

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN



Cynllun Datblygu Lleol Newydd Torfaen (2022-2037)
Torfaen Replacement Local Development Plan (2022-2037)

Cytundeb Cyflenwi Diwygiedig **Revised Delivery Agreement**

Tachwedd 2024 / November 2024

Mae Crynodeb Gweithredol o'r ddogfen hon ar gael yn Gymraeg ac yn Saesneg
An Executive Summary of this document is available in Welsh and English versions

1.0 INTRODUCTION

- 1.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities (LPAs) to produce a Local Development Plan (LDP) for their area and to prepare a Delivery Agreement (DA) for its development.
- 1.2 An LDP provides the development strategy and policy framework for the specified plan period. It is an important land use planning document, which will guide and control development, providing the basis of how planning applications / appeals are determined. Once adopted, the LDP provides certainty to communities regarding where and what development will be located over the plan period. The LDP will also ensure that the principles of place making, and sustainability are at the heart of the plan-making process, reflecting the Well-being of Future Generations (Wales) Act 2015.
- 1.3 The Welsh Government and Planning Aid Wales have produced Welsh and English language guides to explain the development plans system in Wales and the RLDP preparation process that you may find useful, which is available on their websites:
 - [Canllawiau ar Gynlluniau Datblygu i Gymunedau / Development Plans Community Guide](#)
 - [Cynlluniau Datblygu yng Nghymru: Canllaw Cyflym / Development Plans in Wales: A Quick Guide](#)
- 1.4 A full review of the first [Torfaen Local Development Plan \(2006-2021\)](#), December 2013 has been undertaken; the findings of which are set out in the Torfaen LDP Review Report, April 2018, which is available on the Council's [website](#).
- 1.5 The conclusion of the Torfaen LDP Review Report is that Torfaen County Borough Council prepare a Replacement LDP (RLDP) following the full revision procedure.
- 1.6 In accordance with the Welsh Government Minister for Housing & Local Government's [letter to local authorities](#) on 'Local Development Plan (LDP) end dates' of 24th September 2020, the adopted Torfaen LDP (2013) remains extant and will continue to provide the policy framework for the determination of planning applications until replaced by the adopted Torfaen RLDP.
- 1.7 In 2018, through the Torfaen LDP Annual Monitoring Report (AMR) process the Council resolved to commence preparation of a new Torfaen RLDP, with a 1st April 2018 - 31st March 2033 plan period. Therefore, following the initial preparation stage, the Council agreed a draft plan, known as the Torfaen RLDP: Preferred Strategy in September 2020; which was then subject to formal consultation from November 2020 to April 2021.
- 1.8 However, the Council subsequently recommended to withdraw the 2018-2033 Torfaen RLDP at its meeting of 25th April 2023; full details of the reasons for the withdrawal are included in the Council Report ([website link](#), see pages 115-129).
- 1.9 After which, the Welsh Ministers confirmed their agreement for the withdrawal of the 2018-2033 Torfaen RLDP on 2nd May 2023; and all stakeholders were informed of this withdrawal and the intention of the Council to commence a new Torfaen RLDP with a revised 1st April 2022 - 31st March 2037 plan period.

Purpose of this Revised Delivery Agreement

- 1.10 A Delivery Agreement must be prepared in accordance with the Town & Country Planning (Local Development Plan) Regulations 2005 (as amended); and follow advice in the Welsh Government's Local Development Plan Manual - Edition 3 (2020). Under which, a Delivery Agreement is a succinct public statement that contains two key parts:
- a Timetable for preparing a revision of an LDP (see section 2 below);
 - and the Community Involvement Scheme (CIS), setting out how and when stakeholders and the community can contribute to the Plan's preparation, development, monitoring and review (see section 3 below).
- Its preparation must also include engagement / consultation on the draft Delivery Agreement with 'specific & general consultation bodies' who have an interest in matters relating to development in the LPA's area (details of such bodies in Torfaen are listed in Appendix A). After which, the Delivery Agreement must be approved by the Council and then agreed by the Welsh Government before preparation of an LDP can be started.
- 1.11 Therefore, in accordance with these requirements, on 18th July 2023, Torfaen Council approved a Delivery Agreement for the Torfaen RLDP (2022-2037); which was subsequently agreed by the Welsh Government in a letter dated 20th July 2023.
- 1.12 However, the Timetable in the Torfaen RLDP Delivery Agreement (July 2023) slipped by more than the 3 months allowed by the Welsh Government; necessitating the need for this Revised Delivery Agreement (rDA) to be produced, to update the DA Timetable and the Community Involvement Scheme as necessary.
- 1.13 Therefore, following approval of the Revised Delivery Agreement by the Council on [19 Nov 2024 10.00 am](#) and then agreement by the Welsh Government in a letter dated 25th November 2024, this rDA was published and made available in the Civic Centre, Pontypool and on the Council's website; with registered stakeholders also being informed by email and letter.
- 1.14 Delivery of the Replacement Plan in accordance with this Revised Delivery Agreement will be one of the tests of the Plan when examined by the Planning and Environment Decisions Wales (PEDW) Inspector.

The Purpose of the LDP and context for its preparation

- 1.15 The Planning and Compulsory Purchase Act 2004 requires Torfaen County Borough Council to prepare a LDP which sets out the Council's objectives and priorities for the development and use of land within Torfaen (excluding the area administered and covered by the Bannau Brycheiniog National Park Authority LDP) and its policies for implementing them. Through the LDP the Council will seek to:
- facilitate Sustainable Development by preparing and monitoring the LDP through a process that integrates Sustainability Appraisal, (incorporating Strategic Environmental Assessment (SEA) requirements), with plan making;
 - base LDP production on early and effective community involvement, to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for LDPs;

- ensure policy integration by producing LDPs that are internally consistent and integrated with other main policies and strategies at national, regional and local level;
- deliver a fast and responsive approach to plan-making and regular strategic monitoring and review to enable plans to better reflect changing circumstances;
- make plans that are strategic, concise and distinctive in setting out how an area will develop and change, based on a robust understanding of relationships between places, including across administrative boundaries; and
- deliver sustainable development, taking account of infrastructure requirements, availability of resources, viability and market factors.

1.16 The revision of the LDP will have regard to relevant European and national legislation, policy, plans and guidance; and regional and local plans and strategies.

1.17 Integrated Sustainability Appraisal incorporating Strategic Environmental Assessment (SEA)

The Planning and Compensation Act 2004 and the Well-being of Future Generations (Wales) Act 2015 requires authorities to prepare LDPs with the objective of contributing to the achievement of sustainable development. Planning Policy Wales stresses the presumption in favour of sustainable development and Local Planning Authorities should ensure that the plan and proposals deliver sustainable development for the wellbeing of all.

1.18 Integrated Sustainability Appraisal and Strategic Environmental Assessment will play an important part in demonstrating that the RLDP is 'sound' by ensuring that it reflects sustainable development objectives. It will contribute to the reasoned justification of policies.

1.19 An Integrated Sustainability Appraisal, incorporating a Strategic Environmental Assessment will be an integral element of every stage of plan preparation including evidence gathering, identifying issues, setting objectives, evaluating options and consultation. Together they help to achieve relevant environmental, economic, social and cultural objectives.

1.20 To be most effective in ensuring that decisions at each stage accord with sustainable development principles, Sustainability Appraisal will be fully integrated into the plan making and monitoring process. The Authority will identify a clear set of integrated objectives with which to evaluate alternative policies (where appropriate), proposals and locations for development so that it is clear from the process how and why particular options have been chosen.

Habitat Regulation Assessment (HRA)

1.21 Part 6 Chapter 8 of the Conservation of Habitats and Species Regulations 2017 requires the screening and appropriate assessment of a plan in order to ascertain whether it is likely to have a significant effect on the integrity of European protected sites, such as a Special Area of Conservation, a Special Protection Area and a Ramsar (Wetlands) site. A screening assessment for the replacement LDP will be undertaken in the first instance, followed by an appropriate assessment if necessary. HRA will be undertaken alongside SA/SEA to ensure an integrated

approach to assessment. It is intended the process will run concurrently with the plan making process and form an iterative part of plan preparation.

Well-being of Future Generations Act

- 1.22 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to; a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities, a Wales of vibrant culture and Welsh language, and a globally responsible Wales. The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the RLDP (and ISA), there are clear associations between both the RLDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced. Therefore, particular consideration will be given to how the RLDP can complement the Gwent Public Services Board's [Well-being Plan \(2023\)](#) and Torfaen Council's [Future Torfaen: A County Plan \(2022\)](#) (and subsequent revisions) - by providing the land use expression of the shared vision of how the area will change in line with the themes, priorities, objectives and eight [Marmot Principles](#) contained therein.

Format of the RLDP

- 1.23 The RLDP is intended to be clear, transparent, concise, accessible to the public and able to be reviewed in the future. The plan will not repeat national planning policy and will focus on the issues which are specifically relevant to the plan area. The proposed format of the RLDP is as follows: -
- Introduction;
 - Strategy (vision, strategic issues, key policies and monitoring targets, etc.);
 - Area-wide policies for development, need for Section 106 agreements;
 - Allocations of land;
 - Area-Specific policies and proposals for key areas of change or protection;
 - Succinct reasoned justification to explain policies and to guide their implementation;
 - Proposals Map on a geographical base; and
 - Monitoring framework: including monitoring targets and indicators.
- 1.24 TCBC must submit the RLDP for independent examination and this involves sending the Deposit RLDP, accompanying documents and representations made to the Welsh Government and to Planning and Environment Decisions Wales (PEDW). The examination of a RLDP is an independent process for determining whether it is fundamentally 'sound.' In assessing the 'soundness' of the RLDP, the Inspector must have regard to the evidence submitted with the plan and the representations received at the Deposit stage. The Inspector's overall aim will be, wherever possible, to get the RLDP to the stage where it is 'sound' and can be safely adopted.

2.0 TIMETABLE

2.1 The Council has produced a 'Timetable' detailing the various stages of the preparation of the RLDP, how the process of plan preparation will be project managed, and the resources required at each stage. This process has two stages:-

- **Definitive Stage** - provides information on the RLDP timetable up to and including the Deposit Plan stage. This stage is under the control of the Council and every effort will be made to adhere to and avoid deviations from the approved timetable. Where deviations are necessary, they will be accounted for, identified, explained and justified by the Council.
- **Indicative Stage** - is in the Post Deposit period. The Council has less control over the process at this stage as it is dependent on many factors beyond the Council's control, such as the number of Deposit representations made and the requirements of the independent Planning Inspector.

2.2 **Key Stage Timetable** - Figure 2.1 below outlines the Council's timetable for the ten key stages in preparing the RLDP. A more detailed timetable is provided in Figure 2.2 below.

Figure 2.1 - Key Stage Timetable (Including key participation dates*)

Stage	Stage Description	Timescale
1	Review of LDP	Dec 17 - Apr 18
2	Produce Delivery Agreement	May - Jul 23
	Submit / agree Delivery Agreement	July / Aug 23
	Submit / agree Revised Delivery Agreement	November 24
3	Review & Update Evidence Base	May - Sep 23
4	Pre-Deposit Participation	
	Call for Candidate Sites*	Aug - Sep 23
	Engagement on RLDP Vision and Objectives*	September 23
	Growth and Spatial Options development	Nov 23 - Mar 25
	Engagement on Growth and Spatial Options*	March 25
	Development of Preferred Strategy	Apr - Oct 25
5	Pre-Deposit Public Consultation - Preferred Strategy	
	Council considers Preferred Strategy	October 25
	Consultation on Preferred Strategy*	Nov - Dec 25
	Preparation of Deposit Plan	Jan - Oct 26
6	Statutory Deposit of Proposals	
	Council considers Deposit Plan	October 26
	Consultation on Deposit Plan*	Nov - Dec 26
	Assess consultation and prepare for submission	Jan - Nov 27
	Council considers submission	December 27
7	Submission to the Welsh Government	January 28
8	Examination of the RLDP*	April - May 28
9	Receipt of Inspector's Report	November 28
10	Adoption of RLDP	December 28
11	1 st RLDP Annual Monitoring Report	October 30

2.3 **Definitive and Indicative Stages** - As stated in paragraph 2.1 above the RLDP timetable has two stages: the 'Definitive Stage' (Stages 1-5) and the 'Indicative Stage' (Stage 6-10).

Figure 2.2 - Timetable to produce the Replacement Torfaen Local Development Plan

Key	
RLDP Work Preparation	
RLDP Preparation Consultation	
RLDP Reporting - Decision Making	

Acronyms
WG - Welsh Government
draft DA - Draft Delivery Agreement
rDA - Revised Delivery Agreement
CIS - Community Involvement Scheme
SA / SEA - Sustainability Appraisal / Strategic Environmental Assessment
ISA - Integrated Sustainability Appraisal (incorporating SA/SEA, Equalities Impact Assessment (EqIA), Health Impact Assessment (HIA), Welsh Language Impact Assessment (WLIA) and Well-being of Future Generations Assessment (WBFGA))
HRA - Habitats Regulations Assessment
PEDW - Planning and Environment Decisions Wales (PEDW)

Stage - Statutory Instrument		Stage	Apr-23	May-23	June-23	July-23	Aug-23	Sep-23
Definitive Stage	Produce Delivery Agreement (Reg. 9)	Stage 1						
	Prepare Draft DA - Timetable and CIS	1						
	Consult on Draft DA (Min 2 weeks)	2						
	Full Council approval of DA (18.07.23)	3						
	Submit Draft DA to WG	4						
	Welsh Government agrees DA	5						
	Submit / agree rDA	3, 4 & 5	November 2024					
	Review & Update Evidence Base for RLDP & ISA / HRA (Pre Reg. 14)	Stage 2						
	Review, update & produce RLDP Evidence Base	6						
	Review of ISA/HRA Baseline Information	7						

Stage - Statutory Instrument		Stage	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
Definitive Stage	Pre Deposit Participation (Reg. 14)	Stage 3														
	Update and produce RLDP Evidence Base (continued)	6														
	Initial Call for Candidate Sites (8 Weeks)	8														
	Consult Cadw and Cyfoeth Naturiol Cymru / Natural Resources Wales on the Torfaen ISA & HRA Scoping Reports (5 weeks)	9														
	Prepare Candidate Sites Register / Draft Stage 1 - 'High Level' Assessment of Candidate Sites	10														
	Review and identification of RLDP Vision, Objectives & Issues	11														
	Key Stakeholder engagement on RLDP Issues, Vision & Objectives	12														
	Preparation of RLDP Growth & Spatial Options	13														

Stage - Statutory Instrument		Stage	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Definitive Stage	Pre Deposit Participation (Reg. 14)	Stage 3														
	Update and produce RLDP Evidence Base (continued)	6														
	Prepare Candidate Sites Register / Draft Stage 1 - 'High Level' Assessment of Candidate Sites (continued)	10														
	Preparation of RLDP Growth & Spatial Options (continued)	13														
	Key Stakeholder engagement on RLDP Growth & Spatial Options	14														
	Preparation of initial Integrated Sustainability Appraisal (iISA) and HRA Reports	15														
	Preparation of RLDP: Preferred Strategy	16														
	Present Candidate Sites Register / Assessment, iISA / HRA Reports and resultant RLDP: Preferred Strategy to Full Council for approval	17														

Stage - Statutory Instrument		Stage	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26
Definitive Stage	Pre Deposit Public Consultation (Regs 15/16) - Preferred Strategy	Stage 4												
	Pre Deposit Public Consultation on RLDP: Preferred Strategy	18												
	Consultation on Candidate Sites Register / draft Stage 1 Assessment	19												
	Consultation on initial Integrated Sustainability Appraisal (iISA) and HRA	20												
	Second Call for Candidate Sites / further supporting information	21												
	Assess outcome of consultations, by preparing an Initial Consultation Report on how comments received during the Pre-Deposit Participation / Public Consultation Stages have been addressed	22												
	Update Candidate Sites Register / update Stage 1 Assessments, and prepare Stages 2A, 2B, 2C & 2D and 3 Assessments	23												
	Finalise Background Papers and evidence base	24												
	Finalise Habitats Regulations Assessment	25												
	Finalise Integrated Sustainability Appraisal	26												
	Produce Deposit RLDP	27												
	Present Initial Consultation Report, Updated Candidate Sites Register / Stages 1-3 Assessments, ISA / HRA and resultant Deposit RLDP to Full Council for approval	28												

Stage - Statutory Instrument		Stage	Nov-26	Dec-26	Jan-26	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27
Definitive Stage	Statutory Deposit of Proposals (Reg. 17)	Stage 5														
	Consultation on Deposit Plan, Updated Candidate Sites Register / Assessments and ISA / HRA Reports	29														
	Assess outcome of consultations, by preparing a Consultation Report on how comments / representations received during the Pre-Deposit Participation / Public Consultation and Deposit Plan Consultation Stages have been addressed	30														
	Report consultations to Full Council and consider submitting the Consultation Report, Updated RLDP / ISA / HRA & Candidate Sites Register, etc. to the Welsh Government	31														

Stage - Statutory Instrument		Stage	Jan-28	Feb-28	Mar-28	Apr-28	May-28	Jun-28	Jul-28	Aug-28	Sep-28	Oct-28	Nov-28	Dec-28	Oct-30
Indicative Stage	Submission to the Welsh Government (Reg. 22)	Stage 6													
	Submit LDP Review Report, Consultation Report, Updated RLDP / ISA / HRA & Candidate Sites Register, CIS, Deposit RLDP representations, supporting documents, etc. to the Welsh Government (PEDW)	32													
	Examination of the RLDP (Reg. 23)	Stage 7													
	Pre-Examination Meeting (8 weeks after submission)	33													
	Examination Hearings into RLDP Soundness (14 weeks after submission)	34													
	Preparation of Inspector's Report	35													
	Receipt of Inspector's Report (Reg 24)	Stage 8													
	Receive & process Inspector's Report	36													
	Adoption of RLDP (Reg 25)	Stage 9													
	Adoption of RLDP & Publication of Inspector's Report	37													
	Annual Monitoring Report (AMR)	Stage 10													
	Submit 1 st RLDP Annual Monitoring Report to WG	38													

Resources

- 2.4 The Head of Economy and Place will be responsible for the overall delivery of the RLDP, while the process will be controlled by project management of the Plan's preparation including a delivery lead officer in the Planning Policy and Implementation section and a dedicated project management officer.
- 2.5 The staff resources available within the Planning Policy and Implementation Team are set out in Figure 2.3 below. Due to the multifaceted and detailed nature of the plan this team will coordinate and secure additional support from other specialist officers within the Council to assist in developing and taking the plan through the preparation process.

Figure 2.3 - Planning Policy and Implementation Team - Staff Resources

Team Leader
2 x Principal Planning Officers
Planning Officer

- 2.6 The Council recognises that additional specialist services will also be required in order to establish a robust evidence base which will inform the preparation of the plan. An assessment has been made of which elements of plan preparation are likely to need external consultant or additional internal officer support and the council will need to ensure resources are made available to deliver the plan within the specified timescale.

3.0 COMMUNITY INVOLVEMENT SCHEME (CIS)

3.1 This sets out the Council's principles, strategy and process for proactively engaging the community throughout the Replacement Local Development Plan (LDP) process. Early community engagement and consensus building will be an important element of the new RLDP, in order to meet Welsh Government (WG) principles. The five ways of working prescribed by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long term, integration, involvement, collaboration and prevention.

3.2 Following the Covid 19 pandemic the Council has sought to maintain the principles of consultation including in person consultation events but have increasingly sought to enable new and innovative digital engagement methods to improve the range of engagement opportunities enabling greater access to the process.

3.3 Aims of Community Involvement in Local Development Plan

A main objective of the LDP system is to improve the quality of stakeholder and community involvement in plan-making. Early and continuous community involvement is important in handling contentious issues and resolving conflicts at the earliest opportunity. It can also help identify common ground and shared goals.

3.4 Torfaen's CIS will be based on the following five objectives. These objectives set out what we will aim to do to fulfil our vision of engaging people and organisations in planning Torfaen's future:

- a) to help make the planning system **transparent**, by making plans, policies, development proposals and planning decisions available in a form which is easily understood and accessible.
- b) to promote participation and involvement by presenting clear **opportunities** for people to make their views known and to take part in the planning process.
- c) to make the planning system **accessible**, by removing barriers to involvement and by reaching out to groups that have been less engaged in the past;
- d) to be **accountable**, by clearly identifying decision-makers and processes and ensuring that people get feedback about progress and outcomes; and
- e) to be **flexible** to the requirements of stakeholders, adapting to new ways of engaging which have evolved from the response to the covid 19 pandemic ensuring that everyone can engage safely and efficiently with the planning process.

3.5 Principles of Community Involvement

Torfaen Council values the opinions of people living and working in Torfaen. Our service areas encourage members of the community to actively participate in the decision-making process, and use their views and experiences to inform plans, policies and actions.

The CIS is informed by the Council's public participation strategy which is committed to the National Principles for Public Engagement in Wales which have a set of ten principles for engaging with the public and service users.

- 3.6 The principles aim to guide the way engagement is carried out to make sure it is good quality, open and consistent.
- 1. Design your engagement to make a difference** - engagement offers a genuine opportunity to inform or influence decisions, policy, or services.
 - 2. Invite people to get involved, if they choose to** - people have opportunities to engage as an individual or as part of a group or community, in an inclusive and welcoming way which does not put them under obligation or pressure.
 - 3. Plan and deliver your engagement in a timely and appropriate way** - the engagement process is clear, communicated to everyone in a way that's easy to understand, takes place within a reasonable timescale, and uses the most suitable method(s) for those involved.
 - 4. Work with relevant partner organisations** - organisations communicate with each other and work together wherever possible, to ensure that people's time, and organisations' resources, are used efficiently.
 - 5. Provide jargon free, appropriate, and understandable information** - people have easy access to relevant information that is tailored to meet their needs.
 - 6. Make it easy for people to take part** - any barriers are identified and addressed, so that people can engage easily.
 - 7. Ensure people benefit from the experience** - engagement contributes to developing the skills, knowledge, and confidence of all participants.
 - 8. Ensure the right resources and time are in place for your engagement to be effective** - time is allowed for both planning and meaningful engagement for the decision, policy, or service design. Appropriate training, guidance, support, and financial resources enable all participants to engage effectively, including community participants and staff.
 - 9. Let people know the impact of their contribution** - timely feedback is given to participants about their contribution, and the decisions or actions taken as a result, using methods and forms of feedback that take account of participants' preferences.
 - 10. Learn and share to improve your engagement** - people's experience of the engagement process is monitored, along with the accessibility, inclusion and diversity, and the outputs and results. Lessons learnt from the evaluation are shared and inform future engagement.

Accessible Documents

- 3.7 To assist with clarity and inclusiveness, and provide jargon free, appropriate, and understandable information the Revised Delivery Agreement and key consultation documents at the Preferred Strategy and Deposit Plan stages will be produced in an accessible format. This will enable a wider section of the population to understand and get engaged in the RLDP process.

Process of Community Involvement

- 3.8 The Council is a caring and customer focused organisation and fully recognises the importance of community engagement. Through the plan preparation process we will seek to understand and respond to customer needs through continuous consultation. We will attempt to actively forge and maintain effective links and structures with all stakeholders in our aim to achieve this.

- 3.9 The CIS will provide the framework for everyone with an interest in the future of Torfaen and consequently the RLDP process to become actively involved in its preparation.
- 3.10 To ensure the process is inclusive an important part of the CIS will be to establish measures and procedures to enable every person or group, regardless of their background to have their say in the plan process and the decisions which affect them.
- 3.11 It is anticipated that the existing consultation work of the Strategic Engagement Group will help inform the RLDP. This group will assist to coordinate consultations on the Torfaen RLDP with those of the other projects.
- 3.12 A range of methods of community involvement are likely to be used through the Plan's preparation process and these will be designed to facilitate efficient and effective consultation and participation using opportunities presented by new digital engagement whilst also taking account of the some of the constraints revealed by the Covid-19 pandemic. Where practical and appropriate independent facilitators and other council officers will be utilised to run appropriate community involvement structures such as Workshops and seminars as well as utilising other methods such as letters, draft documents, social media, public meetings, exhibitions and web-based consultation.
- 3.13 Through structured engagement and active involvement of the community and all interested parties in the development process the aim is to attempt to build consensus around a coherent strategy for the future of Torfaen.
- 3.14 Consensus building will be facilitated / assisted through the establishment and sharing of a common information base for the key issues from the outset.
- 3.15 Forums and methods for sharing information, establishing common ground, agreeing the requirement for further intelligence will all be part of the CIS which will foster consensus building. Where differences of opinion do occur the sharing and explicit nature of the information provided will enable opposing viewpoints to be understood and respected.
- 3.16 **Key Stages in Plan preparation giving opportunities for Community Involvement and Consensus Building.**

The Stages below are a summary of community involvement phases in the plan preparation process. How these are scheduled is included in the timetable detailed in Part 2. A more detailed analysis of the stages including key actions, groups involved, methods of consultation and outcomes is detailed in Appendix B.

3.17 **Local Development Plan Preparation and Consultation.**

1. Delivery Agreement

2. Pre-Deposit Participation Regulation 14 - Starting with a public call for Candidate Sites. Then engagement with relevant Specific and General Consultation Bodies (known as 'Key Stakeholders') to review / identify the key issues, vision, objectives for the Plan to address; and to assess / identify potential alternative growth and spatial strategies and Plan options. The use of individual workshops and subgroups

to look at particular topics, issues and sites. The Key Stakeholders will be included where their interests are affected, and their input will allow the development and testing of options thoroughly. Working closely with the Engagement Group of the Public Service Board appropriate methods for consulting the community on the options and policies developing will be utilised. Through this process options, policies and major sites will be subject to scrutiny and critical evaluation. As well as using the groups / partnerships which are already in place the Council will build links with new or emerging groups as the plan evolves. The intention is, in association with the Engagement Team to utilise the Torfaen Peoples Panel and relevant consultation / stakeholder bodies / groups.

3. Pre-deposit Public Consultation (Regulations 15/16) - Statutory 6 weeks Public Consultation period on the RLDP: Preferred Strategy, associated iISA / HRA and draft Candidate Sites Register (inc. their Stage 1 High Level Assessment), alongside a second and final call for candidate sites / additional supporting information for existing candidate sites - The Plan is developed through structured consultation and engagement with the community and before finalising the Deposit Plan the Council will publish its proposals for general public consultation. During this time objections and supporting comments can be made on these documents.

4. Public Consultation Representations - Assess outcome of these consultations & prepare Report of pre-Deposit Consultation (Initial Consultation Report).

5. Deposit of Proposals (Regulation 17) - Preparation and publication of the Deposit Plan - following consideration of representations the Council will make final amendments and hone policies and proposals. Members' agreement will be obtained prior to the publishing of the deposit proposals (including the Deposit RLDP, ISA, HRA and Candidate Sites Register (inc. their Stage 1, 2 & 3 Assessments) for the statutory 6 week public consultation period. During this time objections and supporting representations can be made on these documents.

6. Representations on Deposit Proposals of RLDPs - Collate & provide feedback on representations - To consider the formal representations received to the Deposit Plan collate the responses and provide feedback.

7. Submission of RLDP to the Welsh Government (Regulation 22) - Prepare Recommendations Report on all representations received for Submission to the Examination - To consider representations and alternative sites and prepare submission to WG (PEDW).

8. Independent Examination - Independent Inspector Examines Soundness of RLDP - To undertake Examination of the Plan and to analyse, clarify and defend decisions as well as carrying out any further work requested by the Inspector.

9. Publication of the Recommendations of the Person Appointed - Receive, fact check & publish binding Inspector's Report - publish Inspector's Report

10. Adoption of the RLDP - Consider & process Inspector's Report and formally Adopt the Plan.

- 3.18 Full Council approval will be required of all stages which will be open to public consultation; including the Delivery Agreement, the Preferred Strategy and the Deposit Plan proposals. Full Council will also decide whether to submit the Plan for Examination and take the decision to Adopt the Plan.
- 3.19 In addition, a Full Council RLDP Sub-Committee is expected to be set up to make decisions during the RLDP Examination process; and delegated powers may also

be given to the Executive Member for Economy, Skills & Regeneration to make other specified formal RLDP decisions in consultation with the Strategic Director Economy & Environment or Head of Economy & Place. Members will also be kept informed of the RLDP preparation process through a series of Member Seminars.

Welsh Language and Bilingual Engagement

3.20 The Welsh Language (Wales) Measure 2011 place a legal duty on Councils to ensure that people are able to access services through the medium of Welsh. The corporate requirements of the Council and Welsh Language Standards will be maintained at each RLDP stage. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
- Any pages on the Local Development Plan website and social media posts published on Facebook, X, etc. will be bilingual;
- Any public meetings will be conducted bilingually where a request has been received 3 days prior to the meeting. Prior notification is required in order to procure interpretation services;
- We will screen all RLDP documents in accordance with Council procedure and either provide a full Welsh translation or a bi-lingual executive summary; and
- The Adopted RLDP will be available in both Welsh and English formats.

Methods of Engagement - How Will We Involve You?

3.21 We are seeking to encourage participation and engagement in the RLDP throughout the plan preparation process. To reach as many people as possible we will seek to publicise the LDP revision process at every stage and use different methods of engagement to encourage participation from all groups. This will be done by:

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation);
- Telephone;
- Through use of X (formerly twitter), by utilising the corporate @Torfaen Council account;
- Via Facebook on the official Facebook page for Torfaen Council;
- Engagement with Members through member seminars, specific workshops and in reports to appropriate Council meetings.
- Making use of existing networks utilised by the Engagement team around the Public Service Board and County Plan such as the People's Panel;
- All RLDP information and documents will be made available on the Council's website, which will be updated regularly;
- Deposit of formal documents at named Council premises;
- Press releases for the local media, where appropriate;
- Public information exhibitions, in accessible locations with potential appointment based meetings; and

- Site notices will be displayed regarding proposed land allocations at relevant stages and where appropriate letters will be sent to adjacent properties (excluding Candidate Sites submitted as these relate to submissions for consideration rather than proposals).

3.22 OpusConsult/Map

The Council will use a specific Local Development Plan consultation tool - OpusConsult/Map in order to streamline our public engagement processes and provide information in a more user friendly way. OpusConsult/Map will be accessed via the Councils' website and enables individuals to directly self-register for notifications and updates and also to de-register as required. Those who communicate with us via alternative means will be added / removed from the database by Officers as per current practise. OpusConsult/Map will be used firstly for the Call for Candidate Sites and then will be used for the Preferred Strategy (and associated) public consultations and the Deposit Plan (and associated) public consultations. OpusConsult/Map will provide interactive forms for Candidate site submission and integrated mapping with constraints and opportunities to inform and support the proposals. Public consultations will enable documents to be reviewed and comments made with links to informative mapping. OpusConsult/Map operates bi-lingually to provide Welsh as an equal opportunity.

3.23 Who is involved?

Individuals and interest groups

Individuals or organisations who have an interest in any stage of the RLDP or associated documents can request to be included onto the OpusConsult RLDP Database. This database will include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the RLDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the RLDP revision process.

3.24 Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of RLDP revision will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) is now in force from May 2018. By commenting on the RLDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the RLDP revision process and for a period of 6 years following adoption.

3.25 It is hoped and anticipated that many individuals and groups will become involved in the RLDP process. Anyone wishing for their details to be added to the replacement LDP database should contact the Planning Policy and Implementation Team by email, phone or in writing. Contact Details are included in Paragraph 3.42.

Council Members

- 3.26 It is recognised that the involvement of Members of Torfaen County Borough Council throughout the RLDP preparation will be of key importance. Members have a unique position as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County Borough as a whole. Accordingly, Members will play an essential role in the RLDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting the Torfaen area as a whole.
- 3.27 The Executive Member for Economy, Skills and Regeneration has responsibility for the planning policy, including the RLDP. Liaison with the Executive Member and all other Members is essential throughout the process. All Member Seminars will consequently be undertaken as and when deemed necessary, particularly at key stages of the RLDP including but not limited to; the Preferred Strategy, Deposit RLDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation / consultation stage.

Town and Community Councils

- 3.28 Town and Community Councils cover all of Torfaen and play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Torfaen. Town and Community Councils will be consulted at every stage of the RLDP revision process and through their individual communication methods will help raise awareness of the replacement LDP to local communities. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community.
- 3.29 Through the Planning (Wales) Act 2015 there is the potential for Town and Community Councils to prepare Place Plans for their area. Place Plans should reflect the aspirations of the local community whilst also making synergies with the local planning authority's aspirations in the Local Development Plan and County Plan and will be given weight in planning decisions by being adopted as supplementary planning documents. Place Plan preparation can be aligned with the development of the Local Development Plan and can inform and connect with the financial mechanisms in planning such as the neighbourhood element of Community Infrastructure Levy, and Section 106. The Local Planning Authority will endeavour to assist Town or Community Councils who decide to pursue Place Plans to ensure coordination and cooperation between the development of plans.

Partnership Groups

- 3.30 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the replacement LDP, particularly in the early stages of public participation when structured discussion is desirable. There are a number of existing partnerships which can be utilised such as Climate Ambassadors Network, Local Nature Partnership, Torfaen Access Forum, Torfaen Young Peoples Forum, etc.

- 3.31 Liaison with the Gwent Public Service Board and partners will be of particular importance to ensure the replacement LDP aligns with the Gwent Well-being and Torfaen County Plans. We will work closely with the Council's Strategic Engagement Team who have experience in facilitating communications with partner organisations and the wider community.

Businesses, Land Owners, Developers and Agents

- 3.32 Land and investment will be needed to implement proposals in the replacement Plan and efforts will be made to engage with the private sector business community at an early stage. We will engage with planning agents who are regular customers of Torfaen's planning service. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the RLDP database.

3.33 Candidate Sites

The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology has been established across the South East Wales region for local planning authorities to utilise for their respective replacement LDPs. A Call for Candidate Sites will be undertaken, and all candidate sites will need to be submitted via a standardised form on OpusConsult. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the RLDP and sites will be required to show how and when they can be delivered. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected.

- 3.34 As well as providing for the submission of new candidate sites submissions previously provided as part of the withdrawn RLDP will be invited to reconfirm if they wish to have land considered for inclusion within the new RLDP, either for development, re-development or protection from development. Sites maybe updated with new or additional information and will be considered in the new Candidate sites assessment process.
- 3.35 The process of assessing candidate sites goes through a number of stages which will be detailed during the plan process and there will be opportunity for input and involvement in the site assessment process by both proponents and any other interested parties.

Additional Consultation Bodies

- 3.36 Appendix A provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees comprise of the Welsh Government and those bodies with specific functions that apply to the replacement Plan area including utility providers. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests.

Hard to Reach Groups

- 3.37 Hard to reach groups and those that are seldom heard are those groups who have not taken part traditionally in the plan preparation process. Additional effort will therefore be required to ensure these groups are engaged in the RLDP process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation / consultation periods. Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not therefore always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.
- 3.38 The following groups are identified as not having been sufficiently engaged in plan preparation previously and will subsequently be actively encouraged to participate in the RLDP process: Young People, Disabled People, Gypsy and Travellers. This will be through mechanisms such as the Torfaen Young People's Forum; Torfaen Access Forum and 50+ Forums.
- 3.39 In particular reference to Children and Young People, this section of the population have a right to have a say on decisions that affect them and together with the Strategic Engagement Group it is intended to engage actively with the Torfaen Young People's Forum and groups representing and involving this key section of the population.
- 3.40 In addition to the above hard to reach groups there are other seldom heard voices who are considered to have been under-represented previously in LDP preparation. This includes (but is not exclusive to) those seeking affordable housing in the County, small housebuilders and small and medium-sized enterprises.

Late representations

- 3.41 Responses on formal stages are required by the specified deadline of the specific consultation period in order for them to be considered. To ensure fairness and equality for all any late comments / representations will not be logged as 'duly made' as they were not made in accordance with the published timescales. There may be exceptional circumstances where a representation is submitted late, it will be at the Council's discretion as to whether such late representations can be accepted. Evidence will be required to highlight why the representation was delayed and that a genuine attempt was made to submit within the prescribed deadline. The timescale to produce the replacement LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Availability of Documents

- 3.42 The RLDP documents will be made available at each of the relevant stages. All documents will be available electronically on the Council's [Planning Policy](#) webpages; and all published documents will be formatted so that they can be read by e-readers.

3.43 Electronic representation forms will also be made available during periods of consultation via OpusConsult . In addition to online availability, paper copies will be placed at the following locations :-

- the Council's Civic Centre in Pontypool; and
- the Council's public Libraries in Blaenavon, Pontypool and Cwmbran.

3.44 Paper copies of documents will not generally be sent out during the RLDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be individually provided, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual. Officers will endeavour to ensure that copies of documents can be accessed by all. Paper copies of all published documents can also be purchased and collected by appointment / posted out - detail of which are provided on the Council's [RLDP Publications List](#) webpage.

3.45 **Contact Details**

Details will be provided on how to contact the Council in relation to any consultation phase. Comments are welcome in Welsh or English and can be e-mailed to ldp@torfaen.gov.uk or made in writing to:-

- Planning Policy & Implementation Team, Civic Centre, Pontypool, NP4 6YB

3.46 **Data Protection Notice** - Please note that all formal comments received cannot be treated as confidential and will be available for public inspection (with your personal details redacted). We will also hold your contact details on our RLDP consultation database for the duration of the Replacement LDP preparation process; unless your request in writing to be removed from the database and no longer receive correspondence from the Council on the RLDP Review.

The Council as a data controller is committed to protecting your privacy when you use our services. Details of the Council's privacy policy and how it protects and processes the personal data are available on the Council's website.

<https://www.torfaen.gov.uk/en/AboutTheCouncil/DataProtectionFreedomofInformation/DataProtection/Privacy-Notice/PrivacyNotice.aspx>

4.0 MONITORING AND REVIEW

- 4.1 The Delivery Agreement (Timetable and CIS) is a public document and the Council's Executive Member for Economy, Skills and Regeneration will have overall responsibility in monitoring progress against the Revised Delivery Agreement throughout the preparation of the RLDP, to ensure that the aims and principles of the Community Involvement Scheme (CIS) are met in line with the Timetable.
- 4.2 Following Submission of the RLDP and associated documents to the Welsh Government (expected January 2028), the 'indicative stages' of the Timetable will need to be reviewed and resubmitted as 'definitive stages' to the Welsh Government once the Council has entered into a Service Level Agreement with the Planning and Environment Decisions Wales (PEDW).

Annual Monitoring Report

- 4.3 The Council will produce an Annual Monitoring Report (AMR) each full year following adoption of the Plan. This will assess how effectively the policies and proposals of the existing plan are performing and highlight any need for modifications and this in turn will feed into the review of the Delivery Agreement. The AMR is a statutory requirement and will also include reference to new National Planning Guidance and any other relevant information. The AMR will cover the period 1st April - 31st March each year; and will be submitted to the Welsh Government by 31st October. Once produced, the AMR will be made available for public inspection and any key issues which arise will be the subject of public consultation.

Review of the Local Development Plan

- 4.4 Following the adoption of the RLDP, it is intended that the review of the plan should take place within a 4 year cycle. Although the requirement is to commence a full plan review within 4 years of adoption, the AMR may highlight a need to do this sooner. In particular, the preparation of a Strategic Development Plan (SDP) for the Cardiff Capital Region may require an earlier review of the Plan through the production of an LDP Lite under the SDP.

Appendix A - List of Specific and General Consultation Bodies as detailed in LDP Regulation 2

Specific Consultation Bodies

Aneurin Bevan University Health Board	Torfaen Town & Community Councils
British Telecom	Blaenavon Town Council
CADW	Croesyceiliog & Llanyrafon Community Council
Cyfoeth Naturiol Cymru / Natural Resources Wales	Cwmbran Community Council
Department for Business, Energy & Industrial Strategy	Henllys Community Council
Department for Transport	Ponthir Community Council
Dwr Cymru / Welsh Water	Pontypool Town Council
Glamorgan Gwent Archaeological Trust	
Home Office	Community or Town Councils whose area adjoins the County Borough boundary
Ministry of Defence	Blaenau Gwent
National Grid Company PLC	Abertillery & Llanhilleth Community Council
National Grid Wireless	Brynmaur Town Council
Network Rail Infrastructure Ltd (Western & Wales - Property)	Caerphilly
Office of the Secretary of State for Wales	Risca East Community Council
Planning and Environment Decisions Wales (PEDW)	Risca Town Council
Telecommunications Operators (inclusive of EE, Vodafone, 02, Three, Tesco Mobile, NTL, Open Reach and Virgin Media)	Monmouthshire
Transport for Wales	Llanelly Community Council
Wales and West Utilities	Llanfoist Fawr Community Council
Welsh Government (inclusive of Planning Division)	Llangybi Fawr Community Council
Neighbouring Local Authorities	Llanhennock Community Council
Blaneau Gwent County Borough Council	Llanover Community Council
Brecon Beacons National Park Authority	Goetre Fawr Community Council
Caerphilly County Borough Council	Llanbadoc Community Council
Monmouthshire County Council	Newport
Newport City Council	Rogerstone Community Council

General Consultation Bodies - Representing voluntary bodies, racial, ethnic, religious, disabled, business, culture interests

Voluntary organisations and bodies whose activities benefit any part of Torfaen	
50+ Forum	Gwent Wildlife Trust
Age Cymru Gwent	Planning Aid Wales
Campaign for the Protection of Rural Wales	Royal Voluntary Service
Canal and River Trust	Sustrans Cymru
Fields in Trust Cymru	Torfaen Voluntary Alliance
GAVO	Climate Action Torfaen
Bodies representing the interests of different racial, ethnic or national groups in Torfaen	
Citizens Advice Cymru	Ethnic Minority Foundation
Equality and Human Rights Commission	Friends, Families and Travellers
Bodies which represent the interests in different religious groups in Torfaen	
Cardiff Buddhist Centre	Muslim Council for Wales
Catholic Church in Wales	Salvation Army
Church in Wales	South Wales Baptist Association
Evangelical Movement of Wales	UK Islamic Mission
Kingdom Hall Jehovah's Witnesses	United Reform Church
Bodies which represent the interests of disabled persons in Torfaen	
Action on Hearing Loss	Mind Cymru
Disability Advice Project	Royal National Institute for Deaf People
Disability Rights Commission	Scope
Disability Wales	Torfaen Access Forum
Disabled Persons Transport Advisory Committee	Wales Council for the Blind
Downs Syndrome Association	Wales Council for Deaf People
Gwent Association for the Blind	Wales Council for the Disabled
Mencap Cymru	
Bodies which represent the interests of persons carrying out business in Torfaen	
Business Wales (South Wales Regional Centre)	Federation of Small Businesses in Wales
Confederation of British Industry (Cymru)	South Wales Chamber of Commerce
Federation of Master Builders	Torfaen Strategic Economic Forum
Bodies which represent the interests of Welsh culture in Torfaen	
Arts Council of Wales	Pontypool and Blaenavon Railway Company
Capital Region Tourism	Royal Commission on Ancient and Historic Monuments
Civic Trust Cymru	The National Trust
Coed Cymru	Welsh Historic Gardens Trust

Other Consultees - The Council will consult with the following other consultees, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

Arriva Trains Wales	Open Spaces Society
Assembly (Senedd) Members - Torfaen	Pantygasseg Residents Association
British Aggregates Association	Pobl Group
British Geological Survey	Police and Crime Commissioner
British Liaison Group	Pontypool Park Estate Office
Bron Afon	Public Health Wales
Chambers of Commerce, Local CBI, Local Branches of Institute of Directors	Rail Freight Group
Charter Housing Association	Ramblers Cymru
Chartered Institute of Housing Cymru	Renewable UK
Chartered Institute of Waste Management Wales	Royal Institute of Chartered Surveyors
Children's Commissioner	Royal Society for the Protection of Birds
CLA Cymru	Royal Town Planning Institute (Cymru)
Coleg Gwent	Society for the Protection of Ancient Buildings
Comisiynydd y Gymraeg / Welsh Language Commissioner	South East Wales Energy Agency
Community Housing Cymru	South East Wales Racial Equality Council
Community Land Advisory Service Cymru	South Wales Fire Service
Country Landowners & Business Association (CLA)	South Wales Regional Aggregates Working Party
Crown Estate	Sports Wales
Design Commission for Wales	Stagecoach Wales
Energy Saving Trust Wales	The Coal Authority
Farmers Union of Wales	The National Library of Wales
Friends of Llanfrechfa Action Group	The Theatres Trust
Future Generations Commissioner	The Woodland Trust Wales (Coed Cadw)
Gwent Police	Torfaen Friends of the Earth
Hafod Housing Association	Torfaen Gypsy and Traveller Forum
Health and Safety Executive (Cymru)	Torfaen Leisure Trust
Home Builders Federation (Cymru)	Torfaen Peoples Panel
Institute of Civil Engineers (Cymru)	Torfaen Play Service
Institute of Directors (Cymru)	Torfaen Young People's Forum
Johnsey Estate	Transport Commissioner
Joint Council for Wales, SYNIAD	Transport for Wales
Keep Wales Tidy	United Welsh Housing Association
LCP Properties	Viridor Waste Management
Linc Cymru	Wales Council for Voluntary Action
Melin Homes	Wales Environment Link
Mineral Products Association	Welsh Environmental Services Association
Monmouth, Brecon and Abergavenny Canals Trust Limited	Welsh Health Estates
MPs - Torfaen	Welsh Local Government Association
National Farmers Union Cymru	Workers' Educational Association Cymru
One Voice Wales	Young Carers Forum

Appendix B - Key Stages in Plan Preparation

Definitive Stage

1. Delivery Agreement

2. Review and Update Evidence Base for RLDP & ISA/HRA

3. Pre-Deposit Participation - RLDP 'Key Stakeholder' engagement to generate strategic issues, vision & objectives and growth & spatial options.

Key RLDP Actions

- Public Call for Candidate Sites exercise and produce draft Candidate Sites Register
- Review and update RLDP Evidence Base - Undertake / commission research, surveys, etc.
- Prepare technical background papers to inform Key Stakeholder Workshops
- Hold Key Stakeholders Workshops to develop consensus on strategic issues, vision & objectives and growth & spatial options

Key ISA/HRA Actions

- Gather baseline information
- Produce and consult upon the ISA / HRA Scoping Reports
- Undertake ISA of the growth & spatial options
- Produce ISA / HRA of the Preferred Strategy

Who will be involved?

- Sub-groups of relevant interested parties (Specific Consultation Bodies)
- Relevant Community Groups (General Consultation Bodies)
- Peoples Panel - Use of Public Service Board / Well-being consultation structures

Methods of Involvement / Engagement

- Meetings
- Targeted Workshops
- Written Information - dissemination / consultation via post and e-mail.

Role of Members

- Members Seminars / Workshops will be held during this stage of the RLDP process and is intended to inform members of their roles in the RLDP process at each stage. (Further Members Seminars will be held throughout the process)

4. Pre-deposit Public Consultation - Preferred Strategy - Public Consultation on Preferred Strategy and associated ISA / HRA and draft Candidates Sites Register

Key RLDP Actions

- Obtain Council approval of the Preferred Strategy, associated ISA / HRA and draft Candidate Sites Register
- Publish, advertise and distribute the Preferred Strategy and draft Candidate Sites Register for consultation (this will be for the minimum Statutory 6 weeks extend to 8 weeks if over major holiday periods)
- 2nd Call for Candidate Sites / further supporting information exercise
- Produce Draft Supplementary Planning Guidance (SPG) programme within Preferred Strategy
- Provide feedback and comments in Initial Consultation Report

Key SA/SEA Actions

- Publish, advertise and distribute the ISA / HRA of the Preferred Strategy for consultation (as above)

Who will be involved?

- All identified consultees / organisations (Specific and General)
- Peoples Panel - Use of Public Service Board / Well-being consultation structures
- Stakeholders registered on OpusConsult database
- General public, landowners, agents, developers, and businesses

Methods of Involvement

- Press and public relations - Social-Media
- Written consultations including 'Easy Read' document
- Documents available to view online and in paper form at specified Council buildings & exhibitions
- OpusConsult online representation portal and paper comments forms available at specified Council buildings & exhibitions
- Public Appointments / Exhibitions
- Online MS Teams Meetings
- Peoples Panel - Use of Public Service Board / Well-being consultation structures

Role of Members

- Formal involvement will occur when the Preferred Strategy and Options will be reported to Council for members' approval prior to going out for public consultation.

5. Statutory Deposit of Proposals - Preparation and publication of Deposit Plan.

Key RLDP Actions

- Obtain Council approval of the Deposit Plan, associated ISA / HRA and Candidate Sites Register
- Publish, advertise and distribute the Preferred Strategy and Candidate Sites Register for consultation (this will be for the minimum Statutory 6 weeks extend to 8 weeks if over major holiday periods)

Key SEA/SA Actions

- Publish, advertise and distribute the ISA / HRA of the Deposit Plan for consultation (as above)

Who will be involved?

- All identified consultees / organisations (Specific and General)
- Peoples Panel - Use of Public Service Board / Well-being consultation structures
- Stakeholders registered on OpusConsult database
- General public, landowners, agents, developers, and businesses

Methods of Involvement

- Press and public relations - Social-Media
- Written consultations including 'Easy Read' document
- Documents available to view online and in paper form at specified Council buildings & exhibitions
- OpusConsult online representation portal and paper representation forms available at specified Council buildings & exhibitions
- Public Appointments / Exhibitions
- Online MS Teams Meetings
- Peoples Panel - Use of Public Service Board / Well-being consultation structures

Role of Members

- The Deposit Plan will be submitted to members for approval prior to going out for statutory consultation.

Indicative Stage

6. Submission of RLDP to Welsh Government - submit Plan & supporting documents to WG

Key RLDP Actions

- Finalise feedback and comments in Consultation Report
- Council considers Consultation Report and submitting RLDP & associated document for Examination; and consulting upon any proposed Focussed Changes to the Deposit RLDP
- Submit LDP Review Report, Deposit RLDP (any Focussed Changes), ISA, Community Involvement Scheme, Consultation Report, Representations, Supporting Documents, etc. to the Welsh Government

Role of Members

- A final recommendations report on all representations received will be submitted to members for approval prior to submission to the Welsh Government

7. Examination of the RLDP - Independent Inspector Examines Soundness of RLDP at and Examination in Public (EiP)

Key RLDP Actions

- Advertise and notify all interested parties of details relating to Examination
- Potentially publish and consult on Matters Arising Changes (MACs) or publish Minor Editing Changes (MECs) during the Examination

Who will be involved?

- Parties who have unwithdrawn formal representations
- Parties who wish to comment upon any Matters Arising Changes

Methods of Involvement

- Examination by Inspector
- Programme Officer's Examination website and documentation

Role of Members

- Full Council RLDP Sub-Committee

8. Receipt of Inspector's Report - Receive & Publish Binding Inspector's Report

Key RLDP Actions

- Publish Inspector's report
- Notify interested parties of publication of Inspector's report

9. Adoption of the RLDP

Key RLDP Actions

- Within 8 weeks of receipt of Inspector's report adopt RLDP
- Republish ISA report with any identified adjustments arising from the Examination
- Make available RLDP and SA/SEA report
- Publish, distribute and advertise adoption statement

10. Publish RLDP Annual Monitoring Reports - on the performance of the adopted RLDP in the previous year and consider if there is a need for an early review

Key RLDP Actions

- Report AMR to Council
- AMR to be submitted to WG on or before 31st October each year
- Instigate an early review in required