



**Planning Aid Wales**  
Community engagement in planning



**Parc Cenedlaethol  
Arfordir Penfro**  

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**Pembrokeshire Coast  
National Park**

# **Local Development Plan Review**

## **Community and Town Council Information Pack**

## Introduction

Pembrokeshire Coast National Park Authority is in the very early stages of reviewing its Local Development Plan (LDP). The authority is committed to engaging its local communities in the review process.

On behalf of PCNPA, Planning Aid Wales (PAW) recently delivered four free training workshops for Community and Town Councils. The workshops aimed to explain the LDP review process and advise how local communities can best be involved.

Feedback from the training workshops suggests that communities needed and wanted to know more about the review process and their role in it.

PAW in collaboration with PCNPA has produced this information pack to help local communities develop their understanding of the LDP review process and to identify useful sources of further information.

It is being sent to all Community and Town Councils within the National Park area. The content is aimed to help people engage more effectively with LDP review, which we consider to be an important process for local communities.

***A second set of workshops for Community and Town Councils will take place in early 2017. These will focus on helping communities understand the process for assessing sites that have been nominated for inclusion in the replacement LDP. More details will follow later in the year.***

The Authority plans to utilise the networking capabilities of Town and Community Councils to disseminate information throughout the National Park communities and to encourage engagement in their respective areas. Town and Community Councils can provide a central source of information for their local communities, help to raise awareness of the Review process and relay local views and opinions back to the Authority.

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## 1. Planning Aid Wales presentation for Community and Town Council workshops, April 2016

The workshop presentation and LDP Review timetable handout can be found here:

<http://www.pembrokeshirecoast.org.uk/default.asp?pid=776&LangID=1>

### LDP Review draft timetable

Stage	When (estimate)	Main purpose
Review Report	<ul style="list-style-type: none"> <li>Finalise June/July 2016</li> </ul>	<ul style="list-style-type: none"> <li>Identifies the parts of the Local Development Plan that need to be revised.</li> <li>Publish background papers (evidence base) in support.</li> </ul>
Delivery Agreement	<ul style="list-style-type: none"> <li>Finalise June/July 2016</li> </ul>	<ul style="list-style-type: none"> <li>Timetable for producing the replacement Local Development Plan.</li> <li>Community Involvement Scheme outlining the principles of community engagement.</li> </ul>
Candidate Sites	<ul style="list-style-type: none"> <li>End of submissions early October 2016</li> </ul>	<ul style="list-style-type: none"> <li>Publish criteria for site selection.</li> <li>Invite site submissions.</li> </ul>
Preferred Strategy	<ul style="list-style-type: none"> <li>Consultation to end May 2017</li> </ul>	<ul style="list-style-type: none"> <li>Set out the key strategic policies for the Local Development Plan</li> <li>Identify sites which fit with the Strategy</li> </ul>
Deposit Plan	<ul style="list-style-type: none"> <li>Consultation to end May 2018</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and publish the detailed policies and proposals map.</li> </ul>
Submission	<ul style="list-style-type: none"> <li>October 2018</li> </ul>	<ul style="list-style-type: none"> <li>Submit the Plan and supporting evidence to the Planning Inspectorate.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>Spring 2019</li> </ul>	<ul style="list-style-type: none"> <li>An independent Inspector assesses the soundness of the Plan.</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>New Year 2020</li> </ul>	<ul style="list-style-type: none"> <li>The Authority adopts the Plan and uses it in making planning decisions.</li> </ul>

## **2. Draft LDP Review Report and Draft Delivery Agreement**

### **Draft LDP Review Report**

The Draft LDP Review Report outlines where the current LDP (which was adopted in 2010) is delivering well and identifies where it needs to change and why. The draft document was published on the PCNPA website for an eight week consultation period (from 23<sup>rd</sup> March to 18<sup>th</sup> May 2016). The Draft LDP Review Report is here:

<http://www.pembrokeshirecoast.org.uk/?PID=765>

Once comments have been considered by the Authority, the final Review Report will be formally approved by the National Park Authority, published on its website, sent to the Welsh Government and copies made available.

### **Draft Delivery Agreement**

The draft Delivery Agreement sets out the proposed timetable for the LDP review and outlines how and when communities will be involved at each stage - the Community Involvement Scheme or CIS. (The CIS can be found on pages 16-22 of the document, with specific reference to Community and Town Councils on page 19). The draft document was published on the Authority's website for an eight week consultation period (from 23<sup>rd</sup> March to 18<sup>th</sup> May 2016). The Draft Delivery Agreement is here:

<http://www.pembrokeshirecoast.org.uk/?PID=768>

Once comments have been considered by the Authority, the final Delivery Agreement will be formally approved by the National Park Authority and then submitted to the Welsh Government for agreement.

### 3. Housing sites listed in the LDP Review Report

Table 14 on page 27 of the draft Review Report lists housing sites which are allocated in the current LDP and gives their current status. The table below provides more detail.

#### Key

Planning permission granted/site completed	
Landowner or developer actively investigating bringing the site forward for development	
Allocation not progressing, e.g.: <ul style="list-style-type: none"> <li>- Lack of interest by the land owner</li> <li>- Awaiting improvements to the housing market</li> <li>- Significant infrastructure constraint</li> </ul>	

**Table 14 Allocations that include housing**

	Location Proposals Map ID	Site Name and Location	Total number of Units <sup>1</sup>	Comments
1.	Broad Haven HA734	South of Driftwood Close	10	Land has outline planning permission for 6 market and 4 affordable units
2.	Broad Haven MA776	Land north east of Marine Road	35	Landowners are preparing a planning application to develop the site for market and affordable housing.
3.	Crymych HA750	Depot Site	18	Site is being developed for affordable housing. Completion anticipated mid 2016.
4.	Dale HA382	Castle Way	12	Landowner unable to provide definitive details of intention to develop the site.
5.	Dinas Cross	Opposite Bay View	12	Landowners not wishing to

<sup>1</sup>Reflects number of units granted planning permission as at April 2015

	<b>Location Proposals Map ID</b>	<b>Site Name and Location</b>	<b>Total number of Units<sup>1</sup></b>	<b>Comments</b>
	HA387	Terrace		develop the site.
6.	Herbrandston HA732	East of Herbrandston Hall	12	Landowner unknown and no approach made to the Authority regarding the development of the site.
7.	Jameston HA436	North of Landway Farm	6	Site is being developed for 5 market and 1 affordable dwelling.
8.	Jameston HA730	Opposite Bush Terrace	35	Landowner recently confirmed intention to bring site forward for development.
9.	Jameston HA821	Green Grove	5	Land has outline planning permission for 6 market houses and site for 3 affordable houses.
10.	Lawrenny HA559	Adj Home Farm	30	Landowner is preparing planning application.
11.	Manorbier Station HA848	Field opp Manorbier VC School	19	Landowner is marketing site with view to it being developed.
12.	Manorbier Station MA895	Land part of Buttylands	15	Pre-application discussion relating to development of the site for affordable housing.
13.	New Hedges HA813	Rear of Cross Park	31	Site has planning permission for market and affordable housing.
14.	Newport HA825	North of Feidr Eglwys	20	Site has planning permission for market and affordable housing, subject to finalization of a Section 106 Agreement.
15.	Saundersfoot MA777	Rear of Cambrian Hotel, Saundersfoot	28	Site is under construction for 22 market and 6 affordable dwellings and commercial

	<b>Location Proposals Map ID</b>	<b>Site Name and Location</b>	<b>Total number of Units<sup>1</sup></b>	<b>Comments</b>
				buildings.
16.	Solva HA384	Adj Bro Dawel	18	Landowner has recently indicated intention for bringing this site forward for development. Timescales may be constrained by need for additional Sewage Treatment Capacity.
17.	Solva HA792	Bank House, Whitchurch Lane	12	Landowner unable to provide definitive details of intention to develop the site.
18.	St David's HA385	North of Twr-y-Felin	13	Site is under construction and nearly completed.
19.	St Davids HA737	West of Glasfryn Rd	90	Land is subject of interest of Community Land Trust to development for housing and other uses.
20.	St David's HA789	Adj Ysgol Bro Dewi, Nun Street	10	Landowner unable to provide definitive details of intention to develop the site.
21.	St Ishmaels MA733	Adj School	40	Planning application for part of the site refused in November 2015 (Appeal being lodged). Planning application for the remaining land also expected within 2016.
22.	Tenby HA377	Brynhir	168	Landowner has marketed site and has a preferred buyer. Planning application for development expected within 12 months of purchase.
23.	Tenby HA723	former cottage Hospital Site	10	Site is now under construction.



	<b>Location Proposals Map ID</b>	<b>Site Name and Location</b>	<b>Total number of Units<sup>1</sup></b>	<b>Comments</b>
24.	Tenby HA724	Rectory Car Park	50	Landowners intend to retain as a car park.
25.	Tenby HA727	West of Narberth Road	25	A planning application for the development of this site is anticipated mid 2016.
26.	Tenby HA752	Butts Field Car park, Tenby	80	Landowners intend to retain as a car park.
27.	Tenby HA760	Reservoir Site, Tenby	12	Landowner unknown and no approach made to the Authority regarding the development of the site.
28.	Tenby MA706	Upper Park Road, Tenby	14	Site under construction
29.	Tenby MA707	White Lion St/Deer Park, Tenby	48	Site under construction
30.	Tenby MA710	Sergeants Lane, Tenby	5	No recent indication of housing development but redevelopment site in Centre of Tenby.
31.	Trefin HA738	North of Heol Crwys	15	Landowner unknown and no approach made to the Authority regarding the development of the site.
	Total		898	

***Every six months, PCNPA provides Community and Town Councils with an update of what is happening with the allocated and large sites in their areas. The most recent update was issued in April 2016.***

#### **4. Local Development Plan Review: Background Paper links**

A range of Background Papers has been prepared to inform the Local Development Plan Review process. These papers will be updated and added to as the Plan is progressed to adoption. Background Papers can be viewed here:

<http://www.pembrokeshirecoast.org.uk/default.asp?PID=754>

Links to the most relevant Background Papers are given below:

##### **Housing**

<http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Housing%20Background%20Paper%20February%202016.pdf>

The Housing Background Paper highlights key national and regional policy and the LDP response (page 8), the local housing strategy (page 12), summarises the current position of previously allocated sites (page 14), housing completions by year (page 17) and comments on the latest local housing data (page 18). The appendices provide information on current housing need and supply, land availability and trajectory.

Appendix 1 of the Housing Background Paper provides a breakdown of the housing need and supply (including affordable housing) for each community council area within the Authority.

##### **Scale and Location of Growth**

<http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Scale%20and%20Location%20of%20Growth%20Paper%20January%202016.pdf>

The Scale and Location of Growth Paper shows the national and regional strategy for the location of development and services, the existing settlement hierarchy in Pembrokeshire (page 12), population and household projections (page 14), comparison of the National Park with neighbouring authority areas on where different types of housing are allowed (Appendix 1) and the availability of services e.g. sewage treatment works, by National Park location (Appendix 2).

##### **Employment**

<http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Employment%20Background%20Paper%20January%202016.pdf>

The Employment Background Paper provides an employment profile of this National Park in the context of the other two Welsh National Parks and national averages. It

summarises national, regional and local employment planning policy, strategy and evidence and the LDP's response (page 11). A summary of the current position of existing LDP business and employment allocations can be found on page 25.

### Caravan and Camping Survey

<http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Complete%20PCNP%20caravan%20and%20camping%20study%20final%20report%20121115r.pdf>

This paper provides a landscape capacity survey for caravan and camping site development according to each Landscape Character Area of the National Park. Strategy and policy recommendations are provided in Section 8. Siting and mitigation guidance is provided in Appendix B.

### Renewable Energy Assessment

[http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Renewable%20Energy%20Assessment%20Update\\_Final%20Report\\_Jan\\_12\\_2016.pdf](http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Renewable%20Energy%20Assessment%20Update_Final%20Report_Jan_12_2016.pdf)

This Background Paper provides an update to a 2008 study to assess the potential generation capacity of renewable energy technology within the National Park and whether any landscape capacity study update is required in light of this. A summary of potential contribution by each technology type is provided on page 25.

### Special Qualities

<http://www.pembrokeshirecoast.org.uk/Files/files/Dev%20Plans/LDP2/background%20papers/Special%20Qualities%20Background%20Paper%20January%202016.pdf>

The Special Qualities Background Paper summarises the characteristics and features of the National Park which, individually and in combination, contribute to making the National Park unique. It is these qualities that therefore need to be conserved in pursuit of the statutory purposes of the National Park.

## 5. How are Rural Centres defined in the LDP ?

**Rural Centres (Tier 4) Policy 6 (Strategy Policy):** In preparation for Local Development Plan review, the population (2011 Census estimate), facilities available<sup>1</sup>, accessibility<sup>2</sup>, water supply and sewerage availability for towns and villages around the National Park have been checked. The update will mean that new Inset Maps for Centres will be added. Policy 6 will require revision to add new Centres. The *Scale and Location of Growth Background Paper* (see link above) provides more information at paragraphs 71 and 72 and Appendix 2.

*<sup>1</sup>which have at least 3 facilities normally found in a small village (letter box, sports ground, primary school, pub, community hall, place of worship, convenience shop, post office) or if less than this, at least 1 convenience shop*

*<sup>2</sup>This relates the extent to which a locality or facility is readily approachable and usable by as many people as possible, including individuals with disabilities.*

## 6. Candidate Sites and Assessment Methodology

It is anticipated that in August 2016, the Authority will call for Candidate Sites to be submitted.

Candidate sites are parcels of land that are put forward to be considered for future development and inclusion in the replacement LDP. The Authority recently produced a proposed Candidate Site Assessment Methodology, outlining in detail how it anticipates assessing proposed sites and the criteria against which they will be assessed. This draft document was recently sent to all Community and Town Councils for comment, together with a draft Candidate Site Submission Form and some Guidance Notes.

The three documents above were sent out on 21<sup>st</sup> April.

Please send any comments you may have on these to the Development Plans Team at: [devplans@pembrokeshirecoast.org.uk](mailto:devplans@pembrokeshirecoast.org.uk) by **17<sup>th</sup> June 2016**.

## **7. Local Needs Affordable Housing**

The Candidate Site process provides an opportunity for Community and Town Councils to identify sites for local needs affordable housing, in particular 'exception sites'.

### What is a Rural Exception Site ?

Exception sites are those housing sites permitted in locations in which where market housing would not usually gain planning permission. Exception sites can be allocated in the Local Development Plan for affordable local needs housing only. Allocating land as an exception site keeps the value of the land lower than it would be for full market housing.

### Where should an exception site be proposed ?

Exception sites should be next to a settlement boundary and form a logical extension to an existing town or village Centre. It is also important for sites to comply with other considerations, such as land drainage and highways and landscape impact, even if they are well related to the settlement.

### What size should an exception site be ?

Rural exception sites should be small in scale, although the number and size of dwellings will vary according to the level of local need, nature of sites identified and the size of the existing settlement. In some instances, where a larger need is identified, it may be more suitable to identify two or more smaller sites around the development boundary in preference to one large site. The Authority will assess the suitability of individual site size according to the merits of the scheme.

### What size and tenures of dwellings should be provided ?

A need for affordable housing must be shown and it is important that there is a mechanism for making sure that the properties remain affordable in perpetuity. In the case of Low Cost Home Ownership properties, no mortgage lender will lend without a mortgagee in possession clause being included within a section 106 legal agreement. As such a clause enables the re-sale of the property without any restriction (in circumstances where the property is re-possessed), this does not guarantee that it will remain affordable in perpetuity. The Authority is keen to ensure that exception sites do not become market sites over time as a result of such clauses. Given this situation, exception sites will only be permitted for social or intermediate rented properties.

### Who pays for the land and builds the homes?

Registered Social Landlords are not-for-profit organisations that specialise in the provision and management of affordable housing. Also known as Housing Associations, they use the survey evidence on need, size of household and appropriate tenure to consult with planners and communities, prepare planning applications, and apply for social housing grants from the Welsh Government.

Community Land Trusts (CLT) are also a way of providing affordable housing where the asset is owned by the community.

***If your Community or Town Council is interested in submitting a Candidate Site form when the call for sites begins in August 2016 (anticipated timescale), the Development Plans Team will be happy to provide information and assistance wherever possible.***

### **8. Supplementary Planning Guidance (SPG): Low Impact Development**

A Supplementary Planning Guidance document has been produced which makes reference to 'One Planet Development'. This is the term now used in national planning guidance when referring to Low Impact Development. Policy 47 of the LDP sets out the Authority's local policy for 'One Planet Development' in the open countryside and provides detail on how applications for development in the countryside will be assessed. The SPG can be viewed here:

<http://www.pembrokeshirecoast.org.uk/files/files/Dev%20Plans/AdoptedSPG/LowImpactSPGadoptedJuly13complete.pdf>

## **9. PCNPA Planning Policy Team contact details**

For any queries regarding the above, please contact the Authority's Development Plans team:

Address: Pembrokehire Coast National Park Authority  
Llanion Park  
Pembroke Dock  
Pembrokeshire  
SA72 6DY

Telephone: 01646 624800

Email: [devplans@pembrokeshirecoast.org.uk](mailto:devplans@pembrokeshirecoast.org.uk)

### **Contacts:**

Martina Dunne, Head of Park Direction  
Sarah Middleton, Planning Officer  
Richard James, Planning Officer