



rhondda cynon taf  
**local development plan**  
*cynllun datblygu lleol*

Supplementary Planning Guidance:

**Flats: Conversion and New build  
Employment and Skills**

**Consultation Record**

March 2015



STRONG HERITAGE | STRONG FUTURE  
**RHONDDA CYNON TAF**  
TREFTADAETH GADARN | DYFODOL SICR



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## **1.0 SUMMARY**

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

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

## **2.0 INTRODUCTION**

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

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

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

## **2.3 Supplementary Planning Guidance**

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

### **The need for Supplementary Planning Guidance**

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

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

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

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

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

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

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

### **3.0 RECORD OF CONSULTATION**

#### **3.1 *Supplementary Planning Guidance Legislation***

##### **Local Development Plan Wales and Local Development Plan Manual**

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

#### **3.2 Rhondda Cynon Taf Community involvement scheme**

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

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

#### **3.3 Four week consultation**

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

### 3.4 Who was consulted?

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

### 3.5 Consultation Package

The package of documents published on the 5<sup>th</sup> February comprised:

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

### Publicity and Participation

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

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

### Availability

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

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

#### **4.0 Responses to the consultation**

The Council received 8 representation responses in total.

##### **Employment and Skills**

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

##### **Flat Conversion**

The Council received 2 representations specific to the Flat Conversions SPG

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

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

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

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

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

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

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

	<p>Dear Sir with reference to your letter of 2<sup>nd</sup> February 2015, I have no objections to your draft SPG. However we would take this opportunity to request any future alterations to the SPG that you consider my 21plus acres located in the Talygarn area Pontyclun (sic).</p>	<p>Noted. The Council will inform landowners during the LDP review of the opportunity to submit candidate sites.</p>	<p>No change required</p>
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## Appendix 1- Consultation Letter



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 LLEUENIG I GYMRAG | LLEUENIG I DDIW

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

Email: [planning.services@rctbc.gov.uk](mailto:planning.services@rctbc.gov.uk)  
 Web: [www.rctbc.gov.uk/planning](http://www.rctbc.gov.uk/planning)

Date/Dyddiad: 2<sup>nd</sup> February 2015

Dear Sir/Madam,

**RHONDDA CYNON TAF DRAFT SUPPLEMENTARY PLANNING GUIDANCE CONSULTATION**

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

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

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

The SPGs, associated documents and representation forms are available for inspection at **Sardis House, Sardis Road, Pontypridd, CF37 1DU** and can also be viewed at local libraries, main Council Offices, One 4 All Centres and online at [www.rctbc.gov.uk/spg\\_consultation](http://www.rctbc.gov.uk/spg_consultation)

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

- Online at [www.rctbc.gov.uk/spg\\_consultation](http://www.rctbc.gov.uk/spg_consultation)
- Email: [LDP@rctbc.gov.uk](mailto:LDP@rctbc.gov.uk)
- Post: Spatial Development Team, Floor 3, Sardis House, Sardis Road, Pontypridd, CF37 1DU.

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

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

Steve Merril, C.P.F.A.  
 Chief Executive | Ffwrystyngolwr





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

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

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

Yours sincerely

*S Gale*

Simon Gale  
 Service Director of Planning

## Appendix 3- Website Content

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### Supplementary Planning Guidance Consultation

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

Consultation 6<sup>th</sup> February – 6<sup>th</sup> March 2016

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

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

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

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

Consultation on the SPG will commence on the 6<sup>th</sup> February 2016 and will close at 6pm on the 6<sup>th</sup> March 2016.

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

Should you wish to make any comments, please do so by no later than 5:00pm on the 6<sup>th</sup> March 2016 via one of the following methods:

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

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

**Late representations may not be considered by the Council**

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

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

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

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

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

CONSULTATION 5<sup>th</sup> February – 5<sup>th</sup> March 2015

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

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

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

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

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

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