

**MONMOUTHSHIRE LOCAL DEVELOPMENT  
PLAN (LDP)**

**DELIVERY AGREEMENT**

**NOVEMBER 2007  
(AMENDED SEPTEMBER 2011)**

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## Addendum (Revised Timetable)

Please note that the timetables in this Delivery Agreement should be read in association with the new timetable below. The amended timetable was approved by the Council on 28 July 2011 and subsequently agreed by the Welsh Government on 9 September 2011.

	<b>Stage</b>	<b>Original Date</b>	<b>New Date</b>
5	Statutory Deposit	January 2010 – February 2010	September 2011 - November 2011
<b>INDICATIVE</b>			
6	Alternative Sites Consultation	April 2010 – May 2010	November 2011 – January 2012
7	Submission of LDP to the WG	November 2010 – December 2010	March 2012 – April 2012
8	Independent Examination	March 2011 – June 2011	June 2012 – August 2012
9	Inspector's Report	November 2011 – December 2011	March 2013 – April 2013
10	Adoption	December 2011	April 2013
11	Publication (including translation)	January 2012	May 2013
12	Annual Monitoring Report	January 2013	May 2014

## Part 1 – Introduction

*This section seeks to outline the context for Local Development Plan preparation and the purpose of a Delivery Agreement.*

### 1.0 Overview

1.1 This document is divided into four parts. The first part introduces the new development plan; with the second part looking at when things will happen and the resources available. Part Three covers how we intend to involve the community in the preparation of the Local Development Plan, with the final part looking at how we intend to keep track of the plan.

### 2.0 What is a Local Development Plan (LDP)?

2.1 The Monmouthshire Unitary Development Plan (UDP) was adopted in June 2006 and sets the Council's statutory land use planning policies for the period up to 2011.

2.2 A new planning system was introduced by the Government through the Planning and Compulsory Purchase Act 2004. This requires all local planning authorities to prepare a *Local Development Plan (LDP)* for their administrative area. The Council is now beginning work on its LDP which will build upon the substantive work that the Council has undertaken in adopting its UDP. When adopted, the Local Development Plan will replace the Monmouthshire Unitary Development Plan.

2.3 All LDPs are to set out the vision and objectives for the development and use of land and should contain detailed policies to implement these. The aims are to:

- Help to deliver sustainable development;
- Guide how and where change will take place, while protecting local diversity and character;
- Reflect local aspirations, based on a vision agreed by the local community and other stakeholders;
- Provide a basis for rational and consistent decisions on planning applications and appeals.

2.4 The new system is intended to make LDPs more relevant, inclusive and engaging to local communities and better integrated with other strategies and documents. Ultimately it is the local planning authority's responsibility to decide on the content of the LDP should it not be possible to reach a general consensus. However, by encouraging a partnership approach to plan preparation involving the voluntary, public and private sectors a range of views can be considered as part of a process that will hopefully build a wide consensus on the plan's strategy and policies.

2.5 On 26 July 2007, Monmouthshire County Council formally resolved to commence work on the preparation of its Local Development Plan covering the Monmouthshire County Council administrative area (excluding the area administered for planning purposes by the Brecon Beacons National Park Local Planning Authority). This will provide the spatial strategy and policy framework for the development and use of land in Monmouthshire for the period 2011 – 2021.

### 3.0 The Context for LDP Preparation

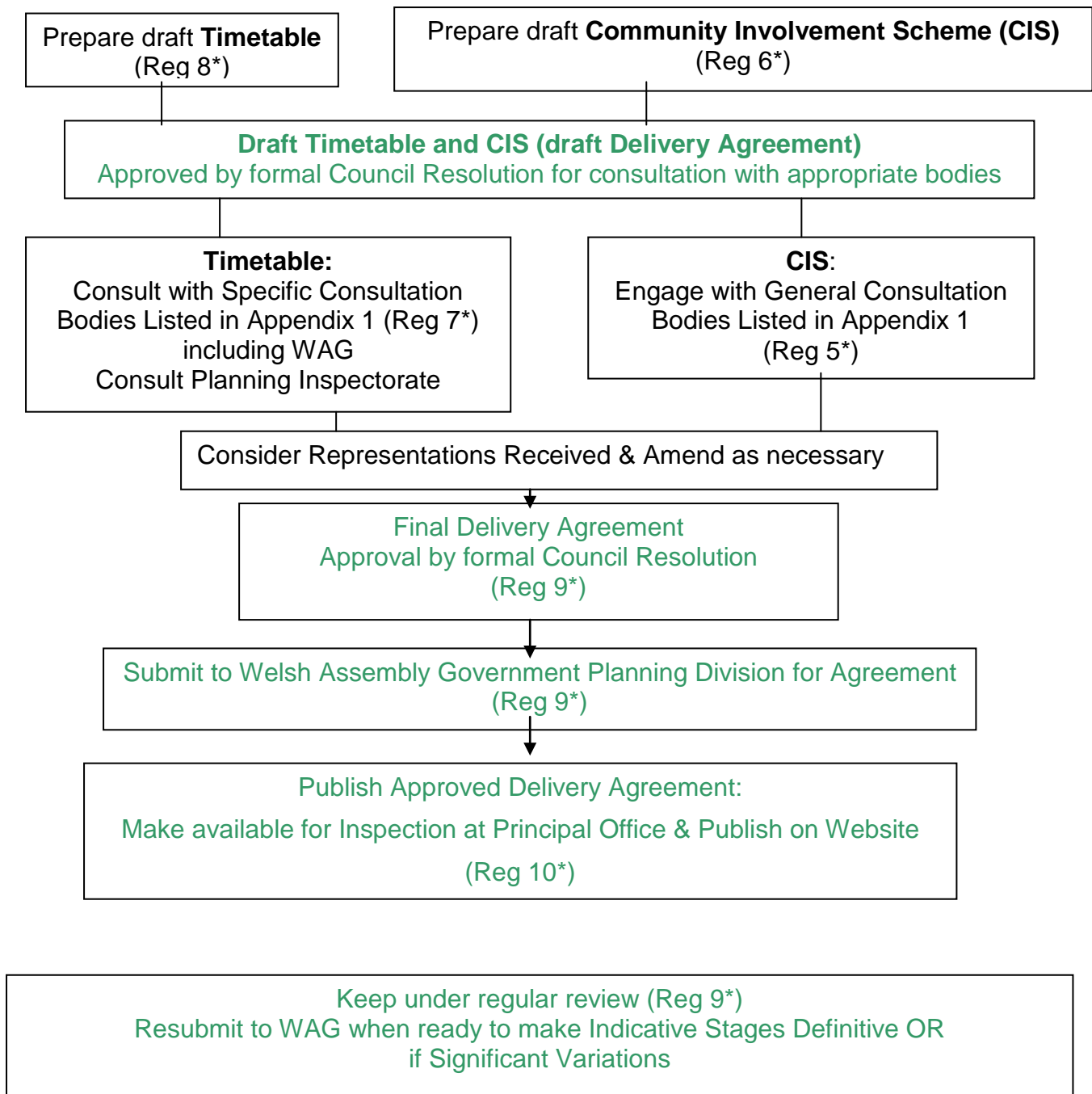
- 3.1 In preparing the LDP the Council must take account of a wide range of legislation, policies and other initiatives at European, national and local levels of Government, as well as relevant social, economic and environmental considerations.
- 3.2 The 2004 Act requires the Council in preparing the LDP to have regard to:
- National Planning Policy issued by the Welsh Assembly Government
  - The Wales Spatial Plan ('People, Places, Futures', 2004)
  - The Council's own Community Strategy
  - The resources likely to be available for implementing the plan.
- 3.3 The principal sources of national planning policy and procedural guidance issued by the Welsh Assembly Government are:
- Planning Policy Wales (PPW) (2002)
  - Ministerial Interim Planning Policy Statements (various dates)
  - Minerals Planning Policy Wales (MPPW) (2000)
  - Technical Advice Notes (Wales) (TANs) (various dates)
  - Minerals Technical Advice Note (Wales) 1: Aggregates (2004)
  - Local Development Plans Wales, 2005
  - Local Development Plan Manual, 2006
- 3.4 In addition to these planning policy and guidance documents, the Council must also have regard to:
- The Waste Strategy for Wales and Regional Waste Plans
  - The Local Transport Plan and other policies prepared under the Transport Act 2000
  - Regional Transport Plans
- 3.5 Welsh Assembly Government guidance states that though LDPs should have regard to national policies they should not repeat them, but rather explain how they apply to the local area. In exceptional cases there may be justifiable reasons for exceptions to national policy, which would need to be supported by local evidence (LDP Wales, paragraph 2.2).
- 3.6 The Council will also ensure an integrated approach to the preparation and review of its corporate policy documents. The LDP is one of the four main strategic plans that the Council has to produce, along with the Community Strategy, the Health, Social Care and Well Being Strategy and the Children and Young People's Plan. The Community Strategy provides the overarching strategy for the County and the LDP underpins this by providing the land use expression of those elements of the Community Strategy that relate to the development and use of land. The LDP is also a key delivery mechanism for land use aspects of the other corporate related strategies including the Local Housing Strategy, Local Waste Plan and Local Transport Plan.
- 3.7 In preparing the LDP, the Council will publish proposals and consult with the public in both English and Welsh in accordance with its approved Welsh Language Scheme, whenever it is practicable to do so.

## 4.0 The Purpose of a Delivery Agreement

- 4.1 Under the new planning system, the Council is required to prepare a *Delivery Agreement* at the outset of Local Development Plan preparation. This document provides details of the various stages involved in the plan making process and the time each part of the process is likely to take. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the LDP. The Council's LDP will be examined by an independent Inspector to test whether the Plan has been prepared in accordance with its Delivery Agreement. (Section 8.0 provides further detail on the 'Tests of Soundness').
- 4.2 The Delivery Agreement is split into two key parts:
- The **Timetable** for producing the LDP. This provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included as *Part 2* of this Delivery Agreement.
  - The **Community Involvement Scheme** outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included as *Part 3* of this Delivery Agreement.

## 5.0 Preparation of the Delivery Agreement

- 5.1 The draft timetable and CIS were consulted upon with key stakeholders (*see Appendix 1*). The Council consulted on these two parts of the Delivery Agreement in a single document. This ensured that consultees had all the relevant information on which to make any representations.
- 5.2 The draft Delivery Agreement was issued for consultation for a six-week period from 20 August to 28 September 2007. The draft document was sent to 164 statutory and other consultees, including the Welsh Assembly Government, Countryside Council for Wales, Environment Agency, all Town and Community Councils in Monmouthshire, the Home Builders Federation and local community and business groups. Notification of the issue of the draft Delivery Agreement was also sent to 46 other consultees, 80 agents / architects and 36 private individuals. Advertisements were placed in three local newspapers on two consecutive weeks advising of the issue of the draft Delivery Agreement and inviting comments. Copies were also placed in Council libraries and One-Stop-Shops. Responses were received from 32 external parties, resulting in some 131 individual representations which were individually summarised, together with the Council's draft response. The Report of Consultation is available as an annex to this document. The Council resolved on 18 October 2007 to approve the Delivery Agreement and submit to WAG for agreement. WAG subsequently confirmed its formal agreement to the Delivery Agreement on 16 November 2007.
- 5.3 The Council is required to keep the Delivery Agreement under regular review. Where revisions are necessary the same preparation process must be followed. The diagram below summarises the process followed in the preparation of the Delivery Agreement:



[\* The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005]



## 6.0 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

- 6.1 The Planning and Compulsory Purchase Act requires authorities to undertake an appraisal of the sustainability of their LDP (Sustainability Appraisal (SA)) and to report the findings as an integral part of the plan preparation process.
- 6.2 Authorities are also required to comply with European Union Directive 2001/42/EC and the Environmental Assessment of Plans and Programmes (Wales) Regulations 2004. These require a formal Strategic Environmental Assessment (SEA) to be undertaken of plans and programmes, including LDPs, which are likely to have significant effects on the environment.
- 6.3 It is recommended that authorities take an integrated approach to sustainability appraisal and SEA. These are tools to ensure that LDPs reflect sustainable development principles and address those aspects of sustainable development that can be addressed through the land use planning system. Together these tools will play an important part in ensuring the 'soundness' of a LDP (Section 8.0 provides further information on this new principle of development plan preparation).
- 6.4 Guidance on how SA/SEA should be undertaken is provided in:
- The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004
  - A Practical Guide to the Strategic Environmental Assessment Directive, 2005
  - Local Development Plan Manual, 2006
- 6.5 The Council will adopt an integrated approach to SA/SEA, ensuring that the LDP is internally consistent, with economic and social issues considered alongside environmental matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation, illustrated in **Diagram 1** overleaf.

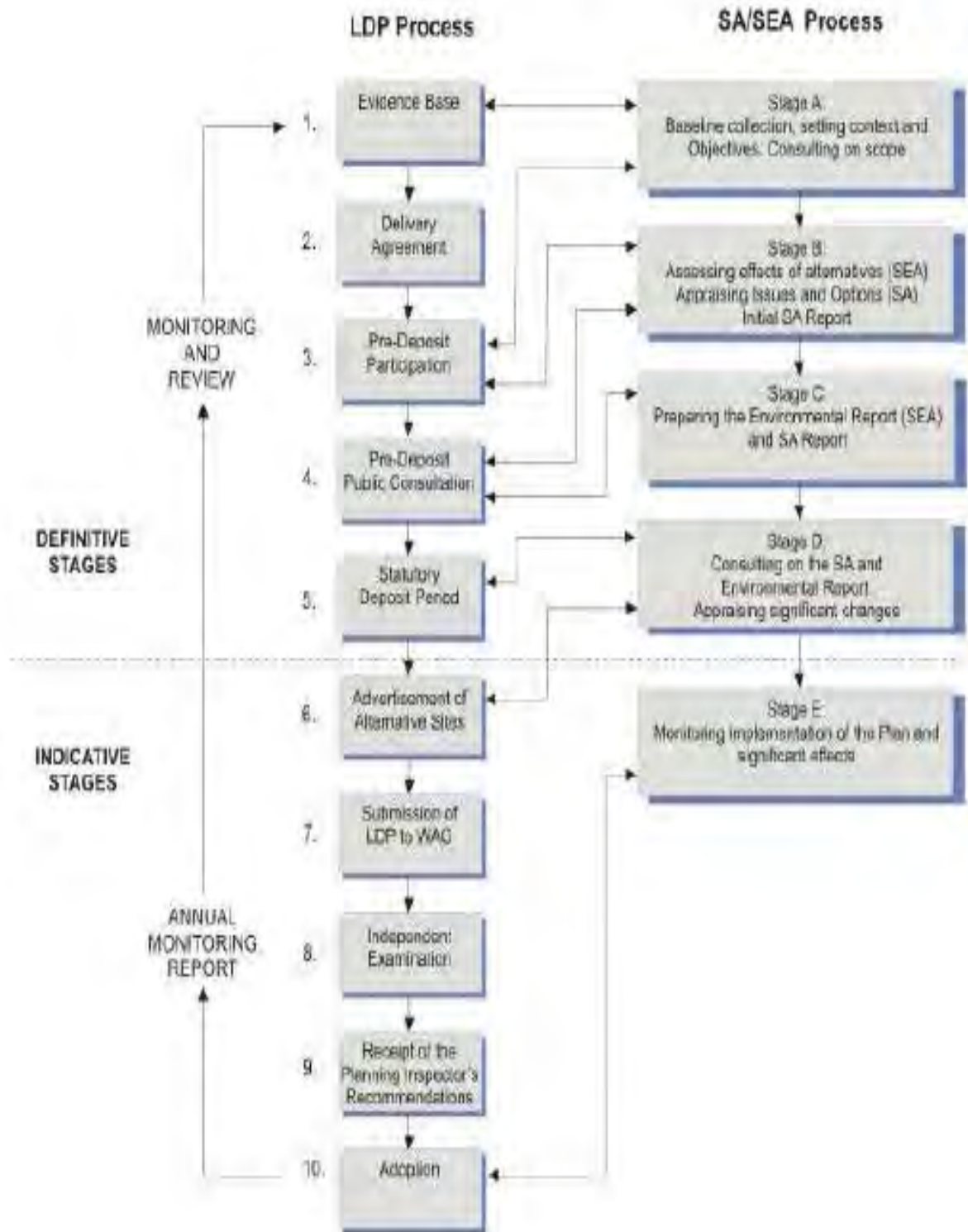


Diagram 1

## 7.0 Habitat Regulations Assessment (HRA)

7.1 The Habitats Directive (92/43/EC) requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. Monmouthshire includes a range of international nature conservation designated sites such as Special Protection Areas and Special Areas of Conservation. Habitats Regulations Assessment will be undertaken alongside SA/SEA to ensure an integrated approach to assessment. It is intended that the process will again run concurrently with the plan making process and form an iterative part of plan preparation.

## 8.0 Soundness

8.1 'Soundness' is an integral part of the new development plan system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the LDP is found not to be sound then the Welsh Assembly Government could require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation thereby causing considerable delay in the preparation of the plan.

8.2 The Council must submit the LDP to the Welsh Assembly Government for examination by an Inspector appointed by the Assembly. The examination is an independent process for determining whether the Plan is fundamentally sound. The Inspector must determine whether the Plan meets certain procedural (P), consistency (C) and coherence/effectiveness (CE) tests. These are set out in guidance issued by the Assembly Government and the Planning Inspectorate and are repeated below for ease of reference. The conclusions reached by the Inspector will be binding and, unless the Assembly Government intervenes, the Council must accept the changes required by the Inspector and adopt the LDP. One of the first tests of soundness which an Inspector will consider is whether the Plan has been prepared in accordance with its Delivery Agreement.

### **Procedural (P):**

- P1 The Plan has been prepared in accordance with the Delivery Agreement including the Community Involvement Scheme.
- P2 The Plan and its policies have been subjected to sustainability appraisal including strategic environmental assessment.

### **Consistency (C):**

- C1 It is a land use plan which has regard to other relevant plans, policies and strategies relation to the area or to adjoining areas.
- C2 It has regard to national policy.
- C3 It has regard to Wales Spatial Plan.
- C4 It has regard to the Community Strategy.

### **Coherence and Effectiveness (CE):**

- CE1 It sets out a coherent strategy from which its policies and allocations logically flow and where cross boundary issues are relevant, it is compatible with the development plans prepared by neighbouring authorities.
- CE2 The strategy, policies and allocations are realistic and appropriate having considered the relevant alternatives and are founded on a robust and credible evidence base.
- CE3 There are clear mechanisms for implementation and monitoring.
- CE4 The plan is reasonably flexible to enable it to deal with changing circumstances.

*(Welsh Assembly Government 'Local Development Plans Wales', 2005 and*

*The Planning Inspectorate 'Guide to the Examination of Local Development Plans', 2006).*

## 9.0 Supplementary Planning Guidance (SPG)

- 9.1 The programme of SPG preparation in association with the UDP is ongoing, subject to a formal process of community and stakeholder engagement independent of LDP preparation.
- 9.2 The LDP will contain sufficient policies to provide the basis for determining planning applications, and where appropriate, for determining conditions to be attached to planning permissions.
- 9.3 However, the new planning system aims to ensure that development plans are simpler and more focussed than the former UDPs. SPG therefore has an important role in providing more detailed thematic or site specific guidance on the way in which LDP policies will be applied. SPG will not form part of the development plan but will be derived from and consistent with the LDP, and clearly cross referenced to the policies and proposals it supplements.
- 9.4 It is not anticipated that any SPG will be prepared or consulted on in parallel with the LDP. SPG to the LDP cannot be formally adopted until after the Inspector's binding report has been received and it is clear that there are no changes in policy approach. Following the adoption of the LDP, a programme for the preparation of SPG will be prepared by the Council in line with the resources available and in consultation with stakeholders. Community involvement will be central to SPG preparation and will be tailored according to the content of each individual SPG and the CIS engagement principles adopted in LDP preparation. Welsh Assembly Government guidance 'LDP Wales, 2005' outlines the role, relative status of SPG and its process of preparation.

## Part 2 – Project Management and Timetable

*This section seeks to outline the Council's project managed approach to LDP preparation, including available resources, timetable and associated risk management.*

### 10.0 Management of the LDP Process

- 10.1 The Welsh Assembly Government advise that it is vital that authorities give early consideration and adequate priority to plan preparation and the handling of the process through effective leadership and project management. This will include considering how long a plan will take to reach adoption and the staffing resources and budgets that are needed at various stages in the process.
- 10.2 The Council will ensure that the LDP process will be properly managed in accordance with this Delivery Agreement and that there is full political ownership of the Plan.

#### Council Synergy

- 10.3 The Council is committed to delivering its vision through the aims and objectives of a number of plans and strategies. Corporate synergy is essential to this delivery and by setting out to deliver the land use element of all relevant plans and strategies, the LDP plays a key role as one of the Council's foremost strategic corporate documents.

#### LDP Member/Officer Steering Group

- 10.4 To ensure the LDP helps to deliver this synergy and is representative of the corporate objectives and cross cutting themes of the Council an 'LDP Steering Group' consisting of Elected Members and officers will be established. The Group will meet to consider and advise the Council on the appropriateness of management and policy approaches, ensuring that the Plan is appropriately managed and resourced throughout its preparation. It is therefore considered appropriate that this Group be open to any other Officers or Members of the Authority as the need arises.
- 10.5 The Steering Group will however have no decision making powers. The Planning Committee with its detailed technical experience of planning matters in Monmouthshire will make initial recommendations on the Plan to Cabinet who in turn will make final recommendations to Full Council.

### 11.0 What Resources are the Council Committing to the LDP?

- 11.1 The Corporate Director Regeneration Environment and Resources and the Head of the Planning and Regeneration Division will be responsible for the overall delivery of the LDP, with the Development Plans Manager responsible for the day-to-day management of the project. The Council's Development Plans Team will lead in the production and management of the LDP process and will service the LDP Member/Officer Steering Group which is charged with the overall management of the project.

- 11.2.1 The Development Plans Team currently comprises five permanent members of staff. On the basis of previous experience in UDP preparation it is anticipated that some 80% of the total officers time will be dedicated to the preparation of the LDP. The Team currently comprises:

- Development Plans Manager
- Principal Development Plans Officer      Development Plans Research Officer



- Senior Development Plans Officer      Development Plans Administrative Support Officer

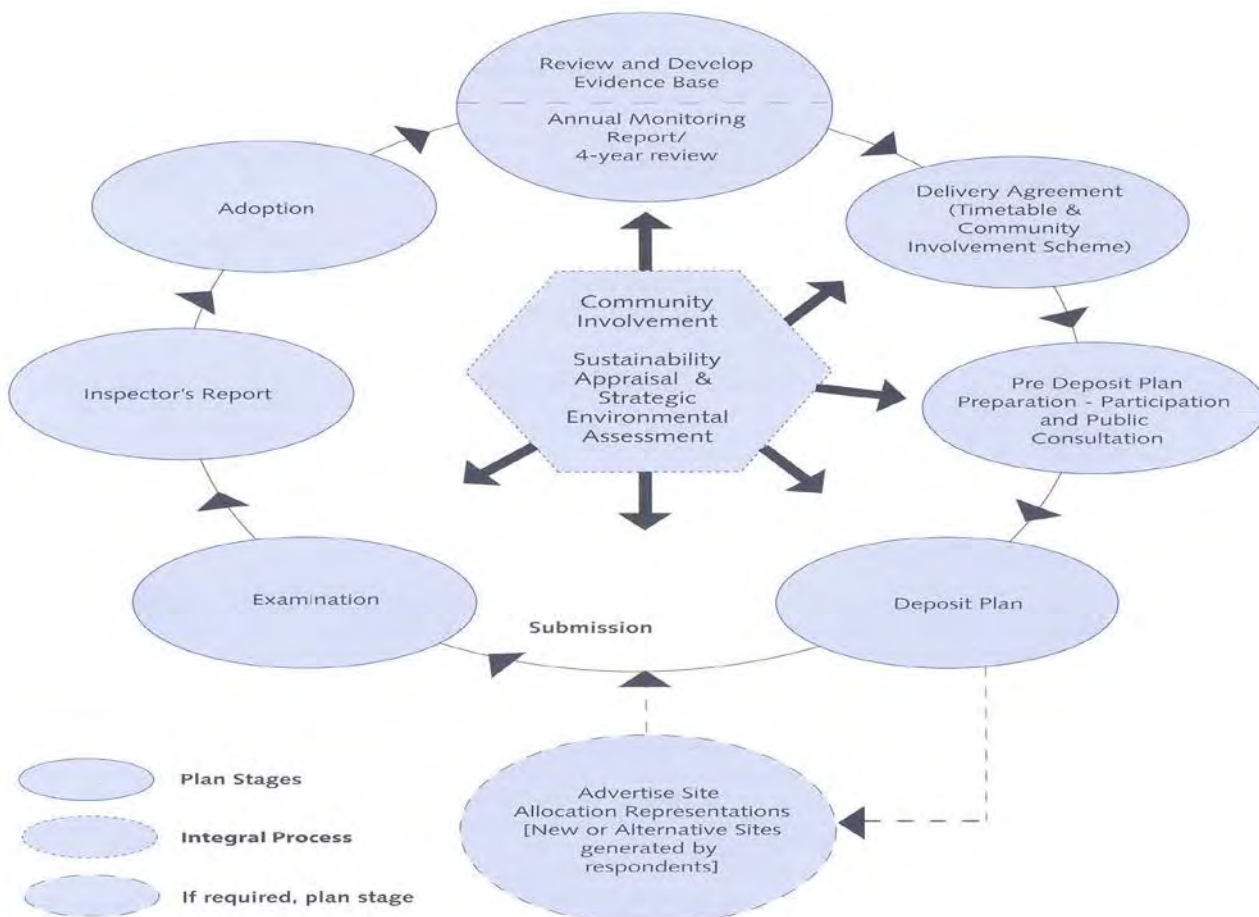
- 11.3 In addition, it is anticipated that some 20% of the Head of Planning and Regeneration’s time will be dedicated to the efficient delivery of the LDP.
- 11.4 It will also be necessary to call upon staff resources from elsewhere within the Division, Directorate and from other directorates of the Council. These will include Countryside and Economic Development, Development Control, Housing, Transport, Waste, Leisure, Education, Corporate and Legal services. This support will include assistance with policy drafting, sustainability assessment, specialist advice on representations received, presentation and community engagement.
- 11.5 The Council recognises that additional professional specialist services will also be required to progress and evidence the LDP. External consultants will be appointed to assist the Council in a number of areas, including those outlined in **Table 1**. In a number of areas this work may usefully be jointly sponsored with other Council Departments with additional grant funding from WAG. In other research areas for example SEA/SA/HRA, research may be undertaken jointly with neighbouring authorities to ensure the adoption of a consistent approach across the South East Wales region to assessment.

## 12.0 Timetable

- 12.1 The process of plan preparation is cyclical in nature and is illustrated in **Figure 1** below.

*Local Development Plans Wales 2005*

*Figure 1: Local Development Plan Preparation Process Diagram*



12.2 Based on the availability of resources outlined above, the Council has established a timetable summarising the key stages in LDP preparation. This is illustrated in **Table 1** below.

12.3 The timetable differentiates between:

- **Definitive stages** – This part of the timetable provides information up to and including the statutory Deposit stage. The progress of the Plan over this period is under the direct control of the Council and therefore target dates are considered realistic and every effort will be made to adhere to these dates; and
- **Indicative stages** – this part of the timetable provides for the stages of plan preparation beyond the statutory Deposit stage. These stages are increasingly dependent on a wide range of external factors (e.g. the number of representations received, representations received from the Welsh Assembly Government) for which the Council has far less control. These dates will be reconsidered after reaching the Deposit stage when definitive timings for the remaining stages will be prepared and submitted to the Welsh Assembly Government for agreement and publication.

12.4 A detailed Project Plan outlining the timescale for each of the stages of plan preparation is included at **Appendix 4**.



**Table 1 – Summary Timetable of Key Stages of LDP Preparation**

<b>Key Stage</b>	<b>Description of Stage</b>	<b>Timetable</b>	<b>Resources</b>
<b>DEFINITIVE</b>			
1	Preparation of Delivery Agreement	April 07 - September 07	Development Plans Team
2	Review and Develop LDP Evidence Base & SEA/SA/HRA	May 07 - February 08	Development Plans Team Other Council staff as required £100,000 provisioned from DP budget including £10,000 WAG grant funding for professional & specialist fees to include: <ul style="list-style-type: none"> <li>• Open Space/Recreation survey</li> <li>• Employment Assessment/Waste Research Study;</li> <li>• Urban Capacity Analysis (main towns),</li> <li>• Habitats Regulations Assessment</li> <li>• SEA/SA</li> </ul>
3	Pre Deposit Participation (Informal Public Participation)	November 07 – December 08	Development Plans Team Other Council staff as required Community Engagement costs provisioned from DP budget
4	Pre Deposit Consultation (Formal Public Consultation) & Plan Preparation	January 09 – December 09	Additional £100,000 required for professional fees to include: <ul style="list-style-type: none"> <li>• Ongoing SEA/SA research</li> <li>• Community Engagement costs</li> <li>• Plan Production &amp; advertising</li> </ul>
5	Statutory Deposit	January 2010 – February 2010	Development Plans Team Other Council staff as required Plan printing & advertising provisioned from DP budget
<b>INDICATIVE</b>			
6	Alternative Sites Consultation	April 2010 – May 2010	Development Plans Team Other Council staff as required

			Advertising provisioned from DP budget
7	Submission of LDP to WAG	November 2010 – December 2010	Additional £200,000 required for inquiry costs, including Inspector and Barrister fees. Development Plans Team Other Council staff as required
8	Independent Examination	March 2011 – June 2011	
9	Inspector's Report	November 2011 – December 2011	
10	Adoption	December 2011	Development Plans Team Advertising provisioned from DP budget
11	Publication (including translation)	January 2012	Development Plans Team Plan printing provisioned from DP budget
12	Annual Monitoring Report	January 2013	Development Plans Team Other Council staff as required

### 13.0 Can Anything go Wrong with the Proposed Timetable?

- 13.1 The proposed timetable for plan preparation is considered to be both realistic and achievable having regard to the scope of the work the Council believes to be involved, to existing Welsh Assembly Government regulations and guidance and the resources the Council are able to commit to plan preparation.
- 13.2 However, the Council recognises that there are a number of factors that could result in plan preparation not proceeding in direct accordance with the proposed timetable, particularly with a preparation process that extends over several years.
- 13.3 While the preparation of a detailed timetable helps to facilitate the management of the process and every effort will be made to avoid deviations from the proposed timetable, a number of potential issues have been identified which may cause difficulties in keeping to the timescale proposed. These are outlined in **Table 2**, together with the Council's proposed approach to managing them.
- 13.4 The timetable will be kept under continuous review to monitor possible slippage and the potential impacts of identified issues, as well as any new issues as yet unidentified.
- 13.5 The Council considers that it is reasonable to include a 'tolerance allowance' of up to four months in the timetable to allow for slippage without formal amendment to the Delivery Agreement.

**Table 2 - Risk Management and Analysis**

<b>Issue</b>	<b>Level</b>	<b>Potential Impact(s)</b>	<b>Mitigation</b>
<b>Council Matters</b>			
Change in staff and/or financial resources available to LDP preparation; Staff turnover in small team, Corporate reorganisation of structures.	High	Programme slippage	Consider additional resources and ensure robust structure. Ensure LDP process maintains highest level corporate priority
Council decision making structure/ political reporting cycle. Political Change/Elections.	Medium Low	Programme slippage.	Streamline decision-making procedures. Early Member training. Monitoring.
Reduction and lack of financial resources.	Low / Medium	Delay in securing information required to progress plan.	Ensure timetable and process is adequately costed with in-built capacity for unforeseen costs.
Lack of corporate consensus and support from officers/other departments in production of the evidence base.	Low / Medium	Programme slippage.	Ensure corporate support of plan process and timetable from initial stages.
Challenging timetable to prepare LDP within 4 years.	Low / Medium	Programme slippage.	Accurate timetabling for each stage of plan preparation, adequate resources and careful project management with contingencies to adhere to it.
<b>National Issues</b>			
Additional requirements arising from the issue of new legislation and/or national guidance.	Medium	Programme slippage	Monitor emerging legislation/guidance; report and respond early to changes.
Ability of statutory consultees and/or Planning Inspectorate to respond within set timescales.	Low / Medium	<ul style="list-style-type: none"> <li>• Key milestones are not met.</li> <li>• Examination and/or Report delayed.</li> </ul>	Maintain close liaison with statutory consultees and the Planning Inspectorate to ensure early identification of potential problems.
<b>Local Issues</b>			
Overly ambitious timetable due to greater than anticipated workload (eg greater number of representations received or SEA/SA/HRA requirements).	Medium / High	Programme slippage	Reconsider timetable and build in additional flexibility. Consider additional resources.
Insufficient information to undertake	Medium	Programme slippage.	Identify expectations of consultation bodies.

Issue	Level	Potential Impact(s)	Mitigation
SEA/SA.			Consider additional resources.
Large volume and /or highly significant levels of objection to consultations.	Low / Medium	<ul style="list-style-type: none"> <li>• Programme slippage.</li> <li>• Plan cannot be submitted for examination without significant work.</li> </ul>	Ensure close liaison and early involvement of statutory bodies & stakeholders in the plan preparation process.
Policies which are contrary to national planning guidance.	Low	Programme slippage.	Aim to avoid. Ensure any discrepancy is clarified and evidenced.
Review resulting from regional work associated with implementation of Wales Spatial Plan.	Low / Medium	Programme slippage.	Monitor progress of regional work, with early response to potential local implications.
Plan fails the test of 'soundness'.	Low / Medium	<ul style="list-style-type: none"> <li>• Programme slippage.</li> <li>• Part of the Plan is excluded or changed.</li> <li>• Additional material needs to be included in the Plan before adoption.</li> <li>• Plan withdrawn.</li> </ul>	Ensure LDP has a robust evidence base, properly subjected to SEA/SA/HRA, with well audited community and stakeholder engagement. Maintain liaison with Welsh Assembly Government on preparation procedures.
Legal Challenge.	Low / Medium	<ul style="list-style-type: none"> <li>• Programme slippage.</li> <li>• Adopted Plan quashed in whole or part.</li> <li>• Additional work/time/financial requirements.</li> </ul>	Good knowledge of statutory requirements to ensure compliance.
Printing and production delays.	Low / Medium	Programme slippage.	Ensure continuing liaison with production team(s). Consider additional technical resource support to undertake part of process in-house.

## Part 3 – Community Involvement Scheme

*This section seeks to explain how the Council proposes to involve the community and stakeholders in the preparation of the LDP.*

### 14.0 What is the Community Involvement Scheme?

14.1 The Community Involvement Scheme (CIS) sets out how the Council proposes to involve the community and stakeholders in the preparation of the LDP. While ultimately it is the Council that is responsible for the content of the LDP should it not be possible to achieve consensus, one of the aims of the new LDP system is that plan production is based on effective community involvement in order that a range of views can be considered as part of a process of building a wide consensus on the plan's strategy and policies. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP, which should be read in connection with the CIS. The first test of 'soundness' of the LDP that an inspector would consider is whether it has been prepared in accordance with the CIS. If the LDP has not been prepared in accordance with the CIS then the Welsh Assembly Government may require the Council to take necessary action to remedy the situation, which could delay the plan preparation process.

### 15.0 Objectives for Community Involvement

15.1 A Consultation and Engagement Strategy is currently being prepared by the County Council. Engagement in the preparation of the LDP will take place in the context of this overall strategy. However, the Council's main objectives for involving the community in the LDP preparation process can currently be identified as:

- To involve people at the earliest opportunity, in time to shape preparation work
- That consultation takes place before decisions are made and that such decisions are made in an open and transparent manner
- To develop and improve a flexible and accessible consultation process
- To provide everyone with the opportunity to be involved if they choose
- Draw on local knowledge to improve decision making and help the realistic implementation of decisions
- That the planning system should help implement the community's vision for the area
- To seek consensus and strengthen community involvement
- To engage as full a spectrum of the community as possible in strategic issues

### 16.0 When will the Community be Involved?

16.1 The timetable for LDP preparation and the opportunities for community involvement at each stage in the process are summarised in Table 3. There are two distinctive phases of community involvement in the preparation of the LDP, each of which is underpinned by the Sustainability Appraisal and Strategic Environmental Assessment processes:

### **Period of Public Participation**

- 16.2 This occurs in the early stages of the preparation of the LDP (up to the end of 2008). Engagement is undertaken in an informal way, with an emphasis on 'structured discussions' in an effort to seek consensus and involve the community in strategic issues. In this phase of plan preparation agreement will be sought on:
- the major spatial and sustainability issues facing the County
  - the community's vision for the spatial future of the County
  - land use planning objectives to assist in achieving this vision
  - the preferred strategy (chosen from a number of different options) for the future scale and spatial distribution of new development.

### **Period of Public Consultation and Formal Involvement**

- 16.3 When the Council has decided on its preferred strategy following engagement with the community and stakeholders, a more formal phase of public consultation is entered. A preferred strategy document will be issued for a six-week consultation period. It is intended that this consultation will be carried out early in 2009. After the results of this consultation have been considered a Deposit Plan will be prepared that provides detailed policies and land allocations in accordance with the preferred strategy. This in turn will be subject to a formal six-week consultation period that is programmed in the LDP preparation timetable (Table 3) for early in 2010. If there are outstanding site specific objections (i.e. if objectors put forward additional sites that they consider should be included in the Deposit Plan) then there will be a further period of advertisement and consultation on these suggested sites. Following these consultations the Council will prepare a final version of the LDP and this will be forwarded to WAG for consideration. Objectors will be given the opportunity to put their case before an independent inspector. The final decision on the content of the plan will rest with the Inspector.

### **SA/SEA**

- 16.4 Each phase of the LDP process will be subject to a SA/SEA. While this is a rather technical process, opportunities will be given for interested parties to comment on each stage at the same time as they are invited to comment on the LDP. One of the early tasks that has to be carried out as part of the SA/SEA is the preparation of baseline data on the existing social, economic and environmental characteristics of the County. This data can be used to help establish the main sustainability issues that have to be considered in the LDP. The baseline data will form part of an initial Scoping Report that will also include a review of existing policies and plans that affect the LDP area and suggest sustainability objectives and a framework for carrying out the SA/SEA. This Scoping Report will be subject to a formal consultation. Each of the identified options will be subject to a SA/SEA, as will the Preferred Strategy, the Deposit Plan and its final version and the allocated sites. The sustainability of the policies and proposals of the LDP will also be an important consideration for the independent inspector.

## **17.0 How does the Council Propose to Engage with the Community in the Preparation of the LDP Preferred Strategy?**

- 17.1 The initial stages of the LDP preparation process provide the opportunity for achieving consensus on the main spatial and sustainability issues facing the County and the strategic planning policies that are proposed to deal with them. If this is to be achieved it is essential that the preparation of the LDP is closely

aligned with the Council's community planning processes. The main aspects of this are:

- 17.2 The LDP is one of the four main strategic plans that the Council has to produce. The Community Strategy provides the overarching strategy for the County and the LDP underpins this by providing the land use expression of those elements of the Community Strategy that relate to the development and use of land. It is essential that the LDP is based on a clear understanding of community needs and, in turn, the LDP is a key delivery mechanism for land use aspects of the Community Strategy and related local strategies including the Health, Social Care and Wellbeing Strategy and the Children and Young People's Plan. One of the tests of the 'soundness' of the LDP that an inspector would consider is whether it has had regard to the Council's Community Strategy. It should be clearly evident that the objectives and priorities established by the Community Strategy have been taken into account in the preparation of the LDP. If the LDP has not had regard to the Community Strategy, the Welsh Assembly Government may require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation, thereby causing considerable delay in the adoption of the plan.
- 17.3 The setting up of a key Stakeholder Group is a way of achieving structured discussions on the LDP. It would be advantageous if this group could be based on Monmouthshire's existing Community Strategy partnerships. A diagram indicating the County's partnership structures is attached as **Appendix 3**. The LDP team intends working with the Cross Partnership Group to identify the best ways of establishing links with these partnership structures and of achieving effective means of engagement with voluntary and community interests. There may also be specific roles for individual partnerships – the Environment Partnership, for instance, particularly in relation to sustainability issues. Area Forums provide a means of engaging with specific local communities in their own area. The Young People's Partnership and the Older People's Partnership could provide opportunities for contacting these specific sectors of the population.
- 17.4 The Community Strategy, the Health, Social Care and Wellbeing Strategy and the Children and Young People's Plan are due to be reviewed in 2008. The initial phases of these reviews will coincide with the initial stages of LDP preparation. This presents an opportunity to combine consultation strategies in order to ensure that consultees stay engaged and to prevent 'consultation fatigue'. Government guidance also suggests that targeted discussions should be held between policy-making partners, given that the LDP may be one of the means of delivering these strategies (and vice versa) and that it may be helpful to attempt to integrate the timetables for other key strategies with the LDP timetable.
- 17.5 The initial stages of LDP preparation (the 'participation' stages) should follow a clear trail from **Issues** to **Vision** to **Objectives** to **Strategic Options** to **Preferred Strategy**.
- Issues**
- 17.6 In the initial stages of the SA/SEA process the main sustainability issues that the LDP needs to address are established through an analysis of baseline information on the main social, economic and environmental characteristics of the County. This information will be presented in the initial SA/SEA Scoping Report that will be



issued for public consultation. It is also likely that external consultants will be appointed to carry out surveys in a number of specialised areas, such as urban capacity, recreation and open space provision and employment land. Any reports arising from these surveys and any other background papers (such as population and housing projections) will be made publicly available. In order to assess the availability of land for development interested parties, such as developers and land owners but also the community in general, will be invited to put forward candidate sites. These sites will be entered into a site register that will be made available for public inspection.

- 17.7 It will be important to engage the community directly in order to establish what local people and other stakeholders consider to be the main strategic spatial issues facing the County.
- 17.8 It is proposed that a series of conferences/workshops be held to enable this take place. These could take the form of:
- A Stakeholder Conference with attendees from the Local Strategic Partnership but with participation broadened and also targeted to include those with particular interests in spatial matters.
  - Workshops based on the Area Forums with the involvement of Community and Town Councils – to establish more local issues that may be of particular concern to individual communities.
  - A Young Persons Conference.
  - Environmental Partnership Workshops – perhaps could be used to discuss the more technical issues associated with SA/SEA and provide input into the SA/SEA framework.
- 17.9 If surveys/questionnaires are being used to obtain opinions for the refresh of the other strategic plans of the County Council then these could, at the same time, include questions on spatial planning matters. Community Appraisal Surveys would also provide a vehicle for this, as would the Council's Viewpoint Panel, the composition of which is broadly representative of Monmouthshire's population.

### **Vision**

- 17.10 In considering how the LDP should guide and manage future development, it is important that the Council has a clear vision of the type of place that the Plan aspires to create. While there is a danger that vision statements can be so generalised that they have little value, they can also play a significant role in shaping subsequent actions, particularly as they provide an opportunity for establishing what is distinctive about a particular area and for prompting a policy response that takes account of such local distinctiveness. Ideally, the LDP Vision should arise from the Community Strategy. In assessing the suitability of the Community Strategy Vision for the LDP the following factors need to be taken into account:
- The vision is up to date and has wide spatial relevance.
  - The vision flows from having a clear view of what sort of place the authority wants to become.
  - The vision is well rounded with a balance between economic, social and environmental objectives.

17.11 The Vision of the existing Monmouthshire Community Strategy is:

*'By 2019 Monmouthshire will be a happy, developing, prosperous, just, caring, healthy and tolerant community where:*

- *Everyone living in Monmouthshire is engaged, valued and takes an active role in the future of their community and the talents within the community are nurtured for the benefit of all.*
- *All community members have full and equal access to a comprehensive, first class range of services in which they have confidence. Where appropriate, these services are delivered through effective partnerships.*
- *People live without fear of crime in their communities where anti-social behaviour is not tolerated.*
- *There is a vibrant, confident economy that encourages investment.*
- *We have a clean, healthy and sustainable environment that all people, businesses and organisations value and take responsibility for maintaining and enhancing.'*

17.12 The Strategy is supported by actions based on five broad themes:

- Improving our health and well being
- Valuing and enhancing the environment
- Making our communities stronger and feel safer
- Developing a sustainable local economy
- Creating learning opportunities for all

17.13 The existing Community Strategy Vision includes a balance of economic, social and environmental objectives. These are the 'building blocks' of sustainable development and it is recognised that the main themes of the Community Strategy all have spatial implications. However, the Community Strategy Vision itself has limited spatial relevance and does not highlight any particular 'Monmouthshire' character or local distinctiveness.

17.14 As a result the LDP may have to elaborate on the Community Strategy vision to give the spatial emphasis necessary to guide the LDP preparation process. This would need to be based on the existing Community Strategy Vision and could be developed during a similar (or perhaps the same) series of conferences/workshops as those suggested above. At the same time, it will be necessary to engage in the current review of the Community Strategy to ensure that the spatial implications of the vision are more clearly identified and understood, so that they can be directly addressed in the developing LDP.

### **Objectives**

17.15 The LDP process requires the Vision to be delivered through a series of LDP objectives. These objectives should be land use based and be capable of being delivered through the planning system. They are distinguished from the SA/SEA objectives, which are devised to test the environmental effects of the plan or compare the effects of alternatives. The SA/SEA objectives are used to establish the framework for the SA/SEA and provide a measure against which the social, environmental and economic effects of the plan can be tested. The distinction between SA/SEA objectives and the LDP objectives is not always clear and

sometimes there is a degree of overlap. However, in general terms, the SA/SEA objectives relate to overall directions of change, while the LDP objectives relate to specific land use aspirations. For example, a SA objective might ask whether wildlife, biodiversity and open space are maintained, while a LDP might set a specific objective for a certain percentage of development to take place on brownfield land.

- 17.16 Given the rather academic nature of any discussion on LDP objectives, the opportunity for meaningful public engagement might be considered to be limited. One way into this is to hold workshop discussions into how the aims of the Community Strategy can be delivered in spatial or land use terms. These discussions can then be used as a basis for drafting the LDP objectives. Similarly, a discussion of the main sustainability issues facing the County can lead to the formulation of a series of land use objectives that are needed to address them.
- 17.17 The LDP objectives can be developed through a similar series of conferences/workshops as those discussed above. There will be a need for a distinctive engagement strategy that recognises the particular spatial approach required, focusing attention on those matters that can be influenced through the land use planning system.

### **Strategic Options**

- 17.18 The LDP preferred strategy will be chosen from a number of options, relating to the overall levels of growth that the County may wish to accommodate or the spatial distribution of new development, such as focusing on the main settlements or dispersing growth more widely. Each option will need to be the subject of a SA/SEA/HRA but it is also essential that the local community and stakeholders have an opportunity to express their views on the options and the aim would be to achieve consensus on the final preferred strategy chosen. This itself could be subject to change, depending on the outcome of the formal consultation process.
- 17.19 It will be necessary to decide at what level the candidate sites put forward as part of the information gathering process in the first stages of LDP preparation will be discussed during the participation on strategic options. The intention is that the focus will initially be on options at an authority wide level, perhaps, for example through the use of alternative key diagrams, and on broad locations for growth and/or strategic sites. Ideally dialogue would take place at a strategic level and would avoid detailed discussion of the suitability or otherwise of specific sites. If people are to be able to realise the implications of alternative courses of strategic actions for their local area, however, they will want to know what the effects of these would be in terms of site options and the environmental capacity to accommodate particular levels of growth in particular locations. A balance is therefore needed between the need for strategic discussions and recognition of the implications that these might have at a local level. One way of achieving this might be to classify those sites that have been put forward into those that would contribute to each option and those that would not. If different growth options are being considered it will also be necessary to quantify them in terms of the amount of land required in relation to the capacity of the sites that have been put forward.

17.20 Area forums with the involvement of Community and Town Councils will be a particularly useful arena for giving consideration to translating the implications of various strategic options into their more local impacts at a community level.

17.21 The main objective at this stage is to achieve as much consensus as possible on the Preferred Strategy. Testing of site options would normally come after a preference is reached on the type of broad strategy to be pursued (level and distribution of growth). Some discussion of the implications of this strategy at a site specific level, however, would hopefully reduce the amount of objection at later stages of the LDP process and enable individual communities to understand the 'bigger picture' - the strategic reasons for particular sites being put forward for development and the need to achieve co-ordinated development to meet the overall needs of the County and realising the LDP Vision and Objectives.

### **Preferred Strategy**

17.22 The Preferred Strategy Proposals Document should contain:

- Regional and local context – policy issues, geography etc.
- Vision and LDP objectives.
- Direct linkages to statutory documents, such as the Wales Spatial Plan and Community Strategies and integration with other strategies such as regional waste plan, local housing strategy etc.
- Summary of proposed strategy, including strategic sites necessary for its implementation, proposed areas of change or protection.
- Broad locations for non strategic sites and criteria for their inclusion.
- Other relevant policy which would implement the preferred strategy e.g. employment and economic strategy; community and local service needs; open space and leisure strategy; energy; waste management and minerals supply options, housing density/car parking.
- Key diagram showing preferred spatial strategy, with consideration of significant links to neighbouring authorities.
- Site register of non strategic sites (optional) identifying those considered to accord with the preferred strategy and those that do not.
- Proposals for the structure and scope of the deposit LDP, and any concurrent Supplementary Planning Guidance.

17.23 It is the local planning authority's responsibility to identify a preferred strategy, taking account of all the input received from external parties during the participation phases of LDP preparation. It is appropriate, however, to allow those members of the community and stakeholders who have contributed to the process to have a final say in refining the preferred strategy before it is put forward for formal consultation. The engagement structures that have been established to discuss issues, vision, objectives and strategic options for the LDP, therefore, will also be used to obtain comment and suggestions on a draft of the preferred strategy before it is finalised and issued for formal consultation.

## **18.0 Formal Consultation Processes**

18.1 Once a Preferred Strategy has been agreed, the LDP preparation process enters more formal stages of public consultation.

### **The Preferred Strategy Proposals Document**

- 18.2 This will be issued for consultation for a six week period (anticipated to take place early in 2009, see Table 3) and accompanied by a SA/SEA Report describing how the strategic options and preferred strategy have been assessed against the sustainability framework and an HRA Report considering how the international sites have been considered. Both documents will be accompanied by a Response Form for representations. A report will be prepared on representations received together with information on how the comments have affected policies and proposals of the LDP.

### **The Deposit Plan**

- 18.3 Representations received on the Preferred Strategy Document will be taken into account in the preparation of the Deposit Plan. The Deposit Plan will include a Strategy, area-wide policies for development (including topic based policies), major allocations of land, specific policies and proposals for key areas of change or protection, succinct reasoned justification to explain policies and to guide implementation, with proposals maps on a geographical base. It will be accompanied by a SA/SEA report and HRA Report. These will be issued for a six-week consultation period and a consultation report will be published listing the representations with the Council's response.

### **Alternative Site Proposals**

- 18.4 The Council has to advertise any site allocation representations which seek to change a Deposit LDP by adding a new site or by altering or deleting a proposed site. Any such representation must be advertised by the Council as soon as is practicable after the end of the Deposit period, allowing a further six-week period for the making of representations on such.

### **Submission and Independent Examination**

- 18.5 The finalised LDP document, together with all other supporting documentation, such as the SA/SEA/HRA Report, reports of survey and consultation reports, will be submitted to the Planning Inspectorate and Welsh Assembly Government for independent examination. The Council will publicise and advertise the submission and publish and make available the relevant documentation. All persons who made representations seeking a change in the LDP must be given an opportunity to be heard at an examination unless they withdraw their representations. At least six weeks notice will be given of the opening of the independent examination. It is anticipated that the period of time from the formal submission of the LDP to issue of the Inspector's report should take no more than twelve months. The Inspector's report will be binding on the local authority.

## **19.0 How will the Community be Involved in LDP Preparation?**

- 19.1 In the early phases of 'participation' in the LDP preparation 'structured discussions' in conferences/workshops will be the primary method of engaging the community, particularly within existing partnership structures, as described above. These will be supplemented by the use of Community Appraisal Questionnaires and consultation with the Council's Viewpoint Panel.

19.2 At all stages of LDP preparation the Council will seek to publicise the process and seek to reach as many sections of the community as it can to advise people about the Plan and how they can get involved. This will be done by:

- Direct contact (i.e. by letter or e-mail as indicated by the stakeholder through consultation) and via annual Council Tax leaflet distributed to all households.
- Combining with consultations being carried out as part of the community planning process and, where possible, making use of existing consultation networks and facilitators.
- All LDP information and documents will be made available on the Council's website, which will be updated regularly. The possibility of allowing on-line consultation will be explored in association with the development of the Council's e-government strategy.
- Deposit of documents at the Council's headquarters, libraries and One-Stop-Shops.
- Publishing articles in 'Community Spirit', the Council's magazine, which is circulated to every household in the County.
- Advertisements in the local press.
- Press releases for the local media.
- Producing a regular newsletter that describes progress on the LDP.
- Public information exhibitions and meetings.
- Site notices will be displayed regarding proposed land allocations and alternative site submissions.

## 20.0 Who will the Council Seek to Involve in LDP Preparation?

### Consultation Bodies

20.1 There are three main types of groups that the Council should formally consult during the preparation of the LDP, are listed in **Appendix 1**. The 'Specific' consultation groups include the statutory consultees who are normally involved in the planning process, including, for example, the Welsh Assembly Government, Countryside Council for Wales, Environment Agency, neighbouring local authorities, Town and Community Councils and the public utilities. The 'General' consultees include voluntary bodies and other bodies which represent the interests of different racial, ethnic, national or religious groups, the interests of disabled groups, the interests of businesses and the interests of Welsh culture. 'Other' consultees include other groups that might have an interest in the preparation of the LDP. The lists in the Appendix are not definitive and can be added to at any time, with any group able to request to be included on the LDP mailing list.

### Partnerships

20.2 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the LDP, particularly in the early stages of public participation when 'structured discussion' is desirable.

### 'Hard to Reach Groups'

20.3 One of the primary aims of the new LDP system is to engage those sectors of the community that might not normally get involved in the planning process. These 'hard-to-reach' groups include, for example, young people, elderly people, people

from minority ethnic communities, gypsies and travellers, disabled people and people who suffer from economic or social deprivation. Existing partnership structures will provide a means of engaging with some of these sectors of the population through working closely with the Young People's Partnership within its existing consultation framework to seek the involvement of young people in LDP preparation. Consultation with the 'general' consultation bodies listed in the Appendix will also ensure that bodies representing minority groups will be kept informed of progress of the LDP and given the opportunity to make comments or request specific engagement strategies to meet the needs of the people that they represent.

#### **Members of the Public, Businesses, Land Owners, Developers and Agents**

- 20.4 Extensive publicity will be given to each stage of the LDP preparation process. Any individual can make comments or objections on the LDP and request that they be added to a mailing list to receive details of each consultation. Efforts will be made to engage with the business community at an early stage in LDP preparation. Landowners and prospective developers and their agents who wish to put land forward for development will also be added to this mailing list. Anyone with an interest in land who considers that it would be appropriate for development will be given a limited period (likely to be around 3 months) to put the land forward as a candidate site to be included for development in the LDP. Such sites will be assessed against published criteria for site selection, their compatibility with the preferred strategy and the SA/SEA/HRA.

#### **Expectations of Consultees**

- 20.5 In order to undertake the LDP preparation process as effectively as possible, the Authority would expect consultees to:
- Be committed to the process - attend and contribute and generally assist the process of seeking consensus;
  - Raise legitimate development / spatial issues that can be influenced / controlled by the LDP and the planning system;
  - Respond to enquiries within any reasonably requested period;
  - Where appropriate, make efforts to vary their cycle of meetings to enable reasonable response times;
  - Identify sites to be considered for possible development early in the process;
  - Be committed to consensus building in the LDP preparation process;
  - Highlight any gaps in the data / information that is supplied;
  - To listen and engage in the debate (i.e. at workshops, meetings, discussions) with an open mind.

### **21.0 What Feedback will be Provided?**

- 21.1 A report of each 'structured discussion' workshop or conference will be prepared and made available to participants for them to check that the event has been recorded accurately and to see how it has influenced the content of the LDP as it progresses through its initial stages.
- 21.2 All representations that are made in response to a consultation exercise will be acknowledged by letter or e-mail providing details on how the Council will deal



the representation and contact details of the relevant case officer. Petitions will be dealt with in a similar way, with an acknowledgement to the presenter of the petition.

- 21.3 Following each consultation exercise, the Council will prepare a consultation report summarising all representations received and providing the Council's response, particularly indicating where changes have been made to the LDP as a result of representations received. Respondents will be advised of the availability of these reports and they will also be placed on the Council's web site.
- 21.4 Following the consultation on the Preferred Strategy a general description of how comments have affected policies and proposals of the LDP will be provided to respondents and stakeholders.
- 21.5 All representations received on the Deposit plan, including at any site advertisement stage, will be made available for the public to view. The representations will be summarised, together with the Council's response. The report will include a list of any changes to the plan suggested by respondents with which the Council agrees. While it is unlikely that there will be sufficient resources available to respond individually to each respondent, where there are strategic and/or substantial objections to the Deposit Plan the Council will seek to negotiate with objectors in order to see if compromise can be reached or if the disagreement can be narrowed to its essentials.

## 21.6 A Draft Timetable for LDP Preparation and Opportunities for Public Involvement

- 21.7 The following **Table 3** lists the opportunities for public engagement in the Local Development Plan process and provides a summary of the information set out in this Community Involvement Statement:



**Table 3 - Draft Timetable for LDP Preparation and Opportunities for Public Involvement**

Key Stage	Description of Stage	Timetable	How will engagement take place?
<b>DEFINITIVE</b>			
1	Preparation of Delivery Agreement (DA)	April 07 - September 07	<p>Initial informal consultation with Partnerships.</p> <p>Formal consultation on Draft DA for a six-week period. Copies will be sent to Specific Consultees and Partnerships. All others, including the general public, will be given opportunity to comment through widespread publicity, as described in Sections 19 and 20 above.</p> <p>Any comment will be considered and the Draft DA amended where required prior to submission to Welsh Assembly Government for agreement.</p> <p>Copies of the consultation report and agreed DA will be widely disseminated.</p>
2	Review and Develop LDP Evidence Base & SEA/SA/HRA	May 07 - February 08	<p>Notification to consultation bodies and publicity to general public regarding any topic papers or reports arising from commissioned surveys and invitation to submit comments.</p> <p>Interested parties, such as developers and land owners, but also the community in general, will be given a limited period (likely to be around 3 months) to put forward candidate sites for development. These sites will be entered in a register that will be made available for public inspection and will be assessed according to published criteria.</p>

			Draft SA/SEA Scoping report, including baseline information on social, economic and environmental characteristics, issued for formal consultation for a five-week period. Statutory requirements will be met by consulting with the main environmental bodies (CCW, Cadw and Environment Agency) but there will be additional notification to all consultees and widespread publicity to general public.
3	Pre Deposit Participation (Informal Public Participation) – To establish main sustainability issues, LDP Vision, Objectives and Preferred Strategy.	November 07 – December 08	<p>Mainly through ‘structured discussions’ with Local Partnerships, Area Forums etc.</p> <p>Reports of workshops etc. will be distributed to all participants and comments invited. Also disseminated more widely to consultees, website etc. and comments invited. All stakeholders will be notified of any reports produced in this stage of the LDP process and given the opportunity to make written comments.</p>
4	Pre Deposit Consultation (Formal Public Consultation) & Plan Preparation	January 09 – December 09	<p>Formal consultation on the Preferred Strategy Proposals Report and associated SA/SEA/HRA reports for a six-week period in January/February 2009. Copies will be sent to Specific Consultees and Partnerships. All others, including the general public, will be given opportunity to comment through widespread publicity as described in Sections 19 and 20 above.</p> <p>A general description of how comments have affected policies and proposals of the LDP will be fed back to all respondents and stakeholders.</p>
5	Statutory Deposit	January 2010 – February 2010	Formal consultation on the Deposit LDP, associated SA/SEA/HRA and related documents for a six-week

			<p>period. Copies will be sent to Specific Consultees and Partnerships. All others, including the general public, will be given opportunity to comment through widespread publicity as described in Sections 19 and 20 above. Site notices will be displayed for site specific proposals.</p> <p>A report summarising all comments and providing the Council's response will be issued. Respondents will be advised of the availability of this report and it will be placed on the Council's web site.</p>
<b>INDICATIVE</b>			
6	Alternative Sites Consultation	April 2010 – May 2010	<p>Any site allocation representations will be advertised and put out for formal consultation for a 6-week period. Copies will be sent to Specific Consultees and Partnerships. All others will be given opportunity to comment through widespread publicity, as described in Sections 19 and 20 above. Site notices will be displayed for site specific proposals.</p> <p>A report summarising all comments and providing the Council's response will be issued. Respondents will be advised of the availability of this report and it will be placed on the Council's web site.</p>
7	Submission of LDP to WAG	November 2010 – December 2010	The submission will be publicised and all relevant documentation will be publicised and made available.
8	Independent Examination	March 2011 – June 2011	Notice of the examination will be given at least six weeks in advance of when it is due to commence.
9	Inspector's Report	November 2011 – December 2011	Inspector's Report published no later than issue of adoption statement.

10	Adoption	December 2011	Adoption statement issued within eight weeks of receipt of Inspectors Report.
11	Publication (including translation)	January 2012	The LDP, adoption statement and amended SA Report and HRA Report will be made available to specific and general consultation bodies, placed on website and for inspection at advertised locations.
12	Annual Monitoring Report	January 2013	Consultation with key stakeholders on the extent to which LDP strategies and policies are being achieved.

## Part 4 - Monitoring and Review

*This section seeks to explain when and how the Delivery Agreement can be changed and how the Local Development Plan will be checked and updated.*

### 22.0 The Delivery Agreement

- 22.1 Monitoring of the Delivery Agreement is an essential part of the plan process. The Council will monitor and review the implementation and effectiveness of the Delivery Agreement at each stage of the plan preparation process. This will assess whether the plan preparation timetable is being met and establish whether the Council is meeting its objectives in terms of engagement in the process, and if not, what needs to be done to remedy the situation.
- 22.2 The Delivery Agreement may need to be reviewed and amended should certain circumstances arise, for example:
- The Plan preparation process falls four months or more behind schedule.
  - Significant changes are required to the Community Involvement Scheme.
  - There are significant changes in the level of resources available to plan preparation.
  - New European, UK or National Assembly legislation, regulations or guidance which raise the need for procedures, evidence or policies to be revisited.
  - Other changes of circumstances materially affect LDP delivery.
- 22.3 The review process will also provide the opportunity to define the dates of the indicative stages of the plan preparation process. Within three months of the close of the Deposit period, an updated timetable outlining definitive timings for the remaining stages will be submitted to the Welsh Assembly Government for agreement.
- 22.4 Effective monitoring and review of the Delivery Agreement throughout the plan preparation process will help to ensure the plan's 'soundness' when the Inspector gives consideration as to whether the Plan has been prepared in accordance with its Delivery Agreement.
- 22.5 On completion of the LDP, a review of the methods of engagement used in the Community Involvement Scheme will be undertaken to determine which aspects have proved to be successful. This review will help to inform the type, methods and format of future engagement on both development plan and other consultation exercises undertaken by the Council.

### 23.0 Annual Monitoring Reports (AMR)

- 23.1 The Council will produce an Annual Monitoring Report (AMR) on the LDP each year following its adoption. This Report will assess the performance of the policies and proposals of the adopted plan and identify any requirements for review. This will include the identification of any policies that are not being fully implemented, an outline of the reasons for this, the steps the Council intends to take to secure implementation and any intentions it may have to revise the LDP to replace or

amend such policies. The AMR will also be used to update reference to any new legislative requirements, planning guidance and other information as necessary.

- 23.2 The AMR will be submitted to the Welsh Assembly Government and will be made publicly available at the Council's offices and on the Council's website. Key issues which arise out of the Report will be the subject of public consultation.

## **24.0 Review of the Local Development Plan**

- 24.1 Following the adoption of the LDP, it is the Council's intention to undertake a full review of the Plan every four years, seeking to integrate review with other corporate strategies and plans, particularly the Community Strategy. This will include a review of baseline information and trends. A new timetable will be prepared within six months of the start of the review process. The Council will seek to involve stakeholders in the Review process. Should the LDP need to be amended or replaced then the process for plan revision will be the same as that required for the initial LDP preparation. Community engagement will follow the principles set out in the current Community Involvement Scheme, although this may also need reviewing.
- 24.2 Annual monitoring and regular review should help to ensure that the LDP remains up to date and thereby supports the wider objectives of the plan led system to provide certainty and facilitate consistency in decision making.



## Useful Contacts

For further information please contact:

**Development Plans Team**  
**Regeneration, Environment and Resources Directorate**  
**Monmouthshire County Council**  
**County Hall**  
**CWMBRAN**  
**NP44 2XH**

Telephone: 01633 644827

Fax: 01633 644800

E Mail: [developmentplans@monmouthshire.gov.uk](mailto:developmentplans@monmouthshire.gov.uk)

Website: [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)

## Planning Aid

Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Contact details:

Planning Aid Wales, Bay Chambers, West Bute St, CARDIFF. CF10 5BB

Tel: 029 2048 5765

Email: [cccpaw@btconnect.com](mailto:cccpaw@btconnect.com)

## Further Information

A public leaflet 'Local Development Plans' on the new development plan system in Wales is enclosed with this Delivery Agreement. Additional copies are available from the Publications Centre, Welsh Assembly Government, Cathays Park, CARDIFF. CF10 3NQ. 02920 898688.

Email: [Assembly-publications@wales.gsi.gov.uk](mailto:Assembly-publications@wales.gsi.gov.uk)

More detailed information has been produced aimed at practitioners, but is also available to the public including:

Welsh Assembly Government Guidance:

'Local Development Plans Wales', December 2005

'Local Development Plan Manual', June 2006

[www.wales.gov.uk](http://www.wales.gov.uk)

The Planning Inspectorate:

'A Guide to the Examination of Local Development Plans', October 2006

[www.planning-inspectorate.gov.uk](http://www.planning-inspectorate.gov.uk)



Office of the Deputy Prime Minister/Welsh Assembly Government/Department of Environment Northern Ireland/Scottish Executive:

'A Practical Guide to the Strategic Environmental Assessment Directive', 2005

[www.communities.gov.uk](http://www.communities.gov.uk)

## **Appendices**

- Appendix 1      Consultation Bodies**
- Appendix 2      Glossary of Terms**
- Appendix 3      The County's Partnership Structure**
- Appendix 4      Draft Project Plan**

## Appendix 1 Consultation Bodies

The Council will consult the following specific consultation bodies at all stages in the preparation of the LDP.

### Specific Consultation Bodies:

- The Assembly Government
- Secretary of State for Transport (insofar as the exercise of functions previously exercised by the Strategic Rail Authority)
- Countryside Council for Wales
- Environment Agency Wales

### Neighbouring local authorities:

- Blaenau Gwent County Borough Council
  - Brecon Beacons National Park Authority
  - Bristol City Council
  - Forest of Dean District Council
  - Gloucestershire County Council
  - Herefordshire County Council
  - Newport City Council
  - South Gloucestershire Council
  - Torfaen County Borough Council
- 
- All Town and Community Councils within the Monmouthshire County Council administrative area.

**Any person to whom the electronic communications code applies by virtue of a direction given section 106(3) (a) of the Communications Act 2003 and Who owns or controls electronic communications apparatus situated in any part of the authority's area:**

- **Mobile Phone Operators:**
  - Mobile Operators Association
- 
- **Telecommunications Operator:**
  - British Telecoms Group plc
  - British Telecommunications
  - NTL National Networks Ltd
- 
- Monmouthshire Local Health Board
  - Gwent Healthcare NHS Trust
  - Welsh Ambulance Services NHS Trust
  - Welsh Health Estates

**A person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989**

- National Grid
- National Grid Property
- British Gas Transco
- SWALEC
- Wales & West Utilities

**A person to whom a licence has been granted under section 7(2) of the Gas Act 1986**

- British Gas Transco
- SWALEC

**Sewerage Undertakers**

- Dwr Cymru Welsh Water

**Water undertakers**

- Dwr Cymru Welsh Water

**UK Government Departments:**

The Council will consult the following UK Government Departments where aspects of the plan appear to affect their interests:

- Home Office (*civil defence matters, policy for prisons etc*)
- Ministry of Defence (*matters likely to affect its land holdings & installations or where large scale disposals of MOD land may be being considered*)
- Department for Business, Enterprise and Regulatory Reform (*national energy matters*)
- Department for Transport (*rail, airport, maritime/port policy*)

## General Consultation Bodies

The Council will consult the following bodies in accordance with this Delivery Agreement:

<p>(i) Voluntary bodies whose activities benefit any part of the authority's area.</p>	<p>Age Concern Gwent          Barnardos Cymru          CAIR          CSV Cymru Wales          GAVO          Gwent Association for the Blind          Gwent Wildlife Trust          Monmouthshire Children and Young People's Partnership          Rural Community Action Monmouthshire          Scope Cwmpas Cymru          WRVS</p>
<p>(ii) Bodies representing the interests of different racial, ethnic or national groups in the authority's area.</p>	<p>All Wales Ethnic Minority Association          Citizen's Advice Cymru          Equal Opportunities Commission for Wales          Showmen's Guild of Great Britain          South East Wales Racial Equality Council          The Ethnic Minority Foundation          The Gypsy Council          Traveller Law Reform Project</p>
<p>(iii) Bodies which represent the interests of different religious groups in the authority's area.</p>	<p>Church in Wales          Joint Council for Wales, SYNIAD          Representative Body of the Church of Wales</p>
<p>(iv) Bodies which represent the interests of disabled persons in the authority's area.</p>	<p>Disability Rights Commission Wales          Disability Wales          Disabled Persons Transport Advisory Committee          Downs Syndrome Association          Employment Opportunities, People with Disabilities          Mencap Cymru          Mind Cymru          Royal National Institute for Deaf People          Wales Council for Deaf People          Wales Council for the Blind          Wales Council for the Disabled          Wales Council for Voluntary Action</p>
<p>(v) Bodies which represent the interests of persons carrying on business in the authority's area.</p>	<p>British Wind Energy Association          Coleg Gwent Further Education Corporation          Confederation of British Industry (Wales)          Country Landowners &amp; Business Association Wales          Enterprise Agency          Farmers Union of Wales          Federation of Small Businesses in Wales          General Aviation Awareness Council</p>

	Home Builders Federation Institute of Directors Wales National Farmers Union Cymru Rail Freight Group Shelter Cymru South East Wales Energy Agency Viridor Waste Management Welsh Environmental Services Association
(vi) Bodies which represent the interests of Welsh culture in the authority's area.	Bwrdd yr Iaith Gymraeg Cadw Royal Commission on Ancient and Historic Monuments

## Other Consultees

The following are a list of other consultees which will be consulted where appropriate in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate.

British Aggregates Association	
British Geological Survey	
British Waterways Wales & Border Counties	
Camra	
Careers Wales Gwent	
Centre for Ecology & Hydrology	
Chambers of Commerce, local CBI and local branches of Institute of Directors (CBI Wales)	Abergavenny Chamber of Trade & Commerce Caldicot Chamber of Trade & Commerce Chepstow Chamber of Trade & Commerce Monmouth Chamber of Trade & Commerce Usk Chamber of Commerce
Civil Aviation Authority	
Coal Authority	
Commission for Racial Equality	
Crown Estate Commissioners	
Design Commission for Wales	
Environmental groups at National and Regional level:	Campaign for the Protection of Rural Wales Civic Trust for Wales Forestry Commission Wales Friends of the Earth – Cymru Glamorgan-Gwent Archaeological Trust Gwent Committee for the Environment National Trust RSPB Cymru The Open Spaces Society Wales Environment Link Welsh Historic Gardens Trust Woodland Trust Wales (Coed Cadw) Wye Valley AONB Office
Freight Transport Association	
Gwent Police Force	
Health and Safety Executive (Wales)	
Inland Waterways Amenity Advisory Council	
Local community, conservation and amenity groups, including Agenda 21 Groups/Civic Societies	Abergavenny Civic Society Campaign for the Protection of Rural Wales Communities First Gwent Badger Group Monmouth Civic Society The Chepstow Society

	The Ramblers Association Wales Usk Civic Society
Local Transport Operators	Gwent Joint Passenger Transport Unit
Monmouth, Brecon and Aber Canals Trust Limited	
National Air Traffic Services	
National Playing Fields Association Cymru	
Network Rail and Train Operating Companies	Arriva Trains Wales Network Rail Strategic Rail Authority
One Voice Wales	
Planning Aid Wales	
Political Representatives and Interests	Local Assembly Members Local Members of Parliament
Professional Bodies not specifically listed	Chartered Institute of Housing (Cymru) Chartered Institution of Waste Management Wales Institution of Civil Engineers Wales Royal Institute of Chartered Surveyors Wales
Quarry Products Association Wales	
Royal Mail Property Holdings	
Society for the Protection of Ancient Buildings	
South Wales Fire Service	
Sports Council for Wales	
Sustrans Cymru	
The National Library of Wales	
The Theatres Trust	
Wales Tourist Board	
Workers Educational Association	



## Appendix 2 Glossary of Terms

<b>2004 Act / The Act</b>	The Planning and Compulsory Purchase Act 2004.
<b>Adoption</b>	The final stage of local development plan preparation where the LDP becomes the statutory development plan for the area it covers.
<b>Alternative Sites</b>	Representations to the Deposit local development plan which suggest alternative or new site allocations which are advertised by the Council prior to the submission of the Deposit plan to the Inspector, with any comments received.
<b>Annual Monitoring Report (AMR)</b>	A report that assesses the extent to which policies in a local development plan are being successfully implemented.
<b>Baseline</b>	A description of the present state of an area.
<b>Community</b>	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
<b>Community Involvement Scheme (CIS)</b>	Sets out the project plan and policies of a local planning authority for involving local communities, including businesses, in the preparation of a local development plan. The Community Involvement Scheme is submitted to the Welsh Assembly Government as part of the Delivery Agreement for its agreement.
<b>Community Strategy</b>	Local authorities, either independently or as part of a community strategy partnership, are required to prepare these, with the aim of improving the social, environmental and economic well being of their areas.
<b>Consensus Building</b>	A process of dialogue with targeted interest groups to understand relevant viewpoints and to seek agreement where possible.
<b>Consultation</b>	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
<b>Council</b>	Monmouthshire County Council (excluding for planning purposes the Brecon Beacons National Park administrative area that falls within Monmouthshire).
<b>Delivery Agreement (DA)</b>	A document comprising a local planning authority's timetable for the preparation of a local development plan, together with its Community Involvement Scheme, submitted to the Assembly Government for agreement.
<b>Deposit</b>	A formal six week stage in which individuals and organisations can make representations on the local development plan. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
<b>Deposit Plan</b>	The version of the local development plan which is submitted to the Welsh Assembly Government for public examination.
<b>Duly Made</b>	Representations to the development plan which are made in the correct manner and within the specified consultation time period.

<b>Engagement</b>	A proactive process which encourages substantive deliberation in any given group of people/ section of the community.
<b>Evidence</b>	Base Interpretation of the present state of an area (i.e. baseline) or other information/ data to provide the basis for planning policy and against which to measure change.
<b>Frontloading</b>	Community involvement and consensus building at early stages of plan preparation.
<b>Habitat Regulations Assessment (HRA)</b>	Habitats Regulations Assessment (HRA) is a requirement under Directive 92/43/EEC ("Habitats Directive") on the Conservation of Natural Habitats and of Wild Fauna and Flora, and the Conservation (Habitats, &c) Regulations 1994 (as amended 2007). The purpose of HRA is to assess the impacts of a plan (or project) against the conservation objectives of a European designated site for any likely significant effects, and to ascertain whether the proposed plan would adversely affect the integrity of the site.
<b>Indicator</b>	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
<b>Involvement</b>	Generic term to include both participation and consultation techniques.
<b>Local Planning Authority (LPA)</b>	In the case of Monmouthshire, this is Monmouthshire County Council (excluding the Brecon Beacons National Park administrative area where the local planning authority is the National Park).
<b>Local Development Plan (LDP)</b>	The required statutory development plan for each local planning authority area in Wales. A land use plan which should include a vision, strategy, area wide policies for development types, land allocations, and where necessary policies and proposals for key areas of change and protection. Policies and allocations must be shown geographically on the Proposals Map forming part of the plan. The Plan is subject to independent examination.
<b>Objective</b>	A statement of what is intended, specifying the desired direction of change in trends.
<b>Participation</b>	A process whereby stakeholders and the community can interface with plan makers.
<b>Partners</b>	Other local authority departments and statutory bodies where the local development plan will help to deliver some of the objectives of their strategies. Partners may be expected to contribute to formulating relevant parts of the plan.
<b>Pre Deposit</b>	Stages of local development plan preparation and consultation before the Deposit Plan is finalised and approved by the Council.
<b>Public Notice</b>	Official notice to be found in the public notice section of the local newspapers.
<b>Press Releases</b>	Sent to all Welsh media, including newspapers, radio and television news stations. Media may choose not to print or

	broadcast an item.
<b>Scoping</b>	The process of deciding the scope and level of detail of a sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA report.
<b>Service Level Agreement</b>	An agreement with a statutory agency which sets the standards which it will aim to meet and the costs arising.
<b>Significant Effect</b>	Effects which are significant in the context of a plan. The Strategic Environmental Assessment Directive (Annexe II) identifies criteria for determining the likely environmental significance of effects.
<b>Soundness</b>	The consideration of representations made on the Deposit LDP and on alternative sites by the Inspector under the general heading of procedure, consistency, coherence and effectiveness. It is the concept against which an LDP is examined under Section 65(5) (b) of the 2004 Act. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
<b>Stakeholders</b>	People whose interests are directly affected by a local development plan (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
<b>Strategic Environmental Assessment (SEA)</b>	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal “environmental assessment of certain plans and programmes, including those in the field of planning and land use”.
<b>Supplementary Planning Guidance (SPG)</b>	Provide supplementary information in respect of the policies in a development plan. Supplementary planning guidance does not form part of the development plan and is not subject to independent examination, but must be consistent with it and with national planning policy.
<b>Sustainability Appraisal (SA)</b>	Tool for appraising policies, including local development plans, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their local development plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
<b>Sustainability Appraisal Report</b>	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a local development plan, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
<b>Timetable</b>	Sets out the dates by which key stages and processes of

	LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.
<b>Unitary Development Plan (UDP)</b>	The Monmouthshire UDP was adopted on 22 June 2006. This is currently the statutory development plan for Monmouthshire (excluding the Brecon Beacons National Park administrative area within Monmouthshire) and will be superseded upon adoption of the local development plan.
<b>Wales Spatial Plan (WSP)</b>	A plan prepared and approved by the National Assembly for Wales under Section 60 of the Act which sets out a strategic framework to guide future development and policy interventions, whether or not these relate to formal land use planning control. Under Section 62(50 (b) of the Act a LPA must have regard to the Wales Spatial Plan in preparing its local development plan.
<b>Workshop</b>	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn 'output'.

## Appendix 3 – The County’s Partnership Structure

### Area Forums and area-based partnerships:

- Bryn y Cwm Community Area Forum
- Communities First Partnership
- Central Monmouthshire Area Forum
- Monmouth Town Partnership
- Lower Wye Area Forum
- Severnside Area Forum

### Strategic Partnerships:

#### Themed:

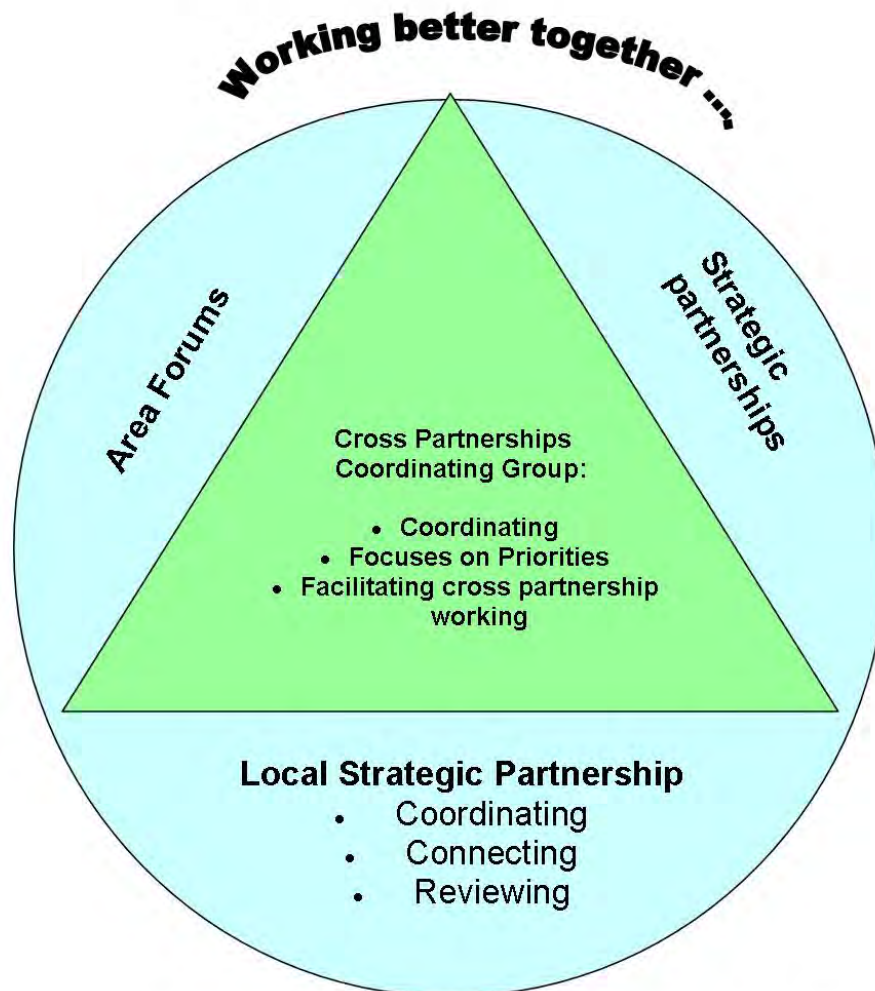
- Health and Well Being: Strategic Health Alliance
- Lifelong Learning: CCET/RISE
- Local economic development: Local Partnership Board (not currently operating) and Local Advisory Group (Adventa)
- A better environment: Environment Partnership
- Stronger and safer communities: Community Safety Partnership

#### Cross-cutting:

- Children and Young People’s Framework Partnership (incorporating the Children’s Partnership and the Young People’s Partnership)
- Older People’s Partnership

Voluntary Sector Liaison Partnership

## Partnership Structure in Monmouthshire



**... to improve the quality of life in Monmouthshire**

## Appendix 4 – Draft Project Plan

