



2<sup>nd</sup> Replacement  
Caerphilly County Borough  
Local Development Plan up to 2035

# Draft Delivery Agreement

*March 2020*



Mae'r ddogfen hon ar gael yn Gymraeg, ac mewn ieithoedd a fformatau eraill ar gais.  
This document is available in Welsh, and in other languages and formats on request.



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## **Glossary of Terms**

2nd Replacement LDP .....	The 2nd Replacement Caerphilly County Borough Local Development Plan up to 2035
Adopted LDP .....	The Caerphilly County Borough Local Development Plan up to 2021
CIS .....	Community Involvement Scheme
DA .....	Delivery Agreement
GDPR.....	EU General Data Protection Regulation 2016
HRA .....	Habitat Regulations Assessment
ISA .....	Integrated Sustainability Appraisal
ISAR.....	Initial Sustainability Appraisal Report
LDP .....	Local Development Plan
LPA .....	Local Planning Authority
LWBP .....	Local Well-being Plan
PPW .....	Planning Policy Wales
PSB.....	Public Services Board
Review Report.....	Adopted Caerphilly County Borough Local Development Plan up to 2021 Review Report
SEA.....	Strategic Environmental Assessment
SEWSPG .....	South East Wales Strategic Planning Group
SPG .....	Supplementary Planning Guidance
SA .....	Sustainability Appraisal
SAR.....	Sustainability Appraisal Report
WBFG Act .....	Well-being of Future Generations (Wales) Act 2015

## **Definition of LDP Terms**

<b>Term</b>	<b>Definition</b>
Adoption	The final stage of the 2 <sup>nd</sup> Replacement LDP preparation where the 2 <sup>nd</sup> Replacement LDP becomes the statutory development plan for the area it covers.
Baseline	A description of the present state of an area.
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 2 <sup>nd</sup> Replacement LDP.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Consensus	A process of early dialogue with targeted interest groups to understand relevant viewpoints and generate agreement through discussion

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Consultation	A formal process in which comments are invited on a particular matter or document.
Council	Caerphilly County Borough Council.
Deposit	A statutory six-week stage in which individuals and organisations can make representations on the 2 <sup>nd</sup> Replacement LDP. Representations that relate to whether the plan is 'sound' are subsequently considered by an Inspector at the examination into the plan.
Duly Made	Representations, in writing, on the 2 <sup>nd</sup> Replacement LDP which are made in the correct manner and within the specified consultation time period. These representations will be considered by the Inspector at the Examination into the 2 <sup>nd</sup> Replacement LDP.
Engagement	The process that pro-actively seeks to involve the community in the preparation of the 2 <sup>nd</sup> Replacement LDP (interchangeable with the term "Involvement")
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 formal process of considering whether the Deposit 2 <sup>nd</sup> Replacement LDP satisfies the tests of soundness and can be formally adopted by the Council. The process is chaired by an independent Planning Inspector.
Interested Parties	Any person, group, organisation or company wanting to be involved in the preparation of the 2 <sup>nd</sup> Replacement LDP.
Involvement	The process that pro-actively seeks to involve the community in the preparation of the 2 <sup>nd</sup> Replacement LDP (interchangeable with the term "Engagement")
Local Planning Authorities	Local Council's and National Parks with planning powers.
Objective	A statement of what is being sought or proposed to be delivered..
Participation	The process whereby stakeholders interface with plan makers.
Pre-Deposit	The stages of 2 <sup>nd</sup> Replacement LDP preparation and consultation up to and including the consultation on the Preferred Strategy document.
Report of Consultation	A document that addresses the representations submitted during a consultation period and the actions resulting from them.
Representations	Comments received in relation to the 2 <sup>nd</sup> Replacement LDP, either in support of, or in opposition to.
Soundness	The concept against which the plan is tested to determine whether it can be adopted by the council. Soundness is considered through 3 tests that the independent Inspector applies to the 2 <sup>nd</sup> Replacement LDP through its examination.
Stakeholders	Any person, group, organisation or company whose interests are directly affected by a 2 <sup>nd</sup> Replacement LDP or who participate through the 2 <sup>nd</sup> Replacement LDP engagement process.
Submission	The formal act of sending documents to Welsh Government at key stages in plan preparation.
Timetable	Sets out the timeframe for delivering the 2 <sup>nd</sup> Replacement LDP, including dates by which key stages and processes of 2 <sup>nd</sup> Replacement LDP preparation are expected to be completed.

### 1. Part 1 - Introduction

- 1.1 A full review of the Adopted Caerphilly County Borough Local Development Plan up to 2021 (Adopted LDP) has been undertaken and the findings are set out in the Adopted Caerphilly County Borough Local Development Plan up to 2021 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 Adopted LDP. It concludes that the Council should commence an immediate full revision of the Adopted 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 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 and all other material planning considerations.

#### **Purpose of a Delivery Agreement**

- 1.3 The preparation of a Delivery Agreement (DA) is a key requirement in preparing the 2<sup>nd</sup> Replacement Caerphilly County Borough Local Development Plan up to 2035 (2<sup>nd</sup> Replacement 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 Council's early full and continuous approach to community engagement and involvement in the preparation of the 2<sup>nd</sup> Replacement LDP.
- 1.4 The DA forms an important and legal part of the preparation of the 2<sup>nd</sup> Replacement LDP and its delivery 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 2<sup>nd</sup> Replacement LDP.
- 1.5 The DA is split into two key parts:
- **The Timetable for producing the 2nd Replacement 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 DA for the 2<sup>nd</sup> 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.

- Upon agreement of Welsh Government, publish the DA on the Council's website and place in Planning reception, customer service centres / libraries across the county borough.
- Review the DA on a quarterly basis against progress on the preparation of the 2<sup>nd</sup> Replacement LDP.

### **Preparation of the 2<sup>nd</sup> Replacement LDP**

- 1.7 In preparing the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement LDP;
  - Enable policy integration by producing a 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement LDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The Local Well-being Plan for 2018-2023 'The Caerphilly We Want' (LWBP) 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 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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.

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 2<sup>nd</sup> Replacement LDP process.
- An Initial Sustainability Appraisal Report (ISAR). This will consider the likely effects of the 2<sup>nd</sup> Replacement LDP Preferred Strategy, aims and objectives. It will also consider the effects of any reasonable alternative strategies. The ISAR will be published at the same time as the Preferred Strategy.
- The Environmental Report. This will consider the likely effects of the Deposit version of the 2<sup>nd</sup> Replacement LDP. It will assess the social, economic, cultural and environmental impacts likely to arise from the Policies and allocations set out in the plan. This will be published at the same time as the Deposit Plan.
- The Adoption Statement. A Statement published by the Council that sets out how the ISA has been taken into account. The Adoption statement is published following the Adoption of the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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.

### **The Well-being of Future Generations (Wales) Act 2015 (WBFG Act)**

- 1.16 The WBFG Act 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 WBFG Act. As a requirement of the Act a Local Well-being Plan must be produced. The Council published its LWBP in 2018 and it covers the period up to 2023. Both the WBFG Act and LWBP will be considered fully throughout the preparation of the 2<sup>nd</sup> Replacement LDP. The Well-being Assessment will form part of the evidence base of the 2<sup>nd</sup> Replacement LDP.

### **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 2<sup>nd</sup> Replacement 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 LDP Manual (Edition 2, 2015) 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 2<sup>nd</sup> Replacement LDP 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 2<sup>nd</sup> Replacement LDP to ensure that it has been prepared in accordance with the DA. It is in the Council’s interests, therefore, to ensure that the DA has been adhered to throughout the 2<sup>nd</sup> Replacement LDP 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 2<sup>nd</sup> Replacement LDP, summarising the key stages in plan preparation (Table 1). While the timetable is challenging, it provides a realistic timeframe for preparation of the 2<sup>nd</sup> Replacement 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 three and a half years. 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 two parts, the definitive and the indicative stages:
- The Definitive Stages – This part of the timetable provides information up to and inclusive of the statutory Deposit stage. The progress of the 2<sup>nd</sup> Replacement LDP 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.
  - The 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.

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**Table 1 – Key stages in 2nd Replacement LDP Preparation**

Key Stages	Timescale	
Definitive	From	To
Delivery Agreement	Jan 2020	June 2020
	6 week consultation (11 March 2020 to 22 April 2020) Final DA reported to Council – 2 June 2020 Submission to WG by 18 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 ISA scoping ISA Review of Relevant Plans, Programmes and Policies Prepare Initial Sustainability Appraisal Report Prepare Preferred Strategy Report to Council on Preferred Strategy and ISA – July 2021	
Preferred Strategy (Pre-Deposit) Consultation	August 2021	July 2022
	Preferred Strategy – 6 week consultation Prepare the Report of Consultation Update Evidence base Prepare Deposit Plan Prepare ISA Environmental Report Report to Council on draft Deposit Plan and ISA – July 2022	
Statutory Deposit Plan Consultation	August 2022	May 2023
	Deposit Plan – 6 week consultation Prepare the Report of Consultation Report to Council on submission of Deposit 2 <sup>nd</sup> Replacement LDP and ISA to Welsh Government for examination – May 2023	
Indicative		
Submission of 2 <sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> 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 the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 DA has been prepared on the basis of the council preparing its own LDP, not in collaboration with, or as a joint plan with other Councils. Joint working is, however, on-going on a regional basis, particularly in respect of preparing evidence bases. Collaboration with neighbouring authorities will be fundamental to the preparation of the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the 2<sup>nd</sup> Replacement LDP and its Examination.

**Risk Management and Analysis**

- 2.8 Whilst the timetable for preparation of the 2<sup>nd</sup> Replacement 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 (Edition 2, 2015) provides flexibility by allowing a single three month slippage, before a formal revision to the DA 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 2<sup>nd</sup> Replacement 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 the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement

LDP. The SPG should also be clearly cross-referenced to the policies and proposals it supplements.

- 2.10 Since the adoption of the Adopted LDP a number of SPG documents have been prepared and adopted to support Adopted 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 2<sup>nd</sup> Replacement LDP, and/or the updated evidence base.
- 2.12 It should nevertheless be noted that SPG to the 2<sup>nd</sup> Replacement LDP cannot be 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 2<sup>nd</sup> Replacement LDP, primarily due to the challenging timescales.
- Monitoring and Review**
- 2.13 The Council will monitor and regularly review progress of the 2<sup>nd</sup> 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 CIS, 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 2<sup>nd</sup> Replacement LDP:
- Significant change to the resources available to undertake preparation of the 2<sup>nd</sup> Replacement LDP.
  - Preparation of the 2<sup>nd</sup> Replacement LDP falls behind schedule i.e. more than 3 months.
  - Significant changes to European, UK or Welsh legislation directly affecting the 2<sup>nd</sup> Replacement LDP preparation process.
  - Any other change in circumstances that will materially affect the delivery of the 2<sup>nd</sup> Replacement LDP in accordance with the DA.
  - Significant changes to the CIS.
- 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 three 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 CIS sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the 2<sup>nd</sup> 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 WFGA Act are integral to the CIS. The CIS describes the ways in which the community can influence the 2<sup>nd</sup> Replacement LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement LDP.
- 3.4 The Council is also committed to ensuring the ten national principles for public engagement in Wales are utilised. Public engagement in the preparation of the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 (Wales) Act 2015 and are key aspects of preparing the 2<sup>nd</sup> Replacement LDP. The Council will seek to involve the following parties in its plan preparation process for the 2<sup>nd</sup> 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, organisations and companies 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 EU 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 2<sup>nd</sup> Replacement LDP.
- 3.8 Any interested parties must give their consent, in writing, if they wish to be added to the 2<sup>nd</sup> Replacement LDP stakeholder database. Anyone who makes representations at any of the stages of 2<sup>nd</sup> Replacement LDP will be deemed to have given their consent and will 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.
- 3.9 Respondents will also be given the opportunity to confirm whether they wish to correspond in Welsh or English.
- 3.10 If any person, group, organisation or company wishes to be involved in the preparation of the 2<sup>nd</sup> Replacement LDP, they can request to be added to the stakeholder database by logging their details on the Council's website. For those who are unable to access the Council's website, they can contact the Strategic Planning Team by email, telephone or in writing, using the contact details as set out in paragraph 3.34 to obtain a form to submit their details and consent. Given the requirements of the GDPR the Council can only include details submitted on line or on the form supplied. The Council cannot accept details by e-mail, phone or letter.

### **LDP Focus Group**

- 3.11 In order to guide the 2<sup>nd</sup> Replacement LDP 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 and 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.

### **Elected Members**

- 3.12 It is recognised that the involvement of Members of Caerphilly County Borough Council throughout the preparation of the 2<sup>nd</sup> Replacement LDP 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 2<sup>nd</sup> Replacement 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.
- 3.13 The Cabinet Member for Finance, Performance and Planning has responsibility for planning policy, including the preparation of the 2<sup>nd</sup> Replacement LDP. Close liaison with the Cabinet Member, and all other Council Members, is an essential part of the 2<sup>nd</sup> Replacement LDP process. Consequently Member seminars will be undertaken where appropriate, in particular at key stages of the 2<sup>nd</sup> Replacement LDP including, but not

limited to; the Preferred Strategy, Deposit and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

### **Community and Town Councils**

- 3.14 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 2<sup>nd</sup> Replacement LDP process and through their individual communication methods will help raise awareness of the 2<sup>nd</sup> Replacement LDP to local communities. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community.

### **Partnership Groups**

- 3.15 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 2<sup>nd</sup> Replacement LDP. This is particularly the case during the early stages of public participation when structured discussion is desirable.
- 3.16 The Caerphilly Public Service Board (PSB), and its partners, will be of particular importance to ensure the 2<sup>nd</sup> Replacement LDP aligns with the Local Well-being Plan. As such the PSB will be actively involved during the preparation of the plan.
- 3.17 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 Local Well-being Plan.

### **Businesses, Land Owners, Developers and Agents**

- 3.18 As outlined previously, extensive engagement will be undertaken at each key stage of the 2<sup>nd</sup> Replacement LDP 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 County Borough's planning service. Anyone can request for their details to be included on the 2<sup>nd</sup> Replacement LDP stakeholder database (please refer to paragraph 3.10 above for details). Landowners, agents and prospective developers who wish to put land forward to be considered for development will be deemed to have provided their necessary consent and will be added onto the stakeholder database.
- 3.19 The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites they wish to be considered for development in the 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement LDP. Accordingly, all candidate sites will need to be submitted during the appropriate period.

### **Additional Consultation Bodies**

- 3.20 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 2<sup>nd</sup> Replacement LDP 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 2<sup>nd</sup> Replacement LDP process at each of the formal stages and informally, as appropriate.

### **Hard to Reach Groups**

- 3.21 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 2<sup>nd</sup> Replacement 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.
- 3.22 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
- 3.23 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.

### **Planning Aid Wales**

- 3.24 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?**

- 3.25 Details of the emerging 2<sup>nd</sup> Replacement LDP and its processes and progress will be published on the council's website throughout the process. We will seek to publicise the 2<sup>nd</sup> Replacement LDP process at every stage and reach as much of the community, and other stakeholders, as possible, to advise people about the 2<sup>nd</sup> Replacement LDP and how they can get involved. This will be done by:
- Direct contact (i.e. preferably by email, or letter).
  - 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 2<sup>nd</sup> Replacement LDP information and documents will be made available on the Council's website, which will be constantly updated.
  - 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.

### **Availability of Documents**

3.26 The 2<sup>nd</sup> Replacement LDP documents will be made available at each of the relevant stages. All documents will be available 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.

3.27 Paper copies of documents will not be sent out during the 2<sup>nd</sup> Replacement 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**

3.28 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 all stages of the 2<sup>nd</sup> Replacement LDP.

3.29 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 Council's 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.
- The Adopted 2<sup>nd</sup> Replacement LDP will be available in both Welsh and English format.

### **What we expect from you**

3.30 In order to ensure any comments and representations on the 2<sup>nd</sup> Replacement LDP are considered, they must be submitted within the prescribed timescales and in the prescribed manner. The DA 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.

3.31 It is also important that you notify the Strategic Planning Team should your contact details change during the 2<sup>nd</sup> Replacement LDP 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 updated via the Council's website in order to ensure progress is not delayed.

### **Building Consensus**

3.32 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 2<sup>nd</sup> Replacement LDP 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 2<sup>nd</sup> Replacement LDP preparation process is progressive and is required to be completed within a three 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**

3.33 The 2<sup>nd</sup> Replacement 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 2<sup>nd</sup> Replacement LDP process and will be classed as 'not duly made' for the purposes of the 2<sup>nd</sup> Replacement LDP Examination. The timescale to produce the 2<sup>nd</sup> Replacement LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

### **Contact Details**

3.34 Further information can be gained by visiting the Council's website at:

[www.caerphilly.gov.uk/ldp](http://www.caerphilly.gov.uk/ldp)

3.35 Or, for those who are unable to access the Council's website, further information can be gained by contacting the following:

E mail: [ldp@caerphilly.gov.uk](mailto:ldp@caerphilly.gov.uk)  
Telephone: 01443 866772

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

3.36 Comments are welcome in Welsh or English.

### **Timetable and Methods of Engagement**

3.37 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.

3.38 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 2<sup>nd</sup> Replacement 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**

3.35 Purpose of Pre-Deposit Participation

- To develop an evidence base for the preparation of the 2<sup>nd</sup> Replacement LDP;
- To identify suitable sites for inclusion in the 2<sup>nd</sup> Replacement LDP;
- To develop and agree an updated Vision Statement for Caerphilly County Borough;
- To develop objectives, alternatives and the Preferred Strategy for the 2<sup>nd</sup> Replacement LDP (Strategy Options);
- Build consensus with key stakeholders on the objectives, alternatives and Preferred Strategy of the 2<sup>nd</sup> Replacement LDP with the intention of producing a sound 2<sup>nd</sup> Replacement LDP; and
- To ensure the Pre-Deposit documents are consistent with the Well-being Plan and the emerging LDP 'Vision' for Caerphilly County Borough.
- To develop the evidence and scoping report for the ISA
- To involve the statutory SEA/SA consultees in the preparation of the Scoping Report

**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"> <li>• Specific Consultation Bodies</li> <li>• General Consultees</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> <li>• Existing Local Forums</li> <li>• Hard to reach groups</li> <li>• Community and Town Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Website</li> <li>• Social media</li> <li>• Press release</li> </ul>	<ul style="list-style-type: none"> <li>• All documentation placed on the Council's website</li> </ul>
Review and update existing evidence base	To inform development of the 2nd Replacement LDP Strategy and policy framework	Feb 2020 – May 2021	<ul style="list-style-type: none"> <li>• Internal Officers</li> <li>• Neighbouring LAs</li> <li>• Additional Consultation Bodies</li> <li>• Consultants</li> </ul>	<ul style="list-style-type: none"> <li>• LDP Monitoring</li> <li>• Specialist Surveys/data collection analysis</li> <li>• meetings</li> </ul>	<ul style="list-style-type: none"> <li>• LDP Monitoring reports</li> <li>• Topic Papers</li> <li>• Survey Reports</li> </ul>
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 stakeholder database, including: <ul style="list-style-type: none"> <li>• Landowners</li> <li>• Agents</li> <li>• Developers</li> <li>• Home Builders Federation</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Website</li> <li>• Social media</li> <li>• Press release</li> </ul>	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"> <li>• Elected Members</li> <li>• LDP Focus Group</li> <li>• Public Service Board</li> <li>• Existing Local Forums</li> <li>• Internal Officers</li> <li>• Other consultees</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Meetings</li> <li>• Email/letter</li> </ul>	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"> <li>• Internal Officers</li> <li>• Specific Consultation Bodies</li> <li>• Neighbouring LAs</li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Email/letter</li> </ul>	Report as part of SA/SEA Scoping Report

## Caerphilly County Borough Council – Delivery Agreement

<p>ISA Scoping Report including the Review of Relevant Plans, Programmes and Policies</p>	<p>To involve the SEA/SA Statutory Consultees in preparing the Scoping Report</p>	<p>Nov - Dec 2020</p>	<ul style="list-style-type: none"> <li>• Internal Officers</li> <li>• Specific Consultation Bodies</li> <li>• Neighbouring LAs</li> <li>• SEA/SA Statutory Consultees</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Website</li> </ul>	<p>Report of Consultation</p>
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**Pre-Deposit Consultation**

3.36 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.
- To provide the opportunity for all stakeholders and the wider community to comment on the ISAR



## 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"> <li>• Specific Consultation Bodies</li> <li>• General Consultees</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> <li>• Existing Local Forums</li> <li>• Hard to reach groups</li> <li>• Community and Town Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Press releases</li> <li>• Social media</li> <li>• Website</li> <li>• Drop in sessions/exhibitions</li> <li>• Copies of the pre-deposit documents available in the Council Offices and all public libraries</li> </ul>	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 stakeholder database, including: <ul style="list-style-type: none"> <li>• Landowners</li> <li>• Agents</li> <li>• Developers</li> <li>• Home Builders Federation</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Website</li> <li>• Social media</li> <li>• Press release</li> </ul>	Candidate Sites Register
<b>ISA</b>					
6 week consultation on ISA Scoping Report and ISAR	To enable anyone to make representations on the Scoping Report and ISAR	Aug – Sept 2021	<ul style="list-style-type: none"> <li>• Specific Consultation Bodies</li> <li>• General Consultees</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> <li>• Existing Local Forums</li> <li>• Hard to reach groups</li> <li>• Community and Town Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Press releases</li> <li>• Social media</li> <li>• Website</li> <li>• Drop in sessions/exhibitions</li> <li>• Copies of the pre-deposit documents available in the Council Offices and all public libraries</li> </ul>	Report of Consultation and recommendations to Council

## Caerphilly County Borough Council – Delivery Agreement

### Statutory Deposit of Proposals (Regulation 17)

3.37 Purpose of this stage:

- To undertake a Statutory Consultation on the Deposit 2<sup>nd</sup> Replacement LDP 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 ISA Environmental Report and the 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 2nd Replacement LDP	Aug – Sept 2022	<ul style="list-style-type: none"> <li>• Specific Consultation Bodies</li> <li>• General Consultees</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> <li>• Existing Local Forums</li> <li>• Hard to reach groups</li> <li>• Community and Town Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Press releases</li> <li>• Social media</li> <li>• Website</li> <li>• Drop in sessions/exhibitions</li> <li>• Copies of the pre-deposit documents available in the Council Offices and all public libraries</li> </ul>	<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>
<b>ISA</b>					
Environment Report and Habitat Regulations Assessment	To consult on findings of the ISA and HRA	Aug – Sept 2022	<ul style="list-style-type: none"> <li>• Specific Consultation Bodies</li> <li>• General Consultees</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter</li> <li>• Press releases</li> <li>• Social media</li> <li>• Website</li> <li>• Drop in sessions/exhibitions</li> <li>• Copies of the pre-</li> </ul>	<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

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			<ul style="list-style-type: none"><li>• Existing Local Forums</li><li>• Hard to reach groups</li><li>• Community and Town Councils</li></ul>	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
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**Indicative Stages**

**Submission of 2nd Replacement LDP to Inspectorate for Independent Examination (Regulation 22)**

3.38 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 2<sup>nd</sup> Replacement LDP and ISA, and associated documents, to Welsh Government.

**Table 11 Submission of 2<sup>nd</sup> Replacement LDP to Inspectorate for Independent Examination**

<b>Stage in the document preparation process</b>	<b>Purpose</b>	<b>Timescale (when?)</b>	<b>Who will be involved</b>	<b>How? Consultation, Dissemination and Notification mechanism</b>	<b>Reporting, Dissemination &amp; Notification</b>
Undertake work necessary for formal submission to WG for Examination	To enable examination of the 2nd Replacement LDP	Indicative date May 2023	<ul style="list-style-type: none"> <li>• Consultation stakeholder database</li> <li>• Elected Members</li> <li>• Internal Officers</li> </ul>	<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Email/letter</li> <li>• Website</li> <li>• Provide copies of relevant supporting documents at Council offices and libraries</li> </ul>	

**Independent Examination (Regulation 23)**

3.39 Purpose of this stage:

- To undertake an Independent Examination of the 2<sup>nd</sup> Replacement LDP;
- To examine the 2<sup>nd</sup> Replacement LDP in its entirety and test its ‘soundness’;
- Consider representations seeking changes to 2<sup>nd</sup> Replacement LDP;
- 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 12 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 2nd Replacement LDP is taking place.	Indicative Jun – July 2023	<ul style="list-style-type: none"> <li>• Consultation stakeholder database</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• Formal notification given by email/letter to any person who has made (and not withdrawn) a representation.</li> <li>• Notice placed in the local press and on the website.</li> </ul>	None
Pre-Examination meeting	To advise on examination procedures and format	Indicative Aug - Oct 2023	<ul style="list-style-type: none"> <li>• Consultation stakeholder database</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• Email/letter to all Representors</li> <li>• Notice on website</li> </ul>	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 2nd Replacement LDP, 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 2nd Replacement LDP	<ul style="list-style-type: none"> <li>• Round Table Discussions.</li> <li>• Formal hearings (if requested and agreed by Inspector)</li> <li>• Written submissions.</li> </ul>	Inspectors report.

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

3.40 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"> <li>• Consultation stakeholder database</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Replacement LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website</li> <li>• Formal notification given by email/letter to specific consultation Bodies and Elected Members</li> <li>• Copies of all relevant documents available in the council offices and all public libraries</li> <li>• Press Release</li> </ul>	None
<b>ISA</b>					

## Caerphilly County Borough Council – Delivery Agreement

<p>Formal publication of Environmental Report</p>	<p>Identify any adjustments arising from the Examination</p>	<p>Indicative Feb – 2024</p>	<ul style="list-style-type: none"> <li>• Consultation stakeholder database</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Replacement LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website</li> <li>• Formal notification given by email/letter to specific consultation Bodies and Elected Members</li> <li>• Copies of all relevant documents available in the council offices and all public libraries</li> <li>• Press Release</li> </ul>	
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## Caerphilly County Borough Council – Delivery Agreement

### Adoption (Regulation 25)

3.41 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 2nd Replacement 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"> <li>• Specific Consultation Bodies</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Replacement LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website</li> <li>• Formal notification given by email/letter to specific consultation Bodies and Elected Members</li> <li>• Copies of all relevant documents available in the council offices and all public libraries</li> <li>• Press Release</li> </ul>	



## Caerphilly County Borough Council – Delivery Agreement

<p>Publication of ISA Adoption Statement</p>	<p>To set out how the Adopted 2nd Replacement LDP has taken account of the findings of the ISA</p>	<p>Indicative Apr. 2024</p>	<ul style="list-style-type: none"> <li>• Specific and general Consultation Bodies</li> <li>• LDP Focus Group</li> <li>• Elected Members</li> <li>• General public</li> </ul>	<ul style="list-style-type: none"> <li>• The adoption statement is made available on the website</li> <li>• Formal notification given by email/letter to specific consultation Bodies and Elected Members</li> <li>• Copies of all relevant documents available in the council offices and all public libraries</li> <li>• Press Release</li> </ul>	
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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	
<b>Key Stage Definitive</b>																																																					
<b>Delivery Agreement (DA)</b>																																																					
Preparation of Draft DA																																																					
Reporting of Draft DA and agreement to submit to WG																																																					
Submission to Welsh Government																																																					
DA agreed by Welsh Government																																																					
<b>Update Evidence Base</b>																																																					
Review Evidence Base																																																					
Update ISA baseline																																																					
<b>Pre-Deposit Participation</b>																																																					
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																																																					
<b>Pre-Deposit Consultation</b>																																																					
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																																																					
<b>Statutory Deposit</b>																																																					
Consultation on Deposit Plan, Environmental Report and HRA																																																					
Analyse consultation responses																																																					
Prepare Consultation Report																																																					
Politicall Reporting of Deposit Plan responses																																																					
<b>Key Stage Indicative</b>																																																					
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
<b>Council</b>			
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
<b>National / Regional Issues</b>			
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 Development Plan	Programme slippage. Resource implications as extent of input into SDP is currently unknown.	Ensure sufficient resources are made available to support SDP process and ensure corporate support for SDP process and timetable from the outset.	High Likelihood
			Medium Impact
Planning Inspectorate	Examination and/or	Maintain close liaison with	Medium Likelihood

unable to meet target dates	report delayed.	the Planning Inspectorate to ensure early warning of any potential problems	High Impact
Printing and production delays	Programme slippage	Consider additional resources to undertake process in house	Low Likelihood
			Medium Impact
<b>Local Issues</b>			
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

## Appendix 3 – List of Consultation Bodies

### Specific Consultation Bodies as defined in LDP Regulation 2 (including UK Government Departments):

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

- Welsh Government
- Natural Resources Wales
- Network Rail Infrastructure Ltd
- Office of Secretary of State for Wales
- Telecommunication Operators – EE, Vodafone and O2, BT, Virgin Media, Mobile Operators Association
- Aneurin Bevan Health Board
- Gas and Electricity Licensees – National Grid, Wales & West Utilities, Western Power Distribution, British Gas, SSE
- Sewerage and Water Undertakers – Dwr Cymru Welsh Water
- Department for Transport (including Secretary of State for functions previously exercised by the Strategic Rail Authority)
- UK Government Departments – Department of Business, Energy and Industrial Strategy
- Home Office
- Ministry of Defence
- CADW

### *Neighbouring and other Local Authorities within the Cardiff Capital Region:*

- Blaenau Gwent County Borough Council
- Brecon Beacons National Park
- Bridgend County Borough Council
- Cardiff Council
- Merthyr Tydfil County Borough Council
- Monmouthshire County Council
- Newport City Council
- Rhondda Cynon Taf County Borough Council
- Torfaen County Borough Council
- Vale of Glamorgan Council

### *Local Community and Town Councils:*

- Aber Valley Community Council
- Argoed Community Council
- Bargoed Town Council
- Bedwas, Trethomas & Machen Community Council
- Blackwood Town Council
- Caerphilly Town Council
- Darran Valley Community Council
- Draethen, Waterloo & Rudry Community Council
- Gelligaer Community Council
- Llanbradach & Pwllpant Community Council
- Maesycwmmmer Community Council
- Nelson Community Council
- New Tredegar Community Council
- Penyrheol, Trecenydd & Energlyn Community Council
- Rhymney Community Council
- Risca East Community Council

- Risca Town Council
- Van Community Council

*Neighbouring Community and Town Councils:*

- Abertillery & Llanhilleth Town Council
- Bedlinog Community Council
- Cwmbran Community Council
- Graig Community Council
- Henllys Community Council
- Lisvane Community Council
- Michaelstone-Y-Fedw Community Council
- Pontypridd Town Council
- Rogerstone Community Council
- St Mellons Community Council
- Taffs Well Community Council
- Tongwynlais Community Council
- Tredegar Town Council

### **General Consultation Bodies**

The Council will consult with the following general consultation bodies, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

***Voluntary Bodies whose activities benefit any part of the authority's area:***

- GAVO
- Caerphilly Parent Network

***Equalities Organisations:***

*Bodies which represent the interests of different Age groups in the authority's area:*

- Age Cymru
- Caerphilly County Borough Youth Forum
- Yr Urdd

*Bodies which represent the interests of disabled persons in the authority's area:*

- Action on Hearing Loss Cymru
- Changing Faces
- British Deaf Association (BDA)
- Caerphilly County Borough Access Group
- Deafblind Cymru
- Disability Can Do
- Disability Wales
- Disabled Persons Transport Advisory Committee
- Gwent Hearing Impairment Service
- Gwent Visual Impairment Service
- Mencap Cymru
- Mind Cymru
- Royal National Institute of Blind People
- The Stroke Association
- Wales Council for Deaf People
- Wales Council for the Blind

*Bodies representing the interests of different racial, ethnic or national groups in the authority's area:*

- The Equality and Human Rights Commission
- Travelling Ahead
- Gwent Education Multi-Ethnic Service (GEMS)
- Association of Gypsies and Travellers In Wales
- The Showmen's Guild of Great Britain
- Race Equality First
- The Unity Project

*Bodies which represent the interests in different religious groups in the authority's area:*

- Church in Wales
- Siloh Christian Centre
- Catholic Church in Wales
- Evangelical Movement of Wales
- Kingdom Hall Jehovah's Witnesses
- Muslim Council for Wales
- South Wales Baptist Association
- United Reform Church
- Salvation Army
- Cardiff Buddhist Centre
- UK Islamic Mission

*Bodies which represent the interests of disabled persons in the authority's area:*

- Action on Hearing Loss Cymru
- Changing Faces
- British Deaf Association (BDA)
- Caerphilly County Borough Access Group
- Deafblind Cymru
- Disability Can Do
- Disability Wales
- Disabled Persons Transport Advisory Committee
- Gwent Hearing Impairment Service
- Gwent Visual Impairment Service
- Mencap Cymru
- Mind Cymru
- Royal National Institute of Blind People
- The Stroke Association
- Wales Council for Deaf People
- Wales Council for the Blind

*Bodies which represent the interests of lesbian, gay, bisexual and transgender groups in the authority's area:*

- Stonewall Cymru
- Bi Cymru Wales
- Rainbow Group
- Umbrella Gwent

*Bodies which represent the interests of persons carrying out business in the authority's area:*

- Caerphilly Business Forum
- Business Wales (South Wales Regional Centre)
- Federation of Small Businesses in Wales
- Welsh ICE

*Bodies which represent the interests of Welsh culture in the authority's area:*

- Glamorgan Gwent Archaeological Trust Ltd
- Royal Commission on Ancient and Historic Monuments
- Welsh Historic Gardens Trust
- Ancient Monument Society

*Bodies which represent the interests of Welsh language in the authority's area:*

- Menter Iaith Caerffili

## **Other Consultees**

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

- Arts Council of Wales
- British Horse Society
- Bus Users Cymru
- Campaign for the Protection of Rural Wales
- Capital Region Tourism
- Chartered Institute of Housing (Cymru)
- Chartered Management Institute (Cymru)
- Children's Commissioner for Wales
- Civic Trust Cymru
- Coed Cymru
- Coleg Gwent
- Coleg y Cymoedd
- Community Transport Association
- Confederation of Passenger Transport
- Crisis
- District Valuer Services
- Fields in Trust
- Freight Transport Association
- Future Generations Commissioner for Wales
- Institute of Civil Engineers
- National Library of Wales
- One Voice Wales
- Open Spaces Society
- Planning Aid Wales
- Planning Inspectorate
- Rail Freight Group
- Road Haulage Association Ltd
- Royal Institute of Chartered Surveyors
- Royal Town Planning Institute (Wales)



- RSPB Cymru
- Shelter Cymru
- South Wales Trunk Road Agency
- Sport Wales
- Stagecoach
- Sustrans
- The Energy Saving Trust
- The Georgian Group
- The National Trust
- The Older People's  
Commissioner for Wales
- The Woodland Trust
- Transport for Wales
- Wales Council for Voluntary  
Action
- Welsh Language Commissioner
- Wildlife Trust
- WWF Cymru

### **Housing Associations**

### **Local House Builders**

### **Planning Consultants and Local Planning Agents**

### **Political including Local Assembly Members and Members of Parliament**