



Meeting of:	<b>Cabinet</b>
Date of Meeting:	<b>Monday, 15 July 2019</b>
Relevant Scrutiny Committee:	Environment and Regeneration
Report Title:	Proposals for a Strategic Development Plan (SDP) for the Cardiff Capital Region
Purpose of Report:	To seek Cabinet endorsement to proceed with a report to Full Council seeking authorisation to formally commence with a Strategic Development Plan (SDP) for the Cardiff Capital Region, with the Vale of Glamorgan Council being Responsible Authority
Report Owner:	Cabinet Member for Legal, Regulatory and Planning Services
Responsible Officer:	Rob Thomas, Managing Director
Elected Member and Officer Consultation:	Individual ward members have not been consulted as the report relates to the whole Vale.  Head of Regeneration and Planning  Operational Manager for Planning and Building Control  Finance Support Manager – Accountancy  Senior Lawyer
Policy Framework:	This report is a matter for endorsement by Cabinet with a formal decision on whether to proceed with the SDP being a matter for Full Council.
<p><b>Executive Summary:</b></p> <ul style="list-style-type: none"> <li>The report sets out proposals to prepare a Strategic Development Plan (SDP) for the Cardiff Capital Region comprising the 10 Local Planning Authorities (LPA's) in the region. The decision to proceed requires endorsement from all 10 Councils in the region to authorise the Responsible Authority to submit a proposal to Welsh Government. A similar report is being presented to each of the 10 relevant Councils over the coming months.</li> <li>An SDP is a regional level Development Plan that sits above a Local Development Plan and below the Welsh Government's National Development Framework and provides a strategic framework for LDPs to be prepared at a more local level. A statutory SDP provides certainty to developers, investors and our communities that key strategic decisions around housing, transport, employment and infrastructure provision are being taken at an appropriate regional level, whilst still allowing key decisions on planning proposals to be taken locally through Local Development Plan allocations and policies and thereafter in development management decisions.</li> </ul>	

- The report identifies some key issues for consideration around the preparation of the SDP, in particular defining the Strategic Planning Area Boundary, governance arrangements, scope, content and plan period.
- The process requires identification of a Responsible Authority to submit the proposal to Welsh Government, and it is recommended that the Vale of Glamorgan Council take this role.
- The preparation and adoption of the SDP is undertaken by a Strategic Planning Panel, with representatives from every Local Planning Authority within the boundary having a weighted vote. It is recommended that the Cabinet member for Education and Regeneration represents the Vale of Glamorgan Council on the Panel.
- If all Councils agree to proceed a proposal will be submitted to Welsh Government, who will prepare appropriate regulations and the work on the preparation of the SDP will commence.

## **Recommendations**

1. That Cabinet considers and endorses the content of this report and refers the matter to Scrutiny Committee (Environment and Regeneration) for consideration, prior to consideration by Full Council.
2. That in the event of any comments being made by Environment & Regeneration Scrutiny Committee these be referred back to Cabinet for consideration prior to final determination by Full Council.
3. That the Vale of Glamorgan Council endorses the content of the report and agrees that the Responsible Authority be authorised to submit the Proposal for a Strategic Development Plan (SDP) for the Cardiff Capital Region to the Minister on behalf of the 10 Local Planning Authorities in the region.
4. That the Vale of Glamorgan Council endorse itself as the Responsible Authority for the Cardiff Capital Region Strategic Development Plan (SDP).
5. That the Vale of Glamorgan Council endorses that the strategic planning area should comprise the 10 local planning authority areas within the Cardiff Capital Region as shown on the map at Appendix A.
6. That the Vale of Glamorgan Council authorises relevant officers to engage with the Welsh Government in drafting the Strategic Development Plan Regulations to deliver the following governance arrangements for the SDP and Strategic Planning Panel (SPP):
  - (i) That the Strategic Planning Panel (SPP) will be comprised of 10 Members, 1 from each constituent Local Authority with the weighting of votes for each constituent Local Authority being based on its population and geographical area as follows:

Local Authority	No. of Members on the Strategic Planning Panel	Weighting of Vote for constituent LA
Blaenau Gwent	1	1
Bridgend	1	2
Caerphilly	1	3
Cardiff	1	5
Merthyr Tydfil	1	1
Monmouthshire	1	3
Newport	1	2
Rhondda Cynon Taff	1	3
Torfaen	1	1
Vale of Glamorgan	1	2
<b>Total</b>	<b>10</b>	<b>23</b>
Nominated non-voting panel members	5	NA

(ii) That constituent Councils will be engaged through a prior consultation process as set out in Figure 1 and the SPP shall have full regard to the comments of constituent Councils.

(iii) That decisions made on the SDP by the SPP shall require a 70% quorum of voting Members on the Panel and decisions shall require a 70% majority vote of a quorate meeting.

7. That the Vale of Glamorgan Council endorses the setting up of an Interim Strategic Planning Panel prior to the formal establishment of the SPP and the nominated Member below represent the Vale of Glamorgan Council on the Interim Strategic Planning Panel with delegated authority to take initial decisions on the preparation of the SDP (with a vote weighted in accordance with the table at Recommendation 6(i)) and thereafter on the Strategic Planning Panel. The Vale of Glamorgan Council nominate:

Clr Lis Burnett, Vale of Glamorgan Council

That in the event that Member is no longer able to sit on Interim Strategic Planning Panel, delegated powers be granted to the Managing Director following consultation with the Leader of the Council to nominate a new Member to represent the Council on the Interim Strategic Planning Panel and Strategic Planning Panel.

8. That a Regional SDP officer team is established to progress the preparation of the SDP to be appointed by representatives of Interim Strategic Planning Panel, with appropriate human resource support from the Responsible Authority.
9. That the cost of preparing the SDP is shared across the 10 Authorities on a proportional cost based on the voting representation on the Strategic Planning Panel, to be reviewed on an annual basis, and an initial contribution of £50,005 is paid to cover the start-up costs likely to be incurred in this financial year 2019/20, divided as follows:

<b>Local Authority</b>	<b>% cost based on SSP votes</b>	<b>£</b>
Blaenau Gwent	4.35	2,175
Bridgend	8.7	4,350
Caerphilly	13.04	6,520
Cardiff	21.74	10,870
Merthyr Tydfil	4.35	2,175
Monmouthshire	13.04	6,520
Newport	8.7	4,350
Rhondda Cynon Taff	13.04	6,520
Torfaen	4.35	2,175
Vale of Glamorgan	8.7	4,350
<b>Total</b>	<b>100.01</b>	<b>50,005</b>

### **Reasons for Recommendations**

1. For Cabinet to consider and endorse the content of this report and put forward recommendations 1-7 (shown italic) to Full Council for a decision.
2. For Cabinet to consider any comments made by E&R Scrutiny Committee prior to consideration and decision by Full Council.
3. To authorise the preparation of a Strategic Development Plan (SDP) for the Cardiff Capital Region, providing clarity of intent and to allow work to commence.
4. To authorise the Vale of Glamorgan Council as the Theme Lead under the existing City Deal arrangements as the Responsible Authority to administer the SDP. The Regulations require that a Responsible Authority be identified to coordinate administrative and HR matters.
5. To identify the strategic planning area as the 10 local planning authority areas within the Cardiff Capital Region, having regard to the environmental, economic, social and administrative functions of the Cardiff Capital Region. The Regulations require that, when notifying the Welsh Government of the intention to proceed with a SDP, the strategic planning area is identified.
6. To ensure the Strategic Development Plan Regulations deliver appropriate governance arrangements for the SDP and Strategic Planning Panel (SPP).
7. To set up an Interim Strategic Planning Panel prior to the formal establishment of the SPP with the nominated Member representing the Council on the Interim Strategic Planning Panel with delegated authority to take initial decisions on the preparation of the SDP including the appointment of the SDP Team. That that Member is also nominated to represent the Council on the Strategic Planning Panel in due course.
8. To establish a Regional SDP team to progress the preparation of the SDP to ensure adequate time and expertise is secured to ensure the successful delivery of a Strategic Development Plan (SDP) for the Cardiff Capital Region.

9. To ensure that the cost of preparing the SDP is shared across the 10 Authorities on a proportional cost based on SPP voting arrangements, which is reviewed annually, and to cover the start-up costs likely to be incurred in this financial year 2019/20.

## **1. Background**

- 1.1 The Planning (Wales) Act 2015 sets out the process for establishing and preparing a Strategic Development Plan (SDP). Welsh Government have invited all Local Planning Authorities to submit proposals for SDPs<sup>1</sup>, stating that SDPs are necessary to provide a robust framework for the delivery of the land use implications of existing City Deal proposals and to allow larger than local issues such as housing, employment and infrastructure which cut across Local Planning Authority (LPA) boundaries to be considered in an integrated and comprehensive way.
- 1.2 In 2018 and on the basis that the way forward would be subject to decision by each authority, work commenced by the ten authorities comprising the Cardiff Capital Region ('CCR') to look at the potential for a Strategic Development Plan (SDP) for the 10 Local Authorities in the region.
- 1.3 Since then, work has been on-going to establish some key areas of agreement to enable the project to proceed. At this stage the guidance and regulations for the SDP have not been made and the region is therefore in a position to influence how the process can be managed and a successful SDP delivered. Welsh Government officials have met with Lead Members and officers and are keen to work with the Region to progress the SDP.
- 1.4 The Cardiff Capital Region Cabinet has held workshops attended by the Leaders, Chief Executives, Lead Cabinet Members for Planning and Chief Planning Officers of the 10 Cardiff Capital Region Authorities to discuss the key issues of:
  - Strategic Planning Area Boundary
  - Governance
  - Scope, Content and Plan Period
- 1.5 At these workshops and at subsequent discussions, a preferred way forward has been identified in respect of these issues. These considerations are set out below and have informed the recommendations in this report.

## **2. Key Issues for Consideration**

### **Benefits of a Cardiff Capital Region Strategic Development Plan**

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<sup>1</sup> Letter from Lesley Griffiths (then Cabinet Secretary for Energy, Planning and Rural Affairs) to all Leaders and Chief Executives dated 13.12.17 (see Appendix B).

- 2.1** There is a need for joined-up strategic planning for the Cardiff Capital Region, providing an enabling tool for the region's economic growth, transport/connectivity and other ambitions. The best way of achieving this is via a statutory Strategic Development Plan for the Cardiff Capital Region in order to:
- Provide a regional spatial framework for the future development and use of land in the Cardiff Capital Region;
  - Achieve truly transformational change in the region;
  - Provide the mechanism for consensus to be reached on significant strategic and cross boundary land use issues;
  - Provide certainty, transparency and democratic accountability for decision making on land-use planning matters at a strategic/regional level;
  - Guide strategic public and private investment decisions, including those made under the City Deal initiative and beyond; and
  - Enable true collaboration between LPAs working together on a Development Plan framework for the region, with associated benefits such as shared resources, resilience and savings.
- 2.2** The City Deal Agreement gave a commitment to prepare a Strategic Development Plan for the region and to work collaboratively on strategic transport and strategic planning issues. This reflects the recommendation from the Growth Commission's report.
- 2.3** A statutory SDP provides certainty to developers, investors and our communities that key strategic decisions around housing, transport, employment and infrastructure provision are being taken at an appropriate regional level, whilst still allowing key decisions on planning proposals to be taken locally through Local Development Plan allocations and policies and thereafter in development management decisions.
- 2.4** A proposal to proceed with an SDP for the Cardiff Capital Region can only be put forward to Welsh Government by an identified Responsible Authority, once all Councils have formally given approval. Following this Welsh Government can start preparing the necessary regulations setting out how the SDP should be prepared. Until now, they have not done so because no SDP proposals have been formally submitted. It is expected that the Cardiff Capital Region will be the first to do so. Therefore, the CCR has the ability to influence these regulations and establish a process that works best for this region. WG officials have confirmed that they are willing to assist the region to achieve this.

### **Responsible Authority**

- 2.5** The Act sets out some initial stages of preparing an SDP, including identifying an area to be designated as a strategic planning area and consulting on this proposal, submitting the proposal and a report describing the rationale, consultation and responses received to the Welsh Government. To do this, the region needs to identify a 'Responsible Authority' to act as the main point of contact for the SDP during the setting up stages.

- 2.6** The role of the responsible authority is purely administrative, acting in support of the work of the 10 local authorities and as the sole point of contact between the Welsh Government and the 10 local authorities. The background work, including all technical work and consultation, e.g. identifying the strategic planning boundary, would be done on a collective basis by officers from all 10 Local Authorities. The role of the Responsible Authority would be to formally submit the proposal on behalf of the whole region to Welsh Government.
- 2.7** The decision on who is identified as the Responsible Authority will be agreed by all 10 councils. A paper setting out the relevant issues on this matter is attached at Appendix D. The Vale of Glamorgan Council has been acting as the Interim Responsible Authority for the SDP, being the main point of contact and coordinator on the SDP project in the short term, in view of the Leader of the Vale of Glamorgan being identified as the Theme Lead for planning under the City Deal arrangements. It is considered necessary, at this stage, to identify the nominated Responsible Authority for endorsement and it is proposed that the Vale of Glamorgan Council undertake this role following on from its temporary role as the Interim Responsible Authority.

#### **Strategic Planning Area Boundary**

- 2.8** The SDP needs to be clear about what land area it covers as a land use plan, and this is known as the Strategic Planning Area. The submission to Welsh Government must include justification for the strategic planning area. Economic factors such as commuting flow patterns will need to be considered, along with data on daytime and night-time populations for example, plus other physical or social factors. However, the most significant factors in confirming a boundary are likely to be the vision, desired outcomes, and political consideration of what is already in place in terms of administrative boundaries and the important work already achieved with regard to the Cardiff Capital Region City Deal.
- 2.9** The Cardiff Capital Region covers 10 unitary authorities, but 11 local planning authorities. Areas of the Brecon Beacons National Park, which is its own local planning authority, overlap with areas of Monmouthshire and the Valleys. At the CCR SDP workshops held in July 2018, discussions mainly considered whether the Brecon Beacons National Park area should be within the area, partially within it, or wholly outside it. Considering the advantages and disadvantages of each option, consensus was reached that the strategic planning area should consist of the 10 local planning authority areas within the Cardiff Capital Region as shown on the map at Appendix A which excludes those parts of the Brecon Beacons National Park that overlap with areas of Monmouthshire and the Valleys. The Brecon Beacons National Park Authority has indicated that it agrees with this approach and does not wish to be part of the Strategic Planning Area or covered by the SDP.

## **Governance and Strategic Planning Panel**

- 2.10** The SDP governance model outlined in the Act represents a transfer of strategic planning powers from Local Authorities to a Strategic Planning Panel (SPP). Once the Responsible Authority has submitted a proposal and the Strategic Planning Area has been formally designated by the Welsh Government, a Strategic Planning Panel will then be formed and charged with the responsibility for preparing a SDP for the strategic planning area. The panel will consist of at least one elected member from each authority, plus other non-local authority nominated members. The elected members will contribute two thirds of the makeup of the panel, with the other nominated members accounting for the remaining third. Only the local authority elected members will have voting rights. It is important to emphasise that the strategic planning panel will be the decision making body with regard to all aspects of the SDP, and not the responsible authority or the individual constituent Councils. Individual Councils will be statutory consultees on all stages of the SDP and representations will be duly considered (see Figure 1), however, as noted, the Panel will be the decision making body.
- 2.11** It should be noted that further detail on the working arrangements of the SPP will be set out through future regulations after the Responsible Authority has reported back to the Minister. Some of these issues are of fundamental significance in terms of governance and go right to the heart of how the SDP will be managed and decisions are taken. Examples include uncertainties concerning voting rights, how many Members would sit on the Panel and how the gender composition requirements of 40-60% female representation of Elected Members could be met. Furthermore, given that the regulations mean that the SPP cannot be established immediately, there is a need to consider the most appropriate interim governance arrangements as the initial stages of the SDP are progressed.
- 2.12** The issue of governance has therefore been given significant consideration at Workshops and subsequent Cardiff Capital Region Cabinet discussions. The focus of these discussions has been around the appropriate representation of voting Members on the Panel from each constituent Council, how each Council can be effectively engaged in the decision making process and what voting arrangements would enable decisions to be made fairly. As a result of these discussions, a preferred governance structure is outlined below.

### **Representation on the Strategic Planning Panel (SPP)**

- 2.13** Voting of the SPP will be weighted having regard not only to the size of the population of the constituent authorities, but also weighted to have regard to the geographical area of the authority, given that the SDP will be a land use plan. This has been set out as follows with a total number equivalent to 23 voting Members of the Panel:



Local Authority	No. of Members on the Strategic Planning Panel	Weighting of Vote for constituent LA
Blaenau Gwent	1	1
Bridgend	1	2
Caerphilly	1	3
Cardiff	1	5
Merthyr Tydfil	1	1
Monmouthshire	1	3
Newport	1	2
Rhondda Cynon Taff	1	3
Torfaen	1	1
Vale of Glamorgan	1	2
<b>Total</b>	<b>10</b>	<b>23</b>
Nominated non-voting panel members	5	NA

- 2.14** To ensure meetings are manageable and that Councils can resource the Panel with appropriate Members, it is recommended that the Panel comprises 1 Member from each constituent Council who are nominated to represent their Council and their vote is weighted accordingly. For example: 1 Member's vote from Cardiff has the weight of 5 votes. This will need to be set out by Welsh Government in the Regulations establishing the Panel or in the Panel's constitution.
- 2.15** The Act requires the voting members of the Panel to comply with the Strategic Planning (Composition of Panels and Qualifying Expenditure) (Wales) Regulations 2016 which require the local planning authority representatives to have a gender balance with no more than 60% of the Panel comprising one gender, except where the make-up of constituent local planning authorities makes the composition requirements unachievable. WG officials have advised they will take a pragmatic stance on this and that the LPA members of the panel should comprise the most appropriate members in terms of their role within the constituent Councils, alongside relevant knowledge and experience.
- 2.16** The Panel will consist of LPA members as set out above, and other (non-elected) members. The panel requests and appoints non-elected nominated members (e.g. representatives from Business / Industry, Environmental, Transport etc.) but they do not have voting rights on the Panel. Local Authority members will make up 2/3rds of the Panel, therefore with 10 LA members there would be 5 non-elected members and a total panel of 15.

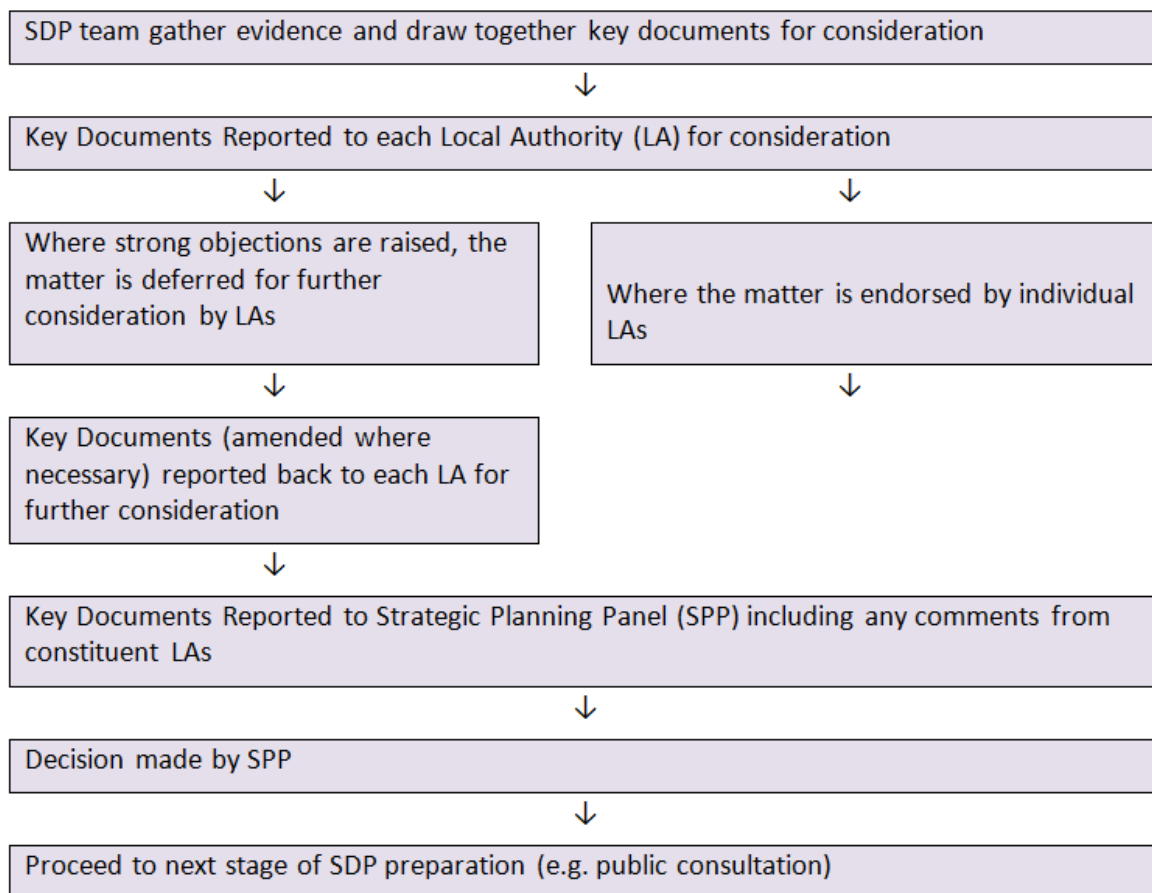
### **Engagement with Constituent Councils**

- 2.17** To ensure that the constituent Councils are effectively engaged in the process, there will be formal stages of consultation in addition to continuous informal involvement throughout the preparation of the SDP. Potential options for 'a prior consent approach' or 'a consultation approach' to involve each Council in the process prior to the SPP making a formal decision have been considered and

Counsel Opinion was sought about the legalities of the various approaches and whether there were alternatives not yet considered. Counsel did not consider that a unanimous vote of all LPA Members on the SPP was a realistic prospect. Nevertheless, Members on the Panel need to have an effective mechanism to gauge and reflect the views of their Councils. The aim being to provide that the SDP is prepared and progressed on the basis of working to achieve unanimous support for its proposals in advance of decisions being made by the SPP.

- 2.18** Assuming the process mirrors that of Local Development Plan preparation, it is considered that the key stages of reporting / decision making (noting stages ii and iii can be combined) will be:
- i. Delivery Agreement
  - ii. Vision
  - iii. Preferred Strategy
  - iv. Deposit SDP
  - v. Focussed Changes to SDP (if relevant)
  - vi. Submission of SDP to Welsh Government
  - vii. Inspector's Report and Adoption
- 2.19** At present, when preparing Local Development Plans, Members are engaged in a variety of ways, for example: Community Engagement workshops; Visioning workshops; formal and informal Member briefing sessions with Full Council, the Cabinet or Executive, Political Groups or individual ward Members; formal reporting at key stages of development plan preparation; and during open public consultation at key stages of development plan preparation.
- 2.20** It is anticipated that the same engagement will take place in the preparation of a Strategic Development Plan. In addition Welsh Government officials envisaged that the SPP could be supported by a number of sub-committees focussing on key theme areas like Housing, Employment, and Transport and other LA Members could be on these Committees.
- 2.21** Figure 1 shows how a 'Prior Consultation' approach should work at each of the key stages in plan preparation. In addition to the formal reporting stages above, Members of constituent Councils will be involved in the process throughout.

**Figure 1: Suggested Prior Consultation Reporting Process**



### **Voting**

- 2.22** Part 2(14) of the Planning Act states the SPP must make standing orders regulating its procedure and these must specify a quorum for meeting of the panel, which must include at least half of the Local Planning Authority Members. Consideration has been given to the decision making framework for the Strategic Planning Panel.
- 2.23** It is recommended that decisions made on the SDP by the SPP shall require a 70% quorum of voting Members on the Panel and decisions shall require a 70% majority vote of a quorate meeting.

### **Interim Governance Prior to Establishment of SPP**

- 2.24** Finally, in respect of governance, it must be recognised that there will be a delay of several months before the WG lays regulations and formally establishes the Strategic Planning Panel. Therefore, it is recommended that an interim SPP is set up to steer the process between now and then and to enable preparatory work to be undertaken in the intervening period. It is recommended that each Council nominate a Member to represent them on an Interim Strategic Planning Panel with delegated authority to take initial decisions on the preparation of the SDP. The Interim Panel would have responsibility for oversight of the initial tasks to proceed with the SDP. These will include: preparation and formal submission of

SDP Proposal to the Minister including justification for the Strategic Planning Area (60E of the Planning Act), liaison with Welsh Government on SDP draft regulations and guidance, recruitment of the SDP Team, and procurement of goods and services as required. It is likely that the Interim Panel will need to meet every 1-2 months during this initial period prior to the formal establishment of the Strategic Planning Panel.

- 2.25** Having regard to the role of the Interim Strategic Planning Panel in making these initial decisions, it is recommended that the Vale of Glamorgan Council is represented by the Cabinet member for Education and Regeneration. It is recommended that this member thereafter represents the Council on the Strategic Planning Panel, and that delegated authority be granted to the Managing Director, in consultation with the Leader to nominate future representatives on the Panel to replace them as appropriate.

### **Scope, Content and Plan Period of the SDP**

- 2.26** In the absence of regulations or guidance on SDPs, officers have sought advice from Welsh Government officials about the likely scope, content and plan period of the SDP. Officers consider a 20 year plan period (e.g. 2020-2040) is most appropriate but further discussion can address this matter alongside plan content. The scope and content of the SDP is also open to debate and further consideration taking into account the scope and content of other development plans in the hierarchy i.e. the National Development Framework (NDF) and Local Development Plans (LDPs). Only those matters that have a regional significance should be included in the SDP and the scope needs to ensure that the preparation of the SDP is both manageable and effective. The emerging NDF would run to 2040.
- 2.27** At this stage, it would be premature to be explicit about the scope and content of the Plan and this will be informed to a large extent by the evidence and the guidance to follow. However, at this stage, it is expected that the plan will include the following:
- Objectives
  - A Vision for the Cardiff Capital Region
  - A Spatial Strategy that acknowledges the diversity of the region and its opportunities
  - Strategic policies and proposals
- 2.28** It is expected there will be core issues / topics that must be covered by the SDP, including:
- Housing need & supply – whole region, by LPA or Housing Market Areas
  - Employment need & supply
  - Strategic sites and new settlements
  - Strategic Infrastructure e.g. Transport
  - Green Infrastructure e.g. Green Belt

- Strategic Policies / Development Management Policies

**2.29** There may be other matters that could be covered if there was a willingness and / or need to do so, to maximise the benefits of preparing an SDP for the region. These could include: Decarbonisation and climate change mitigation, Minerals, Waste, Gypsy and Traveller need and provision, Renewable Energy, Retail, Tourism, Air Quality, Health Agenda and so on.

**2.30** Whilst there remains some uncertainty on these matters, the governance framework recommended above will ensure that the scope and content of the Plan is evidence based and relevant to the constituent Councils of the Strategic Planning Area who will be engaged throughout the process of plan preparation.

### **Officer and Financial Resources**

**2.31** The SDP will require a new way of working by Local Planning Authorities across the region. At present, planning policy in the region is generally undertaken at individual Local Planning Authority level, with a limited degree of collaboration and joint procurement of services at a regional or sub-regional level (undertaken on an informal footing). However, the region already benefits from a strong degree of communication in this field through the South East Wales Strategic Planning Group (SEWSPG).

**2.32** The delivery of the SDP will require focus and commitment and significant staff time. There are several ways in which this could be achieved, which need to be considered further. Potential options include:

- a. Informal collaboration with a Lead Authority
- b. Procure consultancy services to undertake the SDP on behalf of the region
- c. One or more LPAs prepare the SDP on behalf of the region
- d. Regional SDP team established with appropriate personnel appointed which could include seconded officers from across the region
- e. Formal reorganisation of regional strategic planning to cover all planning policy functions including Local Development Plans and associated work

**2.33** The consideration of the various options is set out in the 'Staff Resources' paper at Appendix E. Chief Planning Officers have given this matter some consideration and recommend that option 'd' is the preferred way forward in terms of cost efficiency and ensuring that the project is given sufficient focus and resource to ensure it is delivered in a timely manner.

**2.34** Depending on which option is pursued for resourcing the project, and what the plan period, scope and content of the SDP is will influence the cost of preparing the SDP. It is expected that the overall cost of preparing an SDP, followed by a 'light touch' Local Development Plan (LDP) will be less than the cost of preparing 10 individual LDPs.

**2.35** The costs of introducing an SDP will include the following:

- Staff costs (including an on-costs);
- Governance costs which include the cost of the panel (including members and stakeholders) and their running costs;
- A proportion of the time spent by specialist staff who input to the development plan system (e.g. GIS, ecologist, landscape architect, highways engineer, legal, leisure, education, social services, press/communications, development management, housing, property/estates and archaeology / heritage);
- Specific consultation bodies (Welsh Government, Natural Resources Wales and Dwr Cymru Welsh Water);
- Gathering an evidence base (This takes into account; sustainability appraisal/strategic environmental assessment, including an assessment of impacts on the use of the Welsh language; habitats regulation assessment; strategic housing market assessment and gypsy and travellers assessment; employment sites and market appraisal; retail assessment; renewable energy assessment; landscape appraisal; recreation and open space assessment; strategic flood consequences assessment; minerals and waste study and transport modelling);
- Examination costs (taking into account the cost of the Planning Inspectorate, programme officer, expert evidence and accommodation costs);
- Printing costs, translation costs and cost of adverts; and
- IT consultation database, maintenance and ICT support.

**2.36** Analysis of the cost of preparing an SDP with a designated team is attached at Appendix F. This report concludes that the estimated SDP cost for the Cardiff Capital Region will be £3.14m over 5 years. By way of background, the preparation of individual Local Development Plans across the region cost between £1.4m and £2.2m depending on the complexity of local circumstances. It is expected that the cost of preparing future light touch LDPs will be significantly reduced as some of the key contentious issues that require significant Plan Examination time and expenditure will have been agreed at the SDP stage where the costs will be shared and significantly reduced by doing so once rather than 10 times.

**2.37** The overall cost of the SDP based on a 5 year delivery programme is estimated to be £3,141,101 as follows:

- Initial project set up costs £50,000
- SDP Team Staff costs £1,812,036
- Strategic Planning Panel £26,400 plus existing budget for LPA Members
- Additional costs associated with SPP £34,290
- Additional staff within local authority – existing budget
- Evidence base £795,000
- Examination £283,180
- Printing costs £55,000
- Translation costs £55,195
- Cost of adverts - None
- IT Support - £30,000

**2.38** It is recommended that the cost of preparing the SDP is shared across the 10 Authorities on a proportional contribution based on the vote weighting for the Strategic Planning Panel which reflects population size and geographical area<sup>2</sup>. This will be reviewed annually. Based on the proportional split of funding recommended the estimated cost would be shared between the constituent Councils as follows:

**Table 2: SDP Costs per Local Authority**

Local Authority	% cost based on SPP Member votes	Total cost (£)	Annual cost (£)
Blaenau Gwent	4.35	136,590	27,318
Bridgend	8.70	273,180	54,636
Caerphilly	13.04	409,456	81,891
Cardiff	21.74	682,636	136,527
Merthyr Tydfil	4.35	136,590	27,318
Monmouthshire	13.04	409,456	81,891
Newport	8.70	273,180	54,636
Rhondda Cynon Taf	13.04	409,456	81,891
Torfaen	4.35	136,590	27,318
Vale of Glamorgan	8.70	273,180	54,636
<b>Total</b>	<b>100.01%</b>	<b>3,140,314</b>	<b>628,062</b>

**2.39** Each constituent Council will need to agree to an initial contribution to cover the start-up costs likely to be incurred in this financial year 2019/20, to be managed by the Vale of Glamorgan Council as Responsible Authority. An initial contribution of £50,005 (see Appendix F for cost analysis) is recommended to cover the start-up costs (should there be any underspend, this will be carried forward to the main project budget) likely to be incurred in this financial year 2019/20, divided as follows:

Local Authority	% cost based on SSP votes	£
Blaenau Gwent	4.35	2,175
Bridgend	8.7	4,350
Caerphilly	13.04	6,520
Cardiff	21.74	10,870
Merthyr Tydfil	4.35	2,175
Monmouthshire	13.04	6,520
Newport	8.7	4,350
Rhondda Cynon Taff	13.04	6,520
Torfaen	4.35	2,175
Vale of Glamorgan	8.7	4,350
<b>Total</b>	<b>100.01</b>	<b>50,005</b>

<sup>2</sup> Note the legal provisions in Schedule 2A of the Planning and Compulsory Purchase Act 2004 (as amended by the Planning (Wales) Act 2015) relating to the financial arrangements for Strategic Planning Panels

**2.40** Welsh Government officials have also indicated they may be able to provide some financial support for the SDP and this is being actively pursued at the time of writing.

**2.41** In addition, Local Authorities will need to consider the cost of their own LDP work that will vary between Authorities depending on the stage they are at.

#### **Provisional Timeline for Preparation of SDP**

**2.42** To proceed all 10 Councils must first agree to embark on preparing a Strategic Development Plan for the Cardiff Capital Region. Assuming this is agreed in autumn 2019, a provisional timeline for the preparation of the SDP is set out at Appendix C, which includes starting work on the evidence base as soon as possible, publishing a Preferred Strategy in 2022, a Deposit Plan in 2023 and Examination then Adoption in 2024/25.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

**3.1** Integration – the preparation of the SDP will be bring together all land use planning issues relevant at a strategic level across the Cardiff Capital Region, involving our partners, residents, visitors, employers and service providers in the formulation of the Plan.

**3.2** Collaboration- the SDP will be a key collaboration project for the region enabling the 10 Local Planning Authorities to work together to form a Plan for the region.

**3.3** Involvement – preparation of the SDP will provide numerous opportunities to engage with our stakeholders, residents and customers, including the business community and ensuring that we are listening to a wide range of views to inform the plan and decision making process.

**3.4** Prevention – the SDP provides an opportunity to understand the root causes of issues and preventing them by being proactive in our thinking and understanding the need to tackle problems at source for example by undertaking needs assessments to inform our priorities.

**3.5** Long-term – the SDP will be all about planning for the future and taking a strategic approach to ensure the Cardiff Capital Region is sustainable and that we understand the future need and demand for sustainable development in the region and how that is best met.

**3.6** The SDP will provide a strategic land use document for the whole Cardiff Capital Region, setting out how and where sustainable development will be delivered. It is a cross-cutting plan that considers issues around housing, employment, transport, infrastructure, community facilities, education facilities, leisure and



tourism, heritage and environmental assets. Therefore it will set a framework to deliver against all of the Council's well-being objectives as follows:

Well-being Outcome 1: An Inclusive and Safe Vale

Objective 1: Reducing poverty and social exclusion.

Objective 2: Providing decent homes and safe communities.

Well-being Outcome 2: An Environmentally Responsible and Prosperous Vale

Objective 3: Promoting regeneration, economic growth and employment.

Objective 4: Promoting sustainable development and protecting our environment.

Well-being Outcome 3: An Aspirational and Culturally Vibrant Vale

Objective 5: Raising overall standards of achievement.

Objective 6: Valuing culture and diversity.

Well-being Outcome 4: An Active and Healthy Vale

Objective 7: Encouraging and promoting active and healthy lifestyles.

Objective 8: Safeguarding those who are vulnerable and promoting independent living.

## **4. Resources and Legal Considerations**

### **Financial**

- 4.1** The overall cost of the SDP based on a 5 year delivery programme is estimated to be £3.14m which will be shared on a proportional basis by the constituent Councils. Full details are set out in the report paragraphs 2.31-2.39 and at Appendix F.
- 4.2** The Council will need to contribute £4,350 this financial year towards the initial set-up costs which can be covered by the Local Development Plan budget in the first instance. As Responsible Authority, officers for the Vale of Glamorgan will charge their time to the SDP project and this will be a net gain in income in 2019/20.
- 4.3** Thereafter the Vale of Glamorgan's contribution towards the SDP preparation will be approximately £55,000 as set out in the report, and will be covered by the existing LDP budget. The proposal will offer some Councils the opportunity to use their own staff resources to work on the SDP, thereby generating a potential income and others, where that capacity may not exist will have the ability to benefit from the input provided by other Councils, through a possible recharge process. The Vale of Glamorgan will be able to offer some resources to this process.

### **Employment**

- 4.4** The SDP project requires the establishment of an SDP Team to deliver it (as set out in paragraphs 2.31-2.33). In addition individual Local Planning Authorities

may provide staff resources on secondment or project specific work, as required throughout the 5 year programme albeit this would be on a voluntary basis, the costs of which would be covered by the SDP budget as set out in the report at Appendices E and F.

### **Legal (Including Equalities)**

- 4.5** The Planning (Wales) Act 2015 sets out the process for establishing and preparing a Strategic Development Plan (SDP) and is supplemented by the Strategic Planning (Composition of Panels and Qualifying Expenditure) (Wales) Regulations 2016. The preparation of the SDP will be undertaken in accordance with this and all other relevant legislation.

## **5. Background Papers**

Planning (Wales) Act 2015

The Strategic Planning (Composition of Panels and Qualifying Expenditure) (Wales) Regulations 2016

Appendix A – Proposed Strategic Planning Area Boundary Map

Appendix B - Letter from Lesley Griffiths (then Cabinet Secretary for Energy, Planning and Rural Affairs) to all Leaders and Chief Executives dated 13.12.17

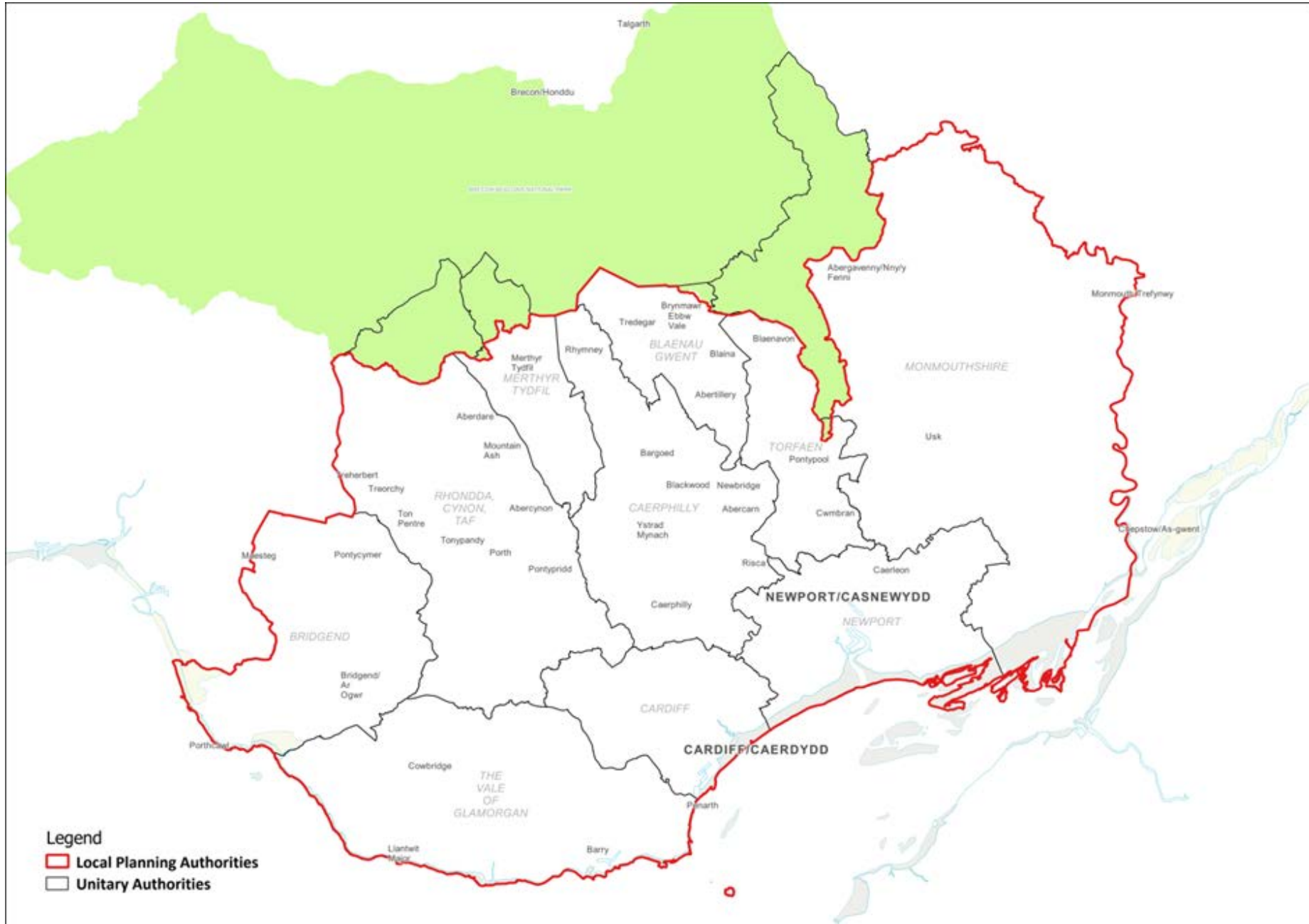
Appendix C – SDP Timeline

Appendix D - Responsible Authority - Options Paper

Appendix E - Staff Resources

Appendix F - Cost Analysis (June 2019)

Appendix A: Strategic Planning Area – Recommended Boundary shown edged red



Lesley Griffiths AC/AM  
Ysgrifennydd y Cabinet dros Ynni, Cynllunio a Materion Gwledig  
Cabinet Secretary for Energy, Planning and Rural Affairs



Llywodraeth Cymru  
Welsh Government

Ein cyf : Our ref : QA1282787

Leader and Chief Executive of the Council

13 December 2017

Dear Colleague,

### **Invitation to Local Planning Authorities to prepare a Strategic Development Plan (SDP)**

The Planning (Wales) Act 2015 included the legislation necessary to produce Strategic Development Plans (SDPs). SDPs allow larger than local issues such as housing, employment and infrastructure which cut across a number of Local Planning Authorities (LPAs) boundaries to be considered in an integrated and comprehensive way.

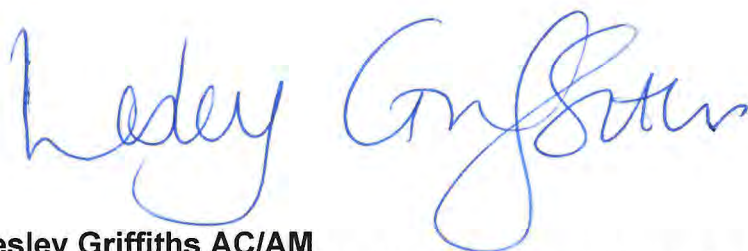
The role of the planning system in delivering excellent outcomes for Wales at national, regional and local levels has never been more prominent. Our new National Strategy: Prosperity for All acknowledges the key role the planning system must play by recognising planning decisions as a critical lever to deliver the central goal of prosperity for all. It notes planning decisions affect every area of a person's life. They determine where homes are built, where services are provided, the quality of the local environment, the promotion of sustainable economic growth and access to open space. The right planning system is critical in delivering the objectives of the strategy – this includes ensuring better LDPs and SDPs are produced in the future.

SDPs have the potential to reduce complexity and repetition currently contained in LDPs and make more effective use of resources. The ability to pool resources, reduce preparation costs, undertake more joint technical work, utilise existing skills and expertise and rationalise issues crossing administrative boundaries should not be lost. SDPs are also necessary to provide a robust framework for the delivery of the land use implications of existing and emerging City Deal and Growth Deal proposals.

My vision for the development plan system is to achieve the most expedient way of maintaining LDP coverage through the production of Joint LDPs, while encouraging and facilitating a strategic approach through SDPs to deal with issues of regional importance. This is not about setting up parallel or competing plans, rather a streamlined suite of plans that complement and integrate as one.

To date, no proposals have been forthcoming. I consider preparing SDPs on a consistent basis for each of the three regions of South East, Mid and West and North Wales will ensure the most efficient use of resources, maintain an effective decision making framework and deliver high quality planning outcomes. **I am therefore inviting proposals for SDPs, based on the 3 regional footprints, to come forward.**

Yours sincerely,

A handwritten signature in blue ink, reading "Lesley Griffiths". The signature is written in a cursive style with a large, looped 'L' and 'G'.

**Lesley Griffiths AC/AM**

Ysgrifennydd y Cabinet dros Ynni, Cynllunio a Materion Gwledig  
Cabinet Secretary for Energy, Planning and Rural Affairs



Ein cyf : Our ref: QA1282787

Arweinydd a Phrif Weithredwr y Cyngor

B Rhagfyr 2017

Annwyl Gyfaill,

### **Gwahoddiad i Awdurdodau Cynllunio Lleol baratoi Cynllun Datblygu Strategol**

Roedd Deddf Cynllunio (Cymru) 2015 yn cynnwys y ddeddfwriaeth angenrheidiol i greu Cynlluniau Datblygu Strategol. Mae'r Cynlluniau yn caniatáu i faterion mwy na materion lleol megis tai, cyflogaeth a seilwaith sy'n cynnwys nifer o ffiniau Awdurdodau Cynllunio Lleol i gael eu hystyried mewn dull integredig a chynhwysfawr.

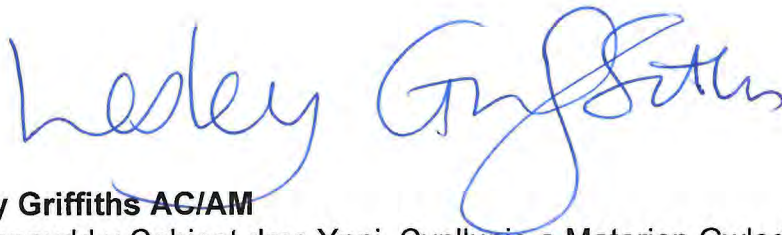
Nid yw swyddogaeth y system gynllunio wrth ddarparu canlyniadau rhagorol i Gymru ar lefelau cenedlaethol, rhanbarthol a lleol erioed wedi bod mor amlwg. Ein Strategaeth Genedlaethol newydd: Mae Ffyniant i Bawb yn cydnabod y swyddogaeth allweddol sydd gan y system gynllunio i gydnabod penderfyniadau cynllunio fel dull hollbwysig o ddarparu'r nod canolog o ffyniant i bawb. Mae'n nodi bod penderfyniadau cynllunio yn cael effaith ar bob agwedd ar fywyd person. Maent yn penderfynu ble y caiff tai ei hadeiladu, ble y darperir gwasanaethau, ansawdd yr amgylchedd lleol, hyrwyddo twf economaidd cynaliadwy a mynediad i fannau agored. Mae'r system gynllunio iawn yn hollbwysig wrth ddarparu amcanion y strategaeth - mae hyn yn cynnwys sicrhau bod Cynlluniau Datblygu Lleol a Chynlluniau Datblygu Strategol yn cael eu datblygu ar gyfer y dyfodol.

Mae gan Gynlluniau Datblygu Strategol y posibilrwydd o leihau y cymhlethdod a'r ail-adrodd sydd o fewn Cynlluniau Datblygu Lleol i wneud defnydd mwy effeithiol o adnoddau. Ni ddylid colli'r gallu i gronni adnoddau, lleihau costau paratoi, cynnal mwy o waith technegol ar y cyd, defnyddio sgiliau ac arbenigedd presennol a rhesymoli materion sy'n mynd ar draws ffiniau gweinyddol. Mae Cynlluniau Datblygu Strategol yn angenrheidiol hefyd er mwyn cynnig fframwaith cadarn ar gyfer darparu goblygiadau defnydd tir cynigion presennol a newydd Bargeinion Dinesig a'r Bargeinion Twf.

Fy ngweledigaeth ar gyfer y system cynllunio datblygiadau yw sicrhau'r dull mwyaf hwylus o gynnal Cynlluniau Datblygu Lleol drwy gynhyrchu Cynlluniau Datblygu ar y Cyd, tra'n annog a hwyluso dulliau strategol drwy'r Cynlluniau Datblygu Strategol i ddelio gyda materion sydd o bwys rhanbarthol. Nid yw hyn yn golygu sefydlu cynlluniau ar y cyd neu gynlluniau sy'n cystadlu, yn hytrach, cyfres syml o gynlluniau sy'n ategu ac yn integreiddio fel un.

Mae pedwar prosiect wedi'u cymeradwyo hyd yma. Rwy'n teimlo y bydd paratoi Cynlluniau Datblygu Strategol yn gyson ar gyfer pob un o'r tri rhanbarth, y De-ddwyrain, y Canolbarth a' Gogledd a'r Gorllewin a Gogledd Cymru yn sicrhau y defnydd mwyaf effeithiol o adnoddau, gan gynnal fframwaith effeithiol ar gyfer gwneud penderfyniadau a sicrhau canlyniadau cynllunio o safon uchel. **Rwyf felly'n gwahodd cynigion ar gyfer Cynlluniau Datblygu Lleol, yn seiliedig ar y 3 model rhanbarthol.**

Yn gywir,

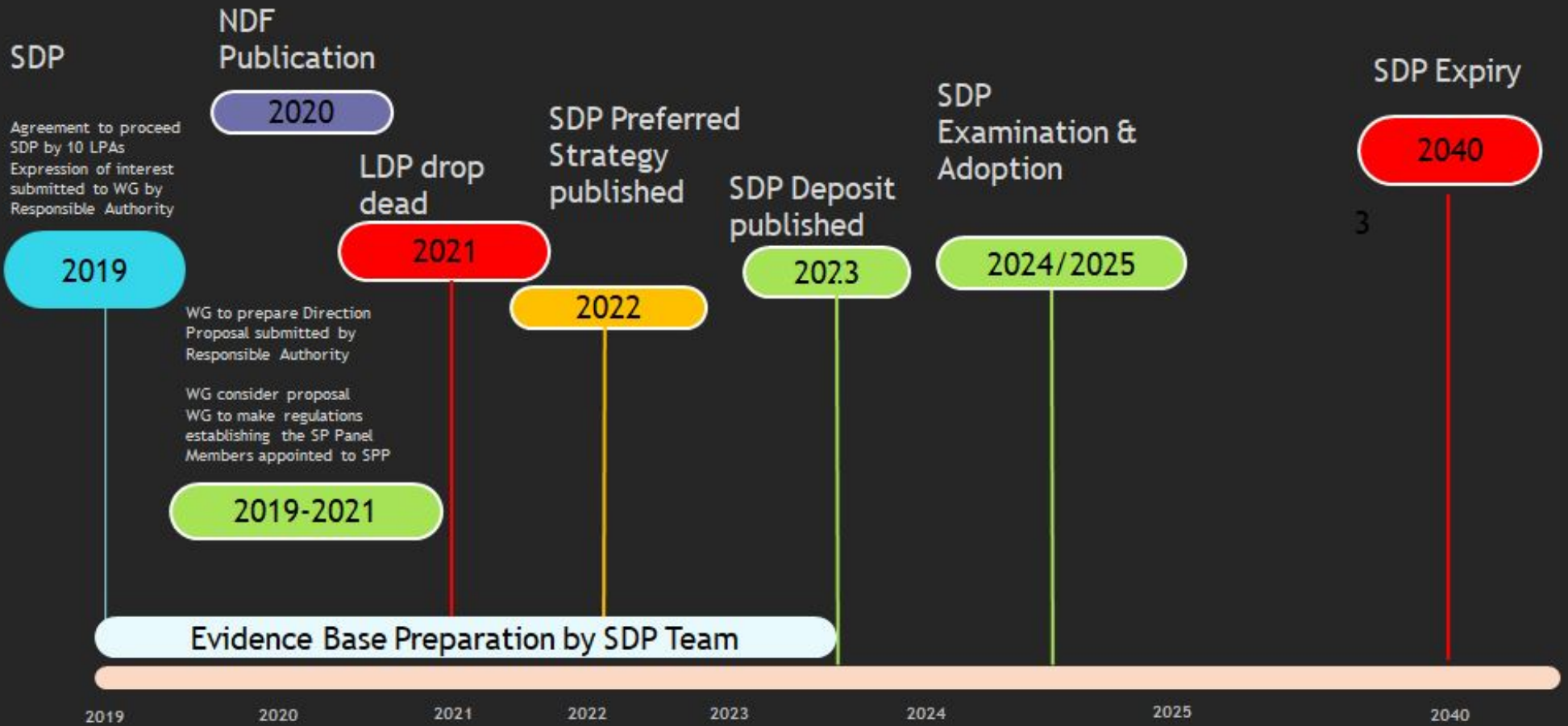


**Lesley Griffiths AC/AM**

Ysgrifennydd y Cabinet dros Ynni, Cynllunio a Materion Gwledig  
Cabinet Secretary for Energy, Planning and Rural Affairs

Appendix C: Provisional Timeline for Preparation of SDP

# SDP Roadmap





## **Cardiff Capital Region Strategic Development Plan: Responsible Authority - Options Paper**

### **Introduction**

This paper has been prepared to consider who should be nominated as the Responsible Authority for the purpose of the Cardiff City Region Strategic Development Plan (SDP). It considers the issue of a 'responsible authority' for the purpose of section 60E, Part 3, of the Planning (Wales) Act 2015 (the Act). It sets out various options for consideration to inform a recommendation to each Council as part of a wider report seeking authorisation to proceed with an SDP for the region.

The responsible authority's role is primarily a coordinator of information and a formal channel for communication between the collective group of local authorities and the Welsh Government. It is envisaged that the majority of background work, such as the technical work to devise a strategic planning boundary, including consultation, would be done on a collective basis by officers from all 10 Local Authorities. The Responsible Authority would then formally submit the proposal on behalf of the whole region to Welsh Government.

The paper has been prepared in consultation with chief planning officers from the Cardiff Capital Region and forms part of a group of papers to be presented to Members on the SDP proposals.

### **Who decides who is the Responsible Authority?**

The decision on who is identified as the Responsible Authority will need to be agreed by each constituent Council.

### **What is the Responsible Authority?**

The Responsible Authority is a nominated Local Authority within the Strategic Planning Area that acts as the main point of contact for the SDP project. The responsible authority's role is primarily a coordinator of information and a formal channel between the collective group of local authorities and the Welsh Government. The Responsible Authority is essentially a purely administrative role and does not infer any degree of authority for decision making in respect of SDP matters that will be the remit of the Strategic Planning Panel.

Welsh Government officials have advised that the purpose of the Responsibility Authority is that of being the 'host' for the processes necessary to enable the Strategic Planning Panel to function, it is not about plan preparation.

Part 3 of the Planning (Wales) Act 2015 (see Annex i) sets out the 'responsible authority' means the Local Authority given a direction by the Welsh Ministers to submit a proposal for an area to be designated as a strategic planning area under section 60D of the Act. Before issuing such a direction, the Welsh Government will first have been notified by the

'responsible authority' of the proposal to prepare a SDP for the region (see template letter at Annex ii) and therefore one of the first tasks in starting the SDP preparation will be to identify a responsible authority to act as the main point of contact and coordinator for the initial stages.

### **What will the Responsible Authority do?**

The Act sets out the various tasks, following the Direction by the Welsh Ministers, that need to be undertaken by the responsible authority (acting in conjunction with the other authorities) within 6 months of the direction or such time specified in the direction. These tasks are listed below:

- Prepare a proposal for an area to be designated as a strategic planning area which must include: a map showing the boundaries of the strategic planning area, a statement of the reasons for proposing that area, and any other information specified by the Welsh Ministers in the direction.
- Consult all other local planning authorities within all or part of the area covered in the proposed strategic planning area, and any other persons specified in the direction.
- Prepare a report about the consultation.
- Submit to the Welsh Ministers the proposal and the report about the consultation carried out.

Once the above has been undertaken, the Minister will make regulations to establish the strategic planning area and establish a strategic planning panel for that area. The Responsible Authority will continue to act as the point of contact and administrator for that process. That Council's legal / finance procedures will be used where applicable during the SDP process.

### **Identification of Responsible Authority**

The decision on who is identified as the Responsible Authority will need to be agreed by each Council. To inform this decision, Chief Planning Officers from across the region have considered the options available based on a willingness and capability to take on the Responsible Authority Role.

Of the 10 Local Planning Authorities in the Cardiff Capital Region, 7 authorities have Local Development Plans (LDPs) that expire in 2021 and as such the majority are working on LDP reviews and replacement LDPs. In this respect, their ability to focus resources within their Strategic Planning Teams towards the SDP is more limited and it would appear logical at this stage that the Responsible Authority is one of those Planning Authorities not working on a new LDP. Furthermore, other Local Authorities in the region who are not actively undertaking LDP work have directed resources away from their Strategic Planning teams and towards Development Management where work pressures are constantly high and this

may pose resource issues for some authorities and their ability to volunteer to be the Responsible Authority.

Consideration has also been given to the joint working arrangements of the Cardiff Capital Region City Deal. The Leader and Managing Director of the Vale of Glamorgan Council are the 'Planning' Representatives on Cardiff Capital Region City Deal. The Vale of Glamorgan is the 'host authority' for the Shared Regulatory Services sub-regional service and therefore has some previous experience of hosting regional working. Having adopted the Vale of Glamorgan LDP in 2017 the Council does have available resource within the Strategic Planning team to undertake the administrative work required by the Responsible Authority during the early stages of the SDP preparation.

The Vale of Glamorgan Council has been acting as the Interim Responsible Authority for the SDP, being the main point of contact and coordinator on the SDP project in the short term. For the same reasons, it is recommended that the Vale of Glamorgan Council are identified as the 'Responsible Authority' for the SDP going forward.

**Annex i**

**Part 3 of the Planning (Wales) Act 2015**

**60D Power to designate strategic planning area and establish strategic planning panel**

- (1) The Welsh Ministers may by regulations—
  - (a) designate an area in Wales as a strategic planning area for the purposes of this Part, and
  - (b) establish a strategic planning panel for that area.
- (2) A strategic planning area must comprise—
  - (a) all of the area of one local planning authority, and
  - (b) all or part of the area of at least one other local planning authority.
- (3) The Welsh Ministers must not make regulations under this section unless—
  - (a) they have given a direction under section 60E(1) to a local planning authority all or part of whose area is included in the strategic planning area to be designated by the regulations,
  - (b) either—
    - (i) a proposal for an area to be designated has been submitted in accordance with section 60E(6), or
    - (ii) the period for complying with section 60E(6) has ended without a proposal being submitted, and
  - (c) they have carried out any consultation required by section 60F(1).
- (4) Paragraphs (a) and (b) of subsection (3) do not apply in relation to regulations that revoke or amend previous regulations under this section.
- (5) Schedule 2A contains provisions about strategic planning panels.

**60E Preparation and submission of proposal for strategic planning area**

- (1) The Welsh Ministers may direct one or more local planning authorities to submit a proposal for an area to be designated as a strategic planning area under section 60D.
- (2) If the Welsh Ministers give a direction under subsection (1), they must state their reasons for doing so.
- (3) In this section, the “responsible authority” means—
  - (a) where a direction under subsection (1) is given to a single local planning authority, that authority;
  - (b) where a direction under subsection (1) is given to two or more local planning authorities, those authorities acting jointly.
- (4) The responsible authority must prepare a proposal for an area to be designated as a strategic planning area.
- (5) Before submitting the proposal to the Welsh Ministers, the responsible authority must consult—

- (a) each local planning authority, other than one to which the direction under subsection (1) was given, for an area all or part of which is included in the proposed strategic planning area, and
  - (b) any other persons specified in, or of a description specified in, the direction.
- (6) The responsible authority must submit to the Welsh Ministers—
- (a) the proposal, and
  - (b) a report about the consultation carried out under subsection (5).
- (7) A proposal submitted under subsection (6)(a) must include—
- (a) a map showing the boundaries of the area which the responsible authority propose should be designated as a strategic planning area,
  - (b) a statement of the reasons for proposing that area, and
  - (c) any other information specified by the Welsh Ministers in the direction given under subsection (1).
- (8) The responsible authority must comply with subsection (6)—
- (a) before the end of any period specified in the direction;
  - (b) if no period is specified in the direction, before the end of six months beginning with the day on which the direction is given.
- (9) The Welsh Ministers may agree to extend the period for complying with subsection (6) in a particular case.
- (10) The responsible authority must comply with any requirements set out in the direction as to—
- (a) how the consultation required by subsection (5) must be carried out;
  - (b) the form and content of the report about the consultation;
  - (c) how the proposal and the report must be submitted under subsection (6).
- (11) Subsection (12) applies if the Welsh Ministers, having given a direction under subsection (1), decide not to designate a strategic planning area.
- (12) The Welsh Ministers must give notice of their decision and the reasons for it—
- (a) to the responsible authority, and
  - (b) if a proposal has been submitted under subsection (6), to each authority within subsection (5)(a).

**Annex ii – Template Letter to Minister**

**\*\*\*\*\*DRAFT (Requires Full Council Approval)\*\*\*\*\***

Julie James AM  
Minister for Housing and Local Government  
National Assembly for Wales  
Cardiff Bay  
Cardiff  
CF99 1NA

Dear Julie James AM,

**Re: Strategic Development Plan for Cardiff Capital Region**

I write to you on behalf of the Cardiff Capital Region as the Responsible Authority for the purpose of Section 60E, Part 3 of the Planning (Wales) Act 2015 (the Act).

I am pleased to advise you that the 10 Councils in South East Wales have formally resolved to prepare a Strategic Development Plan (SDP) for the Cardiff Capital Region, covering the following Local Planning Authority areas:

- Blaenau Gwent
- Bridgend
- Caerphilly
- Cardiff
- Merthyr Tydfil
- Monmouthshire
- Newport
- Rhondda Cynon Taf
- Torfaen
- Vale of Glamorgan

In response to this letter I would be grateful if you could use your powers under the Act to issue a Direction to submit a proposal for the area to be designated as a strategic planning area under section 60D of the Act. Once the Direction is received we will prepare and consult on the proposal for the strategic planning area to enable you to thereafter prepare regulations to designate the area as a strategic planning area and establish a strategic planning panel for the area.

I look forward to hearing from you and working together to prepare a Strategic Development Plan for the Cardiff Capital Region.

Yours sincerely,

**On behalf of the Responsible Authority**

## **Cardiff Capital Region Strategic Development Plan Paper: Staff Resources**

This report has been prepared to consider how the Cardiff City Region could respond to the regional working agenda in respect of strategic planning services to facilitate the preparation of a Strategic Development Plan (SDP). It sets out various options about how the project could be resourced with staff and recommends a preferred option.

The report has been prepared in consultation with chief planning officers from the Cardiff Capital Region and has been agreed by them.

### **Background**

At present, planning policy in the region is generally undertaken at individual Local Planning Authority level, with a limited degree of collaboration and joint procurement of services at a regional or sub-regional level (undertaken on an informal footing). However, the region benefits from a strong degree of communication in this field through the South East Wales Strategic Planning Group (SEWSPG).

Whilst Local Government Reform has been dismissed in the short term, Welsh Government have made it clear they want to see more collaborative working between Local Authorities and Planning Policy has previously been identified as an area which should be mandated to operate on a regional or sub-regional basis. Welsh Government has the regulatory power to require LPAs to undertake an SDP, Joint LDP or LDP if appropriate.

The previous Minister had invited the preparation of Joint LDPs in the region, which has been rejected by Local Authorities in the region to date for numerous reasons. The preparation of an SDP provides the opportunity for the region to come together at a strategic level to plan for sustainable development in the Cardiff Capital Region. Following this, local authorities may choose to prepare joint LDP 'lite' documents that accord with the SDP strategy.

### **Matters and Issues**

In the Cardiff Capital Region there are 10 Local Planning Authorities with varying status in terms of their development plan status. The following provides a list of Local Development Plan (LDP) Status across region in order of plan expiration / review:

**Blaenau Gwent** - adopted on 22nd November 2012, Expires 2021; Undertaking plan review.

**Bridgend** - adopted 18th September 2013, Expires 2021; Undertaking plan review.

**Caerphilly** - adopted 23rd November 2010, Expires 2021.

**Merthyr Tydfil** - adopted 25th May 2011, Expires 2021; Undertaking plan review.

**Monmouthshire** - adopted 27th February 2014, Expires 2021; Undertaking plan review.

**Rhondda Cynon Taf** - adopted 2nd March 2011, Expires 2021.

**Torfaen** - adopted 3rd December 2013, Expires 2021; Undertaking plan review.

**Cardiff** – adopted 28th January 2016, Expires 2026.

**Newport** – adopted 27th January 2015, Expires 2026.

**Vale of Glamorgan** – adopted 28<sup>th</sup> June 2017, Expires 2026.

The availability of staff resources within each Local Planning Authority will depend on the capacity of the team and the level of work being undertaken on other projects outside the SDP such as LDP review, preparation of SPGs, policy support to corporate projects and development management. The table below provides a summary of available resource in planning policy teams in the region at May 2019.

	Core Policy Team	Other	Current Work programme and ability to resource SDP
<b>Blaenau Gwent</b>	1 x Team Manager 1 x Team Leader 1 x Planning Assistant  Total - 3 FTE	Service Manager has Policy, DM and Building Control within remit.  Central admin support.  Minerals provided by Carmarthenshire	Policy team currently working on LDP Review.
<b>Bridgend</b>	1 x Team Manager 1 x Team Leader 2 x Senior Officer (one currently vacant) 2 x Planning assistant (1 FT, 2 PT)  Total – 6 FTE	Strategic Transportation function now within wider planning function	Policy team currently working on LDP Review.  Currently undergoing re-structure following merger with Strategic Transportation Function  Depending on workloads could contribute ad hoc to regional work.
<b>Caerphilly</b>	2 x Team Leaders 2 x Principal Officers 3 x Senior Officers  Total - 7 FTE		
<b>Cardiff</b>	3.5 x Policy Planners  Plus 3 FTE Officers within Team currently providing	7 Place-making Team Planners covering Design, Master-planning, Projects,	



APPENDIX E – Staff Resources for SDP

	Core Policy Team	Other	Current Work programme and ability to resource SDP
	flexible support as Non-Strategic DM Case Officers  Total – 6.5 FTE	Infrastructure, viability, CIL, S106, Heritage & Conservation.  Head of Planning, Operational Manager of Strategic DM & Place-making & Operational Manager for Non-Strategic DM.	
<b>Merthyr Tydfil</b>	1x Team leader  2.5 x Policy officers  Total – 3.5 FTE	No admin support.  Minerals service provided by Carmarthen.	Policy team currently working on 1 <sup>st</sup> Replacement LDP. Examination June / July 2019. Adoption anticipated Jan 2020.  There will be some capacity to assist with SDP work post adoption.
<b>Monmouthshire</b>	1 x Planning Policy Manager 1 x Principal Officer 1.8 x Senior Officer  1 x Research Officer  Total – 4.8 FTE	Head of Planning Service (including Development Management, Housing function and BC)	Policy team currently working on LDP Review, alongside current LDP monitoring for AMR and 4x SPG in progress for current LDP.  No surplus capacity to assist with SDP, but if colleagues wish to apply for SDP roles and are successful, they would be supported and their posts would be backfilled.
<b>Newport</b>	1 x Planning Policy Manager 1.8 x Senior Policy Officer  Total – 2.8 FTE	Planning Systems Officer (pooled resource with DM/BC/Policy)	Newport LDP adopted 2015. Currently working on SPG, plan monitoring and planning consultancy work for DM and internal Council projects.  Have some capacity to

APPENDIX E – Staff Resources for SDP

	Core Policy Team	Other	Current Work programme and ability to resource SDP
			assist with specific projects and evidence base.
<b>Rhondda Cynon Taf</b>	<p>1 X Planning Manager (vacant)                      1 X Team Leader                      2 X Senior Planners                      1 X Planner                      1 X Planning Assistant (vacant)</p> <p>Total – 6 FTE</p>		This team would primarily be required to prepare any future LDP for Rhondda Cynon Taf. Could offer interaction and sharing of information with the Regional SDP team.
<b>Torfaen</b>	<p>2 x Principal Policy Officers (Joint Team Leaders)                      2 x Senior Policy Planners</p> <p>Total – 4 FTE</p>	<p>DM support provided by Central Admin Unit (not dedicated)</p> <p>Forward Planning and Building Regulations teams report directly to Head of Planning and Development who reports directly to Chief Officer Neighbourhoods, Planning &amp; Public Protection</p>	Policy team currently working on LDP Review.
<b>Vale of Glamorgan</b>	<p>1 x team leader                      3 x senior planner (1 on secondment at Merthyr)                      1 x Assistant planner</p> <p>Total – 5 FTE</p>	<p>1 x Head of Service (Planning &amp; Regeneration),                      1 x Operational Manager (Planning &amp; Building Control)</p> <p>Admin support from DM Support Services team as required</p> <p>Minerals provided by Carmarthenshire</p>	<p>VOG LDP adopted 2017. Currently working on SPG, plan monitoring and planning consultancy work for internal Council projects (Housing, Estates etc.)</p> <p>Have capacity available to undertake SDP Responsible Authority role in 2019/20 and 2020/21 before SDP Team set up.</p> <p>Have capacity to assist with specific projects and evidence base work to assist SDP Team.</p>

### Options for Delivering SDP

The delivery of the SDP requires focus and commitment and significant staff time. There are several ways in which this could be achieved, which are considered further below.

#### Option 1 – Informal collaboration with a Lead Authority

Keep existing structures across 10 Local Planning Authorities in the region, identify a ‘Lead Authority’ and divide the workload across existing staff, delegating tasks on an informal collaborative basis reporting to lead authority.

Pros	Cons
<ul style="list-style-type: none"> <li>• Could start immediately</li> <li>• No need for structural re-organisation</li> <li>• Allows flexibility to respond to peaks / troughs in workload</li> </ul>	<ul style="list-style-type: none"> <li>• Other work distracting from SDP preparation</li> <li>• Reliance on other LPAs to find resource to help out</li> <li>• Participants likely to retain own ‘LA’ bias</li> <li>• Lack of autonomy of ‘Lead Authority’</li> <li>• Would still require Lead Officer role to be appointed</li> </ul>

#### Option 2 – Procure Consultancy Services

Keep existing structures across 10 Local Planning Authorities in the region, procure consultants to undertake all SDP preparation reporting back to LPAs. Would most likely need a ‘Lead Authority’ to act as commissioning authority and contact.

Pros	Cons
<ul style="list-style-type: none"> <li>• Impartiality</li> <li>• No need for structural re-organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Cost – likely to be more expensive to but in services</li> <li>• Lack local knowledge / experience</li> <li>• Reliance on LPA officers to check work and steer consultant input</li> <li>• Lack of ‘buy-in’ on a long-term basis</li> <li>• Delays in set-up / procurement which would still require LPA support</li> <li>• Less experience with Member liaison and issues of trust</li> </ul>

#### Option 3 – One or more LPAs prepare the SDP on behalf of the Region

## APPENDIX E – Staff Resources for SDP

One or more existing LPA undertake the preparation of the SDP on behalf of the region, using existing resources and recruiting new staff as necessary which could include secondment from other authorities. The body would be responsible for preparation and delivery of the SDP, and potentially SDP review and SDP monitoring. Would require remuneration from other LPAs not participating directly.

Pros	Cons
<ul style="list-style-type: none"> <li>• No need for structural re-organisation</li> <li>• Cost</li> </ul>	<ul style="list-style-type: none"> <li>• Lack of resources within existing LPAs to do this</li> <li>• Other work distracting from SDP prep</li> <li>• Participants likely to retain own 'LA' bias</li> <li>• Lack of autonomy of the Authority</li> <li>• Would still require Lead Officer role to be appointed and other staff</li> </ul>

### Option 4 – Regional SDP team established

Set up a regional SDP team to prepare the SDP who would be responsible for preparation and delivery of the SDP, and potentially SDP review and SDP monitoring.

Pros	Cons
<ul style="list-style-type: none"> <li>• Allows true regional approach to SDP – not local parochialism</li> <li>• Provides focus on SDP in isolation from other work</li> <li>• Would draw together the best people for the job</li> <li>• Provides a framework for collaboration at a regional level on land use planning matters</li> <li>• Could be used on a commercial basis to provide expertise / services for strategic planning outside the region</li> </ul>	<ul style="list-style-type: none"> <li>• Needs set up cost / time</li> <li>• Liaison / involvement from LPA officers will still be required and resourced</li> </ul>

### Option 5 – Regional Strategic Planning Re-structure / Merger

A formal restructure incorporating the strategic planning policy function of all 10 Local Planning Authorities in the region into one Regional Strategic Planning Policy Service. This service would be responsible for the delivery of all matters relating to Development Plan preparation, adoption and monitoring across the whole region. It would be a single

organisation with shared terms & conditions and a joint responsibility for delivering this service across the whole region. The body would be responsible for preparation and delivery of the SDP, Joint or single LDP lites, SDP/LDP review, evidence gathering, and Plan monitoring.

Pros	Cons
<ul style="list-style-type: none"> <li>• Allows true regional approach to SDP – not local parochialism</li> </ul>	<ul style="list-style-type: none"> <li>• Needs set up cost / time</li> <li>• Operationally impractical given current LDP reviews underway</li> <li>• Employee terms and conditions and trade union impacts</li> <li>• Would still require separation of workload / functions to divide out SDP and LDP work</li> </ul>

### Preferred Option

Having regard to the benefits and disadvantages of the ways of working set out above, the preferred option is considered to be Option 4 – Regional SDP team established.

In addition to the core team, there is likely to be specific projects that could be undertaken either by consultants or by officers with relevant expertise within the region who could be seconded or tasked to deliver a specific project (e.g. population projections). Secondment from existing local authority teams could result in LPA’s having difficulty in progressing their own LDPs to meet Delivery Agreement timeframes. Any secondments will need to be programmed to ensure that the ability of the affected authorities to deliver their plans, in accordance with their delivery agreements, is not prejudiced.

## **Cardiff Capital Region Strategic Development Plan – Cost Analysis (June 2019)**

### **Introduction**

1. This paper has been prepared to support the report seeking authorisation to proceed with the Strategic Development Plan (SDP) for the Cardiff Capital Region. It sets out the likely cost of preparing the SDP on this scale using best available evidence at this time. Evidence includes the Welsh Government’s Regulatory Impact Assessment Methodology for the Planning (Wales) Bill alongside actual costs for Local Development Plan preparation in the region over recent years and planned spend on current LDP preparation. The WG’s cost estimate for the SDP was circa £3.5m however this was a total cost and included costs such as LPA Members, LPA consultees and press notices which are not included below as explained in the report where appropriate. This report concludes that the estimated cost of preparing the SDP for the Cardiff Capital Region will be circa £3.14m over 5 years.
2. The cost associated with preparing the SDP will need to be met by the constituent Local Authorities, albeit Welsh Government have indicated a willingness to support this collaboration project with some financial contribution which has yet to be agreed.
3. The Strategic Planning (Composition of Panels and Qualifying Expenditure) (Wales) Regulations 2016 set out the expenditure of a panel that is “qualifying expenditure” to be met by the constituent local planning authorities and includes: staff costs; remuneration of nominated and co-opted members of the panel; costs associated with the hire / occupation of premises; consultancy and technical fees; equipment costs and other costs associated with enabling a panel to undertake its functions under Part 6 of the 2004 Act.

### **Initial project set up costs**

4. To date a significant amount of officer time has been dedicated to this process on a collaborative basis with input from officers across the region. If all Councils agree to proceed with the SDP, this will increase further in the short term before the SDP Team and Panel are established. Therefore, it is considered necessary to establish an initial budget to cover officer time involved in this project which varies between constituent authorities but is of benefit to the region as a whole and thus should be covered by the region.
5. Initial tasks will include:
  - Preparation and formal submission of SDP Proposal to the Minister including justification for the Strategic Planning Area (60E of the Planning Act)
  - Liaison with WG on SDP draft regulations and guidance
  - Support to constituent LPAs on SDP matters such as attendance at Member and Officer briefings
  - Recruitment of SDP Team
  - Procuring appropriate office and meeting accommodation for SDP Team and Strategic Planning Panel (SPP) as appropriate

## APPENDIX F – SDP Cost Analysis

6. There are potential costs associated with these tasks such as staff time (with on costs), travel expenses, legal advice and other technical support as required.
7. It is considered that £50,000 will be adequate to cover staff costs for this initial work, whilst any underspend can be carried forward to the main project. It is proposed in the main report that each constituent LA contribute their share towards this cost to the Responsible Authority following agreement by all Councils to proceed with the SDP. The Responsible Authority will administer the fund in the first instance and enable other Local Planning Authorities (LPAs) to charge their costs to the SDP project as appropriate.
8. The proportional split of funding recommended in the main report is shown in the list below, and attributes this initial project set up cost as follows:

<b>Local Authority</b>	<b>% cost based on SSP votes</b>	<b>£</b>
Blaenau Gwent	4.35	2,175
Bridgend	8.7	4,350
Caerphilly	13.04	6,520
Cardiff	21.74	10,870
Merthyr Tydfil	4.35	2,175
Monmouthshire	13.04	6,520
Newport	8.7	4,350
Rhondda Cynon Taff	13.04	6,520
Torfaen	4.35	2,175
Vale of Glamorgan	8.7	4,350
<b>Total</b>	<b>100.01</b>	<b>50,005</b>

### SDP Team Staff costs

9. The delivery of the SDP will require focus and commitment and significant staff time. It is therefore considered that the best method for delivery would be to establish a dedicated regional SDP team to undertake the project (see Resources paper at Appendix E for justification of this approach).
10. It is essential that the lead officer for the SDP Team is a person with a detailed knowledge of planning policy with proven experience of delivering a complex major project like the SDP. They will need to have a range of skills and personal attributes to enable them to deliver the project on time and within budget. The job will involve collaboration with 10 Local Authorities, including building relationships and trust with Members and Chief Officers across the region and supporting the Strategic Planning Panel. The position and salary therefore needs to be competitive to attract the very best person for the job and to reflect the seniority and responsibility that the role has for delivering strategic planning in the region. It is therefore recommended that the job is a Head of Service level equivalent to the Head of Service roles within the City Deal Office Leadership Team and the proposed salary below reflects this.

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11. Similarly, the Policy Officers appointed to the SDP team need to be experienced officers with detailed knowledge of planning policy and proven experience of working on a complex major project like the SDP. To deliver the SDP, the team will have to understand and resolve a wide range of land-use planning issues that will vary significantly across the Cardiff Capital Region. Their work will inform plan-making in the region for the future and it must therefore be of the highest quality. In order to attract the very best people for the job, it is considered appropriate that the salaries reflect the more complex nature of the work at a strategic / regional level and are higher than the nearest equivalent role within Local Planning Authorities. The proposed salaries below reflect this.
12. It should be emphasised that these are indicative salaries at this stage for the purpose of estimating a cost for the preparation of the SDP. They would need to be scrutinized through a job evaluation process in due course once job description and person specifications have been devised.
13. Given the scope and nature of the project it is considered the following team structure would be appropriate:
  - Head of SDP Team – up to £69,318
  - Policy Officers x 4 – up to £41,675
  - Technical support x 1 up to £32,878
14. The WG regulatory assessment assumed 60% on-costs which are 4% higher than those of a LPA due to estimated higher accommodation costs and were taken from a Welsh Government funded body. These are considered to be robust assumptions for this report<sup>1</sup>.
15. Initially, it is thought that only the Lead Officer plus 2 in support would be required to start the project and set out the work programme for the delivery of the SDP, with the team growing to full strength once the plan preparation is underway. Therefore, the staff costs for the 5 year delivery programme are set out in Table 1 assuming mid-point salary range and 60% on-costs.

**Table 1: SDP Team Staff Costs (including on-costs)**

	Year 1	Year 2	Year 3	Year4	Year 5
Head of SDP £100,958 (£63,099 + £37,859)	£100,958	£100,958	£100,958	£100,958	£100,958
Policy Officer £64,390 (£40,244 + £24,146)	£64,390	£64,390	£64,390	£64,390	£64,390
Policy Officer £64,390 (£40,244 + £24,146)	£64,390	£64,390	£64,390	£64,390	£64,390
Policy Officer £64,390 (£40,244 + £24,146)	£0	£32,195 (6 months)	£64,390	£64,390	£64,390
Policy Officer £64,390 (£40,244 + £24,146)	£0	£32,195 (6 months)	£64,390	£64,390	£64,390
Technical £50,011	-	£50,011	£50,011	£50,011	£50,011

<sup>1</sup> Note that Vale of Glamorgan Policy Team on-costs are currently approximately 40%.



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(£31,257 + £18,754)					
Annual Total	£229,738	£344,139	£408,529	£408,529	£408,529
Overall Total	£1,799,464				

16. Total staff costs including on costs for the 5 year SDP Preparation are therefore estimated at £1,799,464. This is slightly higher than the estimate used by WG of £1,739,350, who assumed lower salaries but a larger team of 7 with a hierarchy of Principal, Senior and Planning Officers. The Planning Policy Lead Officers in the region have considered this matter in light of their own management experience in delivering LDPs and consider the proposed team structure above to be more appropriate for the SDP project.
17. In their analysis WG estimated 'start up costs' for an SDP team of £12,572 for desks, storage, IT, phones, and printing equipment, which appears reasonable. Therefore, a total staff cost of £1,812,036 is considered a reasonable estimate for the 5 year project.
18. Once the SDP is adopted, it is considered that the SDP Team will continue to have a significant role to play in spatial planning in the region, including: monitoring and review of the SDP, involvement and support for LDPs / LDP Lite, regional evidence base review and close working arrangements with the Regional Transport Authority. Furthermore, given their skills and experience they will be able to offer services (commercially) to other regions in Wales and beyond embarking on regional spatial planning. Therefore, it is recommended that the SDP Team is established on a permanent basis with a predicted annual cost of approximately £408,529 although this has not been included in the cost appraisal for the initial preparation and adoption of the SDP.
19. In addition to the core team, there is likely to be specific projects that could be undertaken either by consultants or by officers with relevant expertise within the region who could be seconded or tasked to deliver a specific project (e.g. population projections). These costs are included in the 'Evidence Base' section. Secondment from existing local authority teams could result in LPA's having difficulty in progressing their own LDPs to meet Delivery Agreement timeframes. Any secondments will need to be programmed to ensure that the ability of the affected authorities to deliver their plans, in accordance with their delivery agreements, is not prejudiced.

### Strategic Planning Panel

20. The Panel will comprise of two thirds locally elected members and one third from social, economic and environmental partners. It is estimated that the Panel will comprise of up to 23 local elected members (see paragraphs 2.13-2.16 of main report) and up to 11 nominated members for the South East Wales area.
21. It is estimated that the Strategic Planning Panel will be required to meet on a quarterly basis for half a day. Therefore it is estimated that 20 meetings, which is equal to 10 full days over the five year plan period will be required.

## APPENDIX F – SDP Cost Analysis

22. When preparing the SDP, it is anticipated that all Members of the strategic planning panel will sit on sub committees. It is anticipated that 4 sub committees would be formed to consider the main strategic issues of population, housing, transport and infrastructure. It is assumed that 9 members of the strategic planning panel will sit on each sub group (consisting of two thirds members and one third stakeholders). Each sub committee would meet for a full day, four times a year, over a three year period, therefore 12 days per sub group. This equates to 12 days x 4 subgroups = 48 days for 9 members.
23. In addition, it is expected that the SDP Lead Officer will meet individually (or jointly as appropriate) with Members of constituent authorities during the preparation of the SDP to discuss Strategic issues and their impact within the Local Authority area.
24. The Regulations prescribe that the costs of remuneration of a constituent local planning authority member of a panel is not “qualifying expenditure”. This will require time and commitment from Councillors but it is expected that this involvement is covered by existing budgets and no additional budget will be expected to cover these costs.
25. The Regulations do include remuneration for nominated and co-opted members of the panel as qualifying expenditure to be met by the constituent local planning authorities. It is expected there will be up to 11 such Members of the panel<sup>2</sup>, attending an estimated 20 meetings of the Panel and a further 12 days for sub-committee meetings. Based on a total 32 days throughout the process Remuneration is expected to be £26,400 in total for the 10 nominated Members of the Panel<sup>3</sup>.

### **Additional costs associated with the Panel**

26. The undertaking of the SPP’s role and function is likely to incur additional costs in relation to expenses, room hire etc. WG estimated that this would cost the SPP £34,290 over the five year plan preparation period which appears reasonable.

### **Additional staff within local authority**

27. WG’s regulatory impact assessment assumed the time spent by LPAs on the SDP and light touch LDP would be the same as for inputting on the LDP in the basis there would be no increase in their work load, but a redistribution of their time between the SDP and light touch LDP. It was estimated they would spend two thirds of their time inputting to the SDP and one third on the light touch LDP.
28. However, in practice this will not be the case for the first SDP, which will be prepared at a time when at least 5 LPAs in the region are working on LDPs, hence the need to establish a separate team responsible for delivering the SDP (as set out above). With this in mind, there will only be limited involvement of those constituent LPA officers which does not amount to an increase in

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<sup>2</sup> Note this is a ‘maximum scenario’ that assumed 23 SPP voting LA Members being 2/3 of the panel and 11 co-opted Members being 1/3 of the panel

<sup>3</sup> Remuneration is equivalent to that paid to appointed persons at National Park Authorities of £3625 per annum equating to a daily rate of £75 / day.

## APPENDIX F – SDP Cost Analysis

cost to individual LPAs. There will inevitably be cost-savings arising from shared evidence base and the SDP evidence base being useful to LDPs in preparation but it is difficult to quantify this at this stage given the varying stages of LDP preparation across the region.

29. In addition, there will be some involvement from other consultees within Local Authorities such as Highways, Ecology, Landscapes, Education, Housing, Parks, Drainage, Environmental Health etc. However, given the strategic level of the document, their input will be less detailed than at LDP stage (where site allocations will be made) and should be covered within existing budgets. Therefore, no additional cost has been attributed here.

### Evidence base

30. WG estimated that on average the cost of gathering the LDP evidence base for a single authority would be between £195,000 and £265,000. This varies from area to area depending on the prevalent land use issues and depending on capacity and capability within LPA teams and the use of consultants to undertake projects. The approximate cost of evidence base work within the region for previous LDPs is shown below:

- Blaenau Gwent - £127,000
- Bridgend - £250,000
- Caerphilly - £200,000
- Cardiff - £418,000
- Merthyr Tydfil - £106,000
- Monmouthshire - £489,000
- Newport - £210,000
- Rhondda Cynon Taff - £300,000
- Torfaen - £200,000
- Vale of Glamorgan – £168,000

31. The above indicates an average cost in the region of £247,000. The scope of the studies required for the SDP will be similar to those prepared for an LDP however the SDP will consider broad principles and scale of provision, whilst the detail, such as site identification will be reflected in LDPs. These studies include:

- Sustainability Appraisal and Strategic Environmental Assessment
- Habitats Regulations Assessment
- Equalities Impact Assessment
- Health Impact Assessment
- Local Housing Market Assessment
- Population and Household Projections
- Gypsy and Traveler Accommodation Assessment
- Affordable housing viability
- Employment sites and market appraisal
- Retail assessment
- Renewable Energy
- Landscape

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- Recreation/ open space / green infrastructure
- Flooding – Strategic Flood Consequences Assessment
- Minerals
- Waste
- Transport

32. For an area such as South East Wales WG estimated that the evidence base could cost approximately three times the cost of preparing an individual LDP's evidence base i.e. £795,000 based on WG's upper estimate, which is considered to be a reasonable assumption.

### Examination

33. WG's estimated cost of a SDP examination for South East Wales was £283,180 taking into account the cost of two Inspectors and programme officer, accommodation costs and expert evidence. This is considered reasonable having regard to examination costs experienced for individual LDPs<sup>4</sup>.

### Printing costs

34. WG estimated that the printing costs for a SDP are approximately £55,000. In practice, it is questionable whether it will be necessary or appropriate to print the SDP and associated consultation documents in paper form as most authorities only have electronic versions of their LDP available now. However, the cost has been included in the overall assumptions to ensure the overall cost assumptions are realistic and robust.

### Translation costs

35. WG estimated translation costs to be £1,660 based on £83 per 1000 words for a 20,000 word document. These costs are still relevant today (VOG costs £80 per 1000 words). WG estimated that the SDP would be approximately 50% of the size of an average LDP (40,000 words at that time) and noted as a comparison, in Scotland, the adopted TAY Plan (10,300 words) SES Plan (17,000 words). However, more recent analysis of LDPs suggests the average length is closer to 80,000 and therefore, a more accurate cost assumption based on it being half the length of an LDP is £3,320.

36. WG did not include any cost estimate for translation of all the supporting information, letters and documents associated with preparing an SDP, however, this is a cost that will be incurred. Whilst it is difficult to judge at this stage without knowing the word count of the examination and supporting documents, based on similar LDP documents, a reasonable assumption would be 625,000 words costing £51,875.

### Cost of adverts

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<sup>4</sup> Examination costs for LDPs: Cardiff £300,000; Vale of Glamorgan £155,000; Blaenau Gwent £75,000; Bridgend £80,000; Caerphilly £147,000.

## APPENDIX F – SDP Cost Analysis

37. WG assumed in 2015 that adverts would be required by regulations at the following SDP stages; Delivery Agreement; Preferred Strategy; Strategic Sites; Deposit; Submission; Examination and Adoption. It was assumed that one advert could cover two local planning authorities, therefore giving a 50% saving and cost of £44,100.

38. Since then the LDP amendment regulations<sup>5</sup> have removed the requirement to advertise in the local press in recognition of the fact that there are more effective ways of engaging local communities. Therefore, officers will expect WG to omit these requirements in the SDP Regulations. Therefore, this cost has been excluded from this analysis.

### IT Support

39. The responsible authority will be able to provide normal ICT support to the team at nominal cost which is not included. However, there will be specific costs associated with the SDP, including an SDP database to manage the process such as the various stages of consultation. WG estimated the cost of an IT consultation database to be the same as for an individual local planning authority (estimated to be £15,000 to £20,000). An additional £10,000 is assumed for software licenses and support.

### Conclusion

40. The overall cost of the SDP based on a 5 year delivery programme is estimated to be £3,141,101 (rounded to £3.14m) as follows:

- Initial project set up costs £50,000
- SDP Team Staff costs £1,812,036
- Strategic Planning Panel £26,400 plus existing budget for LPA Members
- Additional costs associated with SPP £34,290
- Additional staff within local authority – existing budget
- Evidence base £795,000
- Examination £283,180
- Printing costs £55,000
- Translation costs £55,195
- Cost of adverts - None
- IT Support - £30,000

41. Based on the proportional split of funding recommended in the main report the estimated cost would be shared between the constituent Councils as follows:

**Table 2: SDP Costs per Local Authority**

Local Authority	% cost based on SPP Member votes	Total cost (£)	Annual cost (£)
Blaenau Gwent	4.35	136,590	27,318
Bridgend	8.70	273,180	54,636
Caerphilly	13.04	409,456	81,891

<sup>5</sup> The Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

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Cardiff	21.74	682,636	136,527
Merthyr Tydfil	4.35	136,590	27,318
Monmouthshire	13.04	409,456	81,891
Newport	8.70	273,180	54,636
Rhondda Cynon Taf	13.04	409,456	81,891
Torfaen	4.35	136,590	27,318
Vale of Glamorgan	8.70	273,180	54,636
<b>Total</b>	<b>100.01%</b>	<b>3,140,314</b>	<b>628,062</b>

42. In addition, Local Authorities will need to consider the cost of their own LDP work that will vary between Authorities depending on the stage they are at, as indicated below:

- Blaenau Gwent - adopted on 22nd November 2012, Expires 2021; Undertaking plan review.
- Bridgend - adopted 18th September 2013, Expires 2021; Undertaking plan review.
- Caerphilly - adopted 23rd November 2010, Expires 2021.
- Merthyr Tydfil - adopted 25th May 2011, Expires 2021; Undertaking plan review.
- Monmouthshire - adopted 27th February 2014, Expires 2021; Undertaking plan review.
- Rhondda Cynon Taf - adopted 2nd March 2011, Expires 2021.
- Torfaen - adopted 3rd December 2013, Expires 2021; Undertaking plan review.
- Cardiff – adopted 28th January 2016, Expires 2026.
- Newport – adopted 27th January 2015, Expires 2026.
- Vale of Glamorgan – adopted 28th June 2017, Expires 2026.