMENT BUSINESS PLAN

The Corporate Director Communities presented the draft Joint Working Agreement Business Plan (JWA) which had been recommended by the Cardiff Capital Region Cabinet and sought its adoption as the formal "JWA Business Plan".

The Corporate Director Communities explained that the JWA Business Plan would address the updated Affordability Envelope, the methodology for agreeing the nature, scope and prioritisation of projects to be developed for the overall benefit of the Cardiff Capital Region, the methodology and responsibility for any external audits and performance monitoring and revenue and capital monitoring reports to be prepared by the Joint Committee and the frequency of those reports. He stated that the JWA draft Business Plan would now be referred to as the CCR Strategic Business Plan for the Wider Investment Fund to reflect its status and focus.

The Corporate Director Communities outlined the strategic context and spatial priorities of the draft JWA Business Plan and identified the emerging opportunities within the life of the plan. He explained that the agreement with the UK Government and Welsh Government provided £1.2 billion of which £734m was allocated to the Metro with the balance of £495m being made available as the Wider Investment Fund. The Regional Cabinet had stated that the high level aims of the Wider Investment Fund were the creation of 25,000 new jobs and £4bn of private sector investment. The first investment had been made in the Compound Semi-conductor Project, providing a loan of £38.5m with the potential to generate 2,000 jobs and over £380m of private sector investment. He explained that following this initial investment, Regional Cabinet had agreed in principle to support the Metro Central Project, Regional Housing Investment Fund, Digital Strategy and Skills for the Future schemes.

The Interim Head of Finance and Section 151 Officer reported that the Council's contribution to the CCRD is £11.328m (9.4% of the overall Local Authority Partnership capital funding requirement) and that a recurrent budget pressure of £598,000 was included within the MTFs in 2017-18 to fund the Council's contribution. This was based on the funding profile at that time. She explained that due to a change in funding profile,

the Council was required to make a payment of £2,299,950 before the end of the 2017-18 financial year. This would reduce later years payments and require the expenditure and funding within the capital programme to be re-profiled but within the same overall programme envelope. The Interim Head of Finance and Section 151 Officer informed Council that in order to ensure there is no impact on capital funding availability it was proposed that the balance of funding required over and above the available £598,000 budget (£1,701,950) be met from under spends within other council wide budgets, which would require a virement from this budget to the Communities Directorate budget from where the payment will be made and a re-profiling of expenditure and funding for the scheme within the capital programme.

Councillor Andrew Morgan, Chair of the Cardiff City Capital Region City Deal addressed Council and expressed his thanks to the Leader and Chief Executive of Bridgend County Borough Council who along with Councillor Peter Fox, the Leader of Monmouthshire County Council and he had played a leading role in the development of the City Deal. He stated that all 10 local authorities in the Regional Cabinet are equal partners and have equal votes in making investment decisions. He informed Council that following the first investment made in the Compound Semi-conductor Project, it was on course to delivering 2,500 highly skilled jobs. The adjacent factory had also been secured, to generate £420m of private sector investment as a result of the loan of £38.5m made by City Deal. He informed Council that the Housing Investment Fund would see brownfield sites being tackled and will drive opportunities for apprenticeships and graduates.

A member of Council questioned the impact the proposed virement would have on the Communities Directorate budget. The Leader confirmed that there would be no impact on the Communities Directorate with the proposed virement of budget.

A member of Council questioned how would the Housing Investment Fund help small businesses and builders and support Bridgend based employers as it was believed that it would favour volume house builders. The Leader stated that Bridgend would benefit from the Skills for the Future and the Housing Investment Fund would be targeted towards smaller builders. In addition, the County Borough would benefit from the Digital Strategy and better transport links that would be derived from the Metro Central Project. He informed Council that approximately 7,000 people leave Bridgend to travel to Cardiff each day with people being employed across the region. He stated that no one could say for certain what benefits City Deal would bring to Bridgend.

A member of Council commented that one of the biggest barriers to economic prosperity across the region is the traffic congestion on the M4 around Newport and questioned when the motorway would be upgraded to alleviate that congestion. The Chair of the Cardiff City Capital Region City Deal commented that he is supportive of the black route and each time he had met business leaders they had requested that the issue of traffic congestion around Newport be addressed. He stated that it made it more difficult the region when connectivity issues exist and there was a need for a decision to be made on the preferred route around Newport without delay.

A member of Council questioned how City deal would be funded by the local authorities given the proposals for local reorganisation. The Chair of the Cardiff City Capital Region City Deal stated that RCT Council had set aside funding in order to generate a surplus which would not have an impact on the Council's budget. He stated that each of the 10 local authorities are committed to City Deal and this would be the ninth Council to vote on proposals for the Joint Working Agreement Business Plan. The Councils which had voted previously had done so unanimously. He stated that he had been given assurances that local government reorganisation would not be a barrier which would compromise City Deal. The Leader commented that this Council had budgeted for City

Deal in the Medium Term Financial Strategy (MTFS) and is affordable and that funding of £375m would be levered from the UK Government across the region.

A member of Council questioned the risk to the MTFS of using the under spend and how will affordability be addressed. The Interim Head of Finance and Section 151 Officer stated that the strategy is to fund internally where possible and that the proposal is a change in profiling which will reduce costs on revenue and borrowing and is a prudent use of resources.

A member of Council commented that it appeared that the proposal before Council would favour Cardiff who would derive a greater return on their investment and that the benefits of City Deal would only be realised in Cardiff. Concern was also expressed at the proposed use of £1,701,950 and its impact on under spends. The Leader commented that only project had been approved to date, being the Semi-conductor Project in Newport which is the subject of a loan and not a grant. He stated that the Metro hub will benefit the region as a whole and other programmes in City Deal would benefit Bridgend. He also stated that the Housing Investment Fund would benefit valley communities and all communities would benefit from digital skills and better connectivity. The Interim Head of Finance and Section 151 Officer reassured Members that there would be no impact on budgets and that under spends would be considered. The Corporate Director Communities stated that the investment in City Deal would not be concentrated in Cardiff but scattered across the region. The Leader informed Council that the funding by the UK Government for the Metro project is match funded by the Welsh Government. He stated that the local authorities had direct influence on the other projects. He also stated that there in excess of 20 City Deals in the UK and that 2 successive UK Governments have honoured each City Deal and had signed up to sequels to City Deals and there was a need to ensure that this region benefitted from investment. He informed Council that all projects will have to go through the framework and be able to demonstrate that they deliver extra private sector investment.

Concern was expressed by at the decision not to electrify the railway line west of Cardiff and the lack of a half hourly rail service to Maesteg, whereas Cardiff was getting a new transport hub and questioned the benefits to Bridgend. The Deputy Leader commented that IQE, the Semi-conductor manufacturer is working with Bridgend College to ensure the right courses are delivered in to support those highly skilled jobs and to equip future generations. The Cabinet Member Communities commented that the upgrade to the valley line will benefit Bridgend and that the City Deal project will last for 30 years.

A member expressed concern that many valley communities have empty properties and that additional housing will worsen the problem, concern was also expressed that Bridgend would not derive benefits from City Deal. The Corporate Director Communities informed Council that there is a longlist of capital schemes awaiting to go through the framework. He stated that City Deal was about prosperity for the region and not confined to boundaries.

Concern was expressed at the financial management of City Deal and that the local authorities were being held hostage by having to make further investment. The Interim Head of Finance and Section 151 Officer informed Council the local authorities were still working to the same financial envelope and that the proposed internal funding from under spends was the most prudent.

It was moved and seconded that a recorded vote be taken on the proposals contained in the Joint Working Agreement Business Plan; but firstly, an electronic vote was required to see that there was a consensus of Members for this.

Therefore an electronic vote was taken, the result of which was as follows:-

COUNCIL - WEDNESDAY, 28 MARCH 2018

For (recorded vote)	Against	Abstain
38	7	0

As the vote for a recorded vote was carried, this was then undertaken, the result of which was as follows:-

For	Against	Abstain
37	7	3

City Deal (Resolution)	
The Committee considered the information contained within the report and a recorded vote was requested as follows:	
Councillor Sean Aspey	For
Councillor Stuart Baldwin	For
Councillor Tom Beedle	Against
Councillor Jon-Paul Blundell	For
Councillor Nicole Burnett	For
Councillor Mike Clarke	For
Councillor Norah Clarke	For
Councillor Richard Collins	For
Councillor Huw David	For
Councillor Paul Davies	For
Councillor Pam Davies	For
Councillor Sorrel Dendy	Abstain
Councillor Keith Edwards	Against
Councillor Jane Gebbie	For
Councillor Richard Granville	For
Councillor Cheryl Green	For
Councillor Altaf Hussain	For
Councillor Malcolm James	Against
Councillor Martyn Jones	For
Councillor Mike Kearns	For
Councillor David Lewis	For
Councillor John McCarthy	For
Councillor David Owen	For
Councillor Dhanisha Patel	For
Councillor Ross Penhale-Thomas	Against
Councillor Aniel Pucella	Abstain
Councillor James Radcliffe	Against
Councillor Kay Rowlands	For
Councillor Bridie Sedgebeer	For
Councillor Rod Shaw	For
Councillor Charles Smith	For
Councillor John Spanswick	For
Councillor Roz Stirman	Against
Councillor Gary Thomas	For
Councillor Tim Thomas	Against
Councillor Jefferson Tildesley MBE	For
Councillor Elaine Venables	Abstain
Councillor Matthew Voisey	For

Councillor Lyn Walters	For
Councillor Carolyn Webster	For
Councillor David White	For
Councillor Philip White	For
Councillor Alex Williams	For
Councillor Amanda Williams	For
Councillor Hywel Williams	For
Councillor Julia Williams	For
Councillor Richard Young	For
Carried	

RESOLVED: That Council approved

- a) The JWA Business Plan attached as Appendix A.
- b) The budget virement of £1,701,950 from underspends on other council wide budgets to the Communities Directorate to enable the payment to be made in full from revenue budgets in 2017-18, and that the scheme be re-profiled accordingly within the capital programme.

146. PUBLIC SERVICES BOARD WELL-BEING PLAN

The Leader invited Andrew Davies, Chair of the Public Services Board to present for approval its Wellbeing Plan.

The Chair of the Public Services Board informed Council that the Board has developed four wellbeing objectives using information received from partners and receiving feedback from citizens, namely;

- Best Start in Life;
- Support Communities in Bridgend to be Safe and Cohesive;
- Reduce Social and Economic Initiatives
- Healthy Choices in a Healthy Environment

The draft Wellbeing Plan has been the subject of public consultation, with 329 responses received. Feedback had been provided by the Welsh Government as part of the consultation which identified one significant issue, in that the plan needed to be more explicit on how the proposed steps will maximise the contribution to the national wellbeing goals. The Future Generations Commissioner had provided detailed feedback which stressed the importance of demonstrating how the PSB has considered each of the five of working in relation to each objective. The Commissioner had also provided advice on how the PSB might take steps to meet the objectives including links to research and other studies. In addition to this, the Commissioner's office has stated they will be looking at how the objectives of individual public bodies can contribute to the delivery of the wellbeing plan.

The Chair of the Public Services Board informed Council that each of the statutory members of the PSB must formally agree the Wellbeing Plan, which must be published by 4 May 2018. He paid tribute to the authority and the Chief Executive and staff for the way in which it operates the PSB. He stated that while the Plan is constrained by legislation, he commented on the importance of the PSB being subject to scrutiny.

The Leader thanked the Chair of the Public Services Board for his personal commitment to the PSB and placed on record his thanks to Mr Davies as Chair of the ABMU Health Board.

RESOLVED: That Council approved the Public Services Board Wellbeing Plan.

147. REVIEW OF ELECTED MEMBER ANNUAL REPORTS PROCESS

The Group Manager Legal reported on the recommendations of the Democratic services Committee to update the Annual reports for Elected Members and the associated reporting process. She also sought approval of the process to be used for Elected Member Annual Reports and requested Council to note the designation of training for Annual Reports as recommended for all Members.

The Group Manager Legal reported that the Local Government (Wales) Measure 2011 to make arrangements for all Elected Members to make and publish an Annual Report about their activities. She stated that the Democratic Services Committee at its meeting on 17 January 2018 was informed of the revised process for Annual Reports, which reflected changes to the Elected Member information currently available on the Council's website, the implementation of the Welsh Language Standards and minimise the resources to create, administer and publish Annual Reports in English and Welsh.

A member of Council questioned whether there is a review process in place to ensure the translation of the Annual report returned by the translator is accurate and unbiased. The Group Manager Legal informed Council that there is a framework in place and translators have to be accredited before they can be admitted to the framework by the National Procurement Service.

RESOLVED: That Council:

- (1) approved the revision to the Annual Report process and the proposed schedule of publication for Annual Reports for 2017/18;
- (2) noted that the Democratic Services Committee has designated the training for Elected Members as "recommended for all Members".

148. REVIEW OF THE PERSONAL DEVELOPMENT REVIEW (PDR) PROCESS

The Group Manager Legal reported on the recommendation of the Democratic Services Committee regarding proposals for the Personal Development Review (PDR) process to be made available for all Elected Members. She highlighted the key elements of the PDR process as identified in the Local Government (Wales) Measure 2011. The previous PDR process had been the subject to review to ensure that it remains fit for purpose.

The Group Manager Legal reported that 3 PDR interview template options had previously been considered and with the Personal Development Review Document being considered by Council in 2013 as the most appropriate for use. All 3 template forms had been reviewed for re-consideration for future use in the PDR process. She highlighted the process to be undertaken to introduce PDRs and in order to facilitate its successful implementation, training sessions will be provided.

The Group Manager Legal highlighted the process for the identification of reviewers and the timescales to meet the deadlines for the submission of the WLGA Charter, the approval of the PDR process, its implementation and the successful completion of PDRs for the Senior Salary Holders.

RESOLVED: That Council:

- (1) approved the implementation of the Personal Development Review document as the vehicle for progressing the PDR process in Bridgend County Borough Council;
- (2) approved the proposed activities and timescale shown;
- (3) noted that the Democratic Services Committee has designated the training for Personal Development Reviews as “recommended for all Members”.

149. **PAY POLICY STATEMENT 2018/19**

The Head of Human Resources and Organisational Development reported that the Localism Act 2011 requires local authorities to produce and publish a Pay Policy Statement and she submitted the updated Pay Policy Statement for Council’s consideration for the year 2018/19.

She advised that the Pay Policy Statement is fully compliant with the Localism Act 2011. Negotiations are in progress on a two year deal with NJC employees, but have not been concluded. She stated that the current Redundancy and Redeployment policy is attached to the Pay Policy Statement as required. She further advised that once the pay negotiations had concluded, the Pay Policy Statement would be updated and re-presented to Council.

The Leader informed Council that this would be the last meeting of Council to be attended by Sarah Kingsbury, Head of Human Resources and Organisational Development prior to her retirement. He placed on record his thanks to Ms Kingsbury for providing strong leadership in her role.

RESOLVED: That Council approved the updated Pay Policy Statement.

150. **TO RECEIVE THE FOLLOWING QUESTIONS FROM: COUNCILLOR A HUSSAIN, COUNCILLOR T THOMAS AND COUNCILLOR M VOISEY**

Question to the Cabinet Member Education and Regeneration from Councillor A Hussain

South Wales Police have called for better mental health education in schools after a rise in young people being detained under the Mental Health Act and this has been supported by the Mind Cymru and they want that schools should do more to raise awareness of mental health issues and step in to help those who are having problems sooner.

Can the Cabinet Member for Education let the Council know how he is addressing this important issue?

Response:

There are a number of services provided by directly BCBC which seek to improve the mental health and wellbeing of children. Most of these resources are concentrated at the Tier 1 level but some are Tier 2 services. They would include:

Tier 1

- School-based interventions (eg nurture provision, personal and social education, Achievement For All, Thrive and ELSA)
- Social work interventions (eg attachment theory, cognitive behavioural theory and direct work with children)
- School nursing support

- Pastoral care in schools
- Anti-bullying work in schools and with the Early Help Team
- Flying Start - additional health visitor support
- Language and play, number and play and Welcomm speech and language support sessions
- Parenting support
- Young carers support

Tier 2

- There is one (part-time) specialist CAMHS social worker based in the Early Help Team
- There is one (part-time) specialist play therapist within the Early Help Team
- School-based counsellors
- Community-based counsellors
- B2P (Building to Progress) educational provision for children with mental health issues

In addition to these centrally-based services, the schools use a wide range of approaches and practices which aim to support the emotional and mental wellbeing of our children.

Services for children at more acute levels are provided by ABMU.

Councillor Hussain asked a supplementary question as to when will Wellbeing Officers be introduced to schools. The Interim Corporate Director Education and Family Support stated that there are a number of initiatives in place and that some schools already have Wellbeing Officers in place.

Question to the Leader from Councillor Tim Thomas

This question was withdrawn by Councillor Thomas.

Question to the Cabinet Member Communities from Councillor MC Voisey

Can the Cabinet member please advise how many Homes of multiple occupation (HMO's) of all sizes, there are in the county of Bridgend, and their distribution by ward?"

Response:

The main function of SPG is to provide clarity on a particular policy or strategy of the development plan. There is no specific policy in the Bridgend LDP relating to HMOs and the plan makes no commitment to produce HMO SPG unlike for example Open Spaces or Design. The production of SPG is very resource intensive and involves public consultation, the open spaces SPG for example has been in production for some time and a decision to embark a new SPG cannot be taken lightly.

Also, an SPG which will apply across the County Borough may not necessarily restrict development and in some cases may even provide justification for a proposal particularly if we set criteria for assessment. In other words if a proposed HMO complies with the SPG then the presumption could be that planning permission should be allowed. It could even inadvertently 'direct' HMO development to town centre areas where there are likely to be larger properties and relaxed car parking policies. At present any such application is determined on its own merit.

We have had 5 applications for HMOs and 7 enforcement complaints across the County Borough over the last 3 years, which would not suggest that there is a particular issue

with this type of development in the wider area however, you may be aware that recent changes to the Use Classes Order has now brought smaller HMOs under planning control and this could result in more applications in the future. I appreciate your concerns about a proliferation of HMOs in particular ward and that this could potentially change the character of the area over time. This is something that we could look at as part of the development plan review (whichever form it takes), but this will need to be informed by evidence and the local housing needs assessment will also provide further information on future demands for housing supply in Bridgend.

In the meantime any proposal will be subject to normal planning assessment also taking into account concerns about concentrations of particular uses in a small area. There may also be other controls imposed under other licensing or consenting regimes, which may be relevant.

A list of Licensed HMOs which Shared Regulatory Services is required to maintain, and also figures relating to Non Licensable HMOs per area within the Borough was submitted. This list has been produced having regard to historical data that was obtained from service requests to the department and also a street survey that was completed in 2015/16 to identify potential HMOs.

Councillor Voisey asked a supplementary question as to what action is taken by the authority to ensure the safety of residents where the properties they are living in are unregistered and unknown HMOs and the work undertaken with partner agencies. The Team Leader Neighbourhood Services stated that Shared Regulatory Services will act on complaints received from tenants, Council tax, Building Control, Planning Department and the Fire Service in relation to properties which are unlicensed. Shared Regulatory Services is currently preparing a prosecution against the owner of an unlicensed property, who had failed to submit an application for a licence. The Team Leader Neighbourhood Services informed Council that the majority of HMOs in the County Borough do not meet the criteria for Mandatory Licensing (that they are of 3 or more storeys and have 5 or more occupants, and therefore do not require licensing. There is however other legislation, such as the Management Regulations which they are required to meet. She stated that Shared Regulatory Services are planning on doing a targeted mailing exercise to raise awareness and enforcement to ensure owners meet the requirements of both the Housing Act and Rent Smart Wales.

151. NOTICE OF MOTION PROPOSED BY COUNCILLOR ALTAF HUSSAIN

The Notice of Motion was withdrawn by Councillor Hussain.

152. INFORMATION REPORTS FOR NOTING

The Group Manager Legal presented a report, the purpose of which was to inform Council of the Information Report which had been published since the last meeting.

RESOLVED: That Council acknowledged publication of the document listed in the report:-

<u>Title</u>	<u>Date Published</u>
Related party Transactions 2017-18 & Statements of Accounts	22 March 2018

153. URGENT ITEMS

There were no urgent items.

154. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, the public be excluded from the meeting during consideration of the following items of business as they contain exempt information as defined in Paragraphs 12, 14 and 16 of Part 4 and Paragraph 21 of Part 5 of Schedule 12A of the Act.

Following the application of the public interest test it was resolved that pursuant to the Act referred to above to consider the following items in private, with the public excluded from the meeting, as it was considered that in all the circumstances relating to the item, the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

155. APPROVAL OF EXEMPT MINUTES

156. REDUNDANCY AND EARLY RETIREMENT COSTS IN EXCESS OF £100,000

The meeting closed at 18:04

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

25TH APRIL 2018

NANTYMOEL WORKMEN'S INSTITUTE

1. Purpose of Report

- 1.1 To seek Council approval from the Council's elected members in their capacity as Trustees of the Charity, the Nantymoel Workmen's Institute, to close and wind up the existing charity and to exercise their statutory powers under sections 267-274 of the Charities Act 2011 to transfer all of the charity's assets to a charitable incorporated organisation established with substantially similar charitable objectives, the Nantymoel Boys and Girls Club and Community Centre.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The proposal links to the Council priorities of smarter use of resources and encouraging communities to be more self-reliant.

3. Background

- 3.1 Following the closure of the Berwyn Centre in 2012, the Council contacted the Charity Commission to seek their consent to the proposed demolition of the building based on health and safety grounds. The Charity Commission advice was that the Council had the power to demolish the building but also flagged up that the demolition would cause other long term issues which would need to be addressed in due course.
- 3.2 The Berwyn Centre was held in trust by the Council, with each of its elected members acting as a trustee of the charity responsible for it, namely the Nantymoel Workmen's Institute. The charitable purposes of the Nantymoel Workmen's Institute are narrowly set as:

"the provision and maintenance of a Community Centre for the use of the inhabitants of Nantymoel... without distinction of political, religious or other opinions, including for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants".

- 3.3 Following demolition of the Berwyn Centre the Council as trustee for the charity would no longer be able to fulfil that purpose. As such the Charity Commission set out a range of options for the Council's consideration with regard to the future of the site and the charity's assets. The preferred option that emerged from ongoing work in the community was the land on which the Berwyn Centre was sited (not the wider piece of land that surrounded the centre) and the funds held by the existing charity be transferred to another local charity with substantially similar charitable objectives.

- 3.4 To that end the Council supported the establishment of a new Charitable Incorporated Organisation, the Nantymoel Boys and Girls Club and Community Centre, which was established with charitable purposes that are substantially similar to all of the purposes of the Nantymoel Workmen’s Institute. Those charitable purposes include the power to establish and maintain a community centre in furtherance of the following objects:

“To educate boys and girls resident in the area of the Ogmore Valley through their leisure time occupation so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved.

To benefit the residents of the Ogmore Valley and the neighbourhood, without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the objective of improving the conditions of life for the residents of the whole community.”

- 3.5 This preferred option aligned with other work that had gone on locally for a number of years to develop a business plan and proposal to spend the capital sum of £200,000 that was allocated in the Capital Programme when the Berwyn Centre closed, towards the development of alternative or enhanced community facilities in Nantymoel. A number of options for investing the money locally were explored, including developing a new building on the Berwyn Centre site, enhancing facilities at the local school, at the local bowls club, and developing facilities at Nantymoel Boys and Girls Club to improve community access for all local community groups. This process was undertaken to get to a stage where there was support from the community for a preferred option and a fully developed business plan. The process took over 5 years and required various extensions to be granted by the Council with regard to the deadline for spending the capital allocation. The main issue from the Council’s point of view was ensuring that the presented business plan was sufficiently robust to provide comfort that the funds would be spent prudently and in a way that would support a financially sustainable model. A report was approved by Cabinet in November 2017 agreeing to release the capital allocation to Nantymoel Boys and Girls Club based on a plan to extend and improve the existing facilities to accommodate additional community use.
- 3.6 The report to Cabinet in November 2017 also highlighted that the community group had requested that the Council follow the necessary process to release the sum of money held in trust, in order to supplement the £200,000 of allocated capital funding. The report highlighted at that time that the sum of money held was approximately £46,000. The current value of the fund is £49,274.69.

4. Current Situation/ Proposal

- 4.1 Further Charity Commission advice was sought on the process of transferring the assets of the existing charity based on this preferred option. In summary the process entailed holding a public meeting in accordance with clause nine of the Charity Commission Scheme for the Nantymoel Workmen's Institute, following the statutory provisions contained within sections 267-274 of the Charities Act 2011 and to that end seeking the consent of the Charity Commission to the transfer of all of the Charity's assets to the newly created Charitable Incorporated Organisation.
- 4.2 Appropriate notices and the relevant delegated power were thereby given of the intention to hold a public meeting for the purpose of seeking local public opinion on the dissolution of the existing charity, Nantymoel Workmen's Institute, and the transfer of all of the charity's assets to a charitable incorporated organisation established with substantially similar objectives, the Nantymoel Boys and Girls and Club and Community Centre. The meeting was duly held on 28th March 2018 in Nantymoel Boys and Girls Club with those eligible to vote on the proposals being over the age of eighteen and resident in Nantymoel. The meeting was chaired by the Deputy Leader and set out what was proposed in full and allowed local residents the opportunity to pose any questions or concerns that they had. The resulting ballot resulted in unanimous support for the proposal.
- 4.3 The necessary process now requires that the Council, informed by local opinion and the ballot at the public meeting, consider whether the above proposal is in the best interests of the charity in furtherance of its charitable purpose and, if it considers it to be so, to pass a transfer power resolution in accordance with the statutory provisions contained within sections 267-274 of the Charities Act 2011 to transfer all of the charity's assets to the Nantymoel Boys and Girls Club and Community Centre and dissolve the existing charity. This will then allow a further formal approach to be made to the Charity Commission for their consent to the proposed dissolution of the existing charity and transfer of its assets.

5. Effect upon Policy Framework and Procedure Rules

- 5.1 There is no effect on the Council's policy framework and procedure rules.

6. Equalities Impact Assessment

- 6.1 No equalities impact assessment is necessary or been carried out with regard to this particular report, but the Council as part of its assessment of the business plan submitted to expand and enhance Nantymoel Boys and Girls Club considered by Cabinet in November 2017, assessed that the proposal would ensure greater access to community facilities to all local individuals and groups.

7. Financial Implications

- 7.1 The proposal to dissolve the existing charity and transfer its assets will result in a sum of £49,274.69 being transferred to Nantymoel Boys and Girls Club and Community Centre, subject to formal Charity Commission approval. In addition the area of land that the Berwyn Centre previously occupied before its demolition will be transferred to the above charitable incorporated organisation. The objectives of the charity will prevent it from being sold for commercial gain.

8. Recommendation

- 8.1 That Council approve the proposal above to dissolve the existing charity, the Nantymoel Workmen's Institute, and pass a transfer power resolution in exercise of their statutory powers under sections 267-274 of the Charities Act 2011 to transfer all of the charity's assets to a local Charitable Incorporated Organisation established with charitable purposes substantially similar to all of its charitable purposes, the Nantymoel Boys and Girls Club and Community Centre.
- 8.2 That Council approve that the Charity Commission are formally approached to complete the process of dissolving the existing charity and transferring all of its assets as set out above.

Mark Shephard
CORPORATE DIRECTOR - COMMUNITIES
April 2018

Contact Officer: **Mark Shephard**
Corporate Director Communities
Telephone: (01656) 643380
E-mail: Mark.Shephard@bridgend.gov.uk

Postal Address Civic Offices, Angel Street, Bridgend CF31 4WB

Background Documents:

Cabinet Report - Nantymoel Community Facilities - November 2017
Cabinet Report - Nantymoel Community Building Investment - February 2017

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

25 APRIL 2018

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

DEPARTURE PLANNING APPLICATION P/17/1083/FUL

1. Purpose of Report

- 1.1 On 15 March, 2018, the Development Control Committee considered planning application P/17/1083/FUL as a departure from the Local Development Plan. The Development Control Committee resolved not to refuse planning permission so the application is referred to Council which is requested to approve the application subject to conditions.
- 1.2 A copy of the Development Control Committee report is attached at Appendix 1.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The delivery of the County Borough Council's planning functions has links to all three of the Council's corporate priorities as outlined in the Corporate Improvement Plan 2016-2020.

3. Background

- 3.1 The application, by Western Power Distribution (South Wales) Plc., relates to an extension to the existing grid substation at Bridgend Grid Substation, off Great Western Avenue, Bridgend. The existing substation is of major importance as it supplies electricity to the majority of the town. The proposal comprises an extension to the west of the existing substation, as shown outlined in red in the plan below:



- 3.2 The extended area will provide space to erect a building which provides the opportunity to upgrade the existing substation, erected in the 1970s, by transforming

the incoming voltage from 132,000 (132kV) to 33,000 (33kV) for distribution to the local network, providing power to the wider Bridgend area. The existing infrastructure is in urgent need of upgrading and modernisation.

- 3.3 As part of the proposal, the existing switchroom building will be removed following the commissioning of the new equipment. The existing infrastructure cannot be dismantled because WPD needs to maintain the supply of electricity to its customers during the construction and testing stage.
- 3.4 The application site is located within the Primary Key Settlement of Bridgend, as defined by Bridgend County Borough Council's adopted Local Development Plan (2013).
- 3.5 The proposed development is within the Regeneration and Mixed Use Development Site - Coity Road Sidings, Bridgend, as defined by Policy PLA3 of the Local Development Plan (2013). The site is allocated for regeneration and mixed use schemes which includes 140 residential units (COM1(4)) an employment function (REG1(3) already developed) and a Park and Ride facility to serve Wildmill Train Station (PLA7(21)).
- 3.6 The site offers opportunities for development to take place over the plan period to help meet the visions and objectives of the Local Development Plan and the allocation will result in the provision of comprehensive residential, employment and commercial development, whilst providing new transportation, community, education and recreation facilities to serve the community.
- 3.7 Whilst the application site is within the demarcated strategic transportation improvement area, it is considered that the proposal would not prejudice the implementation of the Park and Ride Facility or walking, cycling and public transport routes because the access road is capable of being realigned, as illustrated in the Potential Realignment of Access Road Through Coity Sidings Site plan received with the submission.
- 3.8 In 2015, planning consent was refused for a standby generating facility on land to the north of the current site. However, this proposal covered a much larger area and if developed would have sterilised a significant part of the allocated land. The proposed extension to the existing substation facility cannot be considered temporary in nature nor can it be said to be employment generating, however, it is noted that the new structure and subsequent removal of the existing switchroom would provide betterment in terms of visual amenity, which would be more compatible with the future residential development of the Coity Road Sidings Development Brief.
- 3.9 The Joint Housing Land Availability Study (2017) states that Coity Road Sidings designated site has a deliverability of 30 units in 2021, 40 units in 2022 and 70 units thereafter. Although the overall developable area will be reduced if this application is approved, it is considered that the proposal will not unduly jeopardise the future residential scheme given its residential capacity and the limited extent of the substation extension.
- 3.10 Therefore, there is a reasoned argument for the extension being located on an allocated site.

3.11 The Local Planning Authority can grant permission for development which does not accord with the provisions of the development plan in force in the area under Article 20 of the Town and Country Planning (Development Management Procedure) (Wales) Order 2012, subject to ratification by Council.

4. Current Situation

4.1 The application site is located within an area that is allocated as a Regeneration and Mixed Use Development Site - Coity Road Sidings, Bridgend, as defined by Policy PLA3 of the Local Development Plan (2013).

5. Effect upon Policy Framework & Procedure Rules

5.1 Whilst the application does not fully accord with the policies of the Bridgend Local Development Plan the substation extension is an operational requirement for WPD.

6. Equality Impact Assessment.

6.1 A screening for Equality Impact has been undertaken and no negative issues have been identified.

7. Wellbeing of Future Generations (Wales) Act 2015

7.1 The well-being goals identified in the Act are:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

7.2 The duty was considered in the assessment of the application and in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of the proposed development.

8. Financial Implications

8.1 There are no direct financial implications as a result of this report.

9. Recommendation

9.1 That if Council is minded not to refuse the development then the Corporate Director Communities be given delegated authority to issue a decision notice in respect of this proposal to include the following conditions:

1. The development shall be carried out in accordance with drawing numbers "BDG0112" and "A 73210 Issue 3" received 22 December 2017.

Reason: To avoid doubt and confusion as to the nature and extent of the approved development.

2. The building shall be completed with 'new burntwood red rustic 0269' elevations and shall have an 'anthracite RAL 7016' roof, in accordance with the samples received 27 February 2018.

Reason: To ensure that the proposed materials of construction are appropriate for use on the development so as to enhance and protect the visual amenity of the area.

3. No later than 6 months after the beneficial use of the building and apparatus commencing, the existing switchroom on the north western boundary of the application site shall be removed in its entirety and all associated waste removed from the site.

Reason: In the interests of visual amenities.

Mark Shephard
Corporate Director Communities
25 APRIL 2018

Contact Officer

Mr. Jonathan Parsons

Group Manager - Development

Telephone Number: 01656 643153, e-mail: jonathan.parsons@bridgend.gov.uk

Background documents

Appendix 1: Development Control Committee Report

REFERENCE: P/17/1083/FUL

APPLICANT: Western Power Distribution (South Wales) Plc
Avonbank, Feeder Road, Bristol BS2 0TB

LOCATION: **Bridgend Grid 132kV Substation off Great Western Avenue
Bridgend CF31 1NN**

PROPOSAL: Extension to existing 132kV grid substation to accommodate new 33/132kV switchroom building; 2.4m high steel palisade security fencing with 3.6m electric fencing behind; internal access road & gravelled surface

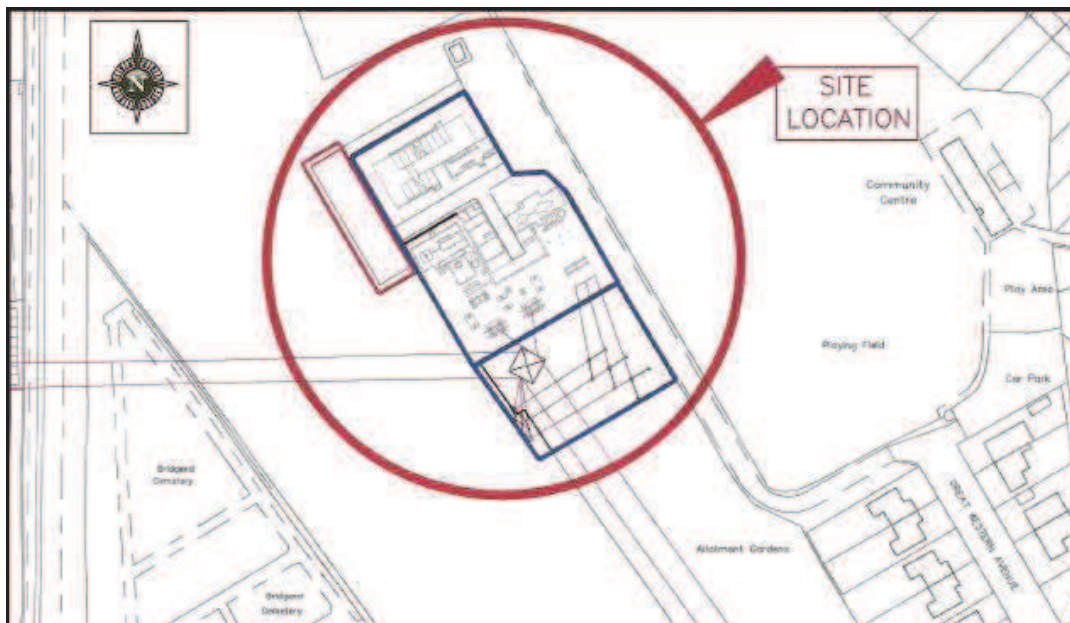
RECEIVED: 22nd December 2017

SITE INSPECTED: 25th July 2017 (under planning application reference P/17/571/FUL)

DESCRIPTION OF PROPOSED DEVELOPMENT

Full planning permission is sought by Western Power Distribution (South Wales) plc (WPD) for the extension to the existing grid substation at Bridgend Grid Substation, off Great Western Avenue, Bridgend. WPD is a Licensed Electricity Supply Operator defined in Section 6(2) of the Electricity Act 1989. The existing substation at Bridgend is of major importance to the electricity supplies around a vast area surrounding the Bridgend district.

The proposal comprises an extension to the west of the existing substation, as shown in the plan below:

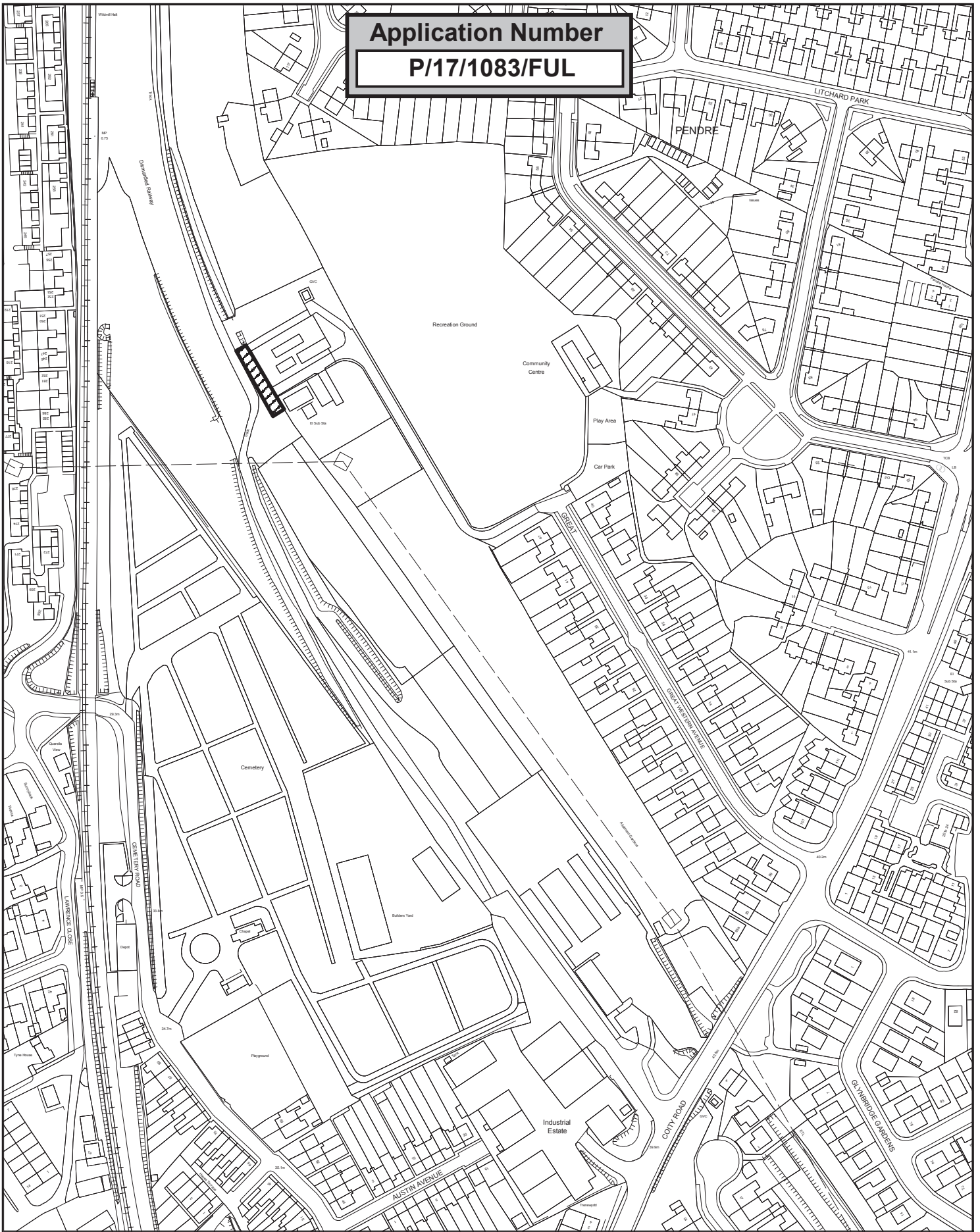


The extended area will provide space to erect a building which provides the opportunity to upgrade the existing substation, erected in the 1970s, by transforming the incoming voltage from 132,000 (132kV) to 33,000 (33kV) for distribution to the local network, providing power to the wider Bridgend area. The existing infrastructure is in urgent need of upgrading and modernisation.

The switch room building proposed to be erected to the west of the existing site will measure 6 metres in width, 19.3 metres in length and 4.6 metres in maximum height. The building will be finished with facing brick elevations proposed in new burntwood red rustic 0269 colour, with anthracite RAL7016 grey roof, to match the existing buildings at the application site, as shown below:

Application Number

P/17/1083/FUL



Page 30

Page 30

Scale 1:2,500

Date Issued:
07/03/2018

Development-Mapping
Tel: 01656 643176

Mark Shephard
Corporate Director-Communities

Communities Directorate,
Bridgend County Borough
Council, Civic Offices,
Angel Street,
Bridgend CF31 4WB.

O/Drive/Plandraw/new MI layouts/
Committee DC Plan

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(2018) Rhif Trwydded yr Arolwg Ordnans
(100023405)

(c) Cities Revealed Aerial Photography
copyright, The GeoInformation Group (2009)

Cyngor Bwrdeistref Sirol
Pen-y-bont ar Ogwr

BRIDGEND
County Borough Council



The proposal also includes the installation of a 3.6 metre high electrified steel palisade fence with stainless steel rivets and the extension of the internal access road to provide access to the new building, which has a gravelled surface.

As part of the proposal, the existing switchroom building, finished in profiled steel clad elevations and located along the north western boundary of the application site, will be removed following the commissioning of the new equipment. The existing infrastructure cannot be dismantled because WPD needs to maintain the supply of electricity to its customers during the construction and testing stage. There is no available option of temporarily installing switchgear equipment off site whilst the existing circuit breakers are removed and a permanent switch room building is constructed.

SITE DESCRIPTION

The application site is located within the Primary Key Settlement of Bridgend, as defined by Bridgend County Borough Council's adopted Local Development Plan (2013). It lies approximately 385 metres to the North West of Coity Road (B4181). The site is accessed via a single width private access track off Great Western Avenue.

The proposed development area is within the Regeneration and Mixed Use Development Site Coity Road Sidings, Bridgend, as defined by Policy PLA3 of the Local Development Plan (2013). The site is allocated for regeneration and mixed use schemes which includes 140 residential units (COM1(4)) an employment function (REG1(3) already developed) and a Park and Ride facility to serve Wildmill Train Station (PLA7(21)).

The existing site is characterised as industrial and houses a number of pylons and electrical equipment enclosed within a palisade fence, as shown in the photograph below:



RELEVANT HISTORY

Application Reference	Description	Decision	Date
P/12/807/FUL	Change of use to B1/B8 mainly containerised storage	Conditional Consent	20/12/2012
P/13/534/FUL	Develop site for use as storage facility	Conditional Consent	16/01/2014
P/14/326/RLX	Relax Condition 1 of P/13/534/FUL	Conditional Consent	26/06/2014
P/14/641/FUL	Installation of underground electricity line	Conditional Consent	30/10/2014
P/14/777/FUL	Installation of an underground electrical line	Unconditional Consent	30/12/2014
P/14/850/FUL	Underground high voltage cable for solar farm (amendment to route approved under P/14/641/FUL)	Conditional Consent	16/02/2015
P/15/279/FUL	A small scale standby electricity generation plant in individual sound proof containers	Refused - Dismissed On Appeal	17/07/2015
P/15/582/FUL	Small scale standby electricity generation plant in individual soundproof containers and associated infrastructure and works	Withdrawn	12/04/2015

P/15/812/FUL	Small scale standby electricity generation plant in individual sound proof containers	Refused	11/11/2015
P/15/781/FUL	Underground high voltage electricity cable for solar farm (amendment to route approved under P/14/850/FUL) (retrospective application)	Unconditional Consent	15/01/2016
P/16/76/RLX	Change of use to B1/B8 mainly containerised storage	Withdrawn	31/03/2016
P/17/571/FUL	Extension to existing substation to accommodate new 33/11kV switchroom building, 2.4m high palisade security fencing with 3.6m high electric fencing behind, internal access road and gravelled surface	Withdrawn	04/10/2017

PUBLICITY

This application has been advertised through direct neighbour notification and the erection of a site notice. An advertisement was also published in the Glamorgan Gem newspaper on 11 January 2018.

No representations have been received within the consultation period which expired on 1 February 2018.

CONSULTATION RESPONSES

CONSULTEE

COMMENTS

Bridgend Town Council
11 January 2018

No objection.

Wales & West Utilities
5 February 2018

No objection subject to the inclusion of the recommended informative notes.

RELEVANT POLICIES

The relevant policies and supplementary planning guidance are highlighted below:

Policy PLA1	Settlement Hierarchy and Urban Management
Policy PLA3	Regeneration and Mixed Use Development Schemes
Policy SP2	Design and Sustainable Place Making
Policy PLA7	Transportation Proposals
Policy SP9	Employment and the Economy
Policy REG1	Employment Sites
Policy SP12	Housing
Policy COM1	Residential Allocations in the Strategic Regeneration Growth Areas

Supplementary Planning Guidance 08
Draft Coity Sidings Development Brief

Residential Development

In the determination of a planning application, regard should also be given to the local requirements of National Planning Policy which are not duplicated in the Local

Development Plan. The following Welsh Government Planning Policy is relevant to the determination of this planning application:

Planning Policy Wales Chapter 2	Local Development Plans
Planning Policy Wales Chapter 3	Making and Enforcing Planning Decisions
Planning Policy Wales Chapter 4	Planning for Sustainability
Planning Policy Wales Chapter 7	Economic Development
Planning Policy Wales Chapter 8	Transport
Planning Policy Wales Chapter 9	Housing
Planning Policy Wales Chapter 10	Retail and Commercial Development
Planning Policy Wales Chapter 12	Infrastructure and Services
Planning Policy Wales TAN 4	Retail and Commercial Development
Planning Policy Wales TAN 18	Transport

APPRAISAL

This application is presented to the Development Control Committee because it represents a departure from the Local Development Plan (2013).

PRINCIPLE OF DEVELOPMENT

The application site is located within Coity Road Sidings, Bridgend, a site identified under Policy PLA3(3) within the Local Development Plan (2013) as a Regeneration and Mixed Use Development Site. The site offers opportunities for comprehensive development to take place over the plan period to help meet the visions and objectives of the Local Development Plan (2013) and the development of the site will result in the provision of comprehensive residential, employment and commercial development, whilst providing new transportation, community, education and recreation facilities to serve the community.

Coity Road Sidings is a 6.5 hectare brownfield site which offers the opportunity for a mix of uses including residential, a retained area of employment, recreation (including the possible expansion of adjacent allotment facilities) and a proposed Park and Ride facility, in connection with the existing Wildmill Railway Halt.

Policy COM1(4) of the Local Development Plan (2013) identifies Coity Road Sidings as a Residential Allocation which will bring forward the provision of an estimated number of 140 dwellings which includes 28 affordable units.

Policy PLA7(21) of the Local Development Plan (2013) also identifies the application site as a strategic transportation improvement area which will provide opportunities to reduce congestion and provide enhanced facilities for walking, cycling and public transport within the County Borough. A Park and Ride Facility is identified to provide an effective interchange between cars and public transport to facilitate a reduction in the length and number of car-borne journeys.

In 2015 planning consent was refused for a standby generating facility on land to the north of the current site. However, this proposal covered a much larger area and if developed would have sterilised a significant part of the allocated land.

The current proposal is for a much smaller extension to an existing substation.

The proposed extension to the existing substation facility cannot be considered temporary in nature nor can it be said to be employment generating, however, it is noted that the new structure and subsequent removal of the existing switchroom would provide betterment in terms of visual amenity, which would be more compatible with the future residential development of the Coity Road Sidings Development Brief.

The proposed improvement to the existing substation ensures continuity of energy supply for Bridgend and the wider area. WPD have demonstrated within the Supporting Statement (received 22 December 2017) that there is no available land within the existing compound for the switchroom to be erected and the existing equipment cannot be removed prior to provision of the new equipment. The only feasible location for the building to be erected is the proposed location, due to the technical constraints of the site.

The Joint Housing Land Availability Study (2017) states that Coity Road Sidings designated site has a deliverability of 30 units in 2021, 40 units in 2022 and 70 units thereafter. Although the overall developable area will be reduced if this application is approved, it is considered that the proposal will not unduly jeopardise the future residential scheme given its residential capacity and the location and limited scope of the substation extension.

The proposal is therefore considered to be broadly compatible with Policies COM1(4), PLA7(21) and PLA3(3), as defined by the Local Development Plan (2013), and is acceptable in principle.

DESIGN CONSIDERATION

Planning Policy Wales (Edition 9)(2016) (PPW) at paragraph 4.11.9 stipulates the following:

the visual appearance of proposed development, its scale and its relationship to its surroundings and context are material planning considerations.

Policy SP2 of the Local Development Plan (2013) stipulates that *all development should contribute to creating high quality, attractive, sustainable places which enhance the community in which they are located, whilst having full regard to the natural, historic and built environment.* Design should be of the highest quality possible and should be appropriate in scale, size and prominence.

The proposed erection of a switch room building is not considered to be so detrimental to the character and appearance of the area to warrant a refusal on such grounds. The proposed building is modest in nature and is of an appropriate size and scale, in accordance with Policy SP2 of the Local Development Plan (2013). It is designed to match the existing buildings within the application site and is proposed to be finished in materials that are of an appropriate prominence. Given its position and size, it is considered that it would not be an overly prominent feature in the wider landscape and is therefore of an appropriate prominence, in accordance with Policy SP2 of the Local Development Plan (2013).

It is also considered that the addition of palisade fencing will not have a detrimental impact on the visual appearance of the existing substation and it is considered to be compatible with the functional character of the surrounding area.

The removal of the existing switchroom on the north western boundary of the application site will significantly improve the visual amenities of the area and the proposal is therefore considered to represent an improvement to the character and appearance of the wider area.

The proposal is therefore considered, on balance, to be acceptable from a design perspective, compliant with Policy SP2 of the Local Development Plan (2013).

HIGHWAYS

As referred to above, the development site lies within Coity Road Sidings, Bridgend, a site identified under Policy PLA3(3) within the Local Development Plan (2013) as a *Regeneration and Mixed Use Development Site*.

Policy PLA7(21) of the Local Development Plan (2013) identifies the application site as a strategic transportation improvement area which will provide opportunities to reduce congestion and provide enhanced facilities for walking, cycling and public transport within the County Borough. A Park and Ride Facility is identified to provide an effective interchange between cars and public transport to facilitate a reduction in the length and number of car-borne journeys.

Whilst the developable area is within the demarcated strategic transportation improvement area, it is considered that the proposal would not prejudice the implementation of the Park and Ride Facility or walking, cycling and public transport routes because the access road is capable of being realigned, as shown in the Potential Realignment of Access Road Through Coity Sidings Site plan received 22 December 2017.

No objections have been raised by the Transportation, Policy and Development Section, however, the implementation of Policy PLA7(21) is not prejudiced as a result of this proposal and the proposal is considered acceptable from a highway safety perspective.

The proposal is therefore considered to be acceptable from a highway safety perspective in accordance with Policy PLA11 of the Local Development Plan (2013).

AMENITY

Given the location of the existing substation, the proposed development is not considered to impact the existing levels of amenity and as such, no concerns are raised.

CONCLUSION

The proposal is out of accord with the provisions of the adopted Local Development Plan. Planning law dictates that planning applications must be determined in accordance with the development plan unless there are material circumstances that suggest otherwise.

In this case the proposal would occupy a small extension to an existing facility that is necessary to provide a much needed upgrade to this important infrastructure facility.

The development will not prejudice the future development of the overall allocation in the Local Development Plan.

Furthermore, the proposal raises no other issues in terms of amenity, design or highway safety.

RECOMMENDATION

(A) That the application be referred to Council as a proposal that represents a departure from the Development Plan which the Development Control Committee are not disposed to refuse as the development forms part of urgent improvements to the existing grid electricity substation off Great Western Avenue serving Bridgend which will not have a significant impact on the Regeneration and Mixed Use Development Site as allocated under Policies PLA3(3), COM1(4) and PLA7(21) of the LDP.

(B) That if Council resolve to approve the proposal, the following conditions be attached to the consent:-

1. The development shall be carried out in accordance with drawing numbers "BDG0112"

and "A 73210 Issue 3" received 22 December 2017.

Reason: To avoid doubt and confusion as to the nature and extent of the approved development.

2. The building shall be completed with 'new burntwood red rustic 0269' elevations and shall have an 'anthracite RAL 7016' roof, in accordance with the samples received 27 February 2018.

Reason: To ensure that the proposed materials of construction are appropriate for use on the development so as to enhance and protect the visual amenity of the area.

3. No later than 6 months after the beneficial use of the building and apparatus commencing, the existing switchroom on the north western boundary of the application site shall be removed in its entirety and all associated waste removed from the site.

Reason: In the interests of visual amenities.

4. * THE FOLLOWING IS AN ADVISORY NOTE NOT A CONDITION

Wales & West Utilities may be directly affected by these proposals. The applicant must contact Wales & West Utilities to discuss the impact of the development on their apparatus and subsequent requirements. Should diversion works be required, these will be fully chargeable.

**MARK SHEPHARD
CORPORATE DIRECTOR COMMUNITIES**

Background papers
None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

25TH APRIL 2018

REPORT OF THE CORPORATE DIRECTOR - COMMUNITIES

BRIDGEND LOCAL DEVELOPMENT PLAN (LDP) DRAFT REVIEW REPORT

1. Purpose of the Report

- 1.1 The purpose of the report is to seek Council's approval to undertake targeted consultation on the draft Bridgend LDP Review Report (attached at Appendix 1). The draft Review Report sets out the proposed extent of likely changes to the existing LDP (2006-2021) and seeks to confirm the revision procedure to be followed in preparing a replacement LDP. It is proposed that the Replacement LDP will cover a plan period up to 2033, which is the end of a 15 year plan period that will commence in 2018.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Bridgend Local Development Plan (LDP) is a high level strategy which must be prepared by the Council. The LDP sets out in land-use terms the priorities and objectives of the Corporate Plan. A future Replacement LDP will be required to express in land-use terms, the wellbeing objectives and priorities of the Bridgend Public Services Board's Well-being Plan.

3. Introduction and Background

- 3.1 Members will recall that a report was presented to Council on the 28th February 2018 outlining the letter and request from the Welsh Government Cabinet Secretary for Energy, Planning and Rural Affairs for LPAs to give positive consideration to producing joint Local Development Plans until such time no individual LPA was to be allowed to progress with their own plan. Council resolved to advise the Cabinet Secretary that given the urgent need for Bridgend to review its plan that it be allowed to do so unilaterally. The Cabinet Secretary has now responded and has allowed Bridgend to proceed with its review subject to strict deadlines.
- 3.2 The Bridgend Local Development Plan (LDP) was adopted by Bridgend County Borough Council on 18th September 2013 and sets out the Council's objectives for the development and use of land in Bridgend County Borough over the 15 year plan period 2006 to 2021, and its policies to implement them.
- 3.3 An up-to-date LDP is an essential part of a plan-led planning system in Wales. In order to ensure that there is a regular and comprehensive assessment of whether

plans remain up-to-date the Council is statutorily required under Section 69 of the Planning and Compulsory Purchase Act 2004 to undertake a full review of the adopted LDP at intervals not longer than every 4 years from the date of adoption. As such, a full review of the adopted LDP was triggered in September 2017.

- 3.4 In accordance with statutory requirements, since its adoption, the LDP has been monitored on an annual basis with the publication of 3 Annual Monitoring Reports (AMRs). The AMR assesses the extent to which the LDP's strategy, policies and allocations are being delivered and how effective it has been in delivering the plan's overall vision and objectives.
- 3.5 Any revision to an LDP must be preceded by a Review Report which is a statutory part of the full LDP Review process, forming part of the documentation required at the future Pre-Deposit and Deposit stages of a revised LDP and will be submitted for consideration as part of the Replacement LDP's Examination process.
- 3.6 The primary functions of a Review Report is to determine the appropriate procedural route and key issues to be considered when taking the existing LDP forward.
- 3.7 In terms of 'procedural route', in the case of Bridgend, the plan is already the subject to a statutory required 4 year full review, and as such all aspects of the plan will need to be assessed to consider if they remain sound and fit for purpose. This will include the LDP vision, objectives, spatial strategy, policies and land-use allocations, broadly following the same preparation process and stages as the original plan.
- 3.8 The Review Report also considers whether the process of producing a replacement LDP should be undertaken on an individual basis or jointly with neighbouring Local Planning Authorities.
- 3.9 In terms of the role of the Review Report in identifying 'key issues' to be addressed in a replacement Plan, an integral part of this assessment are the findings of the preceding AMRs and consideration of the existing plans underlying evidence base (in terms of whether this needs to be replaced or updated). The Review Report also identifies other significant contextual changes in circumstances and policy context at a national, regional and local level, as these issues are also likely to inform and influence any potential changes and future direction of a Replacement Plan.

4. Current Situation

The main findings of the draft Review Report are as follows:-

4.1 Contextual Changes

The Replacement LDP will need to be updated to take account of a range of new Acts, Policy Frameworks, initiatives and evidence at a national, regional and local level.

The most significant in land-use terms in determining the future direction of the Replacement LDP will be evidence base changes associated with Welsh Government Population and Household projections, the work emanating from the National Development Framework (NDF) and regional work associated with the Strategic Development Plan (SDP) and Cardiff Capital Region City Deal, whilst ensuring that any changes and opportunities that this contextual evidence presents is compatible with the objectives of Bridgend's Wellbeing Plan.

4.2 Assessment of Likely Changes Required to the Current LDP

The Regeneration-Led Spatial Strategy that underpins the LDP has been broadly successful, especially in bringing forward a number of residential and mixed-use allocated sites (primarily on brownfield land) within the County Borough. The delivery of sites has been especially successful within the Strategic Regeneration Growth Areas of Bridgend and the Valleys Gateway. The implementation of the LDP Strategy has however been less successful in the Strategic Regeneration Growth Areas of Maesteg and the Llynfi Valley and Porthcawl. This has largely been attributed to land-ownership issues and assembly and viability issues especially within the upper areas of the Llynfi Valley.

In terms of going forward with the LDP's existing Strategy, given that the majority of existing brownfield regeneration sites have been delivered or are committed (and expected to come forward within the next few years especially within Bridgend and the Valley's Gateway Growth Areas), it is likely that the existing Strategy will need to be reconsidered if it is to deliver future housing requirements for the County Borough up to 2033, especially given that the housing land supply within the County Borough has fallen below the 5 year minimum requirement. The Review Report therefore recognises an urgent need to address a shortfall in the housing land supply by the identification of additional housing sites.

Notwithstanding the need to identify new housing sites to address an identified shortfall, many other policies are performing effectively and are likely to require only minor amendments to reflect contextual changes and updates to national policy.

4.3 Review of the Evidence Base

LDPs have to be based on robust evidence to ensure that critical land-use issues are identified and properly addressed. Some of the evidence base studies that underpin existing LDP policies are out-of-date and need to be updated and/or replaced in order to fully understand the land-use requirements of the County Borough up to 2033.

Some of the critical evidence base studies that will be required to support the Replacement plan are:-

- Population and household forecasts – to inform the LDP's dwelling requirement up to 2033.
- Local Housing Needs Assessment – to inform the housing requirement tenure type and size of dwelling to match future household type and age profile of the population.

- Employment Land Review Update – to assess the future need of employment land suitable for all employment sectors and regional employment aspirations.
- Retail Needs Assessment – to identify if there is a requirement for additional floorspace to help inform the Council’s approach to manage the vitality and viability of our town centres.
- Renewable Energy – evidence to support carbon reduction targets and mitigate the effect of climate change.

4.4 LDP Review Options

The Review Report makes the recommendation that the Council undertakes a full review of the existing LDP on an individual Local Planning Authority (LPA) area basis, wherever possible working collaboratively with other LPAs to produce a joint evidence base and with the region to prepare a SDP.

- 4.5 Stakeholders will make a valuable contribution in helping to identify and clarify what issues need to be considered, how effective the existing LDP has been in terms of delivery and the extent of likely changes required.
- 4.6 On this basis, it is proposed to undertake a ‘targeted’ consultation of the draft Review Report with key stakeholders. To assist in this process the draft Review Report is accompanied by a short questionnaire (see Appendix 2). It is proposed to undertake targeted consultation between 30th April 2018 and 25th May 2018.
- 4.7 Following consultation it is proposed to report the final Review Report back to Council for approval. The Consultation on the draft Review Report will take place alongside consultation on the draft Delivery Agreement (see separate item) and it is proposed to submit both documents to Welsh Government before the end of June 2018.

5. Effect Upon Policy Framework and Procedure Rules

- 5.1 The Planning and Compulsory Purchase Act 2004 and regulation 41 of the Town and Country Planning (Local Development Plan) (Wales) Regulation 2005 requires that a Local Planning Authority must commence a full review of its LDP every 4 years from the date of its initial adoption and that such a review must be preceded by a Review Report. The LDP Manual (2015) also advises that the review process should involve engagement with key stakeholders to assist in clarifying the issues to be considered in the review process.

6. Equality Impact Assessment

- 6.1 There are no direct implications associated with this report. However the policies contained within any Replacement LDP will require an equalities impact assessment to be carried out.

7. Financial Implications

- 7.1 The cost of the LDP Review will be met from the Development Planning budget and carried out by development planning staff with expert advice and evidence procured

from consultants and through collaboration with neighbouring authorities as required. The financial implications and resources required to prepare a replacement LDP are set out in more detail in the separate draft Delivery Agreement.

8. Wellbeing of Future Generation (Wales) Act 2015

8.1 The LDP Review of Replacement Plan will be prepared in accordance with the 7 Wellbeing goals and the 5 ways of working as identified in the Act.

9. Recommendations

9.1 That Council approve the draft Review Report for the purposes of targeted consultation.

9.2 That Council authorises the Group Manager Development, Communities Directorate to undertake consultation on the draft Review Report.

9.3 That Council give delegated authority to the Group Manager Development, Communities Directorate to make any factual corrections or minor amendments to the draft Review Report as considered necessary.

Mark Shephard
Corporate Director - Communities
25th APRIL 2018

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Background documents: NA

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LDP Draft Review Report 2018

Bridgend Local Development Plan 2006-2021



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1. Introduction

Background

- 1.1 The Bridgend Local Development Plan (LDP) is a high level strategy which must be prepared by the Council. The current LDP (adopted on 18th September 2013) sets out in land-use terms the priorities and objectives of the Corporate Plan. A future Replacement LDP will be required to express in land-use terms, the wellbeing objectives and priorities of the Bridgend Public Services Board's Well-being Plan.

Purpose of this Report

- 1.2 The draft Review Report sets out the proposed extent of likely changes to the existing LDP (2006-2021) and seeks to confirm the revision procedure to be followed in preparing a replacement LDP. It is proposed that the Replacement LDP will cover a plan period up to 2033, which is the end of a 15 year plan period that will commence in 2018.

Executive Summary

- 1.3 The Bridgend Local Development Plan (LDP) was adopted by Bridgend County Borough Council on 18th September 2013 and sets out the Council's objectives for the development and use of land in Bridgend County Borough over the 15 year plan period 2006 to 2021, and its policies to implement them.
- 1.4 An up-to-date LDP is an essential part of a plan-led planning system in Wales. In order to ensure that there is a regular and comprehensive assessment of whether plans remain up-to-date the Council is statutorily required under Section 69 of the Planning and Compulsory Purchase Act 2004 to undertake a full review of the adopted LDP at intervals not longer than every 4 years from the date of adoption. As such, a full review of the adopted LDP was triggered in September 2017.
- 1.5 In accordance with statutory requirements, since its adoption, the LDP has been monitored on an annual basis with the publication of 3 Annual Monitoring Reports (AMRs). The AMR assesses the extent to which the LDP's strategy, policies and allocations are being delivered and how effective it has been in delivering the plan's overall vision and objectives.
- 1.6 Any revision to an LDP must be preceded by a Review Report which is a statutory part of the full LDP Review process, forming part of the documentation required at the future Pre-Deposit and Deposit stages of a revised LDP and will be submitted for consideration as part of the Replacement LDP's Examination process.
- 1.7 The primary functions of a Review Report are to determine the appropriate procedural route and key issues to be considered when taking the existing LDP forward.
- 1.8 In terms of 'procedural route', in the case of Bridgend, the plan is already the subject to a statutory required 4 year full review, and as such all aspects of the plan will need to be assessed to consider if they remain sound and fit for purpose. This will include the LDP vision, objectives, spatial strategy, policies and land-use allocations, broadly following the same preparation process and stages as the original plan.

- 1.9** The Review Report also considers whether the process of producing a replacement LDP should be undertaken on an individual basis or jointly with neighbouring Local Planning Authorities.
- 1.10** In terms of the role of the Review Report in identifying 'key issues' to be addressed in a replacement Plan, an integral part of this assessment are the findings of the preceding AMRs and consideration of the existing plans underlying evidence base (in terms of whether this needs to be replaced or updated). The Review Report also identifies other significant contextual changes in circumstances and policy context at a national, regional and local level, as these issues are also likely to inform and influence any potential changes and future direction of a Replacement Plan.

Contextual Changes

- 1.11** The Replacement LDP will need to be updated to take account of a range of new Acts, Policy Frameworks, initiatives and evidence at a national, regional and local level.
- 1.12** The most significant in land-use terms in determining the future direction of the Replacement LDP will be evidence base changes associated with Welsh Government Population and Household projections, the work emanating from the National Development Framework (NDF) and regional work associated with the Strategic Development Plan (SDP) and Cardiff Capital Region City Deal, whilst ensuring that any changes and opportunities that this contextual evidence presents is compatible with the objectives of Bridgend's Wellbeing Plan.

Assessment of Likely Changes Required to the Current LDP

- 1.13** The Regeneration-Led Spatial Strategy that underpins the LDP has been broadly successful, especially in bringing forward a number of residential and mixed-use allocated sites (primarily on brownfield land) within the County Borough. The delivery of sites has been especially successful within the Strategic Regeneration Growth Areas of Bridgend and the Valleys Gateway. The implementation of the LDP Strategy has however been less successful in the Strategic Regeneration Growth Areas of Maesteg and the Llynfi Valley and Porthcawl. This has largely been attributed to land-ownership issues and assembly and viability issues especially within the upper areas of the Llynfi Valley.
- 1.14** In terms of going forward with the LDP's existing Strategy, given that the majority of existing brownfield regeneration sites have been delivered or are committed (and expected to come forward within the next few years especially within Bridgend and the Valley's Gateway Growth Areas), it is likely that the existing Strategy will need to be reconsidered if it is to deliver future housing requirements for the County Borough up to 2033, especially given that the housing land supply within the County Borough has fallen below the 5 year minimum requirement. The Review Report therefore recognises an urgent need to address a shortfall in the housing land supply by the identification of additional housing sites.
- 1.15** Notwithstanding the need to identify new housing sites to address an identified shortfall, many other policies are performing effectively and are likely to require only minor amendments to reflect contextual changes and updates to national policy.

Review of the Evidence Base

- 1.16** LDPs have to be based on robust evidence to ensure that critical land-use issues are identified and properly addressed. Some of the evidence base studies that underpin existing LDP policies are out-of-date and need to be updated and/or replaced in order to fully understand the land-use requirements of the County Borough up to 2033.
- 1.17** Some of the critical evidence base studies that will be required to support the Replacement plan are:-
- Population and household forecasts – to inform the LDP’s dwelling requirement up to 2033.
 - Local Housing Needs Assessment – to inform the housing requirement tenure type and size of dwelling to match future household type and age profile of the population.
 - Employment Land Review Update – to assess the future need of employment land suitable for all employment sectors and regional employment aspirations.
 - Retail Needs Assessment – to identify if there is a requirement for additional floorspace to help inform the Council’s approach to manage the vitality and viability of our town centres.
 - Renewable Energy – evidence to support carbon reduction targets and mitigate the effect of climate change.

LDP Review Options

- 1.18** The Review Report makes the recommendation that the Council undertakes a full review of the existing LDP on an individual Local Planning Authority (LPA) area basis, wherever possible working collaboratively with other LPAs to produce a joint evidence base and with the region to prepare a SDP.
- 1.19** Stakeholders will make a valuable contribution in helping to identify and clarify what issues need to be considered, how effective the existing LDP has been in terms of delivery and the extent of likely changes required.
- 1.20** On this basis, it is proposed to undertake a ‘targeted’ consultation of the draft Review Report with key stakeholders. To assist in this process the draft Review Report is accompanied by a short questionnaire (see Appendix 2). It is proposed to undertake targeted consultation between 30th April 2018 and 25th May 2018.

Next Steps

- 1.21** Following consultation it is proposed to report the final Review Report back to Council for approval. The Consultation on the draft Review Report will take place alongside consultation on the draft Delivery Agreement and it is proposed to submit both documents to Welsh Government before the end of June 2018.

Structure of the Report

- 1.22** The Draft Review Report is structured as follows:
- 1.23** **Section 2** details the key legislative, national and local policy changes that have occurred since the adoption of the LDP in 2013 which are important considerations to inform the review of the LDP and a summary of the main findings of the 2017 Annual Monitoring Report, taking into account the previous 3 AMR's and associated implications for review of the LDP.
- 1.24** **Section 3** provides an assessment of the current LDP and sets out the potential changes required in terms of the Vision and Objectives, Development Strategy, effectiveness of the current policy framework and the position on current allocations to inform the review process.
- 1.25** **Section 4** provides an analysis of the areas of evidence base that would need to be reviewed/ updated in preparing a revised LDP
- 1.26** **Section 5** considers the potential options for review of the LDP and opportunities for collaboration.
- 1.27** **Section 6** provides a conclusion on the appropriate form of plan revision.
- 1.28** **Section 7** outlines the next steps in the LDP Review process.

2. What issues have been considered in the LDP Review?

2.1 LDP Annual Monitoring Report – Key Findings

2.1.1 In line with National Guidance set out in the Local Development Plan Manual the plan review should draw on, amongst other things, the findings of published AMR's. An overview of the LDP Monitoring Data for the third AMR period provides an interesting insight into the implementation of the LDP over the past 12 months. The key findings are set out below:

- a)** The 2017 JHLAS indicates that 406 new homes were completed during the monitoring period 1 April 2016 to 31 March 2017 and that 5046 dwellings have been completed in total during the LDP period 2006 to 2017;
- b)** The 2017 JHLAS indicates that the Council has a housing land supply, assessed against the housing requirement of the Bridgend LDP of 4.0 years;
- c)** To date 1160 affordable dwellings have been provided;
- d)** During the monitoring period 1 April 2016 to 31 March 2017 1.40 hectares of vacant employment land was developed;
- e)** Within Bridgend Town Centre of the 379 commercial properties surveyed 67 were vacant – representing a vacancy rate of 17.68 %;
- f)** Within Porthcawl Town Centre of the 204 commercial properties surveyed 10 were vacant – representing a vacancy rate of 4.90%;
- g)** Within Maesteg Town Centre of the 167 commercial properties surveyed 10 were vacant – representing a vacancy rate of 5.99% ;
- h)** The requirement as to whether the Council will need to identify a Gypsy and Traveller Site is now however determined by the new requirements of the Housing (Wales) Act 2014. The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment (GTAA) to ensure that needs are properly assessed and planned for. In summary, the GTAA covers the period 2016-2031 and estimates the additional pitch provision needed for Gypsies and Travellers in Bridgend. For the first 5 years of the GTAA plan period, there is no requirement for additional pitches and for the remainder of the GTAA plan period, a further 1 additional pitch is required. This gives a total need for the whole GTAA plan period of 1 additional pitch; and
- i)** The County Borough is making a significant contribution to national renewable energy targets. The generating capacity within an immediately adjacent the refined SSA (north of Evanstown) is 65 MW which is considerably higher than the estimated capacity within the SSA of 31 MW.

2.1.2 The evidence collected as part of the AMR process indicates that the overall LDP strategy has been broadly successful, delivering many significant benefits for our communities. Most of the housing sites and associated infrastructure allocated in the LDP have been delivered on brownfield land with the exceptions of a few challenging brownfield sites that have stalled due to a combination of viability issues and, in some cases, land ownership issues.

However, a number of key housing provision policy targets are not being met which indicates that these policies are not functioning as intended. The 2017 JHLAS shows that the County Borough has housing land supply, assessed against the housing requirement of the Bridgend LDP, of 4.0 years. It is imperative that the Local Planning Authority progresses with the statutory review of the LDP which will address the shortfall in the housing land supply and facilitate the identification/allocation of additional housing land. The replacement LDP will assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the Plan's strategy.

Contextual Changes

- 2.2.1** As reported in the previous Annual Monitoring Reports there have been a number of new Acts in Wales, revisions to Planning Policy Wales, Technical Advice Notes and the publication of new or updated Welsh Government practice guidance that are relevant to the review of the LDP. The most significant of these to inform the review are set out below:

National Legislation and Policy

- 2.2.2** Planning (Wales) Act, 2015 - The Act gained Royal assent and became law on 6th July 2015. It sets out a series of legislative changes to deliver reform of the planning system in Wales, to ensure that it is fair, resilient and enables development. The Act addresses 5 key objectives including strengthening the plan led approach to planning with act introducing a legal basis for the preparation of a National Development Framework and Strategic Development Plan, discussed in further detail below.
- 2.2.3** Welsh Government National Development Framework (NDF) - The NDF will be the national development plan for Wales and replace the current 20 year 'Wales Spatial Plan - People, Places Futures' 2004 / Updated 2008. The NDF will reflect the seven well-being goals and associated five governance principles of the Well-being of Future Generations (Wales) Act 2015 and Planning Policy Wales (PPW) and draw on national policies covering areas such as natural resources and transport and will help to maximise the potential benefits from funding streams and support the delivery of infrastructure plans. It is expected to cover: the key areas of change for housing; economic development and sector growth and implications for places; renewable energy opportunities; areas of significant natural resources; electrification of rail lines, Cardiff Airport, road schemes and connectivity; infrastructure development of national significance; and the Welsh Language. The NDF will be a 20 year land use framework for Wales, which will:-
- set out where nationally important growth and infrastructure is needed and how the planning system nationally, regionally and locally can deliver it; and
 - provide direction for SDPs and LDPs and support the determination of Developments of National Significance.
- 2.2.4** **WGs National Development Framework: Statement of Public Participation (June 2017) has set the following timetable for the production of the NDF:-**
- publish & consult on the main issues, options and preferred option, supported by environmental reports and assessments (12 weeks: April - June 2018);
 - Conduct a 12-week public consultation on the Draft NDF (July - Sept 2019);
 - Present a draft NDF to the Assembly for 60 days;

- Have regard to Assembly resolutions / recommendations; and then
- Publish the NDF (September 2020).

2.2.5 The review of the LDP will have to be in conformity with the NDF.

2.2.6 Welsh Government Regionalisation Proposals - The White Paper 'Reforming Local Government: Resilient and Renewed' (Jan 2017) is the Welsh Government's statement of intent about the future of Local Government in Wales. The proposals in this White Paper set out arrangements for regional working; describe a strengthened role for councils and councillors; provide a framework for any future voluntary mergers; and sets out the role of community councils.

2.2.7 Furthermore, on 13th December 2017, the Welsh Minister wrote to the relevant LPAs, inviting them to submit proposals for a Strategic Development Plan (SDP) for South East (Cardiff), Mid & West (Swansea) and North Wales, with no timescale specified (copy attached at Appendix 3). Similarly, the Minister wrote an additional letter to specific groups of LPA's, including Bridgend, RCT and Caerphilly in "South East Wales - West", inviting them to prepare a 'Joint LDP'; with a positive response requested by 28th February 2018 (attached at Appendix 4). This matter is considered in later on in this report.

2.2.8 Well-being of Future Generations Act, 2015 - The Well-being of Future Generations (Wales) Act 2015 - gained Royal Assent and became law on 29 April 2015. The Act strengthens existing governance arrangements for improving the well-being of Wales to ensure "that the needs of the present are met without compromising the ability of future generations to meet their own needs", which is known as the "sustainable development principle". It identifies Seven goals (i.e. a prosperous, resilient, healthier, more equal and globally responsible Wales; and a Wales of cohesive communities, vibrant culture and thriving Welsh Language) to improve the well-being of Wales and introduces national indicators (which have not yet been produced), which will measure the difference being made to the well-being of Wales. It defines "sustainable development" as the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the 'sustainable development principle', aimed at achieving the above well-being goals. Five governance principles are also provided (i.e. long term; integration; collaboration; prevention; and involvement) to aid in the consideration of this work. The LDP was prepared iteratively with a Strategic Environmental Assessment / Sustainability Appraisal (SEA/SA) which accords with sustainable development principles. Therefore the LDP review and emerging Local Well Being Plans under the Act will need to be informed by sustainable development principles and there will be clear linkages between the aims and objectives of respective plans. The potential impact of the Act and Local Well Being Plans for any revised LDP are considered in this report.

2.2.9 Environment (Wales) Act, 2016 - The Environment (Wales) Act received Royal Assent and became law on 21 March 2016. It puts in place the legislation needed to plan and manage Wales' natural resources in a more proactive, sustainable and joined-up way; and requires Natural Resources Wales (NRW) to report on the principality's natural resources and detail their ability to respond to pressures and adapt to climate change. Therefore NRW published the State of Natural Resources Report (SoNaRR) in September 2016.

2.2.10 Similarly, the Welsh Government published the National Natural Resources Policy (NNRP) in August 2017; the focus of which is the sustainable management of Wales natural resources, to maximise their contribution to achieving goals within the Well Being of Future Generations Act. The NRP sets out three National Priorities of delivering nature based solutions; increasing renewable energy and resource efficiency; and taking a place based approach. It will set the context for NRW to produce "Area Statements" to ensure that the national priorities for sustainable management of natural resources inform the approach to local delivery. The SoNaRR, NNRP and Area Statement (when produced) will be considered in the review of the LDP.

2.2.11 Historic Environment (Wales) Act, 2016 - The Act received Royal Assent and became law on 21 March 2016 (with some provisions requiring secondary legislation) and makes important improvements to the existing systems for the protection and sustainable management of the Welsh historic environment. In broad terms, the Act aims to give more effective protection to listed buildings and scheduled monuments; enhance existing mechanisms for the sustainable management of the historic environment; and introduces greater transparency and accountability into decisions taken on the historic environment. It also: provides for a statutory register of Wales' Historic Parks and Gardens; secures a more stable future for Wales' Historic Environment Records (HER); establishes an independent 'Advisory Panel for the Historic Environment in Wales' to advise on historic environment policy and strategy at a national level in Wales; and contains provisions relating to a statutory list of historic place names. The implications of the Act will be considered through the LDP Review process.

2.2.12 Housing (Wales) Act, 2014 - The Act received Royal Assent in September 2014 and aims to improve the supply, quality and standards of housing in Wales. One of the key provisions of the Act provides a duty on local authorities to provide sites for Gypsy and Travellers where a need has been identified. The Gypsy and Traveller Accommodation Assessment has now been formally approved by Bridgend County Borough Council Cabinet and Welsh Government. In summary, the GTAA covers the period 2016-2031 and estimates the additional pitch provision needed for Gypsies and Travellers in Bridgend. For the first 5 years of the GTAA plan period, there is no requirement for additional pitches, and for the remainder of the GTAA plan period, a further 1 additional pitch is required. This gives a total need for the whole GTAA plan period of 1 additional pitch. It is also noted that the Welsh Government have also consulted upon a draft circular for 'Planning of Gypsy, Traveller and Showpeople Sites' (February 2017) to update several existing Circulars and a draft replacement national strategy 'Enabling Gypsies, Roma and Travellers (September 2017). Therefore, Gypsy and Traveller provision will be given further consideration through the LDP review process.

2.2.13 Welsh Government 'Prosperity for All: the national strategy' - takes the commitments of their 5 year programme for government, 'Taking Wales Forward: 2016 - 2021', and places them in a long-term context, and sets out how they will be delivered by bringing together the efforts of the whole Welsh public sector. The four Key Themes of the strategy are the same as those in Taking Wales Forward, which are: 'Prosperous & Secure'; 'Healthy & Active'; 'Ambitious & Learning'; and 'United & Connected'. There are five Priority Areas which have the greatest potential contribution to long-term prosperity and well-being and include: 'Early Years'; 'Housing'; 'Social Care'; 'Mental Health'; and 'Skills & Employability'. It is considered that the Prosperity for All: the national strategy will influence the expected Cardiff Capital Region SDP and Bridgend LDP Review; although much will depend on if it changes WG investment / grant aid priorities.

2.2.14 Welsh Government Valleys Task Force Our Valleys, Our Future (July 2017) - This Ministerial Taskforce for the South Wales Valleys has published a high-level action plan which outlines its priorities for the future. The key priorities in the Plan are: good quality jobs and the skills to do them; better public services; and my local community. The Taskforce want to discuss how these priorities can be further developed into more tangible actions and further refine the plan; and public events were also planned. It sets out a range of aims and actions in each of the three priority areas, including: closing the employment gap between the South Wales Valleys and the rest of Wales by getting an additional 7,000 people into work by 2021 and creating thousands of new, fair, secure and sustainable jobs; and exploring the development of a Valleys Landscape Park, which has the potential to help local communities use their natural and environmental resources for tourism, energy generation and health and wellbeing purposes. The Taskforce aims to “Explore all options to target investment and create new strategic hubs in specific areas across the Valleys. These will be areas where public money is focused to provide opportunities for the private sector to invest and create new jobs. The focus of each hub will reflect the opportunities and demand in a particular area and their aspirations for the future.” The hub locations are:

- Pontypridd/Treforest, focusing on residential, office, industrial and retail development;
- Caerphilly/Ystrad Mynach, focusing on residential, office and industrial development;
- Cwmbran, focusing on office, industrial and residential development;
- Merthyr Tydfil, focusing on office, industrial and residential development;
- Neath, focusing on industrial, residential, digital and energy development.
- Northern Bridgend, focusing on employments sites, energy projects, residential developments, tourism and culture.
- Ebbw Vale, focusing on a new automotive technology business park, with the potential to support 1,500 new full-time equivalent jobs.

Planning Policy Wales and Technical Advice Notes

2.2.15 Since adoption of the LDP in 2013 the three AMR’s have reported on amendments to national planning policy in respect of Planning Policy Wales and associated Technical Advice Notes which have implications for and need to be considered as part of the LDP Review. The key changes since 2013 are set out below:

PPW Amendments:-

- Chapter 1: Introduction (November 2016)
- Chapter 2: Local Development Plans (January 2016 & November 2016)
- Chapter 3: Development Management (November 2016)
- Chapter 4: Planning for Sustainability (July 2014, January 2016 & November 2016)
- Chapter 6: Historic Environment (November 2016)
- Chapter 10: Retail and Commercial Development (November 2016)
- Chapter 14: Minerals (January 2016)

2.2.16 New / Amended Technical Advice Notes:-

- TAN 1: Joint Housing land Availability Studies (January 2015)
- TAN 4: Retail and Commercial Development (November 2016)
- TAN12: Design (July 2014 & March 2016)
- TAN 20: Planning and the Welsh Language (October 2017)
- TAN 21: Waste (February 2014)
- TAN 22: Planning and Sustainable Buildings - Deleted by WG in July 2014
- New TAN 23: Economic Development (February 2014)
- New TAN 24: The Historic Environment (May 2017)

2.2.17 Draft Planning Policy Wales (10) is currently being consulted upon. The draft PPW has been re-drafted so that the seven well-being goals and five ways of working of the Well Being and Future Generations is fully integrated into policy. Any future amendments of PPW (10) will inform the review process.

2.2.18 Welsh Language - Chapter 4 of PPW has been updated to reflect the requirements of the Planning (Wales) Act 2015 relating to the consideration of the Welsh language in the appraisal of development plans. PPW states that LPAs must consider the likely effects of their development plans on the use of the Welsh language in the Sustainability Appraisal of their plans, and should keep their evidence up to date. All local planning authorities should include in the reasoned justifications to their development plans a statement on how they have taken the needs and interests of the Welsh language into account in plan preparation, and how any policies relating to the Welsh language interact with other plan policies. TAN 20 'Planning and the Welsh Language' (October 2017) provides more detailed advice; Part B of which contains 'Practice Guidance' to assist LPAs with the consideration of Welsh language issues during the preparation, monitoring and review of LDPs. This will be undertaken as part of the LDP review.

2.2.19 The Strategy for Older People in Wales: Living Longer, Ageing Well (2013-2023) – The Strategy aims to address the barriers faced by older people in Wales today and to ensure that well-being is within the reach of all. This strategy identifies three main priority areas for action: social resources, environmental resources and financial resources. However it also recognises that good physical and mental health, lifestyle factors, access to information and advice, equality and diversity, language needs, and preparation for later life are important issues in each of these priority areas.

2.2.20 Welsh Government Future Trends Report (2017) – The report identifies the key social, economic, environmental and cultural trends that could affect Wales in the future, as well as some of the factors that could influence the direction of those trends. The report encourages readers to consider these future trends in combination with each other, and to start to identify and discuss the potential opportunities and challenges they might present for us all.

2.2.21 The Active Travel (Wales) Act (2015) - places a requirement on local authorities to continuously improve facilities and routes for walkers and cyclists and to prepare maps identifying current and potential future routes for their use. The Act will also require new road schemes to consider the needs of pedestrians and cyclists at design stage.

Regional Context

2.2.22 Cardiff City Region Strategic Development Plan (SDP) - The Planning (Wales) Act 2015 introduces powers for the Welsh Ministers to designate 'strategic planning areas' and for 'Strategic Planning Panels' (SPP) to be established for these areas. An SPP, if established for an area, will then be responsible for preparing a 15-20 year Strategic Development Plan (SDP) that will form part of the formal 'development plan' for that area. These new sub-regional development plans will only apply to cohesive regions of greater than local significance (such as the Cardiff city region). An SDP is expected to cover cross boundary matters of more than local community importance; and could include the strategic elements of LDPs; such as larger housing / employment sites, major transport schemes, etc. Preparation of an SDP is expected to take at least 4 years from commencement and will generally mirror the current LDP process. SDP's will address cross-boundary issues at a regional level and must be in conformity with the NDF. Before the SDP can be prepared the lead 'responsible authority' for the SDP has to submit a 'Proposal' (a map showing the boundaries of the proposed area and a statement of the reasons for proposing that area; with a consultation report) for a 'strategic planning area' to the Welsh Ministers who can then designate the strategic planning area and establish the Panel.

2.2.23 On 13th December 2017 the Welsh Minister wrote to relevant Welsh LPAs inviting them to prepare proposals for three regional SDPs (Bridgend being part of the Cardiff City Region) (attached at Appendix 3). On 6th February 2018 the 10 Cardiff Capital Leaders responded to the Cabinet Secretary confirming support by all 10 Leader of the CCR to the principle of preparing a SDP for the South-East region. Their formal response is attached as Appendix 5.

2.2.24 Cardiff Capital Region City Deal (CCRCD) - The CCRCD was signed by the 10 constituent Local Authority Leaders (from Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff, Torfaen and the Vale of Glamorgan), the Secretary of State for Wales, the Chief Secretary to the Treasury and the First Minister on 1st March 2017. The CCRCD is a 20 year / £1.28 billion investment programme which aims to achieve a 5% uplift in the Region's GVA (*'Gross Value Added' - a measure of the value of the goods produced and services delivered in the area*) by delivering a range of programmes which will increase connectivity, improve physical and digital infrastructure, as well as regional business governance. Over its lifetime, local partners expect the CCRCD to deliver up to 25,000 new jobs and leverage an additional £4 billion of private sector investment by 2036. The CCRCD has 6 Objectives:-

1. Connecting the Cardiff Capital Region;
2. Investing in innovation and the digital network;
3. Developing a skilled workforce and tackling unemployment;
4. Supporting enterprise and business growth;
5. Housing development and regeneration; and
6. Developing greater city-region governance across the Cardiff Capital Region.

2.2.25 The Cardiff Capital Region Transition Plan will detail key activity to be undertaken, including establishing a Regional Office to drive the delivery of the Regional Cabinet's work programme in anticipation of receiving proposals. This includes the creation of a bespoke impact

assessment model for those proposals. The investment proposal as part of this key strategic program represents significant opportunity for the wider South East region. Capitalising on the opportunities presented by City Deal will be a key focus of the LDP Review.

2.2.26 Cardiff Capital Region: Regional Housing Investment Fund – Regional Housing Investment Fund aims to support house building, ranging from larger builders and developers on stalled housing sites on former industrial sites, through to small builders, community builders, custom builders and regeneration specialists, on small sites across the region. The fund also aims to help stimulate the SME building sector across the region by providing loan development finance and launching a Custom Build Scheme, releasing smaller plots of public sector land with a full package of support for SMEs to deliver new homes in the communities.

2.2.27 Cardiff Capital Region Sites and Premises Work – is focusing on identifying Strategic Employment Sites for inclusion in a Strategic Development Plan and also identify employment premises and sites that require public sector investment.

Neighbouring LDPs

2.2.28 The Vale of Glamorgan LDP was adopted by the Council on 28th June 2017 and provides the local planning policy framework up till 2026.

2.2.29 Neath Port Talbot LDP was adopted by the Council on 27th January 2016 and provides the local planning policy framework up until 2026.

2.2.30 Rhondda Cynon Taf LDP was adopted by the Council on 2nd March 2011 and provides the local planning policy framework up until 2021. Based on the statutory review dates of both RCT and Bridgend there is scope to work collaboratively where possible to prepare a shared joint evidence base.

Local Context

2.2.31 A number of local policy documents, strategies have been prepared or revised since adoption of the LDP.

2.2.32 Bridgend Local Transport Plan In May 2015, the Welsh Government approved Bridgend County Borough Council's Local Transport Plan (LTP) for adoption. The LTP covers the Bridgend County Borough geographical area and sets out the Council's priorities for transport investment over the next 15 years. The primary focus of the LTP is to address issues relating to local transport and how it can facilitate economic growth and change travel behavior

2.2.33 Bridgend Draft Well Being Plan 2018-2023- From 1 April 2016, the Well-being of Future Generations (Wales) Act 2015 introduced statutory Public Services Boards (PSB) across each local authority area in Wales. PSBs will work together to improve the social, economic, cultural and environmental well-being of the board's area. The newly formed PSBs will consist of four statutory Members:

- The relevant Local Authority

- Health Board
- Fire and Rescue Service
- Natural Resources Wales
- A range of other partners known as 'Invited Participants'

2.2.34 In line with the Act, each PSB is required to assess the state of well-being across the area as a whole and within its communities to inform the PSB's Well-being Plan. The plan must be published by April 2018 and should set out a series of well-being objectives identifying the priorities the PSB has agreed for the area in order to contribute to achieving seven national well-being goals as set out by the Act. A Local Wellbeing Assessment was published by the Bridgend Public Service Board in May 2017. The final published plan (expected May 2018) and associated background evidence will be used to inform the review of the LDP. Further detail on the implications for the LDP is set out in later in this report.

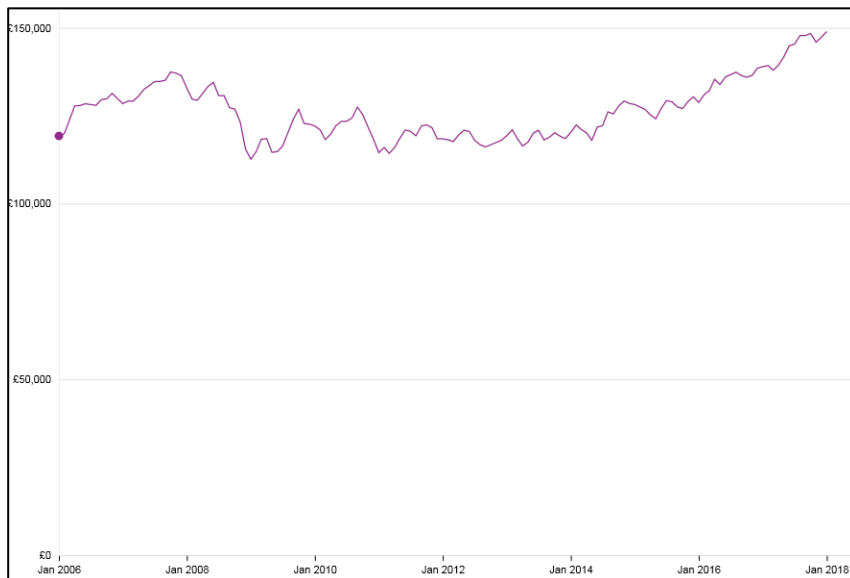
2.2.35 Bridgend Band B School Modernisation Programme – In December 2017 Welsh Government gave 'approval in principle' for a programme funding envelope of £68.2m. In January 2018 Cabinet and Council approved the financial commitment and also for the Band B programme to be included within the capital programme.

2.2.36 Aging Well in Bridgend Plan - The 'Ageing Well in Bridgend' plan is aligned to the objectives of the Local Authority and Local Public Service Board and supports the targeted outcomes for older people in relation to the five priority areas of the National Strategy. BCBC's integrated approach to working with health will support collaborative working within and across the prioritised themes and make progress towards joint ownership of the plan, its outcomes and investment needs. The five 'Ageing Well in Wales' priority themes are:

- Age friendly communities
- Dementia supportive communities
- Falls prevention
- Opportunities for employment and learning
- Loneliness and isolation

2.2.37 Bridgend Nature Recovery Plan / Local Biodiversity Action Plan (2014) - This LBAP (Local Biodiversity Action Plan) is an update of the Local Biodiversity Action Plan originally written in 2002. This LBAP considers the wider role that biodiversity plays in providing benefits to Bridgend County Borough. In particular the LBAP should be read alongside the Landscape Character Area (LCA) report by Land Use Consultants (LUC, 2013) which described the different parts of the county and what is unique and special about them.

2.2.1 House Prices - Latest Bridgend Housing Market Overview - Information below (from the Land Registry UK House Price Index (HPI) information) shows that over the last 12 years, average house prices in Bridgend have risen from £119,008 in January 2006 to £148,951 in January 2018 an increase of 25%. The graph below shows the average House Prices in Bridgend.

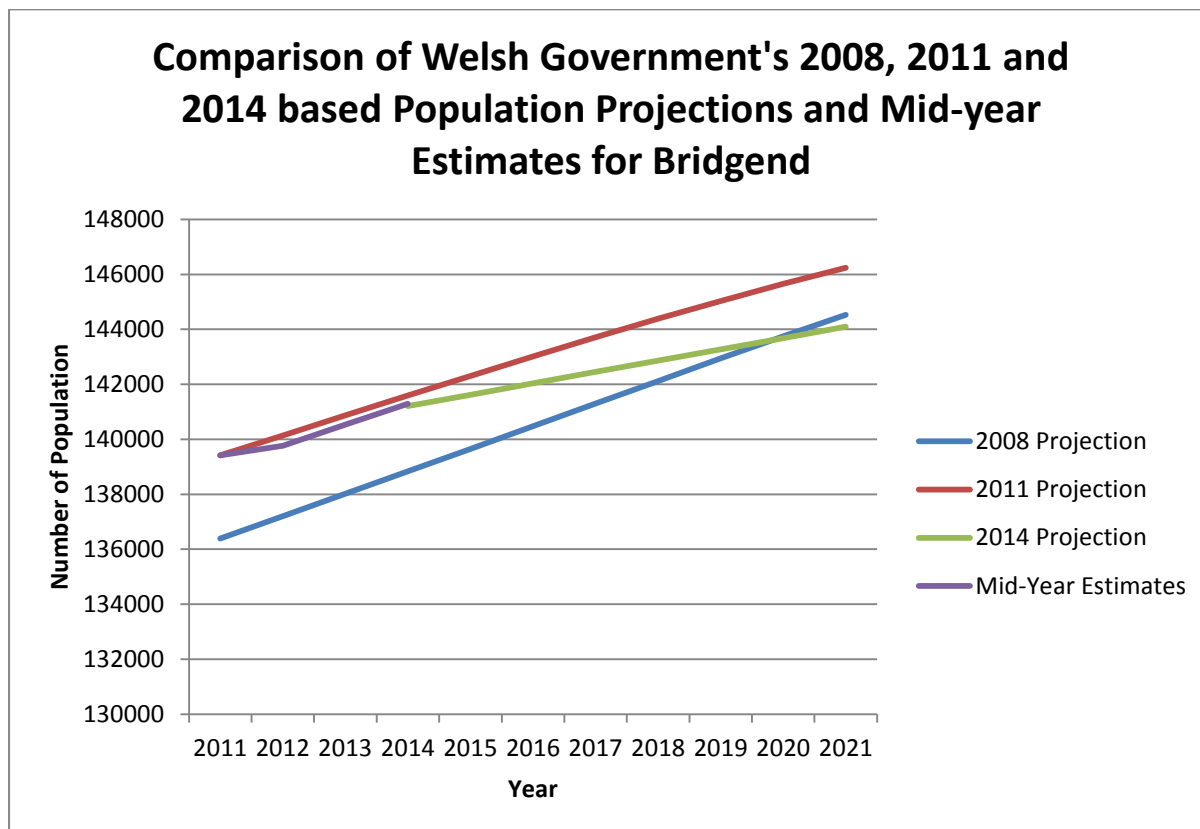


2.2.2 The Land Registry data indicates house sale prices in Bridgend consistently below the national England and Wales sales prices. However, a continued economic recovery; as well as a national housing shortage; and continuing low mortgage rates; with the Government's 'Help to Buy' (NewBuy Cymru) equity loan mortgage scheme are also helping to drive this market growth and house price growth.

2.2.3 Welsh Government Population and Household Projections - The LDP is based on the Cambridge Econometrics (CE) Population Projections for Bridgend and Wales which estimated that Bridgend's population would increase from 132,600 to 144,640 between 2006 and 2021. The corresponding household projections indicated a need for an additional 9,690 households to meet this growth in population.

2.2.4 Since the LDP was adopted, the Welsh Government has released new population projections based on the 2011 census (published 2013), population projections based on mid-year population estimates for 2014 (published 2016) and mid-year population estimates (published annually). The key changes for Bridgend are as follows:

- The 2011 based projections suggest that the population will increase from 139,410 in 2011 to 146,242 by 2021.
- The 2014 based projections indicate that population levels will continue to increase from 141,214 to 144,093 between 2014 and 2021.
- The mid-year estimates for the period 2011 to 2016 identify a steady increase from 139,410 to 143,408, which equates to an increase of 0.57% per year over the last five years.

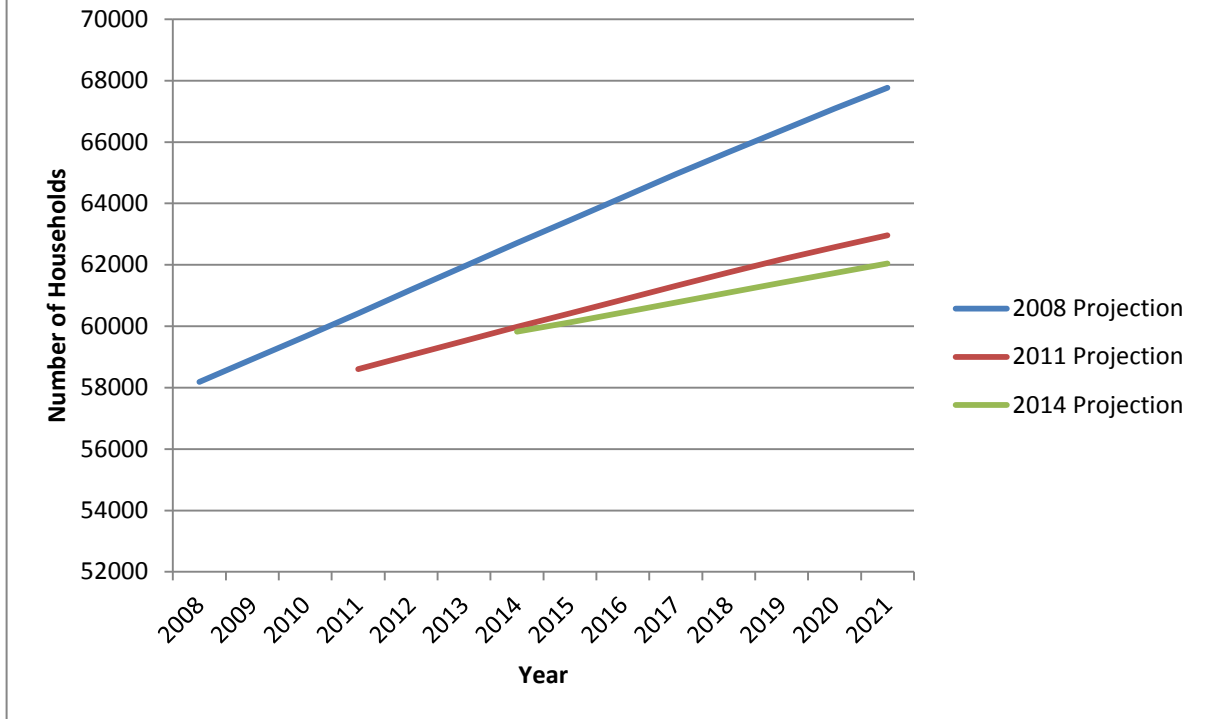


2.2.5 Corresponding household projections have also been released by the Welsh Government based on 2011 Census data (published 2014) and the 2014 population projections (published 2017). The key changes for Bridgend are as follows:

- The 2011 based projections estimate that the number of households will increase from 58,601 to 62,965 between 2011 and 2021. This suggests that approximately 436 dwellings will need to be built per year.
- The 2014 based projections estimate that the number of households will increase from 59,820 to 62,040 between 2014 and 2021. This suggests that approximately 317 dwellings will need to be built per year.

2.2.6 The latest Welsh Government household projections indicate a much lower increase in household numbers than the 2008 based projection which has informed the LDP's Strategy of 'Growth and Regeneration' (see Figure 3 below). The LDP's current housing requirement of delivering 646 dwellings per annum is higher than the 436 and 317 dwellings per annum required by the 2011 and 2014 based projections retrospectively. It is therefore considered appropriate to reconsider the housing requirement as part of the preparation of a revised LDP.

Comparison of Welsh Government's 2008, 2011 and 2014 based Household Projections for Bridgend



3. Assessment of likely changes required to the current adopted LDP

3.1 Review of LDP Vision and Objectives

LDP Vision

3.1.1 In order to tackle key issues and guide and manage future development the LDP identified a clear vision of what the County Borough should look like in 2021. Therefore as part of the review of the LDP this needs to be revisited to ensure it remains relevant to local needs and aspirations beyond the plan period. The LDP Vision was developed through stakeholder engagement and informed by a range of key strategies including the Bridgend Community Strategy. It states that:

3.1.2 ***By 2021, Bridgend County Borough will be transformed to become a sustainable, safe, healthy and inclusive network of communities comprising strong, interdependent and connected settlements that can offer opportunities, an improved quality of life and environment for all people living, working, visiting and relaxing in the area. The catalysts for this transformation will be:***

- ***a successful regional employment, commercial and service centre in Bridgend;***
- ***a vibrant waterfront and tourist destination in Porthcawl;***
- ***a revitalised Maesteg;***
- ***a realisation of the strategic potential of the Valleys Gateway; and***
- ***thriving Valley communities***

3.1.3 In 2013 the Community Strategy was replaced by the Single Integrated Plan (SIP): 'Bridgend County Together' replacing four previous statutory plans:

- Community Strategy;
- Social Care and Well Being Plan;
- Children and Young People's Plan; and
- Community Safety Plan.

3.1.4 The SIP identified the following priority areas:

- People in Bridgend County are healthier
- People in Bridgend County are engaged and empowered to achieve their full potential;
- People in in Bridgend County benefit from a stronger and more prosperous economy; and
- Bridgend County is a great place to live, work and visit.

3.1.5 The SIP is being replaced by a Local Well Being Plan (Draft currently out for consultation) which a requirement of the Well Being of Future Generations Act (2015).

3.1.6 The Well Being and Future Generations Act established Public Service Board for each local authority area in Wales who must improve the economic, social environmental and cultural well-being of its area by working to achieve the well-being goals. The Bridgend PS (established in April 2016) are responsible for preparing and publishing a Local Well Being Plan (LWBP) which sets out its objectives and the steps it will take to meet them. The four statutory members of the PSB are the Local Authority, Local Health Board, Fire and Rescue Authority and Natural Resources Wales; other organisations are also invited. As part of its responsibility the PSB has produced a well-being assessment which assesses the state of economic, social, environmental and cultural well-being in Bridgend. The PSB Draft LWBP has recently been subject to consultation. The draft objectives are set out below and will inform the vision and objectives for the replacement LDP:

- Objective 1 Best Start in Life;
- Objective 2 Support Communities in Bridgend to be safe and cohesive;
- Objective 3 Reduce Social and Economic Inequalities; and
- Objective 4 Healthy Choices in a Healthy Environment.

3.1.7 The Act places a duty on public bodies including local authorities to carry out sustainable development and to set objectives which maximise its contribution to achieving each of the seven wellbeing goals namely 'a globally responsible Wales', a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales; a Wales of cohesive communities, and a Wales of vibrant culture and thriving Welsh Language.

3.1.8 Planning Policy Wales states that the Local Well Being Plan should provide the overarching strategic framework for all other plans and strategies for the local authority including the LDP. The LDP will need to complement the LWBP and ensure that it expresses in land use terms, those elements of the LWBP that relate to the development and use of land.

LDP Objectives

3.1.9 The LDP Vision is delivered through 4 Strategic Objectives (and 23 specific objectives) which seek to address the national, regional and local issues facing the County Borough. These four strategic objectives are at the centre of the LDP: They are:

1. To produce high quality sustainable places;
2. To protect and enhance the environment;
3. To spread prosperity and opportunity through regeneration; and
4. To create safe, healthy and inclusive communities.

Assessment of the existing LDP Objectives against the Well Being Goals

3.1.10 The assessment of compatibility between the 4 Strategic LDP Objectives (and 23 specific objectives) and the 7 Well Being Goals indicates that the current LDP Objectives contribute to achieving a range of Well Being goals and individual objectives delivering multiple goals. There is no obvious conflict between the Objectives and the Well Being Goals. However, ensuring the LDP and LWBP Objectives are compatible may require wording amendments to respective objectives going forward. The table below provides an assessment of LDP Objectives against Well Being Goals.

LDP Objectives	Well Being Goals						
	Prosperous Wales	Resilient Wales	Healthier Wales	More Equal Wales	Wales of cohesive of	Wales of vibrant culture and thriving Welsh	Globally responsible Wales
1. To produce high quality sustainable places							
<i>1a. To promote Bridgend as the key principal settlement of the County Borough where major employment, commercial and residential development is focused.</i>							
<i>1b. To revitalise Maesteg by recognising its role as the principal settlement serving the Llynfi Valley which has the potential capacity and infrastructure to accommodate future growth.</i>							
<i>1c. To realise the potential of Porthcawl as a premier seaside and tourist destination which capitalises on the regeneration of its waterfront.</i>							
<i>1d. To recognise the strategic potential of the Valleys Gateway to provide for future development and facilities serving the whole of the County Borough.</i>							
<i>1e. To promote sustainable and attractive valley settlements with improved access to jobs and services.</i>							
<i>1f. To reduce traffic growth, congestion and commuting levels whilst promoting the safe and efficient use of the transport network.</i>							
<i>1g. To support integrated transport solutions and measures that will encourage modal shift to more sustainable forms of transport for people and freight.</i>							
2. To protect and enhance the environment							
<i>2a. To promote, conserve and enhance the natural, historic and built environment of the County Borough.</i>							

2b. To safeguard the quality of water, air and soil and tackle all sources of pollution.						
2c. To manage development in order to avoid or minimise the risk and fear of flooding and enable and improve the functionality of floodplains.						
2d. To meet the Council's regional and local commitments for mineral resources, waste management and waste disposal.						
2e. To contribute towards the energy needs of Wales with a focus on the promotion of renewable energy.						
3. To spread prosperity through regeneration						
3a. To build a more diverse, dynamic and self reliant economy and business environment.						
3b. To provide a realistic level and variety of employment land to facilitate the delivery of high quality workspaces and job opportunities.						
3c. To bring the benefits of regeneration to the valley communities by directing new development to those areas at a scale which acknowledges their geographical constraints and infrastructure capacity.						
3d. To capitalise upon the environmental assets and tourism potential of Porthcawl to encourage people to visit and stay in the County Borough.						
3e. To enable Bridgend Town to become an attractive and successful regional retail and commercial destination which meets the needs of its catchment.						
3f. To support viable town and district centres in the County Borough which are attractive and economically successful.						
3g. To protect and promote the role of smaller shopping centres and freestanding local shops in the County Borough.						
4. To create safe, healthy and inclusive communities						

<p>4a. To provide a land use framework that recognises the needs of deprived areas within the County Borough, which affords those communities the opportunities to tackle the sources of their deprivation.</p>							
<p>4b. To ensure that there is equality of access to community services for all sectors of the community, addressing the particular needs of children the young, older people and the less able.</p>							
<p>4c. To deliver the level and type of residential development to meet the identified needs of the County Borough ensuring that a significant proportion is affordable and accessible to all.</p>							
<p>4d. To provide for the required quantity and range of accessible leisure, recreational, health, social and community facilities throughout the County Borough.</p>							

3.1.11 Overall, however, there is no fundamental conflict with purpose and objectives of the LWBP. Should any changes be made to the Plan, these would have to be devised in accordance with the well-being goals.

Review of LDP Regeneration-Led Sustainable Development Distribution Strategy

- 3.2** ‘Regeneration’ in the context of the LDP’s Regeneration-Led Spatial Strategy, is defined as an overarching and balanced process that delivers investment and opportunity to areas and communities within the County Borough of previous or current decline, to improve their physical, economic and social fabric.
- 3.2.1** In the context of the County Borough, regeneration needs and priorities relate to the development of specific sites that are key to the success of the County Borough, including those that are in need of redevelopment and investment, and sustaining wider communities that are in particular need of regeneration and growth to stem acknowledged and continuing decline.
- 3.2.2** The Regeneration-Led Spatial Strategy puts in place a policy framework that can best deliver the regeneration needs of the County Borough in order for it to prosper and fully realise its potential. The LDP Strategy was developed to provide a land use framework, to help realise the regeneration aspirations and priorities of the Council, and make the most meaningful contribution with respect to securing social, environmental and economic benefits for the communities of the County Borough.

Focused Regeneration

- 3.2.3** Taking into account the spatial distribution of regeneration activities and needs, development is directed to settlements and parts of the County Borough which will benefit the most and where there are opportunities for securing the greatest positive impacts and benefits of growth.
- 3.2.4** In line with the above, four Strategic Regeneration Growth Areas (SRGAs) at:
- Bridgend;
 - Porthcawl;
 - Maesteg and the Llynfi Valley; and
 - The Valleys Gateway
- 3.2.5** together with four Strategic Employment Sites at:
- Brocastle, Waterton, Bridgend;
 - Island Farm, Bridgend;
 - Pencoed Technology Park, Pencoed; and
 - Ty Draw Farm, North Cornelly
- 3.2.6** have been identified which, collectively, will deliver a range of mixed-use developments and facilities. The re-use of brownfield and under-utilised land in this way is viewed by national policy as a key way to creating a more sustainable pattern of development. Therefore the overall preference of the LDP Strategy is for the development of land within urban areas, especially on previously developed 'brownfield' sites, before considering the development of greenfield sites. The level of development and growth identified in the LDP has taken into account how much development would be required to have a significant regenerative effect, the availability of sites for development in that area, existing settlement patterns, having regard to the social and economic function and identity of settlements and to relevant environmental considerations.

Strategic Development Distribution

- 3.2.7** In order to Produce High Quality Sustainable Places, Strategic Policy SP1 aims to ensure that development is distributed according to the LDP's Regeneration-Led Sustainable Development Strategy. To assess how effective the LDP has been in implementing its overall Strategy a number of indicators and targets have been devised by the Council that measure the 'spatial distribution' of housing and employment development. Policy Target 1 measures the spatial distribution of housing growth and requires that 85% or more of housing development, on allocated sites takes place within the Strategic Regeneration Growth Areas (SRGAs) by 2021.
- 3.2.8** At a base date of 2009, Housing Policies COM1 and COM2 of the LDP allocated 7,894 housing units across the County Borough. 6,358 of these allocated housing units are located within the 4 SRGAs of Bridgend, Maesteg and the Llynfi Valley, Porthcawl and the Valleys Gateway.
- 3.2.9** At 2017, since the base date of 2009, a total of 2703 housing units have been completed on all allocated sites, 1773 of these units have been completed within the 4 SRGAs – which represents 65.6% of overall completions on allocated sites within the 4 SRGAs. This is below the 85% 2021 target but considerably greater than the 2016 Interim Target of 38%.
- 3.2.10** In distribution terms 'between' the 4 SRGAs, Bridgend and the Valleys Gateway have over performed in terms of delivery, with 43% of completions taking place in Bridgend (compared with a distribution of allocations of 42%) and 17.5 % of completions, within the Valleys Gateway (compared with a distribution of 16% of allocations), Porthcawl (5%) and Maesteg

and the Llynfi Valley (0.2%) have underperformed in terms of delivery, which is largely attributed to the delay in bringing forward the Porthcawl Waterfront Regeneration Area and within the Llynfi Valley, where there has been issues of housing market viability and the need to overcome various site constraints by land reclamation and land assembly. (A review of these sites is provided in Appendix 2).

- 3.2.11** Policy Targets 2 and 3 measure the 'distribution' of employment development on allocated employment sites, and the readying of the 4 Strategic Employment Sites respectively. Policy Targets 2 and 3 requires that 80% or more of employment land is developed within employment allocations located within the 4 Strategic Regeneration Growth Areas (SRGAs) and that by 2016 all the Strategic Employment Sites are classified in the Annual Employment Land Review as immediately or short term available.
- 3.2.12** For the monitoring period 1st April 2016 – 31 March 2017, 1.13 hectares of vacant employment land was taken up for development on allocated sites within the SRGAs. The total take up of employment land (including sites outside of SRGAs) totalled 1.40 hectares. This therefore represents 80.7% of overall take with the SRGAs, which meets the monitoring target of 80% and reveals that the spatial distribution is broadly on track, albeit it is accepted that the take up of vacant employment land is low.
- 3.2.13** Policy Targets 1, 2 and 3 have been broadly successful, however the indicators suggest that LDP Policy SP1 is not being effective as it should. In terms of Policy Target 1 the underperformance of Porthcawl, Maesteg and the Llynfi Valley SGRAs in terms of housing delivery are largely attributed to the delay in bringing forward the Porthcawl Waterfront Regeneration Area and within the Llynfi Valley, where there has been issues of housing market viability and the need to overcome various site constraints by land reclamation and land assembly. However, this issue will be the subject of rigorous testing during the review process.

Housing

- 3.2.14** Five Policy Targets monitor the performance of whether the LDP is meeting its housing needs by measuring the supply of housing land (Policy Target 25), housing completions, for both market and affordable dwellings (Policy Targets 26 and 29), housing numbers permitted on allocated sites (Policy Target 27), housing density (Policy Target 28) and whether there is a need for a permanent or transit Gypsy and Traveller site (Policy Target 30).

Housing Land Availability

- 3.2.15** Policy Target 25 aims to provide a 5 year supply of housing land for development throughout the plan period. The supply of land for housing is assessed as part of the annual Joint Housing Land Availability Study (JHLAS) which is a statutory document which local planning authorities are required to produce by Welsh Government in accordance with guidance set out in Planning Policy Wales (PPW) and Technical Advice Note (TAN) 1. Supply is assessed against the housing requirements of an adopted development plan.

3.2.16 The 2017 JHLAS shows that the County Borough has housing land supply, assessed against the housing requirement of the Bridgend LDP of 4.0 years.

Study Date	Number of Years of Supply
2007	8.1
2008	6.6
2009	6.2
2010	5.2
2011	5.5
2012	5.1
2013	5.7
2014	6.0
2015	5.4
2016	5.1
2017	4.0

3.2.17 The table above demonstrates that this is the first year since the LDP adoption in 2013 that the land supply has fallen below the 5 year target. Where the land supply is less than 5 years, TAN1 states that local planning authorities should consider the reasons for the shortfall and whether the LDP should be reviewed either in whole or in part.

3.2.18 It is considered that the most effective way of rectifying this issue is through an early review/revision of the adopted LDP given the importance attached to the land supply issue. However, the statutory 4 year LDP review process will provide the impetus for the LPA to update its evidence base, review the LDP strategy, and rectify the land supply issues by identifying and allocating additional housing land. This would assist in seeking to avoid 'planning by appeal' and ad hoc development coming forward outside the development plan system and not in accordance with the LDP's strategy.

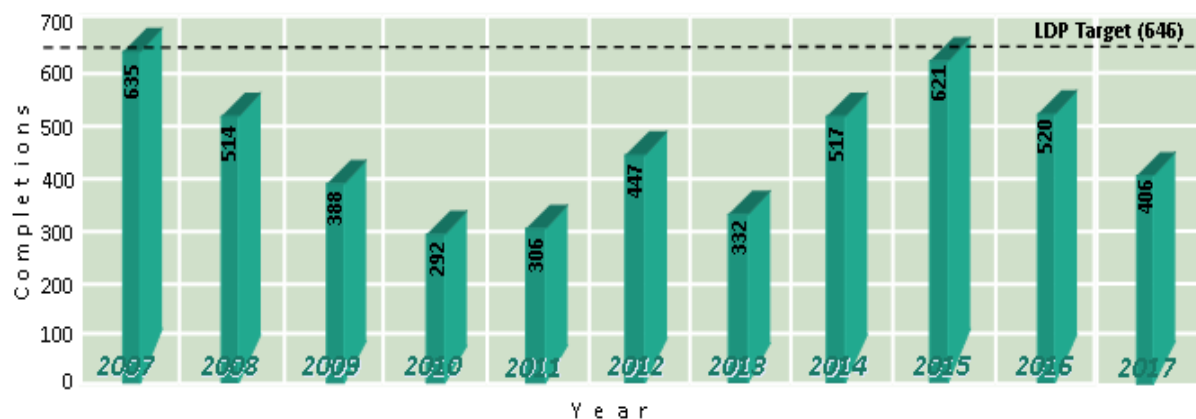
3.2.19 A review of the AMR's has shown that the Local Development Plan has performed well delivering many significant benefits for our communities. Most of the housing sites and associated infrastructure allocated in the LDP have been delivered. As expected Bridgend SRGA has delivered the highest proportion of residential units (reflecting the growth strategy of the LDP), in particular Parc Derwen which has delivered 999 residential units. However, it is acknowledged that in the Strategic Regeneration Growth Areas of Maesteg and the Llynfi Valley, Porthcawl and the Valleys Gateway. a number of challenging brownfield sites have stalled due to a combination of viability issues and in some cases land ownership issues albeit that progress is being made in bringing these sites forward. Whilst the LDP's key housing provision policies have largely been successful, it must be acknowledged that as the plan enters the final stages of its 'life-cycle' it is inevitable there would be land supply issues. Nevertheless it is imperative that this issue is addressed as a matter of urgency in the interests of ensuring sustainable growth for the County Borough of Bridgend.

Housing Completions

3.2.20 The LDP (Policy Target 26) aims to provide 9,690 new dwellings by 2021, based on the three, 5 year tranches of delivery set out in Policy SP12 of the LDP. This equates to an average annual completion rate of 646 dwellings per annum which is an ambitious level of growth compared to the level of dwelling completions experienced within the County Borough prior to the start of the plan period in 2006.

3.2.21 The graph below highlights the annual completions set out in the JHLAS studies from 2013-2017 are consistently below the LDP average completion rate (646 dwellings per annum). The cumulative impact of not achieving the LDP average completion rate has resulted in failure to meet the interim monitoring target to deliver 4,973 residential units by 2016 (this was reported in last year's AMR).

Dwelling Completions between 2006/07 and 2016/17



3.2.22 Whilst it is disappointing that target 26 has not been met, the deficit is a reflection of the overall trend in the UK and Wales for housing completions. Last year's AMR highlighted a deficit of 333 units in terms of the requirement to deliver 4,973 residential units by 2016. The 2017 JHLAS indicates that 406 units were completed since the last study and that 4978 dwellings have now been completed in total, during the LDP period 2006 to 2017. Current data highlights that the LDP has met the 2016 interim target figure albeit a year late.

Affordable Housing Delivery

3.2.23 In terms of the delivery of affordable housing, Policy Target 29 requires the delivery of 1,370 units by 2021 with the interim target to provide 703 affordable dwellings by 2016. Analysis of the housing data indicates that at 2016, 1014 affordable units had been delivered which met the interim target to provide 703 affordable dwellings by 2016. For the period 2016-2017 an additional 136 affordable housing units were delivered, which provides a total of 1150. As such, it is considered that affordable housing delivery has been relatively successful and the LDP is on track to deliver 1,370 units by 2021.

Affordable Housing Policy

3.2.24 Policy COM5 of the LDP sets differential affordable housing percentage rates which are sought across three housing sub-market areas within Bridgend:

- Western Settlements, Ogmere Vale, Garw & Upper Llynfi (15%);
- Bridgend, Pencoed and Hinterland (20%); and
- Rural and Porthcawl (30%)

3.2.25 The affordable housing strategy, housing sub-market areas and percentages sought will be reviewed as part of the overall strategy and aspirations of the revised LDP and updated viability evidence.

Gypsy and Traveller Site Provision

- 3.2.26** Policy Target 30 requires that the Local Planning Authority monitors the need for a Gypsy and Traveller Site by recording the annual number of authorised and unauthorised encampments in the County Borough. The interim target is that there is no increase in the average of 3 unauthorised Gypsy and Traveller Sites within 1 year, as recorded in the Gypsy and Traveller Caravan Count and/or the Council's Gypsy and Traveller Protocol. An increase above 3 unauthorised encampments for 2 consecutive years would trigger the requirement to identify a site.
- 3.2.27** The Housing (Wales) Act 2014 requires each local authority in Wales to undertake a Gypsy and Traveller Accommodation Assessment to ensure that needs are properly assessed and planned for. An assessment was required to be submitted to Welsh Government by February 2016 with a statutory duty placed on local authorities to make provision for site(s) where an assessment identifies an unmet need.
- 3.2.28** The Gypsy and Traveller Accommodation Assessment was formally approved by Bridgend County Borough Council Cabinet and Welsh Government in 2016. In summary, the GTAA covers the period 2016-2031 and estimates the additional pitch provision needed for Gypsies and Travellers in Bridgend. For the first 5 years of the GTAA plan period, there is no requirement for additional pitches, and for the remainder of the GTAA plan period, a further 1 additional pitch is required. This gives a total need for the whole GTAA plan period of 1 additional pitch.
- 3.2.29** Therefore, Gypsy and Traveller provision will be given further consideration through the LDP review process. In terms of transit sites, it is considered that these would best be considered on a regional basis, requiring collaboration with neighbouring local authorities through the LDP revision and SDP process. In terms of the existing policy framework, Policy COM6 – Gypsy and Sites - appears to be functioning effectively. However the policy may need to be revised to align with the latest legislation. This issue will be given further consideration in the LDP revision process.

Employment Land Development

- 3.2.30** The Local Development Plan's employment land is safeguarded for employment purposes, by Policies SP9 and REG 1. The future prosperity of the local economy is facilitated by ensuring that the County Borough can offer a range and choice of employment sites and premises for employment uses.
- 3.2.31** To achieve the objective of a prosperous local economy Policy Target 19 aims to develop 72.5 ha of employment land during the Plan period up to 2021 and Policy Target 20 aims to ensure that the identified employment allocated by Policy SP9 and REG 1 is readily available. Policy Targets 19 and 20 are monitored by an annual employment land survey which monitors the take-up of vacant land on all of the County Borough's allocated employment sites together with the land's status in terms of availability.
- 3.2.32** The monitoring target associated with Policy Target 19 is that 6.3 hectares of employment land is developed annually on allocated sites. During the monitoring period 01 April 2016 to 31 March 2017 a total of 1.52 hectares of vacant employment land was developed. During the preceding year 0.45 ha of employment land was developed. The AMRs have highlighted that the LDP's strategic aim of delivering 6.3 ha of employment land per annum allocated by Policies SP9 and REG1 per annum has not been partially met for 3 consecutive years with respect to Policy Target 21; therefore further analysis is required to determine why the LDP has not delivered 6.3ha of employment land.

- 3.2.33** In this context it is important to note that the amount of land allocated for employment purposes in the LDP exceeded the need identified in the Employment Land Review (2010). This approach was adopted to reflect that national planning policy advocated at the time adopting a positive, flexible approach to employment land provision which would provide a simple policy framework for private sector enterprise to operate within, giving a range and choice of sites across the County Borough. This approach also supported the Local Planning Authority in implementing the regeneration-led spatial strategy of the LDP.
- 3.2.34** Whilst the County Borough of Bridgend has one of highest rates of employment land in South East Wales it is important to recognise that the amount of employment land allocated has not frustrated the population and housing growth aspirations of the Plan. Employment land provision was aligned, to the strategic spatial distribution of this growth. In the context of a regeneration-led strategy, it was considered important that employment land provision should not be tied to, and limited by, population growth, but should reflect the economic regeneration objectives of the plan; helping to assist the Council and its partners in tackling some of the existing economic deprivation which currently exists in the County Borough in a positive, flexible manner.
- 3.2.35** In recognition of the need for the borough to have a range and choice of employment sites which are attractive and flexible enough to potential investors, LDP Policy SP9 allocated 38 hectares of strategic employment land at the following locations:
- SP9(1) Brocastle, Waterton, Bridgend 20 Hectares
 - SP9(2) Island Farm, Bridgend 11 Hectares
 - SP9(3) Pencoed Technology Park 5 Hectares
 - SP9(4) Ty Draw Farm, North Cornelly 2 Hectares
- 3.2.36** The strategic sites are distinguished from other employment sites on the basis of their physical and locational characteristics, particularly their prominent locations adjacent to areas of countryside, and their proximity to the strategic road network. They represent the greatest assets to Bridgend and the region in terms of their potential to generate high levels of jobs but it must be acknowledged that the allocation of these sites skew the figures in terms of the amount land allocated for employment purposes exceeding the need identified in the Employment Land Review (2010).
- 3.2.37** Considerable progress is also being made with ‘readying’ the 4 Strategic Employment Sites for development, however it is important to recognise that these sites require substantial investment in infrastructure and will have long-lead in times but as the economy improves (albeit slowly) and market demand improves it is predicted that these strategic sites are likely to be delivered at the end of the plan period / post 2021.
- 3.2.38 SP9(4) Ty Draw Farm** – The site benefits from a planning consent, P/12/796/FUL – granted 22/01/14, for 94 dwellings associated access, open space, with B1 employment use for the remainder of the site. On the basis that the residential part of the site is now complete, the B1 part of the site is considered to be available for development in the short term. The applicant is seeking to vary the S106 to extend the time limit for delivering the employment element of the scheme. The site is currently being marketed and it is anticipated that development will start in 2018. However, as a result of the LPA not maintaining its 5 year housing land supply it is expected that the LPA will come under pressure to release this site for new residential development.
- 3.2.39 SP9(2) Land at Island Farm, Bridgend** – The site benefits from an outline planning application, P/08/1114/OUT, granted for mixed-use sport, leisure, commercial and offices on 14/03/12. P/14/824/RES – Highway infrastructure, green bridge and drainage infrastructure, was also granted on 12/06/15 at Island Farm. The infrastructure will enable the B1 part of

this approved mixed-use, leisure led development to come forward. A further planning application, P/15/318/NMA has been approved for amendments to conditions relating to P/08/1114/OUT, to enable ecological mitigation to take place. HD limited has started work on site and are in the process of delivering the key infrastructure for the site including roads and drainage. The developer has provided a timescale of two years for the delivery of the Tennis Academy followed by the commercial part of the scheme.

3.2.40 SP9(1) Brocastle, Waterton – Planning permission has been granted for a development of up to 71,441sq.m of B1, B2 and B8 employment floorspace, including access, car parking, diversion of public rights of way, site remediation, drainage, landscaping and associated engineering operations. The approved development complies with the Council's planning policies and will deliver national and local policy objectives of achieving a sustainable development by minimising impact on ecology and habitats, supporting existing green infrastructure and using the site's natural features to provide a layout that responds to its semi-rural location thus creating a high quality development. The development will also support inclusive access and active travel and provide connectivity to Bridgend Town Centre and links to the Vale of Glamorgan. Furthermore, the development can be designed to minimise its potential visual impact and any impacts on the amenity of those residents that adjoin the site (Planning application reference P/16/549/OUT refers). It is hugely positive that planning permission is in place and it is considered that this site is available for employment development in the medium term.

3.2.41 SP9(3) – Pencoed Technology Park is also owned by Welsh Government. The site straddles the eastern administrative boundary of Bridgend and RCT. The site is identified and the focus of High Quality Life Sciences and manufacturing and is already the home of a number of high profile investments. Welsh Government have extended their ownership at the site by acquiring the brownfield former Sony land holding and are also in the process of acquiring a small land parcel in the Council's ownership. Substantial infrastructure is in place, including 'road stubs' to undeveloped parcels, including the land within Bridgend's administrative area, and the site is considered to be immediately available for development. In January 2017 planning permission was granted to NHS Wales for a change of use of the former Sanken Power Systems building to create a National Imaging Academy offering a state of the art facility to train Consultant Radiologists and ancillary office work space (planning application P/17/39/FUL refers). This site was chosen by the NHS for its strategic location in the heart of 'South Wales' and proximity to the strategic road network. The creation of National Academy is extremely positive as it demonstrates that the Technology Park is in the right location to attract new business but also has the potential to become a hub for office headquarters for both the public and private sectors.

3.2.42 Also, in the context of 'City Deal' and a future Strategic Development Plan for SE Wales; Bridgend and RCT local planning authorities have had initial discussions regarding the potential of a wider Pencoed / Llanilid growth area that could deliver significant levels of high quality residential and employment land for the Cardiff Capital Region. This site could make a significant contribution to the employment element of such a growth area.

3.2.43 The LDP recognises that if Bridgend is to retain its competitive industrial base it is imperative that the area is able to offer a broad portfolio of sites. In addition to those Strategic sites identified and safeguarded under Policy SP9, Policy REG1 also identifies a variety of employment sites suitable for all types of employment uses of varying size and type.

3.2.44 In addition to identifying established employment sites, Policy REG1 also includes those employment areas which have vacant land for development for employment purposes and therefore have an important contribution to make in fulfilling the LDP Strategy. The remaining areas of vacant land on existing industrial estates collectively offer opportunities for

investment for employment purposes whilst not frustrating the population and housing growth aspirations of the Plan.

- 3.2.45** Many of the sites listed in the policy also form parts of much larger regeneration or mixed-use sites additionally allocated by Policy PLA3. The development of these sites for employment purposes as part of much wider schemes containing other uses will help to create sustainable mixed use areas within existing communities, helping to facilitate the physical regeneration of the site and acting as enabling development to the delivery of the employment element, thereby improving the socio-economic regeneration of the wider area.
- 3.2.46** The current low take-up of employment land on REG1 and PLA3 sites is attributed to the fact that because of the considerable loss of industrial and business capacity that took place during the recession, most new employment activity is actively being taken up within existing vacant buildings and/or extensions on allocated employment sites rather than on new sites. Effectively the lost capacity as a result of recession is being regained before new take-up accelerates as the economy improves.
- 3.2.47** The failure of the LDP to meet Policy Target 19 for a third consecutive year is of concern to the LPA but is not a true reflection of what is happening in the real economy, where between 2016 to 2017 the number of people in employment increased. Data indicates that the number of small to medium sized enterprises in Bridgend is increasing at a quicker rate than for Wales as a whole. Collectively, this demonstrates that the expansion in business stock in Bridgend is continuing to improve albeit at a slower pace than previously predicted.
- 3.2.48** Contextual indicators and comparisons with other local authorities show that notwithstanding the low take up of employment land the 'real' economy is relatively buoyant and that the failure to meet this target is the result of the recent very deep recession and the regaining of previous lost capacity. The Council's Economic Development Section has highlighted that few empty units remain on the boroughs industrial estates and there is pent up demand for small to medium sized units. Bridgend retains its locational advantages for business and can expect higher levels of employment land take-up in the latter part of the Plan period. A formal review of policy will be undertaken during the statutory LDP review process.
- 3.2.49** It is reiterated that the amount of employment land allocated in the context of a regeneration-led strategy has not frustrated the population and housing growth aspirations of the Plan. Whilst the LDP monitoring target has not been met, the effects of the recession on South-east Wales and Bridgend must be given due consideration when determining the reasons as to why the development of vacant, allocated employment land has not occurred at the long-term average rate of 6.33 hectares per annum. It is considered that the employment allocations and strategy in the LDP remain broadly sound but will be the subject of rigorous testing during the statutory LDP review.

Reconsideration of the LDP Strategy

- 3.2.50** The inability to meet the adopted LDP's housing requirement and the resulting failure to maintain a 5 year housing land supply indicates that either additional housing sites are required or the level of housing growth required by the LDP's strategy will need to be reconsidered as part of a revision of the LDP. In addition, all undelivered housing allocations will need to be re-assessed to ensure that they remain viable and deliverable. This could result in existing housing allocations being removed from the LDP and new sites allocated.
- 3.2.51** In addition to considering the current proposed level of housing growth, the revision of the Plan will also need to consider the implications of an extended Plan period. The current Plan runs to 2021, any revised Plan is likely to extend to 2033. Extending the Plan period will result in a revised dwelling need and a requirement for new sites for both market and

affordable dwellings. It will need to take account of the latest population and household projections and a revised Local Housing Market Assessment, as well as other updates to the evidence base. Consideration will also need to be given to the policy aspirations linked to the Cardiff Capital Region City Deal, together wider contextual matters.

3.2.52 These updates and issues will need to be thoroughly considered and addressed as part of the Plan revision process which cumulatively could result in a change to the Plan's strategy. In view of this, it is considered that the spatial strategy will need to be reviewed as part of the LDP revision process.

Review of Policies

3.3 The LDP policies have been reviewed having regard to the following:

- Findings of the three LDP Annual Monitoring Reports;
- Significant contextual changes that have occurred since the Plan's adoption, including changes in national policy and legislation; and
- Internal consultation with development management officers and other specialist officers, including housing, green infrastructure, heritage and economic development officers. Topic based officer working groups were established to discuss policy implementation, with consideration given to how policies are functioning/being implemented.

3.3.1 A summary of the policy review assessment is set out in Appendix 2. This gives an overview of whether a policy/allocation is functioning effectively, whether any amendments are likely to be needed and whether any policies should be removed as part of the Plan revision process. The policy assessment undertaken to date is not considered to be definitive and further consideration will be given to the need to revise the Plan's policies as part of the revision process.

3.3.2 The key policies that are considered likely to require amendment based on the policy review assessment are discussed in more detail below.

Housing and Site Allocations

3.3.3 As evidenced in the Annual Monitoring Reports, to date the adopted Bridgend LDP has not delivered the level of housing growth identified in the Plan which has resulted in a shortfall in the housing land supply. As part of the revision process consideration will, therefore, need to be given to the appropriate level of housing growth for the County over an extended Plan period. In addition, consideration will be given to adopted spatial strategy to determine whether it remains 'fit for purpose', having regard to wider policy aspirations associated with Cardiff Capital Region and Bridgend Well-Being Plan. Accordingly, it is anticipated that policies SP1 (Regeneration-Led Development – Spatial Distribution of Growth) will need to be revised to rectify the shortfall in housing land.

3.3.4 In addition LDP Policy COM1 (Residential Allocations in the Strategic Regeneration Growth Areas) will need to be reviewed as part of the revision process. This will provide the opportunity for the LPA to assess and potentially reconsider undelivered housing allocations to ensure that they remain viable and deliverable which could result in existing allocations being removed from the replacement Plan. It will also be necessary to allocate additional deliverable and viable sites to meet the County's housing requirement over an extended Plan period.

3.3.5 A detailed review of LDP Housing Allocations is set out in Appendix 2.

Open Space

3.3.6 The existing open space and accessible natural green space policies contained in the LDP were informed by the Bridgend Outdoor Sports Audit (2010) and Children's Playing Space Audit (2010) and Allotments Audit (2009).

3.3.7 The evidence base identified deficiencies in the quantity and quality of existing provision in relation to the Fields in Trust Six Acre Standard adopted in the LDP. It is considered that in general the Plan's recreation and open space policies are functioning effectively in safeguarding existing recreation facilities and public open space and in securing provision of new facilities in connection with new residential development in accordance with the adopted

standards.

3.3.8 Whilst there have been no contextual changes to national planning policy or TAN16: Sport, Recreation and Open Space (2009) since adoption of the Plan, Fields in Trust produced new guidance in 2017, 'Guidance for Outdoor Sport and Play: Beyond the Six Acre Standard.' This guidance, while retaining the same headline rates of provision as the original "Six Acre Standard", draws out new recommendations for accessibility, for flexible application of standards and the minimum dimensions of formal outdoor space. The revision of the guidelines also introduces benchmarking for informal open space not involving organised sport and play and includes parks and gardens and natural and semi-natural habitats. The amendments to the guidance do not result in a requirement to make modifications to current LDP standards as the TAN promotes evidence based locally generated standards. However, the revised recommended benchmark guidelines for both formal and informal outdoor space will be considered as part of the LDP revision process.

Retail

3.3.9 The overall aim of Strategic Policy SP10 is to focus and direct new retail, commercial and leisure developments within the County Borough Retail and Commercial Centres in order to maintain and protect their vitality and viability. A key strand of the LDP's Sustainable Regeneration-Led Spatial Strategy is to promote the County Borough's 3 main town centres as part of the LDP Vision, which seeks to create a successful regional employment, commercial and service centre in Bridgend, a vibrant waterfront and tourism destination in Porthcawl and a revitalised Maesteg.

3.3.10 The Adopted LDP was informed by a retail needs planning study and subsequent update (2010) prepared by CACI. This evidence will need to be updated as part of the LDP revision process.

Town Centre Vacancy Rates

3.3.11 In order to measure how successful Policy SP10 is in directing appropriate new retail and leisure development to the County Borough's town and district centres to maintain their vitality and **viability** the monitoring framework looks at 3 Policy Targets relating to vacancy rates of commercial properties within town centres (Policy Target 21), the integrity of the Primary Shopping Streets within the town centres (Policy Target 22) and progress on the regeneration of key sites within the town centres (Policy Target 23).

3.3.12 The annual monitoring target for Policy Target 21 is to ensure that the vacancy rates of commercial properties within the 3 town centres of Bridgend, Porthcawl and Maesteg remain below 15% throughout the plan period.

3.3.13 The latest annual retailing and commercial centre survey indicates that:-

- Within Bridgend Town Centre of the 379 commercial properties surveyed 67 were vacant – representing a vacancy rate of 17.68%;
- Within Porthcawl Town Centre of the 204 commercial properties surveyed 10 were vacant – representing a vacancy rate of 4.90%; and
- Within Maesteg Town Centre of the 167 commercial properties surveyed 10 were vacant – representing a vacancy rate of 5.99%.

3.3.14 The LDP's strategic aim of maintaining and protecting the vitality and viability of town centres has not been partially met for the monitoring period 1st April 2016 to 31st March 2017 with respect to Policy Target 21. Whilst the monitoring target has only been marginally missed for Bridgend, further investigations are required. This issue will be scrutinised in detail during the

statutory LDP review process where a comprehensive assessment of town centre policies combined with an updated 'Retail Needs Assessment' will provide clarity on the appropriate policy direction.

3.3.15 The annual monitoring target relating to Policy Target 22, to maintain the integrity of the Primary Shopping Frontages of Bridgend, Porthcawl and Maesteg is to ensure that 60% or more units are in A1 (Retail) use. The latest annual retailing and commercial centre survey indicates that:-

- Within Bridgend Town Centre of the 111 units within the Primary Shopping Frontages 67 were in A1 use – representing 60.36%.
- Within Porthcawl Town Centre of the 95 units within the Primary Shopping Frontages 62 were in A1 use – representing 65.26%.
- Within Maesteg Town Centre of the 85 units within the Primary Shopping Frontages 52 were in A1 use – representing 61.18%.

3.3.16 Data collected as part of last year's retailing and commercial survey highlighted that the proportion of Maesteg town centres' primary shopping frontages had fallen below the annual target for two consecutive years. However, the current data highlights a marginal improvement in the vacancy rates (61.18%) which means that the annual target has been met. Considering the current economic climate this data is very encouraging but will need to be considered in greater detail during the LDP Review to ensure this upwards trajectory.

3.3.17 The proportion of units occupied by A1 uses in Porthcawl's primary shopping frontages has increased from 63.16% to 65.26% which reflects the increasing number of tourists visiting Porthcawl. Conversely, whilst Monitoring Target 22 has been achieved, Bridgend town centre recorded a decrease in the number of units located in the Primary Shopping Frontage occupied by A1 uses for the third consecutive year. As such it is considered that further investigation is required to understand and action where further measures are required to limit further losses. This analysis will be combined with an update of the 'Retail Needs Assessment' (as part of the statutory LDP Review).

3.3.18 To mitigate against the tough economic conditions currently being experienced and to ensure the vitality of the County Borough's town centres, the Council has chosen to exercise sufficient flexibility when applying LDP Policy REG6 to allow changes of uses to non-A1 uses in Primary Shopping Frontages where an applicant can provide robust evidence to demonstrate that there is insufficient demand for A1 units and its loss would not materially dilute the continuity of the Primary Shopping Frontage. It is the view of this authority that permitting a small number of changes of uses is more conducive to sustaining the viability of the town centre rather than allowing empty units to stand idle.

3.3.19 A number of contextual changes to national planning policy have occurred since the preparation and Adoption of the LDP. Welsh Government have published a revised version of Chapter 10 of PPW and TAN4 (Retail and Commercial Development) in November 2016. These documents have been updated to reflect the Welsh Government's revised national planning policy for retailing and commercial development. The main areas of change include revised objectives for retail planning policy, stronger emphasis on the need for retail policies to be framed by a retail strategy in LDPs (complemented by masterplans and place plans to assist in the delivery of the strategy), a requirement for LDPs to set out a locally derived hierarchy of centres and revised policies for dealing with new uses/centres undergoing change and a consistent approach to terminology. However, the policy requirement to consider retail and commercial centres first for retail and complementary uses remains, as do the requirements for retail need, sequential tests and impact assessments,

where appropriate. The amendments to national policy do not result in a requirement to make modifications to current LDP policies; however, the revised guidance will be taken into account in the LDP revision process.

3.3.20 A new Retail Study will be undertaken in order to inform the revised LDP. This study will provide an update of the retail expenditure forecasts for comparison and convenience retail for the County Borough. The purpose of a new retail study will be to provide comprehensive data and information on the current performance of the retailing and commercial centres and to provide an up-to-date assessment of retail expenditure capacity within the County Borough and identify capacity for comparison and convenience goods. This updated study will inform the Plan revision in terms of retail strategy, retail policies and LDP allocations.

Planning Obligations

3.3.21 LDP Strategic Policy S14 'Infrastructure' seeks to ensure that new development is accompanied by an appropriate level of infrastructure to assist in providing for sustainable communities. The policy is being delivered through the development management process. Contributions are being secured through the use of planning obligations, as set out in Section 106 of the Town and Country Planning Act 1990. Planning obligations seek contributions from developers to enhance the quality of a development, provide community benefits and infrastructure, and mitigate any negative impacts that may arise as a consequence of the development.

3.3.22 The Council decided not to commence work on CIL following adoption of the LDP in 2013. Whilst this would have provided an alternative means of providing the necessary infrastructure to support development in the LDP, the view was taken that the LDP strategic sites could be delivered without the need for CIL as each site had specific infrastructure requirements that could be dealt with through a standard Section 106 legal agreement.

3.3.23 The current policy is functioning effectively and contributions are being received (subject to viability considerations) to off-set the impacts of new development and help provide necessary infrastructure such as recreation and open space, community facilities, sustainable transport and education.

3.3.24 Based on the dwellings that have been delivered by the Local Development Plan, since adoption, the following S106 contributions have been collected by the Council and used to help improve the lives of our residents:

- Affordable Housing £1,818,858
- Public Open Space £529,400
- Transport Infrastructure £754,000
- Education £1,924,934
- Miscellaneous £671,037

Total £5,698,229

Financial Value of S106 Agreements completed since Oct 2013 (LDP adoption)

3.3.25 The LDP Review Process, however, will need to consider the most effective method of providing infrastructure to support development in the LDP.

Renewable Energy

- 3.3.26** The monitoring aim of Strategic Policy SP8 is to ensure that development proposals within the County Borough contribute to meeting national renewable energy efficiency targets. The Monitoring Framework sets out 3 targets (16, 17 and 18) to measure how effective the Plan has been in achieving this aim.
- 3.3.27** Policy Target 16 requires that all major planning applications assess the potential for on-site renewable/low carbon energy technologies and this is measured by analysing whether each major application is accompanied by a renewable/low carbon energy assessment – this is a requirement of Policy ENV17. Of the ‘qualifying’ developments no major planning applications submitted (and granted) for the monitoring period 1st April 2016 to 31st March 2017 were accompanied by a ‘specific’ energy assessment. Successive AMRs demonstrate that the Council has failed to meet the requirements of monitoring target 16 however it must be recognised that energy efficiency in new development is achieved by strict adherence to Building Regulations. Nevertheless further investigation is required to understand and action where further measures are required to ensure compliance with the provisions of LDP Policy ENV17. This issue will be scrutinised in detail during the statutory LDP review process and consideration given as to whether the policy approach needs to be amended.
- 3.3.28** Notwithstanding the fact that not all major planning applications have been accompanied by an Energy Assessment the Council has achieved its ‘interim target’ of producing an Energy Opportunities Plan SPG by 2014. The Council originally produced its Energy Opportunities Plan in November 2011 and this has been updated and subsequently been incorporated into the Sustainable Energy SPG adopted by Council on 2nd May 2014.
- 3.3.29** The LPA is committed to ensuring that the County Borough contributes towards the country’s renewable energy requirements and is both disappointed and concerned that Policy Target 16 has not been met. However, the issue of ‘renewable energy’ has had its profile raised following the selection of two demonstrator schemes:- the Bridgend Town Heat Network and the Upper Llynfi Valley Heat Network (Caerau Minewater) Projects. The Caerau Minewater Heat Project was recently announced in August 2017 as the third prize winner in the NEA and British Gas Energy Impact Awards 2017-18. Bridgend CBC is working with the Energy Technology Institute (ETI) who is developing an Energy Path Networks tool which will identify the most cost-effective local energy systems (heat and power) for Bridgend to a lower carbon energy system as part of a Low Carbon Transition Plan. Acting as a catalyst for energy project investment in the Bridgend borough, the heat network projects SSH Programme has attracted additional studies to be carried out such as an analysis of the Bridgend Gas Network by Wales and West Utilities to inform the future of the gas debate, identifying opportunities for Community Renewable Energy Schemes in Rural Bridgend.
- 3.3.30** The aim of Policy Target 17 is to increase the amount of energy produced in the County Borough from Renewable Sources in the County Borough. Success is judged by monitoring whether there has been an annual increase in the permitted or installed capacity of renewable electricity and heat projects.
- 3.3.31** During the Monitoring Period 1st April 2016 to 31st March 2017 2.5 mw of renewable electricity capacity was permitted. The scheme approved relates to 1 Wind Turbine on land at Parc Stormy (planning application P/15/868/FUL refers) which represents an increase of 3.1% on last year’s figures. It is worth noting that during the Monitoring Period 1st April 2015 to 31st March 2016 78.4mw of renewable electricity capacity was permitted. The schemes approved comprised an Anaerobic digestion facility for 30yr period at Parc Stormey Down Airfield; Biomass Power Station of 25 mw electric output; 12 Wind Turbines and Pant-y-Wal Farm, East of Ogmores Valley; Solar Photovoltaic Farm at Stormy Down and Electric Energy Storage

Facility also at Stormy Down.

- 3.3.32** The LDP is therefore annually increasing the amount of energy produced from renewable source and is meeting Policy Target 17.
- 3.3.33** Policy Target 18 aims to generate 35MW of renewable energy within the refined Strategic Search Areas (SSAs) by 2021. Parts of Bridgend County Borough lie within the Strategic Search Area (SSA) for large scale wind energy projects outlined in TAN8. As part of a consortium, Bridgend County Borough carried out a refinement exercise in these areas in 2006. The refinement carried out by Ove Arup and partners, calculated the generation capacity of parcels of land, included in the SSA. For those 'refined' areas of the SSA in Bridgend County Borough the capacity was calculated as:-
- Zone 20 North East of Maesteg 19MW
 - Zones 31-34 North of Evanstown 31MW
- 3.3.34** During the Monitoring Period 1st April 2016 to 31st March 2017 no applications have been approved within the refined Strategic Search Areas (SSAs). However, it is important to note that within zones 31-34 the Council has already consented planning applications at Pant Y Wal and Fforch Nest wind farms totalling 35MW – thereby exceeding this capacity. All of this capacity is already installed and operational. It should be noted that Zone 20 was excluded from the capacity assessment on the basis of the operational Ffynon Oer wind farm in Neath Port Talbot. The Plan has therefore met its target with respect of the generation of 35MW of renewable energy by the end of the Plan period.
- 3.3.35** In addition the Pant Y Wal extension, comprising of an additional 10 wind turbines with a generating capacity of 3MW each was consented on 28/02/15. Although not located within the refined SSA boundary, the turbines are located immediately adjacent to it and within the wider SSA and will contribute an additional 30 MW of renewable energy capacity. As such the generating capacity from large-scale wind turbines (within and immediately adjacent to the refined SSA) is 65 MW. As such the County Borough is making a significant contribution to national renewable energy targets.
- 3.3.36** Welsh Government produced a revised version of the Renewable Energy Toolkit for Planners in September 2015. The update includes an additional section relating to how local planning authorities assess the potential for solar farm developments. The revised toolkit provides a methodology to assist in the production of Renewable Energy Assessments (REAs) and additional advice on how to translate the results of the REAs into the LDP evidence base and resulting policies. Local authorities are expected to undertake a proactive approach to all forms of renewable and low carbon energy generation and the revised LDP will, nevertheless, need to consider the revised Toolkit and address the additional requirements set out within the toolkit.
- 3.3.37** In addition the publication of the revised Toolkit, Welsh Government has provided further emphasis that Local Planning Authorities should utilise their REAs to inform policies, areas of search and allocations for local authority scale renewable energy schemes or, other low carbon technologies. Welsh Government suggest that the LDP consultation process should provide communities with the opportunity to identify suitable locations for renewable energy developments, meaning that such development can be guided to the most appropriate locations. Accordingly, the Plan's renewable energy evidence base will need to be updated and areas of search for local authority scale renewable energy explored through the LDP revision process to support carbon reduction targets and to mitigate climate change.

Waste

- 3.3.38** The LDP Waste policies were prepared in the context of the South East Wales Regional Waste Plan (RWP) – First Review 2008 that identified an indicative capacity for Bridgend County Borough to be between 185,000 and 228,000 tonnes, equating to between 3 and 4 new in-building sites on between 707 – 11.9 hectares.
- 3.3.39** Strategic Policy SP7 aims to make provision for new waste treatment facilities to meet regional (and local) waste treatment needs. Strategic Policy SP7 identifies 5 sites where waste facilities will be favoured at Heol y Splott, South Cornelly, Brynmenyn Industrial Estate, Village Farm Industrial Estate, Brackla/Litchard Industrial Estate and Waterton Industrial Estate in order to satisfy regional and local demand. In addition, Waste proposals on other appropriate sites or land allocated for industrial purposes may also be permitted, provided the proposal meets the criteria set out in Policy ENV16 of the LDP.
- 3.3.40** Target 15 requires the availability of 7.7 to 11.9 hectares of land (or land consented for that purpose), on the ‘favoured’ sites set out in SP7.
- 3.3.41** At the monitoring date of 31st March 2017, the table below illustrates that 29.36 hectares of land remained available on SP7 sites. At the monitoring date of 31st March 2017, the table below illustrates that 29.36 hectares of land remained available on SP7 sites.

LDP Policy Ref	Site	Available land remaining (ha)
SP7 (1)	Land at Heol-y-Splott, South Cornelly	0.0
SP7 (2)	Brynmenyn Industrial Estate, Brynmenyn	7.16
SP7 (3)	Village Farm Industrial Estate, Pyle	2.83
SP7 (4)	Brackla / Litchard Industrial Estate, Bridgend	7.71
SP7 (5)	Waterton Industrial Estate, Bridgend	11.66
Total		29.36

- 3.3.42** RWPs, however, no longer have effect and as such a re-write of national planning policy on waste was necessary to reflect the new waste policy context introduced through EU legislation.
- 3.3.43** Directive on Waste (2008/98/EC), the Waste Strategy for Wales, ‘Towards Zero Waste, June 2010 and the underpinning suite of waste sector plans, in particular the Collections, Infrastructure and Markets Sector (CIMS) Plan, June 2012. PPW, therefore, was amended in February 2014 (Edition 6) and a revised TAN21 issued. The revised PPW and TAN21 no longer require the preparation of RWPs. The general approach of the CIMS Plan has been to move away from land-take based calculations to an approach where the need for waste management facilities is expressed by future capacity in tonnes. As stated in Welsh Government Policy Clarification Letter CL-01-12, technology development has led to the potential for smaller, more dispersed facilities to be developed (more flexible, able to take advantage of niche opportunities). It has also led to the possibility of larger facilities being

developed to reflect economies of scale and reduce expenditure by businesses and local authorities on the management of their residual waste. The end result of this is that it is now more difficult to ascribe a value to an 'average facility' – and as such, area-based land-take calculations have become less applicable.

3.3.44 The CIMS Plan describes the waste management framework considered to provide the best solutions to meet environmental, social and economic needs in Wales to 2050. Waste assessments contained within the CIMS Plan do not have to be repeated by local planning authorities at a regional or local level. However, monitoring needs to be carried out through voluntary co-operation at a regional level to inform decision making in future LDPs and in dealing with planning applications for waste. The regional monitoring work has resulted in the first Waste Planning Monitoring Report (WPMR) for South East Wales (April 2016). This concluded that the regional position was:

- There is no further need for landfill capacity within the South East region.
- Any proposals for further residual waste treatment should be carefully assessed to ensure that the facility would not result in overprovision.

Therefore, there is no current need for residual waste facilities in County Borough of Bridgend, although PPW (edition 6, paragraph 12.6.2) requires that the identification of suitable locations for sustainable waste management facilities should be considered as part of LDP preparation. PPW (paragraph 12.6.1) also requires that development plans should demonstrate how national waste policy, and in particular the CIMS Plan, along with any updated position adopted in the waste planning monitoring reports and any other form of waste management priorities relevant to its local area have been taken into account.

3.3.45 Given the findings of the LDP AMRs and the South East Wales WPMR it is considered that there is no pressing need to revise the LDP strategic and site allocation waste policies. Any LDP Revision, however, should reconsider these policies to take account of current government guidance and the change of approach to waste planning away from area-based land-take calculations.

Minerals

3.3.46 The LDP Minerals policies were prepared in the context of the Regional Technical Statement (RTS) of the South Wales Regional Aggregates Working Party (SWRAWP) (October 2008).

3.3.47 Strategic Policy SP6 aims to provide a contribution to national, regional and local demand for a continuous supply of minerals. LDP Policy Targets 13 and 14 have a particular focus on monitoring whether the LDP maintains a minimum landbank for aggregates (Policy Target 13) and also safeguarding against permanent sterilising development within mineral buffer zones and mineral safeguarding areas (Policy Target 14).

3.3.48 Policy Target 13 specifically requires the maintenance of a minimum 10 year aggregate landbank throughout the plan period within the County Borough. The latest SWRAWP Annual Report calculates the 10 year aggregate landbank as 70 years. As such the LDP is meeting its target of providing a minimum 10 year supply.

3.3.49 There is no pressing need, therefore, to revise Policy SP6, however, any future LDP revision should reconsider this policy to take account of changes in government guidance and any updated regional position.

Transport

3.3.50 Policy Target 8 monitors the schemes set out by Policy PLA7 against the delivery timetable of the Regional Transport Plan (RTP). However, since the LDP was adopted in September 2013, the Regional Transport Plan (RTP) has been replaced by Bridgend's Local Transport Plan (LTP) 2015-2030, and the various schemes included within Policy PLA7 have been 're-set' accordingly.

3.3.51 A number of 'rail' proposals included within Policy PLA7, relating to improvements to the capacity of the Maesteg – Bridgend Railway line and a new railway station at Brackla, are now investment proposals reserved for the Welsh Government, and not the LTP. Welsh Government are now the coordinating body for investment in all railway related matters, including all new rail services, rail infrastructure and railway stations.

3.3.52 Walking and Cycling Schemes included within the new Phase 1 LTP programme, up to 2021 are:-

- PLA7(2) – Improved links to the National Cycle Network in the Vale of Glamorgan;
- PLA7(4) – Bridgend and Pencoed (which is financed and programmed for implementation before the end of 2016);
- PLA7(7) – Bridgend and Designer Outlet at Junction 36 of the M4 (the middle section of which could be secured by S106 funding); and

3.3.53 In terms of highway schemes:-

- PLA7(25) – Improvements to A4063 between Sarn and Maesteg is programmed for delivery up to 2021 in the LTP.

3.3.54 All remaining proposals included within Policy PLA7 have been re-scheduled within the LTP, and fall for delivery beyond the LDP Plan period. Notwithstanding this, all of the proposals remain valid and could be implemented earlier should there be further changes to investment decisions or assisted by Section 106 infrastructure

3.3.55 Further consideration will be given to the policy/land use implications of the transport schemes identified in the LTP, as well as any updates to the LTP, as part of the LDP revision process.

3.3.56 Consideration will also be given to the policy/land use implications of the Cardiff Capital City Region South East Wales Metro proposals in the Plan revision process. The Metro proposals seek to improve transport connectivity across the region which is integral to achieving wider economic and social outcomes for South East Wales.

3.3.57 The Active Travel (Wales) Act 2013 requires local authorities in Wales to produce active travel maps and deliver year on year improvements in active travel routes and facilities. The LTP identifies Active Travel Network schemes for each of the County's towns which propose the development and implementation of active travel plans for these areas. In terms of implications for the revised LDP, any new or amended proposals for active travel routes and facilities, especially for walking and cycling, may be considered for safeguarding through the LDP revision process where they are within a programme, supported by funding and likely to be delivered in the Plan period.

Supplementary Planning Guidance

3.3.58 Following the LDP's adoption a number of supplementary planning guidance documents have been prepared to support existing LDP policies:

- SPG 12 – Sustainable Energy (May 2014)
- SPG 13 – Affordable Housing (October 2015)
- SPG 19 – Biodiversity and Development (July 2014)
- SPG 20 – Renewables in the Landscape
- SPG21 – Safeguarding Employment Sites (June 2015)

3.3.59 A review of the existing SPG including ones recently amended and adopted will be undertaken as part of the LDP Revision process with amendments to a number of these likely to be required.

Proposals Map and Constraints Map

3.3.60 The form and content of the LDP Proposals Map will require changes as part of the LDP Review to reflect any changes to the plan.

3.3.61 The LDP Constraints Map contains designations that are not directly proposals of the LDP but are constraints to development created by legislation or other mechanisms outside of the LDP process such as Flood Risk Areas, Conservation Areas, SSSI's, etc. The printed Constraints Map for the LDP represents a point in time and includes a number of designations particularly flood risk areas that have been updated since adoption of the LDP and therefore it is out of date. Going forward it is likely that the Constraints Map will be produced in an electronic form with public access that will allow for it be updated as necessary.

4.0 Future LDP Evidence Base Requirements

4.1 To inform the review of the LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which expires in 2021 as well as taking into account any contextual or policy changes that have occurred since adoption of the plan. A sample of the evidence base studies required to inform the LDP are provided below:

- **Population & household forecasts** – to provide estimates of the future numbers of households and of the numbers of people who live in them, which will inform the LDP's dwelling requirement.
- **Local Housing Needs Assessment** - to identify how many homes are required of each tenure: open market housing and 'affordable housing' (e.g. shared ownership or social rented housing).
- **Sustainable Settlement Hierarchy** –to provide analysis on the role and function of settlements in Bridgend County Borough
- **Settlement Boundary Review** – to define clear, defensible boundaries around settlements in the form of 'settlement boundaries'.
- **Employment Land Review Update** – to identify the county borough's employment land requirements for the LDP period and to assess the quality of the main employment areas for continued use, and identify potential new land to meet future requirements for all employment sectors.
- **Affordable Housing Viability Assessment** – to provide advice on achievable and viable targets and thresholds for affordable housing.
- **Gypsy and Traveller Accommodation Needs Assessment** – to identify local need.
- **Bridgend Town Centre Flood Risk Assessment** – to identify areas at risk of flooding.
- **Retail Study Update** –to identify the requirements of retail need, including the need for more land and floorspace.
- **Public Open Space Audit** – to identify local needs for a range of open spaces including for sport and play.
- **Landscape Character Assessment** - to describe the characteristics of the local landscape and which may include guidelines for development.
- **Renewable Energy Assessment** – to provide a robust Renewable Energy evidence base; and
- **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Local Development Plan.

4.2 The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. There are number authorities in South-east Wales who are currently in the process of considering reviewing their Local Development Plans on the basis that their current plans expire at the end of 2021. This presents an opportunity for collaboration including the preparation of a shared evidence base.

Sustainability Appraisal including Strategic Environment Assessment

- 4.3** A requirement of the LDP process is that Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) informs preparation of the LDP. The SA/SEA process is integral to the development of the LDP to ensure the policies in the LDP promote Sustainable Development through integration of the key economic, environmental, social and cultural objectives in the development of the LDP policies and proposals and take account of any significant effects on the Environment. The SA/SEA has been an iterative process throughout preparation of the LDP and policies and proposals in the LDP reflect this.
- 4.4** SA monitoring of the Sustainability Appraisal Objectives is undertaken on an annual basis and reported through the LDP Annual Monitoring Report. This enables the Council to assess the extent to which the LDP is contributing to the achievement of sustainable development and to identify any concerns. To inform the review of the LDP it will be necessary to revisit and update the environmental, social and economic baseline information, along with the review of relevant plans policies and program. The SA Monitoring Framework including the SA Objectives will need to be reviewed to ensure this remains up to date.

Habitats Regulations Assessment

- 4.5** The LDP was informed by Habitats Regulations Assessment (HRA), the purpose of which is to assess the impacts of a land use plan, in combination with the effects of other plans and projects, against the conservation objectives of internationally important European sites of nature conservation importance such as Special Areas of Conservation and Special Protection Areas (designated for their ecological status) and to ascertain following screening what needs Appropriate Assessment (AA). As part of the review of the LDP the HRA will need to be reviewed.

Opportunities for Collaboration

- 4.6** As part of the review process, consideration will be given to opportunities to work collaboratively with neighbouring authorities on updating key areas of the evidence base. The regional planning group SEWSPG is already facilitating joint work to develop a regional evidence base in the form of Task and Finish Groups. This includes: Retail, Housing and population, Sustainable settlement appraisals, Employment and Candidate Sites Assessment. Bridgend is contributing to this work and will inform the LDP preparation process.

5.0 The LDP Review Options

Joint LDPs and Joint Working

- 5.1** The Welsh Government's recent White Paper¹¹ sets out its commitment to reforming local government in Wales. The paper proposes regional working in many areas of local government, including land use planning. A Local Government Bill is expected to be introduced into the Assembly in 2018 to give effect to these proposals, including a mandate for Strategic Development Plans (SDP).
- 5.2** On 13 December 2017 the Cabinet Secretary for Energy, Planning and Rural Affairs wrote to the Leader and Chief Executive inviting this Council to give serious consideration to preparing a Joint Local Development Plan (JLDP) with other Local Planning Authorities within the South East Wales – West Area (comprising Bridgend, RCT and Caerphilly).
- 5.3** Bridgend County Council supports cross boundary working and is committed to exploiting these opportunities in collaboration with the region in a positive fashion, however, the 'size' and complexity of such a large and diverse Joint LDP area, encompassing RCT, Caerphilly and Bridgend presents many challenges and could overly complicate and hinder continuous plan coverage proceeding in a timely manner and reduce the ability of the planning system to deliver 'effective planning outcomes'.
- 5.4** Therefore, in order to determine the most appropriate way forward for this Council to maintain up-to-date development plan coverage, a number of 'realistic options' have been tested, to determine their impact on a range of planning outcomes. The planning outcomes considered relate to:
- Continuous plan coverage;
 - Housing delivery (including affordable housing delivery);
 - S106 contributions;
 - Dealing with strategic infrastructure issues;
 - Dealing effectively with cross-boundary issues;
 - Impact on a future SDP;
 - Preparing a sound evidence base;
 - Spatial coherence; and
 - Planning certainty & investor confidence
- 5.5** With respect to these planning outcomes, the following 'realistic' options were considered:-
- Option 1: Local Planning Authorities in the region prepare a SDP only and forego individual reviews of their respective LDPs until the SDP is adopted;
 - Option 2: An individual review of Bridgend's LDP whilst simultaneously working collaboratively with the region to prepare a SDP;
 - Option 3: Collaboration 'Plus' (an individual review of Bridgend's LDP whilst simultaneously working collaboratively with RCT (& other LPAs) to prepare a joint evidence base and with the region to prepare a SDP;
 - Option 4: Joint Local Plan (incorporating Caerphilly, RCT & Bridgend) whilst simultaneously working collaboratively with the region to prepare a SDP; and
 - Option 5: Joint Local Plan (Incorporating RCT & Bridgend) whilst simultaneously working collaboratively with the region to prepare an SDP.

- 5.6 The following section summarises Bridgend County Borough Council's formal response (attached as Appendix 6) to the Cabinet Secretary, which was sent on 28th February 2018.
- 5.7 **Option 1: Local Planning Authorities in the region prepare a SDP and forgo individual reviews of their respective LDPs.** Bridgend County Borough Council supports the preparation of a SDP to provide a regional spatial framework for the future development and use of land. However, from a Bridgend perspective, Option 1 presents a significant 'risk' of a 'policy vacuum' for this Authority. Whilst it has been suggested that an SDP could be adopted as soon as 2022, in reality, given that this is a new and untested process, building and maintaining a political consensus and establishing fair and effective governance is likely to delay the adoption of the SDP until at least 2023 and in a worst case scenario 2024. This would leave a period of 2-3 years where Bridgend LPA has a policy vacuum. Furthermore, a relaxation of the plan's end-date (which is also being presented as a solution to avoid a potential policy vacuum by LPAs in the region) beyond 2021 would not provide a temporary solution for Bridgend until such time as a SDP is adopted. Bridgend's LDP has been very successful in delivering a substantial element of its allocated sites and there is an imperative to produce a new plan as soon as possible to replenish housing and investment opportunities and maintain housing delivery, which is an objective of the Welsh Government.
- 5.8 **Option 2: An individual review of Bridgend's LDP whilst simultaneously working collaboratively with the region to prepare an SDP; and**
- 5.9 **Option 3: Collaboration 'Plus' An individual review of Bridgend's LDP whilst simultaneously working collaboratively with RCT (& other LPAs) to prepare a joint evidence base and with the region to prepare a SDP.** Options 2 and 3 would be a relatively simple and 'quick-fix' solution to avoid a policy vacuum in Bridgend post 2021. In essence both options would involve a relatively straight forward refresh of the existing evidence base and identification of new allocations. In the case of 'Collaboration Plus' there would be the opportunity to share evidence base studies with RCT and other LPAs as part of the wider collaboration agenda, substantially reducing the duplication of work and in theory resulting in financial savings.
- 5.10 In the scenario that a SDP is progressed more expediently than expected, work being undertaken to review the Bridgend LDP, could be utilised to prepare a LDP 'Lite'. This would be achievable as the evidence base used to prepare the SDP will be the predominantly the same as the Bridgend LDP Review.
- 5.11 **Option 4: Joint Local Plan (Incorporating Caerphilly, RCT & Bridgend) whilst simultaneously working collaboratively with the region to prepare a SDP and**
- 5.12 **Option 5: Joint Local Plan (Incorporating RCT & Bridgend) whilst simultaneously working collaboratively with the region to prepare a SDP.** Option 4 requires Bridgend (CBC) to prepare a joint LDP with Caerphilly and RCT and Option 5 with RCT (CBC) only. In theory, both options are achievable. However, the practicalities and potentially lengthy timescales involved in setting up and preparing such a large LDP requires further consideration. Although there are planning merits to working at such a scale, there are undoubtedly practical and logistical issues that could take a considerable time to resolve. For example, establishing a Joint Planning Board or determining alternative suitable governance arrangements, aligning political differences and Officer working practices. It is the view of Bridgend County Borough Council that the benefits of a larger scale footprint to resolve cross-boundary issues should be fully exploited at the SDP regional scale and not at a sub-

regional level of Bridgend/RCT and Caerphilly only. Option 5 would face similar issues as Option 4 however, by virtue of only having one partner the logistical practicalities and political differences would, in theory, be easier to align and manage.

- 5.13** In view of the concerns raised above it is unlikely that a joint LDP on the footprint proposed could be adopted by 2021, therefore, undermining full plan coverage and subsequently resulting in a policy vacuum for Bridgend with all the associated negative planning outcomes that such a situation would result in. Neither would a relaxation of the plan's end date beyond 2021 be an acceptable temporary solution for Bridgend until such time as a new joint LDP is in place.

Why would a relaxation of the plan's end date beyond 2021 be problematic?

- 5.14** Firstly, the evidence that underpins the strategy and policies would also be out of date and could easily be challenged by developers resulting in a situation of 'planning by appeal'. Secondly, the recently published 2017 JHLAS shows that the County Borough has a housing land supply, assessed against the housing requirement of the Bridgend LDP, of 4.0 years. Where the land supply is less than 5 years, TAN1 states that local planning authorities should consider the reasons for the shortfall and whether the LDP should be reviewed either in whole or in part. It is considered that the most effective way of rectifying this issue is through an early review/revision of the adopted LDP given the importance attached to the land supply issue.

Why is the 'land supply' issue so important for Bridgend?

- 5.15** In respect of Bridgend, the Annual Monitoring Report evidences that the LDP has been successful in terms of the implementation of the plan's regeneration-led spatial strategy and bringing forward and delivering development sites and opportunities, especially for housing. The housing land supply has only recently fallen below the TAN1 5 year requirement and the current 4 year supply, set against the fact that there is less than 4 years remaining in the plan period is a reasonable position that emphasises that the existing LDP has been successful but also highlights the need to replace the LDP as expediently as possible.

What happens if we don't identify new sites?

- 5.16** The absence of an early LDP Review (which puts in place a replacement plan by 2021) resulting in a policy vacuum, up until either a new joint LDP or SDP is adopted, combined with the lack of 5 years housing land supply based on the fact the majority of LDP housing allocations have been delivered (rather than viability issues) would be ruthlessly exploited by the development industry. There would be significant pressure to release greenfield sites in unsustainable locations and the potential situation of 'Planning by Appeal'. Such a position will result in highly negative planning outcomes which will needlessly divert staff resources and have the potential to undermine a future underlying strategy associated with the SDP.

- 5.17** With a consensus from the region to prepare an SDP, the need for a joint LDP requiring a new evidence base, vision and land-use strategy (a sub-regional approach to planning) is considered unnecessary, unlikely to achieve better planning outcomes and would be a significant distraction from the agreed goal of establishing joint regional working arrangements and governance to facilitate preparation of the SDP. Also, in the context of the wider Local Government Re-organisation agenda a joint plan area incorporating Caerphilly, RCT and Bridgend would also encompass 3 separate Health Boards – ABM, Cwm Taff and

Aneurin Bevan, which is not logical and could present difficulties in alignment and engagement in the joint LDP preparation process.

- 5.18** A scenario where a policy vacuum exists when the current LDP expires in 2021 presents the most significant threat to Bridgend. A relaxation of the plan's end date beyond 2021 would not be a temporary solution for Bridgend until such time as a new 'joint LDP' or the 'SDP' is in place. This authority has always had 'Development Plan' coverage and, as per the Cabinet Secretary's requirements, it is imperative that this is not compromised.
- 5.19** The most appropriate way forward that responds to local issues, maintains plan coverage and delivers the best planning outcomes, is to proceed immediately with a review and replacement of Bridgend's existing LDP (whilst simultaneously working collaboratively with our neighbours and with the region on the SDP), wherever possible sharing a joint evidence base.
- 5.20** On the 29th March 2018 the Cabinet Secretary wrote to the Leader of Bridgend County Borough Council permitting the LPA to submit its Delivery Agreement to Welsh Government for approval.
- 5.21** The benefits of working much closer with our neighbouring Councils is accepted and meetings have already been held at officer level to identify areas where we can work jointly to better manage resources, ensure a consistent evidence base, remove duplication and waste, share data, and utilise common methodologies. Significant work is already progressing via the South East Wales Strategic Planning Group (SEWSPG) to agree common methodologies for use across the Cardiff Capital Region. To this end, and in addition to the current SEWSPG collaboration, we will be proposing closer liaison/collaboration with those authorities who wish to review their LDP at the current time, including a shared evidence base for key topics. However, each Council will need to ultimately maintain control over timing and governance to responsibly manage the risk of no Plan coverage.

6.0 Conclusions: What Form of Plan Revision is Required?

6.1 Recommendation

6.2 The primary functions of a Review Report are to determine the appropriate procedural route and key issues to be considered when taking the existing LDP forward.

6.3 In terms of 'procedural route', in the case of Bridgend, the plan is already the subject to a statutory required 4 year full review, and as such all aspects of the plan will need to be assessed to consider if they remain sound and fit for purpose. This will include the LDP vision, objectives, spatial strategy, policies and land-use allocations, broadly following the same preparation process and stages as the original plan.

7. What are the Next Steps?

7.1 The Draft Review Report will be subject to a 4 week consultation period commencing Monday 30th April 2018 until 5pm Friday 25th May 2018 in order to obtain views on the issues set out in the report.

Purpose of the Consultation

7.2 The purpose of the consultation is to seek stakeholder views on the issues that should be considered in the review of the LDP, potential changes required to the LDP as identified in this report and the form of review of the LDP i.e. short form or full review.

7.3 In order to effectively inform the consultation process the Council is seeking your views on the following 5 questions:-

- **Question 1:** Does the Review Report identify all the key contextual issues to be considered in the review of the LDP?
- **Question 2:** Does the existing LDP Vision and Objectives remain appropriate for a Revised Plan?
- **Question 3:** Do you agree that the existing LDP Regeneration-Led Spatial Strategy needs to be reviewed?
- **Question 4:** Does the Review Report identify the policies that are likely to need changing in the Revised Plan?
- **Question 5:** Does the Review Report identify the most appropriate revision procedure to prepare a Revised Plan and whether the Review should be undertaken individually or jointly?

7.4 A LDP Review Report Comments Form (English or Welsh language) is available to download at the following links:-

Cymraeg

<https://www.bridgend.gov.uk/media/3602/draft-review-report-comments-form-welsh.pdf>

English

<https://www.bridgend.gov.uk/media/3603/draft-review-report-comments-form.pdf>

7.5 Following the close of the consultation the responses will be reviewed alongside the findings of regional discussions on collaboration and will inform the final Review Report which will be presented to Council for approval in **June 2018**. This will recommend the form of how the plan should be reviewed.

Appendix 1: Summary of LDP Policy Review

The following section details the initial findings of the review of the LDP Policies in order to identify if they are functioning effectively, whether any changes are likely to be required and if relevant should be considered for removal as part of the plan review process. The assessment is outlined in the table below.

Strategic Policies		Commentary
SP1	Regeneration-Led Development	Revise as necessary to reflect reconsideration of the spatial strategy over extended plan period. Amendments are likely to be required in response to the Officer / Member Groups, evidence and public consultation. These will be considered as part of the LDP revision process.
SP2	Design and Sustainable Place Making	Functioning effectively – amendments may be required to reflect contextual changes, updated legislation and national planning policy.
SP3	Strategic Transport Planning Principles	Functioning effectively – amendments may be required to reflect contextual changes, updated legislation (such as the Active Travel Act 2015) and national planning policy.
SP4	Conservation and Enhancement of the Natural Environment	Functioning effectively – amendments may be required to reflect contextual changes, evidence, updated legislation and national planning policy.
SP5	Conservation of the Built and Historic Environment	Functioning effectively – amendments may be required to reflect contextual changes, evidence, updated legislation and national planning policy.
SP6	Minerals	Functioning effectively – amendments may be required to reflect contextual changes, evidence, updated legislation and national planning policy.
SP7	Waste Management	Functioning effectively – amendments may be required to reflect contextual changes, evidence, updated legislation and national planning policy.
SP8	Renewable Energy	Amend to reflect changes in national renewable energy policy and to support carbon reduction targets to mitigate climate change.
SP9	Employment and the Economy	Revise to reflect the findings of the Employment Land Review update, emerging CCR evidence, overall development strategy and changes in national policy.
SP10	Retail and Commercial Hierarchy	Revise to reflect any change in approach to town centres and updated retail requirements over an extended plan period and changes in shopping patterns and habits. In addition any revision to the policy will need consider emerging CCR evidence.
SP11	Tourism	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
SP12	Housing	Revise as necessary to reflect reassessment of the spatial strategy over the revised plan period. Amendments are likely to be required in response to the Officer / Member Groups, evidence and public consultation. These will be considered as part of the LDP

		revision process.
SP13	Social and Community Facilities	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
SP14	Infrastructure	Functioning effectively –amendments may be required to reflect the latest viability evidence, contextual changes and updated national planning policy.

Development Management Policies		Commentary
PLA1	Settlement Hierarchy and Urban Management	Revise as necessary to reflect reconsideration of the spatial strategy over an extended plan period. Amendments likely to be required in response to the Officer / Member Groups, latest evidence and public consultation. These will be considered as part of the LDP revision process.
PLA2	Implementation of Regeneration Strategies	Functioning effectively – however, this policy will need to be reconsidered to reflect the revised spatial strategy.
PLA3	Regeneration and Mixed Use Development Schemes	Revise as necessary to reflect reconsideration of the spatial strategy over an extended plan period. Amendments are likely to be required in response to The Officer / Member Groups, latest evidence and public consultation. These will be considered as part of the LDP revision process.
PLA4	Climate Change and Peak Oil	Functioning effectively –revise to reflect contextual changes and updated national planning policy.
PLA5	Development in Transport Corridors	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
PLA6	Development West of the Railway Line, Pen-coed	Functioning effectively.
PLA7	Transportation Proposals	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
PLA8	Development Led Improvements to the Transportation Network	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
PLA9	Development affecting Public Rights of Way	Functioning effectively.
PLA10	Safeguarding of Disused Railway Infrastructure	Functioning effectively.
PLA11	Parking Standards	Functioning effectively.
ENV1	Development in the Countryside	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation updated national planning policy and to accommodate any future changes to the spatial strategy.
ENV2	Development in Green Wedges	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation updated national planning policy and to accommodate any future changes to the spatial strategy.

ENV3	Special Landscape Areas	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation updated national planning policy and to accommodate any future changes to the spatial strategy.
ENV4	Local/Regional Nature Conservation Sites	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation updated national planning policy and to accommodate any future changes to the spatial strategy.
ENV5	Green Infrastructure	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV6	Nature Conservation	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV7	Natural Resource Protection and Public Health	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV8	Heritage Assets and Regeneration	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV9	Development in Mineral Safeguarding Areas	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV10	Development within Mineral Buffer Zones	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV11	Mineral Development	Revise to reflect most up-to-date Regional Technical Statement.
ENV12	Coal Extraction Operations	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV13	Unstable Land	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV14	Inert Waste	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV15	Waste Management in New Development	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV16	Commercial and Industrial Waste	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy.
ENV17	Renewable Energy and Low/Zero Carbon Technology	This is the third consecutive year that the Council has failed to meet the requirements of monitoring target 16. Therefore, further investigation is required to understand and action where further measures are required to ensure compliance with the provisions of LDP Policy EN17. In this respect consideration will need to be given to promote the requirement to submit Energy

		<p>Assessments with planning applications and to promote this requirement as part of the planning application validation process. This issue will be the subject of rigorous testing during the statutory LDP review that will commence in early 2018.</p> <p>Amend to reflect changes in national renewable energy policy and to support carbon reduction targets to mitigate climate change.</p>
ENV18	Renewable Energy Developments	Amend to reflect changes in national renewable energy policy and to support carbon reduction targets to mitigate climate change.
REG1	Employment and the Economy	Revise as necessary to reflect findings of Employment Land Review, emerging evidence from the CCR Employment Group and overall development strategy. Amendments may be required to reflect changes in national policy.
REG2	Employment Sites	Revise as necessary to reflect findings of Employment Land Review, emerging evidence from the CCR Employment Group and overall development strategy. Amendments may be required to reflect changes in national policy.
REG3	Protection of Identified Employment Sites	Functioning effectively – Revise as necessary to reflect findings of Employment Land Review, emerging evidence from the CCR Employment Group and overall development strategy. Amendments may be required to reflect changes in national policy.
REG4	D2 Class Uses on Employment Sites	Functioning effectively – minor amendments may be required to reflect contextual changes, legislation and updated national planning policy (subject to monitoring)
REG5	Local Retailing and Commercial Development	Amend and revise as necessary to reflect revised retail strategy and capacity figures for the town centres.
REG6	Primary Shopping Frontages	Revise to reflect any change in approach to town centres and updated retail requirements over an extended plan period.
REG7	Non A1, A2 and A3 Uses Outside of Primary Shopping Frontages	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
REG8	Control and Exclusion of Uses in Retailing and Commercial Centres	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
REG9	Development Sites in Retail and Commercial Centres	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
REG10	Existing Retail Development Outside of Retailing and Commercial Centres	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
REG11	New Bulky Goods Retail Development Out of Centre Retail Development Sites	Functioning effectively – revise subject to updated evidence base.

REG12	New or Extended Tourist Facilities, Accommodation and Attractions	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
REG13	Protection of Existing Tourist Accommodation	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM1	Residential Allocations in the Strategic Regeneration Growth Areas	Revise as necessary to reflect reconsideration of the spatial strategy over extended plan period. Amendments are likely to be required in response to the Officer / Member Groups, evidence and public consultation. These will be considered as part of the LDP revision process.
COM2	Residential Allocations Outside the Strategic Regeneration Growth Areas	Revise as necessary to reflect reconsideration of the spatial strategy over extended plan period. Amendments are likely to be required in response to the Officer / Member Groups, evidence and public consultation. These will be considered as part of the LDP revision process.
COM3	Residential Re-Use of a Building or Land	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM4	Residential Density	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM5	Affordable Housing	Revise as necessary to reflect reconsideration of strategy, updated viability evidence and affordable housing requirements.
COM6	Gypsy and Traveller Sites	Functioning effectively – minor amendments may be required to reflect legislation, contextual changes and updated national planning policy.
COM7	Protection of Social and Community Facilities	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM8	Provision of Health and Well-Being Facilities	Functioning effectively – minor amendments may be required to reflect, legislation, contextual changes and updated national planning policy.
COM9	Provision of Community Buildings	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM10	Provision of Educational and Training Facilities	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM11	Provision of Outdoor Recreation Facilities	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM12	Provision of Playing Fields	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM13	Provision of Accessible Natural Greenspace (including	Functioning effectively – minor amendments may be required to reflect contextual changes and updated

	public open space)	national planning policy.
COM14	Provision of Allotments and Community Food Networks	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.
COM15	Provision of Cemeteries	Functioning effectively – minor amendments may be required to reflect contextual changes and updated national planning policy.

Appendix 2: LDP Site Allocation Review

- 1.1 The following provides an assessment of each of the individual site allocations in respect of their implementation to be considered as part of a review of the LDP.
- 1.2 **North East Bridgend (Parc Derwen) COM1(1)** This site is located 1.5 km to the north of Bridgend town centre and south of Junction 36 of the M4 and is allocated in the LDP for 1,515 residential units, a new school, local retailing and associated community facilities. Development is ongoing on this strategic allocation and a range of developers are currently active on site including Persimmon Homes / Charles Church, Taylor Wimpey and Llanmoor. Persimmon Homes have recently acquired a large tranche of the site and as such from 2018 onwards they are likely to be the only developer active on the site. Whilst considerable progress has been made on this site with 999 units delivered to date, progress has been slower than anticipated largely attributable to the slow housing market and wider economic conditions. The agreed JHLAS (2017) forecasts that the remaining 666 units will be built out by 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.3 **North East Brackla Regeneration Area COM 1(2)** The Site forms part of the North East Brackla Regeneration Area which is allocated as a mixed-use regeneration scheme accommodating an estimated 550 new dwellings together with commercial and recreation facilities to serve the new community, the industrial estate, the village of Coity and the wider residential community of Brackla to the south. A Development Brief has been approved to provide a planning policy document to guide a phased development of the land. Lovell Partnership has already completed 99 affordable housing units on the eastern part of the site. The western portion of the site benefits from a recent consent for 220 units, 12 of which will be affordable being developed by Persimmon. The eastern part of the site also benefits from consents for 239 dwellings being developed by Taylor Wimpey. It is accepted that progress has been slow than expected largely due to market conditions. The agreed JHLAS (2017) forecasts the site to deliver the remaining 459 units from 2017 to 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.4 **Parc Afon Ewenni COM 1(3)** Parc Afon Ewenni is a significant brownfield and underutilised employment site which stretches along the A473 corridor from the residential area of Waterton in the east to Waterton Roundabout in the west. The proposed mixed-use development of the Parc Afon Ewenni Site represents an opportunity to build a viable and more sustainable community at Waterton, which is currently isolated, by accommodating additional residential development served by a commercial hub, community and recreation facilities. The site is subject to a flexible development framework that will deliver future residential, commercial and business space. A planning application was submitted to the LPA for the construction of up to 240 residential units, 1123 sq m of A1/A2/A3/D1/D2 development, public open space and highway works in 2015 (application P/15/368/OUT refers). There have been a number of landowner and S106 issues that have now been resolved and the application was considered by Development Control Committee in September 2017 where planning permission was granted subject to the resolution of the S106 agreement. Access arrangements have now been clarified for the site and the Council is progressing a development brief to bring forward a development for up to 200 dwellings in the eastern most part of the site. A recent meeting with South Wales Police has provided a new time-line for the release of their Waterton Site in phases from now until 2019. The new strategy entails early disposal of Waterton to fund rationalisation relocation of existing facilities and new facilities of their existing Headquarter site on Cowbridge Road. The agreed JHLAS (2017) forecasts the site to deliver the remaining units from 2018 to 2021 which is slower than anticipated in the phasing of development schedule set out in the

LDP.

- 1.5 Coity Road Sidings COM 1(4)** This 6.4 hectare brownfield site, in private ownership, is located less than 1 km north of Bridgend Town Centre. The site is substantially vacant despite its prime location, close to the town centre. The site offers the opportunity for a mix of uses including residential, a retained area of employment, recreation (including the possible expansion of adjacent allotment facilities) and a proposed park & ride facility, in connection with the existing Wildmill Railway Halt. This site, formerly owned by the British Railways Residuary Board, is now in private ownership with temporary consent for a limited storage facility. However the Council is still seeking to achieve residential development on the site. The site is in a highly sustainable location, close to the town centre and also benefits from a railway station. A small part of this mixed-use site has planning consent for a self-storage facility. The residential element and implementation of the proposed park & ride facility is likely to come forward during the latter part of the five year period. Uncertainty regarding the site in terms of whether the part landowner Dainton may expand their commercial operations on the site has recently been clarified by an appeal decision which upheld the Council's decision to refuse an incompatible energy use and underlined the site's suitability for housing purposes, within the medium term (application P/15/279/FUL refers).
- 1.6** The agreed JHLAS (2017) forecasts the site to deliver the remaining units from 2019 to 2021/22 which is slower than anticipated in the phasing of development schedule set out in the LDP, however, It is reasonable to assume that the delivery rate and demand will be high, similar to those achieved at Parc Derwen, especially given that delivery is forecasted in the latter part of the 5 year period when housing market recovery is expected to be sustained.
- 1.7 Land at Waterton Lane COM 1(7)** The site is approximately 1.2 hectares in area and lies directly south of the A473, one of the principle highway arteries into Bridgend which links the town with M4 Junction 35 at Pencoed. Bridgend Town Centre lies approximately 2.6 kilometres to the west. The site lies between the A473 and Waterton Lane. Waterton Lane is accessed via a 'left in, left out' junction as the A473 is a dual carriageway road. The junction currently serves the Council Maintenance Depot immediately to the south and west, and the Wicks Van Rental and Lee and Turner sites. In addition, it also serves approximately 25 dwellings at the recent Barratt development – Clos Waterton. Pre-application meetings and design parameter advice have taken place with Development Control Officers and agents representing the land-owner, on the basis of developer interest in the site from a volume house builder. The land has recently changed hands and is now in the ownership of Phillip Jenkins (Wick Van Hire). Discussions indicate that the landowner would be willing to discuss offers and proposals going forward. The agreed JHLAS (2017) forecasts that development will take place during 2019 and 2020 the remaining 666 units will be built out by 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.8 Jubilee Crescent COM 1(8)** This site represents an underutilised greenfield site within the existing urban area of Bridgend and forms part of the Bridgend SRGA with good public transport links and access to local services. Planning permission for 48 dwellings was approved by Development Control Committee on the 7th January 2016 (planning application P/15/379/FUL refers). The S106 agreement has been signed; however, there are a number of conditions that need to be discharged before development on site can commence. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2020 which is broadly consistent with the phasing of development schedule set out in the LDP.

- 1.9 Brocastle Estate COM 1(10)** The site is located to the east of Brocastle House and A48, some 1.8 Km to the south east of Bridgend Town Centre. The site is at an extremity of the Bridgend County Borough on the boundary with the Vale of Glamorgan Borough. The site is being developed by Hafod Care Association for assisted living units for the elderly in conjunction with the 78 bed nursing home. The remaining 30 units represent the second phase of the development project and involves the construction of an articulated row of units located to the east of the existing new buildings. No issues have been raised in respect of the proposed architecture, ecological matters or other technical matters. Hafod Care Association has advised that they are going to bring forward the remaining 30 units for assisted living accommodation with start on site programmed within the five year period. The agreed JHLAS (2017) forecasts that this site will be built out between 2020 – 2021 which is slower than anticipated in the phasing of development schedule set out in the LDP.
- 1.10 South Wales Police COM 1(5)** The site lies to the north of the A473, Cowbridge Road, which is a principal route into Bridgend Town Centre, approximately 1.2 kilometres to the North West. The junction of the A48 (Bridgend By-Pass) and A473 Waterton Road, at Waterton Cross roundabout, lies 500 metres to the south east of the site. The site effectively comprises the north-western part of the current Police Headquarters complex, which is accessed via a traffic light controlled junction which also serves Bridgend Retail Park and the Tesco superstore opposite. This site is brownfield, in the Bridgend SRGA located close to the main transport routes and within reasonable walking distance of Bridgend town centre with access to a range of social and community facilities. Recent discussions with the Police has revealed that the site now forms a critical part of their rationalisation programme and will be retained for Police operations and as such will not be released for residential purposes.
- 1.11 Land at Waterton Manor And Waterton Lane COM 1(11) & COM 1(14)** The most recent planning application for 39 dwellings was approved at development control committee of 3rd September 2015. The permission combines housing allocations. The Section 106 agreement was signed on the 9 November 2016 and discussions with the landowner indicates that work on site is expected to commence later this year. The agreed JHLAS (2017) forecasts that this site will be built out between 2019 – 2020 which is slower than anticipated in the phasing of development schedule set out in the LDP.
- 1.12 Parc Farm COM 1(13)** The site is located in the Bridgend SRGA and is a predominantly brownfield in the grounds of the former Parc Farm agricultural buildings. The site benefits from outline consent and a prior notification submission for demolition of the existing buildings. The site has been acquired by Wales and West Housing Association and an application for 24 affordable dwellings is pending. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2019 which is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.13 Land at Llangewydd Road COM 2(6)** This site lies on the western edge of the wider Cefn Glas area of Bridgend. Greenfield in nature, this site has good access to a variety of services locally and public transport links. The site was promoted by Redrow Homes at the LDP Examination which included the submission of a conceptual masterplan for the site. Outline planning application for 165 units has been granted, subject to resolution of a S106 agreement (planning application P/15/358/OUT refers). The agreed JHLAS (2017) forecasts that this site will be built out between 2018–20222 which is broadly consistent with the phasing of development schedule set out in the LDP.

- 1.14 Ysgol Bryn Castell COM 2(7)** The release of this site is as a result of the school modernisation programme. The existing school and grounds will become surplus to requirements and provides the opportunity for its comprehensive redevelopment for residential purposes. This site is within the urban area of Bridgend, within walking distance of public transport hubs and social and community facilities. A Master Plan has been prepared to guide the future development of the site. Planning application from Barratt Homes for Phase 1 of the site for 67 dwellings, accessed off Cefn Glas Road was approved in September 2015 and development has commenced (planning application P/15/25/FUL refers). GVA Grimley has recently completed a Development and Planning Brief for Phase 2 of the site and has identified capacity for 130 dwellings supported by an access appraisal undertaken by Vectos. The site is scheduled for disposal in early 2018. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2020 which is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.15 Former Washery Site, Maesteg COM 1(16)** The site is located immediately north-east of the town centre and comprises of mixed-use development including educational, residential and recreational uses. Part remediation of the wider Washery site has resulted in the construction of the new Maesteg Comprehensive School and three development plateaux are earmarked for residential development. Two of these areas (as well as land at Llwynderw off Bridgend Road) already benefit from access arrangements but require an element of additional remediation to make them suitable for development. Welsh Government Land Reclamation monies of £2.5m have been approved and drawn down to enable the required remediation and development, (as well as land at Llwynderw off Bridgend Road) with marketing and implementation of the land envisaged within 3 years. ARUP have been engaged to design a detailed scheme for remediation and will oversee the SI works which are scheduled to take place in 2017/18. The remediation scheme will provide an ‘development-ready’ site and marketing will be undertaken in parallel. The agreed JHLAS forecasts that development will start in 2020-2021 reflecting that challenging nature of this site.
- 1.16 Ewenny Road COM 1(17)** This 7.7 hectare site, which was formerly occupied by Cooper Standard and Budelpak Cosi now represents one of the most strategically sited development opportunities in the Llynfi Valley. Located within the urban area of Maesteg adjacent to the Oakwood Estate, which is a renewal priority for V2C Housing. The site is owned, in part, by the County Borough Council, and has been identified as suitable for funding from the Western Valleys Strategic Regeneration Area (WVSRA). The strategic and sustainable location of the site, adjacent to a rail halt on the Maesteg to Bridgend line, means that this regeneration opportunity could have benefits for the whole of the Llynfi Valley. The significance of this opportunity has been recognised by the Llynfi Valleys Area Regeneration Plan (VARP) which earmarks the future development of the area as a Strategic Project. The LDP strategy promotes the site as a flexible regeneration opportunity to create a new mixed-use neighbourhood that can deliver much needed development space for small businesses, new market and affordable housing, and related commercial and social facilities set within a pleasant environment that can capitalise on its riverside setting. Outline planning application P/13/808/OUT for a mixed use development, including 115 dwellings and a 50 unit residential extra-care facility (165 units total) was presented to Development Control Committee in June 2014. This has been amended to 138 dwellings. This revision of the Masterplan and the Heads of Terms of the Section 106 Agreement was presented to Committee in May 2016 and the S106 is soon to be finalised with just minor issues to be resolved. The Council have agreed to dispose of their interest to Clowes (Pontardawe Coal and Metals Co. Ltd) at such time that the decision notice is issued. Clowes intend to dispose of the housing element immediately but retain the commercial

element and build this out themselves. Volume builders are showing active interest in acquiring the site. The agreed JHLAS (2017) forecasts that this site will be built out between 2018 – 2021 which is broadly consistent with the phasing of development schedule set out in the LDP.

- 1.17 Coegnant Reclamation Scheme COM 1(18)** This is a large development site in the upper Llynfi Valley comprising of a linear site of approximately 15 hectares of brownfield land, located immediately to the east of the communities of Caerau and Nantyyffyllon. Previously allocated solely for employment and recreational uses it is now recognised that the comprehensive development of the whole area represents a significant opportunity to enhance the environment, improve access to the countryside for the benefit of tourism and deliver a mixture of uses, including new market and affordable housing, open-space, more formal recreation facilities and local employment opportunities and social enterprises. At its northern end the site integrates well with the new primary school in Caerau and is currently the focus of recreation facilities and a new leisure park, including a BMX track. At its southern extremity, the site has the potential to link via a dedicated walking and cycling route to the Maesteg Washery Site and the newly opened Maesteg Comprehensive School, which is located less than 1.5km to the south. The site is seen as having scope for a mixed-use scheme for residential / employment and leisure uses. The agreed JHLAS (2017) forecasts that this site will be built out in the latter part of the plan period between 2020 – 2022 in recognition that market conditions and land values will slowly improve in the upper valley areas. This forecast is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.18 Crown Road, Maesteg COM 1(19)** This is a brownfield site within the urban area of Maesteg with good public transport links and access to local services. This site is located in close proximity to the Former Maesteg Washery Site and part of the Maesteg & Llynfi Valley SRGA and provides an opportunity for the development of additional housing close to local amenities. Whilst there is not any planning consent for site at present, discussions have taken place with landowners where they indicated that they intend to either develop the site themselves on a plot by plot basis but are also considering releasing the site to a local developer. There are no significant known site constraints that would prevent this site from coming forward. The agreed JHLAS (2017) forecasts that 10 units are anticipated to be delivered in 2019 and 2020 with the remaining units post 2020 which is broadly consistent with the phasing of development schedule set out in the LDP. In addition, the adjacent Bryneithin Home site has been sold to a developer and the Prior Notification of the demolition of the former care home was approved in July 2015 and demolition has been carried out, which provides an additional incentive for development.
- 1.19 Y Parc COM 1(21)** This residential allocation is a brownfield (but partly regenerated) site within the existing urban area of Maesteg with good public transport links and access to local services. Highways issues constrain the development of the site to an area capable of accommodating only 51 units which the allocation reflects. The site is sustainably located within walking distance of Maesteg Town Centre. The site is relatively flat and there are not any known significant site constraints. Slow market conditions has contributed to this site not be brought forward for development, however it is encouraging that the site is being marketed by Cooke & Arkwright who confirm that there is considerable interest from developers in the site. The agreed JHLAS (2017) forecasts that 20 units are anticipated to be delivered in 2019 and 2020 with the remaining 31 units post 2020 which is broadly consistent with the phasing of development schedule set out in the LDP and reflective of the slow market conditions in Maesteg & Llynfi Valley SRGA .

- 1.20 Porthcawl Regeneration Area COM 1(25)** The Porthcawl Waterfront Regeneration site (48 ha) is the main focus of existing and future development opportunities in Porthcawl in the adopted LPD and provides a unique opportunity to create a vibrant new focus that will bring social, economic and environmental benefits including flood protection measures to the Town itself and the wider area. This 48 hectare brownfield waterfront site provides a significant opportunity through comprehensive regeneration to transform Porthcawl into a premier seaside resort. The entire Waterfront area has the benefit of an existing Masterplan (the Seven Bays Project Supplementary Planning Guidance (SPG)) which was adopted by the Council in November 2007. The Bridgend Local Development Plan (LDP) adopted in 2013 reaffirmed the general planning policy outlined in the SPG by allocating the site as a Mixed-Use Regeneration Scheme under Policy PLA3(8). The LDP proposes 1050 new dwellings for the whole of the Porthcawl Waterfront up to 2021, with an additional 300 dwellings anticipated to be delivered beyond the plan period. New retail, leisure and commercial development are also proposed, although the scale of this is not prescribed or confirmed in the plan. In addition, there was an outline planning consent obtained on the Harbourside site on 13th May 2013. Since 2008 there have been several attempts by the owners to deliver development on the site. The first round was thwarted by the financial crises and subsequent moves to deliver a superstore and smaller retail units reached positions whereby Tesco, Morrison's and Sainsbury's were at advanced stages in negotiation but all subsequently withdrew. These retail operators have concluded that the large superstore which was originally to be the main driver of the scheme is undeliverable. However, evidence accumulated as part of this process suggests that a smaller scale food store should be achievable, alongside various other commercial, leisure and community uses. The residential market has continued to improve and the unique qualities of this site make it a valuable residential commodity. In recognition on the need to deliver this key regeneration scheme, Nathaniel Lichfield and Partners were appointed in September 2015 by the landowning partnership (Bridgend County Borough Council and the Evans Family, represented by Cooke and Arkwright) to prepare a new Masterplan and supporting guidance to be a catalyst for delivery of the first phase of the Seven Bays Project. The new Porthcawl Harbourside Masterplan (2016) only considers the first phase of the Seven Bays Project SPG (2007) and is known as Porthcawl Harbourside which covers the area between the town centre and the Eastern Promenade. The site has a gross area of approximately 17 acres. The purpose of the new Masterplan (2016) was to revise the land-use section of the 'Western Development Area'. The reason for this was to reflect the changing market conditions particularly in the retail sector which is now significantly different than was anticipated in 2007. There is also a need to reconsider the infrastructure requirements in order to ensure that these do not present a financial barrier to development. The Masterplan proposes 559 residential units in a number of discrete commercial and residential parcels, suitable for take-up by a range of developers.
- 1.21** Bridgend County Borough Council have purchased the phase 1 site from the Evans Family and the and the landowners agreement (that has been one of the main barriers to the site's delivery) is now null and void. Looking forward, the regeneration of the site and Phase 2 may also benefit from a potentially successful bid to the Welsh Government Coastal Risk Management Programme funding of major flood defence works across Wales, where £125m is allocated for spend between 2018 – 2021.
- 1.22** The LPA recognises that the site is unlikely to be delivered in its entirety during the existing plan period. The agreed JHLAS (2017) forecasts that 50 units are anticipated to be delivered in 2018 and 2019 and 500 units delivered between 2019 and 2022 which is slower than anticipated in the phasing of development schedule set out in the LDP.

- 1.23 Albert Edwards Prince of Wales Court COM 1(28)** This site is a committed brownfield site within the urban area of Porthcawl, close to the town centre with good access to public transport and local services. RMBI have invested in the existing care home and have brought back a rear wing into use, part of which, serves an increasing need to provide for people with Dementia. Therefore they are no longer looking to re-develop the existing care home. The most recent communication with the RMBI'S Development Team Manager is that there are no programmed plans to release part of the site for alternative residential development.
- 1.24 Land off Maesteg Road COM 1(31)** Land off Maesteg Road COM 1(31) is a mixed-use Regeneration Area in Tondy measuring approximately 43 hectares of land, which has already delivered the Tondy Ironworks Heritage Centre and a new Waste Transfer Station, serving the whole of the County Borough. Llanmoor Homes are developing the southern part of the site and to date 218 units have been delivered on this site which is hugely positive in tough market conditions, however, delivery rates have been slower than expected. Merthyr Mawr Estates proposes to market the remainder of the site with the benefit of an outline planning consent, and introduce other developers on site. There is positive interest from other volume builders and planning application P/16/366/OUT is expected to be presented to Development Control Committee in November 2017. Planning permission has also been granted for additional retail / commercial development within the designated commercial hub in the southern part of the site (planning application P/15/322/FUL refers). The agreed JHLAS (2017) forecasts the site to deliver the remaining 474 units over the next six years.
- 1.25 Parc Tyn Y Coed COM 1(32)** to date Barratt South Wales have developed 264 residential units on site with development ongoing. The eastern part of site is in alternative ownership and access from Parc Tyn y Coed development exists together with developer interest. A recent planning application (P/16/251/OUT refers) has been submitted to the LPA with a resolution to grant planning permission subject to a S106 agreement for 16 dwellings with public open space and associated infrastructure on land accessed via Heol Leyshon. The agreed JHLAS (2017) forecasts that 16 units are anticipated to be delivered in 2018-2019 with the remaining 106 units in 2019-2020 which is broadly consistent with the phasing of development schedule set out in the LDP.
- 1.26 Gateway to the Valleys COM 1 (34)** The comprehensive school is now operational and the new primary school is under construction. Linc Cymru have been granted planning permission for the development of 15 bedspace care unit & 25 apartment extra care combined with communal ancillary facilities, 15 No. 2 bed 4 person and 4 No. 3 bed 5 person served by adopted access road (P/16/600/FUL refers). Linc Cymru are expected to start development imminently. A pre-requisite of the new school and the Linc Cymru development is for an access road to be built to adoptable standards delivered up to the boundary of the private land to the east which is currently land locked. This new road will able this 7 acre site to be released for development. The Private landowners are in contact with Bridgend Council's Property Department and are keen to progress when the necessary infrastructure is in place. Housing delivery is anticipated from 2018 onwards on this part of the site to dovetail with primary school completion. The build programme for the 25 extra-care apartments by Linc Cymru is scheduled for completion by October 2017 and Linc Cymru's additional housing element of 20 units will follow on immediately. Given that the school is also programmed to open in 2018 it is reasonable to assume the whole site will be delivered in the five year period. The landowner is in discussion with the Council and a pre-application meeting recently took place and there is active interest from volume builders.

- 1.27 The agreed JHLAS (2017) forecasts that housing delivery is anticipated from 2018 onwards to dovetail with primary school completion.

Summary

- 1.28 It is recognised that there are a few challenging allocations that have progressed slower than anticipated but significant progress has been made in bringing these sites forward with Masterplans and Development Briefs in place. In addition, planning applications relating to many of these sites are substantially advanced demonstrating private sector interest and that the LDP strategy has broadly been successful. It must be recognised that many of these sites have only not come forward due to viability and market conditions. The delays in them coming forward, however, have implications for other monitoring targets and triggers and the need for any further action is being considered in connection with those particular indicators. Given the importance of delivering COM1 and COM2 sites, particularly in terms of their contribution to the 5 year land supply, the Local Planning Authority recognises the need to address this issue immediately through the statutory LDP Review process and will continue to monitor their progress closely.

Appendix 3 & 4: Invitation to prepare Joint Local Development Plan and invitation to Local Planning Authorities to prepare a Strategic Development Plan.

<https://democratic.bridgend.gov.uk/documents/s14761/Appendix%20%20Invitation%20to%20prepare%20Joint%20Local%20Development%20Plan%20and%20in%20invitation%20to%20Local%20Planning%20Auth.pdf>

Appendix 5: Cardiff Capital Region Joint Cabinet response to the Cabinet Secretary supporting the principle of a SDP for the Cardiff Capital Region.

<https://democratic.bridgend.gov.uk/documents/s14759/Appendix%20%20-%20Cardiff%20Capital%20Region%20Joint%20Cabinet%20response%20to%20the%20Cabinet%20Secretary.pdf>

Appendix 6: Bridgend County Borough Council's formal response to the Cabinet Secretary in relation to preparing Joint Local Development Plans and Report to Council (28th February 2018).

<https://democratic.bridgend.gov.uk/documents/s14758/Appendix%20%20-%20BCBC%20response%20to%20Lesley%20Griffiths%20AM.pdf>

Report to Council: 28th February 2018

<https://democratic.bridgend.gov.uk/documents/s14757/FULL%20COUNCIL%2028%20FEB%202018%20-%20JOINT%20LDPs%20SDP%20BCBC%20RESPONSE.pdf>

Accompanying Options Appraisal

<https://democratic.bridgend.gov.uk/documents/s14762/Appendix%20%20-%20Options%20Appraisal.pdf>



LDP Draft Review Report 2018

Bridgend Local Development Plan 2006-2021

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

25th April 2018

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

BRIDGEND LOCAL DEVELOPMENT PLAN (LDP) REVISION - BRIDGEND REPLACEMENT LDP DRAFT DELIVERY AGREEMENT

1. Purpose of the Report

- 1.1 The purpose of the report is to seek Council's approval to undertake targeted consultation on the Bridgend Replacement LDP draft Delivery Agreement (attached at Appendix 1). The draft document sets out how and when the local community and other stakeholders can contribute to the preparation of the Replacement Plan and a timetable for its preparation. It is proposed that the Replacement LDP will cover a plan period up to 2033.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The Bridgend Replacement Local Development Plan (LDP) is a high level strategy which must be prepared by the Council. The LDP sets out in land-use terms the priorities and objectives of the Corporate Plan. The future Replacement LDP will be required to express in land-use terms the wellbeing objectives and priorities of the Bridgend Public Services Board's Well-being Plan.

3. Introduction and Background

- 3.1 Members will recall that a report was presented to Council on the 28th February 2018 outlining the letter and request from the Welsh Government Cabinet Secretary for Energy, Planning and Rural Affairs for Local Planning Authority's (LPA's) to give positive consideration to producing joint LDPs until such time no individual LPA was allowed to progress with their own plan. Council resolved to advise the Cabinet Secretary that given the urgent need for Bridgend to review its Plan that it be allowed to do so unilaterally.
- 3.2 The Cabinet Secretary has now responded, and has allowed Bridgend to proceed with its review, subject to receiving receipt of a Delivery Agreement associated with the Replacement Plan within 3 months of receipt of her letter. The Delivery Agreement also needs to demonstrate that plan preparation can be achieved within 3½ years from the formal commencement of the processes, with a single additional slippage of 3 months.
- 3.3 The preparation of the Delivery Agreement and the overall timetable for the preparation of the replacement LDP is therefore set within this overall time framework.

4. Current Situation

4.1 The draft Delivery Agreement consists of 2 parts:-

- A timetable for preparation of the Replacement LDP, and
- A Community Involvement Scheme.

4.2 The timetable sets out the key dates including statutory consultation periods, for each of the different stages of Plan preparation and publication. It also includes key stages for the Sustainability Appraisal, which is an iterative process undertaken as an integral part of the Plan preparation process.

KEY STAGE		TIMESCALE	
DEFINITIVE		FROM	TO
STAGE 1	Update Evidence Base & SA/SEA Baseline Framework & Assessments	April 2018	July 2020
STAGE 2	Delivery Agreement <ul style="list-style-type: none"> • Submission to Welsh Government – June 2018 • Response to LPA to be received within 4 weeks 	April 2018	July 2018
STAGE 3	Pre-Deposit Participation & Consultation <ul style="list-style-type: none"> • 6 week statutory consultation 	August 2018	June 2020
STAGE 4	Deposit LDP <ul style="list-style-type: none"> • 6 week statutory consultation 	July 2020	December 2020
INDICATIVE		From	To
STAGE 5	Submission	Winter 2021 (January)	-
STAGE 6	Examination	Spring 2021 (March)	Spring 2021 (April)
STAGE 7	Inspectors Report & Adoption	Summer 2021 (June)	Autumn 2021 (July)
STAGE 8	Adoption	Summer / Autumn 2021 (August / September 2021)	

4.3 The timetable of Plan preparation has Definitive and Indicative stages. Definitive stages are up to the Deposit of the Plan and is under the control of the Council. The Council has less control over the progress of the Plan after the statutory Deposit stage, as subsequent stages associated with Examination, Receipt of the Inspector's Report and Adoption is more dependent on external factors from Welsh Government and the Planning Inspectorate (PINS). As such these stages are indicative only.

- 4.4 The Community Involvement Scheme outlines the LPA's principles of community engagement, its approach in relation to who, how and when it intends to engage with the community and stakeholders; how it will respond to representations and how these representations will inform later stages of plan preparation.
- 4.5 The draft Delivery Agreement also sets out the resources that will be required to prepare the Replacement LDP together with a Risk Assessment identifying areas of uncertainty that may impact on the timetable for Plan preparation and mitigation measures required to keep the Plan on track.
- 4.6 Following consultation on the draft Delivery Agreement it is proposed to report the final Delivery Agreement back to Council for Approval. The consultation on the draft Delivery Agreement will take place alongside consultation on the draft Review Report (see separate item) and it is proposed to submit both documents to Welsh Government before the end of June.
- 4.7 The draft Delivery Agreement must be approved by Welsh Government and they have 1 month to consider and agree its contents or notify the LPA that it requires more time to consider the document.
- 4.8 Subsequent to its agreement by Welsh Government the Delivery Agreement will be published, with the Replacement LDP prepared in accordance with its contents.

5. Effect Upon Policy Framework and Procedure Rules

- 5.1 The Planning and Compulsory Purchase Act 2004 and regulations of the Town and Country Planning (Local Development Plan) (Wales Regulations 2005) requires that a Local Planning Authority must commence a full Review of its LDP every 4 years.
- 5.2 The LDP Manual (2005) states that for the preparation of an LDP Revision, a revised Delivery Agreement is necessary, with the LPA undertaking engagement and/or consultation as it considers appropriate.

6. Equality Impact Assessment

- 6.1 There are no direct implications associated with this report. However the policies contained within any Replacement LDP will require an equalities impact assessment to be carried out.

7. Financial Implications

- 7.1 The cost of the LDP Review will be met from the Development Planning budget and carried out by development planning staff with expert advice and evidence procured from consultants and through collaboration with neighbouring authorities as required. The resources required to prepare the replacement LDP are set out in detail in the draft Delivery Agreement attached at Appendix 1.

8. Wellbeing of Future Generations (Wales) Act 2015

8.1 The Replacement LDP will be prepared in accordance with the 7 Wellbeing goals and the 5 ways of working as identified in the Act.

9. Recommendations

9.1 That Council approve the draft Delivery Agreement for the purposes of targeted consultation.

9.2 That Council authorises the Group Manager Development, Communities Directorate to undertake consultation on the draft Delivery Agreement.

9.3 That Council give delegated authority to the Group Manager Development, Communities Directorate to make any factual corrections or minor amendments to the draft Delivery Agreement as considered necessary.

Mark Shephard
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25th APRIL 2018

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Background documents: NA

Bridgend Replacement Local Development Plan 2018-2033



Draft Delivery Agreement 2018



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1.0 Introduction

1.1 A full review of the Bridgend Local Development Plan 2011 – 2021 (adopted September 2013) has been undertaken, the findings of which are set out in the LDP Draft Review Report. This document sets out the proposed extent of likely changes to the existing LDP (2006-2021) The report concludes that In terms of 'procedural route', in the case of Bridgend, the plan is already the subject to a statutory required 4 year full review, and as such all aspects of the plan will need to be assessed to consider if they remain sound and fit for purpose. This will include the LDP vision, objectives, spatial strategy, policies and land-use allocations, broadly following the same preparation process and stages as the original plan.

1.2 The final Review Report will be published alongside the approved Delivery Agreement.

1.3 Purpose of a Delivery Agreement

1.3.1 The Replacement LDP will cover the period 2018-2033. Preparation of a Delivery Agreement² is a key requirement in preparing a Replacement LDP. This document provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the Replacement LDP. The Replacement LDP will be examined by an independent Inspector to test whether the Plan is sound and has been prepared in accordance with its Delivery Agreement.

1.3.2 The Delivery Agreement is divided into two key sections:

- **The Timetable for producing the revised LDP.** This provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in 'Section 2' of this Delivery Agreement; and
- **The Community Involvement Scheme** – this outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included in 'Section 3' of this Delivery Agreement.

1.3.3 A glossary of terms can be found in Appendix 4.

¹ Section 62 (9) Planning and Compulsory Purchase Act 2004 (as amended Planning (Wales) Act 2015)

² Section 63 (1) Planning and Compulsory Purchase Act 2004 & Regulations 5 – 10 LDP (Wales) Regulations (as amended 2015)

1.4 Draft Delivery Agreement Consultation

1.4.1 This Draft Delivery Agreement (DA) is currently being consulted upon with specific consultation bodies to seek views on the timetable and community involvement scheme. Following targeted consultation on the Draft Delivery Agreement, the Council will:

- Consider the consultation responses and revise the DA as appropriate;
- Report the updated DA to Council for approval;
- Submit DA to Welsh Government for agreement;
- Publish DA on Council website and place in Planning Reception and Community Hubs/Libraries across the County; and
- Review DA on a regular basis (quarterly).

1.5 Preparation of the Replacement LDP

1.5.1 In preparing the revised LDP the Council will aim to achieve the following key objectives:

- Facilitate Sustainable Development by fully integrating a Sustainability Appraisal (incorporating Strategic Environmental Assessment) into the plan making process. A Well-being Assessment and Health Impact Assessment will also be produced;
- Ensure early and effective community involvement in order to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for the revised LDP;
- Enable policy integration by producing a revised LDP that is internally consistent with other corporate priorities and other policies and strategies at the national, regional and local level, appreciating the need to avoid unnecessary repetition;
- Deliver a fast and responsive approach to plan-making;
- Produce a revised LDP that is strategic, concise and distinctive in setting out how Bridgend will develop and change, with particular regard to the well-being of future generations whilst also addressing key issues collaboratively with adjacent local planning authorities; and
- Deliver sustainable development, with full consideration of infrastructure requirements, availability of resources, viability and market factors.

1.5.2 The revised LDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The emerging Local Well-Being Plan (LWBP) will be critical during the replacement LDP process. The LWBP relates to the economic, social, environmental and cultural well-being of Bridgend and will have clear links with the LDP where it relates to land use planning.

³ Welsh Government LDP Manual (Edition 2, 2015)

1.6 Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

1.6.1 A Sustainability Appraisal⁴, (SA) incorporating Strategic Environmental Assessment⁵(SEA) is a statutory requirement of LDP preparation, in order to assess the environmental, social and economic implications of the plans strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. SA, incorporating SEA, was an iterative process throughout the preparation of the adopted LDP and is reflected in the Plan's proposals and policies.

1.6.2 The Council will continue to adopt an integrated approach to the SA/SEA of the revised LDP, ensuring that the revised plan is internally consistent, with economic and social issues considered alongside other matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation.

1.6.3 The SA, incorporating the SEA will be undertaken as follows:

- **A Sustainability Appraisal Scoping Report.** This will identify the existing sustainability issues in the Bridgend area and provide baseline information along with a review of plans, policies, programmes and strategies. The existing SA indicators and objectives will be revised and updated as necessary. A revised Sustainability Framework will be produced;
- **An Initial Sustainability Appraisal Report (ISAR).** This will predict and evaluate the effects of the LDP options, spatial strategy and strategic policies on the social, environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy and updated when the revised Deposit LDP is prepared;
- **A Final Sustainability Appraisal Report (SAR).** This will bring together all elements of the SA and take into account the binding recommendations of the Planning Inspector. The Final SAR will be published following receipt of the Inspectors Report; and
- **A Sustainability Appraisal Adoption Statement** will be published to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the revised LDP.

⁴ Section 62 (6) Planning and Compulsory Purchase Act 2004

⁵ European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

1.7 Habitats Regulations Assessment (HRA)

- 1.7.1 The Habitats Directive⁶ requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. A Habitats Regulations Assessment will be undertaken in conjunction with the SA/SEA to ensure an integrated approach to assessment. It is intended that the process will run concurrently with the plan making process and form an iterative part of plan preparation.
- 1.7.2 There are two stages of Habitats Regulation Assessment:
- Screening
 - Habitats Regulations Assessment

1.8 Evidence Base Assessments

- 1.8.1 To inform the review of the LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which expires in 2021 as well as taking into account any contextual or policy changes that have occurred since adoption of the plan. A sample of the evidence base studies required to inform the LDP are provided below:
- **Population & household forecasts** – to provide estimates of the future numbers of households and of the numbers of people who live in them, which will inform the LDP's dwelling requirement;
 - **Local Housing Needs Assessment** - to identify how many homes are required of each tenure: open market housing and 'affordable housing' (e.g. shared ownership or social rented housing);
 - **Sustainable Settlement Hierarchy** –to provide analysis on the role and function of settlements in Bridgend County Borough;
 - **Settlement Boundary Review** – to define clear, defensible boundaries around settlements in the form of 'settlement boundaries';
 - **Employment Land Review Update** – to identify the county borough's employment land requirements for the LDP period and to assess the quality of the main employment areas for continued use, and identify potential new land to meet future requirements for all employment sectors;
 - **Affordable Housing Viability Assessment** – to provide advice on achievable and viable targets and thresholds for affordable housing;
 - **Gypsy and Traveller Accommodation Needs Assessment** – to identify local need;
 - **Bridgend Town Centre Flood Risk Assessment** – to identify areas at risk of flooding;
 - **Retail Study Update** –to identify the requirements of retail need, including the need for more land and floorspace;
 - **Public Open Space Audit** – to identify local needs for a range of open spaces including for sport and play;

- **Landscape Character Assessment** - to describe the characteristics of the local landscape and which may include guidelines for development;
- **Renewable Energy Assessment** – to provide a robust Renewable Energy evidence base; and
- **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Local Development Plan.

1.8.2 The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. There are number authorities in South-East Wales that are currently in the process of considering reviewing their Local Development Plans on the basis that their current plans expire at the end of 2021. This presents an opportunity for collaboration including the preparation of a shared evidence base.

1.9 Well-being of Future Generations Act

1.9.1 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to:

- a prosperous Wales;
- a resilient Wales;
- a healthier Wales;
- a more equal Wales;
- a Wales of cohesive communities;
- a Wales of vibrant culture and Welsh language; and
- a globally responsible Wales.

1.9.2 The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the LDP (and SEA), there are clear associations between both the LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced (Bridgend’s LWBP is currently in the process of being finalised). This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the LDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the revised LDP, which will follow the five ways of working.

1.10 Tests of Soundness

1.10.1 ‘Soundness’ is an integral part of the LDP system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the revised LDP is found not to be sound then the Welsh Government could require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation thereby causing considerable delay in the preparation of the plan.

1.10.2 The Council must submit the replacement LDP to the Welsh Government for examination. An independent Inspector is appointed by the WG to undertake this examination to determine whether the LDP is fundamentally sound. The Inspector will assess whether the preparation of the plan has been undertaken in accordance with legal and regulatory procedural requirements, and, complies with the Community Involvement Scheme. The Inspector must also determine whether the Plan meets the three soundness tests⁷:

- Test 1 – Does the plan fit? (i.e. is it clear that the LDP is consistent with other plans?);
- Test 2 – Is the plan appropriate? (i.e. is the plan appropriate for the area in the light of the evidence?);
- Test 3 – Will the plan deliver? (i.e. is it likely to be effective?).

1.10.3 The conclusions reached by the Inspector will be binding and, unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the revised LDP.

⁷ Welsh Government LDP Manual (Edition 2, August 2015)

2.0 Timetable

2.1 The Council has prepared a timetable summarising the key stages in plan preparation (Table 1), which while challenging, provides a realistic timeframe for preparation of the replacement LDP having regard to the resources available. In preparing the timetable, regard has been given to the WG's expectation that a revised plan can be prepared in considerably less than 4 years, taking into account the resources available and the extent of changes required (Planning Policy Wales Edition 9, November 2016). Furthermore, it has regard to the fact that the current LDP expires in December 2021 and it is imperative to maintain Development Plan coverage.

2.1.1 Table 1 is divided into definitive and indicative stages:

- **Definitive Stages** – This part of the timetable provides information up to and inclusive of the statutory Deposit stage. The progress of the Plan over this period is under the direct control of the Council and therefore target dates, are considered realistic and every effort will be made to adhere to these dates.
- **Indicative Stages** – This part of the timetable provides for the stages of plan preparation beyond the statutory Deposit stage. These stages are increasingly dependent on a wide range of external factors (e.g. the number of representations received, number of examination hearing sessions, time taken to receive Inspector's Report) over which the Council has far less control. Those dates will be reconsidered after reaching the Deposit stage when definitive timings for the remaining stages will be prepared and submitted to the Welsh Government for agreement and publication.

Table 1 - Key stages in the Replacement LDP Process

KEY STAGE		TIMESCALE	
		FROM	TO
STAGE 1	Update Evidence Base & SA/SEA Baseline Framework & Assessments	April 2018	July 2020
STAGE 2	Delivery Agreement <ul style="list-style-type: none"> • Submission to Welsh Government – June 2018 • Response to LPA to be received within 4 weeks 	April 2018	July 2018
STAGE 3	Pre-Deposit Participation & Consultation <ul style="list-style-type: none"> • 6 week statutory consultation 	August 2018	June 2020
STAGE 4	Deposit LDP <ul style="list-style-type: none"> • 6 week statutory consultation 	July 2020	December 2020

INDICATIVE		From	To
STAGE 5	Submission	Winter 2021 (January)	-
STAGE 6	Examination	Spring 2021 (March)	Spring 2021 (April)
STAGE 7	Inspectors Report & Adoption	Summer 2021 (June)	Autumn 2021 (July)
STAGE 8	Adoption	Summer / Autumn 2021 (August / September 2021)	

A detailed project timetable outlining the timescale for each of the stages of plan preparation is included in Appendix 2.

2.2 Resources

2.2.1 The Head of Regeneration, Development and Property Services, and the Group Manager of Development will be responsible for the overall delivery of the revised LDP, with the Development Planning Manager responsible for the day- to-day project management. The Development Planning Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages. The existing staff resources are set out in Table 2 below, approximately 80% of officer time will be dedicated to the LDP to account for day to day involvement in liaison with colleagues in development management and also to account for regional working. Additional time will be dedicated by the Group Manager of Development to the efficient delivery of the replacement LDP. It will also be necessary to call upon staff resources from other internal departments to assist in undertaking various evidence base updates/assessments. This is likely to include officer support from; Development Management, Heritage, Housing, Highways, Economic Development, Property, Countryside Management, Education, Democratic Services and Legal Services. (The structure as set out below is in the process of being implemented by BCBC).

Table 2 – Development Planning Staff Resources

Officer Job Title	Number of posts
Development Planning Manager	1
Development Planning Team Leader	1
Principal Planning Officer	1
Senior Planning Officer	1
Planning Officer	1
Technical Officers	2

- 2.2.2** While it is anticipated that a considerable amount of evidence base work will be undertaken by Bridgend County Borough Council officers, predominately Development Planning (Planning Policy), the use of external consultants is likely to be necessary, particularly in relation to highly technical/specialist elements of the evidence base. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been secured accordingly.
- 2.2.3** The Delivery Agreement has been prepared on the basis of a revised Bridgend Local Development Plan only. However, it is important to recognise that work is being undertaken on a regional basis that will require future resourcing. It is considered that collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Bridgend and RCT LPAs have identified a number of topic areas where an evidence base could be prepared jointly; however, this is dependent upon RCT reviewing their LDP.
- 2.2.4** A sufficient budget is available to progress the revised LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the revised LDP and the Independent Examination.

Table 4 LDP Preparation Budget

Financial Year	2016/17	2017/18	2018/19	2019/20	2020/21
LDP Annual Budget	£55,350	£55,350 -£32,461 (committed expenditure)	£55,350	£55,350	£55,350
Available Budget Reserve	£196,188	£228,649	£283,999	£339,349	£394,699
Budget	£216,188				

2.3 Risk Management and Analysis

- 2.3.1** Having regard to the resources which it is putting into the LDP process, the Council considers that the proposed timetable is realistic, robust, and achievable. Notwithstanding this conviction, the Council has identified certain areas of risk that could result in some departures from the proposed timetable. Any deviations from the approved timetable will, therefore, be monitored for slippage and/or other impacts arising from the risks identified below or other causes.
- 2.3.2** In this respect, the Council considers it is reasonable to make allowance for slippage of up to 3 months in the timetable without formally amending the Delivery Agreement. If

there is a slippage of more than 3 months in the definitive part of the timetable, the Council will seek the agreement of the Welsh Government in amending the timetable following approval of such an amendment by the Authority.

2.3.3 The possible risk areas are identified in Appendix 3.

2.4 Supplementary Planning Guidance (SPG)

2.4.1 The revised LDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site specific guidance on the way in which LDP policies will be applied. While SPG does not form part of a development plan it should be derived from and be consistent with the relevant LDP. The SPG should also be clearly cross referenced to the policies and proposals it supplements.

2.4.2 Following the LDP's adoption a number of supplementary planning guidance documents have been prepared to support existing LDP policies:

- SPG 12 – Sustainable Energy (May 2014);
- SPG 13 – Affordable Housing (October 2015);
- SPG 19 – Biodiversity and Development (July 2014);
- SPG 20 – Renewables in the Landscape (2014); and
- SPG21 – Safeguarding Employment Sites (June 2015)

2.4.3 A review of the existing SPG including ones recently amended and adopted will be undertaken as part of the LDP Revision process with amendments to a number of these likely to be required.

2.5 Monitoring and Review

2.5.1 The Council will monitor and regularly review progress of the replacement LDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. The timetable allows for a marginal degree of flexibility, however, any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the revised LDP;
- Preparation of the revised LDP falls behind schedule i.e. more than 3 months;
- Significant changes to European, UK or Welsh legislation directly affecting the revised LDP preparation process;
- Any other change in circumstances that will materially affect the delivery of the revised LDP in accordance with the DA; and
- Significant changes to the Community Involvement Scheme.

2.5.2 An updated timetable will be submitted to the Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be redefined within 3 months of the close of the formal Deposit period and submitted to the Welsh Government for agreement.

3.0 Part 3 –Community Involvement Scheme

3.1 The Community Involvement Scheme sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP.

3.1.1 Bridgend County Borough Council is committed to improving the quality of stakeholder and community involvement in plan-making. Early and continued community involvement should help in addressing contentious issues, and assist in resolving conflicts throughout plan preparation. It can also help in identifying common ground, and shared goals.

3.1.2 By engaging people and organisations in planning the future of Bridgend, the CIS will, therefore, seek to:

- detail how the LDP will be prepared, developed, monitored and reviewed in partnership with the community and other stakeholders in a structured, effective, and inclusive way;
- improve the process of plan preparation by engaging with the public, involving them fully, effectively and inclusively in the preparation of the LDP;
- seek to establish a consensus between stakeholders on the Plan's aims and objectives and in its options and preferred strategy;
- provide a transparent and structured process of engagement with the community, at all stages of the LDP;
- incorporate into the process best practice regarding sustainable development, and the requirements of the Strategic Environmental Assessment (SEA) Directive; and
- use these processes to produce a 'sound' plan.

3.1.3 While ultimately it is the Council that is responsible for the content of the LDP should it not be possible to achieve consensus, one of the aims of the LDP system is that plan production is based on effective community involvement in order that a range of views can be considered as part of a process of building a wide consensus on the plan's strategy and policies.

3.1.4 The five ways of working specified by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long-term, integration, involvement, collaboration and prevention. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP (Appendix 2), which should be read in connection with the CIS.

3.1.5 The Council is a caring and customer focused organisation. The overall aim of the Council is to “to deliver the best local services in Wales” which is underpinned by our core FACE values:

- **Fair:** taking everyone’s needs into account;
- **Ambitious:** always trying to improve what we do and aiming for excellence;
- **Customer Focused:** remembering that we’re here to serve our local communities, and
- **Efficient:** delivering services that are value for money.

3.1.6 Therefore, it will seek to understand and respond to customer needs through the consultation process on the LDP; the objective being to forge and maintain effective links and structures with all stakeholders.

3.1.7 The CIS will provide the framework for everyone with an interest in the future planning of Bridgend County Borough, and consequently the LDP process, to have an opportunity to become actively involved in plan preparation.

3.1.8 To ensure the process is inclusive, an important part of the CIS is to establish measures and procedures that will enable every person or group, regardless of their background, to realise that opportunity in the plan process and the decisions which will affect them. To enable full community involvement the Council will:

- Encourage, support and empower disadvantaged and hard-to-reach groups and individuals to fully participate through forums, focus groups, and local partnerships in line with the Council’s agreed Equalities Agenda; and
- Encourage and support other organisations that work in partnership with the Council, or receive funding from the Council, to pursue similar policies on equality of opportunity; and Target resources accordingly.

3.1.9 Bridgend County Borough Council is also committed to utilising the ten national principles for public engagement in Wales. Public engagement in the preparation of the LDP will take place in accordance with the guidelines set out in the CIS. The Council recognise that engagement must be designed to make a difference, the main objectives for involving the community in the LDP preparation process can be identified as:

- To involve people at the earliest opportunity, in time to shape plan preparation work;
- That consultation takes place before decisions are made and that such decisions are made in an open and transparent manner;
- To provide an accessible consultation process and adapt this as necessary to account for individual needs;
- To encourage and enable everyone with the opportunity to be involved, if they so choose;
- Adopt alternative approaches to ensure hard to reach groups are involved from the outset (this will involve liaising with BAVO);

- Draw on local knowledge to improve decision making and help the realistic implementation of decisions;
- That the planning system should help implement the community's vision for the area;
- To seek consensus and strengthen community involvement;
- To engage as full a spectrum of the community as possible in strategic issues; and
- To provide two way dialogue by responding to comments received and publishing responses in a report of consultation.

3.2 Welsh Language and Bilingual engagement

3.2.1 The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the revised LDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
- Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual;
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service; and
- Draft LDP documents can be made available in Welsh if requested. The revised LDP once adopted will be available in both Welsh and English Format.

3.3 How will we involve our communities and key stakeholders

3.3.1 We will seek to publicise the LDP revision process at every stage and reach as much of the community as possible, as well as other stakeholders to advise people about the revised LDP and how they can get involved. This will be achieved by:

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation);
- Through use of Twitter, by utilising the corporate Bridgend Council Twitter account @BridgendCBC) to advertise the LDP webpage;
- Via Facebook on the Bridgend County Borough Council page;
- Engagement with Members and Community Councils through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings;
- Making use of Bridgend's Citizens Panel;
- All LDP information and documents will be made available on the Council's

website, which will be updated regularly;

- Deposit of documents at the Council's Civic Offices, libraries, Life Centres and Community Hubs;
- Press releases for the local media, where appropriate;
- Producing a regular newsletter that describes progress on the revised LDP;
- Public information exhibitions, drop in sessions and or meetings in accessible locations; and
- Advertising each stage of participation/consultation on Bridgend Council's magazine 'Bridgenders'.

3.4 Methods of Engaging the Community

3.4.1 A range of methods to facilitate community involvement will be used throughout the Plan preparation process, and these will be designed to ensure efficient and effective consultation and participation, tailored when necessary to focus upon particular issues. The methods of engaging the community at each stage of plan preparation are set out in the 'Replacement LDP Preparation Process' table (P22).

3.4.2 Council officers will also be utilised to run structured community involvement mechanisms such as targeted discussions, workshops, and focus groups. Also, the extensive past expertise of planning officers in the more traditional consultation methods for Plan preparation will be used to facilitate greater joined up engagement in the wider consultation process necessary for LDP preparation.

Citizen's Panel

3.4.3 The Council has established a Citizens Panel of 1,700 residents of the County Borough, selected to be statistically representative of the population, who help to inform decision-making on a wide range of issues. The results of previous and future surveys may be used to inform the evidence base of the LDP.

Individuals who have registered an interest through the Revised LDP Database

3.4.4 An LDP database has been maintained to include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the LDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the LDP revision process. Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of LDP revision will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) is coming into force in May 2018. By commenting on the LDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the LDP revision process and for a period of 6 years following adoption.

3.4.5 If you wish for your details to be added to the revised LDP database, please contact the Development Section by email, phone or in writing.

Bridgend County Borough Councillors

3.4.6 It is recognised that the involvement of elected Members of Bridgend County Borough Council throughout the LDP review will be extremely important to the process. Elected Members have a unique position as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County Borough as a whole. Accordingly, Elected Members will play an essential role in the revised LDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting the County Borough area as a whole.

3.4.7 The Cabinet Member for ‘Communities’ has responsibility for ‘Development Planning’ (Planning Policy), including the revised LDP. Liaison with the Cabinet Member and all other elected Members is essential throughout the process. All Member liaison’s will consequently be undertaken as and when deemed necessary, particularly at key stages of the revised LDP including but not limited to; the Preferred Strategy, Deposit LDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

LDP Steering Group

3.4.8 It is imperative that there is political input into the production of the replacement Bridgend Local Development Plan. As such Development Control Committee will also take on the role of ‘LDP Steering Group’ to oversee the review of the Local Development Plan through from start to completion. The Steering Committee’s main role will be to act as a ‘critical friend’ providing advice, scrutinising and making decisions on key aspects and stage of the LDP as it develops.

Cardiff Capital Region (CCR) Cabinet

3.4.9 The Cardiff Capital Region Cabinet, comprising the ten Leaders of Blaenau Gwent; Bridgend; Caerphilly; Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff; Torfaen; and Vale of Glamorgan was established in 2017 to oversee the delivery of the Cardiff Capital Region City Deal. The City Deal provides local partners with the powers and the resources to unlock significant economic growth across the Cardiff Capital Region. The City Deal also provides an opportunity to continue tackling the area’s barriers to economic growth by: improving transport connectivity; increasing skill levels; supporting people into work; and giving businesses the support they need to innovate and grow. The deal will also develop stronger and more effective leadership across the Cardiff Capital Region.

Town and Community Councils

- 3.4.10** Town and Community Councils also play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Bridgend's. Town and Community Councils will be consulted at every stage of the LDP revision process.

Town and Community Council's Forum

- 3.4.11** The Development Planning Team will engage with the Town and Community Council's Forum. The forum will provide an additional opportunity for Town and Community Councils to voice their views on the revised LDP.

Partnership Groups

- 3.4.12** Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the revised LDP, particularly in the early stages of public participation when structured discussion is desirable. Liaison with the Bridgend's Public Service Board and partners will be of particular importance to ensure the revised LDP aligns.

Members of the Public, Businesses, Land Owners, Developers and Agents

- 3.4.13** The Development Planning Section will engage with the business community at an early stage which could be achieved through liaison with the individual chambers' of commerce across the County Borough. We will also engage with planning agents who are regular customers of Bridgend County Borough Council's planning service. Members of the public, Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the LDP revision database.
- 3.4.14** The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology is being established across the South East Wales region for local planning authorities to utilise for their respective revised LDPs. A Call for Candidate Sites will be undertaken and all candidate sites will need to be submitted via a standardised form. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the revised LDP. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected. Accordingly, all submissions must be made at the appropriate time, the dates of which will be advertised extensively using the methods set out in section 4.

⁸ As defined in LDP Regulation 2. Full list provided in Appendix 1.

Bridgend Business Forum

3.4.15 The Development Planning Team will engage with the Bridgend Business Forum. Membership is made up of established and new start businesses within a wide variety of business sectors. Sole traders, micro, small and medium sized businesses as well as large international companies are all present within the membership. The forum will provide an opportunity for the business community to voice their views on the revised LDP. Awareness of the LDP process will be promoted through the Business Forum newsletter which is produced on a monthly basis.

Business in Focus

3.4.16 The Development Planning Team will liaise with 'Business in Focus'. This organisation focuses on business start-ups and assisting existing businesses to grow.

Additional Consultation Bodies

3.4.17 Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees⁸ comprise of the Welsh Government and those bodies with specific functions that apply to the revised Plan area, for example the Health Board who cover the Bridgend area and Dŵr Cymru Welsh Water, the local water undertaker. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the LDP revision process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

3.4.18 Efforts will be made to engage with 'hard to reach' groups which are rarely heard and who have not taken part traditionally in the plan preparation process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation/consultation periods. Engagement with these groups may be achieved by using existing partnerships and the voluntary organisation BAVO may be able to assist in this process. The following groups identified below will be actively encouraged to participate in the LDP revision process:

- Young People – the established Bridgend's Youth Council will be invited to participate as appropriate in the LDP revision process. This will ensure the voices of young people are heard and enable young people to share their views on a wide range of issues that they consider important to them and their local area. This may also extend to engagement and consultation events at various schools in the County Borough where appropriate;
- Disabled People – engagement with Bridgend's 'Coalition of Disabled People' will be of importance in order to gain the views of those living with disabilities in the County Borough; and
- Gypsy and Travellers –the Gypsy and Traveller Accommodation Assessment Stakeholder Group will be utilised at relevant stages to ensure the gypsy and travelling community are appropriately engaged.

3.4.19 In addition to the above hard to reach groups there are other seldom heard voices who are considered to have been under-represented previously in LDP preparation. This includes (but is not exclusive to) those seeking affordable housing in the County Borough, small house-builders and small and medium-sized enterprises. Accordingly, we will endeavour to reach out to these groups by utilising existing mutual points of contact wherever possible.

3.5 What we expect from you

3.5.1 In order to ensure any comments and representations on the revised LDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the timetable of relevant stages and provides a guideline of when we will seek your involvement. This will ensure that individual views are considered and taken into account throughout the LDP revision preparation process.

3.5.2 It is also of importance that you notify the Development Planning Section should your contact details change during the LDP revision process in order for us to keep you fully informed of progress. With regard to Candidate Sites it is noted that land ownership changes may also occur during the process and it is imperative that these are communicated to the Development Planning Section in order to ensure progress is not delayed.

3.6 Building Consensus

3.6.1 The Council will seek to build consensus through the various engagement and consultation methods set out within the CIS. Consensus building can only be achieved if the community and other interested parties are kept fully informed and effectively engaged throughout the preparation of the revised LDP, which will be of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and, to provide assurances to those that disagree that the decisions have been made in an informed and balanced way. However, decisions made will not be revisited via subsequent consultation opportunities, so participants are requested to focus their input on the matter being considered at that stage.

3.7 Late representations

3.7.1 Consultation responses are required by the specified deadline of the specific consultation period in order for them to be considered. Any late comments/representations will not be logged as 'duly made' as they were not made in accordance with the published timescales. There may be exceptional circumstances where a representation is submitted late, it will be at the Council's discretion as to whether such late representations can be accepted. Evidence will be required to highlight why the representation was delayed and that a genuine attempt was made to submit within the prescribed deadline. The timescale to produce the revised LDP is already challenging, the acceptance of late representations

could result in further delay which would not be acceptable.

3.8 Document Availability and Deposit Locations

3.8.1 At various stages of Plan preparation, documentation must be made available for public inspection and comment. All such documentation will also be made available electronically on the Council's web site at www.bridgend.gov.uk In addition, hard copies will be made available for inspection at the Council's Civic Offices in Bridgend, and at the Authority's public libraries:

- BCBC, Reception, Civic Offices, Angel Street, Bridgend, CF31 4WB Mobile Library – (2 copies);
- Aberkenfig Library, Heol y Llyfrau, Aberkenfig, CF32 9PT;
- Betws Library, Betws Life Centre, Betws Road, Betws, CF32 8PT;
- Bridgend Library, Bridgend Life Centre, Angel Street, Bridgend, CF31 4AH
Maesteg Library, North's Lane, Maesteg, CF34 9AA;
- Ogmores Vale Library, Ogmores Valley Life Centre, Aber Road, Ogmores Vale, CF32 7AJ
Pencoed Library, Penybont Road, Pencoed, CF35 5RA;
- Pontycymmer Library, Garw Valley Life Centre, Old Station Yard, Pontycymmer, CF32 8ES;
- Porthcawl Library, Church Place, Porthcawl, CF36 3AG;
- Pyle Library, Pyle Life Centre, Helig Fan, Pyle, CF33 6BS;
- Sarn Library, Sarn Life Long Learning Centre, Merfield Close, Sarn, CF32 9SW;
- Ty'r Ardd Library, Local and Family History Centre, Ty'r Ardd, Sunnyside, CF31 4AR; and
- Y Llynfi Library, Maesteg Sports Centre, Old Forge Site, Nant-y-Crynwyd, Maesteg, CF34 9EB

3.8.2 All documentation will be available to view on the Council's web site where appropriate.

3.8.3 Electronic representation forms will also be made available during periods of consultation.

3.8.4 Paper copies of documents will not be sent out during the LDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be offered, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual.

3.9 Replacement Local Development Plan Preparation Process

3.9.1 The following table sets out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the LDP preparation process. The list is not exhaustive and may need to be adapted to ensure the community and stakeholders are suitably involved at each stage. The proposed methods of engagement will vary dependent on the stage of plan preparation, subject matter, preference of those involved and the resources available at the time, recognising that the proposed timetable and methods should not hinder plan preparation.

Definitive Stage

Stage 1: Update Evidence Base & SA/SEA Baseline Framework & Assessments

The Council has a statutory obligation under Section 61 of the Planning & Compulsory Purchase Act 2004 to keep all matters under review that are expected to affect the development of its area.

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Update Evidence Base & SA/SEA Baseline Framework & Assessments	The Council is required to prepare and maintain an up-to date information base on all aspects of the social, economic and environmental characteristics of the Borough, to enable the preparation of a 'sound' development plan. This will be ongoing up until the submission of the Deposit Plan. To scope the SA/SEA process of the preparation of the LDP incorporating the legal requirements of the SA/SEA.	April 2018 – July 2020	Development Planning Team Other Council Officers Independent Appraisers for SA(SEA) External Consultants where necessary	LDP Monitoring Specialist Surveys / Data Collection Analysis LDP Officers / Members Group LDP Steering Group / PSB	LDP Monitoring Reports Publish findings on Council Website where appropriate.	Development Planning Team Other Council Staff Independent Appraisers for SA(SEA) External Consultants if necessary ICT Support Printing Costs

Stage 2: Delivery Agreement (DA)

Regulations: The Town and Country Planning (Local Development Plan) (Wales) Regulations 9 & 10 (2004) and Regulation 2(5) (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Preparation of Draft DA	To inform stakeholders that the Council is preparing a LDP and seek community involvement.	April 2018	Development Planning Team Other Council Officers	Report to: LDP Steering Group Council	A realistic timeframe for the preparation of the revised LDP. Details of risk management Community Involvement proposals specified Collaborative working	Development Planning Team Other Council Staff ICT Support
Political Reporting - Draft DA	To seek authorisation from Council to undertake targeted consultation on the Draft DA.	April 2018	Development Planning Team LDP Steering Group / PSB Council	Consultation with Members Consultation with Members via Council meeting	Authorisation from Council to undertake targeted consultation on the Draft DA.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<p>Targeted Consultation on Draft DA</p>	<p>To seek views of stakeholders and consultees on the content of the Draft Delivery Agreement.</p>	<p>April 2018 – May 2018</p>	<p>Development Planning Team</p> <p>Other Council Officers</p> <p>LDP Steering Group / PSB</p> <p>Council</p> <p>All Specific consultation Bodies</p> <p>UK Government Departments</p> <p>General Consultation Bodies</p> <p>Other Consultees Bodies (Including General Public and consult Planning Inspectorate (PINS))</p>	<p>Consultation with Members via LDP Steering Group / PSB members.</p> <p>Consultation with Members via Council meeting.</p> <p>Targeted consultation with specific consultation bodies via direct correspondence.</p> <p>Information by letter or e-mail.</p> <p>Website</p>	<p>Any comments will be considered and Draft Delivery Agreement amended if required.</p>	<p>Development Planning Team</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Press / Advertisement Costs</p>

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Political Reporting following consultation on DA (agreement to submit to WG)	To inform LDP Steering Committee and Council. To report views of stakeholders and consultees on the content of the Draft Delivery Agreement to the LDP Steering Group and Council. Council resolution will be requested to approve the (revised) Delivery Agreement for submission to Welsh Government.	June 2018	Development Planning Team LDP Steering Group / PSB members Council	Committee Reports	A summary of comments received with Delivery Agreement presented to LDP Steering Group. A summary of comments received with Delivery Agreement presented to Council.	Development Planning Team Printing Costs
Submission to Welsh Government following Council approval.	To seek formal agreement of the Delivery Agreement.	June 2018	Development Planning Team Welsh Government		Council resolution will be requested to approve the Delivery Agreement for submission to Welsh Government.	Development Planning Team Printing Costs
DA agreed by Welsh Government.	Formal commencement of Replacement LDP	July 2018	Welsh Government		Formal agreement from Welsh Government & Report to Council advising of Welsh Governments approval. Publish Delivery Agreement.	Development Planning Team

Stage 3: Pre-Deposit Participation & Consultation

The Town and Country Planning (Local Development Plan) (Wales) Regulation 14 (2004) and Regulation 2 (10) (2015); Regulations 15 & 16 (2004) and Regulation 16a (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Call for Candidate Sites (8 week consultation)	As part of developing the evidence base, the Council will engage with stakeholders and the public in identifying candidate sites to produce a Site Register.	Aug 2018 – Oct 2018	Development Planning Team All Specific Consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including general public)	Written Information dissemination via post and email Notices, Website Press Facebook & Twitter Bridgenders Magazine	Develop and produce a site register to inform the Visioning and Strategic Options	Development Planning Team ICT Support Printing Costs Postage Costs

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Candidate Sites Assessments	Identify candidate sites. Assessment criteria will be provided to facilitate this. The Site Register will be used to inform the Visioning and Strategic Options.	Sept 2018 – Dec 2020	Development Planning Team		See above.	See above.
Consultation on Draft SA/SEA Scoping Report (5 weeks consultation)	To seek views of consultees on the content of the SA/SEA Scoping Report.	Aug 2018 – Oct 2018	Development Planning Team All Specific Consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including general public)	Written Information dissemination via post and email Notices, Website Press Facebook & Twitter	Officer consideration of comments on SA/SEA Scoping Report and recommendation of amendments if required. A summary of comments received with SA/SEA Scoping Report presented to LDP Steering Group. A summary of comments received with SA/SEA Scoping Report presented to Council. Council resolution to approve SA/SEA Scoping Report.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Identification & assessment of options (growth levels and spatial distribution) with SA / SEA input	To engage with consultees to develop consensus on options, including, growth levels and spatial distribution	Nov 2018 – Feb 2019	Development Planning Team LDP Officers / Members Group, LDP Steering Group / PSB Members Council Independent Appraisers for SA(SEA)	Meetings Workshops Written Information dissemination via post and e-mail.	Seek consensus on options, including, growth levels and distribution All Documentation placed on the Council Website and at Deposit locations.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Preparation of Preferred Strategy, SA/SEA Report & HRA	To agree a Preferred Strategy for the LDP and express its Spatial implications in the Pre-Deposit Proposals.	May 2019 – Sep 2019	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Members Council Independent Appraisers for SA(SEA) All Specific consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including General Public)	Meetings Workshops Written Information dissemination via post and e-mail.	Obtain Council approval for Preferred Strategy consultation. Council to approve Pre-Deposit Proposals and place on the Council Website and at all Deposit locations for at least 6 weeks. Deposit SA / SEA Report simultaneously with Pre-Deposit Proposals.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Consultation on Preferred Strategy & Initial SA/SEA Report (6 Weeks Consultation)	To provide Consultees, stakeholders and others, with an opportunity to view and propose changes to the Pre-Deposit Proposals.	Oct 2019 – Nov 2019	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Members Council Independent Appraisers for SA(SEA) All Specific consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including General Public)	Meetings Exhibitions Workshops Written Information dissemination via post and e-mail. Letters and Pre-Deposit Proposals sent to Specific Consultation Bodies. Letters sent to all other consultees. Copies of Pre-Deposit Proposals and associated documents published on Council Web Site and placed at Deposit locations. Local Advertisement. Facebook & Twitter Bridgend's Magazine	Council to approve Pre-Deposit Proposals and place on the Council Website and at all Deposit locations for at least 6 weeks. Deposit SA / SEA Report simultaneously with Pre-Deposit Proposals.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Analyse consultation responses and prepare Initial Consultation Report	<p>Enable the Council to consider the response to the Pre-Deposit Proposals and amend if appropriate.</p> <p>SA/SEA of amended Pre-Deposit Proposals ready for Deposit.</p>	Dec 2019 – Jan 2020	<p>Development Planning Team</p> <p>LDP Steering Group / PSB Members</p> <p>Council</p> <p>Other Council Officers</p>	<p>Written Information dissemination via post and e-mail</p> <p>Meetings</p> <p>Workshops</p> <p>Copies of relevant documentation placed on Council Web Site and at all Deposit locations. Local Advertisement.</p>	<p>Assess Responses received and produce 'Initial Consultation Report'.</p> <p>Approval of Initial Consultation Report by Council</p> <p>Advise all Stakeholders of availability of Initial Consultation report.</p> <p>Initial Consultation Report published on Council Web Site and placed at Deposit Locations.</p>	<p>Development Planning Team</p> <p>Other Council Staff</p> <p>Independent Appraisers for SA(SEA)</p> <p>ICT support</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Advertisement Costs</p>
Prepare Deposit Plan, update SA/SEA/HRA	The Deposit Plan will have developed out of the preceding stages of the LDP process.	Feb 2020 – Jun 2020	<p>Development Planning Team</p> <p>LDP Officers / Members Working Group</p> <p>LDP Steering Group / PSB Members</p> <p>Council</p>	<p>Formal Reports</p> <p>Meetings</p> <p>Workshops</p>	Obtain Council approval to formally consult on the Deposit LDP.	Development Planning Team

Stage 4: Deposit LDP

The Town and Country Planning (Local Development Plan) (Wales) Regulations 17, 18 & 19 (2004)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<p>Consultation on Deposit Plan, SA/SEA Report and HRA</p> <p>(6 week statutory consultation)</p>	<p>This stage of the process will enable all stakeholders to make representations on the Deposit Plan and associated documents.</p>	<p>July 2020 – August 2020</p>	<p>Development Planning Team</p> <p>LDP Officers / Member Working Group</p> <p>LDP Steering Group / PSB Members</p> <p>Council Members</p> <p>All Specific Consultation Bodies</p> <p>UK Government Departments</p> <p>General Consultation Bodies</p> <p>Other Consultees (Including General Public)</p>	<p>Formal Reports</p> <p>Meetings</p> <p>Workshops</p> <p>Copies of Deposit Plan and associated documents placed on Council Website and at all Deposit locations.</p> <p>All Deposited documentation & Deposit LDP sent to Specific Consultation Bodies.</p> <p>Letters sent to all other consultees. Local Advertisement.</p> <p>Public Exhibitions.</p> <p>Submission of 'Duly made' Representations.</p> <p>Facebook & Twitter</p> <p>Bridgend Magazine</p>	<p>Acknowledge receipt of duly made representations in writing or by email.</p> <p>Publish representations on Council Website where practicable and copies made available for inspection at Council Offices.</p>	<p>Development Planning Team</p> <p>Other Council Staff</p> <p>External Consultants where necessary</p> <p>ICT support</p> <p>Independent Appraisers for SA(SEA)</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Advertisement Costs</p>

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Analyse consultation responses and prepare Consultation Report & update Deposit Plan and Report accordingly. *	This will provide the opportunity to consider all Representations received to the Deposit Plan, collate the responses and produce a feedback report.	September 2020-December 2020	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Council All Specific Consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including General Public)	Meetings Workshops Information dissemination via post and e-mail. Facebook & Twitter	Produce a Feedback report to Council on Representations received during Deposit of the LDP. Publish on Council Web-Site and place at Deposit Locations. Advise Stakeholders of Availability of Stakeholders Report Submission of Deposit LDP & supporting documents to Welsh Government for formal examination	Development Planning Team Other Council Staff External Consultants where necessary ICT support Independent Appraisers for SA(SEA) Printing Costs Postage Costs

*A 'Focused change' consultation stage may be required to be built into the timetable as a result of evidence and consultation responses received etc.

Indicative Stage

Stage 5: Submission

The Town and Country Planning (Local Development Plan) (Wales) Regulation 22(2004) and Regulation 2 (17) (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<p>Submission of LDP and associated Documents to Welsh Government and Planning Inspectorate which includes:</p> <ul style="list-style-type: none"> • Deposit LDP • Final Sustainability Appraisal Report • Supporting Evidence-base Material • Copy of the CIS • Consultation Report • Copy of all representations made to the deposit Plan • A statement of suggested main issues for consideration at examination 	To submit LDP and Associated documents to Welsh Government and Planning Inspectorate for Examination.	Jan 2021	<p>Development Planning Team</p> <p>Programme Officer</p> <p>Welsh Government</p> <p>Planning Inspectorate</p>	Formal Submission of LDP and Associated documents.	Service Level Agreement with Planning Inspectorate for conduct of the Examination.	<p>Development Planning Team</p> <p>Appointment of Programme Officer for Independent Examination</p> <p>ICT Support</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Advertisement Costs</p>

Stage 6 Examination

The Town and Country Planning (Local Development Plan) (Wales) Regulation 23(2004)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Pre-examination meeting	The Independent Planning Inspector will advise on examination procedures and format.	Mar 2021 – Apr 2021	Planning Inspectorate Development Planning Team Programme Officer All Representors All Stakeholders	Direct Contact with Representors at Pre-Examination Meeting Press Release Information on Council Web Site and at Deposit Locations Facebook & Twitter	Unknown	Development Planning Team Other Council Staff Programme Officer ICT Support Printing Costs Postage Costs Advertisement Costs
Notification of Independent Examination	To ensure that stakeholders and representors are advised that an Independent Examination into the LDP will be taking place.	Mar 2021 – Apr 2021	Planning Inspectorate Development Planning Team Programme Officer All Representors All Stakeholders	Written dissemination via post and e-mail regarding Examination Facebook & Twitter	Unknown	See above
Independent Examination	The examination will determine whether the LDP is “sound” and consider the representations made in respect of it.	Mar 2021 – Apr 2021	Planning Inspectorate All Representors Other Consultees and Stakeholders (including the general		Unknown	Service Agreement with Planning Inspectorate. Development Planning Team Other Council Staff

			public) Development Planning Team Other Council Staff Programme Officer Independent Appraisers for SA(SEA) External Consultants / Legal Representation appointed if necessary			Independent Appraisers for SA(SEA) as advisors External Consultants / Legal Representation if necessary ICT Support Printing Costs Postage Costs Advertisement Costs
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Stage 7 Inspectors Report

The Town and Country Planning (Local Development Plan) (Wales) Regulation 24 (2004)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Receive Inspectors Report	After the examination, the Inspector will produce a binding report identifying proposed changes to the LDP. The authority will have the opportunity before the Inspectors report is finalised, to request the correction of factual errors.	Jun 2021 – Jul 2021	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Council	Written dissemination via post and e-mail. Meetings	Advise Council of receipt of Inspectors Report. Council is required to adopt the final LDP incorporating the Inspector's recommendations within 8 weeks and agree its 'Adoption Statement'.	Service Level Agreement with Planning Inspectorate. Development Planning Team Other Council Staff ICT Support Printing Costs
Publication of Final Inspectors Report	The authority will make copies of the Inspector report and its suggested changes available for public inspection within 4 weeks of its receipt.	Jun 2021 – Jul 2021	Development Planning Team Council	Letters sent to all consultees advising availability of Inspectors Report. Copies of Inspectors Report placed on Council Web Site and at all deposit locations. Facebook & Twitter Bridgend Magazine	Council to notify its intention to adopt the LDP as soon as possible (or in any event within a further 4 weeks).	Development Planning Team ICT Support Printing Costs Postage Costs Advertisement Costs

Stage 8 Adoption

The Town and Country Planning (Local Development Plan) (Wales) Regulation 25 (2004) and 2(19) (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Formal adoption of the Bridgend LDP as the Development Plan for Bridgend County Borough.	To advise of the adoption of the Bridgend Local Development Plan.	Aug 2021 – Sep 2021	Development Planning Team LDP Steering Group / PSB Council All Stakeholders	Send copy of adoption statement to all stakeholders. Bridgend LDP published on Council Web and placed at original Deposit locations. Send 4no. copies of the adopted LDP and adoption statement to Welsh Government. As soon as practicably possible after adoption, final LDP sent to Specific Consultation Bodies & letters sent to all other consultees.	LDP adopted by resolution of Council. Publish Adoption Statement and Final SA Report	Development Planning Team ICT Support Printing Costs Postage Costs Advertisement Costs

Contact details

You can contact the Development Planning Team using any of the following methods:

Email: ldp@bridgend.gov.uk

Telephone: 01656 643162

Post: Development Planning Team, Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend, CF31 4WB

Appendix 1 – List of Consultation Bodies

The Council will consult the following specific consultation bodies at all stages in the preparation of the LDP.

Specific Consultation Bodies (including UK Government Departments)

- Welsh Government (including Planning division)
- Natural Resources Wales
- Bridgend Local Health Board
- Bridgend Partnership Board
- Abertawe Bro Morgannwg University Health Board
- Cwm Taf University Health Board
- British Telecom
- CADW
- Glamorgan Gwent Archaeological Trust
- Telecommunication Operators - O2 Airwave Service, Arqiva, O2 Plc, Three (Hutchinson), EE, T Mobile, Vodafone, NTL Communications, Virgin Media
- Gas and Electricity – Transco, Western Power Distribution, National Grid Wireless, National Grid Company Plc
- Sewerage of Water undertakers - Welsh Water Dwr Cymru
- Network Rail
- Secretary of State for Wales
- Department for Business, Energy and Industrial Strategy
- Department for Transport
- Home Office
- Ministry of Defence
- Awen Cultural Trust

Neighbouring Local Authorities

- Neath Port Talbot County Borough Council
- Rhondda Cynon Taff County Borough Council
- Vale of Glamorgan Council

Town and Community Councils in the Bridgend County Area (including neighbouring Town and Community Councils)

- Brackla Community Council
- Bridgend Town Council
- Cefn Cribwr Community Council
- Coity Higher Community Council
- Cornelly Community Council
- Coychurch Higher Community Council
- Coychurch Lower Community Council
- Garw Valley Community Council
- Laleston Community Council
- Llangynwyd Lower Community Council
- Llangynwyd Middle Community Council
- Maesteg Town Council
- Merthyr Mawr Community Council

- Newcastle Higher Community Council
- Ogmere Valley Community Council
- Pencoed Town Council
- Porthcawl Town Council
- Pyle Community Council
- St Brides Minor Community Council
- Ynysawdre Community Council
- Colwinston Community Council
- Ewenny Community Council
- Llangan Community Council
- St Brides Major Community Council
- Llanharan Community Council
- Gilfach Goch Community Council

Other Consultees

- Active Travel Cymru
- Barratt David Wilson Homes
- Bellway
- Bovis Homes
- Bridgend and District YMCA
- Bridgend CF31 BID
- Bridgend Civic Trust
- Bridgend Coalition of Disabled People
- Bridgend College
- Bridgend County Allotment Association
- Bridgend County Borough Councillors
- Bridgend Designer Outlet
- Bridgend District Local History and Museum Society
- Bridgend Equality Forum
- Bridgend Friends of the Earth
- Bridgend Public Services Board – Bridgend County Borough Council, ABMU Health Board, South Wales Fire & Rescue, Natural Resources Wales, Public Health Wales, South Wales Police, National Probation Service, Community Rehabilitation Company, Bridgend Association of Voluntary Organisations, Valleys to Coast, Welsh Government, South Wales Police & Crime Commissioner’s Office, Bridgend College, Awen, Bridgend Business Forum
- Bridgend Women’s Aid
- Bridgend Youth Council & Forum
- British Aggregates Association
- British Astronomical Association (Campaign for Dark Skies)
- British Gas Wales
- British Geological Society
- Bro Morgannwg NHS Trust
- Business in Focus
- Cardiff International Airport
- CBI
- Celtic Energy
- Chartered Institute of Housing Cymru
- Citizens Advice Bureau

- Civil Aviation Authority
- Coal Authority
- Coastal Housing Group
- Coed Cymru (Welsh Woodland Organisation)
- Coity Walia Commoners Association
- Commission for Racial Equality
- Compute (Bridgend) Ltd
- Crown Estates Commissioners
- Davies Bros
- Design Commissions for Wales
- Disability Rights Commission
- Disability Wales
- Equal Opportunities Commission
- Federation of Master Builders
- Federation of Small Businesses
- Ford Motor Company
- Freight Transport Association
- Glamorgan Muslim Community Association
- Gofal Housing Trust
- Groundwork Bridgend
- Gypsy and Travellers Wales
- Hafod Housing Association
- Hanson Aggregates
- Health and Safety Executive
- Hendre Housing Association
- Home Builders Federation
- Jehovah's Witnesses
- Jehu
- Linc – Cymru Housing Association
- Llamau Ltd
- Llanmoor Homes
- Llynfi Valley Forum
- Local and Regional Assembly Members with Bridgend County Borough
- Local Members of European Parliament
- Local Members of Parliament
- Lovells
- Merthyr Mawr Estate Office
- National Air Traffic Services Ltd (NSL)
- National Federation of Gypsy Liaison Groups
- National Playing Fields Association Wales
- Network Rail
- NFU Cymru
- Ogmere Angling Association
- Ogwr DASH
- Persimmon Homes
- Planning Aid Wales
- Planning Inspectorate Wales
- Play Wales
- Porthcawl Civic Trust Society
- Quarry Products Association
- Ramblers

- Redrow Homes
- Religious Society of Friends - Quakers
- Representative Body of the Church in Wales (The)
- Riparian Owners of River Ogmore
- Road Safety Wales
- Royal Institute of Chartered Surveyors Wales
- Royal Mail Property Holding
- Royal National Institute for the Deaf and Hard of Hearing People
- Royal National Institute for the Blind
- Royal Society of Architects in Wales
- RSPB Cymru
- RTPI Wales
- Shelter Cymru
- Showmen's Guild of Great Britain South Wales and Northern Ireland
- Sports Wales
- Sustrans Cymru
- Tarmac
- Taylor Wimpey
- The Valleys Regional Equalities Council
- The Wildlife Trust of South & West wales
- United Welsh Housing Association
- Wales and West Housing Association
- Wales Council for the Disabled
- Wallich (The)
- Welsh Ambulance Service
- Welsh Health Estates
- Welsh Local Government Association
- Yellow Wales

- **Chambers of Trade:-**
- Bridgend District Chamber of Trade
- Maesteg Chamber of Trade
- Porthcawl Chamber of Trade

- **Local Transport Operators: -**
- Arriva Trains Wales
- First Cymru
- Great Western Trains Company Ltd

Appendix 3 – Risk Assessment

Risk	Potential Impact	Probability	Mitigation Measures
Change in staff resources available to undertake revised LDP preparation.	Programme slippage	Medium	Consider additional resources (including support from other sections within the Council) and ensure robust structure. Ensure that the replacement LDP remains a top corporate priority.
Timetable proves too ambitious due to greater than anticipated workload.	Programme Slippage.	Medium/High	Consider additional resources.
Reduction and lack of financial resources.	Programme slippage. Delay in securing information required to progress plan.	Medium	Sufficient funds are allocated in the LDP budget in addition to a contingency budget to address unforeseen costs.
Corporate reorganisation of structures.	Programme slippage	Medium	Ensure that the replacement LDP remains a top corporate priority.
Delays caused by Welsh translation and/or the printing process.	Programme slippage	Low/Medium	Consider additional resources.
Significant levels of objections from statutory consultation bodies.	LDP cannot be submitted for examination without significant additional work.	Low/Medium	Ensure close liaison with, and early involvement of statutory bodies as stakeholders in the process.
Large volume and /or highly significant levels of objection to proposals e.g. site allocations.	Programme slippage. Plan cannot be submitted for examination without significant work.	Medium	Ensure close liaison and early/continued involvement of the community, statutory bodies & stakeholders throughout the plan preparation process.
Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base.	Programme slippage	Low/Medium	Ensure close liaison with, and early involvement of key Members and Officers.

Challenging timetable to prepare revised LDP within 3.5 years due to greater than anticipated workload (e.g. greater number of representations received or SA/SEA/HRA requirements).	Programme slippage	Medium	Realistic timetabling for each stage of plan preparation, adequate resources and careful project management with adequate contingencies/flexibility.
Planning Inspectorate fail to meet their timescales per the Service Level Agreement	Examination delayed.	Low/Medium	Maintain close liaison with the PI to ensure that early warning of any problems, e.g. consultation on the LDP.
LDP fails 'test of soundness'	LDP cannot be adopted without considerable additional work.	Low	Ensure LDP is sound, founded on a robust evidence base.
Additional requirements arising from the issue of new legislation and/or national guidance.e.g. revised LDP alignment with revised Planning Policy Wales and LDP Manual.	Programme slippage	Medium/High	Monitor emerging legislation/guidance; report and respond early to changes as necessary.
Involvement in preparation of Strategic Development Plan (SDP)	Programme slippage. Resource implications, extent of input to the SDP currently unknown.	Medium/High	Ensure sufficient resources are available and corporate support of SDP process and timetable from outset.
Review of revised Plan resulting from a requirement to align with a Strategic Development Plan.	Programme slippage	Low	Ensure involvement in progress of regional work. Continued liaison with Welsh Government
Direction from Welsh Government Cabinet Secretary to prepare a Joint Plan.	Work on individual LDP to date would be abortive.	Low	Ensure close liaison with Welsh Government.
Insufficient information to undertake SA/SEA.	Programme slippage.	Low/Medium	Identify expectations of consultation bodies in DA. Consider additional resources.
Legal challenge.	Adopted LDP may	Medium	Ensure procedures,

	be quashed in whole or in part by the Courts.		Act, Regulations etc. are complied with.
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Appendix 4 – Glossary of terms

Adopted Plan	The final version of the Local Development Plan.
Adoption	The final stage of Local Development Plan preparation where the LDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the LDP strategy and objectives are being achieved and whether the LDP policies are functioning effectively.
Candidate Site	A site nominated by an individual with an interest in land (i.e. landowner, developer, agent or member of the public) to be considered for inclusion in the LDP. All Candidate Sites will be assessed for suitability for inclusion as potential allocations.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	The Community Involvement Scheme forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the Local Development Plan.
Consensus Building	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
Consultation	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
Council	Bridgend County Borough Council
Delivery Agreement (DA)	A document comprising the local planning authority's timetable for the preparation of a Local Development Plan, together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit	A formal six week stage in which individuals and organisations can make representations on the Local Development Plan. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan	This is a full draft of the LDP which undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination.
Duly Made	Representations to the development plan which are made in the correct manner and within the specified consultation time period.
Engagement	A proactive process that seeks to encourage the

	involvement and participation of the community and other groups in the decision making process.
Evidence Base	Information and data that provides the basis for the preparation of the LDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the LDP.
Examination	The examination involves public examination of the Deposit LDP, the Deposit representations, the report of consultation, evidence base/background documents and the Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Habitat Regulations Assessment (HRA)	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Inspector's Report	The Report prepared by an independent Inspector who examines the LDP. The Inspector's Report contains recommendations on the content of the final LDP and is binding upon the Council. The Council must adopt the LDP in the manner directed by the Inspector.
Involvement	Generic term relating to community involvement that includes both participation and consultation techniques.
Local Development Plan (LDP)	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
LDP Officer / Member Group	A group of officers and Members of BCBC established to consider issues relating to the LDP which reports to the LDP Steering Group.
LDP Steering Group	The LDP Steering Group is a group of Members whose purpose is to oversee the preparation of the LDP. The Council's Development Control Committee will undertake this role.
Local Planning Authority (LPA)	In the case of Bridgend County Borough, this is Bridgend County Borough Council.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Participation	A process rather than a single event that provides opportunity for direct engagement with the community and

	stakeholders to input into decision making.
Planning Inspectorate	The Wales branch of the Planning Inspectorate is an independent body that will be responsible for the formal examination of the LDP.
Planning Policy Wales (PPW)	Planning policy guidance for Wales produced by the Welsh Government is set out in this document
Pre-Deposit	Stages of preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy	This sets out the broad strategic direction for the LDP. This includes the preferred level of growth along with the spatial strategy for distributing the growth. It also includes the vision, issues and objectives of the plan.
Press Releases	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation	Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the LDP.
Report of Consultation	A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.
Representations	Comments received in relation to the LDP, either in support of, or in opposition to.
Review Report	The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the LDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping	The process of deciding the scope and level of detail of a sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA Report.
Soundness Tests	In order to adopt a LDP it must be determined to be 'sound' by the Planning Inspector. The Tests of Soundness are set out in PPW. There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders	People whose interests are directly affected by a LDP (and/or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental

	assessment of certain plans and programmes, including those in the field of planning and land use”.
Strategic Development Plan (SDP)	A Strategic Development Plan is a tool for regional planning to cover cross- boundary issues such as housing and transport. It will be prepared by a Strategic Planning Panel across a region. LPA’s must have regard to the SDP when developing their LDPs.
Submission	When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance (SPG)	Provide more detailed or site specific guidance on the application of LDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the LDP and is not subject to independent examination.
Sustainability Appraisal (SA)	Tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
Timetable	Sets out the dates by which key stages and processes of LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.
Well-being of Future Generations (Wales) Act (2015)	The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities, to put long term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn ‘output’.



Bridgend Replacement Local Development Plan 2018-2033

Draft Delivery Agreement 2018

Development Planning, Bridgend County Borough Council,
Civic Offices, Angel Street, Bridgend, CF31 4WB

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO COUNCIL

25 APRIL 2018

REPORT OF THE MONITORING OFFICER

ANNUAL REPORT INDEPENDENT REMUNERATION PANEL FOR WALES 2018/19

1. PURPOSE OF REPORT

- 1.1 To advise Council of the draft Annual Report of the Independent Remuneration Panel for Wales in respect of the level and range of remuneration the Authority must make available to its Members for the 2018/19 municipal year.

2. CONNECTION TO CORPORATE IMPROVEMENT PLAN / OTHER PRIORITIES

- 2.1 The Independent Remuneration Panel for Wales has acknowledged the need to ensure that financial barriers do not stand in the way of attracting more people to serve in local government. The active participation of all Members contributes to all the following Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. BACKGROUND

- 3.1 The Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.
- 3.2 This is the tenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the seventh published under the requirements of the Local Government (Wales) Measure 2011. The Measure extended the responsibilities of the Panel and its powers under Section 142 to decide (prescribe) payments to members of relevant authorities.
- 3.3 The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue Authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping

with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis, to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of its report and accords with the guidance issued to the Panel by the Welsh Government.

- 3.4 The Panel remained firmly of the view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of relevant authorities within the Panel's remit. Publicly funded remuneration is made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
- 3.5 Representatives of the Panel carried out visits to all principal councils in 2017 to discuss the remuneration framework and how it was implemented in each council.
- 3.6 The 52 proposed determinations of the Independent Remuneration Panel Annual Report 2018/19 are shown at **Appendix 1** and are separated into appropriate sections for clarity.

4. CURRENT SITUATION / PROPOSAL

- 4.1 The Panel originally determined (IRP Annual Report December, 2009) that the payment of basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given that the basic salary was set at three-fifths of the All Wales Median Salary in setting these salaries the Panel recognised that there was an unpaid public service contribution.
 - 4.1.1 Given the pressures on public expenditure it was not possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be in the region of £15,000. While in the current economic circumstances it is not possible to reinstate the link between basic salary and average Welsh earnings, the Panel will, in the future examine possible benchmarks that would be appropriate for the remuneration of Elected Members. The general view from members and officers is that the workload has increased and most claimed that it was far in excess of 3 days. In ongoing dialogue with members, the Panel has particularly wished to learn of any impact on basic councillor duties arising from public 'austerity' programmes of recent years and also any changes in expectations from elected members arising from increased electronic communications and social media.
 - 4.1.2 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for Wales, the Panel also considered the Retail Price Index, the Consumer Price Index, NJC Pay Scales and Living Wage figures. It is noted that these figures show clear increases

in the cost of living and earnings during this period. It is obvious that the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

4.2 Basic Salary

Although public sector funding continues to be constrained, the Panel considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members. Basic salary in 2018/19 for elected members of principal councils shall be £13,600. **(Determination 1)**.

4.3 Senior Salaries

4.3.1 The Panel has not changed its previous decisions in respect of the senior salaries paid to Senior Salary Post holders. The Senior Salaries are inclusive of the Basic Salary. The senior salary posts have not received an increase of salary but the increase in Basic Salary has been reflected in the total senior salary.

4.3.2 Leader and Deputy Leader

The Salary for the Leader and Deputy Leader has been based on the population of the County Borough (100,000 – 200,000). The Leader is entitled to receive £48,300 and the Deputy Leader £33,800.

4.3.3 Cabinet Members

The Panel has removed the differing levels of payment for Cabinet members who are now all entitled to receive a senior salary of £29,300.

4.3.4 Chairs of Committees

The Panel has also removed the differing levels of payment for Committee Chairpersons. Where chairs of committees are remunerated, the chairs will be paid a salary of £22,300. The Panel has re-iterated that it is a matter for individual authorities to determine which chairs are paid. At its Annual Meeting in May 2017 Council determined that the following Committee Chairpersons be remunerated as shown below:

- Chairperson Overview and Scrutiny Subject Committee 1
- Chairperson Overview and Scrutiny Subject Committee 2
- Chairperson Overview and Scrutiny Subject Committee 3
- Chairperson of Development Control Committee
- Chairperson of Licensing/Licensing Act 2003 Committee
- Chairperson of Audit Committee
- Chairperson of the Appeals Panel
- An Independent Member chairs the Standards Committee and receives £256 for a meeting lasting over 4 hours or £128 for meeting under 4 Hours

- The following Committees are chaired by members who are already in receipt of a Senior/Civic salary and therefore do not receive any further remuneration
 - Council
 - Appointments Committee
 - Corporate Overview and Scrutiny Committee
 - Town & Community Council Forum
 - Right of Way Sub-Committee
- The Democratic Services Committee Chairperson is not currently remunerated.

4.3.5 Largest Opposition Group Leader

The Panel has determined that Council must make a senior salary of £22,300 available to the leader of the largest opposition group who represents at least 10% (6 Members) of the Council before qualifying for a senior salary. The Council currently makes this senior salary available to the leader of the Independent Alliance Group.

4.3.6 Opposition Group Leaders

A senior salary of £17,300 is able to be paid to any another group leader who represents at least 10% (6 Members) of the Council. The Council currently makes a senior salary available to the leader of the Conservative Group.

4.3.7 Maximum number of Senior Salaries

The Panel has prescribed that Bridgend cannot remunerate more than 18 Senior Salaries posts. At its Annual Meeting Council determined that only 15 Senior salary posts would be remunerated

4.3.8 The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out above **(Determination 2)**.

4.4 Civic Salaries

4.4.1 The Panel has determined **(Determination 3)** that civic salaries can be paid and that the level of remuneration should be decided by Councils after taking into account the anticipated workloads and responsibilities of the roles.

<u>Level</u>	<u>Mayor</u>	<u>Deputy Mayor</u>
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

4.4.2 The current Mayor and Deputy Mayor receive Level 2 Civic Salaries for the 2017-18 municipal year.

4.5 The Panel's determination in respect of the remuneration of the Presiding Member and Deputy Presiding Member **(Determinations 4 & 5)** are not applicable to this Authority.

4.6 Supporting the Work of local authority elected members

- 4.6.1 The Panel expects that the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone use to enable them to discharge their council duties as a ward member, committee member or cabinet member.
- 4.6.2 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and to have electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access a member would be significantly limited in his or her ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 4.6.3 The responsibility of each council through its Democratic Services Committee is to provide support based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members. For co-opted members the support should be appropriate and proportionate.
- 4.6.4 The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet. **(Determination 6)**. That such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members **(Determination 7)**.
- 4.6.5 Elected members are currently provided with Wi-Fi enabled tablet devices which are able to connect to any Wi-Fi network. These devices have no 4G connectivity to allow internet access outside of a Wi-Fi connection. Currently, only Cabinet Members have been provided mobile telephones and no members have their home internet access paid for by the Authority.
- 4.6.6 The Democratic Services Committee have established the Member's ICT Forum to consider the existing ICT provision provided to Councillors and to make proposals regarding the suitability of the support provided.

4.7 Specific or Additional Senior Salaries

4.7.1 The Panel has included the ability to remunerate for specific or additional senior salaries which do not fit with the existing remuneration Framework (**Determination 8**). The Panel continues to provide opportunities for other roles for which senior salaries can be paid. Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

- The total number of senior salaries cannot exceed fifty percent of the membership (this applies to principal councils; different restrictions will apply to national park authorities and fire and rescue authorities).
- Applications will have to be approved by the Authority as a whole (this cannot be delegated) prior to submission to the Panel.
- There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
- Each application will have to indicate the timing for a formal review of the role to be considered by the Authority as a whole.

4.8 Job Sharing arrangements

For members of an executive: Each “sharer” will be paid 50% of the appropriate salary. The statutory maximum for cabinet membership cannot be exceeded so both job sharers will count toward the maximum. Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership. The Panel must be informed of the details of any job share arrangements.

4.9 Joint Overview and Scrutiny

4.9.1 Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Subcommittees. The payments align with those of chairs of committees of principal councils set out in Section 3 (Level 2). In future they may be the basis for governance in respect of regional working.

4.9.2 **Determinations 9-16** are as shown in Appendix 1. There are currently no Joint Overview and Scrutiny roles within the Authority and therefore Determinations 9-16 do not apply to this Authority. However, if any Joint Overview and Scrutiny Committees are formed this may need to be revisited.

4.10 Local Government Pension Scheme (LGPS)

Determination 17 made by the Panel enables all Councillors in the Authority to join the Local Government Pension Scheme if they so wish. Currently there are 21 elected members who have signed up to the LGPS.

4.11 Family Absence

4.11.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013 and

cover maternity, new born, adoption and parental absences from official business.

4.11.2 The Panel has determined that an Elected Member is entitled to retain a basic salary when taking family absence under The Family Absence for Members of Local Authorities (Wales) Regulations 2013 irrespective of the attendance record immediately preceding the commencement of the family absence. **(Determination 18)**.

4.11.3 When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence **(Determination 19)**. It is then a matter for the Authority to decide whether or not to make a substitute appointment. The Elected Member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the Authority so decides. **(Determination 20)**

4.11.4 If the paid substitution results in the authority exceeding the maximum 18 senior salaries, an addition to the maximum will be allowed for the duration of the substitution. Specific approval of Welsh Ministers is required in such circumstances. **(Determination 21)**

4.11.5 When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution. **(Determination 22)**, The Authority's schedule of remuneration must be amended to reflect the implication of the family absence. **(Determination 23)**

4.12 National Park Authorities(NPAs)

4.12.1 This Authority has no representations on the NPAs therefore **Determinations 24-30** do not apply.

4.13 Fire and Rescue Authorities (FRAs)

4.13.1 **Determinations 31-37** relate to the FRAs. Cabinet appointed Councillors CE Smith and DBF White to the South Wales FRA on 30 May 2017. Any Leader or Cabinet Member appointed to the FRA cannot receive any additional salary from the FRA. The FRA is responsible for remunerating its representatives and publishing the details of any payments that they make.

4.13 Co-Opted Members

4.13.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010. This Authority must pay the following fees to Co-opted Members (who have voting rights) **(Determination 38)**.

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council committees	£198 (4 hours and over) £99 (up to 4 hours)

4.13.2 Reasonable time for pre meeting preparation and travelling time to and from the place of the meeting is eligible to be included in claims made by Co-opted Members (up to the maximum of the daily rate). The extent of which can be determined by the Monitoring Officer in advance of the meeting. **(Determinations 39-41)**

4.13.3 It has been determined by the Panel that meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. **(Determination 42)**

4.13.4 The Authority currently has the following Co-optees with voting rights:

- Chair of the Standards Committee
- 3 Independent Members of the Standards Committee
- 2 Town and Community Council Co-optees on the Standards Committee
- 5 Registered representatives (Church and School Governors)
- 1 Lay-person appointed to the Audit Committee

4.13.5 Co-optees are permitted to claim up to a total of 10 full day meetings in the year. However, the maximum claim by any individual Co-optee equates to 6 full days. However the average number of days claimed for all co-optees is 4.9 full day meetings.

4.14 Reimbursement of Care Costs

4.14.1 The reimbursement of care costs enables those Elected Members people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out their role. The Panel recognises the issues relating to the publication of this expense and has identified options to encourage greater take-up of the reimbursement of Costs of Care in order to support current members and to encourage diversity the Panel urges authorities to promote and encourage.

4.14.2 All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for

them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer. **(Determination 43)**

4.14.3 Since the introduction of the reimbursement of Care costs no elected members from Bridgend have claimed for the reimbursement care costs.

4.15 Sickness Absence for Senior Salary Holders

4.15.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included. Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:

- Operating without the individual member but still paying him/her the senior salary.
- Replacing the member who therefore loses the senior salary (but retains the basic salary).

4.15.2 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:

- a) Long term sickness is defined as certified absences in excess of 4 weeks.
- b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
- d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
- e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. It would not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
- f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The Authority's Schedule of Remuneration must be amended accordingly.
- g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

4.15.3 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

4.16 Reimbursement of travel, subsistence and care costs when on official business

4.16.1 The Panel has determined that there will be no change to the mileage rates for

which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business at the current HMRC rates which are as follows:

- 45p per mile Up to 10,000 miles in a year by car
- 25p per mile Over 10,000 miles in a year by car
- 5p per passenger per mile Passenger supplement
- 24p per mile Motor cycles
- 20p per mile Bicycles

4.16.2 In respect of the reimbursement of subsistence costs the Panel has agreed that: the rates payable must be in alignment to those of the Welsh Government as follows:

- £28 per day allowance for meals, including breakfast, where not provided in the overnight charge
- £200 per night London
- £95 per night Elsewhere including Cardiff
- £30 per night Staying with friends and/or family

4.16.3 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

4.16.4 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

4.17 Payments to members of Town and Community Councils

4.17.1 **Determinations 44-52** relate to payments to members of Town and Community Councils and therefore are not applicable to this Authority. Members should have the opportunity to comment on these determinations via their own Town or Community Councils

4.18 Electing to Forego Remuneration

4.18.1 Although Council is unable to change the prescribed level of remuneration determined by the Panel, individual members are permitted to independently and voluntarily forego all or any element of remuneration to which they are entitled by writing to the Authority's Proper Officer.

4.18.2 There are currently 9 elected members who have elected to forgo some of their salary.

4.19 Compliance

4.19.1 The Panel's report also requires the Authority to publish its Schedule of Remuneration in accordance with the guidance and update it whenever changes are required. Details of all remuneration received by Elected Members must be published annually on the Local Authority's website in the prescribed format.

4.19.2 This Authority has a very good relationship with the Independent Remuneration Panel and its practices and documentation have been used as an exemplar of good practice and shared with all Authorities in Wales.

4.20 Salaries of Heads of Paid Service of Principal Councils and Chief Officers of Principal Councils.

4.20.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the Head of Paid Service (Chief Executive). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.

4.20.2 The Welsh Government has issued amended [guidance](#) to the Panel which sets the basis on which the Panel will carry out the function contained in the legislation.

4.20.3 The functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:

- a) If a principal council intends to change the salary of the head of paid service or Chief Officer, or if a fire and rescue authority intends to change the salary of its Head of Paid Service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
- b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
- c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
- d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
- e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposalas long as these comply with any guidance issued by the Welsh Government.

4.20.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers until 2020). However, It is important to note that the Panel will not decide the amount that an individual head of paid service will receive.

4.20.5 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are

encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

4.20.6 This authority currently has the following Chief Officers as set out in the Constitution:

- Chief Executive (Head of Paid Service)
- Corporate Director – Education and Family Support
- Corporate Director – Communities
- Corporate Director – Social Services and Wellbeing
- Corporate Director - Operational and Partnership Services

4.21 The draft Annual Report of the Independent Remuneration Panel for Wales was circulated for consultation to all Councils in Wales. Comments on the draft proposals were returned to the Panel and provided the Panel with an opportunity to review their determinations based on the feedback.

4.22 Consultation

4.22.1 This report was circulated to all group leaders for comments and identification of Possible changes to the planned remunerations of Elected Members. At the time of publication no changes had been identified.

5. EFFECT UPON POLICY FRAMEWORK & PROCEDURE RULES

5.1 This is a draft report and there is currently no impact of the Policy Framework or procedure rules

6. EQUALITY IMPACT ASSESSMENT

6.1 This report is supportive of the equalities implications for Elected Members by including care, family and other allowances .

7. FINANCIAL IMPLICATIONS

7.1 The budget set for 2018/19 for the remuneration of elected members is £1,104,140.

7.2 Should these proposals be introduced the cost of remuneration of members is likely to increase by £200 per Elected Member which equates to a total of £10,800. Some of this cost may be negated by the some of the Elected Members electing to forgo some or all of their salaries.

7.3 Some savings which are currently being made due to the 3 senior salary posts which are not being remunerated may be negated by the implementation of other proposals in the report therefore an assessment of the future budget costs cannot be made at this stage.

8. RECOMMENDATIONS

8.1 Council is recommended to note the determinations and recommendations contained within the February 2018 Report of the Independent Remuneration Panel

for Wales in respect of the level and range of remuneration the Authority must pay its Members for the 2018/19 municipal year.

8.2 Council is requested to approve:

- the adoption of the relevant determinations of the Independent Remuneration Panel contained within its February 2018 Annual Report as shown at **Appendix 1**.
- those posts (as shown in the revised Members' Schedule of Remuneration at **Appendix 2**), who will receive a senior/civic salary.
- the level of remuneration for the Civic Salaries.
- the revised Members' Schedule of Remuneration at **Appendix 2**, and for it to become effective from 16 May 2018 (Annual Meeting of Council).
- that the Members' Schedule of Remuneration be automatically updated with any changes to Senior/Civic Salary positions subsequently made by Council during the 2018/19 municipal year.

P A Jolley
Corporate Director Operational and Partnership Services and Monitoring Officer
09 April 2018

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Background documents:

- [Local Government \(Wales\) Measure 2011](#)

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Independent Remuneration Panel for Wales

Annual Report

February 2018

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

ANNUAL REPORT 2018

FOREWORD

Elections to Principal Councils and Community & Town Councils took place in 2017 and as with our previous approach when new councils are formed the Panel visited all 22 of the unitary authorities. This provides us with an opportunity to discuss issues with a cross section of members and senior officers. In total we met with 142 executive members, 280 other elected members, 59 co-optees and 90 chief officers. The visits have helped us form the direction for future consideration. On behalf of my colleagues I wish to express our thanks to all councils for their engagement with the visits and the welcome and hospitality we received.

The visits and the resulting discussions assisted in continuing to ensure that we have a comprehensive understanding of the development of the role of a councillor and the workload pressures that appear to be increasing across the board.

The conclusions from our discussions have wherever possible been incorporated in our determinations and in particular our decision to provide a modest increase in the basic salary.

As a Panel we believe the overwhelming majority of the 1,254 elected members of the 22 councils are committed to serving their communities and put in many hours that the basic remuneration could not cover. Affordability is an issue for both the councils and tax payers and this restricts other than modest additional costs to the total payments to members. What we wish to prevent is further erosion of the link with the average Welsh earnings.

In our draft report we proposed several changes in respect of the remuneration of community & town councillors. We received a large number of responses in relation to these changes, most of which suggested that our draft proposals were a step too far. We have taken account of many of the points that were raised and modified the arrangements contained in the draft report. Our decisions can be found in Section 13 of this report. The Panel received several enquiries during the recent consultation on the draft report regarding tax queries for community and town councils. The question was raised as to whether the Panel could contact HMRC to see if they could receive a blanket dispensation for community councils. This issue is outside of the

Panel's remit and it is therefore a matter for each individual councillor or community council to resolve their own taxation issues.

My personal thanks to my fellow Panel members who constantly demonstrate the knowledge and enthusiasm to ensure we produce reports that are based on key information.

Also my appreciation of the work of our secretariat without which we could not function effectively.

John Bader
Chair

Panel Membership

John Bader – Chair
Gregory Owens - Vice Chair
Stephen Mulholland

Julie May
Saz Willey
Roger Symonds

Detailed information about the members can be found on the website:
<http://gov.wales/irpwsb/home/?lang=en>

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Introduction



This is the tenth Annual Report of the Independent Remuneration Panel for Wales (the Panel), and the seventh published under the requirements of the Local Government (Wales) Measure 2011(as amended).

1. As with all the Panel's Annual Reports the determinations on member remuneration are underpinned by the principles set out in Section 1.
2. The Panel has consistently expressed its view that maintaining the democratic values of local governance cannot be cost-free. Members of local authorities (including co-opted and appointed members) are there to represent the interests of local people, undertake the governance of local communities, and secure appropriate value-for-money public services for local tax-payers through effective scrutiny. These are significant and considerable tasks for members of the relevant authorities within the Panel's remit. Payments to members are made available to encourage a diversity of willing and able people to undertake local governance through their elected, appointed or co-opted roles.
3. In determining the level of payments to members of local councils, the Panel seeks to meet the principle of '*acceptability*' by ensuring that these are not '*so great as to require a significant diversion of resources from key council priorities*'. But Section 142(8) of the Measure is more explicit on '*affordability*' when it states that "*when setting an amount¹ ...the Panel must take into account what it considers will be the likely financial impact of doing so on relevant authorities*". Meeting the requirement of the Measure in regard to affordability has been a challenge for the Panel, not least because of public interest in the payments made to members. The Panel acknowledges that the issue of affordability – in relation both to relevant authorities' service budgets and to the electorate's disposable incomes – is likely to impact on the public perception of any increases to members' payments.
4. As a charge on the public purse, payments to members for their time, worth and responsibility must be, and must be seen to be, fair to those undertaking the role but at the same time be affordable. The Panel's determinations in its 2009 Report aligned payments to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). The basic salary was set at three-fifths of the All Wales Median Salary and senior salaries were set at multiples of this annual median salary. In setting these salaries the Panel recognised that there was an unpaid public service contribution.

¹ <http://www.legislation.gov.uk/mwa/2011/4/contents/enacted>.

5. 2017 was an election year for councils in Wales and we visited all 22 principal councils as soon as practicable following the elections to provide an opportunity for members and officers to comment on the Remuneration Framework and to put forward ideas for future consideration. We appreciate the welcome that we received from every council and the useful discussions that arose during our visits.
6. One of the observations that many members expressed was that when the basic salary is compared with a traditional paid employment – ‘a job’ - the salary is too low to attract younger people and to encourage diversity. They also pointed out the significant differences between remuneration and support available to elected members in other levels of government in Wales. They proposed that the level of the basic salary should therefore be raised significantly in recognition of the importance of the role of an elected member of a principal council. However, it is recognised that elected members of principal councils are not employees and are not remunerated as such.
7. The financial constraints on the public sector and particularly local authorities has meant that the link with average Welsh earnings has not been maintained. The Panel considers that this has undervalued the worth of elected members. To avoid further erosion in relation to average earnings the Panel has decided to increase the basic annual salary to £13,600 (an increase of 1.49%). No increase is proposed for senior salaries but these post holders will receive the increase in the basic salary element.
8. The Annual Report 2016 introduced two levels of salary for members of councils’ executives and committee chairs of principal authorities, Fire and Rescue Authorities (FRAs) and National Park Authorities (NPAs). This was to provide flexibility to enable authorities to reflect, in their schedules of remuneration, variations in the level of responsibility of portfolios and chairs. However as far as the payments to members of executives is concerned this flexibility has not been used other than in one case. Similarly it has not been taken on board in respect of chairs of committees. It was clear from the discussions that arose during the Panel’s visits that almost all councils took the view that this arrangement was contrary to the desire for the Panel to be prescriptive in its determinations. The Panel accepts this and has therefore removed the two tier arrangement for executive members and for committee chairs.
9. From the discussions during our visits to the principal councils it is clear that very few members are utilising the provision in the framework to reimburse the costs of care. It appears that some members are still reluctant to claim all that they are entitled to support them in their role, because of concerns about the adverse publicity this can attract (see Annex 4 for the publication options). We urge Democratic Services Committees to take steps to encourage and facilitate greater use of this element of our framework so that members concerned are not financially disadvantaged.

10. The Panel has continued to contribute wherever possible to enhancing diversity in local government in Wales through its determinations. To take this a step further the Panel has produced a leaflet for prospective candidates on the remuneration of members of councils. We are pleased that several councils have added this leaflet to their website.
11. We believe there are still major issues to be addressed with community and town councils which we will be raising with individual councils and their representative organisations. However as a start to this process we are proposing to introduce grouping councils according to the level of income or expenditure. However, we received many responses to the draft report expressing concern about the form of the groups and other proposals. As a result we have made amendments to take account of some of the responses but retained mandatory payments to senior members in those councils in the highest group and the reimbursement of costs of care for all councils. The determinations for community and town councils are in Section 13.
12. The Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting Section 143A. This requires that any principal council or fire and rescue authority that intends to change the salary of its Head of Paid Service must consult the Panel unless the change is in keeping with changes applied to other officers. Section 143A also enables the Panel to take a view on anything in the Pay Policy Statement of an authority that relates to the salary of the Head of Paid Service (normally the Chief Executive or Chief Fire Officer). The Local Government (Wales) Act 2015 extended this responsibility, on a temporary basis to Chief Officers of principal authorities. The Panel's approach to its use of these powers is set out in Section 15 of this Report and accords with the guidance issued to the Panel by the Welsh Government.
13. Since assuming the additional responsibility in respect of changes to the salaries of chief officers of principal councils the Panel has dealt with several submissions. The Panel's decisions are attached at Section 15.

1. The Panel's Framework: Principles of Members' Remuneration

Upholding trust and confidence

- 1.1 Citizens rightly expect that all those who choose to serve in local authorities uphold the public trust by embracing the values and ethics implicit in such public service. These principles underpin the contribution that the work of the Panel and its Framework make towards upholding public trust and confidence.

Simplicity

- 1.2 The Framework is clear and understandable. This is essential for the Panel to be able to communicate its determinations effectively to all those who are affected by, or who have an interest in its work.

Remuneration

- 1.3 The Framework provides for payment to members of local authorities who carry a responsibility for serving their communities. The level of remuneration should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the salary. The Framework provides additional recompense for those who are given greater levels of responsibility.

Diversity

- 1.4 Democracy is strengthened when the membership of local authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

Accountability

- 1.5 Taxpayers and citizens have the right to receive value for money from public funds committed to the remuneration of those who are elected, appointed or co-opted to serve in the public interest. The Panel expects all principal councils to make information readily and appropriately available about the activities and remuneration of their members.

Fairness

- 1.6 The framework will be capable of being applied consistently to members of all local authorities within the Panel's remit as a means of ensuring that levels of remuneration are fair, affordable and generally acceptable.

Quality

- 1.7 The Panel recognises that the complex mix of governance, scrutiny and regulatory duties incumbent upon members requires them to engage with a process of continuous quality improvement. The Panel expects members to undertake such training and personal development opportunities as are required to properly discharge the duties for which they are remunerated.

Transparency

- 1.8 Transparency of members' remuneration is in the public interest. Some members receive additional levels of remuneration by virtue of being elected or appointed to more than one public body. The framework serves to ensure that knowledge of all members' remuneration is made easily available to the public.

Remuneration of Officers

- 1.9 The Panel applies these principles of fairness, accountability and transparency in all its determinations in relation to remuneration of members of all the authorities that fall within its remit. The same principles also apply when the Panel is required to make recommendations in relation to the remuneration of the paid officers of these authorities.

2. Annual Report Summary Page

Type of Payment	Type of Authority			
	Principal Councils	National Park Authorities	Fire and Rescue Authorities	Community and Town Councils
Basic Salary	page 11	page 26	page 30	N/A ²
Senior Roles	page 14	page 26	page 30	page 41
Committee Chairs	page 14	page 26	page 30	N/A
Opposition Groups	page 14	N/A	N/A	N/A
Civic Heads and Deputies	page 15	N/A	N/A	page 44
Presiding Members	page 17	N/A	N/A	N/A
Mileage	page 38	page 38	page 38	page 43
Other Travel Costs	page 38	page 38	page 38	page 43
Subsistence Costs	page 39	page 39	page 39	page 43
Costs of Care	page 35	page 35	page 35	page 44
Family Absence	page 24	N/A	N/A	N/A
Sickness Absence	page 36	page 36	page 36	N/A
Joint Overview and Scrutiny Committees	page 21	N/A	N/A	N/A
Pension	page 23	N/A	N/A	N/A
Co-optees	page 33	page 33	page 33	N/A
Specific or Additional Allowances	page 19	page 27	page 31	N/A
Payments to Community and Town Councillors	N/A	N/A	N/A	page 40
Financial Loss Allowance	N/A	N/A	N/A	page 43
Statement of Payments	page 80	page 80	page 80	Page 80
Schedule of Remuneration	Page 78	Page 78	Page 78	N/A
Salaries of Chief Executives and Chief Officers	Page 47	N/A	Page 47	N/A

² Not Applicable

3. Payments to Elected Members of Principal Councils: Basic, Senior and Civic Salaries

Basic salary for elected members of principal councils

- 3.1 The Panel originally determined in its Annual Report 2009 that payment of the basic salary would be aligned to the median gross earnings of all full-time employees resident in Wales as reported in the Annual Survey of Hourly Earnings (ASHE). Given the pressures on public expenditure it has not been possible for this alignment to be maintained. If this alignment had continued the basic salary would currently be significantly higher than the current prescribed amount, (close to £15,000 pa). This is calculated on an assumption that the basic activity required of an elected member (i.e. without the additional work required for a senior salary) is equivalent to three days' work.
- 3.2 The Panel remains aware that the core activities required of an elected member of a principal council vary. Duties undertaken should enable all members to discharge their core non-executive responsibilities in the governance of their council and in representing those living in their ward. As an elected role, such posts are not readily treated in the same manner as employment with precisely quantified hours. The work that arises in representing ward residents is particularly varied because it is influenced by the very diverse socio-economic conditions, demographics, levels of urbanisation and different ratios of residents to councillors. These circumstances can vary significantly within individual authorities as well as in comparisons of local authorities throughout Wales. Elected positions carry an expectation of a level of personal commitment to community that goes beyond defined remunerated hours. Elected members commonly report time spent that is well in excess of the notional three days (extra time worked and previously defined by the Panel as a 'public service discount').
- 3.3 In 2017 Panel members continued the practice of visiting all Welsh principal councils to meet with elected members to inform and update understanding of their activities. The WLGA Exit Survey of members who stood down in 2017 has also been considered. The general view from members and officers is that the workload has increased and most claimed that it was far in excess of 3 days. In ongoing dialogue with members, the Panel has particularly wished to learn of any impact on basic councillor duties arising from public 'austerity' programmes of recent years and also any changes in expectations from elected members arising from increased electronic communications and social media.
- 3.4 When making financial determinations for this Annual Report, the Panel has considered the progression of a variety of benchmark figures for the period from 2010 to 2017. As well as the ASHE median gross earnings figures for

Wales, the Panel also considered the Retail Price Index, the Consumer Price Index, NJC Pay Scales and Living Wage figures. It is noted that these figures show clear increases in the cost of living and earnings during this period. It is obvious that the gap between the level of basic remuneration for elected members of principal councils and relevant indicators of rises in income and costs of living indicators has continued to grow. The Panel believes this merits action to narrow the gap and limit the rate of erosion. Any adjustments must be in keeping with the Panel's principle that its determinations should be publicly affordable and acceptable.

- 3.5 Although public sector funding continues to be constrained, the Panel therefore considers that an increase in the basic salary is justified. It has determined there shall be an increase of £200 p.a. (which equates to 1.49%) effective from April 2018 to the basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the basic duties expected of all elected members.

Senior salaries for elected members of principal councils

- 3.6 The limit on the number of senior salaries payable ('the cap') will remain in place. In 2018/19 the maximum number of senior salaries payable within each council will not be altered (other than for the Isle of Anglesey Council. See note ii) and will be as set out in Table 1. The rate payable for senior salaries shall not be altered in 2018/19 except to reflect the increase in the basic salary.

Determination 1: Basic salary in 2018/19 for elected members of principal councils shall be £13,600.

Notes to Determination 1:

- i. The responsibility element of senior salaries is not being increased but senior salary holders will receive the uplift to the basic salary.
- ii. The Cabinet Secretary for Finance and Local Government agreed in respect of the Isle of Anglesey Council to increase the number of posts that could be paid a senior salary beyond the fifty percent maximum contained in the Measure subject to a determination by the Panel. The Panel issued a Supplementary Report to give effect to this increase.

Table 1: Maximum numbers of council membership eligible for payment of a senior salary

Council	Number of councillors	Number of senior salaries
Group A (populations over 200,000)		
Cardiff	75	19
Rhondda Cynon Taf	75	19
Swansea	72	19
Group B (populations of 100,000 to 200,000)		
Bridgend	54	18
Caerphilly	73	18
Carmarthenshire	74	18
Conwy	59	18
Flintshire	70	18
Gwynedd	75	18
Neath Port Talbot	64	18
Newport	50	18
Pembrokeshire	60	18
Powys	73	18
Vale of Glamorgan	47	18
Wrexham	52	18
Group C (populations of up to 100,000)		
Blaenau Gwent	42	17
Ceredigion	42	17
Denbighshire	47	17
Isle of Anglesey	30	16
Merthyr Tydfil	33	16
Monmouthshire	43	17
Torfaen	44	17

Payments to members of the Executive, Chairs of committees and the Leader of the Opposition

3.7 The Panel has not changed the previous decisions in respect of the senior salaries paid to these post holders.

(i) The Executive:

The visits to all principal councils by the Panel in 2009 produced the general conclusion that Executive members should be considered as working the equivalent of full time (up to 40 hours per week) but not necessarily nine to five. The recent visits and discussions with members and officers did not change this conclusion. In fact many executive members indicated that their workload has increased. There is still a variety of arrangements in both the structure and operation of cabinets dependent on the specific organisational requirements of each authority.

Many councils operate with a cabinet of 10, the statutory maximum, others choose to have smaller cabinets and therefore the range of individual portfolios is much greater. We have previously concluded that this should be able to be reflected in the remuneration framework. However, it is not the role of the Panel to determine the structure of cabinets of local authorities. The Panel's previous determinations contained flexibility for each council to decide the appropriate range of portfolios to meet local needs and adjust payments within the Executive to reflect responsibility. As a result of the strong views expressed during the visits that the Panel should be prescriptive in respect of the salaries of executive members this provision has been amended. Consequently there will be one salary level within each population group as set out in Table 2 (overleaf):

(ii) Chairs of Committees

The Panel has recognised the overwhelming support for its determinations to be prescriptive and therefore has removed the two tier arrangement for chairs of committees although we continue to take the view that the responsibility and function of chairing a committee is not generally influenced by population of the authority.

Where chairs of committees are paid, the remuneration is: £22,300.

The Senior Salary Bands

Determination 2: The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in table 2.

Table 2: Basic salary and senior salaries payable to members of principal councils

Basic salary (payable to all elected members) £13,600			
	Group A (Cardiff, Rhondda Cynon Taf, Swansea)	Group B (Bridgend, Caerphilly, Carmarthenshire, Conwy, Flintshire, Gwynedd, Newport, Neath Port Talbot, Pembrokeshire, Powys, Vale of Glamorgan, Wrexham)	Group C (Blaenau Gwent, Ceredigion, Denbighshire, Merthyr Tydfil, Monmouthshire, Torfaen, Isle of Anglesey)
Senior salaries (inclusive of basic salary)			
Band 1 Leader Deputy leader	£53,300 £37,300	£48,300 £33,800	£43,300 £30,300
Band 2 Executive members	£32,300	£29,300	£26,300
Band 3 Committee chairs (if remunerated):	Level 1	£22,300	
Band 4 Leader of largest opposition group ³		£22,300	
Band 5 Leader of other political groups		£ 17,300	

Table 2 notes:

- The Panel considers that the leadership and executive roles (Band 1 and 2 salaries respectively) carry the greatest individual accountability and that 'size of population' remains a major factor in influencing levels of responsibility and

³ Leader of largest opposition group. See IRPW Regulations, Annex 2, Part 1(2) for a definition of "largest opposition group" and "other political group".

the use of the three population groups (A, B and C) has therefore been retained. For information: Group A Population 200,000 and above; Group B Population 100,001 to 199,999; Group C Population up to 100,000.

- b. No increase is proposed for senior salaries but post holders will receive the uplift in the basic salary paid to all councillors.
- c. Committee chairs will be paid at Band 3, although an individual authority may determine not to pay particular chairs.
- d. The stipulation that an opposition group leader or any other group leader must represent at least 10% of the council membership before qualifying for a senior salary remains unchanged.
- e. The Panel has determined that a council must make a senior salary available to the leader of the largest opposition group.
- f. The Panel has determined that, if remunerated, a Band 5 senior salary must be paid to leaders of other political groups.

See IRPW Regulations, Annex 2, Part 1(2) for a definition of “*largest opposition group*” and “*other political group*”.

Payments to Civic Heads and Deputies (Civic Salaries)

- 3.8 The Panel maintains the view that it is appropriate for authorities to set remuneration levels which reflect activity and responsibility of civic heads and deputies rather than the local population. The Panel is aware but surprised that many councils have set the salaries for their civic heads and deputies to accord with the population groups rather than necessarily reflecting the specific responsibilities attached to the roles. For the removal of doubt, it should be noted that the three established groups of principal councils calculated by population are not required to be applied in relation to payments to civic heads and deputies.
- 3.9 The Panel has set three possible levels of civic salary - higher, mid and lower. Each authority must decide which level (if any) is to be paid for each of these roles according to local factors. For example, the civic head of a small council may be paid at the highest rate, whilst the civic head of a large council may be paid at the lowest rate, rates of payment to deputy civic heads may be similarly varied. This also allows for civic heads and their deputies in the same authority to be paid at different levels.
- 3.10 A council may decide not to apply any civic salary to the posts of civic head and/or deputy civic head.

Determination 3: The Panel has determined that (where paid) civic salaries at the following levels are payable (Table 3) and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.

Table 3: Civic salaries (where paid) shall be payable as follows to members of principal councils

Remuneration of civic heads and deputy civic heads <i>(inclusive of basic salaries)</i>		
Responsibility Level	Civic heads	Deputy civic heads
Level 1	£24,300	£18,300
Level 2	£21,800	£16,300
Level 3	£19,300	£14,300

Table 3 notes:

- a. The posts of civic head and deputy civic head are not included in the cap (with the exception of Isle of Anglesey and Merthyr Tydfil Councils).
 - b. The Panel's requirement that members should not have to pay for the cost of the support (see determination 7) that is needed to carry out their duties applies also in respect of civic heads. The Panel recognises the range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing.
- 3.11 Civic heads are senior posts within councils which are distinct from political or executive leadership. In addition to chairing major meetings the civic head is the authority's 'first citizen' and 'ambassador' representing the council to a wide variety of institutions and organisations. This requires the post holder to exemplify and promote good citizenship.
- 3.12 In many instances civic heads receive secretarial support and are provided with transport for official duties and can access a separate hospitality budget which is managed and controlled by council officers.
- 3.13 The level of support given, the personal financial outlay and the level of activity during the year of office varies considerably between authorities and the size of authority does not necessarily relate to the commitment required, or given by, civic heads.
- 3.14 All principal councils have a number of community councils within their areas and many also include town councils. Where a community council has a particularly active civic head this may have some impact on the workload of the principal council's civic head.

- 3.15 The Local Government (Democracy) (Wales) Act 2013 allows councils to appoint a presiding member whose role is to chair meetings of the whole council. Where appointed, there would be a consequential reduction in the responsibilities of the respective civic head.

Payments to Presiding Members

Determination 4: The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.

Determination 5: The Panel has determined that the post of deputy presiding member will not be remunerated.

Key factors underpinning the Panel's determinations:

- 3.16 The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance for the time equivalent of three days a week. Any time commitment beyond three days is an unpaid public service contribution.
- 3.17 The prescribed salary and expenses must be paid in full to each member unless an individual has independently and voluntarily opted in writing to the authority's proper officer to forego all or any element of the payment. It is fundamental that there is transparency in this process so any possible suggestion that members are put under pressure to forego some of the salaries is avoided.

The following must be applied:

- a) An elected member must not be remunerated for more than one senior post within his or her authority (but see section 4 on JOSCs).
- b) An elected member must not be paid a senior salary and a civic salary.
- c) All senior and civic salaries are paid inclusive of basic salary.
- d) If a council chooses to have more than one remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.
- e) Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed.

- f) Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a Community or Town Council of which they are a member other than travel and subsistence expenses and reimbursement of costs of care.

Supporting the work of local authority elected members

- 3.18 Following the local elections in 2017 Panel members undertook visits to all principal authorities in Wales. These visits provided valuable opportunities for members and officers to discuss the variations that occur and to share and understand the benefits gained by properly supporting the ability of members to discharge their basic duties effectively.
- 3.19 The Panel expects the support provided should take account of the specific needs of individual members. The functions of Democratic Services Committees include a requirement to review the level of support provided to members to carry out their duties and the Panel would expect these committees to carry this out and bring forward proposals to the full council as to what is considered to be reasonable. Any proposals should be made with due regard to Determinations 6 and 7 below. For example, the Panel does not consider it appropriate that elected members should be required to pay for any telephone usage to enable them to discharge their council duties as a ward member, committee member or cabinet member.
- 3.20 The Panel considers it is necessary for each elected member to have ready use of e-mail services, and electronic access to appropriate information via an internet connection. The Panel does not consider it appropriate that elected members should be required to pay for internet related services to enable them to discharge their council duties as a ward member, committee member or cabinet member. This comprises the necessary provision for a member to be in proper contact with council services and to maintain contact with those they represent. Many councils in Wales are committed to 'paperless working' and without electronic access a member would be significantly limited in his or her ability to discharge their duties. It is not appropriate for facilities required by members to be available only within council offices within office hours.
- 3.21 The responsibility of each council through its Democratic Services Committee to provide support should be based on an assessment of the needs of its members. When members' additional needs or matters of disability apply, or there are specific training requirements indicated, each authority will need to assess any particular requirements of individual members.

For co-opted members the support should be appropriate and proportionate.

Determination 6: The Panel has determined that each authority, through its Democratic Services Committee, must ensure that all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to

appropriate information.

Determination 7: The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.

Specific or additional senior salaries

3.22 The Panel has allowed for greater flexibility through the provision for authorities to apply for specific or additional senior salaries that do not fall within the current remuneration framework, or which could not be accommodated within the maximum number of senior salaries relating to the authority. If the proposed addition is approved and results in the council exceeding its cap, this will be included in the approval (with exception of Merthyr Tydfil and the Isle of Anglesey Councils – see footnote 4). Some councils have raised the possibility of operating some senior salary posts on a “job share” arrangement. The Panel is supportive of this principle and the process is set out in Paragraph 3.24.

Determination 8: The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.

3.23 Guidance to local authorities on the application process was issued in April 2014 and incorporated the following principles:

- a. The total number of senior salaries cannot exceed fifty percent⁴ of the membership.
- b. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
- c. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
- d. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

⁴ Local Government (Wales) Measure 2011 Section 142 (5) The proportion fixed by the Panel in accordance with subsection (4) may not exceed fifty percent unless the consent of the Welsh Ministers has been obtained.

3.24 Job Sharing Arrangements

For members of an executive: Each “sharer” will be paid 50% of the appropriate salary of the Population Group.

The statutory maximum for cabinets cannot be exceeded so both job sharers will count toward the maximum.

Under the Measure, it is the number of persons in receipt of a senior salary, not the number of senior salary posts that count towards the cap. Therefore, for all job share arrangements the senior salary cap will be increased subject to the statutory maximum of 50% of the council’s membership.

The Panel must be informed of the details of any job share arrangements.

The Panel’s determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

4. Joint Overview and Scrutiny Committees (JOSC)

4.1 Although to date no council has made use of these arrangements the Regulations are still in force. The Panel retains the arrangements for the remuneration of chairs of Joint Overview and Scrutiny Committees and Sub-committees⁵. The payments align with those of chairs of committees of principal councils set out in Section 3. In future they may be the basis for governance in respect of regional working.

The following determinations apply:

Determination 9: The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.

Determination 10: In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.

Determination 11: The chair of a sub committee of a JOSC is eligible for an additional payment of £1,675.

Determination 12: In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.

Determination 13: Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.

Determination 14: Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).

Determination 15: A deputy chair of a JOSC or sub committee is not eligible for payment.

Determination 16: Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.

⁵ [http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20\(Joint%20Overview%20and%20Scrutiny%20Committees\)%20\(Wales\)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf](http://www.assembly.wales/Laid%20Documents/SUB-LD9311%20-%20The%20Local%20Authorities%20(Joint%20Overview%20and%20Scrutiny%20Committees)%20(Wales)%20Regulations%202013-02052013-245903/sub-ld9311-e-English.pdf)

- 4.2 The remuneration of chairs of JOSCs (or a sub-committee of JOSCs) is not prescribed and is a matter for the constituent councils to decide whether such a post will be paid. However, if a senior salary is paid, it must be at the level set out in section 4 of this report.

5. Pension Provision for Elected Members of Principal Councils

- 5.1 The Local Government (Wales) Measure 2011 provides a power to the Panel to make determinations on pension entitlement for elected members of principal councils.

Determination 17: The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.

6. Entitlement to Family Absence

This section applies to elected members of principal authorities.

- 6.1 The Regulations relating to Family Absence for elected members of principal councils were approved by the National Assembly for Wales in November 2013⁶ and cover maternity, new born, adoption and parental absences from official business.
- 6.2 The Panel considered the implications for the remuneration of such members who are given absence under the terms of the Welsh Government Regulations and the Panel's determinations are set out below.

Determination 18: An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.

Determination 19: When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.

Determination 20: It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.

Determination 21: If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.

Determination 22: When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

Determination 23: The Council's schedule of remuneration must be amended to reflect the implication of the family absence.

⁶ http://www.legislation.gov.uk/wsi/2013/2901/pdfs/wsi_20132901_mi.pdf

7. Payments to Members of National Park Authorities

Structure of National Park Authorities

- 7.1 The 3 National Parks in Wales - Brecon Beacons, Pembrokeshire Coast and Snowdonia were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of the 3 corresponding National Park Authorities (NPAs). In managing the National Park, the Authority has 3 main purposes:
- to protect the natural beauty of the Park;
 - to help visitors enjoy and understand it; and
 - to foster the wellbeing of local people.
- 7.2 National Park Authorities have a committee of Members who are either elected members nominated by the Principal Councils within the National Park area or are members appointed by the Welsh Government through the Public Appointments Process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
- 7.3 The structure of the Members' Committee at each of the 3 national parks is set out in Table 4.

Table 4: Membership of Welsh National Park Authorities

National Park Authority	Total Membership	Principal Council Members	Welsh Government appointed Members
Brecon Beacons	24	16: Blaenau Gwent County Borough Council – 1 Carmarthenshire County Council – 2 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Powys County Council – 8 Rhondda Cynon Taf County Borough Council - 1 Torfaen County Borough Council - 1	8
Pembrokeshire Coast	18	12: Pembrokeshire County Council - 12	6
Snowdonia	18	12: Conwy County Borough Council – 3 Gwynedd Council – 9	6

- 7.4 In addition, Standards Committees of NPAs have Independent Co-opted members whose remuneration is included in the framework as set out in Section 9.

7.5 In considering remuneration of members of NPAs, the Panel has based its determinations on the following key points:

- NPAs manage their work via formal authority meetings, committees and task and finish groups. Each has a Development/Management/Planning Committee, and other committees include Performance and Resources and Audit and Scrutiny. Ordinary NPA members are members of at least one committee as well as being involved in site visits and inspection panels.
- There is an expectation that members will participate in training and development.
- The chair of an NPA has a leadership and influencing role in the authority, a representational role similar in some respects to that of a civic head and a high level of accountability. The chair is not only the leader of the authority but is also the public face of the particular national park and is the link with the Minister and AMs with whom they have regular meetings. The role requires a high level of commitment and time.

Basic and senior salaries

7.6 The Panel has previously determined that the role of ordinary members of an NPA should be aligned to the basic salary of a member of a principal council, and that the time commitment required is a notional 42 days per year. This remains the basis of the Panel's determinations.

7.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic salary is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from 1 April 2018 in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

7.8 Therefore, there is a corresponding increase of £50 (rounded) on the basic salary for members of NPAs from 1 April 2018.

7.9 The Panel has also previously determined that the remuneration of an NPA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.

7.10 The Panel has provided local flexibility so that an NPA can decide at which of two levels the roles of deputy chair and up to 2 other committee chairs can be remunerated. An NPA may choose to pay its deputy chair and/or committee chairs a salary of either £7,375 or £6,075, commensurate with the significant and sustained duties to be discharged in a particular role.

7.11 During 2016, the Panel met with members and officers of the 3 NPAs. Feedback was received during the Panel's visits about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

- 7.12 Feedback was also received during the Panel's visits to NPAs that its determination that up to two NPA Committee Chairs could receive a senior salary could be restrictive in the NPAs discharging their governance requirements.
- 7.13 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to NPAs as reflected in the following principles:
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.
- 7.14 The Panel has made the following determinations:

Determination 24: The basic salary for NPA ordinary members shall be £3,675.

Determination 25: The senior salary of the chair of an NPA shall be £12,375.

Determination 26: An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375.

Determination 27: The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 28: Members must not receive more than one NPA senior salary.

Determination 29: An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.

Determination 30: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.

The Panel's determinations on Travel and Subsistence, Reimbursements of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

8. Payments to Members of Welsh Fire and Rescue Authorities

Structure of Fire and Rescue Authorities

- 8.1 The 3 Fire and Rescue Services in Wales: Mid and West Wales, North Wales and South Wales and Fire and Rescue Authorities (FRAs) were formed as part of Local Government re-organisation in 1996.
- 8.2 FRAs comprise of elected members who are nominated by the Principal Councils within the Fire and Rescue Service area.
- 8.3 The structure of the each of the 3 FRAs is set out in Table 5.

Table 5: Membership of Fire and Rescue Authorities

Name of Fire and Rescue Authority	Number of Local Authority Members
Mid and West Wales	25: Carmarthenshire County Council – 5 Ceredigion County Council – 2 Neath Port Talbot County Borough Council – 4 Pembrokeshire County Council – 3 Powys County Council – 4 Swansea City and County Council – 7
North Wales	28: Conwy County Borough Council – 5 Denbighshire County Council – 4 Flintshire County Council – 6 Gwynedd Council – 5 Isle of Anglesey County Council – 3 Wrexham County Borough Council – 5
South Wales	24: Bridgend County Borough Council – 2 Blaenau Gwent County Borough Council – 1 Caerphilly County Borough Council – 3 Cardiff City Council – 5 Merthyr Tydfil County Borough Council – 1 Monmouthshire County Council – 2 Newport City Council - 2 Rhondda Cynon Taf County Borough Council - 4 Torfaen County Borough Council – 2 Vale of Glamorgan Council -2

- 8.4 In addition, Standards Committees of FRAs have independent co-opted members whose remuneration is included in the framework as set out in Section 9.

8.5 In considering remuneration of members of FRAs, the Panel has based its determinations on the following key points:

- The chair has a leadership and influencing role in the authority, and a high level of accountability especially when controversial issues relating to the emergency service arise. In addition to fire authority meetings, all FRAs have committees that include in different combinations: audit, performance management, scrutiny, human resources, resource management as well as task and finish groups and disciplinary panels. As well as attending formal meetings of the authority and committees, members are encouraged to take on a community engagement role, including visiting fire stations.
- There is a strong training ethos in FRAs. Members are expected to participate in training and development. Induction programmes are available as well as specialist training for appeals and disciplinary hearings.
- Training sessions often follow on from authority meetings to make the training accessible.

Basic and Senior Salaries

8.6 The Panel has previously determined the remuneration of ordinary members of an FRA should be aligned to the basic salary of a member of a principal council and the time commitment required is a notional 20 days per year. This remains the basis of the Panel's determinations.

8.7 Although public sector funding continues to be constrained the Panel considers that a modest increase in the basic annual salary of elected members is justified and has determined there shall be an increase of £200 (which equates to 1.49%) from the date of the authority's Annual General Meeting in the level of basic salary for members of principal councils. This will help to limit further erosion of relative levels of remuneration in the basic salary paid in recognition of the duties expected of members.

8.8 Therefore, there is a corresponding increase of £30 (rounded) on the basic salary for members of FRAs from the date of the authority's Annual General Meeting.

8.9 The Panel determined that the remuneration of an FRA chair should be aligned to that part of a Band 3 Level 1 senior salary received by a committee chair of a principal council.

8.10 The Panel determined that the remuneration of an FRA deputy chair where there is significant and sustained senior responsibility will be aligned with the Band 5 senior salary.

8.11 The Panel has determined that up to two FRA committee chairs where there is significant and sustained responsibility can be remunerated.

8.12 During 2016, the Panel met with members and officers of the 3 FRAs. Feedback was received about the importance of members' attendance at meetings and the impact non-attendance can have.

Additional Senior Salaries

- 8.13 The Panel allows principal councils greater flexibility to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework. The Panel is extending this provision to FRAs as reflected in the following principles.
- a. Applications will have to be approved by the authority as a whole (this cannot be delegated) prior to submission to the Panel.
 - b. There must be clear evidence that the post/posts have additional responsibility demonstrated by a description of the role, function and duration.
 - c. Each application will have to indicate the timing for a formal review of the role to be considered by the authority as a whole.

Local Pension Boards

8.14 The Panel has considered requests from FRAs to allow them to pay salaries to chairs of local pension boards established under the Firefighters' Pension Scheme (Wales) Regulations 2015. Those Regulations already give FRAs the power to decide how local pension boards are to work and to pay the chair and members if they wish. Therefore it is not appropriate for the Panel to make a determination empowering FRAs to pay salaries to local pension board chairs. The senior salaries in Determination 33 or 34 cannot be used exclusively for this role.

8.15 The Panel has made the following determinations:

Determination 31: The basic salary for FRA ordinary members shall be £1,745.

Determination 32: The senior salary of the chair of an FRA shall be £10,445.

Determination 33: An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.

Determination 34: The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.

Determination 35: Members must not receive more than one FRA senior salary.

Determination 36: An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility

Determination 37: Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.

The Panel's determinations on Travel and Subsistence, Reimbursement of Costs of Care and Family Absence are now set out in separate sections of this Annual Report.

9. Payments to co-opted Members of Principal Councils, National Park Authorities and Fire & Rescue Authorities ⁷

- 9.1 The Panel has determined that a daily/half daily fee is appropriate remuneration for the important role undertaken by co-opted members of authorities with voting rights (this includes the co-opted member from a Town or Community council). The level of payments is equivalent to the current daily rates for chairs and members of the Welsh Government's Band 2 sponsored bodies. The Panel notes there has been no uplift in these payment levels across such bodies since 2010.
- 9.2 Principal councils, NPAs and FRAs can decide on the maximum number of days in any one year for which co-opted members may be paid.
- 9.3 The determinations are set out below:

Determination 38: Principal councils, NPAs and FRAs must pay the following fees to co-opted members (Table 6) (who have voting rights).

Table 6: Fees for co-opted members (with voting rights)

Chairs of standards, and audit committees	£256 (4 hours and over) £128 (up to 4 hours)
Ordinary members of standards committees who also chair standards committees for community and town councils	£226 daily fee (4 hours and over) £113 (up to 4 hours)
Ordinary members of standards committees; education scrutiny committee; crime and disorder scrutiny committee and audit committee	£198 (4 hours and over) £99 (up to 4 hours)
Community and town councillors sitting on principal council standards committees	£198 (4 hours and over) £99 (up to 4 hours)

Determination 39: Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.

Determination 40: Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).

⁷ This section does not apply to co-opted members to community and town councils.

Determination 41: The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.

Determination 42: Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.

The Panel's determinations on Travel and Subsistence, Reimbursement of costs of care and Family Absence are now set out in separate sections of this Annual Report.

10. Reimbursement of Costs of Care

- 10.1 This section applies to members of principal councils, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. The same provision for Community and Town Councils is given in section 13.
- 10.2 The purpose of this section is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 10.3 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 43: All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

11. Sickness Absence for Senior Salary Holders

- 11.1 The Family Absence Regulations (approved by the National Assembly in 2014) are very specific relating to entitlement and only available for elected members of principal councils. Absence for reasons of ill-health is not included.
- 11.2 Instances have been raised with the Panel of senior salary holders on long term sickness and the perceived unfairness in comparison with the arrangements for family absence. In consequence, councils are faced with the dilemma of:
- Operating without the individual member but still paying him/her the senior salary.
 - Replacing the member who therefore loses the senior salary (but retains the basic salary).
- 11.3 The Panel has considered this and is amending the Framework to provide specific arrangements for long term sickness as set out below:
- a) Long term sickness is defined as certified absences in excess of 4 weeks.
 - b) The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
 - c) Within these parameters a senior salary holder on long term sickness can, if the authority decides continue to receive remuneration for the post held.
 - d) It is a decision of the authority whether to make a substitute appointment but the substitute will be eligible to be paid the senior salary appropriate to the post.
 - e) If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However this would not apply to Merthyr Tydfil or the Isle of Anglesey councils if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts - the statutory maximum).
 - f) When an authority agrees a paid substitution the Panel must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
 - g) It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least

six months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

- 11.4 This arrangement applies to members of principal councils, National Park Authorities and Fire and Rescue Authorities who are senior salary holders, including Welsh Government appointed members, but does not apply to co-opted members.

Note:

The Family Absence Regulations apply to elected members in cases of maternity, new born, adoption and parental absences from official business. They do not apply to Welsh Government appointed members.

12. Reimbursement of Travel and Subsistence Costs when on Official Business

- 12.1 This section applies to members of principal authorities, National Park Authorities, Fire and Rescue Authorities and to co-opted members of these authorities. (Similar provision for Community and Town Councils is contained in section 13 as there is a different approach to such members, principally that the provision is permissive.)
- 12.2 Members may claim reimbursement for travel and subsistence (meals and accommodation) costs where these have arisen as a result of undertaking official duties. Expenses reimbursed to members by their local authority are exempt from Income Tax and employee NICs.
- 12.3 The Panel is aware that in some instances members with disabilities have been reluctant to claim legitimate travel expenses because of an adverse response following the publication of their travel costs. As an alternative, travel arrangements could be made directly by the authority in such circumstances.
- 12.4 The Panel has determined there will be no change to mileage rates which members are entitled to claim. All authorities may only reimburse travel costs for their members undertaking official business within and/or outside the authority's boundaries at the current HM Revenue and Customs (HMRC) rates which are:

Reimbursement of mileage costs

45p per mile	Up to 10,000 miles in a year by car
25p per mile	Over 10,000 miles in a year by car
5p per mile	Per passenger carried on authority business
24p per mile	Motor cycles
20p per mile	Bicycles

- 12.5 Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Reimbursement of other travel costs

- 12.6 All other claims for travel must only be reimbursed on production of receipts showing the actual cost and will be subject to any requirement or further limitation that an authority may determine. Members should always be mindful of choosing the most cost effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and/or family

- 12.7 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.8 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and/or family.
- 12.9 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.10 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24 hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel has had responsibility for the remuneration of community and town councils since the Measure of 2011 and its first determinations for such members came into effect in the financial year 2013/2014. Subsequent Annual Reports have developed ideas for remuneration of community and town councillors, allowing flexibility to meet appropriate responsibilities.
- 13.2 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.3 Since producing its last report, the Panel met with 104 Councillors and Clerks representing 68 Community and Town Councils in 4 meetings it held across Wales. The discussions confirmed the widely held view that the roles individual councils undertake varied significantly. Subsequent research the Panel undertook into councils' income and expenditure and councillor to population ratios further supported the wide variation.
- 13.4 The Panel is of the view that in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1m and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.5 Therefore the Panel is proposing to form groups of Community and Town Councils to reflect these differences. The Panel examined a range of measures they could use as the basis for any groupings and it considers that 3 groups based on the level of income *or* expenditure, whichever is the highest, in the previous financial year, is most appropriate. Using income *or* expenditure figures better reflects the activity levels of a council than population ratios which the Panel found did not correlate to income or expenditure. It is also easy for councils to understand which group they belong to.
- 13.6 In the draft report the Panel proposed a range of mandatory payments for councils. As part of the consultation on the draft report, the Panel received some helpful feedback from councils with income or expenditure of less than £30,000 which outlined the disproportionate impact this would have on their precept and administrative costs. The Panel has considered this and adjusted its groupings as set out in table 7 below.

In creating these three groups it has reflected that councils with income or expenditure in excess of £200,000 are subject to section 40 of the Wellbeing of Future Generations Act; approximately 50% have income or expenditure

below £30,000; and those councils with income or expenditure of between £30,000 and £200,000 are likely to have a greater range of responsibilities.

The Panel has reflected different payment requirements for councils in each of these three groups as set out in the remainder of this report. The Panel will be considering further differentiations based on the groups in the future.

Table 7: Community and Town Council Groupings

Community and Town Council Group	Income or Expenditure in 2017-18 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.7 The Panel is of the view that Community and Town Councillors are not volunteers because further to the democratic process they have accepted formal responsibilities and all face some degree of liability, in respect of the Council functions they are running. Also, the Panel wants any member who has personal support needs and / or caring responsibilities to be able to fulfil their role. To reflect this, the Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C as set out in determinations 44 and 45. The Panel is also mandating reimbursement of cost of care for all members of Community and Town Councils as set out in determination 51.
- 13.8 The Panel is also of the view that Councils in Group A are likely to have a greater number of committees reflecting its level of activity; and therefore is additionally mandating the payment for senior roles as set out in Determination 46.
- 13.9 Where not mandated, each determination requires a formal decision by each of these community or town councils annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.10 In all cases, any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.
- 13.11 In the event of a member of the council standing down during the year, it is a matter for the council to decide whether or not to reclaim any payments made.
- 13.12 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any Community or Town Council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role.

Payments towards costs and expenses

13.13 The Panel is mandating payment of a contribution to costs and expenses for members of councils in Groups A and B; and authorising payment of a contribution to costs and expenses to be made available for members of councils in Group C. Receipts are not required for these payments.

Determination 44: Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Determination 45: Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.

Senior roles

13.14 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles. Councils in Groups B and C are authorised to pay up to five responsibility payments for specified roles.

Determination 46: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

Determination 47: Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

Reimbursement of travel costs and subsistence costs

13.15 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially

where the council area is geographically large and/or when engaging in duties outside this area.

Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.⁸ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 49: If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.16 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties.

Determination 50: Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:

- Up to £34.00 for each period not exceeding 4 hours:
- Up to £68.00 for each period exceeding 4 hours but not exceeding 24

⁸ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

hours.

Reimbursement of the costs of care

13.17 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.

13.18 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the options for publication as set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

Determination 51: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.

Civic Head / Deputy Civic Head Honoraria

13.19 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils should be authorised to pay an honorarium for these roles. In previous annual reports the Panel did not determine a maximum level of payment to mayors/chairs and their deputies.

13.20 The Panel's consultation meetings this year, confirmed that the majority of community and town councils make no or very modest payments to their civic leaders and that some of them are reporting the budget allocated for civic functions and civic expenditure rather than the amount paid as personal senior salary to the individual.

13.21 The Panel is concerned only with the amount paid to the mayors/chairs as an honorarium to be used or retained at their discretion. This is separate from a budget for mayoral/chair activities. The Panel has determined that the maximum amount to be paid to a chair/mayor of a community or town council in this way shall be £1,500. The maximum amount to be paid to a deputy mayor/chair in this way shall be £500.

Determination 52: Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 53: Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Publicity requirements

13.22 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments. This information must be published on council noticeboards and/or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the year to which the payments relate. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are in breach of this requirement.

14. Compliance with Panel Requirements

The Panel's remit under the Measure

- 14.1 Section 153 of the Measure empowers the Panel to require a relevant authority⁹ to comply with the requirements imposed on it by an Annual Report of the Panel and further enables the Panel to monitor the compliance of relevant authorities with the Panel's determinations.
- 14.2 A relevant authority must implement the Panel's determinations in this report from the date of its annual meeting or a date specified within the Annual Report.

Monitoring compliance

- 14.3 The Panel will monitor the compliance with the determinations in this Annual Report by relevant authorities against the following requirements:
- (i) A relevant authority must maintain an annual **Schedule of Member Remuneration** (IRPW Regulations 4 and 5). Guidance at Annex 3 sets out the content which must be included in the Schedule.
 - (ii) A relevant authority must make arrangements for the Schedule's publication within the authority area (IRPW Regulation 46) and send the Schedule to the Panel as soon as practicable and not later than 31 July in the year to which it applies. Annex 4 provides further details of the publicity requirements.
 - (iii) Any amendments to the Schedule made during the year must be conveyed to the Panel as soon as possible after the amendment is made.

Note: The above requirements do not apply to community and town councils at this time. The following applies to all authorities including community and town councils.

- (iv) A relevant authority must make arrangements for publication within the authority area of the total sum paid by it to each member and co-opted member in respect of salary (basic, senior and civic), allowances, fees and reimbursements in a Statement of Payments (in accordance with Annex 4 that sets out the content that must be included in the Publicity Requirements) as soon as practicable and no later than 30 September following the close of the year to which it relates. It must be submitted to the Panel no later than that date.

⁹ Interpretation of "Relevant Authority" provided in the Independent Remuneration Panel for Wales (IRPW) Regulations, Part 1, 'Interpretation'.

15. Salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities and Chief Officers of Principal Councils

- 15.1 Section 63 of the Local Government (Democracy) (Wales) Act 2013 amended the Local Government (Wales) Measure 2011 by inserting section 143A. This enables the Panel to take a view on anything in the Pay Policy Statements of these authorities that relates to the salary of the head of paid service (normally the chief executive or chief fire officer). Section 39 of the Local Government (Wales) Act 2015 further amended the Measure extending this function to include Chief Officers of Principal Councils.
- 15.2 The Welsh Government issued amended guidance to the Panel which can be found at <http://gov.wales/docs/dsijg/publications/localgov/160212-irp-guide-salaries-en-v2.pdf> .This sets the basis on which the Panel will carry out the function contained in the legislation.
- 15.3 In essence the functions of the Panel and the requirements on authorities established by the legislation and the subsequent guidance are:
- a) If a principal council intends to change the salary of the head of paid service or chief officer, or if a fire and rescue authority intends to change the salary of its head of paid service it must consult the Panel unless the change is in keeping with changes applied to other officers of that authority (whether the change is an increase or decrease). 'Salary' includes payments under a contract for services as well as payments of salary under an employment contract.
 - b) The authority must have regard to the recommendation(s) of the Panel when reaching its decision.
 - c) The Panel may seek any information that it considers necessary to reach a conclusion and produce a recommendation. The authority is obliged to provide the information sought by the Panel.
 - d) The Panel may publish any recommendation that it makes. It is the intention that, in the interests of transparency, it will normally do so.
 - e) The Panel's recommendation(s) could indicate:
 - approval of the authority's proposal
 - express concerns about the proposal
 - recommend variations to the proposal
- as long as these comply with any guidance issued by the Welsh Government.
- 15.4 The Panel also has a general power to review the Pay Policy Statements of authorities so far as they relate to the heads of paid service (and chief officers

until 2020).

- 15.5 It is important to note the Panel will not decide the amount an individual head of paid service will receive.
- 15.6 The Panel is very aware that this additional function is significantly different from its statutory responsibilities in relation to members' remuneration. However, it will ensure that it undertakes this role with clarity and openness, taking into account all the relevant factors in respect of specific individual cases. Authorities are encouraged to consult the Panel at an early stage in their decision making on such matters. This will enable the Panel to respond in a timely manner.

Pay Policy Statements

- 15.7 Paragraph 3.7 of the guidance to the Panel from the Welsh Government states that "The legislation does not restrict the Panel to a reactive role". It allows the Panel to use its power to make recommendations relating to provisions within local authorities Pay Policy Statements. The Panel has considered this in the context of its resources and has decided that these limit the time that could be applied to this open power. So it will examine changes from year to year of the salaries of Chief Executives and Chief Officers to ensure that these comply with the requirements of the legislation.



Reuben Bergman
Head of Human Resources
Vale of Glamorgan Council

rbergman@valeofglamorgan.gov.uk

30 January 2017

Dear Mr Bergman

Reduction in Salary for a Chief Officer Post

Your email dated 25th January has been considered by the Independent Remuneration Panel for Wales. All members of the Panel expressed their views on the proposal, and as you requested to receive the Panel's comments on this proposal prior to 9th February, this was done by email.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal for a reduction to the salary of your Director of Social Services as submitted.

Yours sincerely

John Bader
Chair



Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

27 February 2017

Dear Mr Jarman,

Honorarium Payment to the Head of Children and Young People's Services

Your letter dated 15 February 2017, accompanying documentation and explanatory email was considered by the Independent Remuneration Panel for Wales at their meeting on 22 February. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

The Panel considered whether an honorarium paid to a chief officer fell within the Panel's remit. It consulted the *Amended Guidance to the Independent Remuneration Panel for Wales under Section 43A of the Local Government (Wales) Measure 2011 and Section 39 of the Local Government (Wales) Act 2015*, issued by the Welsh Government. The guidance does not define salary, so the Panel applied the ordinary meaning of the word, namely remuneration in return for services under a contract of employment. The Panel is satisfied that its remit covers all such payments, including those termed honoraria, temporary promotion allowances, bonuses or any other term which distinguishes them from the basic salary. The Panel also considered the Honorarium Policy of Neath Port Talbot council and note that it excludes chief officers. The Panel concluded that making an additional payment to a chief officer in recognition of his or her additional duties is an alteration to the salary that does fall within the Panel's remit.

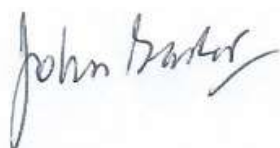
Given that the initial addition to the salary was effective from March 2016 it is clear therefore that Neath Port Talbot council were in breach of their duty under the legislation to consult the Panel.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposal
- b) Express concerns about the proposal
- c) Recommend a variation to the proposal

Having examined the submission from your authority in respect of the continuation of the additional payment, it is the decision of the Panel to approve the proposal as submitted. The Panel however is concerned that the council's failure to consult the Panel is an indication that the council has not been as transparent as it might have been in deciding to alter the salary of this particular chief officer. Your letter is clear that this honorarium payment will cease on the 31st August 2017, either because of the appointment of a Head of Adult Services or because of the introduction of a new management structure. If a new management structure is introduced and results in changes to the salaries (including additions/honoraria) of chief officers of the council the Panel expects that it will be consulted in a timely manner and full disclosure of the justification for the changes will be provided.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long, sweeping underline.

John Bader

Chair



Carys Edwards MA FCIPD
Penaeth Proffesiwn AD – Head of Profession HR
Cyngor Sir Ynys Mon County Council
Council Officer
Llangefni
Ynys Mon
LL77 7TW

26 July 2017

Dear Ms Edwards,

Head of Children’s Service – Increase in Salary Level

Your emails dated 29 June, 5th July and 13 July and the enclosed report from your Chief Executive have been considered by the Independent Remuneration Panel for Wales at its meeting on 19th July. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to increase the current salary level of the vacant Head of Children’s Service of £59,757 – £65,933 to a maximum of £74,000.

Yours sincerely

John Bader

Chair



Nick Jarman
Director of Social Services, Health and Housing
Neath Port Talbot County Borough Council

n.jarman@npt.gov.uk

26 July 2017

Dear Mr Jarman

Your letter dated 5 July with its proposal to extend the honorarium payment to the Head of Children and Young People's Services until 31st December 2017 was considered by the Panel at its meeting on the 19 July. All members of the Panel were present and therefore the meeting was quorate. One member of the Panel declared a conflict of interest and took no part in the discussion.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to extend the honorarium payment until 31st December 2017. The Panel expect this to be a final extension and to see any relevant proposals for the restructuring of the Senior Management Team in due course.

Yours sincerely

John Bader

Chair



Will Godfrey
Chief Executive
Newport City Council

20 September 2017

Dear Mr Godfrey

Decrease of Chief Education Officer Salary

The email sent on your behalf by Rachael Davies dated 6 September 2017 with the enclosed report *Review of the Chief Education Officer Salary at Newport City Council September 2017* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 September. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to decrease the current salary level of the Chief Education Officer from Band 1 (£82,261 - £90,923) to Band 2 (£73,841 - £79,514) following your revision of the job description for the Chief Education Officer with the accountability for the regional focus being removed.

Yours sincerely

John Bader
Chair

CLlr Thompson-Hill
Chair of Senior Remuneration Panel
Denbighshire County Council

C/o

sophie.vaughan@denbighshire.gov.uk



24 November 2017

Dear CLlr Thompson-Hill

Your submission sent on the 7 November with its proposed salary package for the replacement chief executive officer to be recruited by 1 April 2018 was considered by the Panel at its meeting on the 15 November. All members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority it is the decision of the Panel to approve the proposal to remove the Performance Related Pay element of up to 12% of the annual salary and for the top point of the proposed three point incremental grade to be £127,513, the same amount as the current chief executive's salary.

Yours sincerely

John Bader

Chair

Carys Edwards MA FCIPD
Penaeth Proffesiwn AD
Head of Profession HR
Cyngor Sir Ynys Mon – Isle of Anglesey
County Council
Council Offices
Llangefni
Ynys Mon
LL77 7TW



14 December 2017

Dear Ms Edwards

Head of Learning – increased salary range

Your email dated 24 November 2017 with the enclosed *Report to the Independent Remuneration Panel* has been considered by the Independent Remuneration Panel for Wales at its meeting on 13 December. Five out of the six members of the Panel were present and therefore the meeting was quorate.

In respect of the function of the Panel related to the salaries of chief officers the remit and guidance from the Welsh Government allows the Panel to:

- a) Approve the proposals
- b) Express concerns about the proposals
- c) Recommend a variation to the proposals

Having examined the submission from your authority, in the light of the particular issues in relation to Education, it is the decision of the Panel to approve the proposal to increase the salary of the Head of Learning from the current spot point salary of £72,114 to a range of £72,810 - £82,293

Yours sincerely

John Bader

Chair

Annex 1: The Panel's Determinations for 2018/19

Principal Councils	
1.	Basic salary in 2018/19 for elected members of principal councils shall be £13,600.
2.	The Panel has determined that senior salary levels in 2018/19 for members of principal councils shall be as set out in Table 2.
3.	The Panel has determined that (where paid) civic salaries at the levels as set out in Table 3 and will be applied by principal councils as each considers appropriate, taking account of the anticipated workloads and responsibilities.
4.	The Panel has determined that, where appointed and if remunerated, a presiding member must be paid a Band 3 Level 1 senior salary. This post will count towards the cap.
5.	The Panel has determined that the post of deputy presiding member will not be remunerated.
6.	The Panel has determined that each authority, through its Democratic Services Committee, must ensure all its members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information.
7.	The Panel has determined that such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members.
Specific or Additional Senior Salaries	
8.	The Panel has determined to include a provision for specific or additional senior salaries that do not fall within the current Remuneration Framework.
Joint Overview and Scrutiny Committees	
9.	The chair of a Joint Overview and Scrutiny Committee is eligible for an additional payment of £6,700.
10.	In cases where the chair is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £3,350.
11.	The chair of a sub committee of a JOSOC is eligible for an additional payment of £1,675.

12.	In cases where the chair of the sub committee is already in receipt of a senior salary for a Band 3, 4 or 5 role the additional payment will be £837.
13.	Payments to chairs of task and finish sub committees are to be pro-rated to the duration of the task.
14.	Payments made to a chair of a JOSC, or a chair of a sub committee of a JOSC, are additional to the maximum proportion of the authority's membership eligible for a senior salary. It should be noted that the statutory limit of no more than 50% of a council's membership receiving a senior salary applies (Section 142 (5) of the Measure).
15.	A deputy chair of a JOSC or sub committee is not eligible for payment.
16.	Co-optees to a JOSC or to a sub committee are not eligible for a co-opted member fee unless they are appointed by an authority under Section 144(5) of the Measure.
Local Government Pension Scheme	
17.	The entitlement to join the Local Government Pension Scheme (LGPS) shall apply to all eligible elected members of principal councils.
Family Absence	
18.	An elected member is entitled to retain a basic salary when taking family absence under the regulations irrespective of the attendance record immediately preceding the commencement of the family absence.
19.	When a senior salary holder is eligible for family absence, he/she will continue to receive the salary for the duration of the absence.
20.	It is a matter for the authority to decide whether or not to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary, if the authority so decides.
21.	If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the Panel's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to the Isle of Anglesey or Merthyr Tydfil Councils if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances.
22.	When a Council agrees a paid substitution for family absence, the Panel must be informed, within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution.

23.	The Council's schedule of remuneration must be amended to reflect the implication of the family absence.
National Park Authorities	
24.	The basic salary for NPA ordinary members shall be £3,675.
25.	The senior salary of the chair of an NPA shall be £12,375.
26.	An NPA senior salary can be paid to a Deputy Chair and up to two committee chairs where there is significant and sustained responsibility. This can be paid at either of the following levels to be decided by the authority to reflect the appropriate responsibility: £6,075 or £7,375.
27.	The Panel has determined to include a provision for NPAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
28.	Members must not receive more than one NPA senior salary.
29.	An NPA senior salary is paid inclusive of the NPA basic salary and must reflect significant and sustained responsibility.
30.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed.
Fire and Rescue Authorities	
31.	The basic salary for FRA ordinary members shall be £1,745.
32.	The senior salary of the chair of an FRA shall be £10,445.
33.	An FRA senior salary can be paid to the deputy chair and up to two chairs of committees where there is significant and sustained responsibility. This shall be paid at £5,445.
34.	The Panel has determined to include a provision for FRAs to apply for specific or additional senior salaries that do not fall within the current Remuneration Framework.
35.	Members must not receive more than one FRA senior salary.
36.	An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility.
37.	Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated.
Co-opted Members	

38.	Principal councils, NPAs and FRAs must pay the fees to co-opted members (who have voting rights) as set out in Table 6.
39.	Reasonable time for pre meeting preparation is eligible to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting.
40.	Travelling time to and from the place of the meeting can be included in the claims for payments made by co-opted members (up to the maximum of the daily rate).
41.	The appropriate officer within the authority can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
42.	Meetings eligible for the payment of fees include other committees and working groups (including task and finish groups), pre-meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend.
Reimbursement of Costs of Care	
43.	All authorities must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.
Community and Town Councils	
44.	Community and town councils in Groups A and B must make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
45.	Community and town councils in Group C are authorised to make available a payment to each of their members of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.
46.	Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.
47.	Community and town councils in Groups B or C are authorised to make an annual payment of £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses if that is claimed.

48.	<p>Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties.¹⁰ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:</p> <ul style="list-style-type: none"> • 45p per mile up to 10,000 miles in the year. • 25p per mile over 10,000 miles. • 5p per mile per passenger carried on authority business. • 24p per mile for private motor cycles. • 20p per mile for bicycles.
49.	<p>If a community or town council resolves that a particular duty requires an overnight stay, it may authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:</p> <ul style="list-style-type: none"> • £28 per 24-hour period allowance for meals, including breakfast where not provided. • £200 – London overnight. • £95 – elsewhere overnight. • £30 – staying with friends and/or family overnight.
50.	<p>Community and town councils are authorised to pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties as follows:</p> <ul style="list-style-type: none"> • Up to £34.00 for each period not exceeding 4 hours. • Up to £68.00 for each period exceeding 4 hours but not exceeding 24 hours.
51.	<p>Community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.</p>
52.	<p>Community and town councils are authorised to provide a Civic Head payment to the mayor/chair of the council up to a maximum of £1,500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses if that is made.</p>

¹⁰ Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

53.	Community and town councils are authorised to provide a Deputy Civic Head payment to the deputy mayor/deputy chair of the council up to a maximum amount of £500 to undertake the functions of that office. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.
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Annex 2: Independent Remuneration Panel for Wales (IRPW) Regulations:

- a) for the remuneration of members and co-opted members of relevant authorities**
- b) for functions relating to the salaries of Heads of Paid Service of Principal Councils and Fire and Rescue Authorities**
- c) Chief officers of Principal Councils**

Introduction

Part 8 (sections 141 to 160) and schedules 2 and 3 of the Local Government (Wales) Measure 2011 (*the Measure*) set out the arrangements for the payments and pensions for members of relevant authorities and the functions and responsibilities of the Independent Remuneration Panel for Wales (the Panel).

Sections 62 to 67 of the Local Government (Democracy) (Wales) Act 2013 amends sections 142, 143, 144, 147, 148 and 151 of the Measure and confers additional powers on the Panel.

The powers contained in part 8 and schedules 2 and 3 of the Measure (as amended) have replaced the following Statutory Instruments:

- The Local Authorities (Allowances for Members of County and County Borough Councils and National Park Authorities) (Wales) Regulations 2002 (No. 1895 (W.196)).
- The Local Authorities (Allowances for Members of Fire Authorities) (Wales) Regulations 2004 (No. 2555 (W.227)).
- The Local Authorities (Allowances for Members) (Wales) Regulations 2007 (No.1086 (W.115)).

The Measure also has replaced the sections of the Local Government Act 1972, the Local Government and Housing Act 1989 and the Local Government Act 2000 relating to payments to councillors in Wales.

Allowances for members of community and town councils are set out in Part 5 of these Regulations. The Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003 (No. 895(W.115)) were revoked from 1st April 2013.

Part 1

General

1. a. The short title of these Regulations is: "IRPW Regulations".

- b. The IRPW Regulations came into force on 1 April 2012. The implementation date for each of the relevant authorities is set out in the Annual Report or Supplementary Report of the Panel.
- c. Authorities are required to produce a schedule of payments to members and co-opted members no later than the 31st July each year, for submission to the Panel and publication (see paragraph 46).

Interpretation

2. In the IRPW Regulations:

- “The 1972 Act” means the Local Government Act 1972.
- “The 2000 Act” means the Local Government Act 2000.
- “The 2013 Act” means the Local Government (Democracy) (Wales) Act 2013.
- “Allowance” means the actual or maximum amount which may be reimbursed to members and co-opted members of a relevant authority for expenses necessarily incurred when carrying out the official business of the relevant authority.
- “Annual report” means a report produced by the Panel in accordance with section 145 of the Measure.
- “Approved duty” in relation to community and town councils has the meaning as set out in Part 5 of these Regulations.
- “Attendance Allowance” in relation to community or town councils has the meaning set out in Part 5 of these Regulations.
- “Authority” means a relevant authority in Wales as defined in Section 144(2) of the Measure, and includes a local authority (county or county borough council), a national park authority and a Welsh fire and rescue authority, a community or town council.
- “Basic Salary” has the same meaning as set out in paragraph 6 of these Regulations, and may be qualified as “LA Basic Salary” to refer to the basic salary of a member of a principal council; “NPA Basic Salary” to refer to the basic salary of a member of a national park authority; and “FRA Basic Salary” to refer to the basic salary of a member of a Welsh fire and rescue authority.
- “Chief Officer” of a principal authority has the meaning as defined in the Localism Act 2011.
- “Civic Head” is the person elected by the council to carry out the functions of the chair of that council and is designated as mayor or chair.
- “Committee” includes a sub-committee.
- “Community or town council” means in relation to Part 8 of the Measure, a community council as defined in section 33 of the Local Government Act 1972 or a town council in accord with section 245B of the same Act.

- “Consultation draft” means the draft of an Annual or Supplementary report under Section 146 (7) or 147(8) of the Measure, representations on which must be taken into account by the Panel.
- “Constituent authority” – for national park authorities this is a local authority falling within the area of a national park authority; for Welsh fire and rescue authorities it is a local authority falling within the area of a fire and rescue authority.
- “Controlling group” means a political group in a local authority where any of its members form part of the executive.
- “Co-opted Member” has the meaning contained in section 144 (5) of the Measure, that is those with the right to vote on matters within the purview of the committee on which they serve.
- “Co-opted Member fee” has the same meaning as set out in paragraph 19 of these Regulations.
- “Costs of Care” has the same meaning as set out in paragraph 21 of these Regulations.
- “Democratic Services Committee” means the local authority committee established under section 11 of the Measure.
- “Deputy Civic Head” is a person elected by the council to deputise for the mayor or chair of that council.
- “Executive” means the executive of an authority in a form as specified in sections 11(2) to (5) of the 2000 Act, as amended by section 34 of the Measure.
- “Executive arrangements” has the meaning given by section 10(1) of the 2000 Act.
- “Family absence” as defined in Section 142 (2) (b) of the Measure has the meaning given to it by Part 2 of the Measure, and contained in the Regulations relating thereto.
- “Financial Loss Allowance in relation to community or town councils has the meaning as set out in Part 5 of the Regulations.
- “Fire and rescue authority” means an authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies.
- “Head of paid service” means as designated under section 4(1) of the Local Government and Housing Act 1989.
- Joint Overview and Scrutiny Committee means a committee or sub committee set up by two or more principal councils under the Local Authority (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.
- “Largest opposition group” means a political group other than a controlling group which has a greater number of members than any other political group in the authority.

- “Local authority” means a county or county borough council.
- “Member” means in respect of a local authority or a community or town council a person who has been elected to serve as a councillor for that authority; for a national park authority means a member appointed by a constituent authority and also a person appointed by Welsh Ministers; for Welsh fire and rescue authorities means a member appointed by a constituent authority.
- “National Park Authority” means a national park authority established under section 63 of the Environment Act 1995.
- “Official business” has the meaning contained in Section 142 (10) of the Measure in relation to the payment of allowances for care, travel and subsistence as reimbursement of expenses necessarily incurred by members and co-opted members of a relevant authority (excluding community and town councils) when:
 - a. Attending a meeting of the authority or any committee of the authority or any body to which the authority makes appointments or nominations or of any committee of such a body.
 - b. Attending a meeting of any association of authorities of which the authority is a member.
 - c. Attending a meeting the holding of which is authorised by the authority or by a committee of the authority or by a joint committee of the authority and one or more other authorities.
 - d. Attending any training or development event approved by the authority or its executive.
 - e. A duty undertaken for the purpose of or in connection with the discharge of the functions of an executive within the meaning of Part 2 of the 2000 Act, as amended.
 - f. A duty undertaken in pursuance of a standing order which requires a member or members to be present when tender documents are opened.
 - g. A duty undertaken in connection with the discharge of any function of the authority to inspect or authorise the inspection of premises.
 - h. A duty undertaken by members of principal councils in connection with constituency or ward responsibilities which arise from the discharge of local authority functions.
 - i. Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees.
- “Other political group” means a political group other than a controlling group or the largest opposition group (if any) which comprises not less than ten per cent of the members of that authority.

- “Overview and Scrutiny Committee” means a committee of the authority which has the powers set out in sections 21(2) and (3) of the 2000 Act, as amended by Part 6 of the Measure.
- “Panel” means the Independent Remuneration Panel for Wales as set out in section 141(1) and schedule 2 of the Measure.
- “Pay policy statement” means a statement produced by a relevant authority under section 38 of the Localism Act 2011.
- “Presiding Member” means a member of a principal council who has been designated by that council to carry out functions in relation to the chairing of its meetings and proceedings.
- “Principal council” means a county or county borough council.
- “Proper officer” has the same meaning as in section 270(3) of the 1972 Act.
- “Public body” means a body as defined in section 67(b) of the 2013 Act.
- “Qualifying provision” means a provision that makes a variation to a previous decision of the Panel. (Section 65 (c) of the 2013 Act).
- “Qualifying relevant authority” is an authority within the meaning of section 63 of the 2013 Act, required to produce a pay policy statement.
- “Relevant authority” is set out in Section 144(2) of the Measure (as amended) and in section 64 of the 2013 Act and, for the purposes of these Regulations, includes a local authority/principal council, a community or town council, a national park authority and a Welsh fire and rescue authority.
- “Relevant matters” are as defined in Section 142(2) of the Measure.
- “Schedule” means a list setting out the authority’s decisions in respect of payments to be made during the year (as relating to that authority) to all members and co-opted members of that authority.
- “Senior Salary” has the same meaning as set out in paragraph 11 of these Regulations and may be qualified as “Local Authority/Principal council Senior Salary” to refer to the senior salary of a member of a principal council; “National Park Senior Salary” to refer to the senior salary of a member of a national park authority; or “Fire and Rescue authority Senior Salary” to refer to the senior salary of a member of a Fire and Rescue authority.
- “Sickness absence” means the arrangements as set out in the Annual Report.
- “Supplementary report” has the meaning contained in section 146(4 to 8) of the Measure.
- “Travelling and subsistence allowance” has the same meaning as set out in paragraph 25 of these Regulations.
- “Year” has the following meanings:

“financial year” – the period of twelve months ending 31 March;

“calendar year” – the period of twelve months ending 31 December;

“municipal year” – the year commencing on the date of the annual meeting of the local authority and ending the day before the annual meeting of the following year; for national park authorities and Welsh fire and rescue authorities it is the period of up to twelve months following the annual meeting of the authority.

Part 2: Schedule of member/co-opted member remuneration

Commencement of term of office

3. The term of office of:

- A member of a local authority or community or town council begins 4 days following the election subject to making the declaration of acceptance of that office under section 83(1) of the 1972 Act.
- A councillor member of a national park authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of a Welsh Government appointed member begins on the date of that appointment. The term of office of the chair and deputy chair of the national park authority begins on the date of election by that authority to that office.
- A councillor member of a Welsh fire and rescue authority begins on the date on which that member is appointed as such by a constituent authority and the term of office of the chair and deputy chair of the fire and rescue authority begins on the date of election by that authority to that office.
- A co-opted member of a relevant authority begins on the date of appointment by the relevant authority.

Schedule of member remuneration (the Schedule) (does not apply to community or town councils – see Part 5)

4. An authority must produce annually, a schedule of payments it intends to make to its members and co-opted members. The amount of those payments must accord with the Panel’s determinations made for that year in its Annual or Supplementary Reports. The Schedule must be produced no later than four weeks following the annual meeting of the authority.

Amendment to the Schedule

5. An authority may amend the Schedule at any time during the year (as relating to the authority) provided that such amendments accord with the Panel’s determinations for that year.

Basic salary

6. An authority must provide for the payment of a basic salary, as determined by the Panel in its Annual or Supplementary Reports, to each of its members. The amount of the salary must be the same for each member. For principal councils only, this salary remains payable during a period of family absence.
7. A member may not receive more than one basic salary from a relevant authority, but a member of one relevant authority may receive a further basic salary by being appointed as a member of another relevant authority (except in the case as indicated in paragraph 16).
8. The amount of the basic salary will be set in accordance with Section 142(3) of the Measure and will be one of the following:
 - The amount the authority must pay to a member of the authority.
 - The maximum amount that the authority may pay to a member of the authority.
9. Where the term of office of a member begins or ends other than at the beginning or end of the year (as relating to the authority), the entitlement of that member is to such proportion of the basic salary as the number of days during which the member's term of office subsists during that year bears to the number of days in that year.
10. Where a member is suspended or partially suspended from being a member of an authority (Part 3 of the 2000 Act refers) the part of the basic salary payable to that member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Senior salary

11. Subject to paragraphs 12 to 18 an authority can make payments of a senior salary to members that it has given specific responsibilities. Such payments must accord with the Panel's determination for the year (as relating to the authority) that the payments are made and must be set out in the Schedule of that authority. For principal councils only, a senior salary will remain payable during the family absence of the office holder.
12. The Panel will prescribe in its Annual or Supplementary Reports the following:
 - The categories of members eligible for the payment of a senior salary which may not be the same for all authorities or categories of authorities.
 - The discretion available to authorities in relation to the payment of senior salaries which may not be the same for all authorities or categories of authorities.
13. The amount of the senior salaries payable will be in accordance with section 142(3) of the Measure and specify:

- The amount that a relevant authority must pay to a member of the authority.
 - The maximum amount that a relevant authority may pay to a member of the authority.
14. The Senior Salary will comprise an amalgam of the basic salary and an additional amount for the relevant specific responsibility determined by the Panel in its Annual or Supplementary Reports. This may not be the same for all authorities or categories of authorities.
 15. The Panel in its Annual or Supplementary Reports will determine either the maximum proportion of its membership or the total number of members that an authority can pay as senior salaries. The percentage may not exceed fifty percent without the express approval of Welsh Ministers (Section 142(5) of the Measure). For principal councils only, the maximum proportion or number may be exceeded to include payment of a senior salary to an additional member who is appointed to provide temporary cover for the family absence of a senior salary office holder (subject to the 50% limit).
 - 15(a). For principal councils, Fire and Rescue Authorities and National Park Authorities the maximum proportion or number may be exceeded to include the payment of a senior salary to an additional member who is appointed to provide temporary cover for the sickness absence of a senior salary holder as determined in the Annual Report or a Supplementary Report.
 - 15(b). Payments to chairs of Joint Overview and Scrutiny Committees or Sub Committees are additional to the maximum proportion of its membership that an authority can pay as senior salaries subject to the overall maximum of fifty percent as contained in Section 142(5) of the Measure. The Panel will determine the amounts of such payments in an Annual or Supplementary Report.
 16. An authority must not pay more than one senior salary to any member. A principal council member in receipt of a senior salary as leader or executive member of a local authority (determined as full-time by the Panel) may not receive a second salary as a member appointed to serve on a national park authority or a Welsh fire and rescue authority.
 - 16(a). Paragraph 16 does not apply to payments made to a chair of a Joint Overview and Scrutiny Committee or Sub Committee who is in receipt of a senior salary for a role that is not classified as full time equivalent. It continues to apply to leaders or members of the executive.
 17. Where a member does not have, throughout the year specific responsibilities that allow entitlement to a senior salary, that member's payment is to be such proportion of the salary as the number of days during which that member has such special responsibility bears to the number of days in that year.
 18. Where a member is suspended or partially suspended from being a member of the authority (Part 3 of the 2000 Act refers) the authority must not make

payments of the member's senior salary for the duration of the suspension (Section 155(1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the basic salary.

Co-opted member payment

19. A relevant authority must provide for the payment of a fee to a co-opted member as determined by the Panel in its Annual or Supplementary Reports. In relation to this regulation 'co-opted member' means a member as determined in Section 144(5) of the Measure and set out in paragraph 2 of these Regulations.
20. Where a co-opted member is suspended or partially suspended from an authority (Part 3 of the 2000 Act refers) the authority must not make payment of a co-opted member fee for the duration of the suspension (Section 155(1) of the Measure).

Allowances

Costs of Care

21. Authorities must provide for the payment to members and co-opted members of an authority the reimbursement in respect of such expenses of arranging the care of children or dependants or for the individual member as are necessarily incurred in carrying out official business as a member or co-opted member of that authority. Payments under this paragraph must not be made:
 - In respect of any child over the age of fifteen years or dependant unless the member/co-opted member satisfies the authority that the child or dependant required supervision which has caused the member to incur expenses that were necessary in respect of the care of that child or dependant in the carrying out of the duties of a member or co-opted member.
 - To more than one member/co-opted member of the authority in relation to the care of the same child or dependant.
 - Of more than one reimbursement for care to a member or co-opted member of the authority who is unable to demonstrate to the satisfaction of the authority that the member/co-opted member has to make separate arrangements for the care of different children or dependants.
22. The maximum amount of the cost of care payable by an authority is to be determined by the Panel in its Annual or Supplementary Reports.
23. Where a member/co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers) the part of the reimbursement of the cost of care payable to that member/co-opted member in receipt of the responsibilities or duties from

which that member/co-opted member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

24. An authority's Schedule must stipulate the maximum amount of the reimbursement of costs of care payable each month and its arrangements for making claims, taking full account of the Panel's determinations in this respect.

Travel and subsistence allowances

25. Subject to paragraphs 26 and 27 below a member or co-opted member is entitled to receive payments from the authority by way of travelling and subsistence allowances at rates determined by the Panel in its Annual or Supplementary Reports. Such allowances are in respect of expenditure incurred by a member or co-opted member in the performance of the official business of the authority.

(Paragraphs 26 & 27 apply only to principal councils)

26. Payment of a subsistence allowance to a local authority member for the performance of official business within the boundaries of a county or county borough where s/he is a member should only be made when the authority is satisfied that it can be justified on economic grounds. This does not apply in respect of co-opted members of a local authority who live outside that authority.
27. A local authority may make provision, subject to any limitations it thinks fit, for members to claim mileage expenses for official business in connection with constituency or ward responsibilities where they arise out of the discharge of the functions of the county or county borough.
28. Where a member or co-opted member is suspended or partially suspended from being a member or co-opted member of the authority (Part 3 of the 2000 Act refers), travelling and subsistence allowances payable to that member/co-opted member in respect of the responsibilities or duties from which that member is suspended or partially suspended must be withheld by the authority (Section 155(1) of the Measure).

Part 3: Further provisions

Pensions

29. Under Section 143 of the Measure, the Panel may make determinations in respect of pension arrangements for local authority members in its Annual or Supplementary Reports. Such determinations may:
 - Describe the description of members for whom a local authority will be required to pay a pension.

- Describe the relevant matters in respect of which a local authority will be required to pay a pension.
- Make different decisions for different principal councils.

Allowances to support the function of a local authority member

30. A local authority must provide for the requirements of a member to undertake their role and responsibilities more effectively. The way in which this support should be provided is determined by the Panel in its Annual or Supplementary Reports.

Payment of expenses for official and courtesy visits

31. The arrangements contained in Section 176 of the Local Government Act 1972 will continue to apply but no payment may be made to a person under that arrangement when a payment has been made to that person pursuant to any payment made under these Regulations.

Arrangements in relation to family absence

32. Part 2 of the Measure sets out the rights of local authority members in relation to family absence. The Panel will set out its determinations and the administrative arrangements in relation to the payment of salaries and allowances by principal councils in this respect in its Annual or Supplementary Reports.

Sickness Absence

- 32(a) Arrangements in respect of the long term sickness absence of senior salary holders of principal authorities, Fire and Rescue Authorities and National Park Authorities will be as set out in the Panel's Annual Report or Supplementary Report.

Part 4: Salaries, allowances or fees

Repayment of salaries, allowances or fees

33. An authority must require that such part of a salary, allowance or fee be repaid where payment has already been made in respect of any period during which the member or co-opted member concerned:
- is suspended or partially suspended from that member's/co-opted member's duties or responsibilities in accordance with Part 3 of the 2000 Act or Regulations made under that Act.
 - ceases to be a member or co-opted member of the authority.

- or in any way is not entitled to receive a salary, allowance or fee in respect of that period.

Forgoing salaries, allowances or fees

34. Under Section 154 of the Measure, any member or co-opted member may by notice in writing to the proper officer of the authority elect to forgo any part of their entitlement to a salary, allowance or fee under the determination of the Panel for that particular year (as relating to the authority).

Part 5: Specific provisions relating to community and town councils (“the council”)

Interpretation

35. For the purposes of this Part the term member means both an elected member and a co-opted member.

Allowances

36. Allowances:
- a) The Annual Report or a Supplementary Report determines the arrangements and amount of an annual payment to members in respect of costs incurred in carrying out the role of a member and if appropriate take account of the variation in size or financial circumstances of different councils.
 - b) The council can if it so decides make payments to members in respect of costs of travel for attending approved duties inside or outside the area of the council. The amounts claimable will be set out in the Annual or Supplementary Report of the Panel.
 - c) The council can if it so decides reimburse subsistence expenses to its members when attending approved duties inside or outside the area of the council. The arrangements for reimbursement will be set out in the Annual or Supplementary Report of the Panel.
 - d) The council can if it so decides pay compensation for Financial Loss to its members where such loss has occurred for attending approved duties outside the area of the council. The Allowances will be set out in the Annual or Supplementary Report of the Panel.
 - e) The council can if it so decides pay an allowance to the chair or mayor of the council for the purposes of undertaking the role of that office. The allowance will be set out in the Annual or Supplementary Report of the Panel.
 - f) The Annual Report or a Supplementary Report determines the arrangements to pay a responsibility allowance to members of a council and if appropriate take account of the variation in size or financial circumstances of different councils.

- g) The council must reimburse the costs of care to a member if claimed, as determined in the Annual Report of the Panel.
37. A member may elect to forgo any part of an entitlement to an allowance under these Regulations by giving notice in writing to the proper officer of the council.
38. A member making a claim for compensation for Financial Loss must sign a statement that the member has not made and will not make any other claim in respect of the matter to which the claim relates.
39. “Approved Duty” under this Part means
- i. Attendance at a meeting of the council or of any committee or sub-committee of the council or of any other body to which the council makes appointments or nominations or of any committee or sub-committee of such a body.
 - ii. Attendance at any other meeting the holding of which is authorised by the council or a committee or sub-committee of the council, or a joint committee of the council and one or more councils, or a sub-committee of such a joint committee provided that at least two members of the council have been invited and where the council is divided into political groupings at least two such groups have been invited.
 - iii. Attendance at a meeting of any association of councils of which the council is a member.
 - iv. Attendance at any training or development event approved by the council.
 - v. Any other duty approved by the council or duty of a class approved by the council for the discharge of its functions or any of its committees or sub-committees.

Part 6: Miscellaneous

Arrangements for payments

40. The Schedule of an authority must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of that authority. Such payments may be made at such times and at such intervals as determined by the authority.

Claims

41. An authority must specify a time limit from the date on which an entitlement to travelling or subsistence allowance arises during which a claim for those allowances must be made by the person to whom they are payable. However, this does not prevent an authority from making a payment where the allowance is not claimed within the period specified.

42. Any claim for payment of travelling or subsistence allowance in accordance with these Regulations (excluding claims for travel by private motor vehicle) shall be accompanied by appropriate receipts proving actual expenses.

Avoidance of duplication

43. A claim for a payment of travelling allowance or subsistence allowance must include, or be accompanied by, a statement signed by the member or co-opted member that the member/co-opted member has not made and will not make any other claim in respect of the matter to which the claim relates.

Records of salaries, allowances and fees

44. An authority must keep a record of the payments made in accordance with these Regulations. Such record must:
- Specify the name of the recipient and the amount and nature of each payment.
 - Be available, at all reasonable times, for inspection (without charge) by any local government elector (within the meaning of section 270(1) of the 1972 Act) for the area of the authority.
 - Allow a person who is entitled to inspect the record to make a copy of any part of it upon payment of such reasonable fee as the authority may require.

Publicity requirements

(The required content of publicity requirements is contained in an annex to the Annual Report)

45. An authority must, as soon as practicable after determining its Schedule of Remuneration for the year under these Regulations and any Report of the Panel and not later than 31 July of the year to which the Schedule refers, make arrangements for the Schedule's publication within the authority's area. **(This section does not apply to community and town councils).**
46. As soon as practicable and no later than 30 September following the end of a year an authority must make arrangements for the publication within the authority's area, the total sum paid by it to each member/co-opted member in respect of basic salary, senior salary, co-opted member fee, reimbursement of costs of care, travel and subsistence allowances. **(This section applies to all relevant authorities).**
47. In the same timescale and in the same manner, a local authority must make arrangements for the publication of any further remuneration received by a member nominated or appointed to another relevant authority. **(This section applies only to principal councils).**

Publicising the reports of the Panel

48. Under Section 146(7) (a) and (b) of the Measure, the Panel will send a consultation draft of its Annual Report or Supplementary Report to all relevant authorities for circulation to authority members and co-opted members, so that representations can be made by members/co-opted members to the Panel, normally in a period of eight weeks.
49. The Panel will determine in its Annual or Supplementary Reports the arrangements publicising its Reports in accordance with Section 151 and 152 of the Measure.

Monitoring compliance with the Panel's determinations

50. Section 153 of the Measure determines that relevant authorities must comply with the requirements imposed by the Panel in its Annual Reports. It also empowers the Panel to monitor the payments made by relevant authorities and for it to require the provision of information that it specifies. The requirements under this section will be set out in the Annual Report of the Panel.

Annex 3: Schedule of member remuneration

1. Principal councils, national park authorities (NPAs) and Welsh fire and rescue authorities (FRAs) (but not community and town councils) must maintain an annual Schedule of Member Remuneration (the 'Schedule') which is in accord with the Panel's determinations on member salary and co-opted member payments and which must contain the following information:

In respect of a principal council:

- a. Named members who are to receive only the basic salary and the amount to be paid.
- b. Named members who are to receive a Band 1 and Band 2 senior salary, the office and portfolio held and the amount to be paid.
- c. Named members who are to receive a Band 3, Band 4 and Band 5 senior salary, the office and portfolio held and the amount to be paid.
- d. Named members who are to receive a civic salary and the amount to be paid.
- e. Named members who are to receive the co-opted member fee and whether chair or ordinary member and the amount to be paid.
- f. Named members who are to receive a senior salary as a chair of a Joint Overview and Scrutiny Committee or Sub Committee and the amount to be paid.
- g. Named members in receipt of a specific or additional senior salary approved by the Panel and the amount to be paid.

In respect of National Park and Fire and Rescue Authorities:

- a. Named members who are to receive a basic salary and the amount to be paid.
 - b. Named member who is to receive a senior salary as a chair of the authority and the amount to be paid.
 - c. Named members who are to receive a senior salary as deputy chair of a committee and the amount to be paid.
 - d. Named members who are to receive the co-opted member fee and whether a chair or ordinary member and the amounts to be paid.
2. Amendments made to the Schedule during the municipal year must be communicated to the Panel as soon as it is practicable.
 3. Principal councils must confirm in their annual Schedule that the maximum limit of senior salaries set for the council has not been exceeded.

4. Principal councils, NPAs and FRAs must include a statement of allowable expenses and the duties for which they may be claimed for care, travel and subsistence in their annual Schedule which is in accord with the Panel's determinations.
5. The Schedule must set out the arrangements for the payment of salaries, allowances and fees to all members and co-opted members of the relevant authority (IRPW Regulation 35); arrangements for making claims for care, travel and subsistence expenses (IRPW Regulations 24 and 36-37); arrangements for the avoidance of duplication (IRPW Regulation 38) and arrangements for re-payment of salaries, allowances and fees (IRPW Regulation 33). This schedule must also include the duties for which members and co-opted members are able to claim travel, subsistence and reimbursement of care costs.
6. Principal councils must declare in the Schedule whether:
 - A statement of the basic responsibility of a councillor is in place.
 - Role descriptors of senior salary office holders are in place.
 - Records are kept of councillor attendance.
7. Principal councils, NPAs and FRAs must make arrangements for the publication of the Schedule of Member Remuneration as soon as practicable after its determination and no later than 31 July of the year to which it applies. The Schedule should be published in a manner that provides ready access for members of the public.
8. The **Schedule** must also be sent to the Panel Secretariat to be received by 31 July.

Annex 4: Publication of Remuneration – the Panel’s Requirements

In accordance with Section 151 of the Measure the Panel requires that:

1. Relevant authorities must publish a Statement of Payments made to its members (including chairs of JOSCs or sub-committees of JOSCs). This information must be published in a form and location that is easily accessible to members of the public no later than 30 September following the end of the year to which the payments relate and in the same timescale also provided to the Panel. The following information must be provided:
 - a. The amount of basic salary, senior salary, civic salary and co-opted member fee paid to each named member/co-opted member of the relevant authority, including where the member had chosen to forego all or part of the salary, or fee for the municipal year in question. Where a senior salary has been paid, the title of the senior office held is to be provided.
 - b. The payments made by community and town councils to named members as:
 - Payments in respect of telephone usage, information technology, consumables etc.
 - Responsibility payments
 - Allowances made to a mayor/chair and deputy mayor/deputy chair
 - Compensation for Financial Loss
 - Costs incurred in respect of travel and subsistence
 - Reimbursement of the costs of care (see paragraph f below)
 - c. All travel and subsistence expenses, reimbursement of the costs of care (see paragraph f below) and other payments received by each named member and co-opted member of the relevant authority, with each category identified separately.
 - d. The amount of any further payments received by any named member nominated to, or appointed by, another relevant authority or other public body as defined by Section 67 of the Local Government (Democracy) (Wales) Act 2013, namely:
 - a local health board
 - a police and crime panel
 - a relevant authority
 - a body designated as a public body in an order made by the Welsh Ministers.
 - e. Names of members who did not receive basic or senior salary because they were suspended for all or part of the annual period to which the Schedule applies.

- f. In respect of the publication of the reimbursement of the costs of care, the Panel has decided to provide relevant authorities with two options.
- 1) The details of the amounts reimbursed to named members; or
 - 2) The total amount reimbursed by the authority during the year but not attributed to any named member.

It is a matter for each authority to decide which of these options for publication it considers appropriate.

It is also the responsibility of each authority to establish its own position on how to respond to any Freedom of Information requests it receives with regards to reimbursement of costs of care.

2. Nil returns are required to be published and provided to the Panel by 30 September.

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**The Report and other information about the Panel and its work are available on our website at:
www.remunerationpanelwales.org.uk**

BRIDGEND COUNTY BOROUGH COUNCIL

MEMBERS' SCHEDULE OF REMUNERATION

This Scheme is made under the Local Government (Wales) Measure 2011. With regard to Independent Remuneration Panel for Wales (IRPW) Regulations which apply to payments made to members and co-opted members of local authorities.

1. Basic Salary

- 1.1 A Basic Salary shall be paid to each elected Member of the Authority not in receipt of a Senior Salary or Civic Salary as set out in **Schedule 1**.
- 1.2 In accordance with the Regulations, the rate of the Basic Salary shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 1.3 Where the term of office of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Basic Salary will be pro-rata.
- 1.4 No more than one Basic Salary is payable to a Member of the Authority.

2. Senior Salaries & Civic Salaries

- 2.1 Members occupying specific posts shall be paid a Senior Salary as set out in **Schedule 1**.
- 2.2 In accordance with the Regulations, the rates of Senior Salaries and Civic Salaries shall be reviewed annually as determined by the Independent Remuneration Panel for Wales.
- 2.3 Only one Senior Salary or Civic Salary is payable to a Member of the Authority.
- 2.4 A Member of the Authority cannot be paid a Senior Salary and a Civic Salary.
- 2.5 All Senior and Civic Salaries are paid inclusive of Basic Salary.
- 2.6 A Senior Salary may not be paid to more than fifty percent of the Members of the Authority, except to include a temporary Senior Salary office holder providing temporary cover for the family absence of the appointed office holder.
- 2.7 A Member of the Authority in receipt of a Senior Salary **cannot** receive a salary from any National Park Authority (NPA) or Fire and Rescue Authority (FRA) for which he/she has been nominated.
- 2.8 Where the term of Senior Salary or Civic Salary of a Member begins or ends other than at the beginning or end of a year, his/her entitlement to the Salary will be pro-rata.

3. Election to Forgo Entitlement to Allowance

- 3.1 A Member may, by notice in writing delivered to the Director – Operational and Partnership Services & Monitoring Officer, elect to forgo any part of his/her entitlement to any salary, allowance or fee payable under this Scheme from the date set out in the notice.

4. Suspension of a Member

- 4.1 Where a Member of the Authority is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the part of

the Basic Salary payable to him/her in respect of that period for which he or she is suspended will be withheld by the Authority (Section 155 (1) of the Measure.

- 4.2 Where a Member in receipt of a Senior Salary is suspended or partially suspended from being a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, the Authority must not make payments of the Member's Senior Salary for the duration of the suspension (Section 155 (1) of the Measure). If the partial suspension relates only to the specific responsibility element of the payment, the member may retain the Basic Salary.

5. Repayment of salaries, allowances or fees

- 5.1 Where payment of any salary, allowance or fee has been made to a Member of the Authority or Co-opted Member in respect of any period during which the Member concerned:

- (a) is suspended or partially suspended from that Member's/Co-opted Member's duties or responsibilities in accordance with Part 3 of the 2000 Act or regulations made under that Act;
- (b) ceases to be a Member of the Authority or Co-opted Member; or
- (c) is in any other way not entitled to receive a salary, allowance or fee in respect of that period,

the Authority will require that such part of the allowance as relates to any such period be repaid.

6. Payments

- 6.1 Payments of all allowances will be made by the Chief Finance Officer by direct bank credit in instalments of one-twelfth of the Member's annual entitlement on the 18th of each month.
- 6.2 Where payment has resulted in a Member receiving more than his/her entitlement to salaries, allowances or fees the Authority will require that such part that is overpayment be repaid.
- 6.3 All payments are subject to the appropriate tax and National Insurance deductions.

7. Dependents – Costs of Care

- 7.1 Reimbursement for the cost of Care shall be made to a Member or Co-opted Member, who has caring responsibility for dependent children or adults, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' council duties.
- 7.2 Costs of Care applies in respect of children who are aged 15 or under and other persons for whom the Member or Co-opted Member can show that care is required. If a Member or Co-opted Member has more than one dependent the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.
- 7.3 Eligible Members may claim Care costs for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care Costs should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

8. Personal- Costs of Care

- 8.1 Reimbursement for the cost of Personal Care shall be paid to a Member or Co-opted Member, who has personal assistance costs, provided the Member incurs expenses in respect of personal assistance whilst undertaking 'approved' council duties.
- 8.2 Eligible Members may claim Personal Care costs for actual and receipted costs up to a maximum amount not exceeding that determined by the Independent Remuneration Panel as set out in **Schedule 1**. All claims for Care costs should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

9. Family Absence

- 9.1 Members are entitled under the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 to a period of family absence, during which if they satisfy the prescribed conditions they are entitled to be absent from authority meetings.
- 9.2 When taking family absence Members are entitled to retain a basic salary irrespective of their attendance record immediately preceding the commencement of the family absence.
- 9.3 Should a senior salary holder be eligible for family absence they will be able to continue to receive their senior salary for the duration of the absence.
- 9.4 If the authority agrees that it is necessary to make a substitute appointment to cover the family absence of a senior salary holder the Member substituting will be eligible if the authority so decides to be paid a senior salary.
- 9.5 If the paid substitution results in the authority exceeding its maximum number of senior salaries, an addition to the maximum will be allowed for the duration of the substitution.

10. Sickness Absence

- 10.2 A senior salary holder on long term sickness can if the authority determines continue to receive remuneration for the post held subject to the following provisions.
- 10.2 Long term sickness absence is defined as certified absences in excess of 4 weeks.
- 10.3 The maximum length of sickness absence is 26 weeks or until the individual's term of office ends, whichever is sooner (if reappointed any remaining balance of the 26 weeks will be included)
- 10.4 The Authority can if it so decides make a substitute appointment to cover the absence and the substitute will be eligible to be paid the senior salary appropriate to the post
- 10.5 If the paid substitution results in the authority exceeding the maximum number of senior salaries payable, an addition will be allowed for the duration of the substitution.
- 10.6 If the Authority agrees to make a substitution the IRP must be informed within 14 days of the decision of the details, including the name of the post and the estimated length of the substitution. The authority's Schedule of Remuneration must be amended accordingly.
- 10.7 Sickness absence does not apply to elected members who are not senior post holders.

11. Co-optees' payments

- 11.1 A Co-optees' daily fee (with a provision for half day payments) shall be paid to Co-optees, provided they are statutory Co-optees with voting rights.

- 11.2 Co-optees' payments will be capped at a maximum of the equivalent of 10 full days a year for each committee to which an individual may be co-opted.
- 11.3 Payments will take into consideration travelling time to and from the place of the meeting, reasonable time for pre meeting preparation and length of meeting (up to the maximum of the daily rate).
- 11.4 The Monitoring Officer is designated as the "appropriate officer" and will determine preparation time, travelling time and length of meeting, the fee will be paid on the basis of this determination.
- 11.5 The Monitoring Officer can determine in advance whether a meeting is programmed for a full day and the fee will be paid on the basis of this determination even if the meeting finishes before four hours has elapsed.
- 11.6 A half day meeting is defined as up to 4 hours.
- 11.7 A full day meeting is defined as over 4 hours.
- 11.8 The daily and half day fee for the Chairpersons of the Standards Committee and Audit Committee, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.
- 11.9 The daily and half day fee for other statutory Co-optees with voting rights, as determined by the Independent Remuneration Panel, is set out in **Schedule 1**.

12. Travel and Subsistence Allowances

12.1 General Principles

- 12.2 Members, Co-opted Members and Members of Educational Appeals Panels may claim travelling expenses when travelling on the Authority's business for 'approved duties' as set out in **Schedule 2**. Where Members travel on the Authority's business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have his/her claim abated by an appropriate amount.
- 12.3 Where possible Members should share transport.
- 12.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.
- 12.5 The rates of Members' Travel and Subsistence Allowances are set out in **Schedule 3** and are subject to annual review by the Independent Remuneration Panel for Wales.
- 12.6 Where a Member is suspended or partially suspended from his or her responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000 (Conduct of Members), or regulations made under the Act, any travel and subsistence allowances payable to him/her in respect of that period for which he or she is suspended or partially suspended must be withheld by the Authority.
- 12.7 "Approved duties" as set out in **Schedule 2** does not include constituency responsibilities.

13. Travel by Private Vehicle

- 13.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.
- 13.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in **Schedule 3**.
- 13.3 Where a Member makes use of his/her private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the Authority on request.
- 13.4 Mileage allowances can only be paid where claims are accompanied by VAT fuel receipts. The receipt date must be prior to the time/date of the journey for which allowances are being claimed.

14. Travel by Public Transport

14.1 Rail/Coach Travel

Democratic Services will purchase requisite rail and coach tickets for Members in advance of journeys. Unless otherwise authorised rail tickets will be second-class. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and/or a receipt.

14.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency or where no public transport is reasonably available. Re-imbusement will be upon receipt only.

14.3 Air Fare

Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Assistant Chief Executive Legal & Regulatory Services & Monitoring Officer is required and tickets will be purchased by Democratic Services.

14.4 Travel Abroad

Travel abroad on the Authority's business will only be permitted where authorised by the Assistant Chief Executive Legal & Regulatory Services & Monitoring Officer. Democratic Services will arrange travel and accommodation.

14.5 Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbusement will be upon receipt only.

15. Overnight Accommodation

- 15.1 Overnight stays will only be permitted where the Authority's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Director of Operational and Partnership Services & Monitoring Officer.

15.2 Overnight accommodation will be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced. Where this is not possible a cheque payable to the establishment will be provided to the Member prior to travel.

15.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in **Schedule 3**.

16 Subsistence Allowance

16.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in **Schedule 3**. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s)

16.2 No provision is made for subsistence claims within the County Borough.

17. Claims and Payments

17.1 A claim for travel and subsistence allowances must be made in writing within two months of the end of the calendar month in which entitlement to allowances arises and must be accompanied by the relevant receipts.

17.2 Allowances will be paid by the Chief Finance Officer by direct bank credit.

18. Pensions

18.1 The Authority shall enable its Members who are eligible to join the Local Government Pension Scheme.

19. Compliance

19.1 In accordance with the Regulations, the Authority must comply with the requirements of the Panel in respect of the monitoring and publication of payments made to members and co-opted members as set out in **Schedule 4**.

Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1

SCHEDULE OF REMUNERATION 2017-18

	MEMBERS ENTITLED TO BASIC SALARY	ANNUAL AMOUNT OF BASIC SALARY
	All non senior/civic salary holders: 39 Members	£13,600

	SENIOR SALARIES ENTITLEMENTS		ANNUAL AMOUNT OF SENIOR SALARY
	ROLE	MEMBER	
1.	Leader		£48,300
2.	Deputy Leader		£33,800
3.	Cabinet Member for Social Services and Early Help		£29,300
4.	Cabinet Member for Education and Regeneration		£29,300
5.	Cabinet Member for Future Generations		£29,300
6.	Cabinet Member for Communities		£29,300
7.	Cabinet Member	Not used	£29,100
8.	Chairperson Overview and Scrutiny Subject Committee		£22,300
9.	Chairperson Overview and Scrutiny Subject Committee		£22,300
10.	Chairperson Overview and Scrutiny Subject Committee		£22,300
11.	Chairperson of Development Control Committee		£22,300
12.	Chairperson of Licensing Committee		£22,300
13.	Chairperson of Audit Committee		£22,300
14.	Chairperson of the Appeals Panel		£22,300
15.	Leader Of The Largest Opposition Group		£22,300
16.	Leader of an opposition group with at least 10% of the membership of the Council		£17,300
17.	Not currently used		
18.	Not currently used		
A maximum of 18 Senior salaries for Bridgend County Borough Council may be paid			

ENTITLEMENT TO CIVIC SALARIES	ANNUAL AMOUNT OF
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ROLE	MEMBER	CIVIC SALARY
Civic Head (Mayor)		£21,800
Deputy Civic Head (Deputy Mayor)		£16,300

ENTITLEMENT AS STATUTORY CO-OPTTEES		AMOUNT OF CO-OPTTEES ALLOWANCES
ROLE	MEMBER	
Chairperson Of Standards Committee	Mr C Jones, OBE	£256 Daily Fee £128 ½ Day Fee
Chairperson of Audit Committee	N/A	£256 Daily Fee £128 ½ Day Fee
Statutory Co-optees - Standards Committee, Scrutiny Committee – subject 1, Audit Committee, Crime and Disorder OVSC	<u>Standards:</u> Mr P Clarke Ms J Kiely Mr J Baker Town Councillor G Walter Town Councillor - Vacant <u>Scrutiny</u> Mr W Bond – Parent Governor (Special Schools) Mr K Pascoe – Parent Governor Representative (Secondary Schools) Mr Ciaron Jackson - Parent Governor Representative (Primary Schools) Rev. Cannon Edward J Evans – Church Representative (Church in Wales) Mr T Cahalarne – Church Representative (Roman Catholic Church) <u>Audit</u> Ms J Williams	£198 Daily Fee £99 ½ Day Fee
Statutory Co-optees -ordinary members of Standards Committee who also chair Standards Committees for Community Councils	Not Applicable	£226 Daily Fee £113 ½ Day Fee

MEMBERS ELIGIBLE TO RECEIVE COSTS OF CARE (Dependents/Personal Assistance)	
All Members	Up to a maximum of £403 per month

SCHEDULE 2

Approved duties: -

- attendance at a meeting of the Authority or of any committee of the Authority or of any body to which the Authority makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the Authority is a member;
- attendance at any other meeting the holding of which is authorised by the Authority or by a committee of the Authority or by a joint committee of the Authority and one or more other Authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of Cabinet;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present when tender documents are opened;
- a duty undertaken in connection with the discharge of any function of the Authority which empowers or requires the Authority to inspect or authorise the inspection of premises;
- attendance at any training or developmental event approved by the Authority or its Cabinet;
- the following duties which have been approved by Council:
 - Approved conferences;
 - Rota visits to Social Services establishments;
 - Meetings with Senior Officers;
 - Attendance at Civic Offices to welcome school visits provided the school is within the Member's ward.

Where a local authority association or other outside body has its own scheme for the payment of allowances, the Member should claim his/her travelling and subsistence from the other body and not from the Authority.

SCHEDULE 3

Mileage Rates 2017-18

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	05 pence per mile

Subsistence Allowance 2018/19

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts.

Re-imbusement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere. A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The authority will arrange for the publication on the council's website the total sum paid by it to each member and co-opted member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates. In the interests of transparency this will include remuneration from all public service appointments held by elected members.
- The authority will publish on the council's website a statement of the basic responsibility of a councillor and role descriptors for senior salary office holders, which clearly identify the duties expected.
- The authority will publish on the council's website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.
- The authority will send a copy of the schedule to the Remuneration Panel not later than 31 July of the year to which the schedule refers.
- The authority will maintain records of member/co-opted members attendance at meetings of council, cabinet and committees and other approved duties for which a member/co-opted member submits a claim for reimbursement.
- The authority will arrange for the publication on the council's website of annual reports prepared by members.
- When the authority agrees a paid substitution for family absence it will notify the Remuneration Panel within 14 days of the date of the decision of the details including the particular post and the duration of the substitution.

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By virtue of paragraph(s) 12, 14, 16 of Part 4 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 12, 13, 15 of Part 4 of Schedule 12A of the Local Government Act 1972.

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