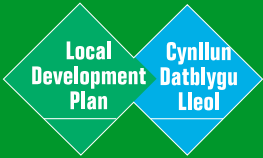




# LOCAL DEVELOPMENT PLAN

## DELIVERY AGREEMENT



Revised  
October 2007

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## Executive Summary

The Vale of Glamorgan Council has produced a Delivery Agreement for its Local Development Plan (LDP). It contains a timetable of the key stages of Plan preparation and details how and when the community will be able to get involved in the Plan preparation. The Delivery Agreement also details how and when the Council will carry out the Sustainability Appraisal of the Plan, and what our approach to Supplementary Planning Guidance will be.

### Part 1: Timetable

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The timetable contains definitive stages (1-4) over which the Council has a degree of control, and indicative stages (5-7) which are dependent upon external factors. The key stages in the delivery of the LDP are:

- Stage 1 The Delivery Agreement (Feb'06 - July'06)
- Stage 2 Pre-Deposit Participation (Feb'06 - Oct'08)
- Stage 3 Pre-Deposit Consultation (Jan'07 - Oct'08)
- Stage 4 LDP Deposit of Proposals (Jan'09 -Aug'09)
- Stage 5 Submission of LDP to National Assembly (Aug'09 - Indicative) & Independent Examination (Dec'09 - Feb'10 - Indicative)
- Stage 6 Inspector's Report (Oct'10 - Indicative)
- Stage 7 Adoption (Nov'10 - Jan'11 - Indicative)

The Council has followed the Welsh Assembly Government's guidance by estimating a 4 year timetable for the preparation of the LDP (i.e. stages 2-7).

### Part 2: Community Involvement Scheme

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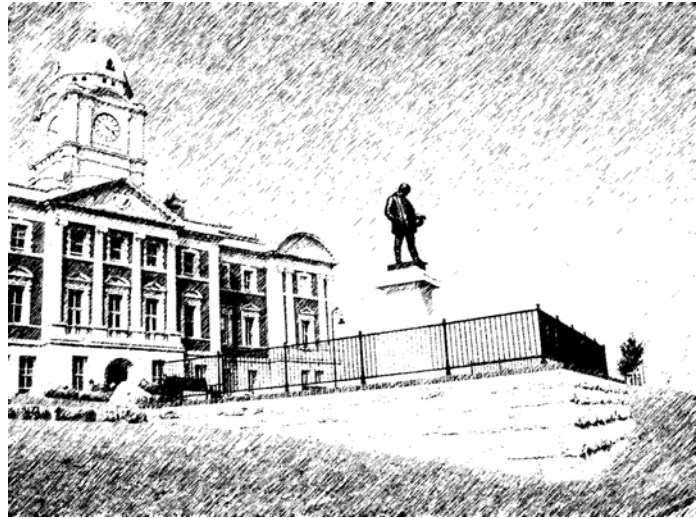
The aim of engaging stakeholders in the preparation of the LDP is to gain consensus on the best way forward for the future of the Vale of Glamorgan. The Community Involvement Scheme is based on the Council's existing principles for consultation. A range of methods are suggested from direct contact via letter and e-mail to advertisements, public information exhibitions and workshops. The Delivery Agreement outlines the Council's expectations of stakeholders and clarifies what type of consultation and participation it considers appropriate for each of the above stages, including reporting and feedback methods. The Delivery Agreement includes a list of all specific and general consultation bodies who will be consulted throughout the process.

### Monitoring

The Council will keep the Delivery Agreement under review throughout the process and will produce an Annual Progress Report every September up to the independent examination stage.

## 1. Introduction

- 1.1 Part 6 of the Planning and Compulsory Purchase Act 2004 (The Act) places a duty on each local authority in Wales to prepare a Local Development Plan (LDP). The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (the Regulations) prescribe the form and content of the LDP and make provision for the procedure to be followed in their preparation.



- 1.2 The purpose of this Delivery Agreement (DA) is to set out the Vale of Glamorgan Council's programme for the preparation of its LDP and to provide details of its Community Involvement Scheme (CIS). The CIS is a key element of the DA and sets out how, when and who will be involved in the LDP process.
- 1.3 Following a six week consultation exercise in March/April 2006, the delivery agreement was amended and subsequently approved by Full Council in July 2006. The document was submitted to the Welsh Assembly Government (WAG) on 27<sup>th</sup> July 2006 and subsequently agreed on 23<sup>rd</sup> August 2006. In August 2007 the Welsh Assembly Government were requested to approve an extension to the Local Development Plan timetable as contained within the Approved Delivery Agreement. This extension was granted and the Delivery Agreement now incorporates the timetable revisions where appropriate. Details of the revisions to the Delivery Agreement are given at Appendix I. The final delivery agreement is published on the Council's website and is also available for inspection at the Council's principal offices during normal office hours in accordance with Regulation 10 of the Regulations. Copies of the document are also be available in Welsh as required under the Council's Welsh language scheme. The Delivery Agreement will be regularly reviewed and if necessary amended in accordance with the LDP Regulations.

## 2. What is the Local Development Plan?

- 2.1 The LDP will set out the Vale of Glamorgan Council's land use strategy for the period 2011-2026. The purpose of the LDP is to identify the anticipated level of future development as well as the types of development that may occur and where such development may take place during the life of the Plan.
- 2.2 When adopted the LDP will constitute the development plan for the Vale of Glamorgan and will supersede the Council's Adopted Unitary Development Plan 1996 – 2011 (UDP). The Adopted LDP will be the primary document for use in the determination of planning applications and appeals.
- 2.3 In producing the LDP the Council will also need to take account of other strategies and plans that it produces, such as the Community Strategy. It must also complement national

and regional plans and strategies such as the Wales Spatial Plan and South East Wales Regional Waste Plan<sup>1</sup>.

- 2.4 The Act requires that LDPs are subject to an independent examination to determine their "soundness". The test of soundness refers to the policy content of the LDP (tests of consistency, coherence and effectiveness) as well as the processes for production, including consultation.

### 3. What is the Delivery Agreement?

- 3.1 The DA is a mandatory requirement of the LDP process and is considered to be a key tool for the speedier production of land use plans. It comprises the following two elements:

**Part 1 - The Timetable.** This sets out how the Council will manage the programme for preparing its LDP. It identifies key stages of the planning process where the public and other interested parties will be given the opportunity to comment on the strategy, aims and policies contained within the draft Plan. It also specifies the resources that the Council will commit to the preparation of the Plan in order for the timetable to be adhered to in a consistent and transparent manner. The detailed timetable for the production of the LDP including the consultation process for key stages in the Plan's preparation is set out at Section 7.

**Part 2 - The Community Involvement Scheme (CIS).** This sets out who, when and how the Council will consult and engage with various stakeholders, including the general public, during the production of the LDP. The Council is committed to complying with the CIS during the production of the LDP. The Council's CIS is shown at Section 8.



- 3.2 In preparing its DA the Council is required to both consult on, and formally approve its content by Council resolution prior to its submission to the Welsh Assembly Government (WAG) on or before the 31<sup>st</sup> July 2006. Following agreement by the WAG the DA will be made available during the LDP process for public inspection at the deposit locations detailed in the CIS and on its website ([www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)).

- 3.3 It is essential for the Council to adhere to the contents of the DA, as this will form part of the "soundness test" which the independent Inspector will apply to the LDP during the Independent Examination<sup>2</sup>. A "sound" plan is one which is considered to have been prepared with "good judgement and is able to be trusted"<sup>3</sup>.

<sup>1</sup> Section 62(5), The Planning and Compulsory Purchase Act (2004)

<sup>2</sup> Welsh Assembly Government (2005) Local Development Plans Wales (paragraph 4.35 refers)

<sup>3</sup> The Planning Inspectorate (2006) A Guide to the Examination of Local Development Plans

## 4. Monitoring of the Delivery Agreement

- 4.1 Once approved, the Council will closely monitor the DA to assess whether key stages have been met, are on course to be met, are falling behind schedule, or will not be met. Should the Council identify a need to review the DA timetable, this will be undertaken in agreement with the WAG.
- 4.2 For transparency, the Council will publish an annual progress report in September of each year up to the independent examination of the LDP. The Council will keep the Community Involvement Scheme under review by using 'participant satisfaction forms' following consultation exercises and monitoring the feedback provided.

## 5. Sustainability Appraisal including Strategic Environmental Assessment

- 5.1 The Strategic Environmental Assessment (SEA) Regulations<sup>4</sup> require the Council to undertake a SEA of the Plan's strategy and policies as part of the LDP process. In accordance with Welsh Assembly Guidance, the SEA will be undertaken as part of a Sustainability Appraisal (SA). The appraisal will consider the environmental, economic and social implications of all proposals. Where Appropriate Assessments may be required under the Habitats Regulations<sup>5</sup> these will form part of the SEA and will be clearly identified within the assessment. The SA will also be important in assessing the relative merits of potential sites to be included in the final adopted LDP.
- 5.2 The SA will involve the following stages<sup>6</sup>:
- Developing a SA Framework through:
- A scoping exercise to identify other relevant policies, plans and programmes and relevant sustainable development objectives;
  - Collecting baseline information;
  - Identifying sustainability objectives; and
  - Engaging the community and key stakeholders.
- Testing the LDP against the SA framework to:
- Test the LDP objectives and the strategic options against the SA framework;
  - Develop strategic alternatives;
  - Predict the effects of the draft plan including alternatives;
  - Consider ways of mitigating adverse effects;
  - Propose measures to monitor environmental effects of the plan implementation.
- 5.3 Consultation on the key stages of the SA (incorporating the SEA) has been included within the timetable for the preparation of the LDP and the CIS. The SA report is a rolling document that will be amended throughout the LDP process as appropriate.

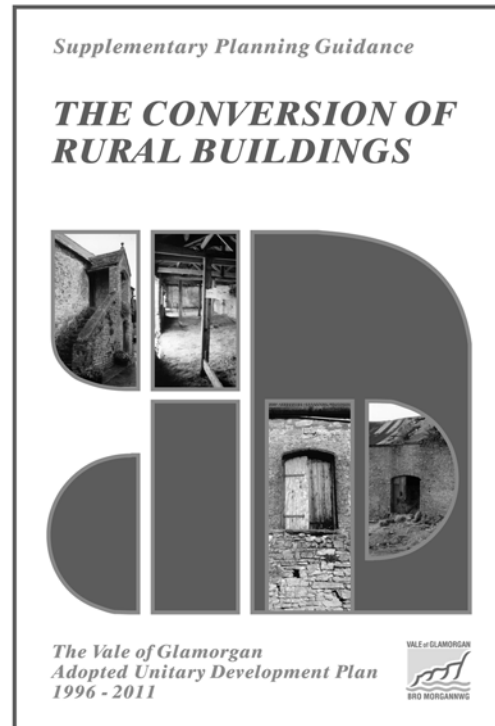
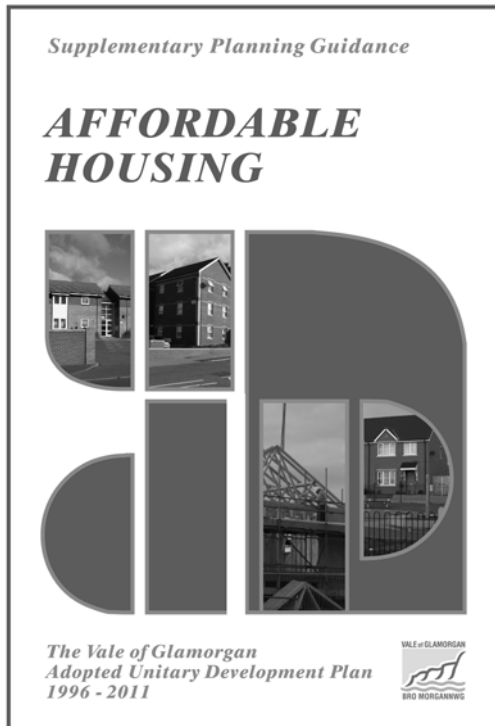
<sup>4</sup> Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

<sup>5</sup> The Conservation (Natural Habitats, &c.) Regulations 1994

<sup>6</sup> ODPM (2005) Practical Guide to the Strategic Environmental Assessment Directive.

## 6. Supplementary Planning Guidance

- 6.1 In addition to the policies contained within the LDP, the Council may also produce Supplementary Planning Guidance (SPG) to elaborate upon a policy or proposals contained within the LDP. SPG is non statutory, and can cover a wide range of topics such as design advice, site development briefs and documents relating to specific planning issues (e.g. affordable housing, householder extensions, amenity standards etc.). The Council has already produced a number of SPG relevant to the adopted UDP, which will be reviewed as an integral part of the defined LDP process.
- 6.2 Any additional SPGs that the Council may need to produce will be considered as part of the deposit draft stage of the LDP process and will be prepared in accordance with the Council’s adopted guidelines for the production of SPG and Development Briefs, which can be viewed on the Council’s web site ([www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)). The Council will consult relevant stakeholders during the production of SPG.



## 7. PART 1: Timetable

- 7.1 A timetable detailing the various stages of the Local Development Plan process, how it will be project managed and the resources that are required for its production is an integral part of the Delivery Agreement to be agreed with the Welsh Assembly Government.
- 7.2 The Town and Country Planning (Local Development Plan)(Wales) Regulations 2005 provide for a two-stage timetable, a definitive stage and an indicative stage.
- (i) Definitive Stage (Stages 1 - 4) - this defines those elements of the LDP process up to and including the deposit stage. As these stages of the process are under the direct control of the Council the timetable shown at Figure 2 is considered to be both realistic and achievable and the Council has set a definitive date for these stages. Every effort will be made to ensure that the LDP preparation process adheres to the defined timetable.
  - (ii) Indicative Stage (Stages 5 - 7) - this defines those elements of the Local Development Plan process post deposit and up to and including adoption. As these stages are more dependent upon external factors over which the Council has little direct control (e.g. number of representations received), the timetable is indicative. It should be noted that the indicative stages in the plan preparation timetable will be defined within 3 months of the close of the deposit period.

### 7.3 Stage 1 The Delivery Agreement (Feb'06 - July'06) (Reg 9)

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- 7.3.1 This document to be submitted to the WAG by 31<sup>st</sup> July 2006.

### 7.4 Stage 2

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This stage will include the following elements - developing LDP evidence base, developing baseline information for the SA, agreeing the Council's vision for the area, developing the SA Framework and identifying strategic options and the Preferred Strategy. The Council will assess whether it is appropriate to use the existing vision from the Community Strategy 2003-2013, which was the subject of much consultation during its preparation.

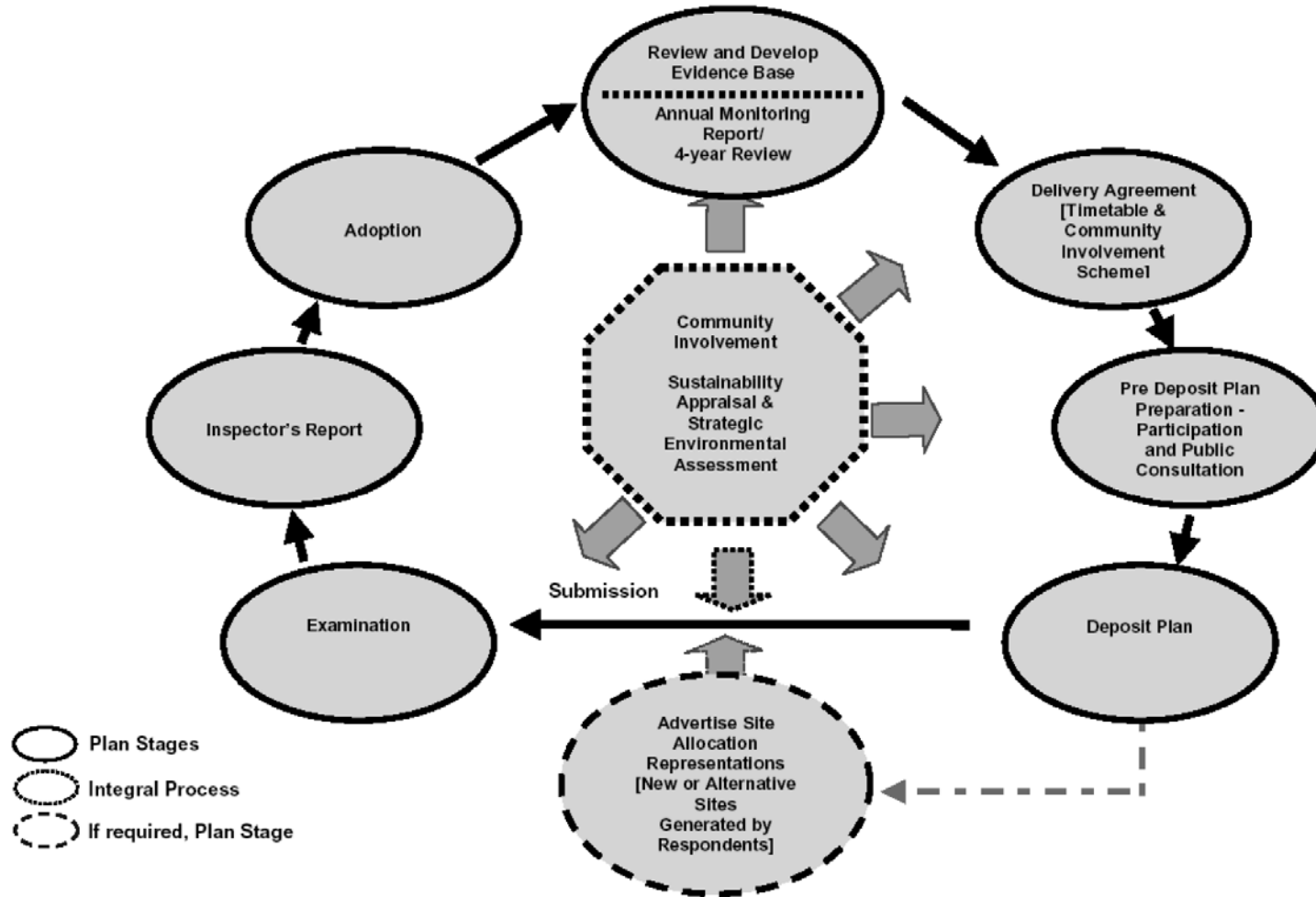
#### 7.4.1 Stage 2 (a) Pre Reg 14 Preparation (Feb '06 – Oct '08)

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Before the Council can develop the strategic objectives that will form the framework of the LDP it is essential for it to have a clear understanding of the dynamic social, environmental and economic characteristics that exist within the Vale of Glamorgan. Therefore the Council will review the existing policy position relative to the Vale of Glamorgan and collect data to develop the evidence base and baseline date. New studies will be commissioned and new data collected where necessary to ensure that the evidence database is complete. This information base will also provide the baseline for the Sustainability Appraisal. As part of developing the LDP evidence base, the Council will engage with stakeholders to identify strategic locations and candidate sites for development. The Council will provide stakeholders with assessment criteria to facilitate the identification of sites. A Sites Register will be compiled by the Council and all proposed sites will be assessed to ascertain if they can contribute to the Development Strategy for the Plan and meet the requirements of the Sustainability Appraisal.

**Figure 1: Local Development Plan Preparation Process Diagram**

*Local Development Plans Wales, (Welsh Assembly Government, 2005)*



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#### **7.4.2 Stage 2 (b) Pre-Deposit Participation (Jan '07- Oct'08) (Reg 14)**

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The Council will consult on the SA Scoping Report (statutory 5 week period, SEA Reg 12(6) refers). In partnership with the specific and relevant general consultation bodies the Council will develop and consider strategic options and the Preferred Strategy, and undertake an SA assessment of options. Once formulated the Preferred LDP Strategy and the Strategic Options will be made available for wider public consultation (see stage 3).

#### **7.5 Stage 3 Pre-Deposit Consultation (Jan'07 - Oct'08) (Regs 15 / 16)**

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- 7.5.1 This stage will include the following elements - consultation on the Preferred Strategy and strategic locations for new development and accompanying SA Report (statutory 6 week period, LDP Reg 16 refers). This will be followed by the preparation of the initial consultation report that will be published alongside the Deposit LDP.

#### **7.6 Stage 4 LDP Deposit of Proposals (Jan'09 -Aug'09) (Reg 17)**

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- 7.6.1 The Deposit LDP will be placed on formal deposit for public consultation (statutory 6 week period, LDP Reg 18 refers). In formulating this document the Council will pay due regard to the foregoing consultation exercises and stakeholder engagements when drafting policies and identifying sites.
- 7.6.2 The documents to be published at this time will comprise the Deposit LDP, the SA Report (incorporating the SEA Environmental Report), a list of supporting documents and the initial consultation report.
- 7.6.3 The Deposit Plan will be made available, as detailed in the CIS, for a period of six weeks to allow representations to be made by any stakeholder. Any representations received as a result of the consultation exercise will be made available for public inspection at the locations detailed with the Community Involvement Scheme (see paragraph 8.12.1) and on the Council's web site.

#### **New & Alternative Sites Consultation (Regs 20 / 21)**

- 7.6.4 All representations made in respect of site allocations will be the subject of a further 6 week consultation period (statutory 6 week period, Reg 21 refers). This includes representations that propose new sites, or propose to alter or delete sites previously allocated in the Deposit LDP. This will allow further representations to be made in support or against these new proposals.

#### **7.7 Stage 5 Submission of LDP to National Assembly (Aug'09 (Indicative)) (Reg 22)**

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- 7.7.1 At this stage the Council is required to submit the Deposit Plan, Sustainability Appraisal Report, Community Involvement Scheme, copies of all representations received, key supporting evidence, the Consultation Report, the report on the LPA's suggested changes and a Statement of the main issues to the WAG and the Planning Inspectorate. Following this submission an Inspector will be appointed to examine the Deposit Plan to determine whether it satisfies the preparation requirements of the 2004 Act and whether it is "sound" (section 64(5) of the 2004 Act refers); the examination will also consider representations including objections that have been made in accordance with the LDP Regulations.

### **Independent Examination (Oct'09 - Sept'10 (Indicative)) (Reg 23)**

- 7.7.2 The Council will enter into a Service Level Agreement with the Planning Inspectorate prior to the Submission of the Deposit LDP. The Planning Inspectorate has indicated that the Independent Examination and the production of the Inspector's Report should take no more than 12 months<sup>7</sup>, and arrangements for public participation in the examination process will be advertised nearer the time (at least 6 weeks before the opening of the examination).

### **7.8 Stage 6 Inspector's Report (Oct'10 (Indicative)) (Reg 24)**

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- 7.8.1 Once the Inspector is satisfied that no further information is necessary to inform their consideration of the Plan, he/she will publish a report outlining the examination's findings, together with any changes to the Deposit Plan and reasons for those recommendations. The Inspector's decisions will be binding upon the Council. The aim of the Independent Examination is to ensure that the Plan is at a stage where it is sound and can be safely adopted. It follows therefore that any changes made by the Inspector must themselves be demonstrably sound.

### **7.9 Stage 7 Adoption (Nov'10 - Jan'11 (Indicative)) (Reg 25)**

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- 7.9.1 On receipt of the Inspector's Report, following a fact checking period, the Council is required to adopt the final LDP incorporating the Inspector's recommendations within 8 weeks, unless the Welsh Assembly Government intervenes. On or before the day on which the LDP is adopted, the Council will publish the Inspectors Report and make it available to view on Council's web site ([www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)) and at the deposit locations detailed at 8.12.1.
- 7.9.2 The Local Development Plan will become operative on the date it is adopted, and final publication of the Plan should follow as soon as possible (after the expiry of the six-week legal challenge period).

### **7.10 Monitoring**

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- 7.10.1 The Planning and Compulsory Purchase Act requires authorities to keep under review matters that may affect the planning and development of their areas. In this regard, the Council will establish monitoring procedures in accordance with guidance contained within the LDP Manual (paragraph 9.4 refers) and will produce an Annual Monitoring Report for submission to the WAG by the 31<sup>st</sup> October each year.
- 7.10.2 A full mandatory review of the LDP must be commenced every 4 years and a new timetable for this together with a review of the CIS must be submitted to the WAG for agreement at the start of the process. Where an annual review of progress indicates an earlier need for plan review, a new plan preparation timetable will be published within 6 months of the council's decision to undertake a review.

### **7.11 Consultation**

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- 7.11.1 More detail on the range of consultation methods proposed at each stage of the LDP process is included within the CIS (at page 14).

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<sup>7</sup> The Planning Inspectorate (2006) A Guide to the Examination of Local Development Plans.

## 7.12 Risk Management

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7.12.1 Having considered the resource input to the LDP process, the Council considers that the proposed timetable is both realistic and achievable. Notwithstanding this conviction, the Council has identified certain risk areas that could result in some departure from the proposed timetable (see Appendix B). Any significant deviation from the proposed timetable will be reported and justified by the Council.

## 7.13 Resources

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7.13.1 In producing its DA the Council is required to identify the likely resources (staffing and monetary) required for each stage in the plan preparation process<sup>8</sup>.

7.13.2 The Council's Planning and Transportation Policy Team will lead in the production and management of the LDP process, including the preparation of any consultative documents and will also be charged with management of stages 1-5 of the Plan preparation process. The Council's Corporate Communications Team will assist in the consultation and participation exercises as detailed in the CIS.

7.13.3 The following officer time will be dedicated to the production of the LDP:

- Head of Planning and Transportation Policy (10%)
- Operational Manager Planning and Transportation (20%)
- Principal Planning Officer x 1 (60%)
- Senior Planning Officers X 3 (60%)
- Planning Information Officer x 1 (20%)
- Planning Technician x 1 (15%)
- Research Officers x 2 (15%)
- Planning Student X 1 (100%)
- Development Control Officer 1 X (5%)
- Corporate Consultation Officer 1 x (5%)
- Graphic Designer 1 X (5%)

7.13.4 Table 1 sets out the definitive stages for the production of the LDP and the anticipated budget which, apart from the independent examination and the publication of the Inspectors Report will be met within existing resources.

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<sup>8</sup> Welsh Assembly Government (2005) Local Development Plans Wales (paragraph 4.8 refers)

**Table 1 – Budget and Timescale for each LDP Stage**

<b>Stage in Plan Preparation</b>	<b>Start Date</b>	<b>End Date</b>	<b>Budget</b>
Delivery Agreement	Feb'06	Sept'06	£5,000
Pre deposit public participation	Feb'06	Oct'07	£40,000
Pre deposit public consultation	Jan'07	Oct'08	£40,000
LDP Deposit stage	Jan'09	Aug'09	£55,000
Submission of LDP to WAG	Aug'09		
Independent examination	Dec'09	Feb'10	£150,000
Inspector's report	Oct'10		£5,000
Adoption	Nov'10	Jan'11	£5,000
Publication of final LDP including maps, Welsh translation (hard copies and electronically)	Feb'11	July'11	£50,000
Annual monitoring report	Jan'12	Annually	£25,000

#### **7.14 Anticipated consultants fees**

7.14.1 The Council will commission consultancy work on a variety of topics during the Plan preparation process especially within the first year of the programme and during the public inquiry. It is anticipated that a sum of approximately £150,000 will be required for this work.



## 8. PART 2: The Community Involvement Scheme (CIS)

### 8.1 Introduction

8.1.1 The Local Development Plan (LDP) Regulations require the Council to work in partnership with stakeholders when preparing the Plan and Sustainability Appraisal (SA). Local Development Plan Wales (2005) sets out the key principles that underpin community engagement in the LDP process as:

- Creating the conditions for early involvement and feedback at a stage when people can recognise a chance to influence the Plan;
- Encouraging the commitment of all participants to an open and honest debate on realistic development alternatives in the search for a consensus; and
- Recognising the need to adopt approaches for engaging the community, including business, which seeks the views of those not normally involved.

8.1.2 The Council welcomes this opportunity for community involvement from the start and acknowledges the important role that participation and consultation have to play in the process. A list of specific and general consultees that have expressed an interest in the Vale of Glamorgan LDP is attached at Appendix C.



8.1.3 The Vale of Glamorgan is an area that combines both rural and urban environments and has a diverse population (see profile at Appendix D). Therefore it is essential to obtain the views of interested parties throughout the area to ensure the LDP is a Plan for the whole of the Vale of Glamorgan. Figure 3 provides details of what participation and consultation the Council intends to undertake throughout the LDP and SA process.

### 8.2 Aims

8.2.1 The aim of the CIS is to clearly identify who will be formally involved in the process, and how and when the participation and consultation will take place. The Council engaged stakeholders in widespread consultation on the draft Delivery Agreement between March and April 2006. A summary of the changes to the Delivery Agreement which resulted from this consultation are attached at Appendix G.

8.2.2 The overall aim of engaging stakeholders in the preparation of the LDP and the Plan's Sustainability Appraisal (SA), is to gain consensus on the best way forward for the future of the Vale of Glamorgan. Early engagement should reduce the resources needed and time taken for the Plan to reach adoption by reducing the number of objections to policies later in the plan preparation process.

### 8.3 Principles of the Participation Strategy

8.3.1 These principles of participation are derived from the Council's adopted Consultation Strategy and are consistent with the Council's Code of Practice on written consultation (see

Appendix E). They will guide the Council's approach to community and stakeholder involvement in the preparation of the LDP.

8.3.2 The Council will ensure that participation in the preparation of the LDP is:

- Open – provide real choices and ask how communities want to contribute.
- Inclusive – give all sections of the community a chance to express their views.
- Impartial – not leading people to give a preferred response.
- Informative – supported by clear, honest, and accessible information.
- Involving – engage those involved to relate to their lives.
- Understandable – use clear language.
- Appropriate – tailored to suit the participants.
- Strategic – take place in the wider context of consultation.
- Joined up – combined with other issues or other plans if appropriate.
- Resourced – that it is rigorous and reaches all interested parties.
- Professional – must be rigorous and robust to stand up to challenge.
- Timely – early enough to inform decisions, at a time when people can participate, with enough time to respond.
- Listened to – results must provide the Council with real information on which to base decisions.
- Reported – feed back results and how they have affected decisions.

8.3.3 Whenever feasible, the Council will follow its adopted Code of Practice on written consultation (see Appendix E) when consulting on the LDP and SA. However, due to time constraints, it may not always be possible to allow an eight week consultation period. The statutory requirements for consultation on LDPs are generally 6 weeks (not 8 weeks).

8.3.4 The CIS has also taken account of the Council's Community Services Department 'Public Engagement Strategy', which is a useful toolkit for consultation and participation. In particular, it contains advice on how to engage hard to reach groups (such as travellers, young people under 25, older people over 75, people with sensory loss or mental illness, or people from ethnic minority groups or living in disadvantaged areas) and analyses various methods of consultation, which will inform the Council's proposals for consultation on the LDP and SA.

## **8.4 Member Involvement and Internal Consultation**

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8.4.1 At key stages throughout the preparation of the LDP and SA, reports will be sent to the Council's Cabinet, Planning Committee and Economy and Environment Scrutiny Committee, and Full Council where appropriate. This formal consultation with Members will be supplemented with timely Member Visioning Seminars to discuss issues and options. In addition the Cabinet Member for Planning and Transportation will sit on the Key Stakeholder Group (see 8.5 below) as a member representative.

8.4.2 Internal consultation with officers in relevant Council departments will be essential throughout the preparation of the LDP and SA. The existing Strategic Partnerships Working Group includes the relevant departments and can therefore be used to discuss LDP issues alongside Community Planning.

## 8.5 Key Stakeholder Group

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- 8.5.1 A LDP Key Stakeholder Group will be established to act as a sounding board at the participation stage of the LDP and SA preparation to enable structured discussions. The discussions will be led by trained facilitators from the Council's Corporate Communications team. The Council has identified the following existing groups and agencies as potential members of the key stakeholder group which is based on the Council's existing Local Service Board:

Vale of Glamorgan Council  
 Vale of Glamorgan Local Health Board  
 South Wales Police  
 Cardiff and Vale NHS Trust  
 Cardiff Chamber of Commerce  
 Bro Morgannwg NHS Trust  
 Vale Centre for Voluntary Services  
 Environment Agency Wales  
 Countryside Council for Wales  
 South Wales Fire Service  
 Barry College  
 Welsh Assembly Government Department of Economy and Transport  
 UWIC  
 Local Service Forum

## 8.6 Specific and General Consultation Bodies

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- 8.6.1 In accordance with the Regulations, the Council has identified Specific Consultation Bodies who will be consulted at every stage of the Plan preparation process. In addition, General Consultation Bodies who have an interest in the Vale of Glamorgan have been invited to get involved with the LDP and SA. Those who have expressed an interest in the LDP to date are listed at Appendix C, and include residents groups, history societies, community groups, house builders, land owners and many other interest groups.



- 8.6.2 Figure 3 outlines the main stages of participation and consultation in the LDP and SA process and shows that the Specific and General Consultation bodies will provide a core input throughout the process.

## **8.7 Citizen's Panel**

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- 8.7.1 The Council has an established Citizens Panel of 1,200 statistically representative members of the population of the Vale of Glamorgan who currently help inform decision-making on a wide range of issues. It will be beneficial to use this group to act as a control group for the evidence base of the LDP and SA, to ensure that a representative view is presented.

## **8.8 Expectations of Stakeholders**

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- 8.8.1 In order to ensure that the consultation and participation exercises are a valuable and worthwhile part of the process, the Council will rely on stakeholders to make every effort to meet the following expectations:

- Respond to correspondence within the requested timeframe, following any given procedures;
- Vary meeting cycles if necessary to enable timely responses;
- Commit to the process by attending, contributing and helping to achieve consensus;
- Listen and engage in debate with an open mind;
- Raise legitimate issues that can be addressed by the LDP and the planning system;
- Identify proposed sites early in the process;
- Follow the appropriate procedures for making representations, in accordance with WAG and Council guidelines;
- Highlight any gaps in the evidence base or information provided (especially specific consultation bodies);
- To provide any relevant information in an easily accessible format to enable open and transparent consideration of representations by all persons involved in the process;
- Provide contact details to allow the Council to feedback responses; and
- To understand that the Inspector's report is binding on the Council and there is no route of appeal in respect of the recommendations and reasons of the Inspector.

- 8.8.2 It is important that stakeholders make every effort to meet these expectations to avoid unnecessary delays in preparing the LDP.

- 8.8.3 Where petitions are submitted in respect of the LDP, a lead person will need to be defined who the Council will use as the main point of contact in relation to the issues raised by the petition. It should be noted that in such circumstances one specified person will have the right to be heard at examination if a deposit objection is submitted as a petition. However, this does not limit the right of individuals to submit separate formal representations to the Plan.

## **8.9 Resources**

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- 8.9.1 The participation and consultation exercises will be undertaken by the LDP team in partnership with the Council's corporate communications team who will act as independent facilitators for the consultation process. Sufficient financial resources will be allocated throughout to cover the costs of the process. To make the most effective use of resources, the Council will use existing forums for discussion and consultation, for example, the annual State of the Area debates.

## 8.10 Methods of Participation and Consultation

8.10.1 Throughout the preparation of the LDP and SA, the Council will use the following variety of methods to engage stakeholders in the process, as detailed in Figure 3.

- Direct contact (i.e. letter / e-mail as indicated by stakeholder through consultation)
- Information on Council's web site at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)
- Deposit of documents at Council's offices and libraries throughout the Vale
- Local advertisements in free distribution newspapers The Barry Gem, Llantwit Major Gem and Cowbridge Gem and in priced local newspapers The Western Mail and The South Wales Echo and updates in the Council's free quarterly newspaper Vale Waves
- Public Information Exhibitions
- Focus Groups / Workshops / State of the Area Debates



8.10.2 To ensure effective consultation, the Council will, where appropriate, provide consultation questionnaires and / or guidance to enable stakeholders to make comments on those parts of the document or processes being consulted on that are capable of amendment. At formal stages of deposit, the Council will provide standard representation forms for stakeholders to complete.

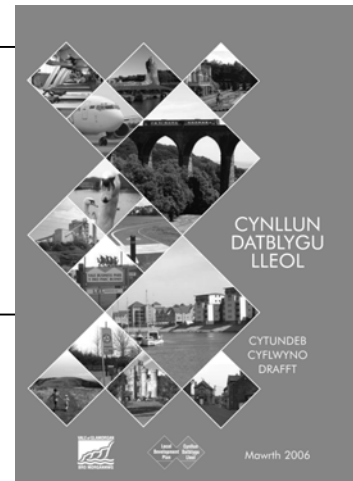
## 8.11 Use of Welsh Language

8.11.1 The Council will publish proposals and consult with the public in English and Welsh whenever it is practicable to do so, and make provisions for representations and communication to be carried out in English and Welsh. This may not always be possible due to the technical nature of some documents.

## 8.12 Document Availability and Deposit Locations

8.12.1 At various stages of Plan preparation, documents will need to be made publicly available for inspection. All such documents will be made available electronically on the Council's web site at [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk). In addition hard copies will be made available at the following deposit locations, which may be reviewed if circumstances change:

- Vale of Glamorgan Council Dock Office, Barry
- Vale of Glamorgan Council Civic Office, Barry
- Vale of Glamorgan Council Alps Depot, Wenvoe
- Barry Library
- Penarth Library
- Cowbridge Library
- Dinas Powys Library
- Llantwit Major Library



- Rhoose Library
- Sully Library
- St. Athan Library
- Wenvoe Library
- Mobile Libraries

8.12.2 Where appropriate, the Council will send complementary copies to the Specific Consultation Bodies as outlined in Figure 3 (See Appendix C for definition). Paper copies, and where possible CD Roms, will be made available for other stakeholders to purchase at a reasonable price to cover the Council’s administrative costs.

8.12.3 The needs of disabled people will be fully considered to ensure they can access the information and a flexible approach will be adopted by the Council to accommodate special needs whenever possible. The Council will make available, on request, large print and / or audio versions of documents where it is practicable to do so.

### **8.13 Reporting and Feedback**

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8.13.1 Following each consultation exercise, the Council will prepare a consultation report summarising comments and establishing where consensus has been achieved. The report will establish what impact the consultation has had on the plan-making process, whilst taking account of the legislative framework. Feedback will be provided to those involved in the process in various ways depending on the stage and the method of participation as detailed in the table below. The consultation reports will be published on the Council’s web site and made available for inspection at the deposit locations.

### Figure 3 - Key Stages of Plan Preparation and Opportunities for Involvement

#### Delivery Agreement (Regulation 9)

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Possible community involvement. (NB See Appendix C for definitions)	How? Consultation Mechanism	Reporting Mechanism	Resources additional to normal staff costs.
Draft Delivery Agreement.	<p>To inform stakeholders that the Council is preparing a LDP and seek community involvement.</p> <p>To seek views of stakeholders on the content of the draft Delivery Agreement</p>	February – April 2006.	<ul style="list-style-type: none"> <li>▪ All specific consultation bodies.</li> <li>▪ UK Government Departments.</li> <li>▪ General consultation bodies.</li> <li>▪ Other consultees (including general public)</li> </ul>	<p>Letters and draft Delivery Agreement sent to specific consultation bodies.</p> <p>Letters and summary sent to all other consultees.</p> <p>Information published on Council's web site (<a href="http://www.valeofglamorgan.gov.uk">www.valeofglamorgan.gov.uk</a>)</p> <p>Advert placed in local press.</p> <p>N.B. A comment form will be made available specifying consultation questions.</p>	<p>The contact details for interested parties will be placed on the Council's LDP database for future reference.</p> <p>Any comments will be considered and draft Delivery Agreement amended if required.</p> <p>A summary of the comments received together with the revised draft Delivery Agreement will be reported to members.</p> <p>Council resolution will be obtained to approve the revised draft Delivery Agreement and the document will be submitted to the Welsh Assembly Government for agreement prior to the 31<sup>st</sup> July 2006.</p>	<p>Postage and printing costs.</p> <p>Advertisement costs.</p>

<p>Publication of Approved Delivery Agreement</p>	<p>To inform stakeholders of the content and availability of the approved Delivery Agreement.</p>	<p>September 2006</p>	<ul style="list-style-type: none"> <li>▪ All specific consultation bodies.</li> <li>▪ UK Government Departments.</li> <li>▪ General consultation bodies.</li> <li>▪ Other consultees (including general public)</li> </ul>	<p>Letter sent to all stakeholders advising them that the National Assembly has approved the Delivery Agreement. Specific Consultation bodies will receive a hard copy of the approved Delivery Agreement.</p> <p>Copies of the Delivery Agreement will be placed at deposit locations and on Council's web site.</p>	<p>Report advising members of National Assembly approval of Delivery Agreement.</p> <p>(No feedback to consultees required).</p>	<p>Postage and printing costs.</p>
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**Pre- Deposit Participation (Regulation 14)**

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Possible community involvement. (NB See Appendix C for definitions)	How? Consultation Mechanism	Reporting Mechanism	Resources additional to normal staff costs.
Vision	To develop a clear vision of what sort of place the Vale wants to become (NB The Council will assess whether it is appropriate to use the Vision from the Community Strategy 2003-2013).	January '07	<ul style="list-style-type: none"> <li>▪ Members</li> <li>▪ Key stakeholder group</li> </ul>	<ul style="list-style-type: none"> <li>▪ Informal Cabinet meeting</li> <li>▪ Key stakeholder working group</li> </ul>	Agreed vision published with LDP information on Council web site.	None.
Review and develop evidence base and preparation of site register (includes inviting candidate sites and establishing selection criteria).	To understand the context, to review and to supplement data to identify issues and objectives to be addressed in the LDP.	Feb'06 - Oct'07	<ul style="list-style-type: none"> <li>▪ Council departments (e.g. Education, Parks &amp; Grounds Maintenance etc. )</li> <li>▪ Specific consultation bodies.</li> <li>▪ Other consultees (e.g. land owners)</li> </ul>	Internal LDP Working Group.  Direct contact with specific consultation bodies.  Draft topic papers	Prepare evidence base paper and publish on Council's web site and at deposit locations.  Direct contact with specific consultation bodies advising of publication of evidence base paper.  Publish topic papers (for consultation)	Community Planning Working Group.  Consultants for evidence gathering where necessary.  Printing and postage costs.

Preparation of alternative strategies and options including identification of preferred strategy option and strategic sites.	To generate viable options and determine strengths and weaknesses of each.	Jan '07 – Oct '07	<ul style="list-style-type: none"> <li>▪ All specific consultation bodies.</li> <li>▪ Relevant general consultation bodies.</li> <li>▪ Key stakeholder group.</li> <li>▪ Members.</li> </ul>	Structured discussions / working group.  Report to Cabinet on preferred strategy and options.	Compile consultation report and publish on Council's web site.  Advise stakeholders of availability of report.	Community Planning Working Group.  Corporate Communications team to facilitate discussions.  Postage costs.
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## SA / SEA

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Possible community involvement. (NB See Appendix C for definitions)	How? Consultation Mechanism	Reporting Mechanism	Resources additional to normal staff costs.
Develop the SA Scoping Report	To engage environmental consultation bodies and relevant stakeholders to develop SA objectives.	Feb'06 - Dec'06	<ul style="list-style-type: none"> <li>▪ Environmental Consultation Bodies</li> <li>▪ Relevant stakeholders</li> <li>▪ Members</li> </ul>	Direct contact  Workshop to develop SA objectives.	Consultation report published on Council's web site and made available at deposit locations.  Direct feedback to participants.  Cabinet report on draft SA scoping report.	Corporate Communications team to facilitate discussions.  Postage costs.
Consultation on SA / SEA Scoping Report	To enable Environmental Consultation Bodies and stakeholders to comment on the scoping report and SA / SEA of strategic options.	5 weeks Feb/ Mar'07	<ul style="list-style-type: none"> <li>▪ Environmental Consultation Bodies.</li> <li>▪ All stakeholders.</li> <li>▪ Key stakeholder group.</li> </ul>	Direct contact with all stakeholders.  Send SA scoping report to the Environmental Consultation bodies and a summary to all other	Consultation report prepared and placed on Council's web site.  Direct feedback to Environmental Consultees. General feedback to all representors.	None.

				stakeholders.  Publish SA scoping report on Council web site and make available at deposit locations.		
SA Assessment of strategic options and sites.	To ensure strategic options and sites are assessed against the SA Framework.	Jan'07 - Oct'07	<ul style="list-style-type: none"> <li>▪ All specific consultation bodies.</li> <li>▪ Relevant general consultation bodies.</li> <li>▪ Key stakeholder group.</li> <li>▪ Members.</li> </ul>	Structured discussions / working group.  Report to Cabinet on preferred strategy and options.	Compile consultation report and publish on Council's web site.  Advise stakeholders of availability of report.	Community Planning Working Group.  Corporate Communications team to facilitate discussions.  Postage costs.

**Pre- Deposit Public Consultation (Regulations 15 and 16)**

Stage in the Document Preparation Process	Purpose	Timescale (When?)	Who? Possible community involvement. (NB See Appendix C for definitions)	How? Consultation Mechanism	Reporting Mechanism	Resources additional to normal staff costs.
<p>Consultation on preferred strategy proposals document and assessment of representations received.</p>	<p>To provide an opportunity for stakeholders to respond to the preferred strategy and suggest modifications.</p> <p>To enable the Council to consider all duly made representations</p>	<p>6 weeks Feb/Mar'08</p>	<ul style="list-style-type: none"> <li>▪ All stakeholders</li> <li>▪ Internal LDP Working Group</li> <li>▪ Key stakeholder group</li> <li>▪ Control Group</li> </ul>	<p>Direct contact with all stakeholders.</p> <p>Place documents on the Council's web site and at deposit locations.</p> <p>Comment form made available for responses.</p> <p>Consultation responses to be discussed with key stakeholder group.</p> <p>Check consultation responses against control group responses.</p> <p>Press releases.</p> <p>Mobile exhibition.</p>	<p>Compile consultation responses report and publish on Council's web site.</p> <p>A general description of how these comments have affected policies and proposals of the LDP will be fed back to respondents and stakeholders</p> <p>Advise stakeholders of availability of consultation report.</p>	<p>Printing and postage costs.</p> <p>Cost of preparation of exhibition.</p>

**SA / SEA**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
<p>Consultation on SA Report following initial assessment of strategic options and preferred strategy</p>	<p>To demonstrate how the preferred options have been derived having regard to the SA / SEA. To give stakeholders the opportunity to comment on the SA Report</p>	<p>6 weeks Feb/Mar'08</p>	<ul style="list-style-type: none"> <li>▪ All stakeholders</li> <li>▪ Internal LDP Working Group</li> <li>▪ Key stakeholder group</li> <li>• Control Group</li> </ul>	<p>Direct contact with all stakeholders.</p> <p>Place SA Report on the Council's web site and at deposit locations.</p> <p>Comment form made available for responses.</p> <p>Consultation responses to be discussed with key stakeholder group.</p> <p>Check consultation responses against control group responses.</p> <p>Press releases.</p> <p>Mobile exhibition.</p>	<p>Compile consultation responses report and publish on Council's web site.</p> <p>A general description of how these comments have affected the SA Report will be fed back to respondents and stakeholders</p> <p>Advise stakeholders of availability of consultation report</p>	<p>Printing and postage costs.</p> <p>Cost of preparation of exhibition.</p>

**Deposit of Proposals (Regulation 17)**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
LDP Deposit Plan consultation exercise.	To enable stakeholders to make representations to the Council's Deposit Plan and associated and supporting documents (e.g. area appraisals, background studies etc).	6 weeks Jan/Feb'09	All stakeholders (including National Assembly)	<p>Direct contact with all stakeholders.</p> <p>Hard copies sent to specific consultation bodies and other general consultees that the Council considers appropriate at that time. Other consultees notified of availability.</p> <p>Deposit Plan and associated and supporting documents published on Council's web site and made available at deposit locations.</p> <p>Local Advertisement (Reg 17d refers)</p> <p>Site notices in respect of site specific land allocations.</p> <p>Public exhibitions.</p> <p>Standard representation form to be used.</p>	<p>Acknowledge receipt of duly made representations</p> <p>Make a copy of the representations available at deposit locations and place details on Council's web site.</p> <p>(Site allocation representations dealt with under Reg. 21).</p> <p>Consultation report outlining how the Council has considered each representation. Publish at deposit locations and on Council's web site.</p> <p>Notify representors of availability of Council's response document.</p>	<p>Printing costs</p> <p>Graphic design</p> <p>Advertisement</p> <p>Postage</p> <p>Cost of preparation of exhibition.</p>

**SA / SEA**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
Make SA report available with Deposit Plan.	To demonstrate how the LDP Deposit Plan complies with SA framework and to invite comments on the SA report.  (NB The Environmental Report required under the SEA Regulations, to be included in the SA Report)	6 weeks Jan/Feb'09	All stakeholders.	As per LDP Deposit Plan.	As per LDP Deposit Plan.	As per LDP Deposit Plan.

**Alternative Sites (Regulations 20 and 21)**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
6 week consultation exercise on site allocation representations	<p>To enable interested parties to make representations in respect of alternative sites.</p> <p>To consider whether any changes to the Deposit LDP should be recommended in the Consultation Report.</p> <p>To determine whether sites are compatible with the SA.</p>	6 weeks Mar/Apr'09	All stakeholders.	<p>Direct contact with all stakeholders.</p> <p>Hard copies sent to specific consultation bodies and other general consultees that the Council considers appropriate at that time. Other consultees notified of availability.</p> <p>Site allocation representations and supporting documents published on Council's web site and made available at deposit locations.</p> <p>Local Advertisement (Reg 20d refers)</p> <p>Site notices in respect of site specific land allocations.</p> <p>Public exhibitions.</p> <p>Standard representation form to be used.</p>	<p>Acknowledge receipt of duly made representations</p> <p>Make a copy of the representations available at deposit locations and place details on Council's web site.</p> <p>Consultation report outlining how the Council has considered each representation. Publish at deposit locations and on Council's web site.</p> <p>Notify representors of availability of Council's response document.</p>	<p>Printing costs</p> <p>Advertisement</p> <p>Postage</p> <p>Cost of preparation of exhibition.</p>

**Submission of LDP to National Assembly (Regulation 22)**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
Submission of LDP and associated documents to National Assembly.	To inform stakeholders that the Council has submitted its LDP to the National Assembly.	Aug'09	All stakeholders.	<p>Direct contact with all stakeholders.</p> <p>Publish statement that the LDP has been submitted to the National Assembly on Council web site.</p> <p>Publish all documents submitted to National Assembly on the Council's web site and make available at deposit locations.</p> <p>Local Advertisement (Reg 22(5)b refers)</p>	N/A	Printing and postage costs.

**Independent Examination (Regulation 23)**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
Notification of Independent Examination in line with Regulation 23.	To ensure that stakeholders are advised that an Independent Examination into the LDP will be taking place.	At least 6 weeks before the opening of the Independent Examination Aug/Sept'09.	All representors and any stakeholders that have asked to be kept informed of progress.	Direct contact.  Publish on web site the time and place of which the Examination is to be held and the name of the person appointed to carry out the Examination.  Local advertisement (Reg 23(1)c).  Place posters in deposit locations highlighting the above matters.	N/A	Printing and postage costs.  Graphic design.
Pre-examination meeting.	To advise on examination procedures and format.	Sept'09	All representors and any stakeholders that have asked to be kept informed of progress.	Direct contact.  Press release.  Information on Council's web site and deposit locations.	N/A	Programme Officer  Printing and postage costs.
Consideration of the soundness of the Plan and all representations made to the	To provide an impartial planning view on the soundness of the Plan and the representations	12 months. Oct'09 - Sept'10	All representors.	Round table discussions / hearings/ formal hearings.  N.B. The Inspector	Inspector's Report	Programme Officer  Cost of EIP (e.g. Inspectorate fees, accommodation, administration etc)

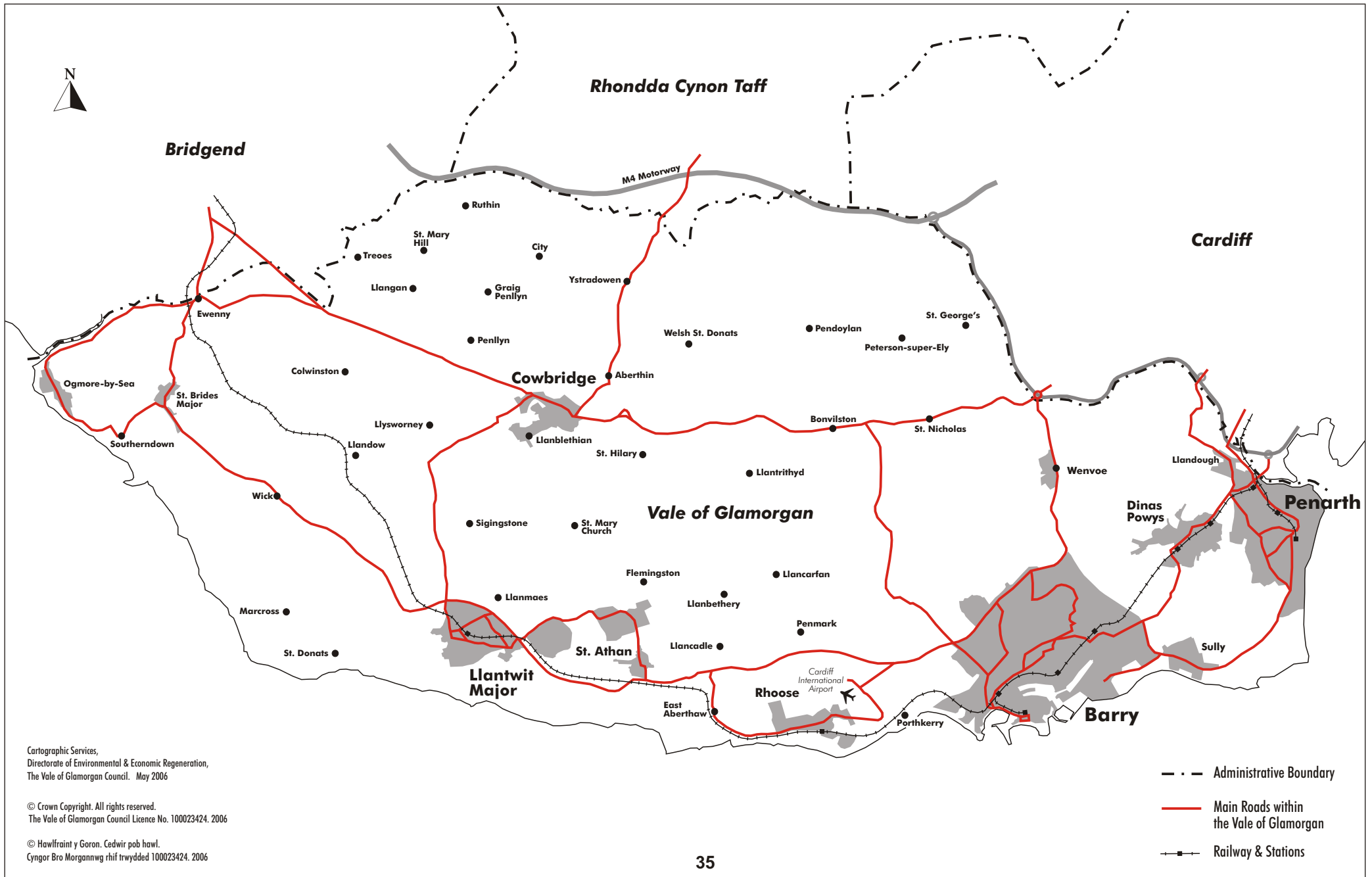
<p>Plan by the independent Planning Inspector appointed to consider the evidence.</p>	<p>made in respect of it.</p>			<p>will determine the procedures to be used to hear representations orally.</p> <p>Formal written submissions.</p>		
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**Publication of Inspector's Report (Regulation 24)**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
Publication of the Inspector's Report.	To provide stakeholders with an opportunity to read the Inspector's report.	On or before the day on which the LDP is adopted or if given a Direction by the National Assembly as soon as is reasonably practicable. Oct'10	All stakeholders.	Direct contact those persons who asked to be notified of the Inspector's Report.  Publish Inspector's Report on the Council's web site and make report available at the deposit locations.	N/A	Printing and postage.

**Adoption (Regulation 25)**

<b>Stage in the Document Preparation Process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement.</b> (NB See Appendix C for definitions)	<b>How? Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Resources additional to normal staff costs.</b>
Formal adoption of the LDP as the Development Plan for the Council.	To advise interested parties of the adoption of the Plan.	Within 8 weeks of the receipt of the Inspector's Report. Nov'10 - Jan'11	All stakeholders.	<p>Direct contact with all stakeholders enclosing a copy of the adoption statement.</p> <p>Make available all LDP documents including adoption statement on Council's web site and at deposit locations.</p> <p>Local advertisement (Reg 25(2)c).</p> <p>Send 4 no. copies of the LDP and adoption statement to the National Assembly.</p>	N/A	<p>Publication costs.</p> <p>Advertisement costs.</p> <p>Administration costs.</p>



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Directorate of Environmental & Economic Regeneration,  
The Vale of Glamorgan Council. May 2006

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## Appendix B - Risk Management

The proposed timetable for plan preparation is considered to be both realistic and achievable having regard to the scope of the work the Council believes to be involved, to existing Welsh Assembly Government regulations and guidance, and the resources the Council are able to commit to plan preparation.

While every effort will be made to avoid deviations from the proposed timetable, the Council has identified a number of risks which are set out below, together with the Council's approach to managing them. The timetable together with the anticipated work programme and available resources will be kept under continual review to monitor possible slippage or other impacts resulting from the risks identified or other causes.

The Council considers that it is reasonable to make an allowance for slippage of up to 4 months in the timetable without formally amending the Delivery Agreement. If there is a slippage of more than 4 months in the definitive part of the timetable, the Council will seek the agreement of the WAG in amending the timetable following the approval of the amendment by the Council.

Any deviation from the proposed timetable will be reported and justified by the Council.

Risk	Potential Impact	Probability	Mitigation Measures
<ul style="list-style-type: none"> <li>Additional requirements arising from new legislation or national guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Additional work required, causing programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>Monitor emerging legislation/guidance and respond early to changes where this is possible.</li> </ul>
<ul style="list-style-type: none"> <li>Delay caused by scheduling of Council, Planning, or Scrutiny meetings</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>Realistic timetable prepared and agreed and approved by Cabinet</li> <li>Ensure adequate briefing of Members</li> </ul>
<ul style="list-style-type: none"> <li>Timetable proves too ambitious due to greater than anticipated workload e.g. number of representations received or SEA requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Medium / High</li> </ul>	<ul style="list-style-type: none"> <li>Realistic timetable prepared with some flexibility.</li> <li>Consider additional resources.</li> </ul>
<ul style="list-style-type: none"> <li>Implications of Plan on a designated European site in Great Britain</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Likelihood covered in SA/SEA</li> </ul>
<ul style="list-style-type: none"> <li>Insufficient information to undertake SEA of proposals.</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Low / Medium</li> </ul>	<ul style="list-style-type: none"> <li>Identify expectations of consultation bodies in DA.</li> <li>Consider additional resources.</li> </ul>
<ul style="list-style-type: none"> <li>Delays caused by Welsh</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Low</li> </ul>	<ul style="list-style-type: none"> <li>Consider whether translation required.</li> </ul>

translation and/or the printing process.			<ul style="list-style-type: none"> <li>Consider additional resources.</li> </ul>
<ul style="list-style-type: none"> <li>Significant objections from Statutory Consultation bodies.</li> </ul>	<ul style="list-style-type: none"> <li>LDP cannot be submitted for examination without significant work.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Ensure the views of statutory bodies are sought and considered as early as possible.</li> </ul>
<ul style="list-style-type: none"> <li>Planning Inspectorate unable to meet the required timescale for examination and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Examination and/or report is delayed.</li> <li>Key milestones in programme are not met.</li> </ul>	<ul style="list-style-type: none"> <li>Medium</li> </ul>	<ul style="list-style-type: none"> <li>Close liaison with the Planning Inspectorate to ensure early warning of any problems e.g. consultation on the LDP.</li> <li>Establish Service Level Agreement with Planning Inspectorate to ensure agreed timetable is met.</li> </ul>
<ul style="list-style-type: none"> <li>LDP fails test of soundness.</li> </ul>	<ul style="list-style-type: none"> <li>LDP cannot be adopted without considerable additional work.</li> </ul>	<ul style="list-style-type: none"> <li>Low / Medium</li> </ul>	<ul style="list-style-type: none"> <li>Ensure LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement.</li> </ul>
<ul style="list-style-type: none"> <li>Legal challenge.</li> </ul>	<ul style="list-style-type: none"> <li>Adopted LDP quashed.</li> <li>Additional workload.</li> </ul>	<ul style="list-style-type: none"> <li>Low / High</li> </ul>	<ul style="list-style-type: none"> <li>Ensure procedures, Act, Regulations etc. are complied with.</li> </ul>
<ul style="list-style-type: none"> <li>Lack of Financial Resources</li> </ul>	<ul style="list-style-type: none"> <li>Delay in securing information required to progress LDP</li> </ul>	<ul style="list-style-type: none"> <li>Low / Medium</li> </ul>	<ul style="list-style-type: none"> <li>Ensure timetable and process is adequately costed with in built capacity for unforeseen costs.</li> </ul>
<ul style="list-style-type: none"> <li>Changes in staffing structures / numbers</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Low / Medium</li> </ul>	<ul style="list-style-type: none"> <li>Consider additional staff.</li> <li>Ensure LDP process maintains highest priority.</li> </ul>
<ul style="list-style-type: none"> <li>Lack of Corporate consensus and support from other Council officers and departments in the production of the Evidence Base, Background studies etc.</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage.</li> </ul>	<ul style="list-style-type: none"> <li>Low / Medium</li> </ul>	<ul style="list-style-type: none"> <li>Ensure corporate support of LDP process and timetable at early stage.</li> </ul>

## Appendix C - List of Specific and General Consultation Bodies

### Specific Consultation Bodies (LDP Regulation 3)

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

Welsh Assembly Government
Countryside Council for Wales
Environment Agency Wales
Secretary of State for Transport
Bridgend County Borough Council
Cardiff County Council
Rhondda Cynon Taf County Borough Council
Community & Town Councils within and adjoining the Vale of Glamorgan
Bro Morgannwg NHS Trust
Cardiff & Vale NHS Trust
Llandough Hospital & Community NHS Trust
Vale of Glamorgan Local Health Board
Welsh Ambulance Services NHS Trust
Welsh Health Estates
Airwave mmO2 Ltd.
British Telecoms Plc
BT Cellnet Ltd
Castle Transmission International Ltd
Crown Castle UK Ltd
Hutchinson 3G UK Ltd
Mono Consultants Ltd
Mercury Personal Communications Ltd.
NTL:
O2 UK Ltd
One 2 One Personal Communications Ltd.
Orange Personal Communications Services Ltd.
T-Mobile (UK) Ltd
Vodafone Group Plc
Vale of Glamorgan Local Health Board
BP International
Centrica Plc
National Grid
RWE NPower
Wales & West Utilities
Western Power Distribution
Accord Energy Ltd.
ES Pipelines Limited
Global Utility Connections (Multi Utility Solutions)
Total Gas & Power Limited
Dwr Cymru Welsh Water

In addition, CADW are a statutory consultee for the Strategic Environmental Assessment (SEA) of the Plan, and will be consulted at the relevant stages in the process.

## UK Government Departments

The following Government Departments will be consulted where aspects of the Plan appear to affect their interests.

Home Office (Civil defence matters, policies for prisons etc.)
Ministry of Defence (Matters likely to affect its land holdings or installations etc.)
Department for Trade and Industry (National energy matters)
Department for Transport (Rail, airport, maritime / port policy)

## General Consultation Bodies (LDP Regulation 3)

The following are a list of general consultation bodies who have asked to be consulted during the preparation of the LDP. This list is not exhaustive and can be added to where appropriate.

### **Voluntary Bodies, some or all of whose activities benefit any part of the authority's area**

Advocacy Matters (Wales)  
 Age Concern (Cardiff)  
 Asthma UK Cymru  
 Barry Citizen's Action Group  
 Barry Dock Lifeboat  
 Barry Island Historical Group  
 Barry Preservation Society & Civic Trust  
 British Horse Society  
 British Trust for Ornithology  
 BTCV  
 Butterfly Conservation (South Wales Branch)  
 Campaign for Protection of Rural Wales  
 CAMRA (Campaign for Real Ale)  
 Cardiff & The Vale of Glamorgan Area Scout Council  
 Cardiff & Vale of Glamorgan Playbus  
 Cardiff Justice and Peace Group  
 Cardiff Naturalists' Society  
 Clybiau Plant Cymru Kids Club  
 Coed Cadw / The Woodland Trust  
 Coed Cymru  
 Community Matters  
 Cowbridge & District Local History Society  
 Cowbridge & Llanblethian Residents Group  
 Cowbridge Charter Trust  
 Cowbridge Senior Citizens Association  
 Duke of Edinburgh's Award  
 Environment Wales  
 Forestry Commission  
 Friends of Belle Vue Park  
 Friends of the Earth Cymru  
 Glamorgan Federation of Women's Institutes  
 Green & Clean PULP Project  
 Green Lane Association  
 HERIAN - Heritage in Action  
 History Society  
 Hyperaction  
 International Bee Research Association (IBRA)  
 Llancarfan and District Community Association

Llantwit Major Local History Society  
 Llantwit Major Men's Probus  
 Lower Penarth Community Association  
 National Childrens Homes  
 National Playing Fields Association (NPFA) Cymru  
 National Society of Allotment and Leisure Gardens (NSALG)  
 Ogmere Commoners Association  
 Old Penarth Community Forum  
 One Voice Wales  
 Penarth Ramblers  
 Penarth Sea Angling Club  
 Penarth Society  
 Penllyn Residents Association  
 Planning Aid Wales  
 Rhoose Action Group  
 Rotary Club of Llantwit Major  
 Royal Society for the Protection of Birds (RSPB)  
 Showman's Guild of Great Britain, South Wales and Northern Ireland  
 Sova (Cymru) Wales  
 St Francis & Garden Suburb Community Association  
 Sustrans Cymru  
 The Amelia Trust  
 The British Horse Society  
 The British Wind Energy Association  
 The Theatres Trust  
 Trail Riders Fellowship  
 Vale Centre for Voluntary Services  
 Vale of Glamorgan District Sports Council  
 Vale of Glamorgan Group, Ramblers Association  
 Vale of Glamorgan Neighbourhood Watch Association  
 Vale of Glamorgan Over 50s and Senior Citizen's Forum  
 Vale of Glamorgan Tourist Centre (Wales)  
 Valeplus  
 Vale Volunteer Bureau  
 Vale Ways  
 Wales Pensioners  
 Welsh BeeKeepers Association  
 Welsh Historic Gardens Trust  
 Welsh Trail Riders  
 Weston Spirit  
 Wick Youth Club  
 Wildlife Trust for South & West Wales  
 WRVS  
 Youth Cymru  
 Youth Hostel Association

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

Black Voluntary Sector Network (BVSNW)  
 UK Association of Gypsy Women (UKAGW)

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

All Nations Centre  
 Big Ideas / Ignite  
 Holy Trinity Presbyteruab Church, Barry

Jehovah's Witnesses  
 Muslim Welfare Association of Vale of Glamorgan  
 Roman Catholic Archdiocese of Cardiff  
 The Orthodox Church in Wales  
 The Salvation Army  
 Tynewydd Rd Congregational Church  
 U.K. Islamic Mission  
 Undeb Bedyddwyr Cymru (Union of Welsh Baptists)  
 United Free Church  
 United Reformed Church (Wales) Trust

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

Barry & District Mencap  
 Cardiff and Vale Mental Health Development Project  
 Mencap Cymru  
 Opportunity Housing Trust  
 Penarth Blind Club  
 Penarth Hard of Hearing Club  
 Vale of Clwyd Mind  
 Wales Council for Deaf People

**Bodies which represent the interests of persons carrying on business in the LPA's area**

Business Eye  
 Country Land & Business Association  
 Cowbridge Chambers of Trade  
 Farmers Union of Wales  
 Federation of Master Builders  
 Home Builders Federation  
 Middleton Farming Trust  
 NFU Cymru  
 The Business Centre  
 Quarry Products Association

**Bodies which represent the interests of Welsh culture in the LPA's area.**

Acen Cyf  
 Institute of Welsh Affairs

**Other Consultees**

The following are a list of other consultees, who have asked to be consulted during the preparation of the LDP. This list is not exhaustive and can be added to where appropriate.

**Emergency services**

Royal National Lifeboat Institute  
 South Wales Fire & Rescue Service  
 South Wales Police  
 Swansea Maritime Rescue Co-ordination Centre

**General interest groups**

CND Cymru  
 Welsh Conservative Party

**Housing Associations**

Glamorgan & Gwent Housing Association  
 Hafod Care Association  
 Newydd Housing Association  
 United Welsh Housing Association  
 Wales & West Housing Associations Limited

**House builders**

Barratt South Wales  
 Bellway Homes  
 Bovis Homes Limited  
 Crest Nicholson (SW) Ltd  
 David Wilson Homes (South West)  
 Galliard Developments Ltd  
 George Wimpey  
 Llanmoor Development Co. Limited  
 Persimmon Homes  
 Redrow Homes  
 Taylor Woodrow (Bryant Homes)  
 Westbury Homes Holdings Limited

**Local Businesses**

Bosch  
 Castle Lodge Hotel  
 Cemex UK Materials Limited  
 Cooke & Arkwright  
 Garden of Cardiff  
 Hanson Aggregates  
 Heathroy Kennels  
 Lafarge Aggregates Ltd  
 Lafarge Cement UK  
 Llanerch Vineyard  
 Northway Bros Limited  
 Penarth Lawn Tennis Club  
 St Donats Arts Centre  
 Sully Centurions Cricket Club  
 University World College of the Atlantic

**Major Landowners**

Associated British Ports South Wales  
 Defence Estates  
 Grenville Estates  
 Penllyn Estate  
 Mr Rhodri Traherne

**Members of the public**

**Consultants**

ADAS Wales  
 Architects Design Group  
 ATIS Real  
 Atkins Planning Consultants  
 Austin-Smith: Lord LLP

Barton Wilmore  
 Boyer Planning  
 CDN Planning Limited  
 Colin Buchanan  
 Development Planning Partnership  
 DLP Consultants Limited  
 D.T.Z.  
 Gaskell & Walker  
 Harmers Limited  
 Harvey Planning & Development  
 Hepher Dixon  
 Hyder Consulting  
 Independent Town Planning Services  
 Jacobs Babbie  
 Liberty Properties Plc  
 Nathaniel Lichfield & Partners Limited  
 Paul & Company Chartered Surveyors  
 Powell Dobson Urbanists  
 Rawlins and Madeley  
 RPS Planning  
 Scott Wilson  
 Smiths Gore  
 S G Williams & Associates  
 The Derek Carnegie Partnership  
 White Young Green  
 Young & Butt Surveyors

**Professional bodies / QUANGOs**

Arts Council of Wales  
 British Geological Survey  
 Design Commission For Wales  
 District Valuer Services  
 Glamorgan Gwent Archaeological Trust Ltd  
 HSE Hazardous Installations Directorate  
 RICS Wales  
 Sports Council for Wales  
 The Civic Trust For Wales  
 The National Trust  
 Wales Tourist Board  
 Department of Enterprise, Innovation and Networks (DEIN) – previously WDA  
 Welsh Local Government Association

**Local Authorities**

Caerphilly County Borough Council  
 Cardiff Harbour Authority  
 Merthyr Tydfil County Borough Council  
 Monmouthshire County Council  
 Newport City Council

**Transport Operators / Interest Groups**

Arriva Trains Wales  
 Associated British Ports  
 Cardiff Bus  
 Cardiff International Airport Limited  
 C.T.C Right to Ride

EST Transport  
First Cymru Buses Ltd  
Network Rail  
Passenger Focus  
Penarth Section Cardiff Cycling Campaign  
Railfuture (RDS) Wales  
SEWTA (South East Wales Transport Alliance)  
Vale of Glamorgan Railway Company

**2001 Census Key Statistics for Wales and Vale of Glamorgan**  
**Census Key Statistics**

**Appendix D**

<b>Population</b>	Totals	%	<b>Economically Active</b>		<b>Economically Active</b>		
<b>2001 Population: All people</b>	119,292		% Males 16 - 74 years who are:		<b>Males 16 - 74 years who are:</b>		
<b>2001 Population: Males</b>	57,356		Working full time	20,819	70.7	Retired	5,321 13.1
<b>2001 Population : Females</b>	61,936		Working part time	1,317	4.5	Student	1,655 4.1
<b>Age Structure</b>			Self employed	4,697	15.9	Looking after home/family	319 0.8
0 - 4	7,344	6.2	Unemployed	1,766	6.0	Permanently sick/disabled	2,920 7.2
5 - 15	18,278	15.3	Full time student	857	2.9	Other	937 2.3
16 - 17	3,301	2.7					
18 - 29	14,503	12.1	% Females 16 - 74 who are:		<b>Females 16 - 74 years who are:</b>		
30 - 44	25,355	21.3	Working full time	12,437	48.4	Retired	7033 16.2
45 -64	30,495	25.6	Working part time	9,163	35.7	Student	1773 4.1
65 - 74	10,251	8.6	Self employed	1,948	7.6	Looking after home/family	4992 11.5
75 years and over	9,765	8.2	Unemployed	1,002	3.9	Permanently sick.disabled	2479 5.7
<b>Ethnicity</b>			Full time student	1,120	4.4	Other	1350 3.1
All people	119,292		<b>Economically Inactive</b>			<b>Hours Worked</b>	
White	116,716	97.8	% Males 16 - 74 who are inactive		11,152	<b>Males</b>	
Mixed	1,133	0.9	% Females 16 - 74 who are inactive		17,627	27,570	
Asian or Asian British	704	0.6	<b>Marital Status</b>			15 hours and under	
Black or Black British	273	0.3	All people aged 16+		93,670	887 3.2	
Chinese	256	0.2	Single never married		23,732	25.3	16 - 30 hours
Other	210	0.2	Married		43,438	46.4	31 - 37 hours
<b>Religion</b>			Re-married		8,398	9.0	38 - 48 hours
All people	119,292		Separated (but still legally married)		1,861	2.0	49 hours or more
Christian	87,096	73.0	Divorced		8,252	8.8	<b>Females</b>
Buddhist	229	0.2	Widowed		7,989	8.5	24,548
Hindu	211	0.2	<b>Health and Provision of Unpaid Care</b>				15 hours and under
Jewish	111	0.1	People with limiting long term illness		23,697	19.9	3,524 14.4
Muslim	474	0.4	% of working age with limiting long term illness		10,328	8.7	16 - 30 hours
Sikh	74	0.1	<b>% of people whose health was:</b>				31 - 37 hours
Other religions	287	0.2	Good		81,446	68.3	38 - 48 hours
No religion	22,242	18.6	Fairly Good		25,423	21.3	6,231 25.3
Religion not stated	8,568	7.2	Not Good		12,423	10.4	49 hours and over
<b>Economic Activity</b>							1,524 6.2
<b>Total Males 16 - 74 years</b>	40,608		<b>All people who provide unpaid care</b>		13,849		
<b>Total Females 16 - 74 years</b>	43,297		<b>People who provide unpaid care</b>				
			1 - 19 hours per week		9,222	66.6	
% Males 16 - 74 economically active	29,456		20 - 49 hours per week		1,537	11.1	
% Females 16 - 74 economically active	25,670		50 hours or more per week		3,090	22.3	

## **Appendix E**

### **Vale of Glamorgan Council Code of Practice on Written Consultation**

1. Consultation should be built into the planning process for a policy or service from the start, so that it has the best opportunity of improving the proposals concerned, and so that there is sufficient time at each stage.
2. It should be clear who is being consulted, about what questions, in what timescale and for what purpose.
3. A consultation document should be as simple and concise as possible. It should always summarise in no more than two pages the questions on which views are sought. It should make it as easy as possible for readers to respond, or to make contact.
4. Documents should be made widely available, using electronic means as far as possible (though not to the exclusion of others), and effectively drawn to the attention of all interested groups.
5. Sufficient time should be allowed for considered responses from all groups of interest. Eight weeks should be regarded as a general minimum.
6. Responses should be carefully and open-mindedly analysed, and the results made widely available, with an account of views expressed, and reasons for the decisions finally taken.
7. Directorates should monitor and evaluate consultations.

## Appendix F – Glossary of Terms

The Act	The Planning and Compulsory Purchase Act 2004
Annual Monitoring Report (AMR)	This will assess the extent to which policies in the local development plan are being successfully implemented (Regulation 37 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005.
Baseline	A description of the present state of an area against which to measure.
Citizens Panel	A randomly selected, representational number of residents who are consulted on a regular basis on a range of local issues and services.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	Part of the Delivery Agreement outlining the Council's scheme for engaging those people who have an interest in the preparation of the Vale's LDP
Community Strategy	Local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Community Strategy Partnerships, which include local authority representatives.
Community strategy partnership	Partnerships of stakeholders who bring together service providers, private, community and voluntary sectors to identify and meet local needs more effectively and in a joined up way, and to produce Community Strategies.
Consensus building	A dynamic process of dialogue between stakeholder groups to understand relevant viewpoints and to seek agreement on a plan or course of action.
Consultation	A formal process in which comments are invited on a topic or set of topics, or a draft document.
Consultation exercise	A single consultation project focused on a defined objective and usually part of an overall consultation programme.
Contextual indicator	An indicator used to monitor changes in the context within which the plan is being implemented.
Council	The Vale of Glamorgan Council

Delivery Agreement (DA)	A document comprising the LPA’s timetable for the preparation of the LDP together with its CIS, submitted to the Assembly Government for agreement - this document.
Deposit	The formal stage in the LDP process at which individuals and organisations may make representations on the plan.
Deposit Locations	Those places identified by the LPA where the relevant LDP documentation may be viewed e.g. main Council Offices.
Engagement	Relates to a feeling of being "engaged" in the process i.e. an emotional response rather than a process. This is achieved only once and hence is not a process. This is achieved only once and hence is not a process.
Environmental Consultation Bodies	An authority with environmental responsibilities concerned by the effects of implementing plans and programmes and which must be consulted under the SEA Regulations; i.e. Countryside Council for Wales, Environment Agency and Cadw.
Environmental Report	Document required by the SEA Directive which identifies, describes and appraises the likely significant effects on the environment of implementing the plan, see Sustainability Appraisal Report.
Evidence Base	Interpretation of Baseline or other information / data to provide the basis for plan policy.
General Consultation Bodies	Means: voluntary bodies, some or all of whose activities benefit any part of the LPA's area; bodies which represent the interests of different racial, ethnic or national groups in the LPA's area; bodies which represent the interests of different religious groups in the LPA's area; bodies which represent the interests of disabled persons in the LPA's area; bodies which represent the interests of persons carrying on business in the LPA's area and bodies which represent the interests of Welsh culture in the LPA's area.
Initial SA Report	A term used in LDP Wales to refer to the SA Report, produced at the Preferred Strategy stage. This assesses the LDP options against the SA framework. The report is then expanded at the Deposit LDP stage and finalised alongside the Adoption Statement.
Inspector	The person appointed by the Planning Inspectorate to consider the deposit LDP and associated documents and to undertake the examination in public.

Inspector's Report	The report of the person appointed by the Planning Inspectorate into the deposit LDP and associated documents and the examination in public.
Involvement	Generic term to include both participation and consultation techniques.
Key Stakeholder Group	The Community Strategy Planning Partnership which includes key public, private, voluntary and community sector organisations.
Local Development Plan (LDP)	The required statutory development plan for each local planning authority area in Wales under Part 6 of the Planning and Compulsory Purchase Act 2004. LDP documents means: the deposit LDP, the sustainability appraisal report, the initial consultation report, such supporting documents as in the opinion of the LPA are relevant to the preparation of the LDP.
Local Planning Authority (LPA)	A planning authority responsible for the preparation of an LDP; i.e. a County or Borough Council, or National Park Authority.
Member	A local councillor appointed once every four years to represent a geographical ward within the Vale of Glamorgan.
National Assembly	The body in Wales that debates and approves legislation and holds the Welsh Assembly Government to account.
Officer	A person working for the Local Planning Authority.
Participation	Interaction of stakeholders and the community with plan makers. Consultation Institute definition: Participation – "The extent or nature of activity undertaken by a defined group."
Representor	Any person who makes a representation at any formal consultation stage of the LDP.
Pre-deposit documents	These include the Preferred Strategy Report and the SA Report
Pre-deposit stage	In this Manual, referred to as the Strategic Options and Preferred Strategy stage of LDP preparation

Scoping	The process of deciding the scope and level of detail of an 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.
Significant effect	Effects which are significant in the context of the plan (Annexe II of the SEA Directive gives criteria for determining the likely environmental significance of effects).
Specific Consultation Bodies	Means: the Countryside Council for Wales; the Environment Agency; insofar as the Secretary of State exercises functions previously exercisable by the Strategic Rail Authority, the Secretary of State; the National Assembly; a relevant authority any part of whose area is in or adjoins the area of the LPA; any person - to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of the area of the LPA (where known); if it exercises functions in any part of the LPA's area - a Local Health Board; a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1984(4); a person to whom a license has been granted under section 7(2) of the Gas Act 1986(1); a sewerage undertaker; a water undertaker.
Stakeholder	An individual, group or party that has a stake in the content of the plan i.e. if it affects or is affected by the Stakeholders.
All Stakeholders	All individuals, groups or parties who have expressed an interest in the Plan.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The SEA Regulations require a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".
Supplementary Planning Guidance	Supplementary information in respect of the policies in a local development plan. They do not form part of the development plan and are not subject to independent examination but must be consistent with it and with national planning policy – see LDP Wales.
Sustainability Appraisal (SA)	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social,

environmental and economic factors). Each LPA is required by S62(6) of the Act to undertake SA of the LDP. This form of SA fully incorporates the requirements of the SEA Directive. The term is used in this manual to include Strategic Environmental Assessment, unless otherwise made clear.

Welsh Assembly Government (WAG)

That body in Wales that develops and implements policy via the civil service and a range of sponsored bodies.

## Appendix G – Changes to the Draft Delivery Agreement

### Consultation

The Draft Delivery Agreement (DA) was endorsed by the Council’s Cabinet on 1<sup>st</sup> March 2006 (Minute Number C2345 refers). It was distributed for public consultation and comments were welcomed from interested parties between 20<sup>th</sup> March and 18<sup>th</sup> April 2006. The draft DA and comment form were placed on the Council’s web site and made available at the deposit locations. The draft DA was sent to all the specific consultation bodies and letters and summaries were sent to all general consultation bodies and other consultees who had expressed an interest in the Plan.

The Council received 33 representations during the consultation period and a further 3 late representations. All comments were considered by the Council and the following changes were made in this final version of the DA.

### Main changes to the draft Delivery Agreement

#### Executive Summary

Amend sentence on page 2 to read:

“The Council has followed the Welsh Assembly Government’s guidance by estimating a 4 year timetable for the preparation of the LDP (i.e. stages 2-7).”

#### Introduction

Paragraph 1.3 amended with a factual update.

Amend paragraph 4.2 as follows: “For transparency, the Council will publish an **annual progress report** in September of each year up to the **Independent Examination of the LDP.**”

Add sentence to 4.2 to read: “The Council will keep the Community Involvement Scheme under review by using ‘participant satisfaction forms’ following consultation exercises and monitoring feedback.”

Amend 5.1-5.2 to read: “The Strategic Environmental Assessment (SEA) Regulations<sup>9</sup> require the Council to undertake a SEA of the Plan’s strategy and policies as part of the LDP process. In accordance with Welsh Assembly Guidance, the SEA will be undertaken as part of a Sustainability Appraisal (SA). The appraisal will consider the environmental, economic and social implications of all proposals. Where Appropriate Assessments may be required under the Habitats Regulations<sup>10</sup> these will form part of the SEA and will be clearly identified within the assessment. The SA will also be important in assessing the relative merits of potential sites to be included in the final adopted LDP.”

Amend section 5.2 to read:

“Testing the LDP against the SA framework to:

- Test the LDP objectives and the strategic options against the SA framework;
- Develop strategic alternatives;
- Predict the effects of the draft plan including alternatives;
- Consider ways of mitigating adverse effects;
- Propose measures to monitor environmental effects of the plan implementation.”

<sup>9</sup> Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

<sup>10</sup> The Conservation (Natural Habitats, &c.) Regulations 1994

Add sentence to paragraph 5.3 to read: **“The SA report is a rolling document that will be amended throughout the LDP process as appropriate.”**

Amend sentence at 6.2 to read: **“will be prepared in accordance with the Council’s adopted guidelines for the production of SPG and Development Briefs, which can be viewed on the Council’s web site ([www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)).”**

Add sentence to section 6.2 to read: **“The Council will consult relevant stakeholders during the production of SPG”.**

## **PART 1: Timetable**

Increase the size of the Figure 1.

Amend section 7.4 to read:

### **7.5 Stage 2**

This stage will include the following elements - developing LDP evidence base, developing baseline information for the SA, agreeing the Council's vision for the area, developing the SA Framework and identifying strategic options and the Preferred Strategy. **The Council will assess whether it is appropriate to use the existing vision from the Community Strategy 2003-2013, which was the subject of much consultation during its preparation.**

#### **7.5.1 Stage 2 (a) Pre Reg 14 Preparation (Feb '06 – Oct '08)**

Before the Council can develop the strategic objectives that will form the framework of the LDP it is essential for it to have a clear understanding of the dynamic social, environmental and economic characteristics that exist within the Vale of Glamorgan. Therefore the Council will review the existing policy position relative to the Vale of Glamorgan and collect data to develop the evidence base and baseline date. New studies will be commissioned and new data collected where necessary to ensure that the evidence database is complete. This information base will also provide the baseline for the Sustainability Appraisal. **As part of developing the LDP evidence base, the Council will engage with stakeholders to identify strategic locations and candidate sites for development. The Council will provide stakeholders with assessment criteria to facilitate the identification of sites. A Sites Register will be compiled by the Council and all proposed sites will be assessed to ascertain if they can contribute to the Development Strategy for the Plan and meet the requirements of the Sustainability Appraisal.**

#### **7.5.2 Stage 2 (b) Pre-Deposit Participation (Jan '07- Oct'08) (Reg 14)**

**The Council will consult on the SA Scoping Report (statutory 5 week period, SEA Reg 12(6) refers). In partnership with the specific and relevant general consultation bodies the Council will develop and consider strategic options and the Preferred Strategy, and undertake an SA assessment of options. Once formulated the Preferred LDP Strategy and the Strategic Options will be made available for wider public consultation (see stage 3).**

Amend 7.5.1 to read: **“This stage will include the following elements - consultation on the Preferred Strategy and strategic locations for new development (statutory 6 week period, LDP Reg 16 refers) and accompanying SA Report, followed by the preparation of the initial consultation report that will be published alongside the Deposit LDP.”** (NB. This has been amended further – See Appendix H).

Amend 7.6.1 to read:

**“The Deposit LDP will be placed on formal deposit for public consultation...”**

Insert after 7.6.3:

**"Any representations received as a result of the consultation exercise will be made available for public inspection at the locations detailed with the Community Involvement Scheme (see paragraph 8.12.1) and on the Council's web site."**

Amend 7.6.4 to read: **"All representations made in respect of site allocations will be the subject of a further 6-week consultation period. This includes representations that propose new sites, or propose to alter or delete sites previously allocated in the Deposit LDP. This will allow further representations to be made in support or against these new proposals."**

Amend last sentence of paragraph 7.7.1 to read: **"Following this submission an Inspector will be appointed to examine the Deposit Plan to determine whether it satisfies the preparation requirements of the 2004 Act and whether it is "sound" (section 64(5) of the 2004 Act refers); the examination will also consider representations including objections that have been made in accordance with the LDP Regulations."**

Amend paragraph 7.7.2 to read:

**"The Council will enter into a Service Level Agreement with the Planning Inspectorate prior to the Submission of the Deposit LDP. The Planning Inspectorate has indicated that the Independent Examination and the production of the Inspector's Report ..."**

Page 8 Amend footnote: <sup>10</sup>**The Planning Inspectorate (2006) A Guide to the Examination of Local Development Plans.**

Amend 7.9.1 to read: **On receipt of the Inspectors Report, the Council is required to adopt the final LDP incorporating the Inspector's recommendations within 8 weeks, unless the Welsh Assembly Government intervenes."**

Amend timetable (Figure 2) to break down the detailed timeframe for the Independent Examination as follows:

- i) August 2009 – Submission of the LDP and key documents to WAG
- ii) September 2009 (mid)- Hold Pre Enquiry Meeting
- iii) December 2009 (early) Examination
- iv) March 2010 (early) Reporting period begins
- v) August 2010 – Inspector's Report is submitted

Add paragraph after section 7.9 to read:

**" 7.10.1 The Planning and Compulsory Purchase Act requires authorities to keep under review matters that may affect the planning and development of their areas. In this regard, the Council will establish monitoring procedures in accordance with guidance contained within the LDP Manual and will produce an Annual Monitoring Report for submission to the WAG by the 31<sup>st</sup> October each year."**

Amend last sentence at 7.11.1 to read: **"Any significant deviation from the proposed timetable will be reported and justified by the Council."**

Amend title of Table 1 to read: **"Budget and Timescale for each LDP Stage"**

## **PART 2: The Community Involvement Scheme**

Add references to SA/SEA in the CIS text and cross-references to Figure 3.

Amend 8.2.1 to read: **"The aim of the CIS is to clearly identify who will be formally involved in the process..."**

Amend bullets of 8.3.2 to read:

- Open – provide real choices and ask how communities want to **contribute**.
- Joined up – combined with other issues **or other plans** if appropriate.

Add sentence to 8.3.3 to read: **“The statutory requirements for consultation on LDPs are generally 6 weeks (not 8 weeks).”**

Amend 8.3.4 to read **“... how to engage hard to reach groups (such as travellers, young people under 25, older people over 75, people with sensory loss or mental illness or people from ethnic minority groups or living in disadvantaged areas) and analyses...”**

8.5.1 Amend WDA title to DEIN.

Insert a new section after 8.5 to read:

#### **“8.6 Specific and General Consultation Bodies**

**8.6.3 In accordance with the Regulations, the Council has identified Specific Consultation Bodies who will be consulted at every stage of the Plan preparation process. In addition, General Consultation Bodies who have an interest in the Vale of Glamorgan have been invited to get involved with the LDP and SA. Those who have expressed an interest in the LDP to date are listed at Appendix C, and include residents groups, history societies, community groups, house builders, land owners and many other interest groups.**

**8.6.4 Figure 3 outlines the main stages of participation and consultation in the LDP and SA process and shows that the Specific and General Consultation bodies will provide a core input into the process from the beginning and throughout.”**

Add new paragraph at 8.7 to read: **“Where petitions are submitted in respect of the LDP, a lead person will need to be defined who the Council will use as the main point of contact in relation to the issues raised by the petition. It should be noted that in such circumstances only the specified person will have the right to be heard at examination if a deposit objection is submitted as a petition. However, this does not limit the right of individuals to submit separate formal representations to the Plan.”**

Minor terminology and grammar changes throughout Figure 3.

Move ‘Consultation on SA / SEA Scoping Report’ row to the SA / SEA (Pre Deposit Participation) stage. Insert new row in Figure 3 under Pre-Deposit Participation (SA / SEA) to ‘Assess strategic options and sites.’ Insert new row at Pre-Deposit Consultation stage (SA / SEA) to ‘Consultation on SA Report following initial assessment of strategic options and preferred strategy’.

## **Appendices**

Amend map at Appendix A to show administrative boundaries for adjoining Local Planning Authority areas.

Amend sentence at Appendix B to read: **“If there is a slippage of more than 4 months in the definitive part of the timetable, the Council will seek the agreement of the WAG in amending the timetable following the approval of the amendment by the Council.”**

Amend risk table at Appendix B to include:

Add bullet point to PINS section Mitigation Measures column to read:

- Establish Service Level Agreement with Planning Inspectorate to ensure agreed timetable is met.

Add new row to read:

- Delay caused by scheduling of Cabinet, Planning or Scrutiny meetings
- Programme Slippage
- Medium
- Realistic timetable prepared
- Adequate briefing of Members.

Add new row to read:

- Implications of Plan on a designated European site in Great Britain
- Programme slippage
- Low
- Likelihood covered in SA/SEA

Amend Appendix C of Delivery Agreement to list all Specific and General Consultees who have expressed an interest to date and amend title of WDA.

Define “All stakeholders” in Appendix F ‘Glossary of Terms’.

Include summary of changes to draft DA at **Appendix G** to final document.

## **General**

The final version of the Delivery Agreement to include photographs / illustrations of potential implications of the Plan.

Insert cross-references to the Regulations throughout the Delivery Agreement.

Identify statutory consultation stages throughout the Delivery Agreement.

Amend references to Annual Monitoring Report (AMR) to Annual Progress Report (APR) of Delivery Agreement.

## **Appendix H - Welsh Assembly Government Comments on Draft Delivery Agreement (July 2006)**

The draft Delivery Agreement (including the consultation responses document and the completed delivery agreement assessment criteria) was submitted to the Welsh Assembly Government for agreement on 27<sup>th</sup> July 2006. The Welsh Assembly Government approved the Delivery Agreement on 23<sup>rd</sup> August 2006 but recommended some further minor changes, which have been incorporated into the published version of the document. Details of these changes are outlined below.

### **Contents**

Add Appendix H to read: "Welsh Assembly Government Suggested Changes to Draft Delivery Agreement."

### **Executive Summary**

#### **Part 1: Timetable**

Amend Stage 5 to read: "Submission of LDP to National Assembly (August '09 – Indicative) & Independent Examination (Dec '09 – Feb '10).

### **What is the Delivery Agreement?**

Amend footnote 3 to read: "The Planning Inspectorate (2006) A guide to the Examination of Local Development Plans."

#### **Part 1: Timetable**

Amend paragraph 7.2 (ii) to read: "Indicative Stage (Stages 5 –7) – this defines those elements of the Local Development Plan process post deposit and up to and including adoption. As these stages are more dependent upon external factors over which the Council has little direct control (e.g. number of representations received), the timetable is indicative. It should be noted that the indicative stages in the plan preparation timetable will be defined within three months of the close of the deposit period."

Amend paragraph 7.5.1 to read: "This stage will include the following elements - consultation on the Preferred Strategy and strategic locations for new development and accompanying SA Report (statutory 6 week period, LDP Reg 16 refers). This will be followed by the preparation of the initial consultation report that will be published alongside the Deposit LDP."

Amend paragraph 7.10.1 to read: "The Planning and Compulsory Purchase Act requires authorities to keep under review matters that may affect the planning and development of their areas. In this regard, the Council will establish monitoring procedures in accordance with guidance contained within the LDP Manual (paragraph 9.4 refers) and will produce an Annual Monitoring Report for submission to the WAG by the 31<sup>st</sup> October each year.

Add new paragraph 7.10.2 to read: "A full mandatory review of the LDP must be commenced every 4 years and a new timetable for this together with a review of the CIS must be submitted to the WAG for agreement at the start of the process. Where an annual review of progress indicates an earlier need for Plan review, a new plan preparation timetable will be published within 6 months of the council's decision to undertake a review."

Amend Table 1 – Budget and Timescale for each LDP Stage as follows:

Stage in Plan Preparation	Start Date	End Date	Budget
Independent Examination	Dec '09	Feb '10	£150 000

Amend Figure 2 second line to read “Prepare draft Community Involvement Scheme (CIS) & Timetable.”

## **Part 2: The Community Involvement Scheme**

Amend paragraph 8.8.3 to read: “Where petitions are submitted in respect of the LDP, a lead person will need to be defined who the Council will use as the main point of contact in relation to the issues raised by the petition. It should be noted that in such circumstances one specified person will have the right to be heard at examination if a deposit objection is submitted as a petition. However, this does not limit the right of individuals to submit separate formal representations to the Plan.”

## **Appendix I - Revisions to Approved Delivery Agreement (October 2007)**

Following approval from the Welsh Assembly Government to amend the Delivery Agreement timetable to accommodate a four-month slippage to the Local Development Plan timetable, the following changes have been made to the Approved Delivery Agreement of August 2006.

Front cover - amend "Approved August 2006" to read: "Revised October 2007" to reflect the revision to the LDP timetable approved by the Welsh Assembly Government.

General - amend page header to read "Revised Delivery Agreement October 2007" to reflect the revision to the LDP timetable approved by the Welsh Assembly Government.

Page 1: Add new Appendix I to read: "Revisions to Draft Delivery Agreement (October 2007)" and appropriate page number.

Page 1: Add new Appendix J to read: "Letter from Welsh Assembly Government confirming agreement to revise approved LDP timetable" and appropriate page number.

Add new sentence to paragraph 1.3 following ....agreed on the 23<sup>rd</sup> August 2006. to read: "In August 2007 the Welsh Assembly Government were requested to approve a four months extension to the Local Development Plan timetable as detailed in the Approved Delivery Agreement. This extension was granted and the Delivery Agreement now incorporates the timetable revisions where appropriate. Details of the revisions to the Delivery Agreement are given at Appendix I."

Paragraph 8.5.1 change membership list to reflect new composition of Local Service Board to read:

Vale of Glamorgan Council  
 Vale of Glamorgan Local Health Board  
 South Wales Police  
 Cardiff and Vale NHS Trust  
 Bro Morgannwg NHS Trust  
 Vale Centre for Voluntary Services  
 Environment Agency Wales  
 Countryside Council for Wales  
 South Wales Fire Service  
 Barry College  
 Welsh Assembly  
 UWIC  
 Local Service Forum  
 Private Sector  
 Secretariat

Replace Figure 2 with new Figure 2 (amended timetable) to reflect extension to approved LDP timetable as agreed by the Welsh Assembly Government.

Amend "Figure 3 - Key Stages of Plan Preparation and Opportunities for Involvements" to reflect amendments to LDP timetable approved by Welsh Assembly Government as follows:

Page 23 - Amend Jan'07 – May'07 to Jan'07 – Oct'07  
 Amend Jan/Feb'07 to Feb/March'07

Page 24 - Amend Jan'07-May'07 to Jan'07 – Oct'07

Page 25 - Amend July/August'07 to Feb/March'08

Page 26 - Amend July/Aug'07 to Feb/March'08

Add new Appendix I to Delivery Agreement.

Add new Appendix J to Delivery Agreement.

## Appendix J

Adran yr Amgylchedd, Cynaliadwyedd a Thai  
Department for Environment, Sustainability and Housing



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

Ms Lucy Turner  
Principal Planner  
Planning and Transportation Policy  
The Vale of Glamorgan Council  
Dock Office, Barry Docks  
BARRY CF63 4RT

Eich cyf • Your ref: P/POL/LT/LDP3  
Ein cyf • Our ref: A--PP030-02-023  
04/10/2007

Dear Ms Turner

### VALE OF GLAMORGAN LOCAL DEVELOPMENT PLAN DELIVERY AGREEMENT

You have sought the agreement of the Assembly Government for the proposed amended Delivery Agreement timetable which was approved by The Vale of Glamorgan Council on 18<sup>th</sup> July 2007. You have provided copies of the Cabinet Meeting Report dated 18<sup>th</sup> July together with copies of the amended timetable.

The Council proposes to revise an 8-month extension to some steps within the definitive timetable, but retaining an indicative plan adoption date of January 2011. This level of slippage is outside the 4 month limit of tolerance set out in the Delivery Agreement. Reasons given for the slippage from the original timetable are that the Council underestimated the level of work required under parts 14, 15 and 16 of the LDP Regulations given the limited staff resources available and the level of consultation required at the various LDP stages.

It is the Welsh Assembly Government's aim to have a plan-led system, with formally adopted new style plans in place, as soon as possible. Whilst this timetable slippage is regrettable, we consider that the proposed amendment to the timetable based upon the reasons provided is reasonable.

Consequently on behalf of the Welsh Assembly Government I am able to **confirm agreement** to the amended timetable as provided for by the Planning and Compulsory Purchase Act 2004, Section 63 (4) along with Regulation 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005.



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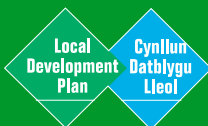
This agreement is based on the assumption that the Planning Inspectorate is content with your proposed timetable; the Planning Inspectorate should be kept informed of any changes to the agreed timetable.

This timetable revision should now be incorporated into the published version of the Delivery Agreement made available in accordance with the requirements indicated in Regulation 10. Four copies of the revised timetable / Delivery Agreement should be forwarded to the Assembly Government (Planning Division).

Should you require further advice regarding the above matters then do not hesitate to contact me.

Yours sincerely

Hywel Butts  
Plans, Management and Performance Branch  
Planning Division



The Vale of Glamorgan Council  
**Directorate of Environmental & Economic Regeneration**

Dock Office  
Barry Docks  
Barry CF63 4RT

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