



LEASE OPPORTUNITY

**The Kymin
Beach Road, Penarth
CF64 1JX**



Front (south) elevation of The Kymin.

99 YEAR LEASE OPPORTUNITY

MARKETING BRIEF: GUIDE FOR BIDDERS

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

1. INTRODUCTION

The Vale of Glamorgan Council (“the Council”) wishes to invite bids from parties who are interested in taking a 99 Year lease of The Kymin, Penarth (“the Property” identified in **Appendix A**).

Given the location of the property and the opportunities it could offer commercially, given its fantastic location overlooking the sea and to the local community and the wider community of the Vale of Glamorgan, priority will be given to those uses identified in the Planning Statement contained at **Appendix B**, which include:

- Appropriate Commercial uses including a restaurant or hotel
- Appropriate Community uses
- Tourism related uses
- Appropriate office uses

2. PURPOSE

2.1 The purpose of this Marketing Brief is to provide the following important background information to assist bidders prepare the information required for a successful bid:

- **Building Context & Description;**
- **General Heads of Terms for the Lease;**
- **Title;**
- **Planning;**
- **Viewing;**
- **Bid Submission Material, Deadline & Address for Submitting Bids;**
- **Selection of Preferred Bidder & Weighted Scoring Criteria;**
- **Scoring**
- **Method of tender;**
- **Summary of Working Assumptions For Bidders;**
- **Separate Planning Process;**
- **Disclaimer;**
- **Misrepresentation Act;**
- **Appendix A: Indicative Boundary plan;**
- **Appendix B: The Kymin House & Grounds Photographs**
- **Appendix C: Planning Statement**
- **Appendix D: Project Zero**

2.2 This Marketing brief is produced for guidance only.

3. BUILDING CONTEXT & DESCRIPTION

The Vale of Glamorgan

The Vale of Glamorgan is Wales' most southerly Unitary Authority, lying west of Cardiff between the M4 and the Severn Estuary and covering 33,097 hectares, of which approximately 85% (28,132 hectares) is agricultural land. The Vale of Glamorgan has 53 kilometres of coastline, of which 19 kilometres is designated as Heritage Coast. Its neighbouring authorities are Bridgend County Borough Council to the West, Cardiff Council to the East and Rhondda Cynon Taf County Borough Council to the North.

Penarth

Penarth is a town and community in the Vale of Glamorgan, approximately 4 miles (6.4 km) south-southwest of Cardiff city centre at the Southern end of Cardiff Bay. Penarth is an affluent seaside resort in the Vale of Glamorgan. During the Victorian era Penarth was a highly popular holiday destination, promoted as "The Garden by the Sea". The town retains extensive surviving Victorian and Edwardian architecture in many traditional parts of the town.

The Building

The original two storey house was built circa 1800. The Kymin property is located within the Penarth conservation area on Beach Road, north of the Esplanade and the restored pier and pavilion, south of Penarth Head. The property benefits from an elevated Southerly position in the Penarth seafront or Esplanade area. The south elevation overlooks a lawn which has views of Penarth Pier and the Bristol Channel.



Front (south) elevation of The Kymin

The main building accommodation consists of a two storey building comprising a kitchen and cloakrooms together with a number of rooms previously used as meeting rooms/offices with favourable aspects to the south through Bay Windows.



Internal room, East wing, ground floor

Conservation Area and County Treasure Status

The Kymin Gardens are considered one of several important open spaces within the Penarth Conservation Area and as such the remainder of the grounds in the Council's ownership are planned to be retained for continued public access. Kymin House itself is not listed but is identified as a "County Treasure".

The Council is seeking to ensure that any future uses of the Kymin and its gardens respect its "County Treasure" status, preserve or enhance the Penarth Conservation Area, and are sensitive to the amenity of the neighbouring residential areas. The presumption, therefore, will be that the building is retained by the successful bidder and any bids proposing demolition of the building will not be considered favourably. However, partial demolition of some parts of the building may be permissible if it protects or enhances the integrity and character of the building as a whole, recognising its status as a locally listed County Treasure within the Conservation Area. Bidders should seek pre-application advice from the Local Planning Authority in this regard.

The grounds included in the lease opportunity are indicatively highlighted on the plan attached at Appendix A.

Access & Parking

The building and surrounding gardens are served via two access points; the “western” access for entry and the “eastern” for exiting the site.



Front (south-west) elevation of The Kymin).



Access (south facing view of Access off Beach Rd).

Adjoining the buildings and alongside the lawn there are areas for car parking.



View of the Parking area (North West of the House).

Bidders are recommended to read the Planning statement at Appendix B which provides additional information relating to Highway entry and exit considerations etc.



View of the Pier & Channel from Viewing area (south of the House & Front Lawn).

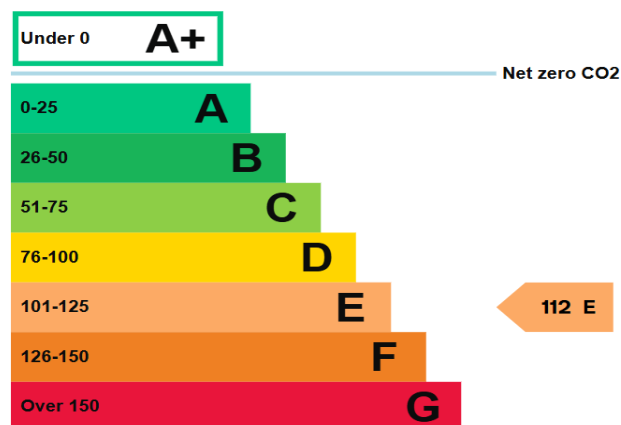
Energy Performance Certificate:

The Kymin has an EPC rating of **E**(112).

THE KYMIN BEACH ROAD PENARTH CF64 1JX		Energy rating E
Valid until 29 October 2030	Certificate number 6187-0501-4367-2891-8390	
Property type	B1 Offices and Workshop businesses	
Total floor area	433 square metres	

Energy rating and score

This property's energy rating is E.



Properties get a rating from A+ (best) to G (worst) and a score.

The better the rating and score, the lower your property's carbon emissions are likely to be.

Business Rates:

The current ratable value of the property is £5,100.00 but from 1 April 2026 will be £6,000.

4. GENERAL HEADS OF TERMS OF THE LEASE

Term

99-year lease.

Trading Times

The Tenant can operate from the premises between 08:00 and 22:00 daily. The trading times may be amended with agreement from the landlord.

Responsibilities and Undertakings of the Tenant

Plans and specifications for the building's alterations are to be approved in writing in advance by the Vale of Glamorgan Council as landlord and in the separate capacity as Local Planning Authority as part of any Statutory planning process.

Repairing and other obligations

The property is to be let on a full repairing and insuring basis. The successful bidder as ingoing tenant will be responsible for all internal and external repairs and maintenance to the property.

The Tenant will be responsible for complying with all current and future statutory compliance testing relating to Fire, Gas, Electric, water etc. and to maintain appropriate records with copies provided to the Landlord on request.

The Tenant must comply with the Health & Safety at Work Act 1974 and Equality Act 2010.

The Tenant will be responsible for maintaining a pest control contract for the Premises. Fire appliances and emergency lighting are to be inspected annually (or in line with statutory requirements) and appropriate records maintained by the Tenant with copies provided to the Landlord on request.

The Tenant must undertake a fire risk assessment and have their equipment regularly checked for the presence of Legionella in accordance with Health and Safety Executive (HSE) guidelines. The tenant must maintain appropriate records to demonstrate compliance and make these available for inspection by the Council on request.

The Tenant will be responsible for providing at all times Buildings and Contents Insurance, Public Liability and Employers Liability Insurance.

The Tenant will make reasonable endeavours to clean graffiti from the interior and exterior of the Premises within 24hrs of discovery. If the Tenant is unable to remove or cover up graffiti, they must notify the Council.

The Tenant will provide and maintain an intruder and fire alarm service at The Premises and will be responsible for attending 'out of hours' alarm incidences. The Tenant will notify the Council of any alarm activations.

The Tenant to be responsible for paying all outgoings association with the leased premises including the utilities, Non-Domestic Rates etc.

The Tenant will return all keys issued at the end of the lease and may be invoiced for the cost of any replacements necessary during the period of the lease.

The Tenant is responsible for:

- Providing appropriate rubbish bins;
- Ensuring all waste is regularly emptied and removed from the premises; and
- Complying with the Council's recycling and waste disposal policies.

The Tenant will be responsible for the Council's surveyors' and legal fees.

Please note that the Council will be granted a permanent right of way across the leased area's access roads (in and out of the site), for vehicles/pedestrians in order to maintain and access its retained land. The Council will have the right to park and manoeuvre its maintenance vehicles over the leased area (precise location to be agreed with ingoing tenant).

Use

The site benefits from an established mixed use, with an upper floor residential flat and ground floor and first floor offices and events space. Any alternative uses would be subject to planning consents for change of use and any other necessary consents/permissions. The responsibility for obtaining any necessary consents lies with the successful bidder. The Council wish to see the site to brought back into beneficial use with a public-facing element.

The building will not be used for illicit or illegal activities. The building will be operated during the permitted times.

Restrictions on the Tenant

No tobacco products are to be sold or consumed at the Premises.

Alcohol will be permitted to be sold and consumed at the Premises only, provided an appropriate on premises licence is in place prior to any sales of alcohol at the premises.

Except for advertising opening hours and users no commercial advertising whatsoever is permitted at the site. Unauthorised advertisements will be removed.

The Tenant is to comply with all statutory requirements.

The use of single use plastics is not permitted as stated in the Environmental Protection (Single-use Plastics Products) (Wales) Act 2023.

The Tenant will not provide any live animals as prizes or allow any third parties to do so.

The Tenant will not launch any Chinese sky lanterns or allow any third parties to do so on the demised land.

Ensure use of the facilities does not cause any disturbance elsewhere on the Site or to other Site users. No music or other external broadcasts are permitted unless by prior, written agreement with the Council.

Consultation with Neighbouring landowner (The Council)

As the Council will be retaining land adjacent to the proposed leased area, it is important that a good working relationship can be established with any ingoing tenant for the good of both landowners and their customers/users. It will therefore be a condition of the lease that the tenant is to provide quarterly updates in writing to the Council, as adjoining landowner. Key updates may include forthcoming events, maintenance issues and compliance with statutory obligations, customer feedback, marketing, and any other business.

Recovery of costs

The Council reserves the right to recover from the Tenant any costs incurred arising from their action or inaction in accordance with the terms of the lease. The lease shall contain any other terms and conditions as the Council's solicitors consider necessary.

Invalidation

The Council reserves the right at its sole discretion to exclude from consideration or declare invalid any tender from any person, partnership or company that has not fulfilled its statutory obligations or the terms of any previous licence, lease or other contract or agreement with the Council. For the avoidance of doubt, it should be noted that any tender from a previous Licensee or Tenant with outstanding arrears of Rent, Licence Fees, Costs including Utilities or Non-Domestic Rates at the closing date for tenders will not be considered.

No warranty

The Council does not make or give any warranty in relation to the site or its suitability or fitness for the Licensee's intended use thereof.

Closing Date

The closing date for all bids is **12 noon on 1 June 2026**. We will notify all bidders of the outcome no later than 4 weeks after the closing date.

Landlord and Tenant Act 1954 Protection

The lease will be excluded from the security of tenure provisions contained within the Landlord and Tenant act 1954. In practice this means that there will not be an automatic right of renewal of the lease at the end of the 99-year lease.

5. TITLE

The Vale of Glamorgan Council owns the **freehold interest** in The Kymin.

6. PLANNING

A planning statement is provided at **Appendix B**. The Council is keen to secure a tenant committed to provide and deliver a use in accordance with this statement for the local residents and wider area.

7. VIEWING

To view the property please contact strategicpropertyonevale@valeofglamorgan.gov.uk and allow at least 48 hours' notice for a response to your request. No unaccompanied viewings will be allowed. All persons inspecting the property do so entirely at their own risk and the Vale of Glamorgan Council will accept no liability for loss or injury however caused.

8. BID SUBMISSION MATERIAL, DEADLINE & ADDRESS FOR SUBMITTING BIDS

Bidders will be required to submit a detailed bid comprising:

- A. Financial Bid**
- B. Statement of intent**
- C. Proposed Timeline/Programme for opening**
- D. Environmental Impact and Climate Change Statement; and**
- E. Business Plan**

Any bids not providing the information required above will be deemed non-compliant and immediately excluded from the shortlisting process.

A. Financial Bid

Please note that bids should include the following information:

- I. **Identity of proposed Tenant** and contact details;
- II. **Financial Bid proposal;**
- III. **Confirmation that adequate funds are available** (i.e. proof of funding) to secure the purchase of the leasehold interest and proof of funding to deliver the proposal put forward. This should identify any sources of finance or funding (including a proposed reliance on grant funding);
- IV. Your **solicitors'** name and full contact details;
- V. You **must** state what conditions, if any, your bid will be subject to;
- VI. **No bids to be expressed as a percentage figure of the bids of another party;**
- VII. The **Council is under no obligation** to accept the highest or any bid; and
- VIII. **Any indication of collusion** by the bidder with any other party will render the bid void.

B. Statement of intent

Bidders must submit as part of their bid proposal a statement of intent to demonstrate their ability to manage the leasehold interest effectively. This should include an assessment of the financial and organisational capacity of the proposed Tenant and include:

- A brief outline of the vision/proposal for the buildings use.
- Outline of your previous track record in terms of running similar facilities.
- The accessibility and range of facilities for the local community

C. Proposed Timeline/Programme for opening

Bidders will be required as part of their submission to submit an **indicative Timeline/Programme** for the physical and financial delivery of the proposal.

D. Environmental impact and climate change statement

Bidders are asked to outline how their business plan will complement and aid the Council's effort to reduce Climate change and demonstrate the environmental credentials of the organisation by enhancing biodiversity and incorporate green infrastructure, include energy efficiency measures. Bidders are also to include their single use plastic policy. See Appendix B for information on the Council's Project Zero.

E. Business Plan

Bidders must submit a document describing;

- The financial forecasts, level of investment, evidence of funding amongst other things.
- A clear management structure and details of how the building will be managed on a day-to-day basis including meeting any statutory requirements.
- A brief outline of the objectives and strategies for marketing.

Deadline and Address for Submitting Bids

The strict deadline for submitting tender bids is **12 Noon on 1 June 2026**

Bids **must** be submitted in an envelope with the official Tender Label adhered titled on the outside **"The Kymin, Beach Road, Penarth Tender"**. The envelope must be securely sealed and must NOT bear any distinguishing matter or mark identifying the sender/bidder. For the avoidance of doubt **no bids will be accepted which have been submitted by e-mail or do not have the official tender label attached.**

Bids should be submitted in full and in the aforementioned manner to:

**The Head of Democratic Services,
The Vale of Glamorgan Council
Civic Offices
Holton Road
Barry CF63 4RU.**

The Council will **disregard bids** submitted late, sent to the wrong address or that are non-compliant or incomplete.

The Council is **not obliged to accept any bid**. Additionally, the Council is not bound to accept the highest financial bid and reserves the right to stop or alter the selection process at any time without any obligation for costs incurred by bidders. The time and cost incurred preparing a bid is wholly at the risk of the bidder and the Council cannot be held liable for such costs.

9. SELECTION OF PREFERRED BIDDER & WEIGHTED SCORING CRITERIA

The Preferred Bidder will be selected following the Council reviewing and assessing each bid. The Council will score and rank each of the bids on the following basis of 40% price and 60% quality:

Financial Bid (40% weighting)

- a. **Financial bid proposed (40)** based on the “Bid” submitted by the bidder; and

Quality (60% weighting)

- a. **Statement of intent** based on the outline of the vision/proposal for the buildings use **(10)**, outline of your previous track record in terms of running similar facilities **(10)**.
The accessibility and range of facilities for the local community **(10)**.
- b. **Preliminary Programme/Timeline (10)**.
- c. **Environmental Impact and Climate Change Statement** how their proposals will complement and aid the Council’s effort to reduce Climate change and demonstrate the environmental credentials of the organisation by enhancing biodiversity and incorporate green infrastructure, include energy efficiency measures. To also include their single use plastic policy **(20)**
- d. **Business plan** based on how realistic the financial forecasts of operating costs and revenue are; level of investment into the business and ability to fund it **(25)**. The detail of proposed staff structure; staff management; staff training; equal opportunity policy **(10)**. Brand and marketing strategy **(5)**.

10. SCORING

Financial Bid 40%

Financial bid assessment accounts for 40% of the evaluation.

The Bidder with the highest total sum for premium, will receive the maximum marks (100% of the overall available 40%), with all the other bids calculated as a percentage difference.

The next highest bidder will be awarded a percentage value based on their total premium and the highest total received (i.e. (next highest / highest) *100). This will be multiplied by 0.4 to calculate the amount of the available 40% to be awarded.

Quality 60%

Quality assessment accounts for 60% of the evaluation, this is broken down into four aspects (totalling 100 marks): Statement of Intent; preliminary programme/timeline; environmental impact and climate change statement; and the business plan. The quality criteria will be evaluated based on the sub-criteria and weightings outlined in section 9 above.

The Bidder with the highest total sum for quality will receive the maximum marks (100% of the overall available 60%), with all the other bids calculated as a percentage difference.

The next highest bidder will be awarded a percentage value based on their total quality score and the highest total received (i.e. (next highest / highest) * 100). This will be multiplied by 0.6 to calculate the amount of the available 60% to be awarded.

Question	Description	Weighting
a.	Statement of Intent	30%
b.	Preliminary Programme/Timeline	10%
c.	Environmental Impact and Climate Change Statement	20%
d.	Business Plan	40%

Scoring Methodology for questions A-C

Score	Response
5	Excellent evidence has been submitted and information and/or supplementary documentation leaves no doubt that the minimum requirements are likely to be exceeded substantially. It is evident that there will be significant added value incorporating aspects that are unique to this service provider.
4	Very clear evidence has been submitted and information and/or supplementary documentation is of a very high calibre indicating that the minimum requirements are likely to be exceeded. It is evident that there will be some added value.
3	Adequate evidence has been submitted and information and/or supplementary documentation is of an adequate calibre indicating that the minimum requirements are likely to be met.
2	Some evidence has been submitted and information and/or supplementary documentation is of a barely adequate calibre indicating that the minimum requirements are unlikely to be met.
1	No evidence has been submitted and any information and/or supplementary documentation are of an inadequate calibre indicating that the minimum requirements are very unlikely to be met.
0	Either the question has not been answered or the answer given clearly does not meet the minimum requirement.

Scoring Methodology for question D (Business Plan)

The robustness of the business plan evaluation will be a qualitative assessment of the following criteria:

- The completeness, quality and integrity of the financial information provided
- The extent to financial forecasts are consistent with commercial assumptions, and the value of supportive evidence where possible.
- • The level of proposed investment and ability to fund it, through clear evidence of available funds such as a recent bank statement or a loan agreement in principle. The detail of proposed staff structure; staff management; staff training; equal opportunity policy.
- Brand and marketing strategy.

Scoring Methodology

Score	Response
5	Exemplar Response – The financial modelling is very robust, there is strong evidence supporting firm cost projections, income forecasts and other assumptions, and there is extremely high level of consistency and coherency with the levels of service being proposed and the other components of the solution submitted by the participant. There is complete assurance as to the reliability and credibility of the cost projections, income forecasts and other assumptions.
4	Excellent Response – The financial modelling appears materially robust, the evidence indicates that cost projections, income forecasts and other assumptions are reasonable and there is no evidence of any material inconsistency or lack of coherence with the levels of service being proposed or any other components of the solution submitted by the participant. There are reasonable levels of assurance in support of the reliability and credibility of the cost projections, income forecasts and other assumptions which are not in doubt.
3	Good Response – Any concerns over the robustness of the financial modelling are no more than minor. Evidence indicates cost projections, income forecasts and other assumptions are on the

	<p>whole reasonable and are largely consistent with the levels of service being proposed and all other components of the solution submitted by the participant. There is evidence of assurance to support the cost projections, income forecasts and other assumptions so that any doubt as to whether they are wholly reliable/credible is only minor.</p>
2	<p>Average Response – Information has been provided which supports the projections of the financial model but there remain some concerns over the robustness of the financial modelling. Evidence of some instances of inconsistency or lack of coherence between contributing elements of the financial projections and the other components of the solution submitted by the participant which indicates a risk that cost projections, income forecasts and other assumptions are not wholly reliable/credible. There are gaps in the level of assurance provided in support of the reliability/credibility of the financial model</p>
1	<p>Poor Response – There is insufficient information against which the robustness of the financial model or the reasonableness of income and cost projections can be properly assessed. Evidence of number of instances of inconsistency or lack of coherence between contributing elements of the financial projections and the other components of the solution submitted by the participant indicates a material risk that the cost projections, income forecasts and/or other assumptions are not reliable/credible. Little or no assurance provided in support of the credibility/reliability of the financial model.</p>
0	<p>Very poor / Unacceptable / No Response – There is little or no information against which the robustness of the financial modelling or the reasonableness of cost and income projections can be ascertained. Evidence of high levels of inconsistency and lack of coherence between contributing elements of the financial projections and the other components of the solution submitted by the participant which indicates a very high risk that the financial projections are unreliable.</p>

11. METHOD OF TENDER

The 99-year lease of the building is offered by **informal tender**. Bids received outside of the strict tender criteria set out in the foregoing paragraphs under “**Deadline and Address for Submitting Bids**”, will be disregarded.

12. SUMMARY OF WORKING ASSUMPTIONS FOR BIDDERS

As a working assumption, bidders should factor in the following, when preparing their bid:

- a) **Statutory Consents** – Any lease would be granted on the basis that the ingoing Tenant would be responsible for securing all statutory consents (e.g. planning and building regulations etc);
- b) **Full repairing and Insuring lease** - Any lease would be granted on the basis that the ingoing Tenant would be responsible for all repairs, statutory services costs (such as electricity, water etc.), any rates liability, insurance obligations and any and all other outgoings incurred as a result of occupying the building throughout the term of the lease.
- c) **Surveyor and Legal Fees** - The purchaser will be responsible for the Council’s surveyor’s fees and reasonable legal costs.
- d) **Planning Fees** – the Preferred Bidder will be required to pay for any planning fees associated with any application for change of use if required.

These terms are explicitly matters of compliance and failure to agree to them will result in the bid not being considered.

13. SEPARATE PLANNING PROCESS

The Council strictly separates the above selection process and its role as landowner from any planning application process and its role as Local Planning Authority. The Preferred Bidder is fully responsible for preparing submitting and securing planning permission for any change of use or other planning application for their proposed scheme (if required).

The selection of the Preferred Bidder does not in any way imply the council has granted or will grant planning permission. Nor in any way fetters the Local Planning Authority in the exercise of its functions.

The selection of the Preferred Bidder by the Council as landowner does **not** imply the Council in its separate role as Local Planning Authority supports their bid submission.

It is a requirement that the Preferred Bidder enter into pre application discussions with the Local Planning Authority. Further advice on costs and the requirements for pre application advice can be found in the following link :

http://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning/Planning-Applications/Advice-and-Guidance.aspx

As stated previously **Appendix C** sets out a short note on possible alternative uses (subject to any statutory or other consents required).

15. DISCLAIMER

Whilst every care has been taken in the preparation of this Marketing paper, the accuracy of its contents cannot be guaranteed. The contents do not constitute any offer or contract and have been prepared to assist proposed bidders in connection with the bid process.

The Council does not make or give and no person in its employment has the authority to make or give any representation or warranty in respect of this property or in respect of the accuracy or completeness of the information provided to bidders. Prospective bidders must satisfy themselves by inspection or otherwise as to the correctness of this paper and the information accompanying it.

The Council reserves the right to amend any part of this brief and shall notify bidders in writing of any such variation.

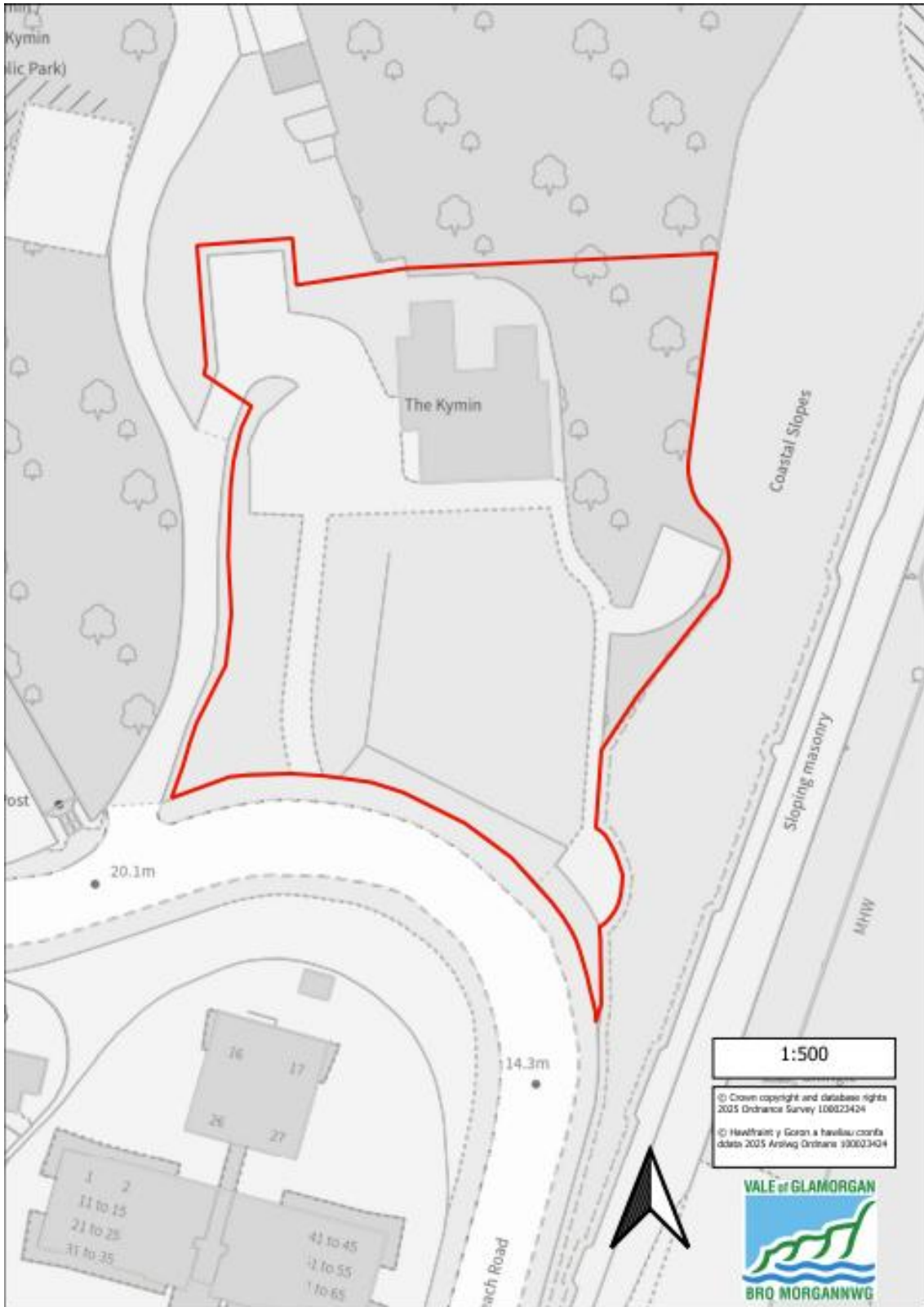
16. MISREPRESENTATION ACT

The property is offered subject to contract and on a without prejudice basis.

The Council reserves the right to refuse any offer made and is not bound to accept the highest offer or any offer for the property.

Whilst every effort is made to ensure that these particulars are correct, the Council cannot accept any liability whatsoever for any misrepresentation made either in these particulars or orally. Any interested party must satisfy themselves as to the accuracy of these details. The particulars are set out as a general guide only and do not form any part of an offer or contract.

APPENDIX A: Indicative Boundary Plan



APPENDIX B: The Kymin House & Grounds Photographs

External







Internal







APPENDIX C: Planning Statement

PLANNING STATEMENT

THE KYMIN, BEACH ROAD

PENARTH

OCTOBER 2025



TABLE OF CONTENTS

1. Introduction	30
2. The Site.....	34
2.2. Site Constraints.....	37
2.3. Highway Considerations	40
3. Legislative and Planning Policy Context.....	43
3.1. Wellbeing of Future Generations (Wales) Act 2015.....	43
3.2. The Planning (Wales) Act 2015.....	44
3.3. Planning Policy Wales (PPW) 12 th Edition (2024).....	44
3.4. Technical Advice Notes (TANs)	46
3.5. Vale of Glamorgan Local Development Plan (LDP) 2011 – 2026	47
3.6. Strategic LDP Objectives	47
3.7. Strategic Policies	50
3.8. Development Management Policies	50
3.9. Other Relevant Guidance	51
4. Potential Suitable Uses	52
4.2. Highway Recommendations	54
5. Further Information	54

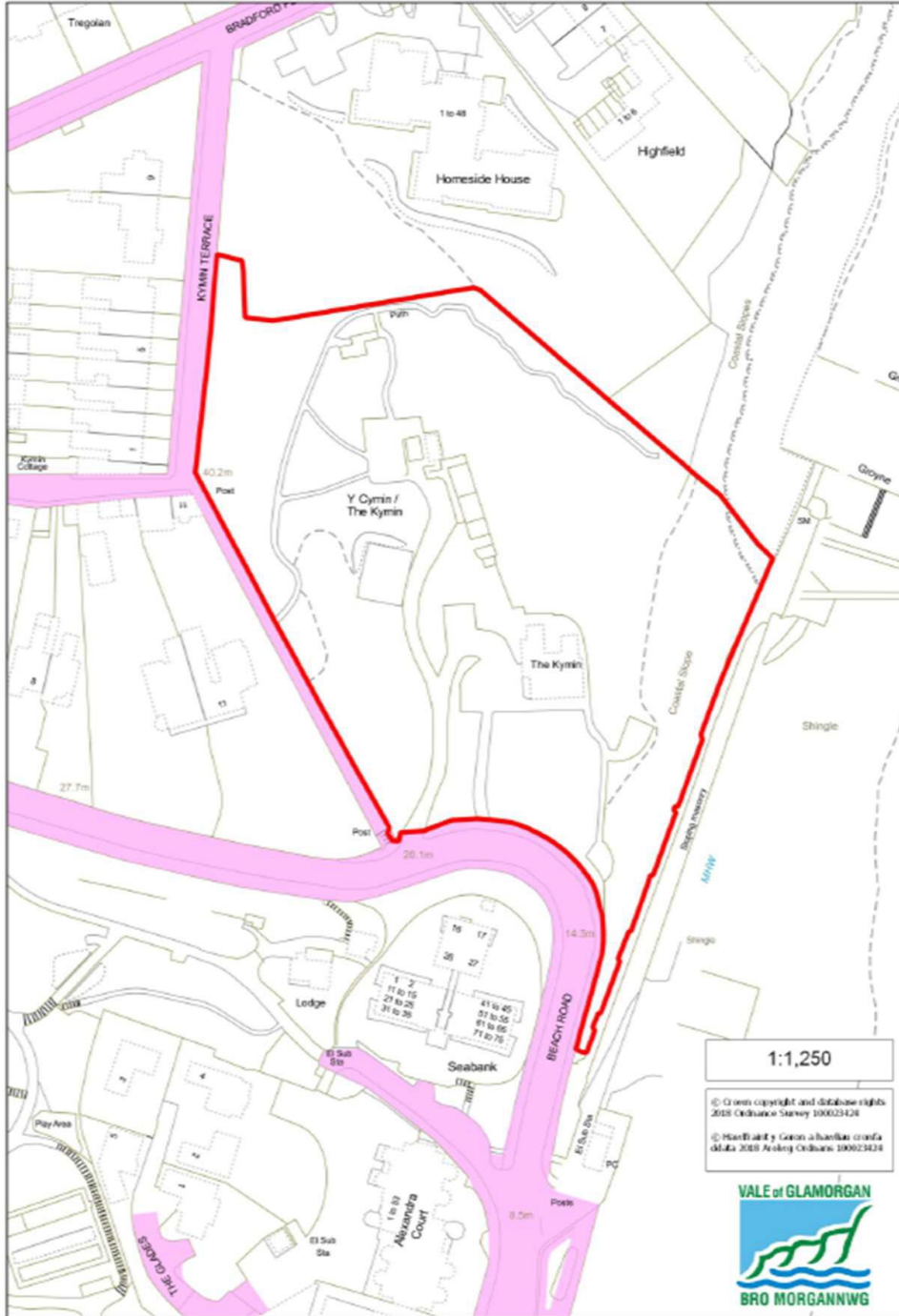
1. Introduction

1.1. The Vale of Glamorgan Council has decided to dispose of the Kymin House and part of the associated gardens in Penarth by way of a long lease and is marketing the property for expressions of interest.

1.2. Given the location of the building and the opportunities it could offer to both its local community and the wider community of the Vale of Glamorgan, it is proposed that the future use of the house and gardens will be limited to community, hotel and restaurant type uses.

1.3. The location of the Kymin and its extensive landscaped grounds is shown in red on the map (Figure 1) below. Figure 2 shows the extent of the land being marketed for lease.

FIGURE 1: SITE LOCATION



1.4. The purpose of this statement is to outline the planning considerations for the potential re-use of this site and to assist potential developers and investors to bring forward an appropriate form of development for the site by outlining:

- The current status of the site including the current use, the site context and opportunities and constraints that will influence the development;
- Planning and design guidance; and
- The Council's vision and key objectives for the future development of the site.

1.5. The statement does not seek to set out a definitive scheme that a proposal should reproduce but provides a framework to guide future developments by setting out the main planning principles on which any future proposals should be based.

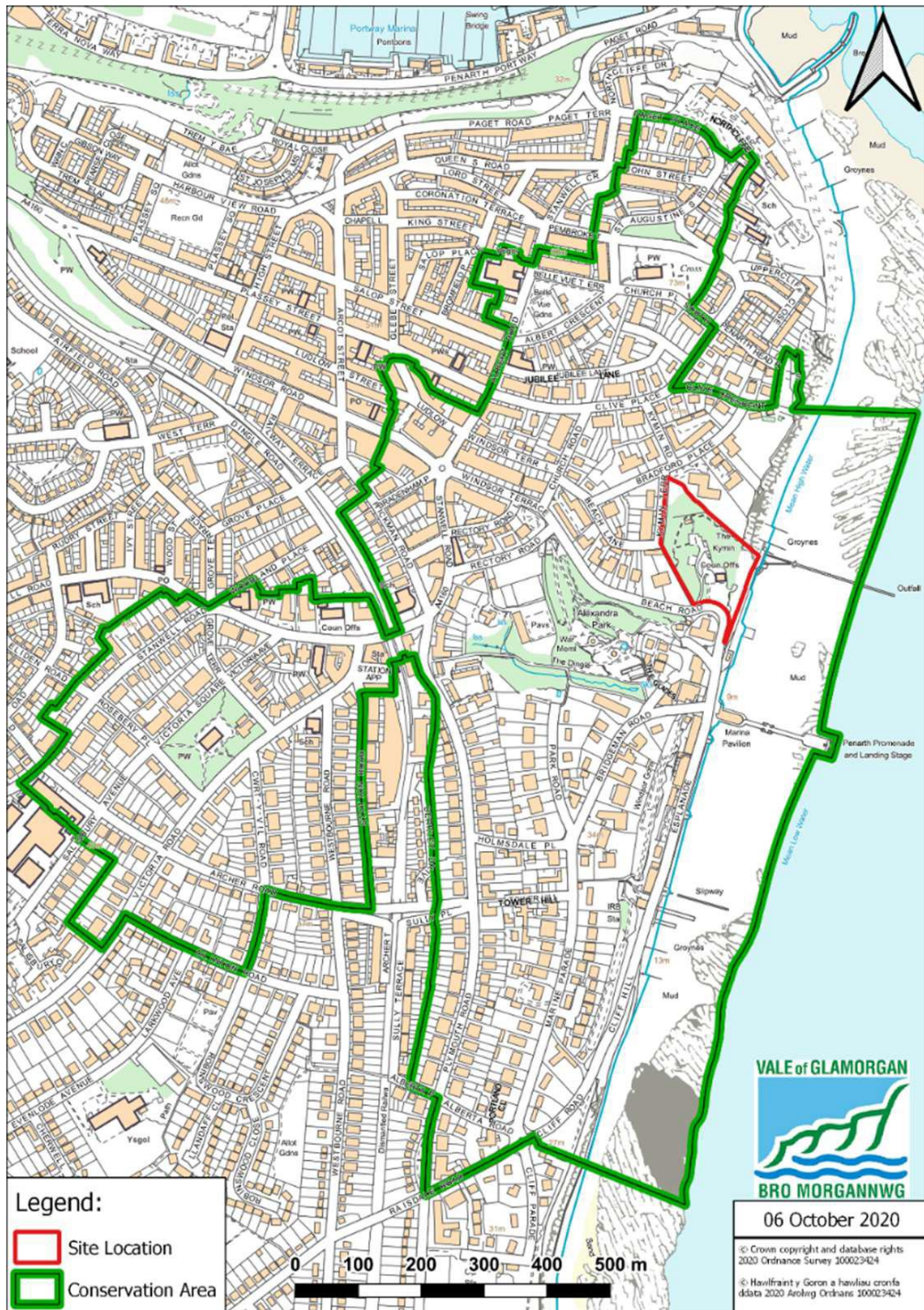
2. The Site

2.1.1. The Kymin is a large Victorian house sited within approximately 2 hectares of mature gardens and public open space. Until recently the Kymin has been leased to Penarth Town Council, and has been used for a range of leisure activities, private hire for weddings and parties, as well as a meeting place for local organisations. The grounds have been developed for the use of the public as a public walk and pleasure ground and can also be hired out for private events.

2.1.2. Kymin House and gardens is located within the Penarth conservation area (see figure 3 below). The Penarth Conservation Area Appraisal and Management Plan (2011)¹ identifies the Kymin Gardens as one of several important open spaces within the Penarth conservation area. Kymin House is not listed but is identified as a “County Treasure” (no. 549). The presumption, therefore, will be that the building is retained for the benefit of the local area and wider community.

¹ https://www.valeofglamorgan.gov.uk/files/Living/Planning/Policy/County_Treasures/Penarth.pdf

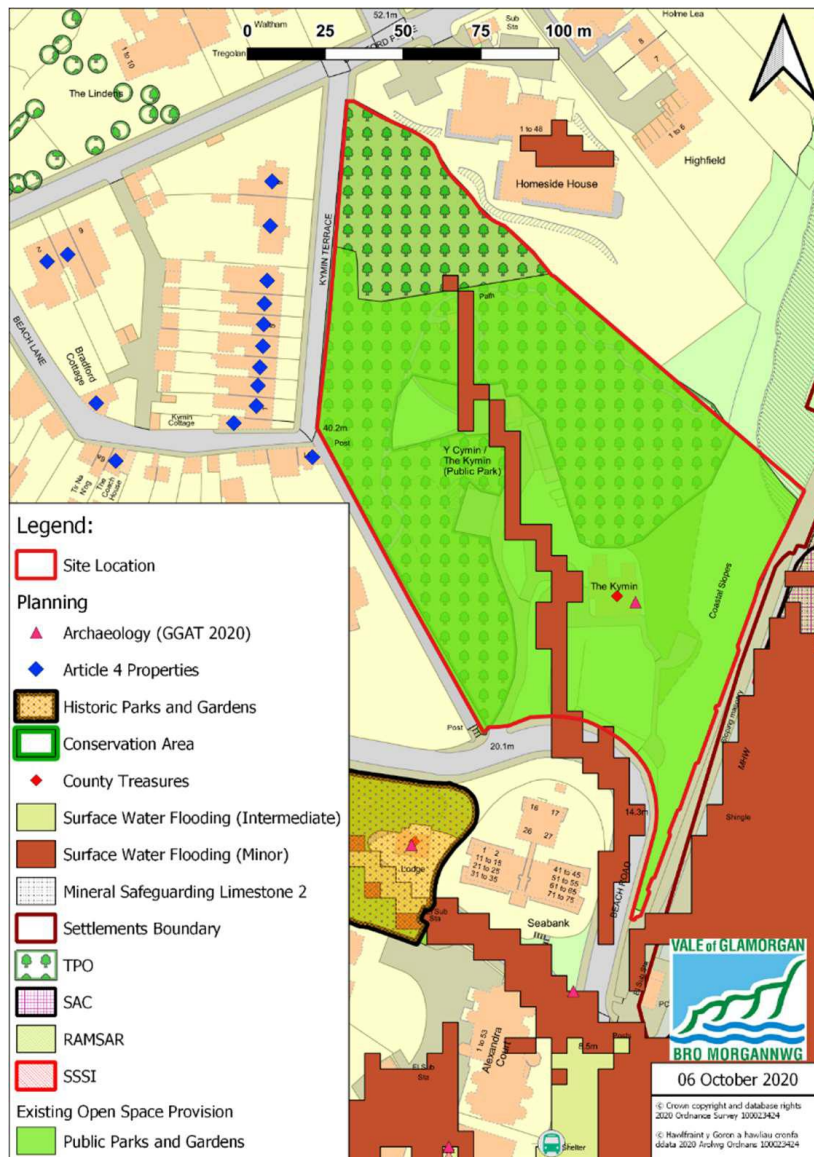
FIGURE 3: MAP OF CONSERVATION AREA



2.2. Site Constraints

2.2.1. There are several constraints within the site boundary. These will need to be considered as part of a future planning application and should inform new development proposals. Evidence would be required to demonstrate how the proposal has addressed these issues. Figure 5 illustrates the constraints both on and adjacent to the site.

FIGURE 5: SITE CONSTRAINTS



2.2.2. Surface Water Flooding is an issue on the site. The constraints map indicates that parts of the site is affected by minor surface water flooding which is associated with the hard-standing areas within the grounds of the Kymin.

2.2.3. There is a woodland Tree Protection Order (TPO) on the site which relates to the wooded area surrounding the building and hard standing. The TPO relates to land which would be retained as public open space and therefore, should not be affected. However, the wilful damage or removal of a protected tree either as part of development works or as tree works not associated with development is an offence under Sections 210 and 211 of the Town and Country Planning Act 1990 (as amended) (TCPA) and the Council can prosecute those parties responsible for the damage or loss of the tree. Prosecution can result in significant financial penalties being incurred through the Courts. Most work to TPOs requires an application to approve the scheme. Further information on the implications of a TPO can be found in the Council’s Trees, Woodlands, Hedgerows and Development SPG (2018)2.

2.2.4. As previously noted, the existing Kymin building is identified as a locally listed building known as a County Treasure (ID.549 refers). The extract below is taken from the Council’s County Treasures list for the Penarth area:

Penarth	
Penarth - Beach Road - The Kymin	
Treasure	549
Monument	<input type="checkbox"/>
Listed Building	<input type="checkbox"/>
OS Grid E	318939
OS Grid N	171602



The original Kymin House was built 1790's on the site of a previous farmhouse. C17 farm owned by Gwenllian Evans, the farm could well have been called Worbeys Fote in the C13. The present Victorian house stands in a dingle formed by glacial movement and has an active stream.

2.2.5. County Treasures are not subject to the same considerations as listed buildings; however, they have been identified as buildings which have considerable local interest value. If works are to be undertaken to the property which require planning permission, proposals must preserve or enhance the building in accordance with national and local planning policy.

2.2.6. Additionally, the building and grounds have been identified as being of archaeological interest and forms part of the Glamorgan-Gwent Archaeological Trust (GGAT) Historic Environment Record. It is therefore highly likely that there could be further archaeological remains at the site. Consequently, future development at the site must preserve or enhance archaeological remains and where appropriate their settings. If the site is proposed for development in the future, it is recommended that an archaeological study is undertaken to understand the extent of the archaeological value at the site

2.3. Highway Considerations

2.3.1. The Council’s Highways Team has provided a brief analysis of the site. However, it is noted that a future planning application would be assessed on its own merits and additional matters may be raised by the Local Highway Authority depending on the type of development.

2.3.2. The Building and surrounding gardens are served via two access points the “western” access for entry and the “eastern” for exiting the site.

FIGURE 3: EXISTING VEHICULAR / PEDESTRIAN ACCESSSES – VIEW IN WESTERLY DIRECTION (FROM THE BEACH)



FIGURE 4: EXISTING VEHICULAR / PEDESTRIAN ACCESSSES – VIEW IN AN EASTERLY DIRECTION (FROM THE TOWN)



2.3.3. While there are no records of collisions associated with these two existing access points, the “western” access is located immediately after a sharp left hand bend reducing forward visibility along Beach Road to the access as well as providing substandard visibility from the access for exiting vehicles. As such, the Highway Authority would recommend as part of the marketing process that the “western” access for entry is permanently stopped up to “vehicles” due to the risks posed to highway safety from potential rear end shunts associated with slow turning vehicles into the site and potential conflict between vehicles exiting the site and those travelling eastbound down Beach Road.

2.3.4. In relation to the existing “eastern” access, it is recommended that this should be improved as part of any future development proposals in line with the potential suitable uses so as to safely and adequately accommodate and service all necessary traffic movements both into and out of the site. The proposed improvement works are illustrated and described as below.

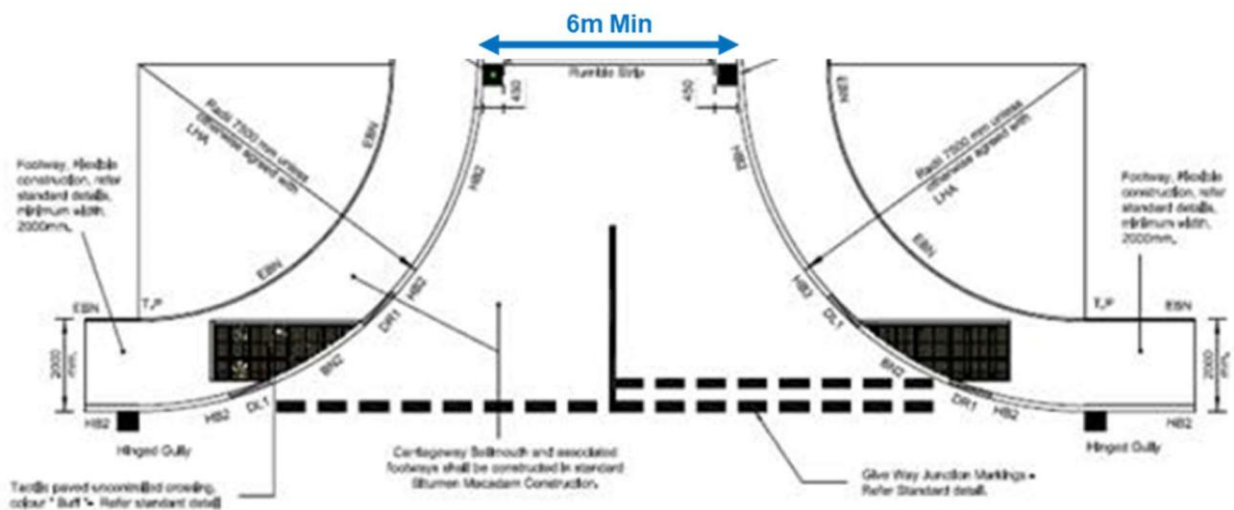
2.3.5. Improvements likely to be required depending on use of the site which will be determined by the size of commercial vehicles needed to service the development (min 12m rigid which will include Waste Disposal collection vehicle) and such requirements should be incorporated into the marketing process for the site. The access requirements should generally comply with the details and requirements specified below.

FIGURE 6: POTENTIAL IMPROVEMENTS TO EXISTING ACCESS



2.3.6. Widening of the existing access / cross over to 6m to facilitate two-way vehicular movements and facilitate access for larger rigid / waste disposal vehicle which will need to service typical community facilities. The developer may need to consider construction of a Radii (7.5 – 10m) Junction incorporating dropped pedestrian crossing facilities.

FIGURE 7: TYPICAL JUNCTION LAYOUT WITH 7.5M RADII INCORPORATING PEDESTRIAN CROSSING FACILITIES



3. Legislative and Planning Policy Context

3.1.1. The Well-being of Future Generations (Wales) Act 2015 places a duty on the public bodies listed in the Act (including Welsh Ministers) to carry out sustainable development. This means that each public body listed in the Act must work to improve the economic, social, environmental and cultural wellbeing of Wales.

3.1.2. The Act puts in place seven well-being goals to help ensure that public bodies are all working towards the same vision of a sustainable Wales. The goals are set out under the following headings and the act is clear that the public bodies listed must work towards achieving all seven goals:

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

3.1.3. Public bodies need to make sure that when making their decisions they take into account the impact they could have on people living their lives in Wales in the future and abide by the sustainable development principle which is defined as a public body acting in a manner which seeks to ensure that the needs of the present are met without comprising the ability of future generations to meet their own needs. The Council will comply with this duty when deciding the future use of this site.

3.2. The Planning (Wales) Act 2015 introduced a statutory purpose for the planning system in Wales – any statutory body carrying out a planning function must exercise those functions in accordance with the principles of sustainable development as set out in the **Well-being of Future Generations (Wales) Act 2015**. The planning system is therefore necessary and central to achieving the sustainable development of Wales. It provides the legislative and policy framework to manage the use and development of land in the public interest in a way which is consistent with key sustainability principles and key policy objectives. In doing so, it can contribute positively to the achievement of the Well-being goals.

3.3. Planning Policy Wales (PPW) Edition 12 (2024) sets out the land use planning policies for Wales. The main policy areas which relate to the Kymin are:

- “Change must be fostered in the way all those involved in the planning process respond, both strategically and when drawing up and designing individual proposals” (page 127)
- “Loss of venues for cultural activities or historic assets: understanding and addressing the challenges of loss of cultural features which give places their unique feel, including those subjected to particular pressure as a result of increasing demands for urban living” (page 127)
- “There should be a general presumption in favour of the preservation or enhancement of the character or appearance of conservation areas or their settings. Positive management of conservation areas is necessary if their character or appearance are to be preserved or enhanced and their heritage value is to be fully realised.” (paragraph 6.1.14)

- “Historic assets of special local importance – planning authorities may develop lists of historic assets of special local interest, that do not have statutory protection, but that make an important contribution to local distinctiveness and have the potential to contribute to public knowledge. ... Where a planning authority chooses to identify historic assets of special local interest, policies for the conservation and enhancement of those assets must be included in the development plan” (page 134)
- “It acknowledges the significance of community facilities and recreational spaces for our health, well-being and quality of life and specifically protects and promotes these uses in line with the overarching national sustainable placemaking outcomes.” (paragraph 4.0.2)
- “Community facilities perform various functions which cover a broad range of activities and services that can be delivered by the public, private and third sectors. Community facilities contribute to a sense of place which is important to the health, well-being and amenity of local communities and their existence is often a key element in creating viable and sustainable places.” (paragraph 4.4.1)

Planning Policy Wales (PPW) Edition 12 (2024)

³ <https://www.gov.wales/sites/default/files/publications/2024-07/planning-policy-wales-edition-12.pdf>

3.4. Technical Advice Notes (TANs)

3.4.1. The TANs are relevant to future development proposals which come forward on the site. However, it should be noted that this is not an exhaustive list and depending on the type of development being proposed other TANs may apply.

- **TAN 5: Nature Conservation and Planning** sets out how proposals for development should contribute to protecting and enhancing biodiversity and geological conservation.
- **TAN 10: Tree Preservation Orders** gives further detail on how TPOs should be considered within proposals and provides guidance in relation to the relevant legislation regarding TPOs.
- **TAN 12: Design** provides guidance on how design can be integrated into proposals and what is considered to be good design. It sets out that the design of proposed developments is a fundamental consideration and should not be developed in isolation but informed by relevant stakeholders and the wider context.
- **TAN 18: Transport** promotes sustainable transport and outlines how developments should consider transport issues within proposals. The TAN contains further information on the scope and detail required in Transport Assessments and the thresholds as to when these are required in support of planning applications.
- **TAN 24: The Historic Environment** provides detailed guidance on how development proposals should consider the historic environment. In particular reference is made to Archaeological remains, Conservation Areas, Listed Buildings and Historic parks and gardens.

3.5. Vale of Glamorgan Local Development Plan (LDP) 2011– 2026

3.5.1. The Development Plan for the area comprises the Vale of Glamorgan Adopted Local Development Plan 2011-2026 (LDP)⁴ which was formally adopted by the Council on 28th June 2017.

3.5.2. The LDP provides the local policy framework for assessing new development proposals within the authority and contains several relevant objectives and policies that are set out below. However, it should be noted that future development proposals may also need to consider other LDP policies which will be of relevance to the type and scale of any proposals such as those relating to matters of access, design and amenity.

3.6. Strategic LDP Objectives

3.6.1. Objective 1: seeks to “sustain and further the development of sustainable communities within the Vale of Glamorgan, providing opportunities for living, learning, working and socialising for all.” The LDP seeks to ensure that the role and function of the towns and villages is maintained and enhanced by ensuring that new development is of a scale appropriate to its location, supports the local economy and sustains and wherever possible improves local services and facilities.

3.6.2. Objective 4: seeks to “protect and enhance the Vale of Glamorgan’s historic, built, and natural environment.” The LDP policies aim to ensure that natural and built environmental assets are protected, conserved and where appropriate enhanced as an important resource for local people and which attract visitors and contribute to the local economy.

3.6.3. Objective 5 seeks to “maintain, enhance and promote community facilities and services in the Vale of Glamorgan”. The LDP supports the retention of community facilities and proposals which contribute to the health and wellbeing of the local community.

3.6.4. Objective 9: seeks to “create an attractive tourism destination with a positive image for the Vale of Glamorgan, encouraging sustainable development and quality facilities to enrich the experience for visitors and residents.” The LDP favours proposals which protect and support existing tourist attractions and enhance the range and choice of tourist and visitor facilities.

3.6.5. In addition to the overarching LDP Objectives, the LDP identifies specific area objectives for individual settlements that provide a platform for Managing Development and Growth. For Penarth the LDP seeks to:

- “Favour development proposals which seek to protect and enhance the special architectural and historic interest of the town.
- Enhance the vitality, viability and attractiveness of the town centre by encouraging a diverse range of uses, particularly those that contribute to a successful evening economy and promoting continued investment and environmental enhancement.
- Favour proposals which seek to protect and enhance Penarth’s tourism and leisure appeal by encouraging high quality serviced accommodation, improved visitor facilities and event led tourism.
- Strengthen links between Penarth Marina, the Esplanade and the town centre through effective traffic management schemes, appropriate infrastructure improvements, additional sensitive signage and public realm enhancements.

- Promote Penarth as a ‘sustainable transport town’ by encouraging new and enhanced walking and cycling links within the town and between the town and adjoining residential and commercial areas, including Cardiff Bay, and facilitating park and ride provision.
- Support the provision of modern, fit for purpose education and training facilities including the Penarth Learning Community.
- Provide for an appropriate level, range and choice of housing, including affordable housing to meet local need.” (LDP p.36)

3.7. LDP Strategic Policies

3.7.1. Policy SP1 Delivering the Strategy aims to reinforce the role of service centre settlements such as Penarth as providers of cultural, commercial and community services. The policy also refers to favouring the multi-use of community facilities, particularly where this enables people to retain their independence and remain within the local community.

3.7.2. Policy SP10 – Built and Natural Environment emphasises the need to protect the Vale of Glamorgan’s natural and built environmental assets and reinforces that sensitive design and choice of location of new development can have a positive effect on the Vale of Glamorgan’s built and natural heritage. The LDP provides a policy framework that seeks to preserve and enhance the Vale of Glamorgan’s important historic built environment particularly in relation to the numerous listed buildings (both statutory and local i.e. County Treasures).

3.7.3. Policy SP11- Tourism and Leisure favours proposals that promote the Vale of Glamorgan as a tourism and leisure destination, and also protect existing facilities, whilst ensuring that the historic built and natural environment is safeguarded and enhanced for visitors and the local community alike.

3.8. Development Management Policies

3.8.1. Policy MD1 – Location of New Development sets out the framework for future development to take place on unallocated sites within the Vale of Glamorgan. The policy seeks to ensure the efficient use and reuse of land and buildings whilst safeguarding existing infrastructure, local amenity and community facilities.

3.8.2. Policy MD2 - Design of New Development sets out the key principles that developers should consider in respect of design, amenity and access which together contribute to attractive, safe and accessible environments.

3.8.3. Policy MD5 - Development within Settlement Boundaries sets out key principles when considering development proposals, highlighting that new development should not result in the loss of natural or built features that individually or cumulatively contribute to the character of the settlement or its setting, or the loss of valued or important community facilities.

3.8.4. Policy MD8 - Historic Environment sets out the Council's requirements for development proposals associated with the historic built environment which includes both conservation areas and listed "County Treasures" with the aim of protecting the qualities of the built and historic environment.

3.8.5. Policy MD13 - Tourism and Leisure supports proposals for new or enhanced tourism and leisure facilities including visitor accommodation such as hotels and bed and breakfast.

3.8.6. Policy MD14 - New Employment Proposals supports new business uses within existing settlements providing that the scale and type of proposal is complimentary to its location and neighbouring uses.

3.9. Other Relevant Guidance

3.9.1. As stated previously the Kymin is located within the Penarth Conservation Area and the house is a County Treasure. Additionally, other considerations must also be considered depending on the type of development proposed at the site. However, based on the site context any future development proposals will be required to give consideration to the following Supplementary Planning Guidance (SPG):

- Penarth Conservation Area SPG:
[Penarth Conservation SPG](#)
- Penarth Conservation Area Appraisal and Management Plan:
[Penarth CAAMP July 2011](#)
- County Treasures SPG (2009)
[County Treasures SPG](#)
- Biodiversity and Development SPG:
[Biodiversity and Development SPG 2018](#)
- Trees, Woodland, Hedgerows and Development SPG:
[Final Trees, Woodlands, Hedgerows and Development SPG 2025](#)
- Parking Standards SPG
[Parking Standards SPG March 2019](#)

4. Potential Suitable Uses

4.1.1. The Council is seeking to ensure that any future uses of the Kymin and its gardens respect its “County Treasure” status, preserve and enhance the Penarth Conservation Area, and are sensitive to the amenity of the neighbouring residential areas. It is proposed that the existing building should be retained and that the future use of the house and gardens will be limited to community, hotel and restaurant type uses to respond to the context and opportunity the site has to offer.

4.1.2. In the context of the relevant LDP policies which emphasise the importance of maintaining and protecting community uses, and policies that promote new businesses and tourism activities, it is considered that most appropriate uses of Kymin House and its gardens would be for either community, leisure / tourism or restaurant/venue related uses. Such uses should ensure the sensitive reuse of Kymin house and its setting. It should be noted that planning permission maybe required for a change of use and / or any operational development proposed as part of the site’s reuse.

4.1.3. In considering suitable proposals for use, the Council will consider a range of factors in relation to the specific nature of proposals put forward and their likely impact on the existing development and uses adjoining the site. These matters will include (but not be limited to) parking, noise, impact on residential privacy and amenity, health and well-being, sustainability and public benefits of the proposed use.

4.1.4. Specific policies setting out the relevant criteria for different development proposals are contained within the Local Development Plan and supporting Supplementary Planning Guidance, available on the Council's website.

4.2. Highway Recommendations

4.2.1. The following recommendations have been based upon an assessment of the current situation at the site. However, the Local Highway Authority may require further changes depending on the type of development proposed.

- Access road shall have a minimum width of 6m leading to onsite car parking facilities.
- No Gates to be erected within 6m of the rear of the footway to ensure pedestrian access movement along the footway are maintained / free flow of traffic along Beach Road is maintained when in closed position.
(Highway / Public Safety).
- All gates to be installed opening inwards (Highway / Pedestrian Safety).
- Onsite Car parking facilities shall comply with the Council's Parking Standards SPG and allow for EV charging points for staff / visitors.
- Provision of Cycle Storage facilities within the site to encourage sustainable modes of transport

5. Further Information

5.1. Prospective developers will be required to enter into Enhanced pre application discussions with the Local Planning Authority. Further advice on costs and the requirements for pre application advice can be found in the following link :

[Seek Pre-Application Advice](#)

We will endeavour to provide a written response to all valid pre-application enquiries within 21 days, unless an extension of time is agreed between the authority and applicant. You will have the opportunity to meet with the case officer via a virtual meeting or at our offices/on-site (subject to additional fee) to discuss your proposals. If necessary, advice will be sought from the Councils Heritage Officer. As a minimum, applicants should expect to receive the following information within their written response:

- The relevant planning history of the site
- The relevant development plan policies against which the development proposal will be assessed
- Relevant supplementary planning guidance (i.e. design, conservation etc.)
- Any other material planning considerations

- An initial assessment of the proposed development, based on the information above
- Likely Developer contributions (if appropriate)

5.2. Proposals may also require other forms of consent from the Council and others.

For example, the Council can help with your Building Control application and provide professional advice and services to support your development proposals. For more information in respect of Building Control matters contact buildingcontrol@valeofglamorgan.gov.uk or call 01446 704842.

5.3. Further information can be sought from the Council's Planning Department:

Duty Planning Officer
Development Management
Civic Offices
Holton Road
Barry
CF63 4RU
Tel: (01446) 704681
Email: planningduty@valeofglamorgan.gov.uk

APPENDIX D: PROJECT ZERO

In July 2019, the Vale of Glamorgan Council joined the Welsh Government and other Local Authorities across the UK in declaring a Climate Emergency in response to the United Nations' Intergovernmental Panel on Climate Change report into the impact of global warming. Following this, we declared a nature emergency in July 2021. Project Zero is the Vale of Glamorgan Council's response to the climate and nature emergencies. It brings together the wide range of work and opportunities available to tackle climate change, reduce the Council's carbon emissions to net zero by 2030, care for nature, and encourage others to make positive changes.

Underpinning Project Zero are 18 challenges that span the work of the Vale of Glamorgan council, including energy, waste, water, transport, our land, buildings and assets, staff travel, procurement and more. These are framed around the need to:

- Demonstrate strong leadership – the Council must lead by example.
- Fulfil our responsibility to current and future generations – we help shape the activities of others through our policies and services and where we can have a significant influence on the actions of others.
- Make a difference now – how the Council operates as an organisation, an employer, buildings and landowner and landlord

Challenge 16 sets out that the Council must manage and use our land, buildings and assets, to support work to tackle climate change, rationalising what we need and improving sustainability and energy efficiency. As part of this, we have a commitment to encourage leaseholders to be more sustainable in how they use property leased from the Council.

A copy of the Vale of Glamorgan Council Climate Change Challenge Plan 2021-2030 along with information about Project Zero can be viewed here:

[Project Zero | Participate Vale](#)

