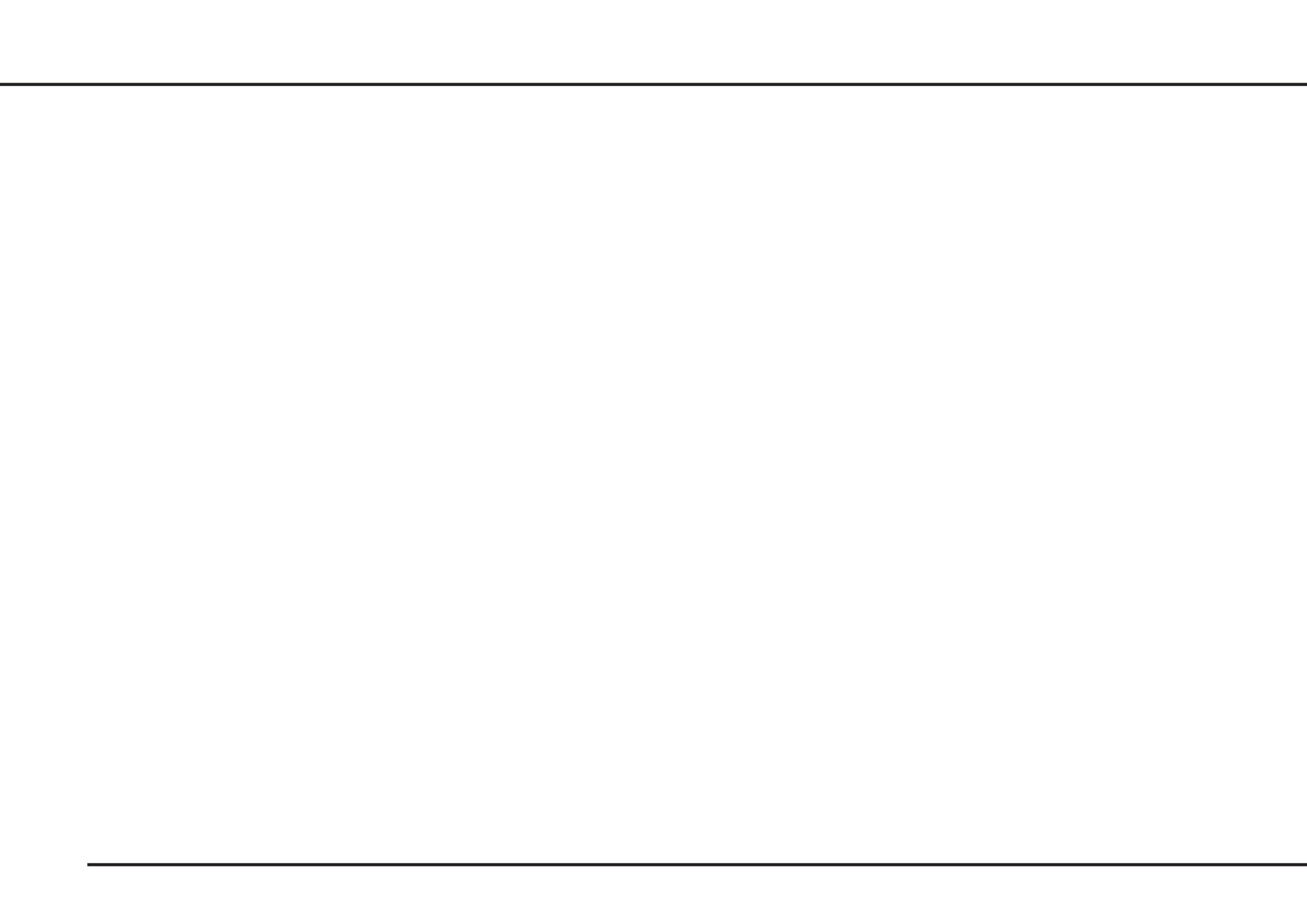


## Appendix 2

# Caerphilly County Borough Council Delivery Agreement

Caerphilly County Borough Local Development Plan (First Review)  
Plan Period – Up To 2031





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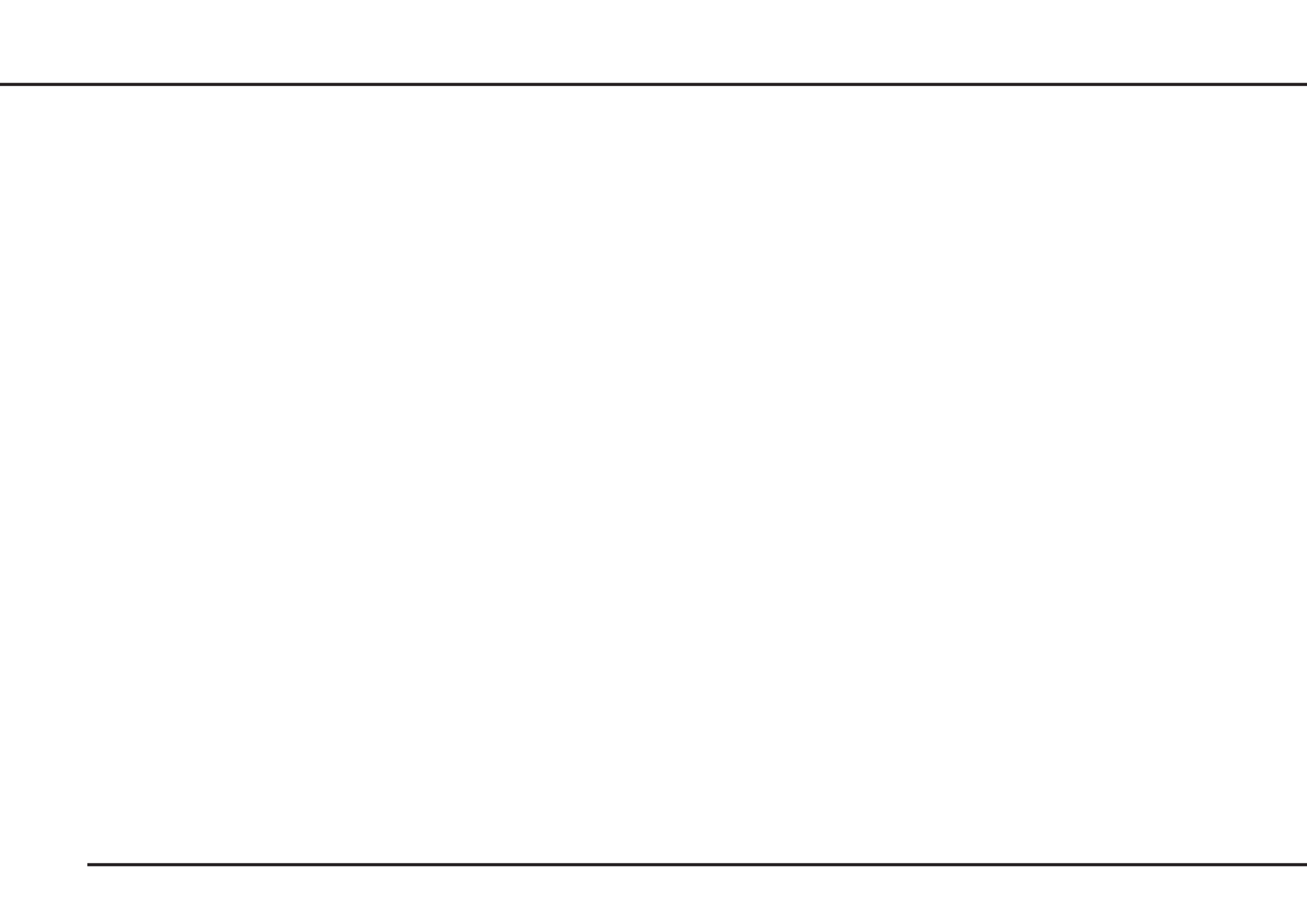
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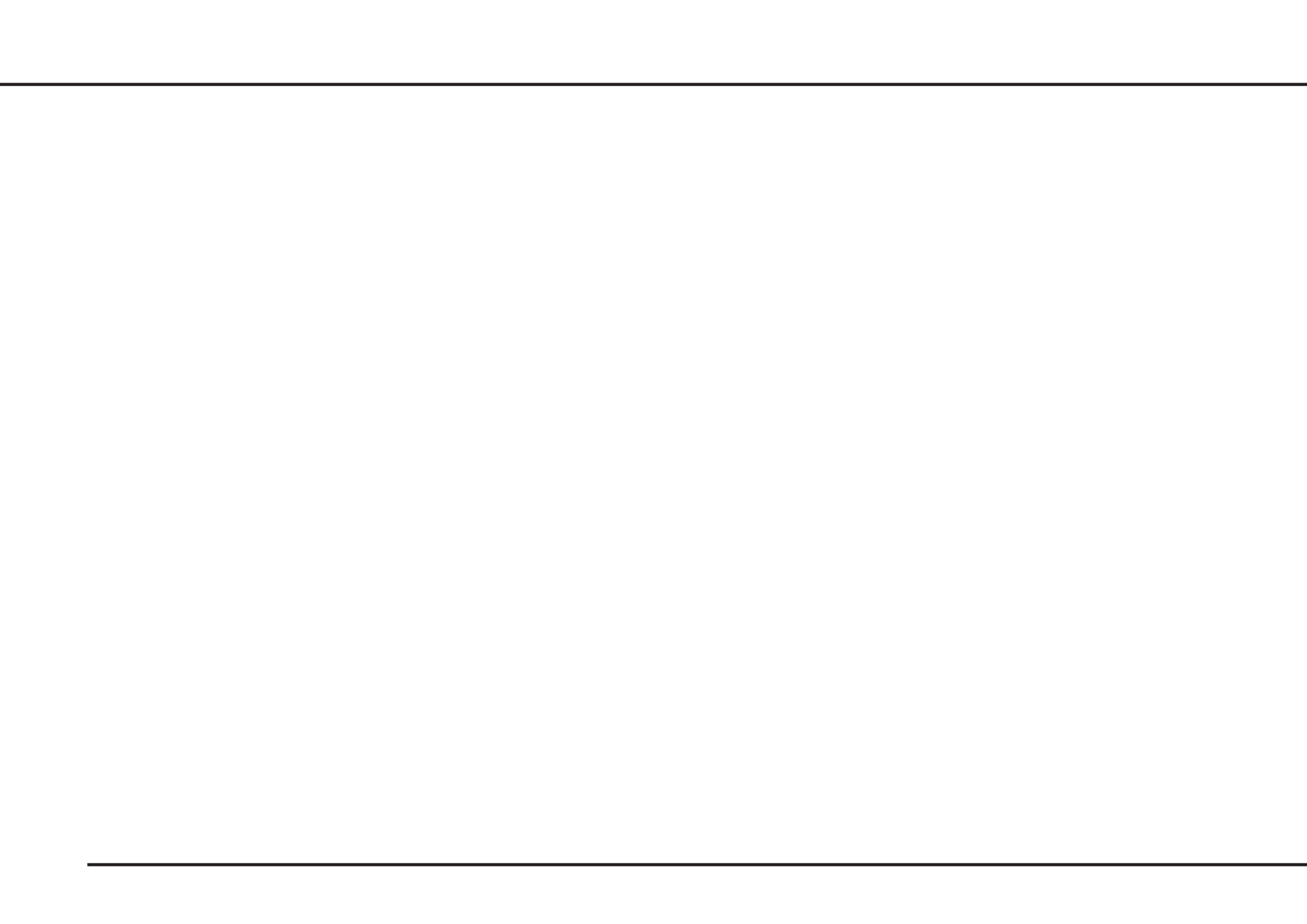
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## LIST OF ABBREVIATIONS

Delivery Agreement	DA
Local Planning Authority	LPA
Local Development Plan	LDP
Welsh Government	WG
Community Involvement Scheme	CIS
Strategic Environmental Assessment	SEA
Sustainability Appraisal	SA
Supplementary Planning Guidance	SPG
Habitat Regulations Assessment	HRA



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## CONTEXT

### 1. CAERPHILLY COUNTY BOROUGH'S LOCAL DEVELOPMENT PLAN DELIVERY AGREEMENT

#### 1.1 INTRODUCTION TO DELIVERY AGREEMENT

The purpose of this Delivery Agreement (**DA**) is to establish the Local Planning Authority's early full and continuous approach to community engagement and involvement in the preparation of the Review of the **Caerphilly County Borough Local Development Plan up to 2021**.

#### 1.2

The DA forms an important and legal part of the LDP review. At the Examination any deviations from the DA that have not been agreed with the Welsh Government (**WG**) will form an important test into the 'soundness' of the plan. Both the content of the DA and the way in which the Local Authority implements it, is therefore fundamental to the overall success of the Local Development Plan (LDP).

### 2. CURRENT STATUS OF THE LDP

#### 2.1

The Planning and Compulsory Purchase Act 2004 requires the Council to prepare an LDP for the County Borough.

#### 2.2

The Council formally adopted the **Caerphilly County Borough Local Development Plan up to 2021** (LDP) on the 23 November 2010. Following the adoption of its LDP, the Council has a statutory obligation, under section 61 of the Planning and Compulsory Purchase Act 2004 to keep all matters under review that are expected to affect the development of its area. Further, section 76 of the Act requires the Council to produce information on these matters in the form of an Annual Monitoring Report for submission to the Welsh Government.

#### 2.3

On the 8 October 2013 Caerphilly County Borough Council considered the findings of the 2nd Annual Monitoring Report and resolved to roll forward the LDP to cover the period up to 2031. As part of the review process there is a need to update the Delivery Agreement.

#### 2.4

Until such time as the LDP is reviewed and adopted the **Caerphilly County Borough Local Development Plan up to 2021** (November 2010) (LDP) continues to provide the development strategy and policy framework for the development and conservation needs of the County Borough up to the year 2021.

## 2.5

The review of the plan seeks to roll the plan period forward and extend it to 2031. As indicated, the LDP will continue to be used by the Council to guide and control development, providing the basis by which planning applications can be determined consistently and appropriately until such time as it is superseded by the revised document.

## 2.6

The preparation of the first review of the LDP will have regard to European Legislation and National Planning Policy and Guidance. Various background reports and other technical data, referred to as the 'Evidence Base' will inform the revision of the plan.

## 2.7

As a part of the review process the Council intend to engage with residents, service users, stakeholders and partners in a meaningful and cost effective way and will learn lessons from the consultation work undertaken in respect of the adopted LDP to ensure that there is a meaningful dialogue and interaction with all concerned.

## 3.

### STAGES IN THE APPROVAL OF THE DELIVERY AGREEMENT

#### 3.1

In developing the Delivery Agreement for the first review of the LDP the Council will:

- Prepare an updated DA (this document)
- Consult on the updated DA with key stakeholders
- Revise the DA following consultation
- Obtain Council Approval for the updated DA
- Obtain Welsh Government Approval for the updated DA



## 4. WHAT IS THE DELIVERY AGREEMENT?

### 4.1

This document referred to as the Delivery Agreement (DA) comprises two sections, namely:

#### SECTION A

##### THE PROJECT MANAGEMENT TIMETABLE OF PLAN PREPARATION:

The timetable details the various stages of the review process and indicates how the project will be managed, together with the resources that will be required at each stage.

#### SECTION B

##### THE COMMUNITY INVOLVEMENT SCHEME (CIS):

The CIS sets out the Council's principles, strategy and mechanisms for early and continuous community and stakeholder engagement throughout the review process. This is a fundamental element of the development plan system. Once approved, the Council will need to comply with the requirements for community engagement set out in the CIS.

## 5. PRINCIPLES OF THE DELIVERY AGREEMENT

### 5.1

#### OVERALL AIM OF THE DA

**To outline how the LDP will be reviewed and monitored; and the role of the community and other stakeholders in that process.**

### 5.2

#### PRINCIPLES OF COMMUNITY INVOLVEMENT IN PLANNING

The DA helps to ensure that the Council complies with key principles for community involvement throughout the Review Process and that such activity is carried out to in line with the Council's Citizen Engagement Strategy 2013-2015 and to an agreed timescale (refer to Appendix 1). These principles ensure that community involvement carried out by, or on behalf of the Council, is undertaken in a way that is consistent, coherent and co-ordinated. These are complemented by a robust timetable to add certainty to the process.

Outlined below are the 7 key principles that the Council have identified as being fundamental to the LDP process:

#### PRINCIPLE 1: INTEGRITY

Every effort will be made to ensure that a "fit for purpose" approach has been adopted throughout the process. Before seeking public involvement, we will be clear about why it is occurring, whom we are engaging with and what the community will be able to influence, and importantly, what they are not able to influence.

**PRINCIPLE 2: INCLUSION**

We will take all reasonable steps to ensure that all those who have a right to participate in the process are made aware of the consultation exercise at the relevant stage of plan review.

**PRINCIPLE 3: ACCESSIBILITY**

A variety of participation and consultation methods will be used, including the use of new technology in order to ensure that interested persons and organisations have reasonable access to the plan review process. A proactive approach to involve under-represented groups will be adopted.

**PRINCIPLE 4: CONFIDENTIALITY/TRANSPARENCY**

The Council will make it clear to those participating in the process that the input and outcome of any workshop sessions, together with any representations made in respect of any aspect of the plan will be public information and cannot be treated as confidential. The only exception to this is related to the submission of commercially sensitive information which is required to determine viability.

**PRINCIPLE 5: DISCLOSURE**

The Council will expect those participating in the process to disclose information of relevance to the development plan in so far as they are able, in the specified timescales laid down in the Delivery Agreement. This is critical in order to ensure an equitable, transparent and open exchange of information to inform policy development.

**PRINCIPLE 6: FAIR INTERPRETATION**

The Council will gather considerable information and viewpoints through consultation exercises during the plan process that will have to be collated and assessed. This task will be undertaken objectively. Only in exceptional circumstances will the decision-makers themselves (elected Members) be involved with primary assessment of the data, normally primary assessment will be undertaken by professional officers of the Council in consultation with relevant expert bodies. Weighting methods may be used to assist in the assessment process. These methods will be disclosed to participants and to decision-makers through the consultation output and will be derived in an equitable and transparent way.

**PRINCIPLE 7: PUBLICATION**

We will always ensure that as part of a genuine two way iterative process participants will receive feedback via a “feedback form” placed on the council website. An example of the feedback form is shown at Appendix 7. Publications will also be made available in public libraries, Customer First Centres, Council Offices and on the Council's web site.

**5.3****THE TEST OF SOUNDNESS**

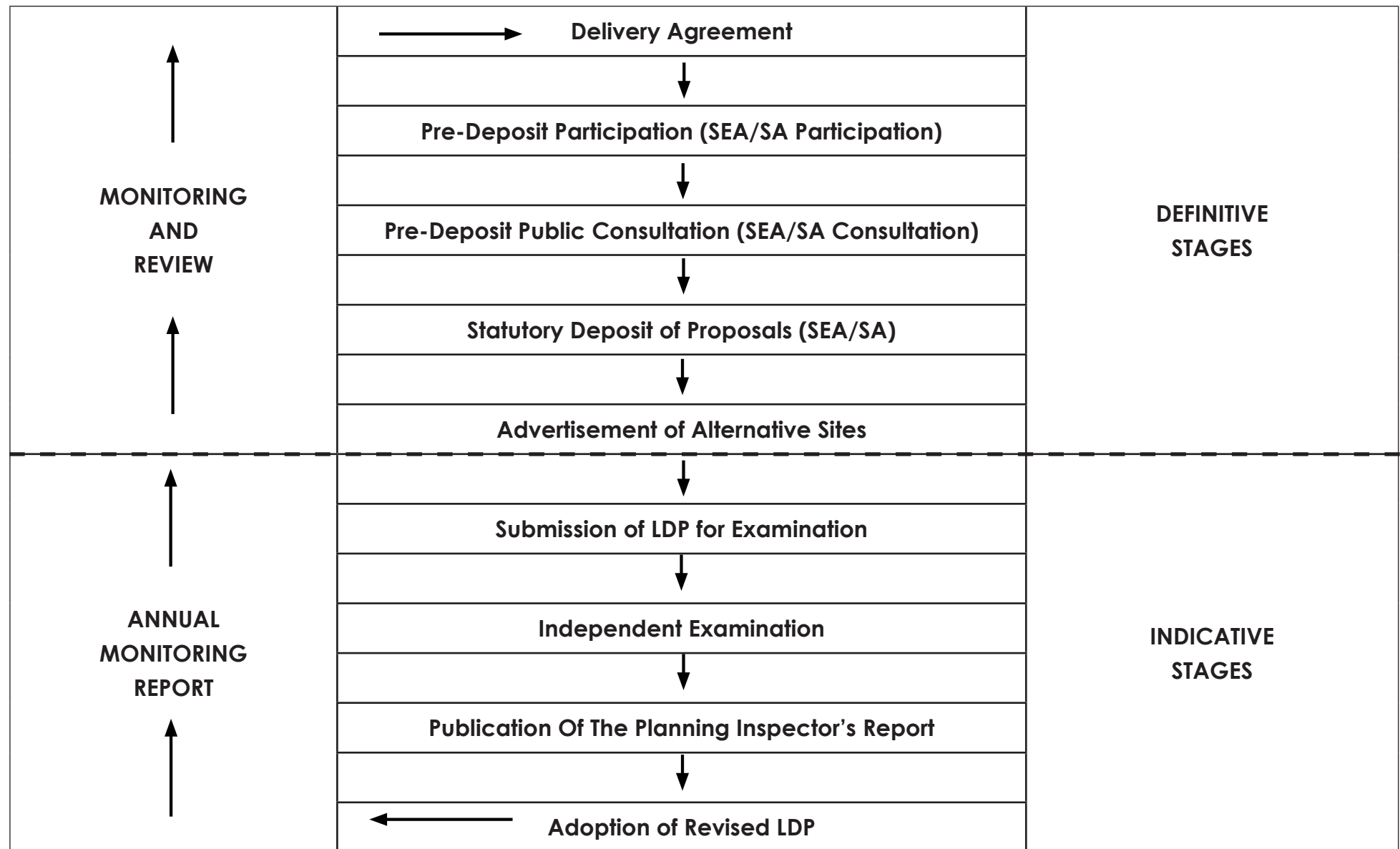
As an integral part of the development plan system it is the responsibility of the appointed independent Inspector to consider the soundness of the Development Plan as a whole during the Examination into the Plan. A straightforward interpretation of “sound” is that it “shows good judgement” and “is able to be trusted”. Local Development Plans Wales (2005), provides 10

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criteria for assessing 'Soundness' which fall into three categories, namely procedural, consistency, coherence and effectiveness.

The tests of soundness in part relate to the process by which the Local Development Plan has been prepared by the Council, its consistency and its coherence and effectiveness. To ensure that time is not spent examining in detail a plan that is procedurally unsound the Inspector will carry out an early screening of the revised LDP to ensure that it has been prepared in accordance with the updated Delivery Agreement including the Community Involvement Scheme. It is in the Council's interest therefore to ensure that the Delivery Agreement including the Community Involvement Scheme has been adhered to throughout the review process. It is also the responsibility of all stakeholders in the process to facilitate the process by meeting requirements of them.

**Diagram A1: The LDP Review Process**



## SECTION A: THE PROJECT MANAGEMENT TIMETABLE

### 6.

#### OVERVIEW OF THE LDP PREPARATION PROCESS

##### 6.1.

Diagram A1 illustrates the series of stages that are involved in the review of the LDP, as contained in the LDP Regulations (2005) under Part 6 of the Planning and Compulsory Purchase Act 2004. The way in which the community is involved with each of these stages is detailed in Section B Community Involvement Scheme (CIS). Further information on the preparation of LDPs can be found on [www.wales.gov.uk](http://www.wales.gov.uk).

#### Note:

**Definitive Stages - the stages in plan preparation up to and including the Statutory Deposit Period.** These stages of the process are under the direct control of the Council and therefore the timetable is as realistic as possible. This part of the timetable is firmer and the project management of the process can be monitored and controlled more carefully. Every effort will be made to avoid deviations from the approved timetable during these stages. Where deviations are necessary they will be accounted for, identified, explained and justified by the Council.

**Indicative Stages – the stages beyond the Statutory Deposit Period.** The Council has less control over the later stages of the process, as they are dependant on many factors beyond the Council's control, such as the number of representations that need to be handled, responses from the Welsh Government and the requirements, capacity and availability of the independent

Planning Inspector. At the Deposit stage the Delivery Agreement will be re-submitted to the Welsh Government to establish a timetable for the indicative stages. The LPA will define the indicative timetable within 3 months of the close of the formal 6-week deposit period.

## 7. SUMMARY OF TIMETABLE FOR THE LDP REVIEW PROCESS

### 7.1

The broad timetable for each of the stages in the review process is outlined in Table A1.

### 7.2

#### RESOURCES

In reviewing the plan and undertaking community engagement the Council will devote the necessary resources, primarily officer / member time and funding, subject to the terms of this DA. Refer to Section B for more detail.

### 7.3

#### Risk Assessment

There are a number of factors that could lead to the review not proceeding in accordance with the proposed timetable. The Council considers that it is reasonable to make an allowance for slippage of up to 3 months in the timetable without formally amending the DA. This is further discussed at Appendix 2.

**Table A1: Summary of Timetable for the First Review of the Adopted LDP**

STAGE IN PLAN PREPARATION:	TIMESCALE:	
<b>Definitive Stage</b>	<b>From:</b>	<b>To:</b>
Delivery Agreement	October 2013	February 2014
Pre Deposit Participation (Reg 14)	May 2014	
Pre Deposit Public Consultation (Reg 15)	October 2014	December 2014
<b>STATUTORY DEPOSIT OF PROPOSALS</b>	July 2015	August 2015
Advertisement of Alternative Sites	November 2015	December 2015
<b>Indicative Stage</b>	<b>From:</b>	<b>To:</b>
Submission of LDP for Examination	July 2016	
Examination and receipt of Inspector's Report	November 2016	July 2017
Publication of the Inspector's Report	July 2017	
ADOPTION	<b>September 2017</b>	
Annual Monitoring Report	Annually	

## 8.

### The SUSTAINABILITY APPRAISAL (SA) and the STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

#### 8.1

Section 62 (6a) of the Planning and Compulsory Purchase Act 2004, requires the LPA to carry out a Sustainability Appraisal (SA) of the plan. In addition, the provisions of the Strategic Environmental Assessment (SEA) Regulations, 2004, require the LPA to assess the impact of strategic options on the environment. The Strategic Environmental Assessment (SEA) will form an integral part of the Sustainability Appraisal (SA). It is a statutory requirement that public consultation of the SEA should take place over a minimum period of 6 weeks. The SA Report will be prepared and published for consultation purposes at the **Statutory Deposit Stage**, alongside the Deposit of the Revised LDP.

#### 8.2

In addition, a Habitats Regulations Assessment (HRA) is required under the European Directive (92/43/EEC) on the 'conservation of natural habitats and wild fauna and flora'. Alongside the European Birds Directive (79/408/EEC) this legislation sets the framework for the creation of a network of protected sites across Europe, known as 'Natura 2000' sites or European Sites. Any plan or project that has the possibility of impacting on a Natura 2000 site must be assessed to ascertain the likelihood and significance of effects to the integrity of the site. The Appropriate Assessment,

required to assess the impact of the Plan on Natura 2000 sites will be prepared simultaneously with the SA/SEA assessments.

#### 8.3

Table B1- B7 indicates the stages of plan preparation and how those stages integrate with the stages that need to be undertaken in the development of the SA and the SEA.

#### 8.4

The following table (Table A2) shows an indepth timetable for the first review of the Adopted LDP

**Table A2: Complete Timetable for the First Review of the Adopted LDP**

	Statutory Instrument	Stage		
Definitive Stages	Delivery Agreement ( Reg 9)		01	Prepare Updated CIS & Timetable
			02	Consultation Period
			03	Reported to Council ( 28 .01.14)
			04	Submission to Welsh Government
			05	Agreed by Welsh Government
	Update Evidence Base ( Pre Reg 14)		06	Review and Update of Evidence Base
			07	Call for Candidate Sites
			08	Review of Baseline Information
	Review of Existing Vision	Stage 1	09	Review existing Vision
			10	Vision agreed by Council ( 22.07.14)
			11	Review SA/SEA Objectives
			12	Produce Scoping Report
			13	Consultation on Draft Scoping Report
	Pre-Deposit Participation (Reg 14)	Stage 2	14	Review of preferred strategy and assessment of alternative options
			15	SA/SEA Assessment of Strategic Options
			16	Draft Strategy published
			17	Preferred Strategy agreed by Council (10.14)
			18	Produce Pre-deposit plan
			19	Produce Assesment Report
Pre-Deposit Public Consultation (Reg 15/16) - Preferred Strategy	Stage 3	20	Pre-Deposit Public Consultation in respect of Vision. Strategic Options, Preferred Strategy and Key policies	
		21	Consultation on Initial Sustainability Report	
		22	Report of Pre-Deposit Consultation produced (Initial Consultation Report) & Report of SA Consultation.	
		23	Assessment of Policy Framework	
		24	Habitat Regulation Assessment and Appropriate Assessment	
		25	Finalise SA/SEA Report	
		26	Produce Deposit Plan	
		27	Recommendations to Council	
Statutory Deposit of Proposals (Reg 17)	Stage 4	28	6 week Deposit Consultation Exercise	
		29	SEA Assessment of Alternative Sites	
Representations on Alternative Sites ( Reg 21)	Stage 5	30	6 Week Consultation Exercise	
		31	Prepare Report of Consultation	
Indicative Stages	Submission to Welsh Government ( Reg 22)	Stage 6	32	Undertake work necessary for formal submission to Welsh Government for Examination
	Examination (Reg 23)	Stage 7	33	Inspectorate to undertake all relevant work associated with Examination
	Receipt of Inspectors Report ( Reg 24)	Stage 8	34	Council receives Inspector's Report
	Adoption ( Reg 25)	Stage 9	35	Adoption and Publication of Inspector's Report



	2013			2014							2015							2016							2017																
	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
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## SECTION B COMMUNITY INVOLVEMENT SCHEME (CIS)

### 9.

#### INTRODUCTION TO THE CIS

##### 9.1

To ensure a transparent and open planning process, which enjoys the support of the general public and involves local people in planning the future of their communities, people need to be involved in the early stages of reviewing the LDP. Once approved, the Council will need to comply with the requirements for community engagement set out in the CIS.

##### **The CIS will provide an understanding of:**

- The nature of the community in Caerphilly (refer to Appendix 4 for a profile of the population as at 2011)
- The mechanisms for reaching and including traditionally 'hard to reach groups' of people
- The ways in which communities may become involved in the Planning Process and to what extent
- The range of ideas and techniques to be used ensure that communities are aided in developing their ideas and assisted in feeding them into the Local Development Plan process.

##### 9.2

The process of community involvement throughout the Local Development Plan period will need to be continually refreshed by re-involvement.

#### PURPOSE AND BENEFITS OF COMMUNITY INVOLVEMENT

##### 9.3

The purpose of community involvement is to engage a wide range of communities and interested individuals in addition to specific consultees in decision-making, through both creating a 'dialogue' and sharing relevant information.

##### 9.4

The benefits of this approach can be summarised under three headings;

- Benefits to the wider community
- Benefits to the individuals or organisations involved in the consultation
- Benefits to the Council

##### 9.4.1

##### **Benefits to the wider community include:**

- A greater public ownership and sense of democracy
- Improved community cohesion, confidence and a sense of inclusion
- Communities have a fresh perspective, and can help deliver development that meets local need
- The resulting development is more acceptable to the local community
- Makes the plan transparent and helps to revitalise democracy
- It helps to reduce conflict in the planning process

**9.4.2**

Benefits to the individuals or organisations involved in the consultation include:

- An ability to influence the decision making process
- An enhanced sense of contributing to the community
- Better experiences of using the Planning Service and a greater understanding of the planning process
- More opportunity to work collaboratively
- Greater sense of ownership of the plan

**9.4.3**

Benefits to the Council include:

- Greater understanding of community needs in the development plan.
- Community concerns are identified, understood and addressed and better ideas are brought to the plan.
- A more holistic, integrated approach towards future development in the area
- Economies of scale in terms of shared resources – more effective use of human resources
- Potential to resolve conflicting objectives by engaging with a wide range of stakeholders - resolve contentious issues early on in the LDP process

- Delivery of the land use elements of the Single Integrated Plan and Partnership Action Plans through the Local Development Plan, Action Plans and Supplementary Planning Guidance
- Greater public ownership of the plan and its policies.

**WHO SHOULD GET INVOLVED?****9.5**

**Communities** - There is a wide range of communities in Caerphilly that have an interest in the built and natural environment. When we refer to communities we are referring to groups of individuals or organisations sharing a common interest or need (community partnerships, clubs, associations, groups, societies etc), communities of place (workplace and residential), and organisations, which may have other objectives beyond those of the individuals who make them (national perspectives, e.g. the Home Builders Federation, National Resources Wales etc). All have a role to play in this process and as a Council we must seek to reach all who need to be involved including those who historically have been hard to reach (See Appendix 3).

**9.6**

**Specific Consultation Bodies** - The legal requirements for community involvement and public participation for the LDP are set out in the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005. The Council intends to meet and exceed these requirements. An indication of the Specific Consultation Bodies are set out in Appendix 3, along with other organisations, groups and people that the Council intends to consult.

**9.7**

**Wider Community Involvement** - The Council is committed to involving as many people and groups as possible in forming its planning policies. Any person or organisation that is interested in the planning of the County Borough can get involved and make comments. There are also particular sections of the community that the Council wishes to ensure are involved, due to their specific needs and / or because traditionally they have been under represented in the planning process, (the so called 'hard to reach' groups). The Council will use innovative consultation methods to ensure hard to reach groups are consulted. In order therefore, to achieve its aim of wider involvement, the Council intends to work with its existing partners in the community and develop new partnerships where possible. In particular, preparation of the Local Development Plan (First Review) will be closely linked to the work that has been under-taken since 1999 on the 'Community Strategy: Community Planning in Action' by the Council and partner organisations and will utilise the extensive network of partnership structures that has been developed through this work (See Appendix 6). The Council will endeavour to ensure that young people (i.e. under 25s), local businesses, landowners, agents, children and developers are involved throughout the process as far as is practically possible.

**EQUALITY****9.8**

We aim to treat everyone with dignity and respect and to operate in an equitable manner. The Council will not discriminate

against anyone on the basis of: colour, ethnicity, sex, age, marital status, sexual orientation, disability, religion, language or nationality. The Council will therefore make all reasonable efforts to ensure that the process is accessible to everyone, such that their views and options may be sought and heard without prejudice and discrimination. A variety of mechanisms will be used to ensure that all sectors of the community are engaged/informed in the LDP process including workshops and radio advertisements.

**9.9**

The Council will make every effort to ensure that hard to reach groups are included in the process. Hard to reach groups include:

- Young people and children
- People with disabilities
- The elderly
- People with learning difficulties
- Homeless people
- Ethnic minorities
- Travellers and Gypsies

**COMMUNITY INVOLVEMENT AT EACH STAGE****9.10**

Different types of techniques will be used to involve the various bodies and interest parties throughout the development plan process. These will be tailored through specific consultation methods to meet the needs of the various groups. Section 10 to 16 provides the details for each stage in the process.

**9.11**

The Strategic and Development Plan Team will provide feedback via a brief 'feedback form' that will be completed after each public participation exercise, in order to provide a quick summary of the outcomes and actions arising from the event. These forms will be placed on the Internet. A template for the form is attached in Appendix 7.

**9.12**

When dealing with petitions, the Council will only respond to the **lead name** of the petition and not to all those registered in support of the petition.

**RESOLVING CONFLICT CONSENSUS BUILDING****9.13**

The involvement process is intended to reduce conflict by encouraging consensus and where this cannot be achieved by making sure the sources of information leading to a decision are explicit and respected by all parties. The type of engagement techniques used throughout the process will seek to resolve conflict and build consensus.

**EXPECTATIONS OF CONSULTATION BODIES****9.14**

In undertaking the review of the LDP, the Council have the following expectations of consultees and stakeholders who contribute to the process:

- A.** All specific consultation bodies will respond to enquiries within a reasonable period (i.e. 21 working days);
- B.** Community groups should make efforts to vary the cycle of meetings on key issues such as the LDP to enable reasonable response times;
- C.** Commitment to the process - attend, contribute and generally assist the process of seeking consensus;
- D.** To listen and engage in the debate (i.e. at workshops, meetings, discussions) with an open mind;
- E.** To raise legitimate development / spatial issues that can be influenced / controlled by the LDP and the planning system;
- F.** There should be the early identification of candidate sites to be considered for possible development including allocations within the plan;
- G.** To follow the appropriate procedure in relation to new sites, i.e. to demonstrate how the site fits within the overall LDP strategy, how the site is in accordance with the SA/SEA and how the inclusion of the site would contribute to the 'soundness' of the plan;
- H.** Highlight any gaps in the data / information that is supplied (this is particularly important for the statutory consultees in respect of the SA / SEA);
- I.** To understand the wider context and engage and respond responsibly;

- J.** To ensure that responses are made within the statutory six-week period where appropriate. Given the strict deadlines, comments received following the close of the consultation period will not be considered.
- K.** To ensure that any response is sent to the address and where appropriate the person specified before the formal end of the six-week period in the format specified wherever possible;
- L.** To submit all relevant information to the Council to enable a transparent and open consideration of the representation;
- M.** Consultees should provide appropriate name and contact details to allow for improved communication, feedback and responses from the LPA;
- N.** To follow the appropriate procedures for the Examination.
- O.** To ensure that any correspondence is sent to the address and where appropriate the person specified by the Planning Inspectorate.
- P.** To include in their evidence all the relevant information to be considered by the Inspector in a format that is accessible to all, to enable a transparent and open consideration of the representation.
- Q.** To provide appropriate name and contact details to allow for feedback and responses from the Planning Inspector.

- R.** To understand that the Inspector's Report is binding on the Council and that there is no recourse for appeal in respect of the recommendations of the Inspector and the reasons for those recommendations.

**It is important that the consultees in the process meet the above obligations, in order to ensure that the Council can prevent any unnecessary delays in reviewing the LDP and importantly meet the requirements set down in the Delivery Agreement**

### **Role of Elected Members and Professional Officers**

#### **9.15**

Councillors are the elected representatives of the people of Caerphilly who have been charged with taking decisions on behalf of the electorate through the democratic system of elections. Elected Members are directly accountable to the electorate and are the people who will take the final decisions on behalf of the electorate at key stages throughout the process.

#### **9.16**

Professional Officers (such as planners, engineers, ecologists, landscape architects etc) are employed by the Council to provide research, analysis and advice to members on all relevant development plan issues within their area of expertise.

#### **9.17**

Professional officers will provide impartial professional advice on key areas of policy to the Council and will be responsible

for drafting policy on behalf on the Council. Officers have a responsibility to provide expert advice on all issues affecting the review process and on the content of the plan and its supporting documentation based on their professional training and personal experience. Officers unless specifically given delegated powers will not take decisions on behalf of the Council but will recommend a course of action to them.

### **9.18**

In order for the review process to be managed effectively and efficiently, two specific groups will be set up to sign off intermediate stages of the process, namely the Local Development Plan Focus Group (LDP Focus Group) and the Sustainability Group.

#### **Role of the LDP Focus Group**

### **9.19**

The LDP Focus Group is an internal local authority group of elected Members and cross- directorate professional officers that will meet regularly to review and formulate policy and proposals for consideration by the Council, the Stakeholder Panel and the General Public (refer to Appendix 5 for membership).

#### **Role of the Sustainability Group**

### **9.20**

The Sustainability Group (refer to Appendix 5 for membership) will be an internal and external group of expert professionals and interested parties that will assist in the scoping of the SA/SEA and the assessment of the likely significant effects of implementing LDP

policies on the environment. The group will make recommendations for consideration to the LDP Focus Group.

#### **Role of the Stakeholder Group**

### **9.21**

As indicated previously the involvement process is intended to reduce conflict by encouraging consensus. In order to obtain a representative view on the plan as it emerges through the various stages; the Council will set up a Stakeholder Panel against which emerging policies can be tested in a workshop environment (refer to Appendix 5 for an indication of membership). It is anticipated that the role of the Group will be twofold. Firstly it will act as a control group for the various stakeholders in the review process, and secondly it will serve as a forum for disparate groups to discuss opposing views and reach consensus (as far as is practically possible) on key issues of policy. The Panel will be made up of up to 40 representatives drawn from statutory bodies, general consultation bodies, Caerphilly Standing Conference, the Viewpoint Panel and the general public (including 'Hard to Reach' groups). In order to establish membership it is recommended that officers target appropriate organisations, partners and individuals with a view to obtaining a representative selection of interested people and organisations.



## DEFINITIVE STAGES

### 10.

#### PRE- DEPOSIT PARTICIPATION (Regulation 14)

##### 10.1

#### PURPOSE OF PRE DEPOSIT PARTICIPATION

- A. To update the evidence base for the preparation of the First Review of the LDP.
- B. To invite the submission of candidate sites by landowners and other bodies. The criteria for assessing sites will be made available as part of this process and a site register will be prepared that can be accessed via the Internet. Sites will be filtered in accordance with the specified criteria.
- C. To develop and agree an updated Vision Statement for Caerphilly County Borough derived from the Single Integrated Plan to guide development up to 2031.
- D. To engage for the purpose of generating alternative strategies and options, those general consultation bodies outlined in Appendix 3.
- E. To consider all strategic issues arising from the above and build consensus with the relevant stakeholders through consultation on the revised preferred development strategy for the County Borough.
- F. To provide an indication of the land use implication of the preferred options.

##### 10.2

#### WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?

Table B1 illustrates who will be consulted at the Pre-Deposit Participation Stage and the methods to be used. In the view of the Council this is a critical stage in the process and it is important that this stage is wide reaching and extensive in order to speed up subsequent stages in the plan preparation process.

##### 10.3

#### RESOURCES

For the purposes of the LDP the Strategic and Development Plan Team comprises the Team Leader, three Principal Planning Officers and three Senior Planning Officers. These are supported by: a team of four Planning Technicians and a Trainee Planner. This team will form the main staff resource in terms of the Local Development Plan, further supported by other Divisions of the Directorate and the Council. Where additional resources are to be drawn upon throughout the process they are indicated in the final column of each table. An indication of other items that will incur expenditure is also provided for the various stages of the process.

##### 10.4

#### WORKING WITH OTHERS TO AVOID DUPLICATION AND CONSULTATION FATIGUE

The Council has developed, in partnership with other organisations working in the County Borough, an extensive Community Planning Network on which it can draw. Outlined at Appendix 6 are the existing mechanisms that the Council will utilise to ensure that the



plan is developed and co-ordinated with work that is already underway or planned. If necessary a Special Council Meeting will be called specifically to consider the representations and recommendations arising from the process.

## 10.5

### USE OF NEW TECHNOLOGY IN THE PROCESS

The Council will utilise new technology, in particular the Internet, to ensure that there is free and easy access to the process throughout. The Internet is a valuable tool that will help to make the process more accessible and transparent to stakeholders. The Council provides free access to the Internet for its residents through the Library Service. It is acknowledged that not everyone will have the confidence to use this technology, however assistance can be sought from officers of the Council at locations where the Internet is made available to the public.

The Internet will be utilised throughout the process to:

- make information available to the public in written and map format
- feed back the Council's proposed and actual response to representations at various stages of the process (see Appendix 7) in the form of feed back forms, written reports and public papers.
- seek stakeholders views on aspects of the plan throughout the process

Table B1: Pre-Deposit Participation

<b>STAGE 1 Additional stage - not required by regulations</b>						
Stage in the document preparation process	Purpose	Timescale (when?)	Who Possible community involvement	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification	Staff Resources Additional to normal staff costs
Vision						
Call for Candidate Sites	To establish land availability and landowners' willingness to release land for development.	<b>November 2013/May 2014</b>	Specific Consultation, General Consultees and General Public	Direct correspondence to Specific Consultation Bodies, General Consultees and General Public.  Press release. Information on the web site.	Preparation of a Register of Candidate Sites.  Register placed on the internet.	Sustainability Group  Cost of Advertisement
Review of existing Vision Statement and assessment of candidate sites	To generate viable options	<b>March/ July 2014</b>	LDP Focus Group  Standing Conference  Specific Consultation Bodies	Working meeting of LDP Focus Group.  <b>Workshop of:</b> Standing Conference  Direct correspondence to Specific Consultation Bodies	Outcome available in a public paper. Integral part of SA/ SEA.  Draft vision document made available on the web site.  Feedback Form placed on the internet.  All relevant information placed on the internet.	LDP Focus Group Sustainability Group  Up to 10 no Facilitators to run each workshop sessions  Cost: £1,000 plus printing and administration costs
<b>Vision agreed by Council.</b>		<b>July 2014</b>			Report of Consultation and recommendation in respect of preferred vision presented to Council.	
<b>SA/SEA</b>						
5 week participation on Scoping Report	To give stakeholders the opportunity to comment on the SA/SEA	<b>May/ June 2014</b>	Specific consultation bodies, workshop of Sustainability Group	Letter to Specific Consultation bodies  Workshop of SEA/SA Working Group.	SA/SEA Scoping Report made available on the web site	Sustainability Group Up to 10 no Facilitators to run each workshop sessions.

<b>STAGE 2 (Reg 14) Strategic Option Alternatives</b>						
Review of Preferred Strategy and assessment of alternative options  Consideration of candidate sites	To generate viable options and determine strengths and weaknesses of each.  To identify candidate sites that are derived from / adhere to the preferred strategy.	<b>Jan 2014/ July 2014</b>	<ul style="list-style-type: none"> <li>● LDP Focus Group</li> <li>● Sustainability Group</li> <li>● Specific Consultation Bodies</li> <li>● General Consultation Bodies</li> <li>● Standing Conference</li> <li>● LDP Stakeholder Panel</li> <li>● Members</li> </ul>	Working Meeting of LDP Focus Group and Sustainability Group - Integral part of SA/SEA  <b>Workshop of:</b> Standing Conference  LDP Stakeholder Panel  Letter to Specific Consultation Bodies and General Consultation Bodies  Information made available on the internet.	Outcomes made available in a public paper. Integral part of SA/ SEA.  Draft strategy document published.  All relevant information placed on the internet.  Feedback Form on the internet.	LDP Focus Group Sustainability Group  Development Officer  Up to 10 no Facilitators to run each workshop sessions.  Cost: £1,000 plus administration and printing costs.
<b>SA/SEA</b>						
Assess Strategy Options	To assess compliance of strategy options with SA objectives	<b>May 2014/ July 2014</b>	Sustainability Group	Workshop of Sustainability Group	SA report includes outcomes and how strategy options are amended and identification of Revised Preferred Strategy.	Sustainability Group
<b>Revised Preferred Strategy agreed by Council.</b>		<b>October 2014</b>			Report of Consultation and recommendations in terms of Revised Preferred Strategy to Council.	

## 11

### PRE DEPOSIT PUBLIC CONSULTATION (Regulation 15)

#### 11.1

##### PURPOSE OF THE CONSULTATION

- A.** To provide an opportunity for all stakeholders and the wider general public to consider the vision, strategic options, preferred strategy and key policies of the emerging revised plan.
- B.** To make the various documents publicly available and widely accessible for inspection.
- C.** To undertake participation over a statutory six-week period in order to meet the requirements of the Development Plan Regulations
- D.** To consider representations made at the participation stage and provide accessible feedback.
- E.** To consider whether any changes are needed to the emerging revised plan.
- F.** To approve and publicise any proposed changes to the emerging revised plan and provide a reasoned justification for any changes made to ensure transparency and understanding.

#### 11.2

##### WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?

Table B2 illustrates who will be consulted at the Pre-Deposit Public Consultation Stage (referred to as the Preferred Strategy) and the methods to be used. This stage is the last formal opportunity interested parties will have to make representations on the revision to the plan before it is formally placed on Deposit. It is therefore vitally important that people are made aware of the public consultation stage in a variety of ways.

#### 11.3

It is important to note that any representations that are not made during the formal six week Pre-Deposit Public Consultation Stage will not be formally considered by Council due to time restrictions set out in the delivery agreement.

#### 11.4

##### WORKING WITH OTHERS TO AVOID DUPLICATION AND CONSULTATION FATIGUE

This public participation stage will be concentrated into a short timeframe and will be a stand-alone exercise. In assessing representations made the Council will draw on the expertise of the LDP and Sustainability Groups to ensure a speedy turn around of this part of the process.

**Table B2: Pre deposit Public Consultation – Revised Preferred Strategy**

<b>Stage 3 (Reg 15 &amp; 16)</b>						
Stage in the document preparation process	Purpose	Time-scale (when?)	Who? Possible community involvement	How? Consultation, Dissemination and Notification Mechanism	Reporting, Dissemination & Notification	Staff Resources additional to normal staff costs
6 weeks pre deposit public consultation in respect of Vision, Strategic Options, Preferred Strategy Key Policies.  Assessment of representations received  Preparation of Initial Consultation  Report Recommendations to Council.	To enable anyone to make representations to the Council's pre-deposit document.       To enable the Council to consider all matters received	Oct 2014/ Dec 2014      July 2015	<ul style="list-style-type: none"> <li>● LDP Focus Group</li> <li>● Specific Consultation Bodies,</li> <li>● General Consultees Stakeholder Panel,</li> <li>● Elected members</li> <li>● General public</li> </ul>	Working Meeting of LDP Focus Group Direct correspondence to Specific Consultation Bodies, General Consultees and General Public.  Press releases.  Copies of the pre-deposit plan available in the council offices, the Customer First Centres and all public libraries.  Mobile Exhibition  Advertisements in the press, article.  Site notices in respect of site - specific land allocations.  Report of Consultation	Outcome available in a public paper, Integral part of SA/SEA Feedback form on the internet Information available on the internet.      Report of Consultation and recommendations to Council.	LDP Focus Group Sustainability Group  Printing costs  Cost of preparation of exhibition  Cost of Advertisement
<b>SA/SEA</b>						
6 week consultation on Initial Sustainability Report  Assessment of emerging policy framework and HRA/AA work.	To demonstrate how preferred options have been derived having regard for the SA/SEA.  To give stakeholders the opportunity to comment on the SA Report	Oct 2014 Dec 2014   Jan 2015 /July 2015	Sustainability Group Specific Consultation, Stakeholder Panel Elected members And general public	Working Meeting of Sustainability Group Direct correspondence. Information available on the internet. Press releases.		Printing Cost      Sustainability Group

## 12

### DEPOSIT OF PROPOSALS ( Regulation 17)

#### 12.1

##### PURPOSE OF THIS STAGE

- A. For the Council to undertake statutory consultation on the Revised Deposit Plan.
- B. To provide an opportunity for all stakeholders and the wider general public to consider the plan in its entirety.
- C. To make the various documents publicly available and widely accessible for inspection
- D. To undertake participation over a statutory six-week period in order to meet the requirements of the Development Plan Regulations

#### 12.2

##### WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?

Table B3 illustrates who will be consulted during the six-week statutory **Deposit of Proposals** and the methods to be used. This stage is the statutory period during which time interested parties will have a final opportunity to make representations to the Revised Plan prior to its Examination by the Independent Inspector. There will not necessarily be a subsequent opportunity to influence the policies and proposals in the Plan.

**Table B3: Statutory Deposit of Proposals**

<b>Stage 4 (Reg 17)</b>						
Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation, Dissemination and Notification Mechanism	Reporting, Dissemination & Notification	Staff Resources additional to normal staff costs
6 week Deposit Consultation Exercise	To enable all interested persons and organisations to make representations in respect of the Deposit Plan	July 2015/ September 2015	Specific Consultation Bodies, General Consultees, Stakeholder Panel, Members and general public	LDP documents and a Statement of LDP matters made available on the internet. Hard copies sent out to Specific Consultation Bodies, Stakeholder Panel and elected members. Copies of the plan available in the council offices, the Customer First Centres and all public libraries. Advertisements in the press. Site notices in respect of site-specific land allocations.	Representations received and Report of Consultation prepared.  Hard copy placed in Council Offices.	Printing costs  Cost of Advertisement
<b>SA/SEA</b>						
Make SA/SEA available with Deposit Plan		July 2015/ September 2015			Make SEA/SA available with Deposit Plan	Printing Costs

## 13

### ADVERTISEMENT OF ALTERNATIVE SITES (SUBMITTED BY INTERESTED PERSONS/ORGANISATIONS)

#### 13.1

##### PURPOSE OF THIS STAGE

- A.** To advertise alternative sites submitted by persons/ organisations in the local press to enable stakeholders to make representations on them. This includes proposals that add a site, or alter or delete a site previously allocated in the Deposit LDP.
- B.** To assess whether new sites can contribute to the Development Strategy for the Plan and meet the necessary requirements of the Strategic Environmental Assessment and the Sustainability Appraisal. It is the responsibility of the objector to show how their site conforms to the requirements of the SA/SEA at this stage.
- C.** Examine whether there are satisfactory reasons why new sites have been brought forward at this stage in the review process
- D.** To provide an opportunity for alternative sites (as generated by respondents to the deposit LDP) to be considered by the Council

#### 13.2

##### WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?

Table B4 illustrates who will be consulted during the six-week statutory **advertisement of alternative sites** and the methods to be used. This stage is a statutory period during which time the Council is required to make available to the public details of alternative sites that have been submitted by interested persons and organisations. Whilst the Council are required to advertise and assess these sites for their suitability for inclusion in the plan, it will be for the Inspector to decide whether or not any or all of the alternative sites will be included in the plan when adopted.



Table B4: Alternative Sites

<b>Stage 5 - Representations on Alternative Sites (Reg 21) – Note: This stage may not remain in the process after the WG Refinement Process</b>						
Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation, Dissemination and Notification Mechanism	Reporting, Dissemination & Notification	Staff Resources additional to normal staff costs
6 week Consultation Exercise Assess representations received in respect of alternative sites	To enable all interested persons and organisations to make representations in respect of alternative sites.	November 2015 / December 2015	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies, Members &amp; general public</li> <li>● LDP Focus Group</li> <li>● Sustainability Group</li> <li>● Stakeholder Panel</li> </ul>	LDP documents made available on the internet. Hard copies sent out to Specific Consultation Bodies, Stakeholder Panel and elected members. Copies of the alternative sites available in the council offices, the Customer First Centres and all public libraries. Advertisements in the press. Working meetings of LDP and Sustainability Group.	Hard copy placed in Council Offices.  Outcome of assessment available in a public paper, Integral part of SA/ SEA	LDP Focus Group Sustainability Group  Cost of Advertisement  Printing Costs

## **INDICATIVE STAGES**

### **14. SUBMISSION OF LOCAL DEVELOPMENT PLAN FOR EXAMINATION**

#### **14.1 PURPOSE OF THE STAGE**

- A.** To consider the representations received during the statutory consultation period and provide a response to them that can be considered by the Inspector at the Examination.
- B.** Provide notice to all interested stakeholders of the submission of the LDP and associated documents to WG.

#### **14.2 WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?**

Table B5 illustrates who will be consulted in terms of the work that will need to be undertaken in order to ensure that the Council complies with the development plan regulations when formally submitting the LDP and all relevant supporting information and representations to the Welsh Government for its Examination.

**Table B5: Submission of LDP for Examination**

<b>Stage 6 (Reg 22)</b>						
Stage in the document preparation process	Purpose	Timescale (when?)	Who Possible community involvement	How? Consultation, Dis-semination and Notifi-cation mechanism	Reporting, Dissemination & Notification	Staff Resources Additional to normal staff costs
<p>Consultation responses collated and reported to Council.</p> <p>Undertake work necessary for formal Submission to Welsh Government for the Examination</p> <p>Report to Council</p>	To determine whether any changes need to be made to the plan's policies and proposals to ensure the plan is sound.	<p>Unknown (To be agreed with PINS and WG)</p> <p>Unknown (To be agreed with PINS and WG)</p>	<ul style="list-style-type: none"> <li>● LDP Focus Group</li> <li>● Sustainability Group</li> <li>● Specific Consultation Bodies,</li> <li>● Stakeholder Panel,</li> <li>● Members</li> <li>● General public</li> </ul>	<p>LDP Focus Group Sustainability Group</p> <p>Hard copies sent out to Specific Consultation Bodies, Stakeholder Panel and elected members.</p> <p>All relevant documentation made available on the internet.</p> <p>Copies available in the council offices, the Customer First Centres and all public libraries. Public Notice placed in the press. Notification given to those who have requested.</p>	<p>Outcome available in a public paper, Integral part of SA/ SEA</p> <p>Placed on the internet</p> <p>Report of Consultation and recommendations to Council</p>	<p>Printing Costs</p> <p>LDP Focus Group Sustainability Group</p> <p>Advertisement Costs</p>

**15.****TITLE OF CONSULTATION: INDEPENDENT EXAMINATION****15.1****PURPOSE OF THIS STAGE**

- A.** To undertake an Independent Examination of the LDP
- B.** To examine the LDP in its entirety and test its 'soundness'
- C.** For the Planning Inspector to consider all relevant evidence and prepare recommendations and the reasons for those recommendations in the form of the Inspector's Report.

- D.** To undertake any further work requested by Inspector

**15.2****WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?**

Table B6 illustrates who will be consulted at the Independent Examination Stage and the methods to be used. This stage is beyond the control of the Council and will be administered by the Independent Planning Inspectorate and Programme Officer.

**Table B6: Independent Examination**

<b>Stage 7 (Reg 23)</b>						
Stage in the document preparation process	Purpose	Time-scale (when?)	Who Possible community involvement	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification	Staff Resources Additional to normal staff costs
Notification of Examination Hearings in line with regulation 23.	To ensure that interested persons organisations are aware that Examination Hearings into the LDP are taking place.	Unknown (To be agreed with PINS)	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies,</li> <li>● Stakeholder Panel,</li> <li>● Members</li> <li>● General public</li> <li>● General Consultation Bodies</li> </ul>	Formal notification given by letter to any person who has made (and not withdrawn) a representation. Notice placed in the local press and on the internet.	None	Cost of Advertisement  Printing Costs
Consideration of all representations to the plan by the independent Planning Inspector appointed to consider the evidence	To provide an impartial planning view on the soundness of the Plan, and the representations made in respect of it.	Unknown (To be agreed with PINS)	All those interested individuals and organisations that have made representations at the Deposit Stage of the Plan	Round Table Discussions. Formal written and oral submissions.	Inspectors report.	Cost of Programme Officer Cost of Examination and all related administration and printing.

**16****TITLE OF CONSULTATION: PUBLICATION OF THE PLANNING INSPECTORATE REPORT & ADOPTION****16.1 PURPOSE OF THIS STAGE**

- A.** To publish the recommendations of the Planning Inspector, and the reasons for those recommendations and make them generally available for inspection.
- B.** To give notice to all interested persons and organisations that the Inspector's Report is available.

- C.** To adopt the LDP within 8 weeks of the receipt of recommendations and reasons contained in the Inspectors Report

**16.2****WHO IS BEING CONSULTED AND THE METHODOLOGY TO BE USED?**

On receipt of the Inspectorate Report the Council is responsible for making this information publicly available. Table B7 indicates the mechanism that the Council will utilise to undertake this process. It is important to note however that at this stage there is no opportunity for stakeholders to comment on or appeal against recommendations and reasons for those recommendations. It should be further noted that the Inspector's Report is binding on the Council.

**Table B7: Independent Examination**

<b>Stage 8 (Reg 23)</b>						
Stage in the document preparation process	Purpose	Time-scale (when?)	Who Possible community involvement	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification	Staff Resources Additional to normal staff costs
Publication of the Inspector's Report	To make the Inspector's Report publically available.	Unknown (To be agreed with PINS)	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies</li> <li>● Stakeholder Panel,</li> <li>● Members and</li> <li>● General public</li> </ul>	Inspector's report made available on the internet (dynamic web site). Copies of the report available in the council offices, the Customer First Centres and all public libraries. Advertisements in the press, article in Newline and in the local press. Formal Notice given to those persons who asked to be notified.	None	Printing Costs
To formally adopt the Revise LDP as the Development Plan for the County Borough within 8 weeks of receipt.	To inform stakeholders of adoption	Unknown (To be agreed with PINS)	Specific Consultation Bodies, Stakeholder Panel, members and general public	LDP documents including the adoption statement and the sustainability appraisal made available on the internet (dynamic web site) Formal notification given by letter to Welsh Government, Specific Consultation Bodies, General Consultees, Stakeholder Panel and elected members and General Public. Copies of all relevant documents available in the council offices, the customer first centres & all public libraries. Notice placed in Newline, the local press & on the internet.	None	Cost of Printing Cost of Advertisement

**17****SUPPLEMENTARY PLANNING GUIDANCE (SPG)****17.1**

The LDP will contain sufficient policies and proposals to provide the basis for deciding planning applications. The selective use of SPG will be utilised as a means of setting out more detailed issues related or site-specific guidance on the way in which LDP policies will be applied. SPG will not form a part of the development plan but it will be derived from the plan and will be consistent with it.

**17.2**

The Council will use SPG to cover detail and numerical guidelines, (where they do not form a key policy component e.g. housing provision number) where it is considered that they may change during the lifetime of the Plan. This will ensure that the LDP will not become outdated quickly and will assist in terms of the Plan's flexibility. Where SPG will aid the understanding of the LDP it will be prepared and consulted on in parallel. However it will not be possible to prepare all SPG in parallel with the Plan and in these circumstances SPG will be subject to a separate formal process of consultation and adoption. The Council has agreed procedures for the preparation of SPG (Minute No. 549, dated 15th August 2001 – see Appendix 8) and this will be adhered to. A report of public consultation will be produced in respect of each piece of SPG and will be made available with the adopted piece of SPG.

**17.3**

It is important to note that SPG cannot be adopted formally until after the Inspector's binding report has been received on the LDP and it is clear that there is no change to the policy approach.

**18****MONITORING AND REVIEW OF THE DELIVERY AGREEMENT****18.1**

It is proposed to monitor and review the effectiveness of the Delivery Agreement at each stage of the Local Development Plan preparation process. This will establish whether the Council is meeting its objectives in terms of public engagement in the process and whether or not the timescales as indicated are being met.

**18.2**

There will also be the opportunity to provide a refined timescale for the 'indicative' stages of the timetable, within 3 months of the close of the formal 6-week deposit period.

**18.3**

Other stages when the contents of the Delivery Agreement will be reviewed are;

- A.** If the LDP process falls significantly behind schedule, i.e. over 3 months
- B.** If any significant changes are required to the Community Involvement Scheme
- C.** If there are any significant changes in the resources which are available to undertake the plan preparation.
- D.** Following the publication of any relevant new regulations/guidance from the EU/UK/Welsh Government with a direct bearing on the plan preparation process.

- E.** If there are any major changes of circumstances that materially affect the assumptions, evidence, policies or proposals contained in the plan.

#### **18.4**

The local planning authority must keep the DA under regular review and any revision must be approved by resolution of the LPA prior to submission to Welsh Government for agreement.

#### **18.5**

On completion of the preparation of the LDP a review of the consultation methods utilised in the Community Involvement Scheme will be undertaken to determine which aspects of engagement have proved to be successful. This review will inform the type, methods and format of future consultation exercises not only for the Development Plan process but also for other consultation exercises that the Council will undertake.

## **19**

### **MONITORING AND REVIEW OF THE LDP**

#### **19.1**

The Council will produce an Annual Monitoring Report (AMR), which will assess how effectively the policies and proposals of the plan are performing and highlight any need for modifications, therefore feeding into the further review of the LDP. The AMR will also include updated reference to new National Planning Guidance and any other relevant information.

#### **19.2**

Following the adoption of the Revised Local Development Plan, it is intended that the plan will be reviewed on a 4-year cycle. Where monitoring indicates that an early review is necessary, the Council will undertake the necessary work. A review of the SA/SEA baseline information and trends will also take place and feed into the revision. A new timetable will be prepared within 6 months of determining a need for a review of the timetable or the DA.

## **20**

### **CONTACTS**

#### **20.1**

Further information can be gained by contacting the following;  
Strategic and Development Plan Team

Caerphilly County Borough Council, Pontllanfraith House  
Pontllanfraith, Blackwood, NP12 2YW.

E mail: [ldp@caerphilly.gov.uk](mailto:ldp@caerphilly.gov.uk)

Telephone: 01495 235376 [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

## GLOSSARY

<b>Annual monitoring report</b>	This will assess the extent to which policies in the LDP are being successfully implemented.
<b>Baseline</b>	A description of the present state of an area.
<b>Candidate Sites</b>	Sites owned by a variety of stakeholders, submitted to the council for consideration for inclusion in the plan.
<b>Community</b>	People living in a defined geographical area, or who share other interest and therefore form communities of interest.
<b>Community Involvement Scheme (CIS)</b>	Sets out the project plan and policies of the LPA, for involving communities and other stakeholders in the preparation of the LDP.
<b>Community Strategy</b>	The Local Government Act requires local authorities, 2000, to prepare these, with the aims of improving the social, environment and economic wellbeing of their area.

<b>Consensus Building</b>	A process of early dialogue with targeted interest groups to understand relevant viewpoints.
<b>Consultation</b>	Informal process in which comments are invited on a particular topic or draft document.
<b>Definitive Stages</b>	The stages in plan preparation up to and including the Statutory Deposit Period.
<b>Delivery Agreement (DA)</b>	This document comprising the LPA's timetable and community involvement scheme (CIS) for the preparation of the LDP.
<b>Engagement</b>	A process that encourages a pro-active approach to involving the community.
<b>Environmental Report</b>	A document required by the SEA Directive, which identifies, describes and appraises the likely significant effects on the environment of implementing a plan.



<b>General Consultation Bodies</b>	The bodies represented in Part1, Section 2 (d) – (f) of the Local Development Plan Regulations Oct 2005.
<b>Indicative Stages</b>	The stages beyond the Statutory Deposit Period.
<b>Involvement</b>	Generic term to include both participation and consultation techniques.
<b>Local Development Plan</b>	A land use plan that is subject to independent examination, which will form the statutory development plan for the LPA area.
<b>Objective</b>	A statement of what is intended.
<b>Participation</b>	Processes whereby stakeholders and the community can interface with plan makers.
<b>Risk Assessment</b>	Identifies areas of risk or uncertainty in the preparation of the LDP.
<b>Specific Consultation Bodies</b>	The bodies specified in Part1, Section 2 paragraphs (i) – (viii) of the Local Development Regulations Oct 2005.

<b>Stakeholders</b>	Interests directly affected by the LDP.
<b>Strategic Environmental Assessment (SEA)</b>	Generic term used to describe environmental assessment applied to policies, plans and programmes as required by the SEA Directive 2001/42/EC.
<b>Soundness</b>	Concept against which an LDP is examined under section 64(5)(b) of the 2004 Act.
<b>Supplementary Planning Guidance (SPG)</b>	Provides supplementary information in respect of the in a local development plan. They must be consistent with LDP policies and national planning policy.
<b>Sustainability Appraisal (SA)</b>	A tool for appraising policies to ensure they reflect sustainable development objectives.

## APPENDIX 1

### CITIZEN ENGAGEMENT STANDARDS

These are the minimum standards you can expect from us when we are finding out your views:

#### INFORMATION

##### We will:

- Give you enough information, and enough time to get involved if you want to
- Let you know what difference you can make
- Give you information that is easy to understand
- Take care to keep your details confidential

#### RESPECT

##### We will:

- Challenge all forms of discrimination
- Listen to your ideas, views and experience
- Take you seriously and treat you fairly
- Respect your opinions

#### WHERE THERE IS AN OPPORTUNITY FOR YOU TO INFLUENCE

##### We will:

- Make the most of what you tell us
- Work to let everyone have a chance to get their voice heard
- Work with you and our partners to recognise and consider the things you tell us are important or the things you feel we are doing well

- Provide a range of opportunities and a welcome environment to get involved
- Make opportunities for you to talk about issues you feel are important on a continuous basis

#### FEEDBACK

##### Wherever appropriate, we will:

- Let you know what difference you have made and how your ideas have been used
- Keep you up to date with what is happening
- Give feedback as soon as possible and in ways that are easy to understand for everyone

#### CONSIDERING YOUR VIEWS

##### We will:

- Ask you what we can do better and use your views to inform our work
- Work with you to help change things for the better
- Make sure your views are considered in decision-making
- Be honest with you about what can and cannot be changed
- Try to learn and improve the way we work with you

#### National Standards for Children and Young People's Participation (2007)

##### Do we meet your standards?

"We" means anyone asking children and young people to participate. "You" have the right to expect these standards.

“Participation means that it is my right to be involved in making decisions, planning and reviewing any actions that might affect me. Having a voice, having a choice”

## **INFORMATION**

### **This means:**

- Information that is easy to understand for everyone
- Adults working with you who know what is going on and are up front and clear

### **We will:**

- Ensure everyone has enough information to get properly involved
- Let you know what difference you being involved will make
- Inform you about who is going to listen and make changes

## **IT'S YOUR CHOICE**

### **This means:**

- You choose if you want to get involved or not
- You choose to work on things that are important to you
- You choose what you do and how you do it.

### **We will:**

- Give you enough information and time to decide if this is something you want to do.

## **NO DISCRIMINATION**

### **This means:**

- Children and young people are all different but you all have

the same right to have a say about the things that matter to you.

- We want everyone to feel welcome and be able to get involved if they want to be.

### **We will:**

- challenge any discrimination
- get in touch with children and young people in lots of different situations
- get you involved in things you want to do.

## **RESPECT**

### **This means:**

- Everyone has a chance to have a say, your opinions are important and we will respect them.

### **We will:**

- listen to your ideas, views and experiences
- take you seriously and treat you fairly
- work with you to do something about the things you tell us are important
- work with you to help change things for the better.

## **YOU GET SOMETHING OUT OF IT**

### **This means:**

- We want you to enjoy and benefit from taking part
- We know that you have other things to do in your lives as well!
- Making sure that participating is a positive not a negative experience.

**We will:**

- work in safe, fun, and enjoyable ways
- make the most of what you know
- do positive things that build your confidence
- meet in friendly places that are easy for all young people to use
- value and respect what you have to offer.

**FEEDBACK**

**This means:**

- It's really important that you know what difference you have made and how your ideas have been used.

**We will:**

- keep you up to date with what is happening give feedback as soon as possible and in ways that are easy to understand for everyone.

**IMPROVING HOW WE WORK**

**This means:**

- We want to learn and get better at the way we work with you.

**We will:**

- look at the way we work with you and how to improve it
- ask you what has gone well and what needs to change
- make sure your views make a difference to the way we make plans and decisions.

## APPENDIX 2

### RISK ASSESSMENT

The proposed timetable for plan preparation is considered achievable having regard to the scope of work the Council believes to be involved, regard to existing Welsh Government regulations and guidance, and the resources the Council are able to commit to plan preparation. While every effort will be made to avoid deviations from the proposed timetable, the Council has identified a number of potential risks which are set out below, together with the Council's approach to managing them. The timetable, together with the anticipated work

programme and available resources will be kept under continual review to monitor possible slippage or other impacts resulting from the risks identified or other causes. The Council considers that it is reasonable to make an allowance for slippage of up to 3 months in the timetable without formally amending the DA. If there is a slippage of more than 3 months in the definitive part of the timetable, the Council will seek the agreement of the Welsh Government in amending the time-table following the approval of the amendment by the Council.

Risk	Potential Impact	Mitigation
Loss of staff due to austerity measures or other factors	Insufficient staff to undertake the volume of work necessary to meet the agreed timetable.	Reallocate staff resources as appropriate. Consider additional resources.
Additional requirements arising from new legislation or national guidance	Additional work required, causing programme slippage	Monitor emerging legislation /guidance and respond early to changes where this is possible.
Timetable proves too ambitious & a greater than anticipated workload e.g number of representations received or SEA requirements	Programme slippage	Realistic timetable prepared with some flexibility. Consider additional resources.
Insufficient information to undertake SEA of proposals	Programme slippage	Identify expectations of consultees in Delivery Agreement. Consider additional resources.
Delays caused by Welsh Translation and / or the printing process	Programme slippage	Consider whether translation required. Consider additional resources
Significant Objections from Statutory Consultation Bodies	LDP cannot be submitted for examination without significant work	Ensure the views of statutory bodies are sought and considered as early as possible.
Planning Inspectorate unable to meet the timescale for examination & reporting	Examination and / or report delayed. Key milestone in programme are not met	Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g consultation on LDP)
LDP fails test of soundness	LDP cannot be adopted without considerable additional work	Ensure LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement.
Legal challenge	Adopted LDP quashedAdditional workload	Ensure procedures, legislation & regulations are complied with.

## APPENDIX 3

### PREPARATION OF THE UPDATED DELIVERY AGREEMENT

In developing the Updated Delivery Agreement the Council will undertake a six-week public consultation exercise in October 2013 and November 2013 to ensure that all stakeholders have an opportunity to influence the Timetable and Community Involvement Scheme and to ensure that they are engaged in the process in the manner they prefer.

CONSULTATION UNDERTAKEN ON DELIVERY AGREEMENT	DATE OF CONSULTATION
Internal consultation within Caerphilly County Borough Council	August/September 2013
6 week Public Consultation	16 October 2013 – 27 November 2013
Amended to have regard for comments made	December 2013
Report to Regeneration & Environment Scrutiny	10 December 2013
Report to Cabinet	22 January 2014
Report to Council	28 January 2014

The Updated Delivery Agreement was prepared between July 2013 and October 2013. During this time known stakeholders have been identified. Outlined below is an example of the types of organisations that the Council will consult on the Updated Delivery Agreement and other stages throughout the LDP process. **This list is not exhaustive.**

It is anticipated that the database will grow continuously throughout the review of the LDP. In addition stakeholders that were on the LDP database (by virtue of making representations to the Adopted LDP) and AMs/MPs/MEPs will be consulted at each formal consultation stage of the Plan preparation process. This principle will be continued as the LDP is reviewed so any members of the public responding to an early consultation will be automatically notified of future consultation stages.

To ensure that you or your organisation are included on our mailing list please contact the Strategic & Development Plan Team on the LDP hotline 01495 235 376.

Please note the general consultation bodies and other consultees will be consulted in line with the LDP Regulations and/or at the stages that they have requested to be involved in.

### LIST OF SPECIFIC AND GENERAL CONSULTEES

#### Internal Consultees

To be consulted at all stages in the preparation of the LDP

- County Councillors
- Council Service Areas

**EXTERNAL CONSULTEES**

**Specific Consultation Bodies**

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

- Welsh Government
- Natural Resources Wales
- Secretary of State for Transport
- Aneurin Bevan Health Board
- Community & Town Councils (All)

**Adjoining Local Planning Authorities:**

- Blaenau Gwent
- Brecon Beacons National Park
- Cardiff City
- Merthyr Tydfil
- Newport City
- Rhondda Cynon Taf
- Torfaen

**Mobile Phone Operators:**

- Mono Consultants
- Cable & Wireless Communications PLC
- Millennium Communications Network Ltd
- O2 UK
- Orange
- T-Mobile (UK) Ltd
- Virgin Mobile

- Vodaphone
- Three

**Service Providers**

- Network Rail Infrastructure
- British Gas
- BT Group Plc
- Dwr Cymru Welsh Water
- National Grid
- Npower
- Powergen
- E.ON
- SWALEC
- Transco
- Virgin Media
- Wales & West Utilities
- Western Power Distribution

**General Consultation Bodies**

Age Concern  
 Agents/Consultants  
 All Wales Ethnic Minority Association  
 Allotments Associations  
 Arriva Trains Wales  
 Arts Council of Wales  
 Associated British Ports  
 Association of Inland Navigation Authorities  
 Bebb Travel Plc  
 Black Environment Network  
 British Trust for Conservation Volunteers  
 British Wind Energy Association  
 Business in Focus  
 Business in the Community Wales  
 Cadw  
 Caerphilly Business Forum  
 Caerphilly County Youth Forum  
 Caerphilly Round Table  
 Caerphilly Local Historical Society  
 Calfaria Baptist Church  
 Campaign for the Protection of Rural Wales  
 Cardiff Gypsy & Traveller Project  
 Newport & Gwent Chamber of Commerce and Industry  
 Cardiff International Airport  
 Chamber of Commerce

Church in Wales  
 CILT (UK) Cymru  
 Citizens Advice Bureau  
 Old Caerphilly Civic Society  
 Coal Authority  
 Coleg Gwent  
 Confederation of British Industry (CBI)  
 Country Land and Business Association  
 Crosskeys Methodist Church  
 Civil Aviation Authority  
 Community Partnerships (All)  
 Crown Estates Commissioners  
 Design Commission for Wales  
 Disability Wales  
 Disabled Persons Transport Advisory Group  
 DrugAid  
 Equality & Human Rights Committee  
 Federation of small business  
 Fields in Trust  
 Fire and Rescue Services  
 Freight Transport Association  
 Friends, Families & Travellers  
 GGAT  
 Groundwork Caerphilly  
 Gwent Autistic Society  
 Gwent Wildlife Trust



<p>Gypsy Council Health and Safety Executive Housing Associations Home Builders Federation Home Builders General Landowners Lesbian, Gay, Bisexual Forum Lewis School Pengam Local Partnerships (all) Local Service Board Minerals Product Association (Wales) National Express National Farmers Union of Wales Planning Inspectorate Police Architectural Liaison Officers Political parties Post Office Property Holdings Professional Bodies.e.g. Royal Institute of Chartered Surveyors Wales Rail Freight Group Regional Assembly Members Retailers e.g Sainsbury Royal National Institute for the Blind Sustrans Caerphilly The Theatres Trust Valleys Race Equality</p>	<p>Wales Council for Voluntary Action Visit Wales Welsh Language Commissioner Wildlife Trust of South and West Wales</p>
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## APPENDIX 4

### PROFILE OF THE RESIDENTS OF CAERPHILLY COUNTY BOROUGH

2011 CENSUS			
Population		Economic Activity	
Total	178,806	Total males 16 - 74 years	64,530
Males	87,701	Total females 16 - 74 years	66,420
Females	91,105		
		% males 16 - 74 years who are econ. active	70.0
		% females 16 - 74 years who are econ. active	59.9
Age Structure (%)			
0 - 4 years	6.3	% males 16 - 74 years who are:	
5 - 9 years	5.8	Working full time	46.9
10 - 14 years	6.2	Working part time	5.5
15 - 19 years	6.3	Self employed	9.2
20 - 24 years	6.1	Unemployed	6.6
25 - 29 years	6.3	Full time student	1.7
30 - 44 years	19.9		
45 - 59 years	20.0	% females 16 - 74 years who are:	
60 - 64 years	6.6	Working full time	30.0
65 - 74 years	9.3	Working part time	20.7
75 - 84 years	5.3	Self employed	2.9
85 - 89 years	1.3	Unemployed	3.7
90 and over	0.6	Full time student	2.6

2011 CENSUS			
Ethnic Group (%)		Economic Inactivity	
White	98.4	% males 16 - 74 years who are econ. inactive	30.0
Mixed/multiple ethnic groups	0.6	% females 16 - 74 years who are econ. inactive	40.1
Asian or Asian British	0.5		
Black/African/Caribbean/Black British	0.1	% males 16 - 74 years who are:	
Chinese	0.3	Retired	14.1
Other	0.1	Student	4.3
		Looking after home/family	1.2
National Identity (%)		Long-term sick/disabled	8.6
		Other	1.8
'English' national identity	5.6		
'Welsh' national identity	80.5	% females 16 - 74 years who are:	
'Scottish' national identity	0.4	Retired	18.0
'Northern Irish' national identity	0.1	Student	4.6
'British' national identity	22.3	Looking after home/family	7.3
'Irish' national identity	0.2	Long-term sick/disabled	7.8
'Other' national identity	1.4	Other	2.4
Note: people could tick more than one option, so may appear in these figures multiple times			

2011 CENSUS			
Marital Status (%)		Hours Worked (%)	
All people aged 16+	143,825	Males:	
		15 hours and under	4.3
Single (never married/reg same-sex civil p'shp)	32.3	16 - 30 hours	8.6
Married	48.0	31 - 48 hours	72.2
In registered same-sex civil partnership	0.2	49 hours or more	14.9
Separated (legally married/in same-sex civil p'shp)	2.1		
Divorced (or legally dissolved same-sex civil p'shp)	9.9	Females:	
Widowed (or surviving a same-sex civil p'shp)	7.6	15 hours and under	11.0
		16 - 30 hours	31.4
<b>Car/Van Ownership (%)</b>		31 - 48 hours	53.4
		49 hours or more	4.1
Households with no car/van	24.4		
Households with one car/van	43.2	<b>Qualifications - residents aged 16 and over (%)</b>	
Households with two cars/vans	25.0		
Households with three or more cars/vans	7.4	No qualifications	31.4
<b>Household Tenure (%)</b>		Highest qualification:	
		Level 1	14.9
Owner occupied	69.6	Level 2	16.2
Rented from local authority	14.1	Apprenticeship	3.9
Rented from housing assoc/reg. social landlord	4.7	Level 3	11.2
Rented from private landlord/letting agency	10.7	Level 4 and above	18.7
Other	0.9	Other qualifications/level unknown	3.7

2011 CENSUS			
Lone Parents		Health and Provision of Unpaid Care	
All lone parent (16-74) HHs with dep. children	6,478	% of people whose day to day activities are:	
		limited a lot	14.0
% in part time employment	29.7	limited a little	11.4
% in full time employment	26.1	not limited	74.6
% not in employment	44.2		
		% of people aged 16-64 whose day to day activities are:	
<b>Household Spaces and Accommodation Type</b>		limited a lot	10.5
		limited a little	9.9
All household spaces	74,479	not limited	79.6
% Detached house	16.1	% of people whose health was:	
% Semi-detached house	39.2	Very good	44.4
% Terraced house	36.1	Good	30.4
% Flat, maisonette or apartment	8.6	Fair	15.9
% Caravan/other mobile or temporary structure	0.0	Bad	7.2
		Very bad	2.1
		All people who provide unpaid care	22,721
		% of people who provide unpaid care:	
		1 - 19 hours per week	53.9
		20 - 49 hours per week	15.4
		50 hours or more per week	30.6

2011 CENSUS			
Industry of Employment (%)		Household Composition (%)	
Agriculture, forestry & fishing	0.3	One person OAP households	12.3
Mining & quarrying	0.2	Households containing only OAPs (more than one)	8.3
Manufacturing	16.2	One person households	14.8
Electricity, gas, steam & air conditioning supply	0.9		
Water supply; sewerage, waste mgmt/remediation	1.3	Married/same-sex civil p'shp couple HHs with:	
Construction	8.6	no children	13.1
Wholesale & retail trade; repair of motor vehicles	15.1	dependent children	14.8
Transport & storage	3.9	all children non-dependent	7.6
Accommodation & food service	4.4		
Information & communication	1.9	Cohabiting couple households with:	
Finance & insurance activities	3.5	no children	4.6
Real estate activities	1.1	dependent children	5.8
Professional scientific & technical activities	3.8	all children non-dependent	0.7
Admin & support service activities	4.5		
Public admin & defence; compulsory social security	9.1	Lone parent households with:	
Education	9.1	dependent children	8.8
Human health & social work activities	12.4	all children non-dependent	4.2
Other industries	3.8		
		Other households	5.1

2011 CENSUS			
Occupation Groups (%)		Knowledge of Welsh (%)	
Managers, directors & senior officials	8.1	All people 3 years and over	171,972
Professional	12.7		
Associate professional & technical	10.8	% people 3 years and over who:	
Administrative & secretarial	12.8	Understand spoken Welsh only	3.0
Skilled trades	12.8	Speak but cannot read or write Welsh	1.7
Caring, leisure & other occupations	10.2	Speak and read but do not write Welsh	0.9
Sales & customer service	9.2	Speak, read and write Welsh	8.5
Process, plant & machine operatives	10.8	Have another combination of skills	2.1
Elementary occupations	12.7		
		% with no knowledge of welsh	83.9

## APPENDIX 5

### PARTNERSHIP AND CONSENSUS BUILDING

In order to ensure a consistency of approach in the delivery of the Local Development Plan, the LDP Focus Group has been set up against which to test policy and proposals at key stages throughout the process as outlined.

#### LDP Focus Group

Comprising a small group of cross directorate representatives and key elected members. It is recognised that not all officers and members identified will be available to attend every meeting scheduled throughout the process, nor would that be appropriate necessarily at every stage. To enable a LDP Focus

Meeting to proceed, it is proposed that there should be a quorum of **7 people, 4 of whom should be elected members.**

**(Note: individuals are invited to join the group based on the role they fulfil within the authority and not on the basis of their individual interest. Therefore as officers/members leave their current role/post their place on the group would also be relinquished.)**

Elected Member	Officers
Leader (substituted by Deputy Leader as appropriate)	Head of Regeneration & Planning
Cabinet Member for Regeneration, Planning & Sustainable Development	Head of Housing Services
Cabinet Member for Housing ( also Deputy Leader)	Head of Engineering Services
Cabinet Member for Highways, Transportation & Engineering	Head of Information, Communications & Technology Services
Cabinet Member for Education and Lifelong Learning	Head of Performance and Property
Cabinet Member for Community and Leisure Services	Assistant Director Our Schools Our Future
Chair of the Planning Committee	Head of Community & Leisure Services
Vice-Chair of the Planning Committee	Head of Public Protection
Leader of the Majority Opposition	Development Manager, Planning
A nominated member of the Majority Opposition	Assistant Director Adult Services, Social Services
A nominated member representing the Independents	Principal Solicitor for Planning, Land and Highways
A representative of the Sustainable Development Advisory Panel	Team Leader, Strategic & Development Plans, Planning
	Team Leader, Sustainable Development & Living Environment



**SUSTAINABILITY GROUP**

Comprising a group of experts made up of Council officers and external bodies. The proposed membership of this group is outlined in the table below.

**Note: Individuals are not named, as they are likely to change throughout the process.**

**STAKEHOLDER PANEL**

The membership of the Stakeholder Panel will be made drawn from 40 representatives as follows:

**20 members drawn from Statutory Consultees, General Consultation Bodies and the Caerphilly Standing Conference;**

**10 members of the General Public (profiled to reflect the population of CCBC); and**

**10 members of local groups /organisations which will include representatives of 'Hard to Reach' Groups.**

All organisations/groups that are selected for the Stakeholder Panel will be approached for nominees. A stakeholder mapping exercise will be undertaken to ensure that the Panel comprises a cross section of interests in order to provide a balanced view. The panel will act as a sounding board for emerging policies and proposals debated as part of the public participation into the plan.

Internal (Council) Representatives	External Bodies-Representatives of:
Environmental Health (pollution)	National Resource Wales
Housing	CADW
Ecology	Glamorgan Gwent Archaeological Trust
Economic Development	GAVO
Landscape	Gwent Police
Conservation (Built Environment)	Aenurin Bevan Health Board Local Health Board
Energy	Farmers Union of Wales
Sustainability	British Telecom
Research Officer	Welsh Water
Highways	
Waste	
Education	
Leisure	
Building Control	

## APPENDIX 6

### COMMUNITY STRUCTURES TO SUPPORT COMMUNITY PLANNING

The extensive community planning network in Caerphilly presents an innovative opportunity to make the public consultation processes carried out by the Council more extensive, more inclusive and more participative than the more conventional processes.

Outlined below is a summary of the Community Networks that the Council and its partner organisations established to inform the development of the Caerphilly Community Strategy. This network was used extensively during the preparation of the Adopted LDP. However in July 2013 the Council approved the Single Integrated Plan entitled: **Caerphilly Delivers** and the delivery mechanisms for its implementation and specifically the Community Networks are in the process of being reviewed in order to ensure that they remain fit for purpose.

- **Caerphilly Standing Conference** (established in November 1999): this is a meeting of partner agencies from the public, private, voluntary and community sectors that meets twice a year to consider strategic priorities and, in response encourages closer joint working in the County Borough. The Standing Conference has a membership from statutory bodies, companies, organisations and individuals in the following areas:

**The Council**  
**Gwent Police**

**NHS**

**Voluntary Sector**

**Business and Investment Sector**

**Environmental Sector**

**Housing Sector**

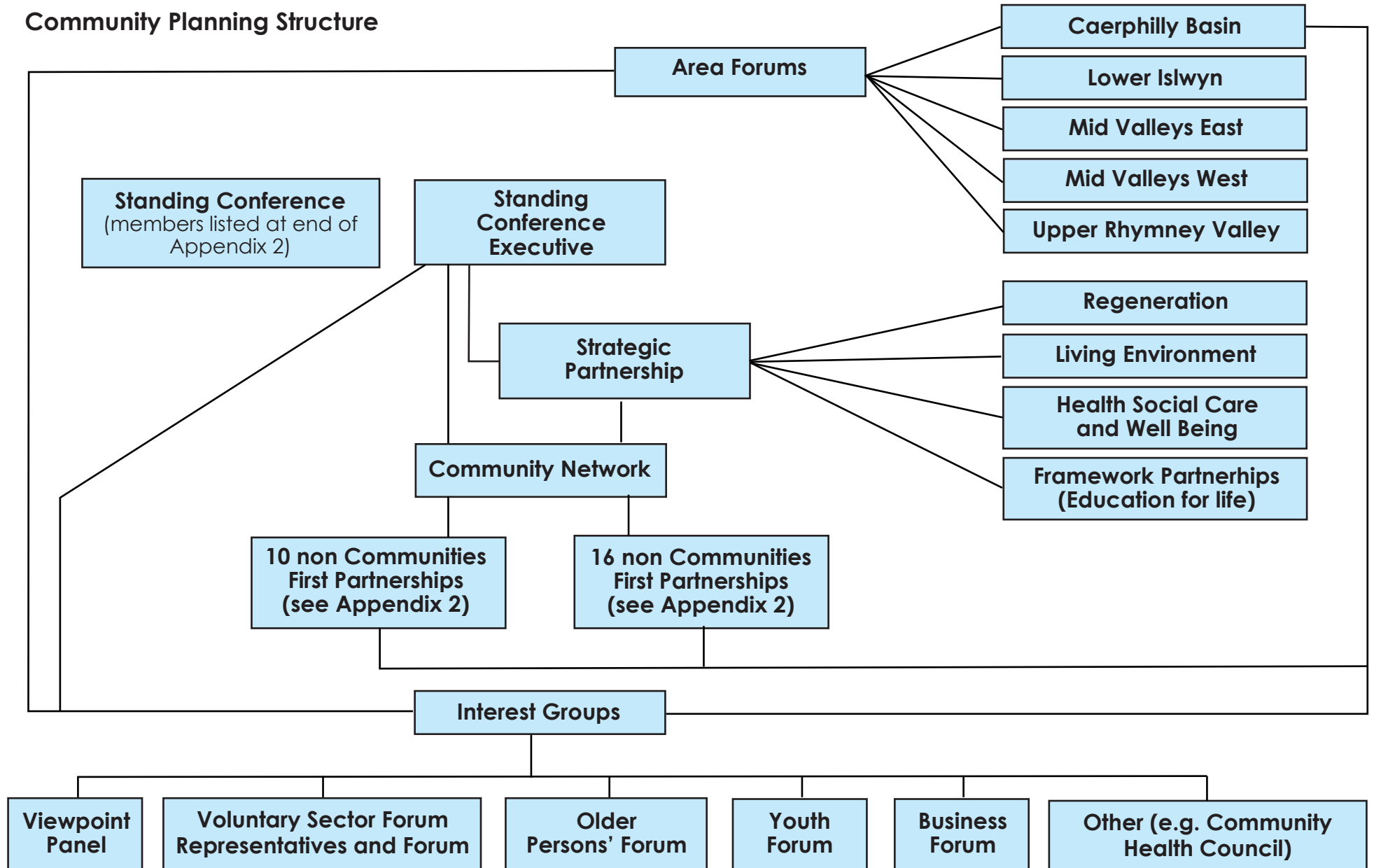
**Education and training sector**

**Equalities sector**

**Community Sector.**

- **Standing Conference Executive** (established autumn 2001): ten representatives (with a right to vote) together with an additional five representatives who cannot vote, drawn from the Conference act as a steering group 'Executive', to help drive the overall process forward.
- **5 Area Forums** (established March 2000) **Re-launched as AREA STEERING GROUPS (October 2005)**: to encourage input into the process at a more localised level five area forums have been set up. These bring community partnerships together and give local representatives from all sectors an opportunity to discuss and influence the strategic plans of partner agencies and co-ordinate local action plans within their area.
- **28 Community Partnerships** (being set up in various parts of the county borough since 2000): at a local level, community partnerships give individual communities the opportunity to feed into/from strategic plans of, discuss localised issues and to draw up local action plans. As at June 2005 there are 28 Community Partnerships within Caerphilly County Borough.

### Community Planning Structure



- **Communities of interest:** Some of the important issues that need to be covered by the community strategy cannot be dealt with sensibly on a community-by-community basis. Instead they relate to groups of people within the community and they will change over time as society itself changes. Such groups include: older people, younger people, welsh speakers, people with disabilities, people in ethnic groups, carers, residents with mental health problems, people who misuse substances, juvenile offenders and so on. Some groups are already established to feed into the community planning process, for example the Young People's Forum, Carer's Forum, Age Concern MIND.
- **4 Strategic Partnerships:** were set up to encourage a more 'joined up' approach to tackling issues, namely:

**Health, Social Care and Well Being Partnership;**

**Education for Life Partnership;**

**Regeneration Partnership; and**

**Living Environment partnership.**

The partnerships are charged with producing strategic plans, which need to 'join up' and contribute to the Community Strategy.

- **Joint Community Planning Group:** brought together officers from agencies on the Standing Conference on a bi-monthly basis to ensure communication between partners.

## APPENDIX 7

### EXAMPLE OF PROPOSED FEEDBACK FORM FOR ALL STAGES OF LDP CONSULTATION

**Note:** this is an example only in reality the detail will mirror each of the relevant stages of the plan preparation process.

The results of this consultation are as follows:

Compliance (or otherwise) with the Community Involvement Scheme:

<b>Title of consultation</b>	Delivery Agreement - Caerphilly Local Development Plan
<b>Purpose of this consultation</b>	To ensure that all interested individuals / interested parties and other organisations have an opportunity to make representations in respect of the Delivery Agreement.
<b>Who is being consulted</b>	Statutory Consultees Non Statutory Stakeholders Internal Consultees within Caerphilly County Borough Council Members of the public that have requested that they be contacted at this stage
<b>Method used</b>	Delivery Agreement made available for comment in the Planning Division, Libraries, and Customer First Centres, the Council Internet site. Hard copies of the DA were sent to all statutory consultees. Letters were sent to all general consultees, organisations and individuals that requested to be informed, hard copies were also provided on request. Advertisement in the local press.
<b>Consultation period</b>	October 2013 to December 2013. The Delivery Agreement is expected to be agreed by the Welsh Government in December 2013
<b>Geographical Area involved</b>	Caerphilly County Borough
<b>Links to related information</b>	<a href="http://www.caerphilly.gov.uk">www.caerphilly.gov.uk</a> <a href="http://www.wales.gov.uk">www.wales.gov.uk</a>

<b>Response</b>	Of the <b>1,851</b> individuals, organisations, community groups, landowners, businesses and other stakeholders consulted, a total of <b>32</b> responses were received by CCBC.
<b>Summary of the outcome</b>	<p>Of the 32 representations received, the main comments are summarised as follows:</p> <ul style="list-style-type: none"> <li>● Comments regarding the duration of the timetable put forth for the preparation of the LDP consisting of 4 years and nine months, as opposed to the 4 years suggested by WAG guidance in the 'LDP Wales' document.</li> <li>● Consultees requesting to be included on the Stakeholder Panel or other LDP groups.</li> <li>● Comments highlighting areas of text, which they believed to be confusing or did not understand, &amp; would like clarified.</li> <li>● Consultees identifying additional groups (such as children) that it may be beneficial to target for inclusion in the Community Involvement Scheme (CIS).</li> <li>● Recommendations to include allocates contingency time within the LDP preparation process, in the event that the SEA requires any major revisions to prospective policies.</li> <li>● Questions regarding how information on the progress of the LDP will be fed back to the public.</li> <li>● Recommendations to amend the monitoring and review cycles post LDP adoption.</li> </ul>
<b>Actions arising from the consultation</b>	<p>As a result of the comments received, the following amendments were made to the DA:</p> <ul style="list-style-type: none"> <li>● The timetable for the preparation of the DA has been reduced from 4 years and 9 months, to a length of 4 years and 3 months to satisfy guidance issued by Welsh Government in the advice document 'LDP Wales'.</li> <li>● Where relevant, consultees, who requested to be on the stakeholder panel were included in the group. Where this was not possible, the respondent was included in the General Consultation group.</li> <li>● Areas of text that were identified as 'confusing' have been clarified, or explained in a glossary added to the DA.</li> <li>● 'Children' were included as a 'hard to reach group' for the Community Involvement Scheme.</li> </ul>
<b>Follow up activities</b>	The outcome of this consultation exercise and the finalised DA, once agreed by CCBC Council and the Welsh Government, be available for inspection by the public on the internet, in public libraries, at Customer First Centres and at Council offices.
<b>Feedback to participants</b>	Respondent's comments were acknowledged formally, and feedback provided via the internet on the CCBC website.

### AGREED PROCEDURE FOR THE PREPARATION OF SPG

Compliance:	Deviation:	Reason:	Officer Response:
Yes	No	The DA establishes the practical framework for conducting the Community Involvement Scheme.	N/A

## APPENDIX 8

### AGREED PROCEDURE FOR THE PREPARATION OF SPG

[This procedure for the formulation and adoption of SPG was formally agreed by Council at the meeting held 15th August, 2001.

- (1) Draft for consultation approved by Chief Planning Officer under delegated powers;
- (2) Carry out appropriate public consultation;

#### Example:

#### **(1) Site Development Brief**

Public consultation initiated with a leaflet drop of approx 200 dwellings in the vicinity of the site. Information also placed on the internet. Consultation period of 6 weeks for those interested parties to make representations to the Council.

#### **(2) Development Design Guide**

Targeted consultation supplemented with information provided on the internet. Consultation period of 6 weeks for those interested parties to make representations to the Council.

- (3) Finalise document in light of responses;
- (4) Send copies to appropriate local members;
- (5) *If local members have no objections, copy to cabinet Member for Planning for approval under powers delegated by Cabinet before consideration by council;*
- (6) *If any local member has a fundamental objection to the SPG, then it should go to Scrutiny Committee and Cabinet before consideration by the Council;*
- (7) Prepare a short report to council, outlining the subject matter of the document and its main purpose;
- (8) Put copies of the document in the Members' room for the week before the council meeting.







This document is available in Welsh, other languages or formats on request