



COUNCIL – 3RD MARCH 2020

**SUBJECT: SECOND REPLACEMENT CAERPHILLY COUNTY
BOROUGH LOCAL DEVELOPMENT PLAN UP TO 2035 –
DRAFT DELIVERY AGREEMENT**

REPORT BY: INTERIM CORPORATE DIRECTOR - COMMUNITIES

1. PURPOSE OF REPORT

- 1.1 To seek Council approval to consult on the 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035 Draft Delivery Agreement for six weeks, commencing Wednesday 11 March 2020 and concluding Wednesday 22 April 2020.
- 1.2 To seek Council approval to set up the Local Development Plan Focus Group (LDP Focus Group) and agree its composition to assist in the preparation of the 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035 (2nd Replacement LDP).
- 1.3 To seek Council approval for the reporting process for key stages in the preparation of the 2nd Replacement LDP.

2. SUMMARY

- 2.1 Members will recall that the Council resolved to commence a full revision of the Caerphilly County Borough Local Development Plan up to 2021 at the Council meeting held on 23 October 2019. Welsh Government requires that all local authorities undertaking a plan review prepare their development plans within a three and a half year period, with the delivery timeframe and mechanisms being set out in a Delivery Agreement (DA) that must be the subject of Welsh Government Approval.
- 2.2 The preparation of a DA is a key requirement in preparing the 2nd Replacement LDP that includes:
 - The timetable for the delivery of the revised LDP;
 - The Community Involvement Strategy (CIS) – which sets out who will be consulted and when.
- 2.3 The DA forms an important and legal part of the 2nd Replacement LDP. Delivery in accordance with the DA will be an important test of the 'soundness' of the 2nd Replacement LDP. The Draft DA is required to be the subject of consultation and it is proposed to publish the Draft DA for consultation for six weeks, commencing Wednesday 11 March 2020 and concluding on Wednesday 22 April 2020.

- 2.4 The three and a half year preparation period for the 2nd Replacement LDP represents a significant challenge given the scale and extent of the work required. Consequently, it is proposed that the LDP Focus Group be reconstituted for the preparation of the 2nd Replacement LDP to:
- Condense the reporting periods for plan preparation;
 - Provide a sounding board for considering the 2nd Replacement LDP content; and
 - Generating alternatives.
- 2.5 The LDP Focus Group would be composed of all Cabinet Members and 2 nominated backbench members from the leading party, the Leader and one nominated member from the majority opposition party, two representatives from the independent members, the Chair and Vice-chair of Planning Committee, the Chair and Vice-chair of Housing and Regeneration Scrutiny Committee and all Heads of Service.
- 2.6 The LDP Focus Group will need to be progressive and will need to be constructive in its recommendations to Council. The LDP Focus Group will be governed by its Terms of Reference, which set out the Groups' composition, conduct and remit. The Draft Terms of Reference have been appended to this Report as Appendix 1.
- 2.7 Due to the potential delays that the Council reporting process could have, it is proposed to follow the same simplified reporting procedures as were used for the preparation of the previous 2 plans. The proposed process is:
- To present the emerging evidence base and draft policy framework to the LDP Focus Group for its consideration and comment;
 - To report the LDP Focus Group's comments and recommendations directly to Council for consideration and decision;
 - To report the notes of all LDP Focus Group meetings to the subsequent Housing and Regeneration Scrutiny Committee for consideration; and
 - To make available the notes of the LDP Focus Group meetings as an integral part of the emerging evidence base.

3. RECOMMENDATIONS

- 3.1 That Council agrees the Draft DA for consultation;
- 3.2 That the Draft DA be subject of a six week consultation period commencing Wednesday 11 March 2020 and concluding on Wednesday 22 April 2020;
- 3.3 That Council agrees to the setting up of the LDP Focus Group to assist in the preparation of the 2nd Replacement LDP;
- 3.4 That Council agrees the composition of the LDP Focus Group and Draft Terms of Reference for the Group; and
- 3.5 That Council agrees the reporting process utilising the LDP Focus Group.

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 To comply with the requirements of Regulation 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended).
- 4.2 To seek agreement for the reporting processes for the 2nd Replacement LDP to assist its delivery within the required timeframe.

5. THE REPORT

Background

- 5.1 Members will be aware that the Council resolved to commence a full review of the Adopted LDP at the meeting on 23rd October 2019. The preparation of a new plan is a time and resource intensive exercise and Welsh Government guidance requires plans to be prepared within three and a half years from commencement, with the option of a single slippage period of three months. This is a very short timeframe for the delivery of a new plan.
- 5.2 The Council is required to prepare a DA as part of the 2nd Replacement LDP. The DA sets out the timetable for delivery and identifies who and when people will be involved or consulted in the process. The Draft DA, along with the Review Report that is currently the subject of stakeholder consultation, is required to be prepared at the beginning of the 2nd Replacement LDP preparation process. The final DA is required to be submitted to Welsh Government (WG) for its agreement and the formal three and a half year preparation period does not commence until the DA is agreed by Welsh Government. Welsh Government's role is to ensure the DA is robust, realistic and covers the main plan preparation requirements.
- 5.3 The DA is required to be the subject of consultation and the Draft DA has been prepared as the vehicle for this consultation.

The Draft Delivery Agreement

- 5.4 The preparation of the Draft DA is a key requirement in preparing the 2nd Replacement LDP. The Draft DA is a succinct public statement that contains:
 - A Timetable for preparing the 2nd Replacement LDP
This details when various stages of plan preparation will take place. The timetable is included in Part 2 of the Draft DA which is appended to this report as Appendix 2.
 - A Community Involvement Scheme (CIS)
This sets out the Council's principles, strategy and mechanisms for full, early and continuous community and stakeholder engagement throughout the 2nd Replacement LDP process. Once approved, the Council will need to comply with the requirement for community engagement set out in the CIS. The CIS is included in Part 3 of the Draft DA which is appended to this report as Appendix 2.
- 5.5 The DA forms an important and legal part of the 2nd Replacement LDP. Delivery in accordance with the DA will be an important test of the 'soundness' of the Plan. Both the content of the DA and the way in which the Council implements it are, therefore, fundamental to the overall success of the 2nd Replacement LDP.

- 5.6 In respect of the level of consultation required, Paragraph 4.2.1 of the Development Plans Manual (Edition 2, 2015) states:
- Local Planning Authorities should consider the most appropriate level and form of consultation on their Delivery Agreement to suit the local context: it should be proportionate and timely and not delay plan preparation.*
- 5.7 It is proposed to undertake a six week consultation, commencing Wednesday 11 March 2020 and concluding Wednesday 22 April 2020. The Draft DA consultation will be publicised as follows:
- Information and all documentation will be placed on the Council's website and advertised through social media channels;
 - We will directly contact specific consultees, general consultees, Community and Town Councils, planning consultants, house builders, Registered Social Landlords and other organisations with details on how to respond; and
 - A hard copy of the consultation documentation will be available for inspection at Tredomen House.
- 5.8 Following the consultation a Report of Consultation will be prepared and the Draft DA will be amended where appropriate. The final, amended DA will be reported to Council on 2 June 2020 seeking the Council's approval of the document and to forward it to Welsh Government for agreement.
- 5.9 Welsh Government has four weeks to consider the DA and to issue its decision. The agreement of the DA by Welsh Government marks the formal start of the period for preparing the 2nd Replacement LDP and the Council is committed to the three and a half year timetable and consultation processes set out in the DA.

The LDP Focus Group

- 5.10 Whilst the formal three and a half year delivery period does not commence until the DA is formally agreed by Welsh Government, it represents a significant challenge given the scale and extent of the work required. Consequently any measures that can reduce potential delay in the preparation process need to be considered.
- 5.11 As plan preparation progresses decisions will need to be made by Council. Reporting periods for the emerging plan, which could feasibly include consideration by Housing & Regeneration Scrutiny Committee, Cabinet and Council, would take up a significant amount of time for each stage of plan preparation and this would take up a significant proportion of the plan preparation period. This would have serious implications for the delivery of the plan, most likely resulting in the process slipping well beyond the three and a half year preparation period, and the permitted three month slippage period.
- 5.12 In preparing the Adopted LDP and the withdrawn Replacement LDP, it was agreed that a management group would be set up that would consider the key stages of the emerging plan, making recommendations that would be reported directly to Council. This group, (the LDP Focus Group), was set up as a method of condensing the reporting periods for plan preparation, as well as providing a sounding board for considering LDP content and generating alternatives. The LDP Focus Group worked successfully in the case of both plans.

- 5.13 It is proposed that the LDP Focus Group be reconstituted for preparation of the 2nd Replacement LDP to perform the same function and utilise the same reporting process.
- 5.14 The role of the LDP Focus Group is to assist with progressing the 2nd Replacement LDP, through the provision of input into the process and making recommendations to Council for action. To enable this, the LDP Focus Group will need to be progressive in outlook, seeking to drive the plan forward and taking a strategic view of the County Borough as a whole.
- 5.15 In order to ensure that the LDP Focus Group can perform this function it is proposed that it is comprised of Cabinet Members and 2 nominated backbench members from the leading party, Member representatives from both the majority opposition and the independent members, the Chairs and Vice-chairs of both Planning Committee and Housing and Regeneration Scrutiny Committee and all Service Area Heads. The members of the Focus Group will need to work together as a progressive working group, driving the plan process forward and functioning to create a corporate consensus view rather than as individuals pursuing sectional interests. The proposed composition of the LDP Focus Group is set out in the Draft Terms of Reference, which are appended to this report as Appendix 1.

The Remit of the LDP Focus Group

- 5.16 The LDP Focus Group will have an important role in progressing the 2nd Replacement LDP, by reviewing the documentation at key stages in the preparation process and making comments and recommendations on both the content of the document and the procedures moving forward, which will then be considered by Council. The LDP Focus Group will be governed by its Terms of Reference, which set out the Groups' composition, conduct and remit. The Draft Terms of Reference have been appended to this Report as Appendix 1.

6. ASSUMPTIONS

- 6.1 No assumptions have been made in this report.

7. LINKS TO RELEVANT COUNCIL POLICIES

- 7.1 The following Council plans and policies are relevant:

Corporate Plan 2018-2023.

- 7.2 As the key land use planning document for the Council, the 2nd Replacement LDP assists in delivering the 6 Corporate Plan Objectives:

Objective 1 - Improve education opportunities for all

The 2nd Replacement LDP will provide the local planning framework to assist in the delivery of the land use aspects associated with this objective, including:

- Tackling poverty
- Providing economic conditions to encourage economic growth and skills development
- Assist in the delivery of the City Deal Digital Strategy

- Providing the land use framework to deliver the right schools in the right places

Objective 2 - Enabling employment

The 2nd Replacement LDP will identify land to facilitate the development needs of new employers and the expansion of existing businesses.

Objective 3 - Address the availability, condition and sustainability of homes throughout the county borough and provide advice, assistance or support to help improve people's well-being

The 2nd Replacement LDP will set out the local framework to deliver the range and quality of housing to meet this objective and its outcomes through policies supporting sustainable levels of housing development to meet the needs of all residents.

Objective 4 - Promote a modern, integrated and sustainable transport system that increases opportunity, promotes prosperity and minimises the adverse impacts on the environment

The 2nd Replacement LDP will provide the local level framework that will assist in the delivery of the South East Wales Metro programme, which seeks to deliver a transformative transport system that increases accessibility throughout the County Borough and the wider region.

Objective 5 - Creating a county borough that supports a healthy lifestyle in accordance with the sustainable Development Principle within the Wellbeing of Future Generations (Wales) Act 2015

The 2nd Replacement LDP will set out the local policy framework that will facilitate the creation of healthier places, providing opportunities to create environments that engender healthy lifestyles, whilst ensuring access to much needed housing and employment opportunities.

Objective 6 - Support citizens to remain independent and improve their well-being

The 2nd Replacement LDP will set out the local policy framework that will facilitate the support infrastructure and services necessary to support the residents of the county borough. It will also set out requirements as for new homes, job opportunities that will provide employment and homes for the county borough's residents, assisting them to remain independent as well as improving their well-being.

Adopted Caerphilly County Borough Local Development Plan up to 2021

The Adopted LDP is the Council's principal land-use strategy and sets out the principles of how the county borough will develop and grow in the future. Council resolved to commence a full revision of the Adopted Caerphilly County Borough Local Development Plan up to 2021 at the Council meeting held on 23 October 2019. The DA sets out the delivery timeframe and mechanisms for the 2nd Replacement LDP process.

8. WELL-BEING OF FUTURE GENERATIONS

- 8.1 The LDP is the strategic land use document for the County Borough setting out how and where sustainable development will be delivered. It is a cross-cutting plan that considers issues around housing, employment, transport, infrastructure, community facilities, education facilities, leisure and tourism, heritage and environmental assets. The 2nd Replacement LDP will set a framework to deliver all seven well-being Goals:-

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

8.2 The five ways of working are integral to the preparation of the 2nd Replacement LDP. The 2nd Replacement LDP will demonstrate the five ways of working:

- Long Term – The preparation of the 2nd Replacement LDP is about planning for the future (typically a 15 year plan period) in a sustainable way.
- Prevention – plan preparation is built on a robust evidence base which considers key issues and how to respond to them in a manner that prevents any issues deteriorating and seeks to address key land use matters
- Integration – the preparation of the 2nd Replacement LDP will be bring together all land use planning issues relevant at a local level involving our partners, residents, visitors, employers and service providers in the formulation of the Plan. The 2nd Replacement LDP will also need to be in general conformity with other planning tiers, including the National Development Framework (NDF) and Strategic Development Plan (SDP).
- Collaboration – the preparation of the 2nd Replacement LDP will be a key collaboration project reflecting the land use priorities of multiple Council departments and Public Service Board Partners, as well as external stakeholders.
- Involvement – preparation of the 2nd Replacement LDP will provide numerous opportunities to engage with our stakeholders, residents and customers, including the business community and will ensure that we are listening to a wide range of views to inform the plan and decision making process.

9. EQUALITIES IMPLICATIONS

9.1 It is a requirement that the 2nd Replacement LDP is the subject of an integrated impact appraisal that will include Strategic Environmental Assessment, Sustainability Appraisal, Health Impact Assessment, Equalities Impact Assessment and Welsh Language Impact Assessment, among others. As such equalities issues will be addressed as part of the 2nd Replacement LDP.

10. FINANCIAL IMPLICATIONS

10.1 There are no financial implications arising as a result of this report.

10.2 However, there are significant financial implications arising from the preparation of the 2nd Replacement LDP and the Council agreed a budget for this at the Council meeting held on the 23rd October 2019.

11. PERSONNEL IMPLICATIONS

11.1 There are no personnel implications arising as a result of this report.

12. CONSULTATIONS

12.1 All responses from consultations have been incorporated into the report.

13. STATUTORY POWER

13.1 The Town and Country Planning Act 1990 (as amended) and the Planning and Compulsory Purchase Act 2004 require the Council to prepare and keep under review a LDP for the County Borough to act as a single framework for the control and use of land within its administrative boundary.

13.2 The Local Government Act 1998. The Local Government Act 2003. The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended). The Planning (Wales) Act 2015.

Author: Lisa James, Principal Planner, Strategic Planning
jameslm@caerphilly.gov.uk

Consultees: Cllr Philippa Marsden, Leader
Cllr Barbara Jones, Deputy Leader and Cabinet Member for Education and Achievement
Cllr Sean Morgan, Deputy Leader and Cabinet Member for Regeneration, Transportation and Sustainability
Cllr Eluned Stenner, Cabinet Member for Finance, Performance and Planning
Cllr Lisa Phipps, Cabinet Member for Homes, Places and Tourism
Cllr Carl Cuss, Cabinet Member for Social Care and Wellbeing
Cllr Nigel George, Cabinet Member for Environmental and Neighbourhood Services
Cllr Colin Gordon, Cabinet Member for Corporate Services
Cllr Mike Adams, Chair of Planning Committee
Cllr Andrew Whitcombe, Vice-Chair of Planning Committee
Cllr John Ridgewell, Chair Housing and Regeneration Scrutiny Committee
Cllr Christine Forehead, Vice-Chair Housing and Regeneration Scrutiny Committee
Cllr Colin Mann, Leader of the Majority Opposition
Cllr John Taylor, Nominated Member of the Majority Opposition
Cllr Nigel Dix, Nominated Member representing the Independents
Cllr Graham Simmonds, Nominated Member representing the Independents
Christina Harray, Interim Chief Executive
Mark S Williams, Interim Corporate Director Communities
Steve Harris, Interim Head of Business Improvement and Acting Section 151 Officer
Liz Lucas, Head of Customer and Digital Services
Keri Cole, Chief Education Officer
Robert Tranter, Head of Legal Services & Monitoring Officer
Sue Richards, Head of Education Planning & Strategy
Lynne Donovan, Head of People Services
Rhian Kyte, Head of Regeneration and Planning
Marcus Lloyd, Head of Infrastructure
Rob Hartshorn, Head of Public Protection, Community and Leisure Services
Mark Williams, Interim Head of Property Services

Shaun Couzens, Chief Housing Officer
Jo Williams, Assistant Director Adult Services
Gareth Jenkins, Assistant Director Children's Services
Kath Peters, Corporate Policy Manager
Ryan Thomas, Planning Services Manager

Appendices:

Appendix 1 – Terms of Reference for the LDP Focus Group

Appendix 2 – 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035 - Draft Delivery Agreement

CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN

TERMS OF REFERENCE FOR THE LDP FOCUS GROUP

1 Primary Purpose

- 1.1 The Local Development Plan (LDP) Focus Group will assist in the timely delivery of the 2nd Replacement LDP by examining key stages and making recommendations directly to Council.

2 Objectives

- 2.1 The LDP Focus Group will:

- monitor the progress of the 2nd Replacement LDP in relation to the scheduled timetable contained in the Delivery Agreement
- contribute to the plan preparation process by meeting at key stages to help to generate options and alternatives for inclusion in draft policy papers and documents
- receive and take account of any relevant comments arising out of the various public engagement/involvement stages in the plan preparation process
- receive and take account of the representations from the General Public arising out of the various public involvement stages in the plan preparation process
- Make recommendations to Council on the content of and procedures for, the 2nd Replacement LDP.

3 Mandate

- 3.1 The LDP Focus Group is mandated to be:

- an internal group of key individuals; both Members and Officers of the Council
- an active working group, functioning to create a corporate consensus view rather than as individuals pursuing sectional interests
- a progressive group, seeking to move the 2nd Replacement LDP forward to meet tight timescales, and not seek to revisit matters and decisions previously considered.

4 Composition

4.1 The group will comprise a small group of key Elected Members and cross-directorate representatives:

Elected Members

Cabinet Member for Finance, Performance & Planning (Chair)

Leader

Deputy Leader and Cabinet Member for Education & Achievement

Deputy Leader and Cabinet Member for Regeneration, Transportation & Sustainability

Cabinet Member for Homes, Places & Tourism

Cabinet Member for Social Care & Wellbeing

Cabinet Member for Environment & Neighbourhood Services

Cabinet Member for Corporate Services

2 nominated backbench members of the Leading Party

Chair of the Planning Committee

Vice-Chair of the Planning Committee

Chair of Housing & Regeneration Scrutiny Committee

Vice-Chair of Housing & Regeneration Scrutiny Committee

Leader of the Majority Opposition

A nominated member of the Majority Opposition

2 nominated members representing the Independents

Officers

Head of Regeneration & Planning

Head of Infrastructure

Head of Public Protection, Community and Leisure Services

Head of Education Planning and Strategy

Head of Customer and Digital Services

Head of Legal Services & Monitoring Officer

Chief Housing Officer

Interim Head of Property Services

Interim Head of Business Improvement Services & Acting S151 Officer

Assistant Director Adult Services

Assistant Director Children's Services

Head of Corporate Finance

Chief Education Officer

Head of People Services

Corporate Policy Manager

Planning Services Manager

Team Leader, Strategic Planning (facilitator)

Principal Officer, Strategic Planning (facilitator)

(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 Members /

Officers leave their current role / post, their place on the Group would also be relinquished.)

5 Quorum

- 5.1 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 necessarily appropriate at every stage. To enable a LDP Focus Group Meeting to proceed, each meeting will be subject to a quorum.
- 5.2 A quorate meeting of the LDP Focus Group will require a minimum of 7 Group members, four of whom must be elected members.
- 5.3 It is agreed that substitutes can be used where necessary (in exceptional circumstances). However substitutes will ONLY be acceptable where they are of equal or sufficient status to have both the capacity and authority to make high level decisions on behalf of the Council and/or their service area.

6 Chair

- 6.1 The Cabinet Member for Finance, Performance & Planning will be the Chair of the LDP Focus Group.

7 Frequency

- 7.1 The LDP Focus Group will meet as necessary in order to provide its advice on the key stages in the Plan preparation process.
- 7.2 In order to assist Members of the group, meeting dates will be established as far in advance as possible by reference to the Timetable produced as part of the LDP Delivery Agreement.
- 7.3 Where any meeting is likely to take a full day to complete business it will be scheduled over two half days instead in order to fit more easily with other work commitments.

8 Agendas

- 8.1 It will be the responsibility of the Team Leader, Strategic Planning to agree the agenda in consultation with the Chair of the Focus Group.
- 8.2 Group Members will receive all relevant papers at least seven days prior to the date of each meeting. Requests for the Group to deal with 'Any Other Business' will be considered by the Chairman. All material discussed by the Group will be placed onto the 'web' as part of the 2nd Replacement LDP Evidence Base.

9 Reporting Mechanism

- 9.1 Minutes of the LDP Focus Group will be submitted for scrutiny purposes to the Regeneration and Environment Scrutiny Committee. Any matter requiring a Policy

decision will be reported to Council. Every elected member will be able to access the minutes via the internet and a copy placed on the Member's Portal

Caerphilly County Borough Council

Draft Delivery Agreement

**2nd Replacement Caerphilly County Borough Local
Development Plan Up To 2035**

Draft Version, January 2020

January 2020

Contents

Glossary of Terms

Part 1 – Introduction	1
Part 2 – Timetable	5
Part 3 – Community Involvement Scheme	9

Appendix 1 – Detailed Timetable for LDP Revision process

Appendix 2 – Risk Assessment

Appendix 3 – List of Consultees

Glossary of Terms

Term	Abbr.	Definition
Adopted Plan		The final version of the LDP.
Adoption		The final stage of LDP preparation where the LDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report	AMR	This will assess the extent to which policies in the LDP are being successfully implemented.
Baseline		A description of the present state of an area.
Caerphilly County Borough Council		This is the name of the Local Authority preparing the LDP.
Candidate Sites		A site nominated by an individual with an interest in land (i.e. landowner, developer, agent or member of the public) to be considered for inclusion in the LDP.
Community		People living in a defined geographical area, or who share other interest and therefore form communities of interest.
Community Involvement Scheme	CIS	The CIS forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the LDP.
Consensus Building		A process of early dialogue with targeted interest groups to understand relevant viewpoints.
Consultation		A formal process in which comments are invited on a particular topic or draft document.
Council		Caerphilly County Borough Council.
Definitive Stages		The stages in plan preparation up to and including the Statutory Deposit Period.
Delivery Agreement	DA	A document comprising the local planning authority's timetable for the preparation of a LDP, together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit		A formal six week stage in which individuals and organisations can make representations on the LDP. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan		This is a full draft of the LDP which undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination.
Duly Made		Representations to the development plan which are made in the correct manner and within the specified consultation time period.
Engagement		A process that encourages a pro-active approach to involving the community.
Evidence Base		Information and data that provides the basis for the preparation of the LDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the LDP.
Examination		The examination involves public examination of the Deposit LDP, the Deposit representations, the report of consultation, evidence base/background documents and the Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Habitat Regulations Assessment	HRA	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of

Caerphilly County Borough Council – Delivery Agreement

		European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator		A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Inspector's Report		The Report prepared by an independent Inspector who examines the LDP. The Inspector's Report contains recommendations on the content of the final LDP and is binding upon the Council. The Council must adopt the LDP in the manner directed by the Inspector.
Integrated Sustainability Appraisal	ISA	Term for the assessment process that incorporates Strategic Environmental Assessment, Sustainability Appraisal and other impact assessments including Equalities, Health and Welsh Language.
Interested Parties		Any person, group or organisation wanting to be involved in the preparation of the 2 nd Replacement LDP.
Involvement		Generic term relating to community involvement that includes both participation and consultation techniques.
Local Development Plan	LDP	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
Local Planning Authority	LPA	In the case of Caerphilly, this is Caerphilly County Borough Council.
Objective		A statement of what is intended.
Local Well-being Plan	LWBP	The Council's plan prepared in collaboration with the Council's Public Service Board Partners to meet the requirements of the Well-Being Act
Participation		Processes whereby stakeholders and the community can interface with plan makers.
Planning Inspectorate		The Wales branch of the Planning Inspectorate is an independent body who will be responsible for the formal examination of the LDP.
Planning Policy Wales	PPW	Planning policy guidance for Wales produced by the Welsh Government is set out in this document.
Pre-Deposit		Stages of preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy		This sets out the broad strategic direction for the LDP. This includes the preferred level of growth along with the spatial strategy for distributing the growth. It also includes the vision, issues and objectives of the plan.
Press Release		Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation		Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the LDP.
Report of Consultation		A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.
Representations		Comments received in relation to the LDP, either in support of, or in opposition to.

Caerphilly County Borough Council – Delivery Agreement

Review Report		The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the LDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping		The process of deciding the scope and level of detail of a sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA Report.
Soundness Tests		In order to adopt a LDP it must be determined to be 'sound' by the Planning Inspector. The Tests of Soundness are set out in PPW. There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders		People whose interests are directly affected by a LDP (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies. .
Strategic Environmental Assessment	SEA	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".
Strategic Development Plan	SDP	Concept against which an LDP is examined under section 64(5)(b) of the 2004 Act.
Submission		When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance	SPG	Provide more detailed or site specific guidance on the application of LDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the LDP and is not subject to independent examination.
Sustainability Appraisal	SA	A tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report	SAR	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
Timetable		Sets out the dates by which key stages and processes of LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.
Well-being Act		Well-being of Future Generations (Wales) Act 2015

1. Part 1 - Introduction

- 1.1 A full review of the Caerphilly County Borough Local Development Plan (LDP) up to 2021 (adopted November 2010) has been undertaken and the findings are set out in the Local Development Plan Review Report (Review Report). The Review Report provides an overview of the issues that have been considered as part of the review process and subsequently identifies any changes that are likely to be needed to the LDP. It concludes that the Council should commence an immediate full revision of the LDP. The final Review Report will be published alongside the Draft Delivery Agreement.
- 1.2 The adopted LDP provides the policy framework for the determination of planning applications whilst the revised LDP is being prepared up until 31 December 2021. Following this date the Adopted LDP will no longer be a consideration in determining planning applications, which will then be considered against national policy and guidance.

Purpose of a Delivery Agreement

- 1.3 The preparation of a Delivery Agreement (DA) is a key requirement in preparing a revised LDP. This document provides details of the stages involved in the Plan-making process, the time each part of the process is likely to take, and the resources that the Council will commit to Plan preparation. The DA will also establish the Local Planning Authority's early full and continuous approach to community engagement and involvement in the preparation of the revised LDP.
- 1.4 The DA forms an important and legal part of the review of the LDP. Delivery of the revised LDP in accordance with the DA will form an important test of 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 LDP.
- 1.5 The DA is split into two key parts:
- **The Timetable for producing the revised LDP.**
This provides an indication of when various stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. The timetable is included in Part 2 of this DA.
 - **The Community Involvement Scheme (CIS).**
This sets out the Council's principles, strategy and mechanisms for early, full and continuous community and stakeholder engagement throughout the revision 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 that are set out in the CIS. The CIS is included in Part 3 of this DA.

Stages in the Approval of the Delivery Agreement

- 1.6 In developing the Delivery Agreement for the Replacement LDP, the Council will:
- Prepare a Draft DA (this document).
 - Consult on the Draft DA with key stakeholders and revise the DA appropriately.
 - Obtain Council Approval for the updated DA.
 - Submit the DA to Welsh Government for agreement.
 - Publish the DA on Council website and place in Planning reception, customer service centres / libraries across the county borough.
 - Review the DA on a quarterly basis.

Preparation of the Revised LDP

- 1.7 In preparing the revised LDP, and in accordance with Welsh Government LDP Manual (Edition 2, 2015), the Council will aim to achieve the following key objectives:
- Facilitate Sustainable Development by fully integrating a Sustainability Appraisal (incorporating Strategic Environmental Assessment) into the plan making process;
 - Ensure early and effective community involvement in order to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for the revised LDP;
 - Enable policy integration by producing a revised LDP that is internally consistent with other corporate priorities and other policies and strategies at the national, regional and local level, appreciating the need to avoid unnecessary repetition;
 - Deliver a fast and responsive approach to plan-making;
 - Produce a revised LDP that is strategic, concise and distinctive in setting out how Caerphilly County Borough will develop and change, with particular regard to the well-being of future generations whilst also addressing key issues collaboratively with neighbouring local planning authorities;
 - Deliver sustainable development, with full consideration of infrastructure requirements, availability of resources, viability and market factors.
- 1.8 The LDP revision will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The Well-being Plan for 2018-2023 'The Caerphilly We Want' will be of particular importance at the local level. This relates to the economic, social, environmental and cultural well-being of Caerphilly County Borough and will have clear links with the LDP where it relates to land use planning.

Strategic Environmental Assessment/Sustainability Appraisal and Integrated Sustainability Appraisal

- 1.9 The provisions of the Strategic Environmental Assessment (SEA) Regulations, 2004, require the Council to assess the significant effects that its plan could have on the environment. In addition Section 62 (6) of the Planning and Compulsory Purchase Act 2004 requires the Council to carry out a Sustainability Appraisal (SA) of its plan. As a matter of good practice the SEA and SA processes have been combined into one iterative SEA/SA process. The SEA/SA process was an iterative part of the preparation process of the Adopted LDP and is reflected in the Plan's proposals and policies.
- 1.10 The Council will continue to adopt of the integrated SEA/SA process in preparing the revised LDP. However, other legislation has introduced additional assessment requirements that should also be addressed as part of the plan preparation process, e.g. health impact assessment, equalities assessment. Consequently, the council will undertake an Integrated Sustainability Appraisal (ISA), which combines the SEA/SA process with the other required assessments as part of the preparation of the revised plan. The ISA will ensure that the revised plan is internally consistent, with economic, environmental, cultural and social issues considered alongside other relevant matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation.
- 1.11 The ISA will include the following stage documents:
- The Scoping Report. This will set out the current state of the environment and will identify the existing sustainability issues within Caerphilly County Borough to provide baseline information for assessment and monitoring through a series of Objectives and a Sustainability Framework. It will also set out a review of relevant

plans, policies, programmes and strategies at European, National and local levels, indicating their implications for the LDP process.

- An initial Sustainability Appraisal Report (ISAR). This will predict and evaluate the effects of the LDP options, spatial strategy and strategic policies on the social, environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy.
- The Environmental Report. This is the Assessment of the policy and allocation framework set out in the Deposit version of the plan against the SA indicators. This report will identify any significant likely effects arising from the plan's implementation and will identify mitigation or amendments to the policy framework where appropriate. This will be published at the same time as the Deposit Plan.
- The Adoption Statement. An Adoption Statement will be published, following the adoption of the LDP, to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the revised LDP.

Habitats Regulation Assessment (HRA)

1.12 In accordance with the Habitats Directive 92/43/EEC, the impacts of any land use plan on the conservation objectives of any European protected site are to be assessed by means of an Appropriate Assessment. The HRA will be prepared concurrently with the Deposit Plan and will be published with both the Deposit Plan and the Environmental Report.

1.13 There are two stages of Habitats Regulation Assessment:

- Screening:- To determine whether any of the conservation objectives of any European Site could be adversely affected
- Appropriate Assessment:- Assessment of the plan proposals on the conservation objectives of all affected European sites.

Evidence

1.14 There is a need to update the evidence base, including undertaking various evidence base assessments throughout the preparation of the revised LDP. At this stage it is envisaged that this will include:

- Population and Housing Growth Options
- Affordable Housing Viability Assessment
- Local Housing Market Assessment
- Gypsy and Traveller Accommodation Assessment
- Larger than Local Economic Review
- Employment Land Review
- Strategic Transport Assessment
- Shopper Attitude Survey and retail analysis
- Renewable Energy Assessment
- Settlement Boundary Review
- Infrastructure Assessment

1.15 This is not a definitive list and additional evidence base requirements may emerge as the plan revision progresses.

Well-Being of Future Generations Act

1.16 The Well-being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to:-

- A Prosperous Wales,

- A Resilient Wales,
- A Healthier Wales,
- A More Equal Wales,
- A Wales of Cohesive Communities,
- A Wales of Vibrant Culture and Welsh Language, and
- A Globally Responsive Wales.

1.17 The five ways of working are:

- Long Term,
- Integration,
- Involvement,
- Collaboration, and
- Prevention.

1.18 Given that sustainable development is the core underlying principle of the LDP (and SEA), there are clear associations between the LDP and the WCFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced. The Council published its Well-being Plan, '*The Caerphilly We Want*', in 2018 and it covers the period up to 2023. Both the WCFG and LWBP will be considered fully throughout the preparation of the revised LDP. The Well-being Assessment will form part of the evidence base of the revised plan.

Tests of Soundness

1.19 As an integral part of the development plan system it is the responsibility of the appointed independent Inspector to consider the soundness of the LDP 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". The Local Development Plans Manual provides 3 criteria for assessing 'Soundness'. These tests are:

- a. Does the Plan Fit?
- b. Is the Plan Appropriate?
- c. Will the plan deliver?

1.20 The tests of soundness, in part, relate to the process by which the Local Development Plan has been prepared by the Council, its consistency, 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 Delivery Agreement. It is in the Council's interests, therefore, to ensure that the Delivery Agreement has been adhered to throughout the LDP revision process. It is also the responsibility of all stakeholders in the process to facilitate the process by meeting the requirements of them.

1.21 Following the Examination, the Inspector will prepare a report that sets out the Inspector's findings and conclusions. The conclusions reached by the Inspector are binding and, unless Welsh Government intervenes, the Council can either adopt the plan including the Inspector's recommendations or resolve not to adopt the plan.

2. Part 2 - Timetable

2.1 The Council has established a timetable for the delivery of the plan, summarising the key stages in plan preparation (Table 1). While the timetable is challenging, it provides a realistic timeframe for preparation of the revised LDP having regard to the resources available. In preparing the timetable, regard has been given to Welsh Government's expectation that a revised plan can be prepared within 3 years and 6 months. Moreover, it has regard to the fact that the adopted LDP expires in December 2021 and there is a pressing need to maintain plan coverage.

2.2 The timetable in Table 1 is split into definitive and indicative stages:

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

Caerphilly County Borough Council – Delivery Agreement

Table 1 – Key stages in Replacement Plan Preparation

Key Stages	Timescale	
	From	To
Definitive	Jan 2020	June 2020
Delivery Agreement	Full Council – 4 th June 2020 Submission to WG by 18 th June 2020 (response to LPA to be received within 4 weeks)	
Pre-Deposit Participation	Feb 2020	July 2021
	Update evidence base Call for Candidate Sites Hold participation events Prepare ISA report Prepare Preferred Strategy Report to Council on Preferred Strategy – 19 th July 2021	
Preferred Strategy (Pre-Deposit) Consultation	August 2021	July 2022
	Preferred Strategy – 6 week consultation Report to Council on draft Deposit Plan – 18 th July 2022	
Statutory Deposit Plan Consultation	August 2022	May 2023
	Deposit Plan – 6 week consultation Report to Council on submission of Deposit Plan to Welsh Government – May 2023	
Indicative		
Submission of LDP to Welsh Government	Summer 2023	
Independent Examination	Autumn 2023	
Inspector's Report	Early 2024	
Adoption	Spring 2024 (must be adopted within 8 weeks of receiving the Inspector's binding report)	

- 2.3 A detailed project plan outlining the timescale for each of the stages of plan preparation is included in Appendix 1.

Resources

- 2.4 The Planning Services Manager will be responsible for the overall delivery of the LDP, with the Team Leader, Strategic Planning being responsible for the day to day project management. The Strategic Planning Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages. The existing staff resources are set out in Table 2 below. Approximately 90 to 95% of officer time will be dedicated to the preparation of the LDP. Additional time will be dedicated by the Planning Services Manager, the Head of Regeneration and Planning and the Interim Director Communities to ensure the efficient delivery of the replacement LDP. It will also be necessary to call upon staff resources from other service areas across the council to assist in undertaking various evidence base updates/assessments. This is likely to include officer support from; Development Management, Housing, Infrastructure, Education, Environmental Health, Community and Leisure Services, Corporate Policy, Democratic Services and Legal Services. Significant input will also be required from technical support in preparing LDP documentation.

Table 2 – Strategic Planning Team Staff Resources

Officer Job Title	Number of posts
Team Leader	1
Principal Planner	2
Planning Officer	1
Assistant Planner	1

2.5 The Council recognises that additional specialist input will also be required to progress and establish a robust evidence base to inform the revised LDP. While it is anticipated that a considerable amount of evidence base work will be undertaken by CCBC officers, predominately the Strategic Planning Team, the use of external consultants is likely to be necessary, particularly in relation to highly technical or specialist elements of the evidence base. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been agreed by Council.

2.6 The Delivery Agreement has been prepared on the basis of a revised Caerphilly County Borough Local Development Plan only. Work is however on-going on a regional basis. Collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Caerphilly, Blaenau Gwent, Torfaen, Monmouthshire and Newport have identified a number of topic areas where studies could be, and are being, commissioned jointly.

2.7 The Council has agreed a budget to progress the revised LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the revised LDP and its Examination.

Risk Management and Analysis

2.8 Whilst the timetable for preparation of the revised LDP is realistic, it is acknowledged that it will also be very challenging and could be put at risk from even minor issues. It is recognised that there are a number of factors that could result in plan preparation deviating from the proposed timetable. Consequently the LDP Manual provides flexibility by allowing a single 3-month slippage, before a formal revision to the Delivery Agreement is required. Appendix 2 sets out a risk assessment identifying potential issues that could cause difficulties in keeping to the proposed timetable, together with the Council’s proposed approach to managing them.

Supplementary Planning Guidance

2.9 The revised LDP will contain sufficient policies to provide the basis for determining planning applications. However, Supplementary Planning Guidance (SPG) has an important supporting role in providing more detailed or site specific guidance on the way in which LDP policies will be applied. While SPG does not form part of the development plan it should be derived from and be consistent with the relevant LDP. The SPG should also be clearly cross referenced to the policies and proposals it supplements.

2.10 Since the adoption of the current LDP a number of SPG documents have been prepared and adopted to support existing LDP policies. The SPG cover the following topic areas:

- Affordable Housing
- Trees and Development
- Car Parking Standards
- Building Better Places to Live

- Householder Developments
- Protection of Open Space
- Buildings in the countryside
- Shop Fronts and Advertisements
- Planning Guidance for Smaller Scale Wind Turbine Developments – Landscape and Visual Impact Assessment Requirements
- Smaller Scale Wind Turbine Development – Landscape Sensitivity and Capacity Study

2.11 It is anticipated that the SPG topics listed above will continue to be necessary and relevant, and so will be carried forward with any amendments necessary to support the revised LDP, and/or the updated evidence base.

2.12 It should nevertheless be noted that SPG to the LDP cannot be formally adopted until after the Inspector's Report has been received and it is clear that there are no changes to the policy approach set out in the revised plan. It is not anticipated that any new/additional SPG will be prepared or consulted on in parallel with the revised LDP, primarily due to the challenging timescales.

Monitoring and Review

2.13 The Council will monitor and regularly review progress of the replacement LDP against the requirements of the DA to ensure the timetable is being adhered to and the public engagement, as set out in the Community Involvement Scheme, is being met. As noted in paragraph 2.8 the timetable allows for a marginal degree of flexibility, however, any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the revised LDP.
- Preparation of the revised LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the revised LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the revised LDP in accordance with the DA.
- Significant changes to the Community Involvement Scheme.

2.14 An updated timetable will be submitted to Welsh Government following the Deposit stage. This will provide greater certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be redefined within 3 months of the close of the formal Deposit period and will be submitted to Welsh Government for agreement.

3. Part 3 – Community Involvement Scheme

- 3.1 The Community Involvement Scheme (CIS) sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP. Whilst it is the Council's decisions that determine the content of the revised LDP, one of the aims of the LDP system is that plan production is based on effective community involvement in order that a range of views can be considered promoting consensus on the plan's strategy and policies.
- 3.2 The five ways of working prescribed by the Well Being of Future Generations (Wales) Act are integral to the CIS. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP (Part 2, Appendix 1), which should be read in conjunction with the CIS.
- 3.3 Caerphilly County Borough Council's core purpose, as set out in its major new strategy *#Team Caerphilly – Better Together*, is to support sustainable and resilient communities across the County Borough. This is intrinsically linked to land use planning and is therefore key to the delivery of the LDP.
- 3.4 Caerphilly County Borough Council is also committed to ensuring the ten national principles for public engagement in Wales are utilised. Public engagement in the preparation of the LDP will take place in accordance with CIS. The Council recognises that engagement must be designed to make a difference. The main objectives for involving the community in the LDP preparation process can be identified as:
- Effectively design engagement to make a difference, to influence plan preparation and delivery from an early stage;
 - To encourage and enable everyone affected to be involved, if they so choose;
 - To plan and deliver engagement in a timely and appropriate way to ensure that the process is clear, communicated to everyone in a way that is easy to understand within a reasonable timescale, using the most suitable method/s for those involved;
 - To communicate and work with relevant partner organisations to ensure that people's time is used effectively and efficiently;
 - To provide appropriate and understandable information so that people are well placed to take part in the engagement process;
 - To identify and address any barriers for different groups to make it easier for people to take part;
 - To enable people to take part effectively, the engagement processes should try to develop the skills, knowledge and confidence of all participants;
 - To ensure appropriate training, guidance and support are provided to enable all participants, including staff, to effectively engage;
 - To provide two way dialogue by responding to comments received and publishing the Council's response in a report of consultation; and
 - To learn and share lessons to improve the process of engagement.

Who will we involve?

- 3.5 Effective involvement of people and communities and collaboration with other organisations are two of the five ways of working set out in the Well-being Future Generations Act and are key aspects of preparing the revised LDP. The council will seek to involve the following parties in their plan preparation process for the 2nd Replacement LDP:

Members of the public, interested persons and organisations

- 3.6 For both the Adopted LDP and the withdrawn Replacement LDP the Council maintained a consultation database that included members of the public, interested persons and organisations who had requested to be kept informed at each stage of the LDP process. The primary purpose of this database was to allow for those who are not included on the Welsh Government list of consultees for LDPs to be involved and informed throughout the LDP process.
- 3.7 The General Data Protection Regulation (GDPR) came into force in May 2018 placing new restrictions on how organisations can hold and use personal data and defining rights with regard to that data. As a result of GDPR we are unable to contact those individuals who previously expressed an interest in the LDP process. Consequently the Council is now required to establish a new stakeholder database of parties wanting to be involved in the preparation of the 2nd Replacement LDP.
- 3.8 Anyone interested parties will be required to give their consent, in writing, if they wish to be added to the LDP stakeholder database. Anyone who makes representations at any of the stages of LDP revision will automatically be added to the stakeholder database in order to administer their comments and for them to be adequately informed of further opportunities to participate at a later date. In accordance with the GDPR, by commenting on the LDP, individuals and stakeholders give their consent for their details to be held throughout the LDP revision process for consultation and notification purposes.
- 3.9 If any person, group or organisation wishes to be involved in the preparation of the revised LDP, they can request to be added to the stakeholder database by providing their contact details to the Strategic Planning Team by email, phone or in writing using the contact details as set out in paragraph 3.30.

Elected Members

- 3.10 It is recognised that the involvement of Members of Caerphilly County Borough Council throughout the preparation of the plan will be of key importance. Members have a unique position, as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County Borough as a whole. Accordingly, Members will play an essential role in the revised LDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting Caerphilly County Borough as a whole.
- 3.11 The Cabinet Member for Finance, Performance and Planning has responsibility for planning policy, including the preparation of the revised LDP. Close liaison with the Cabinet Member, and all other council Members, is an essential part of the LDP process. Consequently Member seminars will be undertaken where appropriate, in particular at key stages of the revised LDP including, but not limited to; the Preferred Strategy, Deposit LDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

Community and Town Councils

- 3.12 Town and Community Councils also play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Caerphilly County Borough. Community and Town Councils will be consulted at every stage of the LDP revision process and through their individual communication methods will help raise awareness of the revised LDP to local communities. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community.

Partnership Groups

- 3.13 Partnership groups act as single contact points for groups of people and are, consequently, an important point of contact for engaging the wider community in the preparation of the

revised LDP. This particularly the case during the early stages of public participation when structured discussion is desirable.

- 3.14 The Caerphilly Public Service Board (PSB), and its partners, will be of particular importance to ensure the revised LDP aligns with the Local Well-being Plan. As such the PSB will be actively involved during the preparation of the plan.
- 3.15 The Strategic Planning Team will also work closely with the Council's Corporate Policy Team who support the delivery, co-ordination and administration of the Public Services Board and lead the Council's contribution to the Well-being Plan.

Businesses, Land Owners, Developers and Agents

- 3.16 As outlined previously, extensive engagement will be undertaken at each key stage of the LDP revision process. Efforts will be made to engage with the business community at an early stage, which can be facilitated through liaison with the individual Chambers of Commerce across the County Borough. We will also engage with planning agents, who are regular customers of Caerphilly's planning service. Anyone can request for their details to be included on the LDP stakeholder database. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the LDP revision database.
- 3.17 The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites the wish to be considered for development in the LDP. A common methodology for considering such sites has been established across the South East Wales region for local planning authorities to utilise for their respective revised LDPs. A 'Call for Candidate Sites' will be undertaken and all candidate sites will need to be submitted via a standardised form. The form will set out the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the revised LDP. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided at the outset in order to provide clarity for the process and avoid unnecessary work being undertaken for sites that will not be considered for inclusion in the LDP. Accordingly, all candidate sites will need to be submitted during the appropriate period.

Additional Consultation Bodies

- 3.18 Appendix 3 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees are comprised of Welsh Government and those bodies with specific functions that apply to the revised Plan area, e.g. the Aneurin Bevan Health Board and Dŵr Cymru Welsh Water. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the LDP revision process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

- 3.19 Hard to reach groups, and those that are seldom heard, are those groups who have not traditionally taken part in the plan preparation process. Additional effort will, therefore, be required to ensure these groups are engaged in the revised LDP process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation/consultation periods and resource limits.
- 3.20 Hard to reach groups include:-
- Young people and children
 - People with disabilities
 - Older people
 - People with learning difficulties

- Homeless people
- Ethnic minorities
- Gypsies and Travellers

3.21 Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not, therefore, always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.

LDP Focus Group

3.22 In order to guide the LDP revision process, the Council will set up the LDP Focus Group. This group will be comprised of Cabinet Members, members from opposition groups and service area heads will facilitate continued engagement with senior members and officers throughout the plan preparation process. The LDP Focus Group will be engaged through specific workshops and meetings where appropriate.

Planning Aid Wales

3.23 Planning Aid Wales is an independent service providing planning advice to groups and individuals, particularly in disadvantaged areas, helping them to understand the planning system and influence what happens in their local area. Where appropriate we will work with Planning Aid on consultation/training activities.

How we will involve you?

3.24 We will seek to publicise the LDP revision process at every stage and reach as much of the community, and other stakeholders, as possible, to advise people about the revised LDP and how they can get involved. This will be done by:

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation).
- Through use of Twitter, by utilising the corporate @CaerphillyCBC account.
- Via Facebook on the Caerphilly County Borough Council page.
- Engagement with Elected Members through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings.
- All LDP information and documents will be made available on the Council's website, which will be updated regularly.
- Deposit of documents at the Council's headquarters, libraries/Customer Service Centres.
- Press releases for the local media, where appropriate.
- Public information exhibitions, drop in sessions and meetings in accessible and neutral locations.
- Site notices will be displayed regarding proposed land allocations at relevant stages and letters will be sent to adjacent properties (excluding Candidate Site's submitted as these relate to submissions for consideration rather than proposals).

Availability of Documents

3.25 The revised LDP documents will be made available at each of the relevant stages. All documents will be made available electronically on the Council's website. Electronic representation forms will also be made available during periods of consultation. In addition to online availability the documents will also be made available in paper format in the following locations:

- Tredomen House, Tredomen Park, Ystrad Mynach
- Penallta House; and

- All local libraries/Customer Service Centres in the County Borough.

3.26 Paper copies of documents will not be sent out during the revised LDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be offered, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual.

Welsh Language and Bilingual engagement

3.27 The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the replacement LDP.

3.28 Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh.
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual.
- Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual.
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service.
- Draft LDP documents can be made available in Welsh if requested. The Adopted Revised LDP will be available in both Welsh and English format.

What we expect from you

3.29 In order to ensure any comments and representations on the revised LDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the timetable of relevant stages and provides a guideline of when we seek your involvement. More detailed information is set out in Part 2 and Appendix 1. This will ensure that individual views are considered and taken into account throughout the process.

3.30 It is also important that you notify the planning policy team should your contact details change during the LDP revision process in order for us to keep you fully informed of progress. With regard to candidate sites, land ownership changes may also occur during the process and it is imperative that these are communicated to the Strategic Planning team in order to ensure progress is not delayed.

Building Consensus

3.31 The Council will seek to build consensus through the various engagement and consultation methods set out within the CIS. Consensus building can only be achieved if the community and other interested parties are kept fully informed and effectively engaged throughout the LDP revision process. This is of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and to provide assurances to those that disagree that the decisions have been made in an informed and balanced way. However, the LDP preparation process is progressive and is required to be completed within a 3 and a half year period. As a result it is not possible to revisit decisions that have already been made previously in the process, as this would cause unreasonable delays. Participants are, therefore, requested to focus their input on the matters being considered at that stage.

Late Representations

3.32 The LDP process is subject to statutory and non-statutory consultation/involvement periods which have defined periods for submissions. Responses are required by the specified deadline of these consultation periods in order for them to be considered. Any comments/representations submitted after the deadline dates will not be considered as part of the LDP process and will be classed as ‘not duly made’ for the purposes of the LDP Examination. The timescale to produce the revised LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Contact Details

3.33 Further information can be gained by contacting the following:-

E mail: ldp@caerphilly.gov.uk

Telephone: 01443 866772

www.caerphilly.gov.uk/ldp

Strategic Planning Team,
Caerphilly County Borough Council
Tredomen House
Tredomen Park
Ystrad Mynach
Hengoed
CF82 7WF

3.34 Comments are welcome in English or Welsh

Timetable and Methods of Engagement

3.35 The following tables set out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the LDP preparation process. The list is not exhaustive and may need to be adapted to ensure the community and stakeholders are appropriately involved at each stage.

3.36 The tables identify the following key stages:

- **Definitive Stages**
 - Pre-Deposit Participation (Table D1)
 - Pre-Deposit Public Consultation (Table D2)
 - Statutory Deposit of Proposals (Table D3)
- **Indicative Stages**
 - Submission of LDP to Inspectorate for Examination (Table I1)
 - Independent Examination (Table I2)
 - Publication of Planning Inspector’s Recommendations (Table I3)
 - Adoption (Table I4)

Definitive Stages

Pre-Deposit Participation

3.37 Purpose of Pre-Deposit Participation

- To develop an evidence base for the preparation of the revised LDP;
- To identify suitable sites for inclusion in the revised LDP;
- To develop and agree an updated Vision Statement for Caerphilly County Borough;
- To develop objectives, alternatives and the Preferred Strategy for the revised LDP (Strategy Options);
- Build consensus with key stakeholders on the objectives, alternatives and Preferred Strategy of the revised LDP with the intention of producing a sound revised Plan; and
- To ensure the Pre-Deposit documents are consistent with the Well-being Plan and the emerging LDP 'Vision' for Caerphilly County Borough.

Table D1 Pre-Deposit Participation

Caerphilly County Borough Council – Delivery Agreement

Stage in the document preparation process	Purpose	Timescale (when?)	Who will be involved	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification
Delivery Agreement	To set out timetable for plan preparation and process and methods of community involvement.	Jan 2020 – Jun 2020	<ul style="list-style-type: none"> • Specific Consultation Bodies • General Consultees • LDP Focus Group • Elected members • General public • Existing Local Forums • Hard to reach groups • Community and Town Councils 	<ul style="list-style-type: none"> • Email/letter • Website • Social media • Press release 	<ul style="list-style-type: none"> • All documentation placed on the Council's website
Review and update existing evidence base	To inform development of the LDP Strategy and policy framework	Feb 2020 – May 2021	<ul style="list-style-type: none"> • Internal Officers • Neighbouring LAs • Additional Consultation Bodies • Consultants 	<ul style="list-style-type: none"> • LDP Monitoring • Specialist Surveys/data collection analysis • meetings 	<ul style="list-style-type: none"> • LDP Monitoring reports • Topic Papers • Survey Reports
Call for Candidate Sites	To establish land availability and landowners' willingness to release land for development to inform the identification of potential development sites	Apr – Sept 2020	Consultation database, including: <ul style="list-style-type: none"> • Landowners • Agents • Developers • Home Builders Federation 	<ul style="list-style-type: none"> • Email/letter • Website • Social media • Press release 	Candidate Sites Register
Review of existing vision, objectives and options	To develop consensus on options including growth levels and spatial distribution and inform development of the Preferred Strategy	May 2020 – May 2021	<ul style="list-style-type: none"> • Members • LDP Focus Group • Public Service Board • Existing Local Forums • Internal Officers • Other consultees 	<ul style="list-style-type: none"> • Workshops • Meetings • Email/letter 	All documentation placed on the Council's website
ISA					
Review/Update ISA baseline and framework	To update the baseline information and framework	July 2020 – Oct 2020	<ul style="list-style-type: none"> • Internal Officers • Specific Consultation Bodies • Neighbouring LAs 	<ul style="list-style-type: none"> • Meetings • Email/letter 	Report as part of SA/SEA Scoping Report

Caerphilly County Borough Council – Delivery Agreement

ISA Scoping Report including the Review of Relevant Plans, Programmes and Policies	To give stakeholders the opportunity to comment on the SA/SEA	Nov - Dec 2020	<ul style="list-style-type: none">• Internal Officers• Specific Consultation Bodies• Neighbouring LAs• SEA/SA Statutory Consultees	<ul style="list-style-type: none">• Email/letter• Website	Report of Consultation
--	---	----------------	---	--	------------------------

Pre-Deposit Consultation

3.38 Purpose of Pre-Deposit Public Consultation (Regulations 15 & 16)

- To provide an opportunity for all stakeholders and the wider general public to consider and comment on the Preferred Strategy and Options;
- To make the various documents publicly available and widely accessible for inspection;
- To undertake participation over a statutory 6 week period;
- To consider representations made at the participation stage and provide feedback;
- To consider whether any changes are needed to the Preferred Strategy and Option for the emerging revised plan; and
- To consult on the Sustainability Assessment of the Preferred Strategy.

Caerphilly County Borough Council – Delivery Agreement

Table D2 Pre-Deposit Public Consultation

Stage in the document preparation process	Purpose	Timescale (when?)	Who will be involved	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification
6 week Public Consultation on Preferred Strategy and assessment of representations received	To enable anyone to make representations to the Council's pre-deposit document.	Aug – Sept 2021	<ul style="list-style-type: none"> • Specific Consultation Bodies • General Consultees • LDP Focus Group • Elected members • General public • Existing Local Forums • Hard to reach groups • Community and Town Councils 	<ul style="list-style-type: none"> • Email/letter • Press releases • Social media • Website • Drop in sessions/exhibitions • Copies of the pre-deposit documents available in the Council Offices and all public libraries 	Report of Consultation and recommendations to Council
Further call for candidate sites/Request for detailed information	To identify potential development sites and obtain detailed site information	Oct - Dec 2021	Consultation database, including: <ul style="list-style-type: none"> • Landowners • Agents • Developers • Home Builders Federation 	<ul style="list-style-type: none"> • Email/letter • Website • Social media • Press release 	Candidate Sites Register
ISA					
6 week consultation on ISA Scoping Report and Initial Sustainability Appraisal Report	To enable anyone to make representations on the Scoping Report and Initial Sustainability Appraisal Report.	Aug – Sept 2021	<ul style="list-style-type: none"> • Specific Consultation Bodies • General Consultees • LDP Focus Group • Elected members • General public • Existing Local Forums • Hard to reach groups • Community and Town Councils 	<ul style="list-style-type: none"> • Email/letter • Press releases • Social media • Website • Drop in sessions/exhibitions • Copies of the pre-deposit documents available in the Council Offices and all public libraries 	Report of Consultation and recommendations to Council

Caerphilly County Borough Council – Delivery Agreement

Statutory Deposit of Proposals (Regulation 17)

3.39 Purpose of this stage:

- To undertake a Statutory Consultation on the Deposit Plan over a 6 week period;
- To provide an opportunity for all stakeholders and the wider general public to consider the plan in its entirety;
- To make the various documents publically available and widely accessible for inspection;
- To consult on the Environmental and Sustainability Appraisal Reports and Habitats Regulations Assessment.

Table D3 Statutory Deposit of Proposals

Stage in the document preparation process	Purpose	Timescale (when?)	Who will be involved	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification
6 week Deposit Consultation exercise	To enable all interested persons and organisations to make representations in respect of any policies and proposals in the Deposit Plan	Aug – Sept 2022	<ul style="list-style-type: none"> • Specific Consultation Bodies • General Consultees • LDP Focus Group • Elected members • General public • Existing Local Forums • Hard to reach groups • Community and Town Councils 	<ul style="list-style-type: none"> • Email/letter • Press releases • Social media • Website • Drop in sessions/exhibitions • Copies of the pre-deposit documents available in the Council Offices and all public libraries 	<p>Hard copy of representations placed in Council Offices and copies available on website</p> <p>Representations and comments to be included in a report of consultation which will be available on the website</p> <p>Representations submitted to WG for consideration by the Inspector</p>
ISA					
Environment Report and Habitat Regulations Assessment	To consult on findings of the ISA and HRA processes	Aug – Sept 2022	<ul style="list-style-type: none"> • Specific Consultation Bodies • General Consultees • LDP Focus Group • Elected members • General public 	<ul style="list-style-type: none"> • Email/letter • Press releases • Social media • Website • Drop in sessions/exhibitions • Copies of the pre- 	<p>Hard copy of representations placed in Council Offices and copies available on website</p> <p>Representations and comments to be included in a report of consultation which</p>

Caerphilly County Borough Council – Delivery Agreement

			<ul style="list-style-type: none">• Existing Local Forums• Hard to reach groups• Community and Town Councils	deposit documents available in the Council Offices and all public libraries	will be available on the website Representations submitted to WG for consideration by the Inspector
--	--	--	--	---	--

Indicative Stages

Submission of Local Development Plan to Inspectorate for Independent Examination (Regulation 22)

3.40 Purpose of the stage:

- 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; and
- Provide notice to all interested stakeholders of the submission of the LDP and associated documents to Welsh Government.

Table I1 Submission of Local Development Plan to Inspectorate for Independent Examination

Stage in the document preparation process	Purpose	Timescale (when?)	Who will be involved	How? Consultation, Dissemination and Notification mechanism	Reporting, Dissemination & Notification
Undertake work necessary for formal submission to WG for Examination	To enable examination of the Plan	Indicative date May 2023	<ul style="list-style-type: none"> • Consultation Database • Representors Database • Candidate Site Database • Elected Members • Internal Officers 	<ul style="list-style-type: none"> • Social Media • Email/letter • Website • Provide copies of relevant supporting documents at Council offices and libraries 	

Independent Examination (Regulation 23)

3.41 Purpose of this stage:

- To undertake an Independent Examination of the LDP;
- To examine the LDP in its entirety and test its ‘soundness’;
- Consider representations seeking changes to Deposit Plan;
- For the Planning Inspector to consider all relevant evidence and prepare recommendations in the form of the Inspector’s Report;
- To undertake any further work requested by Inspector.

Caerphilly County Borough Council – Delivery Agreement

Table I2 Independent Examination

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation, Dissemination and Notification Mechanism	Reporting, Dissemination & Notification
Notification of Independent Examination	To ensure that interested persons/organisations are aware that an Independent Examination into the LDP is taking place.	Indicative Jun – July 2023	<ul style="list-style-type: none"> • Consultation Database • Candidate Site Database • Elected Members • General Public 	<ul style="list-style-type: none"> • Formal notification given by email/letter to any person who has made (and not withdrawn) a representation. • Notice placed in the local press and on the website. 	None
Pre-Examination meeting	To advise on examination procedures and format	Indicative Aug - Oct 2023	<ul style="list-style-type: none"> • Consultation Database • Candidate Site Database • Elected Members • General Public 	<ul style="list-style-type: none"> • Email/letter to all Representors • Notice on website 	Statements of Common Ground and Papers as necessary
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.	Indicative Oct 2023 - January 2024	All those interested individuals and organisations that have made representations at the Deposit Stage of the Plan	<ul style="list-style-type: none"> • Round Table Discussions. • Formal hearings (if requested and agreed by Inspector) • Written submissions. 	Inspectors report.

Publication of the Planning Inspector’s Recommendations (Regulation 24)

3.42 Purpose of this stage:

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

Table I3 Publication of the Planning Inspector’s Report

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation, Dissemination and Notification Mechanism	Reporting, Dissemination & Notification
Publication of the Inspector’s Report	To make the Inspector’s Report publically available.	Indicative Feb – 2024	<ul style="list-style-type: none"> • Consultation database • Candidate Site database • Representors database • Elected Members • General public 	<ul style="list-style-type: none"> • LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website • Formal notification given by email/letter to specific consultation Bodies and Elected Members • Copies of all relevant documents available in the council offices and all public libraries • Press Release 	None
SA/SEA					

Caerphilly County Borough Council – Delivery Agreement

<p>Formal publication of Environmental Statement (contained within Environment Report)</p>	<p>Identify any adjustments arising from the Examination</p>	<p>Indicative Feb – 2024</p>	<ul style="list-style-type: none"> • Consultation database • Candidate Site database • Representors database • Elected Members • General public 	<ul style="list-style-type: none"> • LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website • Formal notification given by email/letter to specific consultation Bodies and Elected Members • Copies of all relevant documents available in the council offices and all public libraries • Press Release 	
--	--	------------------------------	--	--	--

Adoption (Regulation 25)

3.43 Purpose of this stage:

- To adopt the LDP within 8 weeks of receipt of the Inspector’s report

Table I4 Adoption

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation, Dissemination and Notification Mechanism	Reporting, Dissemination & Notification
To formally adopt the Revised LDP as the Development Plan for the County Borough within eight weeks of receipt of the Inspectors Report.	To inform stakeholders of adoption	Indicative Apr 2024	<ul style="list-style-type: none"> • Specific Consultation Bodies LDP Focus Group • Elected Members • general public 	<ul style="list-style-type: none"> • LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website • Formal notification given by email/letter to specific consultation Bodies and Elected Members • Copies of all relevant documents available in the council offices and all public libraries • Press Release 	

Appendix 1: Delivery Timetable

	2020												2021												2022												2023												2024				
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	
Key Stage Definitive																																																					
Delivery Agreement (DA)																																																					
Preparation of Draft DA																																																					
Reporting of Draft DA and agreement to submit to WG																																																					
Submission to Welsh Government																																																					
DA agreed by Welsh Government																																																					
Update Evidence Base																																																					
Review Evidence Base																																																					
Update ISA baseline																																																					
Pre-Deposit Participation																																																					
Call for Candidate Sites																																																					
Candidate Sites - Initial Assessment																																																					
Statutory Consultee Involvement on Draft Scoping Report																																																					
Identification & assessment of vision and objectives																																																					
Identification & assessment Strategy options																																																					
Preparation of Initial SA Report																																																					
Preparation of Preferred Strategy document																																																					
Reporting of Preferred Strategy																																																					
Pre-Deposit Consultation																																																					
Consultation on Preferred Strategy																																																					
Consultation on Initial SA Report																																																					
Analyse consultation responses																																																					
Prepare Initial Consultation Report																																																					
Candidate Site Assessment - Call for further information																																																					
Candidate Site Assessment of Further Information																																																					
Prepare Deposit Plan																																																					
Prepare Environmental Report																																																					
Prepare HRA & Appropriate Assessment																																																					
Reporting of Deposit Plan																																																					
Statutory Deposit																																																					
Consultation on Deposit Plan, Environmental Report and HRA																																																					
Analyse consultation responses																																																					
Prepare Consultation Report																																																					
Politicall Reporting of Deposit Plan responses																																																					
Key Stage Indicative																																																					
Submission of LDP to Planning Inspectorate																																																					
Examination																																																					
Inspector's Report - Preparation																																																					
Inspector's Report - Publication																																																					
Inspector's Report - Adoption																																																					

Appendix 2: Risk Assessment

Risk	Potential Impact	Mitigation	Probability and Impact
Council			
No Plan coverage after expiry of current LDP in December 2021.	Due to flexibility within the timetable and 3 month degree of tolerance there may be a gap in Plan coverage from 1st January 2022 until Plan adoption in April 2024.		High Likelihood
			Medium Impact
Change in staff resources available to undertake preparation of revised LDP.	Programme slippage	Ensure revised LDP process maintains highest level corporate priority.	Medium Likelihood
			Medium Impact
Staff turnover in small team	Programme slippage	Consider additional resources (including support from other sections within the Council) and ensure robust structure.	Low Likelihood
			Medium Impact
Reduction and lack of financial resources	Programme slippage	Ensure plan preparation process is adequately costed with in-built capacity for unforeseen costs.	Medium Likelihood
			Medium Impact
Council decision making reporting cycle	Programme slippage	Streamline decision-making procedures and ensure timetable is realistic.	Medium Likelihood
			Medium Impact
Political Change / Elections	Programme slippage	Early Member training	Medium Likelihood
			Medium Impact
Lack of support from officers / other departments in production of the evidence base	Programme slippage	Ensure organisation wide support of plan process and timetable from outset.	Low Likelihood
			Medium Impact
National / Regional Issues			
Additional requirements arising from new legislation/national guidance e.g. revised Planning Policy Wales and LDP Manual	Programme slippage	Monitor emerging legislation/guidance and respond to changes as soon as possible.	High Likelihood
			High Impact
Involvement in preparation of Strategic	Programme slippage. Resource	Ensure sufficient resources are made available to	High Likelihood

Caerphilly County Borough Council – Delivery Agreement

Development Plan	implications as extent of input into SDP is currently unknown.	support SDP process and ensure corporate support for SDP process and timetable from the outset.	Medium Impact
Planning Inspectorate unable to meet target dates	Examination and/or report delayed.	Maintain close liaison with the Planning Inspectorate to ensure early warning of any potential problems	Medium Likelihood
			High Impact
Printing and production delays	Programme slippage	Consider additional resources to undertake process in house	Low Likelihood
			Medium Impact
Local Issues			
Insufficient information to undertake SA/SEA	Programme slippage	Identify and manage expectation of consultation bodies	Medium Likelihood
			Medium Impact
Large volume and / or highly significant levels of objections to proposals e.g. site allocations	Programme slippage. Plans cannot be submitted without significant work.	Ensure close liaison and early/continued involvement of community, statutory bodies & stakeholders throughout the plan preparation process	High Likelihood
			Medium Impact
ISA/HRA implications on plan strategy / proposals	Programme slippage	Ensure process is fully integrated with LDP preparation	Low Likelihood
			Low Impact
Need to amend emerging Plan to align with emerging National Development Framework (NDF) and Strategic Development Plan	Programme slippage	Ensure involvement in progress of regional work. Keep up to date with progress on NDF.	Medium Likelihood
			Medium Impact
Plan fails test of 'soundness'	Plan cannot be adopted without considerable additional work	Ensure Plan and Community Involvement are 'sound'. Close liaison with WG Planning Division.	Low Likelihood
			High Impact
Legal challenge	Programme slippage. Quashing of adopted LDP.	Ensure good knowledge of statutory requirements to ensure compliance	Low Likelihood
			High Impact