



To: Members of the Communities
Scrutiny Committee

Date: 19 October 2012

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Dear Councillor

You are invited to attend a meeting of the **COMMUNITIES SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 25 OCTOBER 2012** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

Yours sincerely

G. Williams
Head of Legal and Democratic Services

AGENDA

PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING

1 APOLOGIES

2 DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

3 URGENT MATTERS AS AGREED BY THE CHAIR

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

4 MINUTES (Pages 5 - 12)

To receive the minutes of the Communities Scrutiny Committee held on Thursday, 13th September, 2012 (copy enclosed)

5 REVIEW OF HIGHWAY VERGE GRASS CUTTING 2012 (Pages 13 - 16)

To consider a report by the Joint Head of Highways and infrastructure (copy enclosed) which reviewed the grass cutting programme for 2012, and assessed the effectiveness of the recommendations put forward by the Committee for 2012 season.

9.35 a.m.

6 PREPARATION FOR WINTER MAINTENANCE FOR THE 2012-2013 SEASON (Pages 17 - 20)

To consider a report by the Joint Head of Highways and Infrastructure (copy enclosed) which detailed the preparation for the 2012/2013 Winter Maintenance Programme.

10.10 a.m.

COMFORT BREAK

7 PROGRESS WITH HIGHWAYS CAPITAL MAINTENANCE WORK AND MAJOR TRANSPORT INFRASTRUCTURE WORK (Pages 21 - 30)

To consider a report by the Joint Head of Highways and Infrastructure (copy enclosed) which detailed progress with the highways maintenance programme, and outlined the mechanism and potential funding streams for large scale infrastructure investment within Denbighshire.

10.55 a.m.

8 BRINGING PLANNING CLOSER TO THE COMMUNITY (Pages 31 - 54)

To consider a report by the Head of Planning, Regeneration and Regulatory Services (copy enclosed) which presented the proposals to establish standards for planning consultation and community engagement in the planning process.

11.30 a.m.

9 SCRUTINY WORK PROGRAMME

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

12.05 p.m.

10 FEEDBACK FROM COMMITTEE REPRESENTATIVES

To receive any updates from Committee representatives on various Council Boards and Groups

PART 2 - CONFIDENTIAL ITEMS

It is recommended in accordance with Section 100A (4) of the Local Government Act 1972 that the Press and Public be excluded from the meeting during consideration of the following item(s) of business because it is likely that exempt information (as defined in Paragraph “[Insert Paragraph Number]” of Part 4 of Schedule 12A of the Act) would be disclosed.

MEMBERSHIP

Councillors

James Davies
Peter Evans
Carys Guy-Davies
Huw Hilditch-Roberts
Rhys Hughes
Win Mullen-James

Bob Murray
Joe Welch
Cefyn Williams
Cheryl Williams
Huw Williams

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COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Communities Scrutiny Committee held in COUNCIL CHAMBER, RUSSELL HOUSE, RHYL on Thursday, 13 September, 2012 at 10.30 am.

PRESENT

Councillors James Davies, Carys Guy-Davies, Huw Hilditch-Roberts (Chair), Win Mullen-James, Bob Murray, Joe Welch, Cefyn Williams, Cheryl Williams and Huw Williams
Councillor Hugh Evans attended as an observer

ALSO PRESENT

R Maxwell (Corporate Director: Economic and Community Ambition) and H Williams (Corporate Director: Communities and Learning) Tom Booty: (Rhyl Going Forward Programme Manager)

The Chair and Members of the Committee expressed their congratulations to Councillor J.M. Davies following his recent marriage and welcomed the Corporate Director: Economic and Community Ambition to her first meeting of the Committee.

Prior to the meeting Committee members had participated in a visit to the key sites linked to the Rhyl Going Forward Programme.

1 APOLOGIES

Apologies for absence were received from Councillors Rhys Hughes

2 DECLARATION OF INTERESTS

No personal or prejudicial interests were declared.

3 URGENT MATTERS AS AGREED BY THE CHAIR

No items were raised which in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act, 1972.

4 MINUTES

The Minutes of a meeting of the Communities Scrutiny Committee held on Thursday, 16th July, 2012 were submitted.

RESOLVED – that the Minutes be received and approved as a correct record.

5 WEST RHYL REGENERATION WORKSTREAM

A copy of a report by the Rhyl Going Forward Programme Manager (RGFPM), which provided an update on the progress in implementing the West Rhyl

Regeneration Workstream of the Rhyl Going Forward Regeneration Strategy, the financial implications and the progress or prospects in terms of benefits realisation, had been circulated with the papers for the meeting.

In order to deliver effectively, the work of the Rhyl Going Forward Regeneration Strategy had been organised into workstreams:-

- West Rhyl Regeneration Area
- Tourism & the Coastal Strip
- Retail & the Town Centre

The West Rhyl Housing Improvement Project (WRHIP) was a continuation of the ongoing work in West Rhyl under the North Wales Coast Strategic Regeneration Area (NWCRA). The aims and benefits of the Project were outlined in the report as were the responsibilities of the WRHIP Board for the delivery of the project. The RGFPM explained that addressing the long-standing issues in the area would help to create a more positive impression of the town overall and thereby have more far-reaching regeneration benefits. By creating a more balanced community the project would reduce deprivation in the area, which had been one of the key outcomes of the priority. It would also boost private sector confidence in Rhyl and stimulate further private sector investment and confidence by creating new jobs, business opportunities and boost tourism.

Reference was made by the Chair of the need to acknowledge and address the weaknesses identified by the Wales Audit Office (WAO) in its Annual Improvement Report on the Council, published in January 2012, which noted gaps in the Council's mechanisms and support for the Programme.

The RGFPM referred members to the report and associated appendices which detailed how the project would directly impact on the proposed new Corporate Priorities, its estimated costs and funding streams, the risks identified with respect to its delivery, and the communication and consultation undertaken with the community in the area. It was emphasised that the funding had been allocated specifically for the WRHIP project and could not be utilised outside Rhyl or on alternative projects. Reference was made to Block 1, the Urban Park, which entailed the transformation of the area into a green area. Concern had been expressed that the post-project delivery could have financial implications with regard to the maintenance of the green space, and this issue would need to be addressed with the developers as the possible options and responsibilities would be a key element in the design and planning process. Members were informed that draft supplementary planning guidance had been produced which outlined the future development of the area.

In response to a question the RGFPM explained that an agreement had been reached, solely with Clwyd Alyn Housing Association, that in order to address timescales people currently residing within the project area would be afforded a level of prioritisation in respect of their housing list.

Councillor J.M. Davies highlighted the importance of the need to change the perception of Rhyl throughout the United Kingdom, and the significance of obtaining

a major attraction in the town to attract and entice visitors to Rhyl. The RGFPM confirmed that work had been undertaken jointly with the Head of Communication, Marketing and Leisure to address this issue by encouraging private sector investment in the town and a significant degree of success had already been achieved with a high level of outside interest already being shown in the town. He explained that Denbighshire had been working with its strategic partner Alliance Leisure to try and map out appropriate events and facility provision for the present and future. These included the possible redevelopment and replacement of the Sun Centre. Councillor W. Mullen-James referred to the success of recent events held in Rhyl and the positive feedback received from those who had attended.

During the ensuing discussion the following issues were highlighted:-

- the importance of marketing Rhyl across the UK and to an international audience;
- the importance of the connectivity of the projects with one another, with the wider economic regeneration agenda for the County, and that of the North Wales area in general – the need to ensure that projects and initiatives complemented and supported each other;
- the need to create and attract skilled, well-paid, sustainable employment opportunities to the Rhyl area; and
- the need to distinguish and clarify the overall aims and end gain in the delivery of the projects for Rhyl and be clear on the future sustainable vision for the town and surrounding area

The Committee:

RESOLVED – that, subject to the above observations to receive the report and note Members comments.

6 RETAIL AND TOWN CENTRE WORKSTREAM

A copy of a report by the Rhyl Going Forward Programme Manager, which provided an update on the Retail and the Town Centre Workstream of the Rhyl Going Forward Regeneration Strategy, had been circulated with the papers for the meeting.

The report outlined progress in terms implementing the Retail and the Town Centre Workstream of the Strategy, its financial implications, and the progress or prospects in terms of benefits realisation. Progress of the workstream had been monitored by the RGF Neighbourhoods and Places Programme Board. Particular reference was made to the following key projects and their significance:

- Bus Station refurbishment.
- Appointment of a Town Centre Manager.
- Bee and Station Office development.
- Costigans.
- Rhyl Market.
- Other projects and activities.

It was explained that the town centre workstream had been the one of the least well defined in terms of direction of travel and overall strategy. The need to develop a clear vision for the town centre was stressed and a possible approach to the strategy for Rhyl Town Centre was outlined in the report. Reference was made to the fact that this workstream would support the delivery of the proposed new Corporate Priority of Developing the Local Economy and Our Communities, as the main aim of the workstream was to increase footfall in the town centre and create more business opportunities and jobs in the tourism sector.

Members were informed that a number of service areas were involved in the plans, varying by the nature of the project. Key service areas which had a regular input and engagement in the regeneration plans included Leisure Services, Public Realm, Property Services and Planning. It was emphasised that to have a successful town centre a number of issues and risks would need to be recognised and addressed, and these had been outlined in the report.

Members stressed the need to enhance the current employment market in the area and ensure that the development of the projects included employment prospects for local residents within the community. The RGFPM referred to the proposed development of the Honey Club site which was anticipated to provide between 30 and 40 jobs in the area. He informed the Committee that Denbighshire had been working with the developer, and would also continue to work with their partner organisation Rhyl City Strategy who provided training to develop the skills required to meet the employment requirements of investors. Reference was made to the new retail development in Prestatyn and the establishment of a retail skills academy in conjunction with Job Centre Plus. Prospective local employees there would be trained to acquire the essential skills and qualifications in readiness for possible future employment. Members agreed with the view expressed that the impact of the redevelopment of Rhyl and Prestatyn should fit and complement the regeneration plan for the rest of the County.

Reference was made to the possible detrimental effect on Rhyl of the relocation of the Marks and Spencer store to Prestatyn. Members agreed that it would be imperative to encourage key retailers to invest in Rhyl to enable the town to become a prime retail location and a major attraction for visitors from outside the area. It was also emphasised that any such development or investment would need to be sustainable to ensure long-term accomplishment of the aims for the area.

In response to a question, officers agreed that concerns raised regarding the negative impression created by Rhyl Railway Station being unmanned at various times, particularly during the evenings, could be conveyed to Network Rail.

Whilst the offer of reduced business rates to attract inward investment or encourage new business enterprises had merits, there was a general consensus of opinion that any offer of concessions or reduced business rates to encourage investment should be exercised throughout the County and not concentrated in one particular area. The RGFPM confirmed that there were development opportunities in respect of the Queen's Market site. However, although Denbighshire was a facilitator, the

site was in private ownership and in the current stagnant economic climate potential developers were nervous of investing. The Committee:

RESOLVED – *subject to the above observations to note the progress achieved to date.*

7 TOURISM AND COASTAL STRIP WORKSTREAM

A copy of a report by the Rhyl Going Forward Programme Manager, which provided an update on the implementation of the Tourism & Coastal Strip Workstream of the Rhyl Going Forward (RGF) Regeneration Strategy, its financial implications and the progress or prospects in terms of benefits realisation, had been circulated with the papers for the meeting.

The Coastal Strip from the Foryd Harbour to Splash Point had long been the focus for tourist related activity in Rhyl. The approach would be to build on Rhyl's reputation as a family resort and details of the future proposals and short-term focus were outlined for the Committee. Progress with the workstream was monitored by the RGF Neighbourhoods and Places Programme Board.

Reference was made in the report and associated appendices to the key projects which were part of this workstream. These being:

- Apollo Cinema refurbishment.
- Rhyl Coastal Defence Works.
- Foryd Harbour & Bridge – which included a pedestrian and cycle bridge, public square with quayside building and new quay walls.
- Honey Club Refurbishment.
- Ocean Plaza.
- Rhyl Sky Tower.
- Other projects and activities.
- Future Plans

This workstream would contribute to the proposed new Corporate Priority of Developing the Local Economy and Our Communities, the main aim of the programme being to increase visitor numbers, and create more business opportunities and jobs in the tourism sector. The Tourism workstream did not have a dedicated budget with funding being allocated to specific projects, in the main utilising external funding sources, and this was monitored on a project by project basis. Regular input and engagement into the regeneration plans were being received from Leisure Services, Public Realm, Property Services and Planning.

The Committee was informed that to create a stronger tourist economy and address the negative image of Rhyl a number of issues and risks, outlined in the report, would need to be recognised and addressed.

Reference was made to the report included as Appendix 4, which provided information on the current position and future of the Rhyl Sky Tower. The RGFPM provided a summary of the report and Members discussed the three main options for consideration which included:-

- Option 1 - Refurbish and reinstate as a ride.
- Option 2 - Dismantle and remove.
- Option 3 - Retain structure for a new use.

The tower structure was sound which provided an option to retain it. Option 3, to retain the structure for a new use, was the preferred Option recommended by the officers in the report, and it had been anticipated that this would form the basis of a report to Cabinet in October 2012. The Rhyl Member Area Group (MAG) had been requested to indicate which of the detailed options, or alternative options, they considered to be the most appropriate for the tower. Councillor W. Mullen-James conveyed the views expressed by the Rhyl MAG, at its meeting the previous evening, and explained that the MAG was in favour of Option 1.

The following matters were discussed regarding the future options for the tower:-

- The proposed financial implications for restoring the tower as a working ride could not be justified as it would be difficult to formulate a business case for this option
- Alternative uses for the tower should be explored and options sought to obtain sponsorship deals
- The views of the residents in Rhyl should be sought regarding the tower's future use.
- Consideration should be given to advertising for the supply of a privately operated big wheel ride, possibly sited near the Marine Lake, as sited at other tourist attractions and locations
- The need to examine the wider options regarding the future of the tower and how they would be encompassed in the RGF Plan.

The Leader highlighted the importance of providing clarification in terms of the approach, purpose and aims of the RGF Strategy, and also the role of the Programme Board and its remit in terms of specific responsibilities. He referred to the need to link each of the projects within the wider plan and identify the overall objectives in terms of aims and anticipated targets. It was also stressed that the branding of Rhyl would be important along with the need to instil confidence in order to encourage private sector investment in the Town.

The Chair outlined the need to have or attract a landmark hotel or similar establishment to Rhyl. He also emphasised the need to monitor and evaluate the development of the projects and ensure that the RGF Programme was cohesive with the wider regeneration programme for Denbighshire.

During the ensuing discussion, the Committee supported the view expressed by the Chair that the Committee receive quarterly monitoring reports in respect of the RGF Programme to evaluate the progress of the Programme. It was:

RESOLVED – that:-

- (a) subject to the above observations, to receive the report and note the progress made with respect to the Tourism and Coastal Strip Workstream;*

(b) a monitoring report in respect of the Rhyl Going Forward Programme be presented to the Committee to enable it to evaluate the progress achieved in delivering the Programme;

(c) Cabinet be requested to recommend that the Rhyl Going Forward Programme Board's terms of reference be expanded to include ensuring that every effort is made as part of the Programme to attract and create skilled and sustainable employment opportunities in the area;

(d) all projects connect, support and complement each other and the wider economic regeneration agenda for the County and the North Wales area as a whole; and

(e) that the overall aims and vision for Rhyl's sustainable future be clarified and communicated widely

8 SCRUTINY WORK PROGRAMME

A copy of a report by the Scrutiny Coordinator which reviewed the draft Forward Work Programme for the Partnership Scrutiny Committee and provided an update on the relevant issues, had been circulated with the papers for the meeting.

The Scrutiny Coordinator informed Members that responses to issues raised at the previous meeting had been included in the Information Brief circulated previously.

Members were informed that due to time constraints it had not been possible to include Hafan Deg Day Centre in the itinerary for the tour of key sites. However, Members could visit Hafan Deg by making arrangements with the officer in charge.

The Committee considered the draft Forward Work Programme for future meetings as detailed in Appendix 1. Having regard for the optimum number of agenda items to be transacted at a meeting, Members agreed that the following amendments be included in the FWP for the Committee:-

- The Committee agreed that a progress report on the Rhyl Going Forward Regeneration Workstreams should be submitted to the Committee on a quarterly basis.

- Performance Scrutiny Committee had requested that Communities Scrutiny Committee assume responsibility for scrutinising Denbighshire's draft new tenancy agreement and handbook, as Members felt that the item aligned itself to Communities Scrutiny Committee's remit. The Committee agreed that a consultation report be circulated seeking Members views and observations.

Bus Service Reductions Working Group - The Working Group established by Communities Scrutiny Committee had met on the 2nd August, 2012 and a copy of the notes of the meeting had been included as Appendix 4 to the report. The Working Group's findings and recommendations were due to be reported to Cabinet on the 25th September, 2012.

Appointment of Committee Representatives on Council Groups and Boards - Members agreed that Councillor W. Mullen-James be appointed as the Committee's representative to serve on the Corporate Equalities Group, with

Councillor H.O. Williams being appointed as the Committee's substitute representative the Group. In Councillor Mullen-James' absence Councillor Williams would attend the meeting scheduled for 8th October, 2012.

The Scrutiny Coordinator referred to Appendix 1 of the Information Brief which contained a statement on Joint Faith Based Education Provision. She also explained that sessions had been arranged on the 17th and 27th September, 2012 to provide information for Members pertaining to the Council's Modernising Education Programme. Reference was made to Appendix 2 of the Information Report, Planning and Public Protection Services, Major Infrastructure Projects: Communications Strategy (Draft Document). Members were requested to forward any views or comments regarding the draft strategy to the Planning Officer: Renewable Energy Schemes.

The Corporate Director: Customers explained that following a request at a previous meeting, a draft strategy had been developed to address the problem of dog fouling in the County. It was explained that a Workshop had been arranged for all Councillors and would be held on the 7th November, 2012.

Following further discussion, it was:-

RESOLVED – that:-

- (a) subject to the above amendments, to approve the Future Work Programme as set out in Appendix 1 to the report, and*
- (b) Councillor W. Mullen-James be appointed as the Committee's representative on the Corporate Equalities Group with Councillor H.O. Williams being appointed as the substitute representative*

9 FEEDBACK FROM COMMITTEE REPRESENTATIVES

Councillor W. Mullen-James explained that she had been unable to attend the Conwy and Denbighshire Collaboration Programme Board meeting on the 12th September, 2012 due to her attendance at a Licensing Committee meeting.

Meeting ended at 11.45 a.m.

Report To:	Communities Scrutiny Committee
Date of Meeting:	25th October 2012
Lead Member / Officer:	Stuart Davies, Joint Head of Highways and Infrastructure.
Report Author:	Tim Towers, Section Manager (Network Services)
Title:	Review of Highway Verge Grass Cutting 2012

1. What is the report about?

To review the grass cutting programme for 2012 and assess whether the recommendations put forward by the Committee for the 2012 season were effective.

2. What is the reason for making this report?

To provide information regarding an assessment of this year's grass cutting programme and the contractor's compliance with the requirements of the contract. To enable the formulation of recommendations with respect to next year's programme ensuring that Denbighshire's communities are tidy and safe for residents, business and visitors.

3. What are the Recommendations?

i) That Members agree that the overall cutting regime that was put in place for 2012 has been successful and support the implementation of the same grass cutting arrangements for 2013.

ii) That Members support a review of the existing Contract arrangements for officers to re-tender if appropriate.

4. Report details.

4.1 *Grass Cutting Regime*

4.1.1 The Highways Department are responsible for cutting the grass verges in the rural areas of the County. Ostensibly this is taken as being all lengths of highway outside the 30 mph limit. The Public Realm team within Environmental Services deal with the areas within the conurbations. Whilst the reason for cutting the rural verges is driven by safety considerations this has been the subject of much discussion over recent years. Legislative changes brought in by the Natural Environment and Rural Communities Act 2006 meant that the Authority

consider biodiversity and therefore look to cut as little as possible. The perception of a sizeable part of the public however was that we should cut all verges and trying to balance these opposing views proved difficult.

- 4.1.2 As a result after much debate and discussion at a number of Scrutiny Committee meetings it was decided that a regime would be adopted whereby:-

On the first cut there would be a reduced treatment on rural roads within the Area of Outstanding Natural Beauty (AONB) such that a satisfactory level of safety would be ensured.

Elsewhere we would cut a uniform 1 metre wide swathe with wider treatment in other areas (junctions, visibility splays etc.) so as to ensure that visibility wasn't compromised.

There were some challenges in 2012 which are detailed in the following section. These might have led to a blurring of whether this approach was successful or not however, based on customer feedback it is my view that this regime did reach the required balance. Outside the AONB we received very few complaints that we were cutting too much but it should be noted that one organisation has made a complaint that we are not complying with the NERC Act and this will need to a response. Elsewhere within the AONB we have had requests to review a few locations and this we will do but all in all it is felt that the approach has met customer expectations.

4.2 *2012 grass cutting issues*

- 4.2.1 We undertake two cuts in the season, one commencing in mid May which we aim to complete by mid July and the second commences in early August for completion in October.

- 4.2.2 Following a very successful joint tendering process for principal roads in 2010 we have extended the contract to include non principal roads for the last two years. As a result all of the grass cutting has now been undertaken by a single external contractor. In October 2011 a report to this committee detailed some of the issues that were encountered last year as a result of the contractor taking over the full extent of the cut. Subsequent to that we worked with them to improve matters; ensure sufficient resources; provide a programme that could be shared with both Members and the public via Customer Services; improved our own in house supervision of the contract; and receive daily updates from the contractor as to progress.

- 4.2.3 Initially, for the first few weeks of the first cut this went well. There were some issues with the quality of the cut in some locations and these were addressed but all in all we were relatively happy that the controls we had introduced were working. Over time though there was a

deterioration in the speed of progress and this quickly became a matter for concern. With some justification the contractor said that the very wet summer, with its associated increase in grass growth, was creating problems for him but by late June it was becoming evident that targets would not be met. As the contract agreement is a standard one for this type of work there are no penalties with regards to completing the work outside agreed timescales so there was little we could do in this regard.

- 4.2.4 The long grass was also resulting in reports that the quality of the cutting was poor and that the vegetation being left behind was creating a mess. We worked with the contractor to see how much this issue could be overcome but there was little that could be done. One of the problems was that the actual cut was fine but long grass and ferns were then falling over the cut swathe thus making the whole job untidy. We are not in a position where we can collect the cut vegetation due to the increase in cost of disposal and the sheer volume that would be produced so complaints where this was given as the reason had to be dealt with by an explanatory phone call.
- 4.2.5 The drivers were reporting to the contractor's head office which roads had been done so that updates could be sent out but it was evident that on many of the narrower roads the cut was patchy. When we questioned this it was apparent that the machine being used was too wide for a proper cut to take place and it took the contractor too long to bring in a smaller machine so that these could be addressed. In one case they even resorted to cutting the verge by hand as it was taking too long and the level of customer complaint was so high. The first cut was eventually completed in the second week of August three weeks after the target date.
- 4.2.6 In terms of the Highways team response to these issues we have tried to keep customers informed via the Customer Services section as to where we were up to but this became more and more difficult as the programme slipped. The supervisors have also had to spend quite a bit of time discussing issues on the phone or having to go out to meet customers to look at specific complaints. This has detracted from our ability to focus on other elements of the service through the summer but grass cutting is clearly an aspect of our job that is important to residents.
- 4.2.7 The second cut has been much improved and the contractor has sub-contracted a lot of the work to ensure that it is completed on time. This has been to the detriment of us in terms of receiving daily updates but our supervisors have caught up with the drivers on a regular basis to ensure that no roads are missed. The standard of cut has also been good but where it has been below our accepted level the driver has been sent back to do it again – naturally at no cost to the council.
- 4.2.8 In recent weeks the contractor has undergone a management restructuring and in the short term this has created problems in terms

of continuity and communication but we met with the new team last week and assurances have been made as to how the contract will be managed from now on.

4.3 *The Contract*

4.3.1 Our contract is a standard one for this type of work and does not contain any financial penalty clauses. The contractor can be notified of a failure but he then has the chance to put it right within an agreed time period rather than incurring a loss of income. We propose to look at how we can tighten up this contract in the next few weeks and it may mean that we re-write it and re-tender the whole work ahead of next year but this will almost certainly drive up the cost of the contract so a balance needs to be struck.

4.3.2 In conclusion we would state that the improvements we hoped to introduce after 2011 have worked but not as well as we'd hoped, mainly due to the terrible weather but also as a result of further difficulties the contractor has had in meeting our needs – especially in respect of the narrower roads. Members may want to agree that we continue with the overall approach to our cutting regime (with the biodiversity element within the AONB) but may recommend that officers review the contractual arrangements such that greater controls can be introduced.

5. How does the decision contribute to the Corporate Priorities?

It is a service priority that residents and visitors to Denbighshire will have access to a safe and well managed road network and verge grass cutting is a fundamental aspect of this aim.

6. What consultations have been carried out?

6.1 Feedback from Customer Services with regards to the volume and type of complaints has been ongoing.

6.2 Feedback from Members has been a regular facet of communication and this has proved useful in evaluating the success or otherwise of the change to the cutting regime.

6.3 Discussion and liaison with interested third parties is ongoing.

7. Power to make the Decision

Highways Act 1980

Report To:	Communities Scrutiny Committee
Date of Meeting:	25th October 2012
Lead Member / Officer:	Stuart Davies, Joint Head of Highways and Infrastructure.
Report Author:	Tim Towers, Section Manager (Network Services)
Title:	Preparation for Winter Maintenance for 2012/13 Season

1. What is the report about?

To explain the preparation for the 2012 / 2013 winter maintenance programme.

2. What is the reason for making this report?

To provide information regarding the delivery of safer routes for the county's residents and keeping the county open for business during adverse weather conditions.

3. What are the Recommendations?

That Members agree that the Winter Maintenance preparations are sufficient for the winter conditions anticipated, and that the contingency arrangements for more severe conditions are also adequate.

4. Report details.

4.1.1 For 2012 / 2013 we have not made any changes in our approach to preparing for winter maintenance. The number and extent of the gritting routes covering the county remains at 11. In previous years we have undertaken twelve routes but working closely with Conwy we have reduced the number of routes through cross border arrangements.

4.1.2 So as to meet legislation relating to drivers working hours we need a minimum of 33 to fulfil the rotas. The vast majority of these will come from within our own workforce but an advertisement asking for relief drivers will go out this week as we are five drivers short at the moment. A similar request last year had a good response so I'm confident that this shortfall can be filled by suitably qualified personnel.

4.1.3 We have again retained the services of a number of Agricultural Contractors and they will provide a support service to the remainder of

the rural network in the event of any snowfall. One of these was equipped with salt spreading capability last year. We are hoping this will significantly improve the coverage in the Llangollen area and will be using this as a pilot with a view to providing an enhanced service in other locations in the future.

- 4.1.4 At the time of writing we have over 5,000 tonnes of salt either in stock or due for delivery by the end of October. We store the salt in three locations namely :-

Kinmel Depot, Bodelwyddan where we will hold 1500 tonnes of the Safecote treated salt. This will be delivered in the next week or so to add to the stock of 300 tonnes we already hold there.

Corwen Depot currently holds in excess of 2,000 tonnes of the traditional dry salt. We only run two routes from this location but the depot has the capacity to store more salt than required and we have taken the opportunity to store as much salt here as possible.

Ruthin Depot is holding around 1500 tonnes as we go into the winter. Through the summer we have been undertaking some drainage work at this location and this has taken longer to instigate than hoped due to a delay in obtaining the necessary consents. This work is now complete and we will now be carrying out some surfacing work so that the salt is stored in much better conditions thus extending its usefulness and making for safe working conditions. Once this work is completed we can then increase the salt stock to a county total of 8,000 tonnes as we have over the past two winters – which gets us closer to the minimum stock required by the Welsh Government advice.

Nevertheless, the 5,000 tonnes which we will have in stock by the end of October is more than we would use in an ‘average’ winter.

Our supplier has now built up the strategic stock that existed before the previous extreme winters and therefore, with added resilience available via the Welsh Government, it is not felt salt supplies should be a particular area of concern.

- 4.1.5 Salt heaping and salt bin replenishment began at the beginning of October and will be completed before the end of the month. It is our intention that these will be kept topped up after any bout of wintry weather.
- 4.1.6 The usual rota arrangements for forecasting and supervision are in place thus ensuring that full 24 hour per day cover is available and these can be increased should conditions dictate. Agreement on

payments to all concerned have been agreed following protracted negotiations.

- 4.1.7 The communication strategy developed over recent years in conjunction with the Public Relations team and Customer Services will be used again as this has proved to be particularly effective. It is also used to announce road and school closures. Daily reports are already being sent indicating the day's action and the forecast for the next five days.
- 4.1.8 Should the weather turn particularly severe then we have contingency arrangements with officers and staff in both Countryside Services and Public Realm who can assist and they also have access to 4 x 4 vehicles which can supplement our own fleet.
- 4.1.9 In conclusion we feel that we are as well prepared for winter as we can reasonably be.

5. How does the decision contribute to the Corporate Priorities?

It is a service priority that residents and visitors to Denbighshire will have access to a safe and well-managed road network and the provision of a timely and effective winter maintenance activity is a fundamental aspect of this aim.

6. What will it cost and how will it affect other services?

There is a base budget from the Highways revenue allocation of £780,000 with further contingency available should the weather prove more severe than average.

7. What consultations have been carried out?

Provision of the Winter Maintenance service is now a Statutory requirement under Section 41(1A) of the Highways Act 1980 as amended by section 111 Railways and Transport Safety Act 2003. To what extent we are required to meet this duty is a matter of some debate but it is accepted that our published gritting routes give the minimum provision that we would be expected to achieve. Over and above this would be a matter of available resource and we hold regular discussions with stakeholders to ascertain the best approach to this.

8. Chief Finance Officer Statement

There is a significant budget allocated to this service to ensure we can properly cope with adverse weather. There is also a separate contingency for any particularly severe problems although this has not been drawn on in recent years.

9. What risks are there and is there anything we can do to reduce them?

As stated in Section 7 above, this is a statutory duty and the Authority can be held responsible should we fail to meet this responsibility. There is the potential for many things to go wrong (failure of drivers to turn up, vehicle breakdown etc.) but we believe that to the best of our ability we have mitigated these risks as much as possible. Spare vehicles, additional stand by arrangements, reciprocal agreements with other councils regarding ensuring salt supplies can be shared are just a few of these.

10. Power to make the Decision

Highways Act 1980

Report To:	Communities Scrutiny Committee
Date of Meeting:	25th October 2012
Lead Member / Officer:	Stuart Davies, Joint Head of Highways and Infrastructure
Report Author:	Tim Towers, Section Manager (Network Services)
Title:	Progress with Highways Capital Maintenance Work

1. What is the report about?

To present details of the progress to date with the highways maintenance programme and the programme of future works.

2. What is the reason for making this report?

The report is intended to update Members on progress with the 2012 / 13 programme and to outline how we will develop the forward works programme for 2013 / 14.

3. What are the Recommendations?

That Members note the progress to date and confirm that the proposed strategy for going forward is agreeable.

4. Report details.

4.1 Progress with the 2012 / 13 Capital Maintenance programme

4.1.1 As improving the condition of its roads remains a priority Denbighshire has committed £1,400,000 in 2012 / 2013 with the specific intention of targeting the roads in the county which were giving the most cause for complaints or potential risks. In addition to this there is also an allocation of £2,022,000 via the Welsh Government Local Government Borrowing Initiative (LGBI) funding and this year this is focussed mainly on the A and B roads within the county. The entire programme was also linked to need to address specific issues that had been identified as part of the more technical surveys we do such as SCRIM which is an assessment of skidding resistance.

4.1.2 The resurfacing was split into the usual three main categories of the traditional bituminous resurfacing, microasphalt and Surface Dressing. The latter two are very much weather related operations and need to be carried out in the warm and drier summer months. This year has

proved particularly onerous for our contractors but nevertheless they have been able to work around the prevailing rain and have completed the surface dressing and microasphalt programmes. Schemes included :-

Surface Dressing

A542 Penyclawdd to Bryn Golau, Llandegla
A525 Pennant Isaf Bend, Nant y Garth
A525 Ty Newydd Junction to Kynnaid, Llanfair D. C.
A525, Llanfair Dyffryn Clwyd to Ruthin
A525 Glan Aber Farm to Llanrhaeadr
A525 Trefnant to Tyddyn Lunt
A547 Meliden Golf Club
Whitchurch Road, Denbigh
Pengwern, Llangollen
Erw Deg, Llangollen
Talyrnau to Wenallt junction
Llanfwrog to Bontuchel
Llantysilio School Road
Sun Inn, Llantysilio

Note It had been our intention to Surface Dress the B5382 Denbigh to Henllan Road but this proved impossible due to the ongoing Welsh Water works in the vicinity. This will now be placed onto the 2013 / 2014 programme.

Microasphalt

A525 Llysfasi
A542 Pentre Bwlch to Afon Alyn, Llandegla
A542 Pen y Clawdd to Plantation, Pentredwr
A5104 Jordans Crossroads to Pentre Isaf, Bryneglwys
B5437 from the A5 to Carrog.
Gellifor to B5429
Gellifor Village
Clocaenog to Clawddnewydd
Clocaenog to Bontuchel
A494 to Llanelidan
A494 to Maeshafn

Note Due to the fact that the contractors plant was too heavy to cross the Dee Bridge it was not possible to lay microasphalt on the Carrog Village section and this too has now been deferred into the 2013 / 14 programme so that smaller plant can be utilised.

- 4.1.3 Notwithstanding the above we have also been busy with some of the resurfacing programme. By far the largest scheme completed to date was the resurfacing of the whole of the Denbighshire stretch of the B4391 in the far south west of the county. This route required a mix of full reconstruction and resurfacing and we also took the opportunity to widen it to some degree too. This was a complex project as the road is

a vital link from Bala over to mid-Wales and we had to make a number of changes to the contract so as to accommodate the needs of road users. The work was completed at the end of August.

4.1.4 In addition to the above we have also completed the work on :-

West Parade, Rhyl
B5381 Glascoed Road, St. Asaph
B4501 Bryn Glas to Bwlch Du, Nantglyn
B4501 Peniel, Denbigh
Bettws Gwerfil Goch
A548 Coast Road, Rhyl

4.2 *Programmed Works*

4.2.1 At the time of writing we have schemes underway at:-

North Avenue in Prestatyn
Prestatyn High Street
A5104 between Rhydtalog and Llandegla.
Motts Lane, Gellifor

Over the remaining months of this financial year we have programmed in the remaining schemes which total around twelve in number ranging from sections of Marsh Road in Rhyl, through high profile works on the A525 in Ruthin down to resurfacing Bryneglwys and Derwen.

We are on programme and within budget.

4.3 *Bridges and Structures*

4.3.1 Again, the bad weather has hampered work on some of the bridges, primarily as a result of the high water levels preventing work within the rivers and streams to address problems of scouring. These will now be deferred into 2013 / 14.

4.3.2 Elsewhere however there has been good progress and schemes have either been completed, are currently on site or will be completed within the current financial year. These include :-

Strengthening Works

- **Pont Glan Y Wern** – Complete, on budget.
- **Pont Eyrarth Uchaf** – Complete, within budget.
- **Berwyn Railway Bridge** – Planned works on schedule for both November 2012 and March 2013, starts.
- **Redwood Drive Culvert** – Currently on site, estimated costs to be within budget.

- **Llannerch Railway Bridge** – awaiting listed building consent. Works reprogrammed for February / March 2013.
- **Pont Llwyn Onn** – On schedule for March 2013.
- **A525 Elwy Bridge** – Trial strengthening scheme due for completion in November 2012. Laser survey planned for December to record works and analyze whether further erosion has occurred, since the summer survey. Scheduled Monument Consent Application for the strengthening of the central arch to be completed in January 2013.

Refurbishment works

- **Foryd Bridge** – Painting / Metalwork Repair project currently on site, anticipated completion date, currently 2 weeks behind schedule, now in November 2012.
- **Pont Cilan** – Pointing works to superstructure complete, scheduled monument consent for strengthening currently being prepared. Strengthening scheme is outside the scope of this years budget.
- **Pont Ruffydd, Pont Dafydd and Pont Cynwyd Dyfrdwy** – Unable to undertake scour works, due to high water levels during the summer. Materials will be procured in anticipation of lower water levels, next summer.
- **Bontuchel** – Waterproofing project complete, within budget.
- **Bontuchel Bach** – Waterproofing project, on schedule for February 2013.

4.4 *The 2013 / 14 Capital Maintenance Programme*

- 4.4.1 We are at the early stages of developing next year's programme however we are working quickly to finalise the programme which we aim to do by January 2013. Next year's work will again be funded jointly between the LGBI and an allocation from Denbighshire's own resources so at the present time we are working on an indicative funding of around £3.5 million for the overall programme (including bridges and street lighting). In order to comply with the requirements of the LGBI funding we need to submit a detailed programme to the Welsh Government by December 2012.
- 4.4.2 To date we have produced our own draft list of works and have also sought the views and comments of Town and Community Councils from across the county so that they have a chance to inform us of their views and concerns.
- 4.4.3 The next is to prepare a draft programme for consideration at the Strategic Investment Group meeting in October.
- 4.4.4. The final stage in developing the programme is that highway officers will attend the six Member Area Group meetings in November so that the elected Members have the opportunity to discuss and debate the various options. As a result we are not yet in a position to bring a definitive list to this meeting.

4.4.5 When finalised, the programme will be communicated to all elected members, Town and Community Councils and put on the website. Monitoring reports will sent on a monthly basis through these avenues. Any significant town centre schemes or other high profile works will be separately communicated to local business groups.

5. How does the decision contribute to the Corporate Priorities?

It is a service priority that residents and visitors to Denbighshire will have access to a safe and well maintained road network and investment of this type can only serve enhance this aim.

6. What consultations have been carried out?

As outlined above, development of the programme is subject to extensive consultation with a wide range of relevant bodies.

7. Chief Finance Officer Statement

The programme appears broadly on target. Costs of the above projects should be contained within the capital allocations for 2012/13. Any projects that slip should have the funding slipped as well.

8. What risks are there and is there anything we can do to reduce them?

The main risks associated by this type of work relate to ensuring that suitably qualified contractors are available and that costs can be controlled. By getting a programme in place early enough we will be able to liaise closely with our contractors so that programming can be undertaken effectively. Framework Contracts will be used to procure these contractors so that value for money is assured and beyond that we will then closely monitor costs such that inflationary pressures beyond our control (i.e bitumen increases) can be taken account of and controlled.

9. Power to make the Decision

Highways Act 1980

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Report To: Communities Scrutiny Committee

Date of Meeting: 25th October 2012

Lead Member / Officer: Stuart Davies, Joint Head of Highways and Infrastructure

Report Author: Tim Towers, Section Manager (Network Services)

Title: Major Transport Infrastructure Work

1. What is the report about?

This report is intended for information only.

2. What is the reason for making this report?

This report is intended to inform Members of the mechanism and potential funding streams for large scale infrastructure investment within Denbighshire.

3. What are the Recommendations?

That Members note the Council's involvement in strategic infrastructure development.

4. Report details.

- 4.1.1 The TAITH North Wales Regional Transport Plan (RTP) is the mechanism for the identification, development and delivery of major transport infrastructure schemes. It came into being in 2009 and replaced the previous individual Local Transport Plans which local authorities had prepared. TAITH is a joint transport board made up of the six North Wales local authorities. On this body Denbighshire is represented by the Lead Member for Public Realm and the Chair of the Communities Scrutiny Committee.

The RTP has a number of transport policy objectives and priorities which align with the objectives in the Wales Transport Strategy. Whilst these objectives and priorities are fairly broad-ranging, they put particular emphasis around greater use of passenger transport, walking and cycling as modes of transport.

Associated with the RTP is annual capital funding from the Welsh Government which is termed Regional Transport Consortia Grant (RTCG). TAITH collates bids for RTCG from the six authorities as part of an annual bidding process, together with bids for Region-wide

projects. The latter are usually associated with Passenger Transport initiatives. All projects receiving RTCG must be in the RTP programme. Each project within the programme has been independently assessed to check its fit with the RTP transport policy objectives and priorities. If projects don't meet fit with the transport policy then they are not included within the programme.

- 4.1.2 Typically, around £4.5 million of RTCG is available for the TAITH region per annum, although it is probable that this figure might reduce to less than £4.0 million within the next year or two.

Denbighshire has typically been awarded between £600k and £900k per annum since the RTP has been in place. Examples of Denbighshire projects that have been funded in from the RTCG in recent years are:

Prestatyn Bus Station
Rhyl Bus Station
Prestatyn Railway Station Car Park
Dee Valley Cycle Path
Ruthin Cycle routes

Clearly, the levels of funding available to individual authorities through the RTCG are not sufficient to fund major transport projects such as relief roads (by-passes). The other issue is that relief road schemes don't tend to score particularly highly when assessed for their fit against transport policy objectives.

There are some recent examples of where the Welsh Government has funded relief road projects. This is because the projects have been deemed to be nationally important, and also partially because the projects were at such a stage of development that they had already been committed to.

7. What consultations have been carried out?

The Regional Transport was extensively consulted upon with a wide range of stakeholders during its development. This included the submission of papers to the former Environment Scrutiny Committee on two separate occasions.

8. Chief Finance Officer Statement

Taith is an important source of funds for the Council and may become more so in the future as regional working increases. It is important that members understand its role and how Denbighshire can maximise the benefit of its involvement.

9. What risks are there and is there anything we can do to reduce them?

Any projects funded by the Regional Transport Consortia Grant must be subject to a robust project management methodology to ensure any risks associated with an individual project are managed appropriately. Such risks will thus be managed on a project specific basis.

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Report To: Communities Scrutiny Committee

Date of Meeting: 25th October 2012

Lead Member / Officer: Cll David Smith/Paul Mead

Report Author: Paul Mead

Title: Bringing Planning Closer to the Community

1. What is the report about?

This report will explain how the Council, as Local Planning Authority, carries out its statutory development control and compliance function. It will focus on the statutory responsibilities the Council has to consult with interested parties on planning applications and will make suggestions for how this consultation and engagement process can be improved with the aim to bring planning closer to the community.

2. What is the reason for making this report?

The report is to provide Members with information on the way the Development Control and Compliance team consult and engage with the community on planning proposals and to hear suggestions from the Committee on any improvements required.

3. What are the Recommendations?

That Members note the contents of the report and comment on the proposed arrangements for developing closer links between the local community and the work of the Development Control and Planning Compliance department.

4. Report details.

Statutory Publicity Requirements for Planning Applications

The Town and Country Planning (Development Management Procedure) (Wales) Order 2012 sets out the statutory requirements on a Local Planning Authority (LPA) to let people know about planning applications. Part 12 of the aforementioned Order sets out the publicity requirements. Attached is **Appendix 1**, the relevant extract from this Order.

In brief, the LPA is required to publicise certain planning applications and can do so by placing a notice on the site, in a local paper or by sending letters directly to an adjoining owner or occupier. Requirements vary for different types of planning application and the Order also sets out how a LPA should use its website for alerting people to a planning application.

The legislation requires the LPA to send letters to **adjoining owners or occupiers** to any proposed development site. As such, legally the LPA is only required to send a letter to the owner or occupier of land which adjoins the site. Neighbours who live beyond that (e.g. on the opposite side of a road) are not, necessarily entitled to a formal consultation letter.

Site and press notices are normally used for major development proposals or for proposals which may be contrary to Policies in the adopted Plan. The notices should be displayed for at least 21 days.

Letters of consultation to adjoining owners or occupiers, Town and Community Council's or other statutory consultees normally allow **14 days** from the date of the letter for representations to be made.

Statutory consultees on planning applications can include amongst others Town or Community Councils, the local Highways Authority and the Environment Agency.

Denbighshire's Current Consultation and Communication

Having regard to the aforementioned statutory position, the LPA has tended to take a more flexible approach. For example, we will tend to extend letters of consultation on planning applications (where reasonable) beyond the adjoining owner or occupier e.g. we will consult the neighbour on the opposite side of the road if they are affected by a proposed development. We also tend to allow **21 days** and not 14 days for representations to be made on planning applications by residents and Town/Community Councils.

On major applications we will put out press releases (where needed) and ensure site notices are placed around the development site. In relation to our liaison with Town and Community Councils we have operated a Protocol document for over 3 years. This is attached as **Appendix 2**. We value the role of Town and Community Council's in the planning process and Officers will liaise with them during the course of a planning application. We will visit their Planning meetings and offer training on planning matters to them throughout the year.

This has resulted in figures showing that over 90% of eventual planning application decisions correspond to the original recommendations of Town or Community Councils.

There are costs associated with consulting on planning applications. These include the adverts which must be placed in the press, the production and posting of site notices and the posting of letters to those persons who may be affected by a proposal. A summary of these costs for the last two years will be presented at the Committee meeting.

Clearly, the more notices and letters we send out to the community the greater the potential costs are on the service. These potential increased costs and how they are managed can be discussed at the Committee meeting.

Proposed Future Communication and Consultation Service Standards

The Development Control and Compliance team now want to further develop their communication and consultation service with the community on planning proposals. With this in mind we have produced a draft information guide which sets out the proposed service standards for the team. This is attached as **Appendix 3**. The guide will be presented for information to Planning Committee before a Lead Member delegated decision is sought to introduce the guide.

5. How does the decision contribute to the Corporate Priorities?

Consultation on planning applications is set out in statute. However, the development of standards as set out in this document and the attachments will contribute towards bringing the Council closer to its community.

6. What will it cost and how will it affect other services?

There may be minor additional costs in extending consultations and communication through Officer time and postage of more letters. However, it is not envisaged that this will be significant and will be covered within existing budgets.

7. What consultations have been carried out?

None.

8. What risks are there and is there anything we can do to reduce them?

None.

9. Power to make the Decision

The power to make decisions on planning applications falls under the provisions of the Town and Country Planning Act 1990.

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(7) Y ceisiadau a ragnodir at ddibenion paragraff (c) o'r diffiniad o "owner" yn adran 65(8) o Ddeddf 1990 yw ceisiadau mwynau, a'r mwynau a ragnodir at ddibenion y paragraff hwnnw yw unrhyw fwynau ac eithrio olew, nwy, glo, aur neu arian.

(8) Yn yr erthygl hon—

ystyr "ceisiadau mwynau" ("*minerals applications*") yw ceisiadau am ganiatâd cynllunio ar gyfer datblygiad sy'n cynnwys ennill a gweithio mwynau;

ystyr "hysbysiad gofynnol" ("*requisite notice*") yw hysbysiad yn y ffurf briodol a bennir yn Atodlen 2 neu ffurf sylweddol gyffelyb o ran ei heffaith, ond ni fydd yn cynnwys hysbysiad a gyflwynir gan ddefnyddio cyfathrebiad electronig; ac

ystyr "tenant" ("*tenant*") yw tenant amaethyddol fel y diffinnir "agricultural tenant" yn adran 65(8) o Ddeddf 1990, o dir y mae unrhyw ran ohono'n gynnwysedig yn y tir y mae cais yn ymwneud ag ef.

Tystysgrifau mewn perthynas â hysbysiadau o geisiadau am ganiatâd cynllunio

11.—(1) Pan wneir cais am ganiatâd cynllunio rhaid i'r ceisydd ardystio, mewn ffurf a gyhoeddir gan Weinidogion Cymru neu ffurf sylweddol gyffelyb o ran ei heffaith, bod gofynion erthygl 10 wedi eu bodloni.

(2) Os bydd gan geisydd achos i ddibyynu ar baragraff (5) o erthygl 10, rhaid i'r dystysgrif ddatgan yr amgylchiadau perthnasol.

Cyhoeddusrwydd i geisiadau am ganiatâd cynllunio

12.—(1) Rhaid i awdurdod cynllunio lleol y gwneir cais iddo am ganiatâd cynllunio roi cyhoeddusrwydd i'r cais yn y modd a ragnodir gan yr erthygl hon.

(2) Yn achos cais am ganiatâd cynllunio ar gyfer datblygiad—

- (a) sy'n gais AEA a gyflwynir ynghyd â datganiad amgylcheddol;
- (b) nad yw'n cydweddu â darpariaethau'r cynllun datblygu sydd mewn grym yn yr ardal lle mae'r tir yr ymwneir ag ef yn y cais; neu
- (c) a fyddai'n effeithio ar hawl tramwy y mae Rhan 3 o Ddeddf Bywyd Gwyllt a Chefn Gwlad 1981 (hawliau tramwy cyhoeddus)(1) yn gymwys iddi,

(1) 1981 p.69; gweler adran 66. Ceir diwygiadau i Ran 3 nad ydynt yn berthnasol i'r Gorchymyn hwn.

(7) The applications prescribed for the purposes of paragraph (c) of the definition of "owner" in section 65(8) of the 1990 Act are minerals applications, and the minerals prescribed for the purposes of that paragraph are any minerals other than oil, gas, coal, gold or silver.

(8) In this article—

"minerals applications" ("*ceisiadau mwynau*") means applications for planning permission for development consisting of the winning and working of minerals;

"requisite notice" ("*hysbysiad gofynnol*") means notice in the appropriate form set out in Schedule 2 or in a form substantially to the like effect, but will not include notice served using electronic communications; and

"tenant" ("*tenant*") means an agricultural tenant as defined in section 65(8) of the 1990 Act, of land any part of which is comprised in the land to which an application relates.

Certificates in relation to notices of applications for planning permission

11.—(1) Where an application for planning permission is made, the applicant must certify, in a form published by the Welsh Ministers or in a form substantially to the like effect, that the requirements of article 10 have been satisfied.

(2) If an applicant has cause to rely on paragraph (5) of article 10, the certificate must state the relevant circumstances.

Publicity for applications for planning permission

12.—(1) An application for planning permission must be publicised by the local planning authority to which the application is made, in the manner prescribed by this article.

(2) In the case of an application for planning permission for development which—

- (a) is an EIA application accompanied by an environmental statement;
- (b) does not accord with the provisions of the development plan in force in the area in which the land to which the application relates is situated; or
- (c) would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 (public rights of way)(1) applies,

(1) 1981 c.69; see section 66. There are amendments to Part 3 which are not relevant to this Order.

rhaid rhoi cyhoeddusrwydd i'r cais yn y modd a bennir ym mharagraff (3).

(3) Rhaid rhoi cyhoeddusrwydd i gais sy'n dod o fewn paragraff (2) ("cais paragraff (2)") drwy roi hysbysiad gofynnol—

- (a) drwy arddangos ar y safle mewn o leiaf un man ar neu gerllaw'r tir y mae'r cais yn ymwneud ag ef, am gyfnod o ddim llai nag 21 diwrnod; a
- (b) drwy gyhoeddi'r hysbysiad mewn papur newydd sy'n cylchredeg yn y gymdogaeth lle mae'r tir yr ymwneir ag ef yn y cais.

(4) Yn achos cais am ganiatâd cynllunio nad yw'n gais paragraff (2), os yw'r datblygiad arfaethedig yn ddatblygiad mawr, rhaid rhoi cyhoeddusrwydd i'r cais drwy roi hysbysiad gofynnol—

- (a) (i) drwy arddangos ar y safle mewn o leiaf un man ar neu gerllaw'r tir y mae'r cais yn ymwneud ag ef, am gyfnod o ddim llai nag 21 diwrnod; neu
- (ii) drwy gyflwyno'r hysbysiad i unrhyw berchennog neu feddiannydd cyffiniol; a
- (b) drwy gyhoeddi'r hysbysiad mewn papur newydd sy'n cylchredeg yn y gymdogaeth lle mae'r tir yr ymwneir ag ef yn y cais.

(5) Mewn achos nad yw paragraff (2) na pharagraff (4) yn gymwys iddo, rhaid rhoi cyhoeddusrwydd i'r cais drwy roi hysbysiad gofynnol—

- (a) drwy arddangos ar y safle mewn o leiaf un man ar neu gerllaw'r tir y mae'r cais yn ymwneud ag ef, am gyfnod o ddim llai nag 21 diwrnod; neu
- (b) drwy gyflwyno'r hysbysiad i unrhyw berchennog neu feddiannydd cyffiniol.

(6) Os caiff hysbysiad ei dynnu ymaith, ei guddio neu'i ddifwyno cyn bo'r cyfnod o 21 diwrnod y cyfeirir ato ym mharagraff (3)(a), (4)(a)(i) neu (5)(a) wedi dod i ben, a hynny pan nad oedd bai ar yr awdurdod cynllunio lleol na bwriad ganddo i wneud hynny, rhaid trin yr awdurdod fel pe bai wedi cydymffurfio â gofynion y paragraff perthnasol, os cymerodd gamau rhesymol i ddiogelu'r hysbysiad ac i'w ailosod pe bai angen.

(7) Pan fo awdurdod cynllunio lleol yn cynnal gwefan at y diben o roi cyhoeddusrwydd i geisiadau am ganiatâd cynllunio, rhaid cyhoeddi'r wybodaeth ganlynol ar y wefan—

- (a) cyfeiriad neu leoliad y datblygiad arfaethedig;
- (b) disgrifiad o'r datblygiad arfaethedig;
- (c) erbyn pa ddyddiad y bydd rhaid gwneud unrhyw sylwadau, sef dyddiad na chaiff fod yn gynharach na diwrnod olaf y cyfnod o 14 diwrnod sy'n cychwyn gyda'r dyddiad y cyhoeddir yr wybodaeth;
- (ch) ymhle a pha bryd y ceir archwilio'r cais; a

the application must be publicised in the manner specified in paragraph (3).

(3) An application falling within paragraph (2) ("a paragraph (2) application") must be publicised by giving requisite notice—

- (a) by site display in at least one place on or near the land to which the application relates, for not less than 21 days; and
- (b) by publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated.

(4) In the case of an application for planning permission which is not a paragraph (2) application, if the development proposed is major development the application must be publicised by giving requisite notice—

- (a) (i) by site display in at least one place on or near the land to which the application relates for not less than 21 days; or
- (ii) by serving the notice on any adjoining owner or occupier; and
- (b) by publication of the notice in a newspaper circulating in the locality in which the land to which the application relates is situated.

(5) In a case to which neither paragraph (2) nor paragraph (4) applies, the application must be publicised by giving requisite notice—

- (a) by site display in at least one place on or near the land to which the application relates for not less than 21 days; or
- (b) by serving the notice on any adjoining owner or occupier.

(6) Where the notice is, without any fault or intention of the local planning authority, removed, obscured or defaced before the period of 21 days referred to in paragraph (3)(a), (4)(a)(i) or (5)(a) has elapsed, the authority will be treated as having complied with the requirements of the relevant paragraph if they have taken reasonable steps to protect the notice and, if need be, replace it.

(7) Where the local planning authority maintain a website for the purpose of publicising applications for planning permission the following information must be published on the website—

- (a) the address or location of the proposed development;
- (b) a description of the proposed development;
- (c) the date by which any representations about the application must be made, which must not be before the last day of the period of 14 days beginning with the date on which the information is published;
- (d) where and when the application may be inspected; and

(d) sut y gellir gwneud sylwadau ynglŷn â'r cais.

(8) Os bydd yr awdurdod cynllunio lleol wedi methu â bodloni gofynion yr erthygl hon mewn perthynas â chais am ganiatâd cynllunio ar yr adeg yr atgyfeirir y cais at Weinidogion Cymru o dan adran 77 o Ddeddf 1990 (atgyfeirio ceisiadau at yr Ysgrifennydd Gwladol)(1) neu y gwneir unrhyw apel i Weinidogion Cymru o dan adran 78 o Ddeddf 1990 (hawl i apelio yn erbyn penderfyniadau cynllunio a methiant i wneud penderfyniadau o'r fath)(2), bydd yr erthygl hon yn parhau'n gymwys fel pe na bai'r cyfryw atgyfeiriad neu apel i Weinidogion Cymru wedi ei wneud.

(9) Os yw paragraff (8) yn gymwys, pan fydd yr awdurdod cynllunio lleol wedi bodloni gofynion yr erthygl hon, rhaid iddo hysbysu Gweinidogion Cymru ei fod wedi gwneud hynny.

(10) Yn yr erthygl hon—

ystyr "hysbysiad gofynnol" ("*requisite notice*") yw hysbysiad yn y ffurf briodol a bennir yn Atodlen 3 neu ffurf sylweddol gyffelyb o ran effaith; ac

ystyr "perchennog neu feddiannydd cyffiniol" ("*adjoining owner or occupier*") yw unrhyw perchennog neu feddiannydd unrhyw dir cyffiniol i'r tir y mae'r cais yn ymwneud ag ef.

(11) Mae paragraffau (1) i (6) yn gymwys i geisiadau a wneir i Weinidogion Cymru o dan adran 293A o Ddeddf 1990 (datblygiad brys y Goron: gwneud cais)(3) fel pe bai'r cyfeiriadau at awdurdod cynllunio lleol yn gyfeiriadau at Weinidogion Cymru.

Hysbysiad o atgyfeirio ceisiadau at Weinidogion Cymru

13. Wrth atgyfeirio unrhyw gais at Weinidogion Cymru o dan adran 77 o Ddeddf 1990 (atgyfeirio ceisiadau at yr Ysgrifennydd Gwladol) yn unol â chyfarwyddyd i'r perwyl hwnnw, rhaid i awdurdod cynllunio lleol gyflwyno i'r ceisydd hysbysiad sydd—

- yn nodi telerau'r cyfarwyddyd ac unrhyw resymau a roddir gan Weinidogion Cymru dros ei ddyroddi;
- yn datgan bod y cais wedi ei atgyfeirio at Weinidogion Cymru; ac
- yn cynnwys datganiad y bydd Gweinidogion Cymru, os yw'r ceisydd yn dymuno hynny, yn rhoi cyfle i'r ceisydd ymddangos gerbron person a benodir gan Weinidogion Cymru at y diben hwnnw a chael ei glywed ganddo, ac y

(e) how representations may be made about the application.

(8) If the local planning authority have failed to satisfy the requirements of this article in respect of an application for planning permission at the time the application is referred to the Welsh Ministers under section 77 of the 1990 Act (reference of applications to Secretary of State)(1) or any appeal to the Welsh Ministers is made under section 78 of the 1990 Act (right to appeal against planning decisions and failure to take such decisions)(2), this article will continue to apply as if such referral or appeal to the Welsh Ministers had not been made.

(9) Where paragraph (8) applies, when the local planning authority have satisfied the requirements of this article, they must inform the Welsh Ministers that they have done so.

(10) In this article—

"adjoining owner or occupier" ("*perchennog neu feddiannydd cyffiniol*") means any owner or occupier of any land adjoining the land to which the application relates; and

"requisite notice" ("*hysbysiad gofynnol*") means notice in the appropriate form set out in Schedule 3 or in a form substantially to the like effect.

(11) Paragraphs (1) to (6) apply to applications made to the Welsh Ministers under section 293A of the 1990 Act (urgent Crown development: application)(3) as if the references to a local planning authority were references to the Welsh Ministers.

Notice of reference of applications to the Welsh Ministers

13. On referring any application to the Welsh Ministers under section 77 of the 1990 Act (reference of applications to Secretary of State) pursuant to a direction in that behalf, a local planning authority must serve on the applicant a notice—

- setting out the terms of the direction and any reasons given by the Welsh Ministers for issuing it;
- stating that the application has been referred to the Welsh Ministers; and
- containing a statement that the Welsh Ministers will, if the applicant so wishes, afford to the applicant an opportunity of appearing before and being heard by a person appointed by the Welsh Ministers for the

(1) Diwygiwyd adran 77 gan adran 32 o Ddeddf Cynllunio a Digolledu 1991 (p.34) a pharagraff 18 o Atodlen 7 i'r Ddeddf honno, ac adran 40(2)(d) o Ddeddf 2004.

(2) Diwygiwyd adran 78 gan adran 17(2) o Ddeddf Cynllunio a Digolledu 1991 (p.34) ac adrannau 40(2)(c) a 43(2) o Ddeddf 2004.

(3) Mewn nosodwyd adran 293A gan adran 82(1) o Ddeddf 2004.

(1) Section 77 was amended by section 32 of, and paragraph 18 of Schedule 7 to, the Planning and Compensation Act 1991 (c.34), and section 40(2)(d) of the 2004 Act.

(2) Section 78 was amended by section 17(2) of the Planning and Compensation Act 1991 (c.34) and sections 40(2)(e) and 43(2) of the 2004 Act.

(3) Section 293A was inserted by section 82(1) of the 2004 Act.

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DEVELOPMENT CONTROL AND COMPLIANCE TEAM

PROTOCOL FOR LIAISON WITH TOWN AND COMMUNITY COUNCILS

Denbighshire County Council aims to be an excellent authority in providing high quality, sustainable and efficient services to all its citizens and communities by 2012. One of the ways in which the Development Control and Compliance Team aims to achieve this is by closer liaison with Town and Community Councils.

This protocol sets out clear guidance for liaison between the Officers within the Development Control and Compliance Team (the Team) and the Town and Community Council's (T&CCs) from the pre-application stage through to post decision matters. By following the steps within this protocol, a closer link will be forged between the Development Control and Compliance Team and the Local Community through improved communication. By improving communication, the Council will gain a better understanding of the needs of the communities involved, and the Town and Community Councils will also benefit from having a better knowledge of the parameters in which Officers work when considering planning applications in their local communities.

1. BEFORE AN APPLICATION IS SUBMITTED

- 1.1 There are occasions when a developer/applicant will contact the Team with a view to discussing the merits of a development before submitting an application.

The Council is not always at liberty to discuss this type of enquiry with third parties as they are usually of a confidential nature.

The Council will aim to bring together the developer and the local community whenever possible by improving communication and understanding of the planning process.

Early informal engagement would not prejudice the right of the Town and Community Council to voice an opinion if or when an application is submitted. Nor does it guarantee that all local issues can be resolved before an application is received.

What the Town and Community Council can expect from Denbighshire

- 1.1.1 *The team will seek to gain the consent of the potential developer to informally approach the T or CC to advise them of the details of any significant pre application discussions.*
- 1.1.2 *The team will encourage the potential developer to give presentations to the T or CCs where appropriate.*

What Denbighshire would like from the Town or Community Council

- 1.1.3 *To provide informal feedback on any pre-application consultation making suggestions for scheme improvements and highlighting relevant local considerations.*

2. WHEN AN APPLICATION IS SUBMITTED

- 2.1 T or CCs will be formally consulted by the Team on all relevant planning applications in their area. The responses received will be placed on file, reported in full within any planning report and issues raised will be addressed in formulating a decision.
- 2.2 The relevant maximum statutory period for response by a T or CC on a planning and/or other application will be 21 days from the date of the letter or e-mail sent to the relevant T or CC.
- 2.3 The majority of applications are dealt with by the case officer under our Scheme of Delegation*. When this happens, a report is written by the case officer and this will include the T or CC response. However, when an objection is received from the T or CC and the case officer is minded to approve, then our Scheme of Delegation dictates that the application is heard by the Planning Committee. Again, the response is included in full on the case officer's report to Planning Committee. Please refer to our Scheme of Delegation for full details.
- 2.4 All reasonable steps will be taken to ensure that a decision is not made under delegated powers before a response is received from the T or CC.
- 2.5 The team will keep the T & CC informed of potential Planning Committee items to ensure that the community is kept aware of applications which may be of local interest. We will always seek to ensure total transparency in the planning process and keep the T & CC informed as to whether applications must be determined at Planning Committee.
- 2.6 If there has been a request to speak at Committee, all relevant documents will be provided before the date of the Planning Committee so that the speaker is aware of the procedure.
- 2.7 We will also provide any further documentation produced after the officer's report has been finalised. Such documentation is normally presented to Planning Committee in the form of a late representations (blue) sheet.
- 2.8 Not all applications will have public speakers and we would not normally provide further details unless we had been requested to do so.

However, the team will endeavour to provide more information to T & CCs on applications which have been to Planning Committee as these tend to be the more contentious ones, or have more local issues.

- 2.9 Sometimes, the final Planning Committee decision will follow the recommendation of the T or CC but this is not always the case. In these instances we will provide more information after the relevant Committee, this will enable the T & CC to understand the reasoning behind the decision.
- 2.10 To ensure total transparency, we will provide copies of any legal agreements for those applications where a legal obligation was required before the decision notice could be released.

What the Town and Community Council can expect from Denbighshire

- 2.10.1 *We will send out a letter of consultation, including copies of relevant plans and documents promptly following the submission of a valid application. This can be done either via paper copy or via electronic means.*

- 2.10.2 *We will aim to be sympathetic and accommodating when the T & CC are unable to respond within the relevant timescale. However, please bear in mind that the officers have a limited timescale in which to determine applications so this will place a restriction on how long they can wait.*
- 2.10.3 *If no response has been received at the point where a delegated decision can be made, the case officer will take all reasonable steps to contact the Clerk to find out why a response has not been received. This may be because the timing of the T or CC meetings was not compatible with the timescale of the application. In these cases, we will ensure that we take this into consideration when determining whether or not a decision can be issued.*
- 2.10.4 *We will ensure that the appropriate Clerk of the T & CC receives the list of potential Planning Committee items at the relevant time and that they are informed that they have the opportunity to speak at Committee. This will be done approximately two weeks prior to Planning Committee and will include a brief summary of the relevant planning issues on that application.*
- 2.10.5 *We will endeavour to address the valid material planning issues raised by T & CCs when formulating reports and decisions and, where necessary, will provide further clarification on planning issues.*

What Denbighshire would like from the Town or Community Council

- 2.10.6 *The Case Officer needs to have a written response from the T or CC as soon as possible.*
- 2.10.7 *The response should take into account the relevant policies of the Denbighshire Unitary Development Plan (available in all local libraries and also on the Denbighshire website) and should also highlight any local issues which may not be immediately obvious to the case officer.*
- 2.10.8 *Should the T or CC experience difficulties in responding within the relevant timescale, the Clerk should approach the case officer as soon as possible to explain the delay. (See contact details at the end of this document)*
- 2.10.9 *Failure to request an extension of time could result in a planning application being determined under our Scheme of Delegation without a response being received from the T or CC.*
- 2.10.10 *The more contentious applications can generate substantial officer reports. Therefore we would ask that responses are concise and relevant to the local issues as all policy issues will be thoroughly reported by the case officer. This will ensure that issues are not duplicated and reports are more reader friendly.*
- 2.10.11 *Should the Clerk feel that there are substantial concerns regarding an application, early contact with the case officer should be made by the Clerk in order to discuss the issues. The Clerk could obtain the view of the case officer and whether the case will be dealt with under the Scheme of Delegation or at Planning Committee. If this is the case, the Clerk may feel that a slot should be requested for someone to address the issues at Planning Committee.*

- 2.10.12 *On receipt of the Committee item list, the Clerk should circulate the document to its Members. This will ensure that contact can be made at the earliest opportunity in case any of the Members wish to address the committee in accordance with our Protocol on Public Speaking at Planning Committee.*

3. AFTER A DECISION HAS BEEN MADE

- 3.1 The case officers will ensure that the appropriate T or CCs are consulted on any relevant 'approval of conditions', either on request or due to the significance of the issue.

What the Town and Community Council can expect from Denbighshire

- 3.1.1 *We will send copies of all relevant decision certificates to the T or CC which will list conditions which have been imposed on the planning applications.*

Should the Planning Application case officer receive documentation seeking to discharge a previously imposed condition which is likely to affect the local community, a consultation will be carried out with the T or CC. This will give the T or CC 14 days in which to make comments on these details.

What Denbighshire would like from the Town or Community Council

- 3.1.2 *Although there is no strict time limit on approval of conditions, we aim to approve as soon as possible therefore a prompt response is appreciated.*
- 3.1.3 *We would expect the Clerk to bring all decision notices to the attention of their members to ensure that any conditions which may affect local issues can be highlighted with the relevant case officer. This will ensure that the T or CC can be contacted or consulted when documentation is received to approve the relevant condition.*

4. TOWN AND COMMUNITY COUNCIL TRAINING ON PLANNING MATTERS

- 4.1 We will aim to bring the Council closer to the community by providing regular training/liaison sessions with the T or CC. This will allow two way engagement and provide the T or CCs and the Council with a better understanding of the challenges that each face when considering planning applications.

What the Town and Community Council can expect from Denbighshire

- 4.1.1 *We will provide four training sessions per year. Each of the sessions will be located in different locations throughout the County to allow access for all.*
- 4.1.2 *Should any Town or Community Council feel that they would benefit from training on a particular subject which affects their local area, we will endeavour to provide that training outside the four scheduled sessions.*
- 4.1.3 *Requests for Senior Officers from the Development Control and Compliance Team to attend any Town and Community Council planning meetings will be accommodated where feasible.*

What Denbighshire would like from the Town or Community Council

- 4.1.4 *We usually suggest that the sessions are limited to the Clerk and maybe one other member of the T or CC. However, should the Clerk not be able to attend, we are more than happy for an alternative Member to attend on their behalf. These sessions are for the benefit of the T & CCs. Your attendance and feedback is valuable in helping us to provide a better service.*

5. MONITORING OF DEVELOPMENT AND REPORTING OF BREACHES OF PLANNING CONTROL

- 5.1 Once permission has been given for a type of development there may be certain planning conditions or legal agreements which require monitoring to ensure the development proceeds as approved. We are a small team and whilst we will always endeavour to monitor major schemes it may not always be possible to monitor all development sites. The aim is that better communication between the Council and T & CCs will enable better monitoring of sites. Planning also have a role in the investigation of possible breaches of planning control (i.e. someone doing something without planning permission). Again, better liaison with T & CCs can assist in this process as T & CCs will often be able to flag such breaches up before the Council becomes aware of them.

What the Town and Community Council can expect from Denbighshire

- 5.1.1 *We will provide copy decision notices to all the relevant Town or Community Councils to ensure that the local community is fully aware of the conditions imposed by the Local Authority on certain planning consents.*
- 5.1.2 *The Planning Compliance section will investigate all breaches identified by the T & CCs having regard to resources and priorities at the time of the investigation and will provide feedback on their findings.*

What Denbighshire would like from the Town or Community Council

- 5.1.3 *The T or CC can often be the eyes and ears of the Development Control and Compliance Team. Any potential breaches of planning control or non-compliance with planning permissions should be reported in writing to the team (see contact details).*
- 5.2 Where development does not proceed on site despite having the benefit of planning permission this can often result in a visual blight on the community.
- 5.3 The Council will work with the landowner/developer and the T & CC to ensure the site remains visually acceptable in the short to medium term or until the development can be progressed. Relevant Enforcement action will be progressed where it can be proved that significant harm is being caused by the appearance of the development.

What the Town and Community Council can expect from Denbighshire

- 5.3.1 *We will investigate all options available to the team to try and mitigate the situation. There are limited powers of enforcement in situations where permission has been given but not fully implemented. However, the team will liaise with the developer to try to seek a mutual resolution and keep the local T or CC updated on the necessary course of action.*

What Denbighshire would like from the Town or Community Council

- 5.3.2 *The early reporting of possible negative impacts from a site or building on the community would enable the Development Control and Compliance Team to formulate an action plan to deal with this potential harm. Contact should be made with one of the Planning Compliance Officers. Contact details are listed below.*

6. THE PLANNING APPEAL PROCESS

- 6.1 In most cases* within 6 months of the refusal of planning permission an applicant has the right to appeal the decision. This appeal can be made to the Planning Inspectorate and may take the form of an exchange of written statements, an informal hearing or a public inquiry. The T&CC would have made representations on the original planning application and, dependent on the nature of the proposed development, may wish to take an active role in the planning appeal process. Local issues which may have been crucial in the formulating of the refusal will, no doubt, be relevant in the planning appeal process. Planning Inspectors will often take heed of the comments of the T&CC during a planning appeal and in order to make a comprehensive defence of the Council's decision it is important that the Council and T&CC liaison is managed properly.

What the Town and Community Council can expect from Denbighshire.

- 6.1.1 *We will contact the relevant T&CC to let them know a planning appeal has been received enclosing the relevant decision notice.*
- 6.1.2 *Should the relevant T&CC wish to be involved within the planning appeal process the appeal case officer will involve them in pre-appeal meetings and send them any relevant documents and statements pertaining to the case. A representative of the T&CC may then attend the planning appeal giving appropriate evidence where necessary in the defence of the Council's case.*

What Denbighshire would like from the T&CC

- 6.1.3 *Should the T&CC feel they wish to be heard at a planning appeal they should ensure contact is made with the case officer once they receive notification that an appeal has been lodged. The T&CC should be guided by the case officer as to how best they may support the Council's case highlighting what specific evidence may be required. The T&CC may wish to write to the Planning Inspectorate in order to defend the reason(s) for refusal.*
- 6.2 The involvement of the T&CC in a planning appeal, if managed appropriately, can greatly enhance the Council's case and enable a Planning Inspector to get valid and up to date local information pertaining to the case. The Council would encourage involvement where appropriate and would aim to assist the T&CC in getting involved.

PLEASE NOTE:

- a) Statutory time scales: The National target set by the Welsh Assembly Government is for all Councils to determine planning applications within 8 weeks. The consultation period is set at 2 weeks but we in Denbighshire do not consider this timescale to be realistic therefore have extended it to three weeks.

When we consult on planning applications, we contact many organisations/bodies, as well as T & CCs, for example highways department, Environment Agency, neighbours etc and everyone's feedback will be considered before determining an application.

- b) We would fully encourage and support any T or CC in receiving their consultations via electronic means as this can speed up the process and is the most cost effective and efficient way of carrying out the consultation process. Please feel free to contact us should you wish to consider electronic consultations.
- c) The most efficient and cost effective way of sending responses back to the Council would be via e-mail through our general e-mail address planning@denbighshire.gov.uk
- d) Any changes in personnel or addresses should be reported as soon as possible. Having up to date details will ensure accuracy with consultation and communication.
- Scheme of Delegation – Sets out when an officer is able to determine an application and when it has to go to Planning Committee

Contact Details:

Development Control & Compliance, Caledfryn, Smithfield Road, Denbigh, Denbighshire, LL16 3RJ
Tel : 01824 706727 Fax : 01824 706709
E-mail : planning@denbighshire.gov.uk
Website : <http://www.denbighshire.gov.uk/planning>

Glossary of Planning Terms

Affordable Housing - low cost housing for sale or rent, often from a housing association, to meet the needs of local people who cannot afford accommodation through the open or low cost market, or subsidised housing.

Amenity - the pleasant or normally satisfactory aspects of a location which contribute to its overall character and the enjoyment of residents or visitors.

Article 4 Direction - an order made by the Secretary of State, the National Assembly for Wales or the local planning authority, requiring a planning application to be made where normally permitted development rights would apply.

Change of Use - more correctly referred to as a 'material change of use'. A change in the use of land or buildings that is of significance for planning purposes, often requiring planning permission.

Enforcement Notice - notice requiring the discontinuance of an unauthorised use and/or the removal of buildings, including restoration of land, where development has been begun without permission or in breach of a condition.

Environmental Impact Assessment (EIA) - The [Town and Country Planning \(Environmental Impact Assessment\) \(England and Wales\) Regulations 1999 \(SI 1999/293\)](#) require an EIA to be carried out for certain types of development. The EIA process evaluates the likely significant effects of a development on the environment and examines mitigation measures to remove or reduce these effects. The information is assembled and reproduced as an environmental statement (ES). A local planning authority must take the ES into account and comments on the ES from the public and statutory consultees before they reach a decision on whether to grant development consent.

Established use - a use which does not conform to a plan but against which enforcement proceedings cannot be taken, often because of the length of time a use has been in operation.

General Permitted Development Order (GPDO) - the Town and Country Planning (General Permitted Development) Order 1995 grants rights (known as permitted development rights) to carry out certain limited forms of development without the need to make an application for planning permission.

Lawful Development Certificate - a procedure by which existing or proposed uses and other forms of development can be certified as lawful for planning purposes. An application has to be made to the local planning authority and there is a right of appeal against their decision.

Outline application - a general application for planning permission to establish that a development is acceptable in principle, subject to subsequent approval of detailed matters.

Permitted Development Rights - rights to carry out certain limited forms of development without the need to make an application for planning permission, as granted under the terms of the Town and Country Planning (General Permitted Development) Order 1995.

Section 106 Agreement - a binding agreement between a council and a developer associated with a grant of planning permission and regarding matters linked to the proposed development.

Sui Generis - uses of land or buildings which do not fall into any of the use classes identified by the Use Classes Order, for example theatres, launderettes, car showrooms and filling stations.

TANs - technical advice notes for Wales which provide topic-based supplements to the policy document Planning Policy Wales.

Unitary Development Plan - local plan produced by certain unitary district authorities and London boroughs which have responsibility for the full range of local authority services.

Use Classes Order - the Town and Country Planning (Use Classes) Order 1987 puts uses of land and buildings into various categories, planning permission not being required for changes of use within the same use class. In practice changes between use classes are likely to require planning permission.

DRAFT SERVICE STANDARD FOR PLANNING CONSULTATION AND COMMUNITY ENGAGEMENT

CONTENTS

- BRINGING PLANNING CLOSER TO THE COMMUNITY
- THE PLANNING DEPARTMENT
- HOW TO HAVE YOUR SAY
- PROTOCOLS

BRINGING PLANNING CLOSER TO THE COMMUNITY

This charter document is designed to explain how the planning department will engage with the community over planning issues in order to ensure that all those persons or groups with an interest have an opportunity to have their say.

Planning is about how people can help influence decisions about the future of our towns, villages and countryside. When someone wants to extend a house or develop a shopping centre the Local Planning Authority (LPA) is responsible for deciding whether it should go ahead. We also need to protect the natural environment and historic areas for future generations to enjoy and balance this with the need to promote economic growth in the County.

We want our communities to be able to take part in discussions about any development proposals submitted to the LPA that may affect them before any decision is made. We need to make sure that new developments are designed so that everyone can use or benefit from the facilities or services. The LPA do not make development proposals but are there to make decisions on them having regard to representations they receive from the community.

The Planning Department is here to help the community to become involved in the following activities:

- find out if you need planning permission
- make a planning application
- find out about our natural environment
- find out about development in your area
- have your say about new proposals

- protect our historic areas

THE PLANNING DEPARTMENT

The Development Control and Compliance team are responsible for processing and determining all planning applications, appeals and enquiries. They also investigate and enforce possible breaches of planning control (unauthorised development). The team run fortnightly planning surgeries to provide face to face guidance for customers on planning queries as well as organising a monthly Planning Committee where elected Members make decisions on certain applications.

HOW TO HAVE YOUR SAY?

We feel it is essential to engage with the communities in which developments are proposed. This can sometimes be done prior to a formal application being submitted, when an application has been submitted and then once development is underway.

There are many different types of planning proposal. Some may only affect a handful of neighbours but others can have implications on whole towns or even neighbouring counties. It is important that we undertake proportionate consultation and communication with affected communities on these types of application. For this reason we have developed a consultation/communication protocol (see below)

CONSULTATION PROTOCOL

On receipt of certain types of planning application the Local Planning Authority is obliged to let people know about the development and allow them to make representations on relevant planning issues.

HOW WILL WE CONSULT?

For the purposes of this document planning proposals can be categorised as **major** (large scale or controversial proposals*), **minor** (smaller scale proposals) and **householder** (development undertaken at residential dwelling sites). The Local Planning Authority will endeavour to consult as follows on these different proposal levels on receipt of valid planning applications:-

MAJOR

- We will place a notice in the local press giving information on the proposal and how people can comment on the application.
- We will place a notice/notices on or near the site giving information on the proposal and how people can comment on the application.
- We will send individual letters of consultation to property owners/occupiers in proximity to the development site who are deemed to be affected by the proposal.
- We will consult with relevant interested parties including Town and Community Council's.
- We will organise a public/community meeting should such an event be requested and deemed appropriate**.
- Officers will attend a Town or Community Council meeting should such an event be requested and deemed appropriate.

MINOR

- We will send individual letters of consultation to property owners/occupiers in proximity of the development site giving 21 days for a response.
- We will consult with relevant interested parties including Town and Community Council's giving 21 days for a response.
- Where appropriate we will place a notice/notices on or near the site giving information on the proposal and how people can comment of the application.

HOUSEHOLDER

- We will send individual letters of consultation to property owners/occupiers who's properties adjoin the development site or who are deemed to be affected by the proposal, giving 21 days for a response.
- We will consult with relevant interested parties including Town and Community Council's.

TIME PERIODS

- As a guide we will seek representations on planning applications within 21 days of the date of the consultation and not the 14 days as set out by statute (site notice, press notice or letter)
- Representations may be accepted after the 21 day period and will be accepted up to 5pm the evening before a Planning Committee.

LOCAL MEMBERS

- We will always liaise with Local Members on major or complex planning applications providing briefing notes and arranging meetings where appropriate.
- Local Members will receive a weekly list of planning applications and can contact the relevant case Officer on any of these applications.

DEFINITIONS

***MAJOR** proposals are defined as:-

- Development of 10 or more residential units or a residential scheme on land of 0.5ha of land where numbers of units are not defined
- Development of 1000sq.m or more of non-residential floorspace or where the development site itself is above 1ha in size.
- Development requiring the submission of an Environmental Impact Assessment.
- Proposals which may be contrary to the Local Development Plan (departures).
- Development affecting the character or appearance of a Conservation Area or setting of a Listed Building.

MINOR proposals are defined as any other non-major or non-householder schemes.

HOUSEHOLDER proposals are defined as any applications related to a residential dwelling.

****PUBLIC MEETINGS**

These can be arranged by the LPA on major proposals where Officers deem it appropriate based on the nature/complexity of the proposal or community reaction to it. Proposals which generate over 30 individual letters of objection (signed and addressed by individuals from different households/businesses) or where the level of information submitted with the application requires Officers to explain the development in more detail. Officers can also attend meetings of relevant Residents Associations and Business Groups on request. *Such meetings will always be at the discretion of the Head of Planning and Public Protection*.

TOWN AND COMMUNITY COUNCIL MEETINGS

Officers will endeavour to attend planning meetings at Town or Community Council's having regard to the same criteria as set out in the Public Meetings section above. A programme of Officer visits will be set up annually alongside the 4no. planning training events for Town and Community Council's.

HOW CAN YOU COMMENT ON PLANNING APPLICATIONS?

If you wish to make representations on any planning application you can do so via the Planning Portal or in writing. The address to send representations to is at the end of this document. The Planning Portal is an on line database for planning applications at www.denbighshire.gov.uk.

You will normally have at least 21 days to submit your comments from the date of the consultation letter. It is important you quote the application reference number on correspondence along with your name and full postal address. On receipt of a valid letter of representation we will send you a formal acknowledgement letter. Unless you state otherwise your representations will be public documents. This means that anyone (including the applicant) can view your comments on the planning file.

On any planning proposal you could contact your local County Councillor or Town Council to discuss the case.

WHAT IF THE APPLICATION CHANGES?

If major changes are made to an application we will send out further letters of consultation to those person's originally consulted and to anyone who had written in previously. You will then have a further 14 days to send in comments.

WHAT COMMENTS WILL BE CONSIDERED?

The most important consideration with any planning application is what our adopted Development Plan for the area says about the application site and the development proposed. The Development Plan can be viewed at our website www.denbighshire.gov.uk or at our offices in Denbigh.

After the policies in the Plan the LPA will look at other “material considerations”. Examples of these considerations are given below and they should be used when making representations:-

- The scale, appearance and design of the proposal;
- The effect of the proposal on the amenities of local residents, including loss of light, overlooking, loss of privacy, noise and disturbance;
- The impact of the proposal on the character of the area and whether the use is appropriate;
- The impact of the proposal on highway safety and parking;
- The impact of the proposal on nature conservation and trees;
- The effect of the proposal on the character and appearance of a Conservation Area (where applicable); and
- The effect of the proposal on the special architectural or historic interest of a Listed Building (where applicable).

WHAT COMMENTS WON'T BE CONSIDERED?

There are certain matters which we cannot take into account when we are dealing with planning applications. Examples of these are set out below:-

- Loss of property value;
- Boundary disputes;
- Private matters between neighbours, such as covenants, rights of access and damage to property; and
- Trade competition.

WHAT HAPPENS TO MY COMMENTS?

All comments received will be acknowledged with a letter from us. This letter will explain what happens next. In some cases the application will need to be presented to a Planning Committee. This will depend on the application and our Scheme of Delegation. This document sets out the types of application which Officers can determine and which applications must go to Planning Committee (This document can be viewed on our website). You will have an opportunity to attend the Committee and could speak (3 minutes) on the application.

Addressing the Committee must be pre-arranged with the LPA in advance of the meeting. By contacting us on receipt of your acknowledgement letter we can advise on the potential date, time and venue of the Planning Committee and you can arrange to speak at that Committee if you wish. Our protocol for Public Speaking at Planning Committee can also be found on our website.

Once a decision has been made on the application we will notify any person who has made representations of this decision. The certificate of decision setting out the approval, imposed conditions or reasons for refusal can be viewed in full on our website.

WILL THE APPLICATION BE REFUSED IF LOTS OF OBJECTIONS ARE RECEIVED?

No, the volume of objections will not in itself result in an application being refused. An application can only be refused for "planning reasons" and not because of the number of objections.

WHO MAKES THE FINAL DECISION ON THE APPLICATION?

Around 90% of planning applications are normally delegated to the Head of Planning and Public Protection or Senior Officers under the provisions of the Scheme of Delegation. However, around 10% will be presented to a Planning Committee made up of elected Councillors who meet every 4 weeks or so. The applications which are heard at Planning Committee are normally major proposals, applications which have raised Policy issues or which have resulted in significant neighbour concerns.

Applications which have generated objections may be dealt with by Planning Officers if the Officers agree to refuse the application. For further information on which types of application are heard at Planning Committee please see the Planning Scheme of Delegation document.

IF I DON'T AGREE WITH THE COUNCIL'S DECISION CAN I APPEAL?

As the law stands there is no right of appeal for objectors or third parties. However, in certain circumstance a Council's decision can be challenged in the courts by objectors or third parties, if there is a concern that the Council has acted unlawfully or in contravention of the Town & Country Planning Act.

An applicant may lodge an appeal to the Planning Inspectorate should the LPA refuse planning permission or he/she does not agree with any conditions imposed on a planning consent.

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Report to: Communities Scrutiny Committee

Date of Meeting: 25 October 2012

Report Author: Democratic Services Officer

Title: Scrutiny Work Programme

1. What is the report about?

The report presents the Communities Scrutiny Committee with its draft forward work programme for members' consideration.

2. What is the reason for making this report?

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

3. What are the recommendations?

That the Committee:

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate

4. Report details.

- 4.1 Article 6 of the Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, whilst the rules of procedure for scrutiny committees are laid out in Part 4 of the Constitution.
- 4.2 Denbighshire County Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The objective of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 The Committee is requested to consider its draft work programme for future meetings as detailed in appendix 1 and approve, revise or amend it as it deems appropriate taking into consideration:
- issues raised by members of the Committee
 - matters referred to it by the Scrutiny Chairs and Vice-Chairs Group
 - relevance to the Committee's/Council's/community priorities

- the Council's Corporate Plan and the Director of Social Services' Annual Report
 - meeting workload
 - timeliness
 - outcomes
 - key issues and information to be included in reports
 - officers and/or lead Cabinet members who should be invited (having regard to whether their attendance is necessary or would add value)
 - questions to be put to officers/lead Cabinet members
- 4.5 In addition, when considering items for inclusion on the future forward work programme members may also find it helpful to have regard to the following questions when determining a subject's suitability for inclusion:
- what is the issue?
 - who are the stakeholders?
 - what is being looked at elsewhere
 - what does scrutiny need to know? and
 - who may be able to assist?
- 4.6 As mentioned in paragraph 4.2 the Constitution of Denbighshire County Council requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested topics. No proposal forms have been received for consideration by the Committee at the current meeting.
- 4.7 Cabinet Forward Work Programme
When deciding on their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of future work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 2.
- 4.8 Review of Day Care Services in the North of the County
A report on the review of Day Care Services had been scheduled for the Committee's meeting on 25th October, but this has now been deferred to the meeting on 17th January 2013 with the Chair's approval.
- 4.9 Supporting People Strategy Update (Appendix 3)
The Supporting People Strategy and Spend Plan report had been originally proposed for consideration by the Partnerships Scrutiny Committee on 8th November; however, members allocated this to the Communities Scrutiny Committee meeting on 25th October. Due to a

regional exercise looking at comparable spending across the region; it has not been possible to complete this work for 25th October meeting. It is therefore proposed that the report should be considered at the next Communities Scrutiny meeting on 6th December, prior to being submitted to Cabinet on 18th December. A further report will need to be scheduled for scrutiny following the publishing of local authorities' 3 Year Spend Plans in January 2013, so it is asked for this to be considered by Communities Scrutiny at their meeting on 28th February 2013.

4.10 Information Report - Local Housing Strategy Update

An information report providing an update of progress made against the Local Housing Strategy is enclosed for members' information (Appendix 4). The Local Housing Strategy is presently being revised in conjunction with Glyndwr University and the Communities Scrutiny Committee has been asked to consider the draft strategy document at their meeting on 28th February 2013, and the final strategy document when it is available around June 2013.

4.11 Consultation Report - Draft Tenancy Agreement and Handbook

A copy of the draft tenancy handbook has been circulated via email to members of the Communities Scrutiny Committee inviting comments and suggestions for improving the handbook prior to submission to Cabinet. Any observations should be returned to Adele Cunnah by 9 November.

The new draft Tenancy Agreement will also require consultation from the Communities Scrutiny Committee, and this will be circulated for comments in the near future.

4.12 Consultation Report - Community Covenant with the Armed Forces

The Community Engagement Manager has requested that as part of the consultation for the development of a community covenant between Denbighshire County Council and the Armed Forces, members of the Communities Scrutiny Committee are invited to comment on the draft covenant document. This will be circulated to members for their comments and observations in November.

4.13 School Transport

The Committee had requested an information report to be submitted following the audit of school transport. The Passenger Transport Manager has advised that a report detailing the findings of the audit will be presented to the Corporate Governance Committee on 14th November, and that an information report summarising these findings will then be included in the meeting papers for the Community Scrutiny Committee's meeting on 6th December.

5. How does the decision contribute to the Corporate Priorities?

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual

development and review of a coordinated work programme will assist the Council in monitoring and reviewing policy issues.

6. What will it cost and how will it affect other services?

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

7. What consultations have been carried out?

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

8. What risks are there and is there anything we can do to reduce them?

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

9. Power to make the decision

Article 6.3.7 of the Council's Constitution stipulates that the Council's scrutiny committees must prepare and keep under review a programme for their future work.

Contact Officer: Democratic Services Officer

Tel No: (01824) 712575

Email: dcc_admin@denbighshire.gov.uk

Communities Scrutiny Committee Forward Work Plan

Note: Items entered in italics have not been approved for submission by the Committee. Such reports are listed here for information, pending formal approval.

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
6 December	1	Review of Heritage and Arts Assets	To consider the progress to date in realising efficiencies with respect to the County's Heritage and Arts assets and the strategies developed with a view to ensuring their future viability	Arts and heritage assets that deliver the maximum benefits for local residents, communities, tourists and the Council	Steve Parker/Jamie Groves/Paul McGrady	May 2011
	2	Disposal of Council Buildings, Property and Land	Consideration of the Council's asset management/disposal strategy and the procedures/guidelines in place for disposing of Council assets	Assurances that due consideration is given to alternative uses, including community use, in all asset disposals, and that all asset disposal transactions are open/transparent and are undertaken in the taxpayers' interest	Paul McGrady/Chris Davies	January 2012 (by SCVCG)
	3	Town Plans	To review the effectiveness of town plans in beginning to deliver their objectives	The development of economically viable and sustainable towns that will boost the local economy and improve outcomes for local businesses and resident and attract visitors to the area	Mark Dixon	June 2012
	4	Etape Cymru 2012	To provide a detailed analysis of the impact of the 2012 event on the local community, local businesses and participants along with the benefits realised/impact on the wider	An evaluation of the impact of the event and any benefits realised or detrimental effects caused by it will enable recommendations to be made with respect to the	Ruth Williams/Mark Dixon	March 2012

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
		local economy and Denbighshire as a whole	arrangements for any future major events			
	5	<i>Supporting People Strategy Update?</i>	<i>The purpose of proposing the report is to consult with members on the changes proposed to Supporting People services and on allocation of the new Supporting People Programme Grant</i>	<i>Scrutiny recommendations will be reported to the Supporting People Planning Group (a multi agency commissioning group chaired by the Corporate Director for Planning & Wellbeing). Recommendations will also be included in the cabinet report in December 12, when the strategy and spend plan are finalised.</i>	Sally Ellis/Jenny Elliot	October 2012
17 January 2013	1	Management of allocation of Section 106 Commuted Sums for open space provision and Community Infrastructure Levy(CIL)	To monitor the effectiveness of the management arrangements and funds received and committed (report to include the time limits applicable to each commuted sum)	Effective management of the commuted sums and CIL schemes will assist with the Council to deliver the regeneration priority and to bring the Council closer to the community	Graham Boase/Angela Loftus	July 2011 (rescheduled June 2012)
	2	Control of Caravan Sites	To present the proposed standard conditions and procedures developed by the Working Group for the purpose of controlling and monitoring caravan sites in both Denbighshire and Conwy as well as the feedback received at the Operators' Seminar	The development of a robust and collaborative approach to ensure that tourist sites contribute to the local economy and the delivery of the regeneration corporate priority	Graham Boase/Neil Jones (CCBC)	July 2011 (rescheduled June 2012)
	3	Rhyl Going Forward Programme	(i) To evaluate and monitor the Programme's progress and achievements in delivering its	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary	Tom Booty	September 2012

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered	
		<p>anticipated outcomes; and</p> <p>(ii) identify any slippages with the Programme's delivery</p>	<p>commitment to deliver the intended outcomes for the Rhyl area;</p> <p>(ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and</p> <p>(iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents</p>			
	4	Review of Day Care Services in the north of the County	To consider the responses received to the public consultation on the preferred option for the future delivery of day care services in the north of the county	Formulation of recommendations with respect to future delivery of day care services in the area and additional uses for day care centres	Phil Gilroy	July 2012
28 February	1	<i>Supporting People Strategy Update?</i>	<i>As per Cabinet's request to consider the impact of the new Supporting People arrangements on the delivery and funding of Supporting People services in Denbighshire following the publishing of local authorities' 3 Year Spend Plans.</i>	<i>Identification of pressures caused by the new arrangements for the Supporting People Programme and potential solutions to alleviate any pressures identified</i>	<i>Sally Ellis/Jenny Elliot</i>	<i>October 2012</i>
	2	<i>Local Housing Strategy Update?</i>	<i>To review the draft version of the revised the Local Housing Strategy, which provides strategic direction for the provision of housing in</i>	<i>Members contribute to developing an effective and viable Local Housing Strategy</i>	<i>Sue Lewis</i>	<i>October 2012</i>

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
		<i>Denbighshire for the next 5 years.</i>			
18 April	1 Rhyl Going Forward Programme	To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and (ii) identify any slippages with the Programme's delivery	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area; (ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and (iii) delivers a viable, sustainable future for the area and county in general, with improved long-term employment prospects and outcomes for residents	Tom Booty	September 2012
July	1 Rhyl Going Forward Programme	To evaluate and monitor the Programme's progress and achievements in delivering its anticipated outcomes; and (ii) identify any slippages with the Programme's delivery	Ensuring that the Programme: (i) has sufficient capacity, resources and the necessary commitment to deliver the intended outcomes for the Rhyl area; (ii) supports the future vision for Rhyl, and is conducive with the wider regeneration agenda for Denbighshire; and (iii) delivers a viable, sustainable future for the area and county in general, with improved long-term	Tom Booty	September 2012

Communities Scrutiny Committee Forward Work Plan

Meeting	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
			employment prospects and outcomes for residents		
2	<i>Local Housing Strategy Update?</i>	<i>To consider the final version of the revised the Local Housing Strategy, which provides strategic direction for the provision of housing in Denbighshire for the next 5 years.</i>	<i>Members contribute to developing an effective and viable Local Housing Strategy</i>	<i>Sue Lewis</i>	<i>October 2012</i>

Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Getting Closer to the Community Programme (17 January 2013?)	Presentation of draft proposals on alternative forums and methods for engaging and consulting with residents to replace the former Community Forum meetings	The development of inclusive engagement/consultative methods/fora that will ensure local citizens actively engage with the Council and its partner organisations	Hywyn Williams/David Davies/Amanda Brookes	April 2012
The Quality and Provision of Community and Education Facilities	To outline the extent and quality of community and education facilities across the county (including sports grounds and village halls and the assistance the Council can give local groups/communities to maintain and access community facilities)	That all residents have access to good quality and affordable community/education facilities within a reasonable distance of their local community	Hywyn Williams/Jamie Groves/Diane Hesketh	May 2011
Community Sustainability	To detail actions being taken by the Council with a view ensuring the sustainability of Denbighshire's urban and rural areas	Identification of measures and actions to improve the quality of life of local citizens by ensuring the viability of the County's diverse communities which will contribute to the regeneration of communities and the area and assist the local economy	Hywyn Williams/Mark Dixon	May 2011

Communities Scrutiny Committee Forward Work Plan

Waste Management Provision for Business and Schools	To detail the provision available to businesses and schools in the County with respect to waste management/recycling	To ensure that the majority of schools and businesses in the County are accessing the recycling services available with respect to the disposal of waste and are not incurring excessive costs in their attempt to recycle their waste	Steve Parker/Ken Thompson	May 2011
<i>Access to the Countryside</i>	<i>New Committee post May to decide whether to proceed with this subject and to scope the purpose and expected outcomes</i>		<i>Mark Dixon/Huw Rees</i>	<i>May 2011</i>
<i>Transfer of Services to Town Councils</i>	<i>New Committee post May to decide whether to proceed with this subject and to scope the purpose and expected outcomes</i>		<i>Hywyn Williams /Paul Mead</i>	<i>May 2011</i>

For future years

Information/Consultation Reports

Information / Consultation	Item (description / title)	Purpose of report	Author	Date Entered
Consultation (October 2012)	To consult on the draft new tenancy agreement and handbook	Formulation of recommendations with respect to the new agreement and handbook for submission to Cabinet	Peter McHugh	February 2012 (transferred from Performance Scrutiny Committee July 2012)
Consultation (November 2012)	Community Covenant with the Armed Forces	Consultation, discussion and formulation of the terms of the Community Covenant with the Armed Forces, before presenting to County Council for formal signing	David Davies	Referred from County Council September

Communities Scrutiny Committee Forward Work Plan

				2012
Information (December 2012 following publication of audit report)	School Transport [to be shared with education coopted members]	Information on the costs of school transport in Denbighshire, number of bus/taxi routes operated, number of pupils on each hired bus/taxi, any services under utilised and any services carrying children to schools which are not the nearest school (unless they are Welsh medium or faith-based schools) and which are not recharged to parents	Peter Daniels	June 2012

Note for officers – Committee Report Deadlines

Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
6 December	22 November	17 January 2013	3 January 2013	28 February 2013	14 February 2013

Communities Scrutiny Work Programme.doc

19/10/12 RAH

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CABINET: FORWARD WORK PROGRAMME

23 OCTOBER 2012	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Highways and Infrastructure Collaboration: Draft Service Design	Cllr David Smith / Stuart Davies / Danielle Edwards (CCBC)
Appointments of Councillors to Outside Bodies	Gary Williams / Rhys Hughes
Items from Scrutiny Committees	Scrutiny Coordinator
REEMA Properties, Meliden – Building Option and Funding Model	Cllr Hugh Irving / Simon Kaye
20 NOVEMBER 2012	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Supporting People Strategy Update and Spend Plan	Cllr Bobby Feeley / Sally Ellis / Jenny Elliott
Review of Faith Based Education Provision	Cllr Eryl Williams / Jackie Walley
Ruthin Schools Review	Cllr Eryl Williams / Jackie Walley
Dog Fouling	Cllr David Smith/Graham Boase
Cefndy Healthcare: Potential loss of DWP funding and site move	Cllr Bobby Feeley / Phil Gilroy / Deborah Holmes-Langstone
Items from Scrutiny Committees	Scrutiny Coordinator
Marine Lake, Rhyl: A Strategic Direction	Cllr Hugh Evans / Carol L. Evans
LDP Update	Cllr Hugh Evans/ Graham Boase
Ocean Plaza Update	Cllr Hugh Evans/Keith Bowler
18 DECEMBER 2012	
Welsh Housing Quality Standards	Cllr Hugh Irving / Peter McHugh
Financial Update Report	Cllr J Thompson-Hill / Paul McGrady
Items from Scrutiny Committees	Scrutiny Coordinator
Corwen Pavilion	Cllr Huw Jones / Jamie Groves
Highways & Infrastructure Collaboration	Cllr David Smith / Hywyn Williams / Stuart Davies / Danielle Edwards (CCBC)

Rhyl Front Projects (including Sky Tower)	Cllr Hugh Evans / Tom Booty
Supporting People Strategy	Cllr Bobby Feeley / Sally Ellis / Jenny Elliot
15 JANUARY 2013	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Budget Proposals	Cllr Julian Thompson-Hill / Paul McGrady
Items from Scrutiny Committees	Scrutiny Coordinator
19 FEBRUARY 2013	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Items from Scrutiny Committees	Scrutiny Coordinator
19 MARCH 2013	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Items from Scrutiny Committees	Scrutiny Coordinator
16 APRIL 2013	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Items from Scrutiny Committees	Scrutiny Coordinator
14 MAY 2013	
Financial Update Report	Cllr Julian Thompson-Hill / Paul McGrady
Items from Scrutiny Committees	Scrutiny Coordinator

Updated 19/10/2012 - RAH

PROPOSAL FORM FOR AGENDA ITEMS FOR SCRUTINY COMMITTEES	
NAME OF SCRUTINY COMMITTEE	Communities
DATE OF MEETING / TIMESCALE FOR CONSIDERATION	6th December 2012
TITLE OF REPORT	Supporting People strategy and Spend plan
P U R P O S E	<p>1. Why is the report being proposed? (see also the checklist overleaf)</p> <p>The Supporting People (SP) programme enables vulnerable people to live independently and contributes to the prevention of homelessness. The programme supports people who need housing and contributes towards tackling the issues of transience, poverty and multiple deprivation. The purpose of proposing the report is to consult with members on the changes proposed to SP services and on allocation of the new Supporting People Programme Grant (SPPG)</p> <p>Significant changes have been introduced by the Welsh Government into the SP programme effective from 1/8/12. A report was taken to cabinet in September 12 with a recommendation that there should be in depth scrutiny of the changes. A report will be included in the scrutiny forward work programme in February 2013, to allow this to take place. By 2013 we will be clearer about the impact of the changes which have been introduced. The SP Strategy and spend plan report will update members on the developments in the programme so far, as a basis for the report in 2013.</p> <p>The SP strategy and spend plan report was originally proposed for partnerships scrutiny on 8th November; however, members allocated this to the communities scrutiny meeting on 25th October 12. Due to a regional exercise looking at comparable spend across the region; it has not been possible to complete this work for 25th October meeting. It is therefore proposed that this should be considered at the following communities meeting on 6th December.</p>

2. What issues are to be scrutinised?	<ul style="list-style-type: none"> • Allocation of spend and projects for 3 years from 2012 to 2015 • Update on Supporting People Strategy actions for 2013-14 • Update on recent developments within the SP programme as a basis for further scrutiny (scheduled for 2013), of the impact of changes introduced. 	
3. Is it necessary/desirable for witnesses to attend e.g. lead members, officers/external experts?	Yes: the Supporting People Manager and Director for Planning and Wellbeing.	
4. What will the committee achieve by considering the report?	Scrutiny of ring-fenced grant funding proposals for housing related support services in Denbighshire currently valued at approximately £6.7million per year. To note the impact of funding cuts for Denbighshire.	
5. Score the topic from 0 – 4 on aims & priorities and impact (see overleaf)*	Aims & Priorities	Impact
	3	3
ADDITIONAL COMMENTS	The Supporting People programme in Wales was reviewed by Welsh Government in 2010. New guidance and SPPG conditions were issued late July 2013 for implementation within very tight timescales on 1 st August 2013. It is a requirement of the new grant conditions for local SP commissioning plans and spend plans to be reported to the Welsh Government via a new regional governance group called a regional collaborative committee (RCC). Once plans have been agreed in Denbighshire, they will be collated into a regional plan for North Wales and submitted to the Welsh Government to allocate SPPG. The role of the RCC is to scrutinise local and regional plans and make recommendations to the minister on the allocation of SPPG in future years.	
REPORTING PATH – what is the next step? Are Scrutiny's recommendations to be reported elsewhere?	Scrutiny recommendations will be reported to the Supporting People Planning Group (a multi agency commissioning group chaired by the Corporate Director for Planning & Wellbeing). Recommendations will also be included in the cabinet report in December 12, when the strategy and spend plan are finalised.	
AUTHOR	Jenny Elliott, Supporting People Manager.	

Please complete the following checklist:

	Yes	No
Is the topic already being addressed satisfactorily?		No
Is Scrutiny likely to result in service improvements or other measurable benefits?		No
Does the topic concern a poor performing service or a high budgetary commitment?	Yes	
Are there adequate resources / realistic possibility of adequate resources to achieve the objective(s)?	Yes	
Is the Scrutiny activity timely, i.e. will scrutiny be able to recommend changes to the service delivery, policy, strategy, etc?	Yes	
Is the topic linked to corporate or scrutiny aims and priorities?	Yes	
Has the topic been identified as a risk in the Corporate Risk Register or is it the subject of an adverse internal audit or external regulator report?	Yes (in relation to financial impact??)	

*The following table is to be used to guide the scores given:

Score	Aims & Priorities	Impact
0	No links to corporate/scrutiny aims and priorities	No potential benefits
1	No links to corporate/scrutiny aims and priorities but a subject of high public concern	Minor potential benefits affecting only one ward/customer/client group
2	Some evidence of links, but indirect	Minor benefits to two groups/moderate benefits to one
3	Good evidence linking the topic to both aims and priorities	Moderate benefits to more than one group/substantial benefits to one
4	Strong evidence linking both aims and priorities, and has a high level of public concern	Substantial community-wide benefits

SCORING

Aims & Priorities

4	Possible topic for Scrutiny – to be timetabled appropriately	Priority topic for Scrutiny – for urgent consideration
3		
2	Reject topic for Scrutiny – topic to be circulated to members for information purposes	Possible topic for Scrutiny – to be timetabled appropriately
1		

0 1 2 3 4
Impact

PROPOSAL FORM FOR AGENDA ITEMS- JUNE 11/L.doc

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Report To:	Communities Scrutiny
Date of Meeting:	25th October 2012
Lead Member / Officer:	Councillor Hugh Irving/Simon Kaye
Report Author:	Sue Lewis (Senior Officer – Strategy and Partnerships)
Title:	Local Housing Strategy update (Information report)

1. What is the report about?

- 1.1 The Local Housing Strategy (LHS) sets out the current local housing situation across all tenures and provides strategic direction for the next five years. The current LHS was developed in 2007 and will be rewritten by July 2013.

2. What is the reason for making this report?

- 2.1 To provide information regarding progress upon the LHS action plan for 2011/12 and key headline projects proposed for 2012/13.

3. What are the Recommendations?

- 3.1 That Members note the progress made and challenges to achieving key actions identified within the LHS.
- 3.2 That members consider key projects and recommend actions to be incorporated within the revised LHS for 2013-18.

4. Report details

4.1 Key Achievements in 2011/12

- During 2011/12, 58 new affordable homes have been developed against a target of 54, a significant achievement given the economic downturn. Since 2003/4, 506 affordable housing units have been delivered. The Welsh Government Local Development Plan Inspector has commended this achievement
- The Council has accessed a significant amount of additional funding through our proactive approach working closely with Welsh Government. During 2011/12, £708,408 has been secured on top of the original allocation of £1.271 million for Denbighshire – i.e. 55.7% more funding
- An update of the Local Housing Market Assessment undertaken by Glyndwr University revealed there is a need to develop 174 new affordable homes each year, for the next five years, across the County. The assessment will underpin the Local Housing Strategy (LHS) and the emerging Local Development Plan (LDP)
- Welsh Government (WG) funding has meant appointing a Housing Benefits Co-ordinator, who will develop a range of projects to mitigate the impacts of

the forthcoming housing/welfare benefits changes for vulnerable tenants across the county. Visits to all those adversely affected by the changes are commencing next week

- A highly successful feasibility study has been completed into developing a single access route to housing (SARTH). The project involves Denbighshire, Conwy, Flintshire and Wrexham local authorities; five Housing Associations; and Glyndwr University. A Project Manager has been appointed and is driving the project forward. A common allocation framework has been drafted for public consultation in December 2012. Welsh Government have granted funding towards highly innovative collaborative regional project and the Welsh Local Government Association are monitoring progress
- An affordable housing scheme at The Willows, Llangollen, won a highly coveted Gold "What House?" Award in November 2011. This local landmark had been empty for more than 20 years and was successfully renovated into apartments for local people whilst maintaining the historic character of the building. The project was a successful collaboration between North Wales Housing, CADW and Denbighshire County Council
- Please refer to the Operational Plan in Appendix A for further details about completed actions.

4.2 Key Headline LHS projects - 2012/13

- The Local Housing Strategy (LHS) will be fully rewritten by July 2013. Two proposals to develop the LHS were considered and Glyndwr University selected as they are able to meet the deadline, better quality submission and value for money. Wide ranging consultation process will begin in November/December and Councillors will be a key stakeholder in this process
- WG funding has been secured to redevelop an area of West Rhyl; reducing the number of Houses in Multiple Occupation (HMOs); and developing new family housing. The project will involve partial demolition; the creation of a new green amenity space; and the resettlement of up to 120 residents
- The county's affordable housing policy will be fully reviewed in line with the emerging Local Development Plan. Further hearings are timetabled for November/December and the final report from the inspector is estimated to be available in February 2013
- A pilot project is being undertaken in Denbigh to look at innovative ways forward in terms of the better ways of utilising stock. Denbighshire County Council is working with Cymdeithas Tai Clwyd to use a single neighbourhood approach to the taking the area forward. Knowledge Transfer Partnership funding has been secured and the graduate will be in post by December 2012
- Fuel brokerage project is examining the possibility of securing discounts through bulk purchases of energy. The project is focusing on finding the best way to assist the most vulnerable tenants in houses in multiple occupation and Council/Housing Association tenants as they are most likely to face fuel poverty. This innovative project has attracted interest in North Wales and the rest of Wales

- Please refer to Appendix B for further details about ongoing actions.

4.3 Key challenges for 2012/13

- The regeneration of Rhyl West is a key challenge and Strategic Regeneration Area funding has been secured from WG. Sourcing and arranging alternative accommodation for those losing their homes in the planned demolition area is a significant challenge but excellent progress has been made to date
- Development of a revised LHS (see section 4.2)
- Working closely with Planning Policy to revise the Affordable Housing Supplementary Planning Guidance in line with the Local Development Plan.

5. How does the decision contribute to the Corporate Priorities?

5.1 The housing projects contained within this report link directly into the draft Corporate Plan priority of:

- Ensuring access to good quality housing

6. What will it cost and how will it affect other services?

6.1 Projects are funded within existing resources but some are subject to sourcing external funding.

7. What consultations have been carried out?

7.1 A variety of consultative mechanisms are utilised including:

- Regular discussions and updates to the Lead Member – delegated powers, Social Housing Grant, Welsh Government consultations, etc.
- Various groups to feed into the LHS – Affordable Housing Working Group/Liaison Group, Housing Regeneration Officers Group and the Strategic Housing Partnership. The new LHS will need to fully reflect the Welfare Reform changes which are driving the Housing Services restructure
- Reports to Scrutiny twice a year and reports to Cabinet when necessary.

8. What risks are there and is there anything we can do to reduce them?

8.1 The risks for each project are monitored and evaluated regularly as part of the project management approach.

9. Power to make the Decision

9.1 The Local Government Act 2003 – Part VII gives the Council general powers to produce the LHS and associated policies.

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STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>1.</p> <p>AFFORDABLE HOUSING, SUSTAINABILITY AND WELSH CULTURE</p> <p>To increase the supply of affordable accommodation throughout the County in accordance with housing need.</p> <p>Working with local communities to preserve the Welsh Culture and ensure developments are sustainable.</p>	<p>1. To negotiate an element of affordable housing on all new sites.</p>	<p>The council has a policy to seek in the order of 30% affordable housing on all new housing planning applications.</p> <p>The first property to be built as part of the council's affordable housing policy was completed on 10th May 2006.</p> <p>The county's affordable housing strategy produced 58 affordable units in 2011/12 including:</p> <ul style="list-style-type: none"> - 39 rented/Homebuy properties with Social Housing Grant - 12 intermediate rented properties - 4 low cost homeownership properties without public subsidy - 1 empty home property (grant funded) - 1 property provided through commuted sum - 1 homebuy property through SCIF <p>Since 2004, the affordable housing policy has produced:</p> <ul style="list-style-type: none"> - 506 affordable homes throughout Denbighshire (April 2012) 	<p>To develop 54 affordable housing units by Mar. 2012.</p>	<p>58 affordable homes developed by Mar. 2012.</p>	<p>Private landlords, Community Groups, Residents/Tenants, Voluntary Agencies, Welsh Language Board, Snowdonia National Park, Menter Iaith, Rural Housing Enabler, Bangor University</p>
	<p>2. Review Denbighshire County Council's Affordable Housing Supplementary Planning Guidance (SPG).</p>	<p>The council in conjunction with other key partners have undertaken two Local Housing Market Assessments (LHMAs) and a Housing Need update with Glyndwr University. The housing need update was completed in Jun. 2011 and identified the need for 174 affordable properties per year for the next 5 years.</p> <p>These assessments have and will inform the review of DCC's affordable housing SPG, the Local Housing Strategy (LHS) and the Local Development Plan (LDP).</p>	<p>Finalise DCC Housing Needs update study by Jun. 2011.</p>	<p>Completed in Jun. 2011.</p>	

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>2. PRIVATE SECTOR HOUSING CONDITION</p> <p>To improve the quality of private sector housing across Denbighshire.</p> <p>To improve the energy efficiency of private sector housing and eliminate fuel poverty.</p> <p>To ensure that a wide range of housing options are available to people within the private sector.</p>	<p>1. To review the impact of the council's renewal areas.</p> <p>(AMENDED ACTION)</p>	<p>There are currently three renewal areas within Denbighshire, 2 in Rhyl and 1 in Denbigh. The Denbigh and Rhyl South East/West areas are approaching the end of their ten year designation and the council will now need to develop exit strategies for each of these areas.</p> <p>After developing these strategies, the council are proposing to undertake a new neighbourhood renewal assessment (NRA) in South West Rhyl, with a view to redeclaring this as a renewal area.</p>	<p>To complete an NRA for the South West Rhyl renewal area by Dec. 2011.</p>	<p>To be confirmed.</p>	<p>Private Landlords and Denbighshire Landlords Forum,</p> <p>Owner occupiers,</p> <p>DCC (Private Sector Renewal, Housing Services, Social Services, Supporting People),</p>
	<p>2. To improve housing quality within Houses of Multiple Occupation (HMOs)</p> <p>(AMENDED ACTION)</p>	<p>Additional licensing covers properties not included in the mandatory HMO scheme. Resources have been focused on an area where there is a high concentration of problematic properties in terms of housing standards. In 2011/12, the management of two HMOS was taken over by Enforcement Department of DCC.</p> <p>A pilot project to examine properties in the core area of Rhyl by establishing data sets and examining various ways forward was withdrawn due to a lack of funding.</p>	<p>To assist 30 cases/properties by Mar. 2012.</p> <p>Recruit a consultant by Oct. 2011.</p>	<p>41 cases/properties assisted by Mar. 2012.</p> <p>Action deleted.</p>	<p>Care & Repair,</p> <p>Home Energy Efficiency Scheme,</p> <p>National Energy Action Wales</p> <p>Utility companies,</p> <p>North Wales Strategic Regeneration Area,</p> <p>North Wales Police,</p>
	<p>3. To implement the Empty Homes Strategy for the County.</p>	<p>In April 2009 the council adopted its joint empty homes strategy, in conjunction with North Wales Housing to tackle the 800 long term empty properties (over 6 months) across the county. Actions to date include:</p> <ul style="list-style-type: none"> - Bringing back into use over 400 empty units - Developing 8 new affordable homes for sale or rent - Development of training opportunities for apprentices through Construction Skills Wales <p>The 2012 target was missed due to various scheme delays.</p>	<p>To bring 3 empty homes back into use for affordable housing by Mar. 2012.</p>	<p>1 empty property brought back into use by Mar. 2012.</p>	<p>Local colleges,</p> <p>Training agencies (Working Links),</p> <p>Welsh Assembly Government.</p>

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	4. To provide housing related support to those living in their own home.	<p>Llaw yn Llaw (Hand in hand) offers short term housing related support to enable older people to maintain the skills needed to manage their homes.</p> <p>The scheme includes assisting people to organise correspondence, sort out budgets, pay bills, ways to continue shopping independently or organise deliveries, make appointments, refer to other organisations and help keep in contact with the communities (clubs and societies).</p> <p>The target was missed due to referral difficulties.</p>	To assist 100 households to live independently through Law yn Llaw by Mar. 2012	56 households assisted.	
	5. To support the housing investment projects of the Strategic Regeneration Area (SRA).	<p>Established in 2008, a key aim of the North Wales Strategic Regeneration Area programme is to improve poor housing conditions, with particular emphasis upon West Rhyl. Working in conjunction with the council projects include:</p> <ul style="list-style-type: none"> - developed housing regeneration and neighbourhood management plans that have guided strategic funding decisions within West Rhyl for the next five years - undertaken low level housing need surveys and developed appropriate actions through the Coastal Housing Enabler - a Community Land Trust for local people within West Rhyl was established in March 2012 and is working with North Wales Housing to manage two properties within the area. 	<p>To develop a Rhyl Going Forward delivery plan by Jul. 2011.</p> <p>To develop a Neighbourhood management plan by Oct. 2011.</p>	<p>To be confirmed.</p> <p>To be confirmed.</p>	

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>3. HOMELESSNESS</p> <p>To prevent homelessness and provide a wide range of accommodation for homeless persons when homelessness is unavoidable.</p>	<p>1. To minimise the number of housing repossessions within the County.</p> <p>(AMENDED ACTION)</p>	<p>The all Wales Mortgage Rescue scheme funded by WG ceased in April 2011. Cymdeithas Tai Clwyd are self funding a Mortgage Rescue scheme within Denbighshire. This will allow some homeowners who meet the criteria to remain in their homes as tenants and allow them to avoid becoming homeless.</p> <p>The withdrawal of Welsh Government funding for Mortgage Rescue has resulted in fewer households being assisted. The complexities of the cases has resulted in some only requiring advice, some being unviable and others still being considered.</p>	<p>CTC Mortgage Rescue scheme to be launched by Jun. 2011.</p> <p>To complete 5 mortgage rescue cases from becoming homeless in 2011/12.</p>	<p>Completed by Jun. 2011.</p>	
	<p>2. To ensure housing prevention cases exceed statutory homeless acceptances.</p> <p>(NEW ACTION)</p>	<p>Homelessness Services has refocused services towards people exploring housing options and preventing homelessness applications whenever possible. A shortage of private rented sector accommodation meant that the target was narrowly missed.</p> <p>The use of mobile bus has enabled regular housing advice surgeries/fairs across the County. Key partners within the project include the local Housing Associations, Private Landlords and advice agencies such as Shelter and the Citizen's Advice Bureau.</p> <p>The housing advice approach has been adapted from a series of larger fairs to a one large fair in North Denbighshire and a series of smaller fairs in southern Denbighshire. Events were held in Rhyl, Llangollen and Corwen.</p>	<p>To prevent more cases than homelessness acceptances by Mar. 2012.</p> <p>To ensure the whole County has had the opportunity to access mobile housing advice/fair by Mar. 2012.</p>	<p>98% of target achieved by Mar. 2012.</p> <p>Completed by Mar. 2012.</p>	

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>4.</p> <p>SOCIAL HOUSING</p> <p>To improve the quality of social housing throughout Denbighshire and develop services that are responsive to customers' needs.</p> <p>To make the best use of existing social rented housing stock by reducing levels of under occupation and overcrowding.</p>	<p>1. To undertake a feasibility study into developing common access routes to housing.</p>	<p>In November 2010 the Denbighshire and Conwy Strategic Housing Partnership, in conjunction with Wrexham and Flintshire councils, commissioned Glyndwr University to examine new ways of accessing affordable housing across the region. The study which involved local Housing Associations has:</p> <ul style="list-style-type: none"> - Reviewed local allocation policies and procedures; low cost homeownership registers and arrangements with the private rented sector - Recommended a range of cost effective access to housing models for all partners to consider. <p>Glyndwr University completed the feasibility study in Aug. 2011 and the decision has been taken by the partnership to develop the Common Allocation and Common Housing Register. The Single Access Route to Housing (SARTH) project Manager was recruited in January 2011. The project has been registered on the corporate risk register and is being monitored due to it's size.</p>	<p>Undertake a feasibility review into developing common access routes to housing by Aug. 2011.</p>	<p>Completed in Aug. 2011.</p>	
Project running to schedule/no major barriers					
Project subject to minor time slippage/minor barriers					
Project subject to major time slippage/critical barriers that may cause project to fail					

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STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>1. AFFORDABLE HOUSING, SUSTAINABILITY AND WELSH CULTURE</p> <p>To increase the supply of affordable accommodation throughout the County in accordance with housing need.</p> <p>Working with local communities to preserve the Welsh Culture and ensure developments are sustainable.</p>	<p>1. To negotiate an element of affordable housing on all new sites.</p>	<p>The council has a policy to seek in the order of 30% affordable housing on all new housing planning applications. The first property to be built as part of the council's affordable housing policy was completed on 10th May 2006.</p> <p>Since 2004, 506 affordable homes have been produced (Mar. 2012). In the current financial year, 28 units have been completed to date (Oct. 2012).</p>	<p>To develop 50 affordable housing units by Mar. 2013</p>	<p>Ongoing.</p>	<p>Denbighshire County Council (Housing Services, Planning, Legal Services, Social Services, Supporting People, Private Sector Renewal, Equalities Officer),</p>
	<p>2. Review Denbighshire County Council's Affordable Housing Supplementary Planning Guidance (SPG). (AMENDED ACTION)</p>	<p>The council in conjunction with other key partners have undertaken two Local Housing Market Assessments (LHMAs) and a Housing Need update with Glyndwr University. These assessments will help inform the review of DCC's affordable housing SPG, the Local Housing Strategy (LHS) and the Local Development Plan (LDP).</p> <p>The target date for reviewing the SPG has been delayed from Dec. 2011 to coincide with the development of the Local Development Plan (LDP). The LDP has been to public examination and is currently out to consultation on additional housing sites, pending a decision from the Inspector in late 2012.</p>	<p>Adopt a new affordable housing SPG by Jun. 2013.</p>	<p>On target.</p>	<p>County Councillors, Town/Community Councils, Denbighshire Strategic Housing Partnership, Registered Social Landlords, Private Developers and Builders, Welsh Government, North Wales Strategic Regeneration Area,</p>

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	<p>3. Review the existing housing land allocation within the county as part of the LDP (which will replace the current Unitary Development Plan).</p> <p>(AMENDED ACTION)</p>	<p>Affordable housing requirements across the county are being considered as part of the LDP process. The Pre-deposit LDP was published for public consultation in June 2008 and the Deposit LDP was published in Autumn 2009.</p> <p>Public examination hearings have taken place in Feb. and May 2012 on the council's proposals. Further hearings are planned for late 2012. The target date for adopting the LDP has been amended to allow for additional consultation.</p>	<p>Adopt the LDP by Jun. 2013.</p>	<p>On target.</p>	<p>Private landlords, Community Groups, Residents/Tenants, Voluntary Agencies, Welsh Language Board, Snowdonia National Park, Menter Iaith,</p>

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>2. PRIVATE SECTOR HOUSING CONDITION</p> <p>To improve the quality of private sector housing across Denbighshire.</p> <p>To improve the energy efficiency of private sector housing and eliminate fuel poverty.</p> <p>To ensure that a wide range of housing options are available to people within the private sector.</p>	<p>1. To increase the range of loans options available across the County to home owners.</p>	<p>DCC's Private Sector Housing team has been moving from offering grant to loan assistance for local private landlords and owner occupiers. These loans would be available for owners to undertake a wide range of repairs.</p> <p>Denbighshire, Gwynedd and Flintshire are working collaboratively upon a scheme that would cover all three counties. The scheme will be fully operational by October 2012.</p>	<p>3 loans by Mar. 2013.</p>	<p>Ongoing.</p>	<p>Private Landlords and Denbighshire Landlords Forum,</p> <p>Owner occupiers,</p> <p>DCC (Private Sector Renewal, Housing Services, Social Services, Supporting People),</p>
	<p>2. To improve housing quality within Houses of Multiple Occupation (HMOs)</p>	<p>It is estimated that almost a quarter of all residential units in Rhyl West are flat conversions, many of which require significant works to meet modern building standards. DCC have launched a project to tackle upto 25 units within HMOs through grant aiding measures such as soundproofing, fire protection, security and energy efficiency.</p>	<p>Improve 25 units of accommodation within HMOs by Mar. 2013.</p>	<p>Ongoing.</p>	<p>Care & Repair,</p> <p>Home Energy Efficiency Scheme,</p> <p>National Energy Action Wales</p> <p>Utility companies,</p> <p>North Wales Strategic Regeneration Area,</p> <p>North Wales Police,</p>

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	<p>3. To fully revise the Empty Homes Strategy for the County.</p> <p>(AMENDED ACTION)</p>	<p>In April 2009 the council adopted its joint empty homes strategy, in conjunction with North Wales Housing Association, to tackle some of the 800 long term empty properties (over 6 months) that have been identified across the county. The council is working with a range of stakeholders to implement a range of measures including:</p> <ul style="list-style-type: none"> - targeting empty homes across Denbighshire and undertaking option appraisals to bring properties back into use - annual survey of empty home properties - offering Empty Homes Grants to owners of eligible properties in return for 5 year letting agreements with the council - working with regional partners and Welsh Government to bring empty properties back into use under the "houses to homes" initiative - to continue to work with Construction Skills Wales to provide training opportunities for apprentices 	<p>To fully revise the Empty Homes Strategy by Jan. 2012.</p> <p>To bring 6 empty homes back into use for affordable housing by Mar. 2013.</p>	<p>On target.</p> <p>On target.</p>	


STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	<p>4. To support the housing investment projects of the Strategic Regeneration Area (SRA).</p>	<p>Established in 2008 a key aim of the North Wales Strategic Regeneration Area programme is to improve poor housing conditions, with particular emphasis upon West Rhyl. Actions include:</p> <ul style="list-style-type: none"> - An assessment of the needs of those living in the demolition zone has been undertaken and acquisitions are currently progressing in conjunction with Welsh Government - A Relocation Officer is working to assist tenants/owners to relocate their homes for those contained in the planned demolition area - Supplementary Planning Guidance for Rhyl West is being developed to encourage higher levels of homeownership - A £16 million project has been launched to demolish single occupancy units within a designated area of Rhyl West and develop new family housing as well as community green space. 	<p>To assist all tenants affected by phase 1 of the RGF plan by Jun. 2013.</p> <p>To develop a specific SPG for Rhyl West by Jun. 2013.</p> <p>Develop new family housing and a communal green space by Jul. 2015.</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p>	


STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>3. HOMELESSNESS</p> <p>To prevent homelessness and provide a wide range of accommodation for homeless persons when homelessness is unavoidable.</p>	<p>1. Develop specialist support schemes to enable vulnerable households to live independently.</p> <p>(AMENDED ACTION)</p>	<p>In partnership with Cymdeithas Tai Clwyd, develop a housing scheme for young people within the South of the county where housing opportunities are less well developed. The scheme will comprise of six rented units, with ongoing support funded through the council's Supporting People Grant programme. The scheme will link into a new Youth Enterprise Centre, that will develop training and employment facilities for young people.</p> <p>An unsuccessful planning application in Rhyl was made to develop a scheme for people with mental health issues in 2008. The council and its partners are currently exploring other options.</p>	<p>Launch young persons housing scheme by Mar. 2013.</p> <p>Launch Youth Enterprise Centre by Mar. 2014.</p> <p>Review options available to develop a mental health project by Mar. 2014.</p>	<p>Ongoing.</p> <p>Ongoing.</p> <p>Ongoing.</p>	<p>Service Users, Community Drug & Alcohol Service, Working Links, Crime & Disorder Partnership, Denbighshire Homelessness Forum, Private landlords and Denbighshire Landlords Forum,</p>
	<p>2. To minimise the number of housing repossessions within the County.</p> <p>(AMENDED ACTION)</p>	<p>The all Wales Mortgage Rescue scheme funded by WAG ceased in April 2011. Cymdeithas Tai Clwyd are self funding a Mortgage Rescue scheme within Denbighshire. This will allow some homeowners who meet the criteria to remain in their homes as tenants to avoid becoming homeless.</p> <p>Mortgage Rescue cases are often very complex and in some cases households cannot be assist as debt levels are too high. Many cases only required advice rather than direct intervention.</p>	<p>2 mortgage rescue cases by Mar. 2013.</p>	<p>Ongoing.</p>	<p>DCC (Housing Services, Social Services, Supporting People), Homeless persons, Nightshelter.</p>

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	<p>3. To assist those most affected by the new housing/welfare benefits changes.</p> <p>(AMENDED ACTION)</p>	<p>Denbighshire, Flintshire and Wrexham councils have developed a joint project to assist households most affected by the new housing and welfare benefit reforms.</p> <p>The project will target vulnerable households and personally advise those at most risk of becoming homeless by working with private landlords to enable households to sustain their tenancies or find a suitable alternative.</p>	<p>Secure funding for 2013-15 by Mar. 2013.</p> <p>To contact all single tenants under 35 adversely affected by housing benefit changes by Mar. 2013.</p>	<p>Ongoing.</p> <p>Ongoing.</p>	
	<p>4. To ensure enhanced housing options are widely available.</p>	<p>Homelessness Services has and continues to refocus services towards people exploring housing option and preventing homelessness applications whenever possible. We are working with key partners including local Housing Associations, Private Landlords and advice agencies such as Shelter and the Citizen's Advice Bureau.</p> <p>The Housing options website (www.denbighshirehousing.co.uk) will be updated regularly and promoted widely as a portal for accessing up to date information, including private landlord vacancies.</p>	<p>To provide housing options advice to 1500 households by Mar. 2013.</p>	<p>Ongoing.</p>	
	<p>5. To undertake a survey of gypsy traveller accommodation needs.</p> <p>(AMENDED ACTION)</p>	<p>The NW Wales LHMA group is working with Bangor University to develop a Gypsy and Traveller Accommodation Assessment group (GTAA) on a pan North Wales basis - Denbighshire, Flintshire, Conwy, Gwynedd and Anglesey Local Authorities are partners.</p> <p>The project was due to report by Mar. 2009 but has faced significant delays due to a range of project staffing issues. A report will be presented to DCC Corporate Executive Team in September 2012, making recommendations for future action.</p> <p>The council also undertake a bi-annual count of gypsies and travellers within the county.</p>	<p>Finalise GTAA by Dec. 2012.</p>	<p>Significant delays - ongoing.</p>	

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
<p>4.</p> <p>SOCIAL HOUSING</p> <p>To improve the quality of social housing throughout Denbighshire and develop services that are responsive to customers' needs.</p> <p>To make the best use of existing social rented housing stock by reducing levels of under occupation and overcrowding.</p>	<p>1. To ensure that all Council and RSL housing within the county is brought up to the Welsh Housing Quality Standard (WHQS) by 2012.</p>	<p>DCC is one of the few Welsh Local Authorities that are close to meeting WHQS. A £42 million improvement programme began in April 2005 through Prudential Borrowing and a wide ranging programme of refurbishment works is currently being undertaken.</p> <p>Denbighshire is one of only two Local Authorities in North Wales close to meeting WHQS.</p>	<p>Denbighshire Council Council to achieve WHQS by Dec. 2013.</p>	<p>Ongoing.</p>	<p>Council/RSL Tenants, County Councillors, Denbighshire County Council (Social Services, Housing Services), Consultants, Welsh Government, Registered Social Landlords, North Wales Local Authorities, Local colleges,</p>
	<p>2. To develop a common housing register and allocation scheme for North East Wales.</p> <p>(NEW ACTION)</p>	<p>SARTH (Single Access Route to Housing) is an innovative, collaborative partnership project between all the major social landlords in north east Wales. The partners are Conwy, Denbighshire, Flintshire and Wrexham Councils, Cartrefi Conwy, Clwyd Alyn Housing association, Cymdeithas Tai Clwyd, North Wales Housing, Wales and West Housing and Glyndwr University. The overall aim of SARTH is to provide a common access route to a range of affordable housing options which is transparent, legal, efficient and accessible to all sections of the community. A specific Project Manager was appointed in Jan. 2012 to take the project forward.</p> <p>A successful feasibility study was commissioned by the Denbighshire and Conwy Strategic Partnership in August 2011 and completed by Glyndwr University in August 2011. Phase 2 of the project commenced in September 2012 and is currently focusing on developing a Common Allocations Framework, accessible housing register and Housing Options advice.</p>	<p>To undertake a public consultation on the Common Allocations Framework by Dec. 2012.</p> <p>To develop a pilot authority scheme by Dec. 2013.</p>	<p>On target.</p> <p>Ongoing.</p>	

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	3. To develop a fuel brokerage scheme. (NEW ACTION)	Significant increases in energy prices in recent years has meant that many households are facing fuel poverty especially vulnerable tenants. The project will investigate brokering a discounted deal with energy suppliers for bulk purchase of energy. Initially the project will focus on assisting the most vulnerable in Council/Housing Association accommodation and in Houses in Multiple Occupations within Denbighshire and Conwy. There is significant interest in this highly innovative pilot project from North Wales and rest of the Wales.	Report to DCC Corporate Executive Team by Dec. 2012.	Ongoing.	
	4. To explore the possibility of joint mapping service in Denbigh. (NEW ACTION)	A pilot project is examining ways of joint working to improve the use of stock in Denbigh. Knowledge Transfer Partnership (KTP) funds has been successfully obtained to undertake a complete review of land use in Upper Denbigh. A steering group meets regularly and a range of workstream sub-groups are examining a range of issues: - Development opportunities including empty properties - Tenancy issues - under/over occupation within stock - Background data analysis for Denbigh - stock type, adaptations, income, etc. - Maintenance	To recruit KTP graduate by Dec. 2012.	Ongoing.	
	5. To review the effectiveness of Homeswapper.	Homeswapper is a national web based system which Council and Housing Association tenants can use to match up potential exchanges. This scheme encourages mobility and around 250 DCC tenants are currently registered on it. The cost of Homeswapper has markedly increased since 2007 and therefore a review of the use of Homeswapper is needed to evaluate it in terms of value for money.	Review the use of Homeswapper by Oct. 2012.	On target.	

 Project running to schedule/no major barriers

 Project subject to minor time slippage/minor barriers

STRATEGIC OBJECTIVE	ACTION	PROJECT UPDATE	TARGET	COMPLETION	RESOURCE & PARTNERS
	Project subject to major time slippage/critical barriers that may cause project to fail				