

*Conwy County Borough Council
September 2005*



CONWY LOCAL DEVELOPMENT PLAN DELIVERY AGREEMENT

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1. INTRODUCTION

- 1.1 In September 2004, Conwy County Borough Council decided that it would commence work on preparing a new type of development plan, known as a Local Development Plan (LDP). When adopted, the LDP will replace the existing development plans in the whole area of the County Borough outside the Snowdonia National Park. The new plan is intended to be clearer, transparent, more concise, more accessible to the public and easier to review in the future. As the plan will not repeat national planning policy, it will focus on those issues which are specifically relevant to the plan area.
- 1.2 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare a Community Involvement Scheme and a timetable for preparing the Plan, which must be approved by the Council and then agreed by the Welsh Assembly Government (WAG). These documents are known for convenience as a 'Delivery Agreement'. This Delivery Agreement includes:
- i) the timetable for adopting the plan, which is definitive for the stages up to the deposit of the plan, and indicative for the remaining stages;
 - ii) the resources that the Council will commit to the plan;
 - iii) the Community Involvement Scheme (CIS), which proposes how the Council will engage stakeholders in preparing, reviewing and amending the LDP; and
 - iv) the method by which the Council intends to deal with feedback from the consultation process.
- 1.3 The examination of the LDP will not consider this Delivery Agreement, unless there are any deviations from it that have not been agreed by WAG.
- 1.4 In its consultation document, *Delivering Better Development Plans for Wales*, WAG proposes that LDPs should make better use of Supplementary Planning Guidance (SPG). SPG consists of guidance on specific topics in a greater level of detail than what is appropriate to include within a development plan. The CIS will also apply to any SPG that is prepared as a consequence of the LDP. However, it does not apply to SPG that the Council expects to adopt before the LDP is adopted. However, any existing SPG that is 'saved' after the LDP is adopted will need to relate to LDP policy.
- 1.5. *Delivering Better Development Plans for Wales* stresses that LDPs should reflect longer-term local aspirations, based on a vision agreed to by the community and stakeholders. The Council is committed to seeking a consensus between stakeholders, in so far as it is practicable to do so and that is compatible with national planning policy. Similarly, there is an expectation on other parties that they will be involved constructively in producing a sound plan.

1.6 A draft of this agreement was issued for consultation during February and March 2005 with the bodies listed in Column 1 of Appendix 1. It has been amended in the light of the responses to that consultation exercise, and following draft regulations on the preparation of LDPs. The main differences between the consultation draft and this document are as follows:

- i) The procedure for preparing the DA is clarified;
- ii) The revised document stresses the need for all parties to seek a consensus;
- iii) The reasons why the Council decided to abandon progress on the Unitary Development Plan are explained;
- iv) Some of the differences between a LDP and other types of development plans are summarised;
- v) The aims of the Community Involvement Scheme refer to inclusiveness, consensus-building and the need to demonstrate soundness;
- vi) The processes involved in preparing the LDP are explained more fully as well as the particular roles of stakeholders at each stage;
- vii) The criteria against which consultation responses will be assessed are explained;
- viii) There have been revisions to the timetable, and it is presented in a clearer format;
- ix) The purpose of the Annual Monitoring Report is explained;
- x) Greater clarity on the resources to be made available for the Plan's preparation;
- xi) The responses to the consultation process on the draft DA are summarised; and
- xii) A glossary and index of abbreviations are provided.

2. POLICY CONTEXT

2.1 The existing development plans in the area for which the Council is the local planning authority comprise the following:

PLAN	DATE
Gwynedd Structure Plan	1993
Clwyd Structure Plan (second alteration)	1999
Llandudno Conwy District Plan	1982
Colwyn Borough Local Plan	1999

- 2.2 In 2001, the Council issued a consultation draft of the Conwy Unitary Development Plan. It was intended to place the plan on deposit during 2004, with a view to its adoption in 2006. However, in the light of the legislative changes and policy guidance from WAG, the Council has decided that it will not continue progress on the Unitary Development Plan, and will concentrate on producing the LDP instead. One reason for this decision is the new requirement to carry out a strategic environmental assessment of development plans (see Appendix 3). By incorporating this assessment into the plan making process at the outset, the Council can be confident that it is complying with the Directive.
- 2.3 There are a number of other distinctions between the process of preparing a LDP and earlier development plans. These include a requirement to engage with particular consultation bodies before the Council decides on its preferred strategy. This relates to a requirement that all parties should seek to achieve, as far as is practicable, a consensus on the plan's strategy. There is an explicit requirement for the plan to be evidence-based, whilst a further difference is that the consideration of certain stages of the plan process will focus on the 'soundness' of the plan. Appendix 3 explains what the concept of Soundness means.
- 2.4 It is envisaged that the LDP will be much more concise than some of the earlier plans, and that it will focus mainly on areas of change. The LDP will not repeat those national planning policies that can be applied directly to individual planning applications.
- 2.5 Normally it would not be possible to commence work on producing LDPs, until secondary legislation has been put in place late in 2005. However, by virtue of a statutory instrument dated 26th April 2005, Conwy is one of nine local planning authorities that have been given powers to commence work on the LDP.
- 2.6 The Delivery Agreement has been written in accordance with WAG's *Delivering Better Development Plans for Wales Consultation Document* and the draft Regulations on LDPs.

3. THE RELATIONSHIP BETWEEN THE LDP AND OTHER STRATEGIES

- 3.1 The LDP process will be co-ordinated with other strategies and existing networks within the Council. Table 1 shows the consultation processes of selected other plans and strategies.
- 3.2 The opportunity for making use of other consultation mechanisms is fairly limited, due to the timing of the consultation process. However, consultation responses on other plans and strategies will be taken into account, where they relate to LDP issues.

TABLE 1 - HOW OTHER PLANS AND STRATEGIES WILL INFLUENCE THE LDP

(This is not intended to be a complete list of plans or a definitive account of their contents, but is intended to focus on those themes that are likely to be particularly relevant to the LDP)

Plan	Critical themes	Plan period	Consultation methods used / proposed
Conwy Community Strategy "Turning Ideas Into Reality"	Based around the 5 themes of: i) A Healthy Place ii) A Prosperous Conwy iii) Strong and Safe Communities iv) Encouraging Learning and Creativity v) A Quality Environment:	2004 - 2014	Consultation carried out during 2004, involving interested parties and citizen's panel, with over 2,000 responses
Corporate Plan "Realising Potential"	Low cost housing Higher value added business Waste reduction and recycling Better integration of local transport Strengthening communities	2005 - 2008	Internal consultation during summer of 2005
Conwy Local Housing Strategy	Housing needs Affordable housing Sustainable housing	2004 - 2009	Consultation carried out during 2003 Propose to hold annual stakeholders' meetings
Local Transport Plan	Providing 'park and ride' facilities Retaining existing rail freight facilities and providing new facilities Need for improved interchanges Need to safeguard land for road improvements	2001 - 2006 (may be superseded by a regional plan)	Around 200 questionnaires were returned during 2000. The priorities of consultees included the provision of 'park-and-ride' facilities and addressing specific accident sites. Future consultation exercises may be carried out regionally.

TABLE 1(continued) - HOW OTHER PLANS AND STRATEGIES WILL INFLUENCE THE LDP

(This is not intended to be a complete list of plans or a definitive account of their contents, but is intended to focus on those themes that are likely to be particularly relevant to the LDP)

Plan	Critical themes	Plan period	Consultation methods used / proposed
Conwy Health, Social Care and Well-Being Strategy	Choice of appropriate quality housing Access to safe, affordable transport Developing physical access	2005 - 2008	Public consultation on needs assessment during 2003/2004, including public workshops and feedback forms. Consultation on draft strategy during 2004, including newspaper inserts, workshops and road shows.
Conwy Regeneration Strategy	Themes will include developing the County's marine image, promoting the County as a green and healthy tourism destination, integrating transport and regenerating Colwyn Bay	2004 - 2014	Consultation carried out during summer of 2005
North Wales Regional Waste Plan	Identifies a need for new facilities to manage waste, including exceeding statutory requirements on diverting waste from landfill	2003 - 2013 (to be reviewed every 3 years)	Consultation during 2003 included press notices and releases and 15,000 booklets. 71% of respondents in Conwy believed that recycling / composting requirements should be exceeded.

4. THE COMMUNITY INVOLVEMENT SCHEME

Aims of the CIS

4.1 The aims of the CIS are as follows:

- i) To detail how the development plan will be prepared, developed, monitored and reviewed in partnership with the community and other stakeholders.
- ii) To improve the process of plan preparation by engaging with the public, involving them fully, effectively and inclusively in the preparation of the LDP.
- iii) To seek to establish a consensus between stakeholders on the plan's aims and objectives and in its options and preferred strategy.
- iv) To provide a transparent and structured process of engagement with the community, at all stages in the preparation of the LDP.
- v) To incorporate into the process best practice regarding sustainable development and the requirements of the Strategic Environmental Assessment (SEA) Directive.
- vi) To detail how the Council will effectively engage with the community in the preparation of SPG that relates to the LDP.
- vii) To use these processes to produce a sound plan.

Community Involvement Principles

4.2 The following 8 principles show the overall approach to community involvement.

- i) Officers and members should ensure that the local community is continuously educated in the broad principles of the planning system as a continuing programme, but in particular during the pre-Deposit period.
- ii) During the pre-Deposit period officers should spend significant time 'in the community'.
- iii) All community involvement activities relating to land use planning should be an essential part of the Council's wider community planning process.

- iv) Stakeholders are actively involved in preparing, reviewing and updating development plan processes and policies.
- v) Community involvement in the development plan should be integrated with the established democratic process. Elected members should have clearly defined roles in the preparation of the development plan.
- vi) Information on planning issues is made available to stakeholders as soon as possible and in accessible formats.
- vii) As part of a two way process stakeholders are informed of the outcomes of community involvement exercises.
- viii) In preparing and undertaking community involvement, the Council will give adequate consideration to its available time and resources.

Process of Community Involvement

- 4.3 The key areas for consultation will be on the generation of strategies and options, the preferred strategy and the deposit plan. The consultation methods and the range of bodies to be consulted will vary according to each stage of the consultation process (paragraph 5.4 and Appendix 1).
- 4.4 In drawing up the list of consultation bodies, the Council has had regard to *Delivering Better Development Plans in Wales* and to the draft Regulations. The draft Regulations specify a number of 'specific consultation bodies' (such as Government Departments, Town / Community Councils and public utilities) who must be consulted individually, as well as broader categories of 'general consultation bodies', representing for example, voluntary groups, the business community, amenity groups, ethnic minorities, the disabled, and Welsh culture. The Council must engage with such of these general consultation bodies as it considers appropriate. The Council will ensure that these bodies reflect the geographic diversity of the plan area, as well as the diversity of interests. Public consultation will take place at various locations across the County and in various formats in order to make the process more accessible to a wide range of people. The Council is also making use of a selection of its Citizens Panel, which constitutes a representative cross sample of the County's residents, in order to ensure that specific representatives of the public are included at critical stages. The stages at which organisations and the general public will be involved are explained in paragraph 5.4.
- 4.5 The Council considers it important that those involved in the LDP process are familiar with the features of the new system. The chair of the Local Development Plan Task and Finish Groups and officers have met Community / Town Councils to explain the plan process, and listened to opinions. Meetings are also being held with other organisations when requested. In order to avoid duplication, where practicable, a number of similar organisations have been combined at the same meeting.

- 4.6 There will also be more general opportunities for members of the public to be involved, in particular during consultation on the preferred strategy, on the deposit plan and on the representations relating to specific sites.
- 4.7 Publicity will also be given through press releases and notices, and on the Council's website, and there will be opportunities for other parties and the general public to make comments at critical stages. Where timing permits, mailshots will be sent out with Council tax bills.
- 4.8 It is intended that the Sustainability Appraisal will be carried out jointly with the Strategic Environmental Assessment. It is a statutory requirement that There should be public consultation of the Strategic Environmental Assessment.
- 4.9 In accordance with the Council's Welsh Language Scheme and the Welsh Language Act 1993, both the Welsh and English languages will be used in public consultation exercises. Participants will be able to respond in either language. The Development Plans team includes Welsh speakers, and the Council will seek to ensure that those wishing to communicate in Welsh are not put at any disadvantage.

Feedback methods

- 4.10 Consultation responses will be collated on a database, and will then be considered by officers and members. In line with principle (vii) of paragraph 4.2, the participants will be informed within an appropriate timescale of the outcomes of the consultation exercises. Feedback takes the following form:
- i) Acknowledgement card providing Council contact details.
 - ii) Details of any decision / amendment made and supporting reasons for the decision.
 - iii) Details of the next steps in the plan process.
 - iv) The Council's website will be updated to inform the public of progress.

Review of the Delivery Agreement

- 4.11 It is proposed to monitor the effectiveness of the CIS at each stage of the plan process. This will establish whether the Council is meeting the aims and principles outlined above in line with the timetable proposed. It will also review the resources which are available to meet the needs of effective engagement with the public and propose any amendments which may be necessary.

4.12 The Council will use its best endeavours to comply with the timetable specified in section 5.9 of this Delivery Agreement. However, there is a risk that slippage in the timetable could occur. Examples of events that might (individually or in combination) cause the timetable to slip include:

- developments in European or national legislation (for example, case law on Strategic Environmental Assessment)
- changes in national policy (for example, revisions to Planning Policy Wales)
- loss of staff, and prolonged staff absence
- difficulties in complying with deadlines for submitting reports to committee / council
- an unexpectedly high number of representations.

4.13 In view of the tight timetable the Council has set itself for preparing the plan, the Council considers that it is reasonable to make an allowance for slippage of up to 6 months in the timetable without formally amending the Delivery Agreement. If there is a slippage of more than 6 months in the definitive part of the timetable, the Council will seek WAG's approval to amend this agreement. The indicative part of the timetable is in any case subject to Further approval from WAG.

5. THE PLAN MAKING PROCESS

The Council's decision-making structure

5.1 The Council has set up a politically balanced Local Development Plan Task & Finish Group. This comprises all 16 members of the Environment Scrutiny Committee and the equivalent number of members from the Planning Committee. The Task & Finish Group will oversee all aspects of the plan process, from this Delivery Agreement right up to the adoption of the Plan and its review. However, some decisions will need to be taken by the Cabinet and the Council.

5.2 There will be additional opportunities for members of the Council, and those of Town and Community Councils, to become involved in the plan process. Local members will be invited to suggest any sites within their electoral divisions which they consider either to be suitable for development or which need to be protected from development. They will also be given an opportunity to comment on sites that officers consider to be suitable for inclusion within site specific policies. Some of the members may also wish to be involved in attending local meetings.

5.3 The Council will establish) an Advisory Panel, which will make recommendations to the Task and Finish Group at particular stages of the plan process, and in particular, will assist in the process of consensus-Building. The Council has received a number of expressions of interest from The organisations listed in Column 2 of Appendix 1 in forming an Advisory

Panel, and it is evident that there is sufficient interest to make it viable. The Advisory Panel will be drawn primarily from those organisations that have expressed an interest in being represented on it. The composition of the Advisory Panel will reflect the geographical and social diversity of the plan area. It is particularly important that it includes organisations and individuals who are interested in planning issues affecting the plan area as a whole. Members of the Advisory Panel will be expected to act impartially, and will not be allowed to use their position on the panel to influence decisions on sites where they or their organisations have an interest.

- 5.4 The Council will aim, as far as practicable, to achieve a consensus on the plan's strategy, proposals and policies. Where a consensus cannot be achieved, the Council will decide how to resolve conflicting views, taking into account the outcome of the Strategic Environmental Assessment and the Sustainability Appraisal.

The critical stages in the plan process

- 5.5 There will be a number of stages at which interested parties can become engaged in the LDP. These stages are outlined below, together with the corresponding regulation in the July draft of the Town and Country Planning (Local Development Plans)(Wales) Regulations 2005. They comprise the following:
- i) *Consultation on the Delivery Agreement (Regulation 9)*
The Council has consulted on the draft Delivery Agreement with the bodies listed in Column 1 of Appendix 1.
 - ii) *Consultation on the method for producing the SA and SEA*
Regulations made under the Strategic Environmental Assessment Directive state that some public bodies have a formal statutory role in the consultation process, due to their specialist knowledge in aspects of the environment. These bodies are the Countryside Council for Wales, the Environment Agency and Cadw. In particular, they must be consulted on both the scope and level of detail of the information to be included in the SEA.
 - iii) *Pre-deposit participation (Regulation 14)*
The Council is engaging with a number of bodies for the purpose of generating alternative strategies and options. It held a seminar during July 2005, where representatives of various interests were invited to participate in focus groups to identify priority issues that will need to be addressed in the strategy. The bodies that were invited to be represented on these focus groups are listed in Column 2 of Appendix 1. In addition, 40 members of the Council's Citizens' Panel, which constitutes a sample of the County Borough's residents, were also invited. The invited sample of the Citizens' Panel was selected to reflect the geographic and demographic diversity of its members.

The Task & Finish Group has resolved to set up an Advisory Panel, comprised of representatives of statutory bodies, business and Development interests, environmental and amenity groups and community councils. The Advisory Panel will provide an indication of possible strategies that the Task and Finish Group might wish to examine. For example, the Task & Finish Group might wish to compare a spatial strategy of concentrating development in certain settlements with one of dispersing development more widely. The Group will select a small number of options that can be tested against SA / SEA criteria. The results of the SA / SEA will enable the Group to select its preferred strategy.

iv) *Pre-deposit public consultation (Regulation 15)*

The pre-deposit proposals will consist of the Council's preferred strategy, options and proposals for the LDP, together with other relevant documents. Earlier strategic options and their implications will be made explicit. The Council will make copies of the pre-deposit proposals available at the Civic Offices in Colwyn Bay, and also at selected other venues, such as the main public libraries, and will also publish them on its website. The Council will advertise the proposals in the local weekly newspapers, and will send copies to those bodies listed in Column 3 of Appendix 1. There will be a period of not less than 6 weeks for making representations on the proposals.

Consultation responses on the preferred strategy will be reported back to the Advisory Panel, and then to the Task and Finish Group, and will be assessed according to the criteria listed in paragraph 5.6. The Task & Finish Group will then decide whether to uphold the preferred strategy, or whether to modify it in the light of consultation responses.

v) *Invite suggestions on site allocations (additional non-statutory stage)*

Once the Task & Finish Group have finally decided on the preferred strategy, the Council will then undertake the process of identifying individual sites that are suitable for being allocated for development. The Council will contact developers, agents and bodies representing landowners, giving them an opportunity to suggest sites that might be suitable for development. The Council will also publish an advertisement in local newspapers, giving the public an opportunity to make similar suggestions. The Council will inform those proposing site allocations that the allocation must be consistent with the objective of achieving a sound plan. A list of the suggested site allocations will be reported to the Task & Finish Group, and will be assessed according to the criteria listed in paragraph 5.6. The Task & Finish Group will then decide whether to include or exclude each site.

vi) *The deposit LDP (Regulation 17)*

The Council will take the same steps to make the deposit LDP available and to publicise it as for the pre-deposit proposals. In addition, the Council will display notices on or adjoining sites proposed for allocation, and will consult with immediately adjoining occupiers, following the same principles as its protocol on consulting neighbours On planning applications.

vii) *Representations on site allocations (Regulation 20)*

A 'site allocation representation' is one that seeks to change the LDP by adding a site allocation policy to the LDP, or by altering or deleting any site allocation policy in the LDP. Anyone proposing a new site will be expected to show how the allocation would comply with the plan's strategy and would further the aim of producing a sustainable plan. The Council will make copies of site allocation representations available at the same locations as the pre-deposit and the deposit proposals, and where practicable, will publish them on its website. It will also publish in local weekly newspapers the fact that the representations can be inspected, and will also notify those who received the deposit LDP. In addition, the Council will display notices on or adjoining sites proposed for allocation, and will consult with immediately adjoining occupiers, following the same principles as its protocol on consulting neighbours on planning applications. There will be a period of not less than 6 weeks for making representations on the site allocation representations.

The representations on stages (vi) and (vii) will be reported to the Advisory Panel and then to the Task and Finish Group. The Council itself is unable to make any changes to the Deposit Plan, but it can make suggestions to the Inspector on whether it would be prepared to support or oppose changes proposed by other parties.

viii) *Examination (Regulation 23)*

The purpose of the examination is to ensure that the LDP meets requirements of 'soundness', for example, in terms of coherence and consistency with matters to which it must have regard, such as national policy. The examination will be carried out by an Inspector appointed by the National Assembly. The Council will take the necessary steps to publicise the examination at least 6 weeks before it opens. Since the Inspector's report is binding, neither the Council nor the other parties will be able to influence the plan after the examination.

FIGURE 1 - GENERATING THE PREFERRED STRATEGY

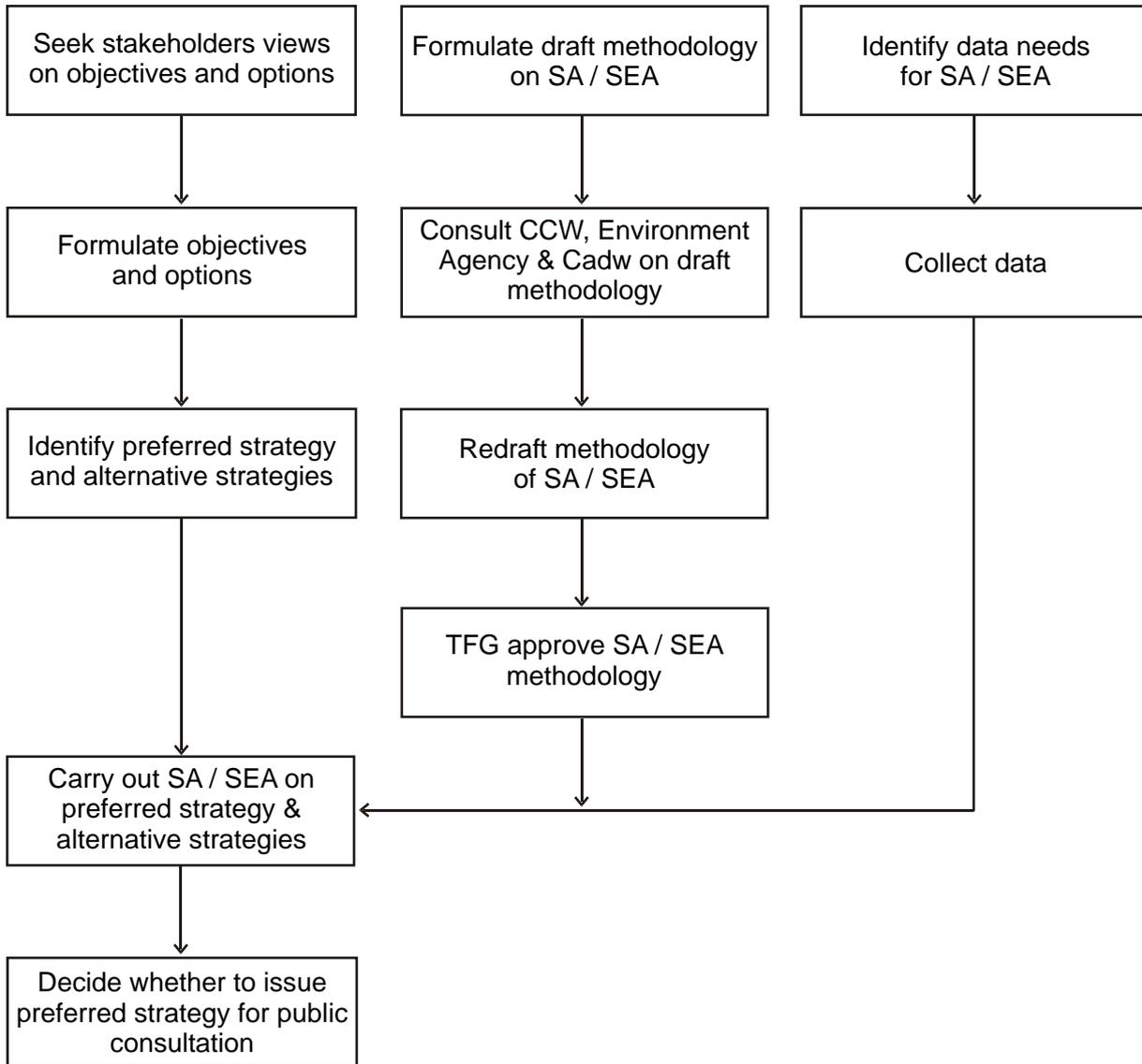


FIGURE 2 - FROM STRATEGY TO DEPOSIT

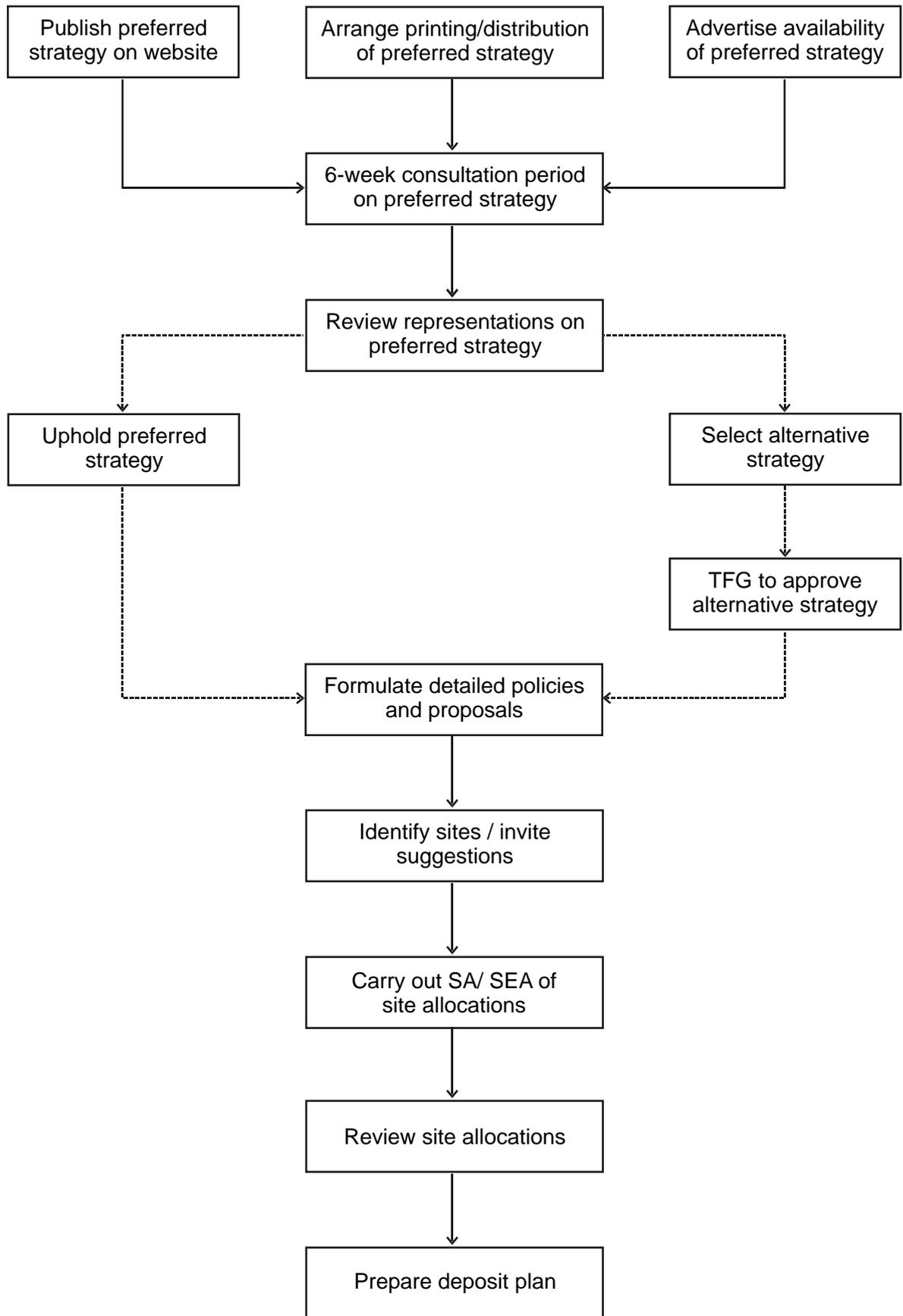
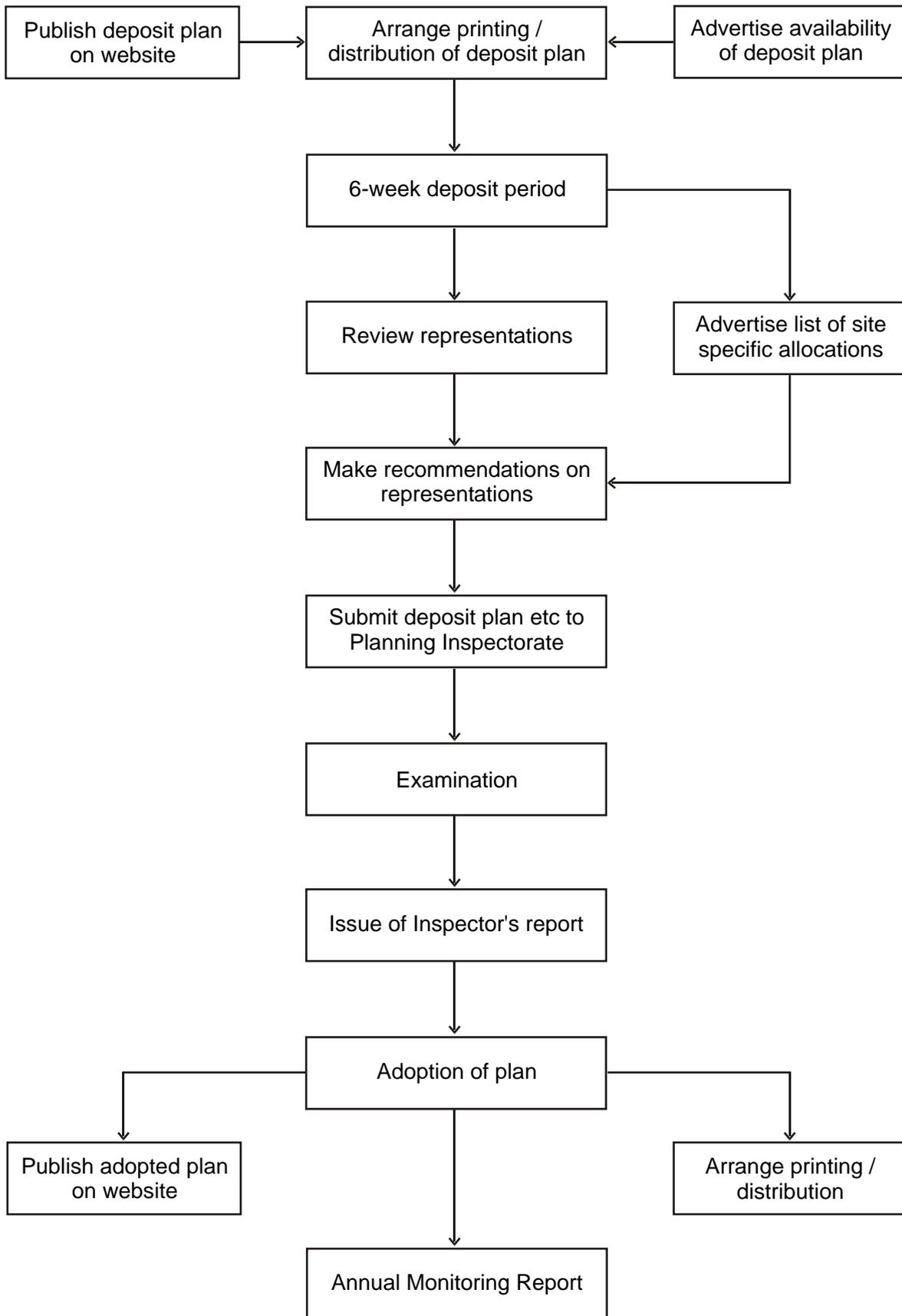


FIGURE 3 - DEPOSIT TO ADOPTION AND BEYOND



How consultation responses will be assessed

- 5.6 Summaries of consultation responses on the preferred strategy will be reported to the Task and Finish Group. The responses will be assessed according to the following criteria:
- i) Does the response relate to a matter that is relevant to the LDP?
 - ii) Is the response consistent with statutory matters to which the LDP must have regard (for example, national policy, the Wales Spatial Plan and the available resources)?
 - iii) Is the response consistent with the criteria of the Sustainability Appraisal?
 - iv) Is the response consistent with the criteria of the Strategic Environmental Assessment?
 - v) Does the response assist the process of consensus-building?
- 5.7 In the light of this process, the Task and Finish Group will need to consider whether to continue with its preferred strategy, to modify it, or to select a different strategy.
- 5.8 Representations made on the deposit plan and on the site allocation representations will also be reported. Whilst the Council is unable to alter the plan itself, it will be given an opportunity to decide whether to support or oppose those representations at the Examination. These responses will be assessed on the basis of criteria (i) (v) of paragraph 5.5, and also according to whether they are consistent with the preferred strategy.

Timetable

- 5.9 Draft regulations issued by WAG provide for a 2-part timetable. This gives councils greater flexibility in preparing their timetables, and allows for the later stages to be reviewed. This timetable follows a 2-part format:
- i) a definitive first part, which consists of all the stages leading up to, and including, the deposit stage; and
 - ii) a more indicative part to cover the later stages. The second part of the timetable will be submitted for approval when the Council has a clearer indication of the later stages of the timetable.

The target dates for the pre-deposit stages are shown in Table 2.

TABLE 2 - TIMETABLE UP TO DEPOSIT

Date	Preparatory Work & Delivery Agreement	Objectives, Options & Proposals	SEA & SA
September 04	Council resolve to prepare LDP		
October 04			
November 04	Council resolve to set up TFG on LDP		
December 04			
January 05			
February 05		Issues Paper to TFG	
March 05	Consult on the draft DA		
		DA to TFG	
		DA to ESC	
April 05	DA to Cabinet		
May 05	Revise DA		
June 05			
July 05	Resubmit DA to TFG	Hold focus groups to identify potential strategies	Establish SA / SEA methodology
August 05	DA to WAG	Appraise outcome of focus groups	Identify environmental problems and collect baseline information for SEA
September 05	WAG approve DA	Nominate members on Advisory Panel	
October 05		Advisory Panel to consider preferred strategy / objective (& identify alternatives)	Consult CCW, EA & Cadw on SA/SEA methodology
December 05		TFG select preferred strategy / objectives (& identify alternatives)	TFG approve SA/SEA methodology

TABLE 2 (CONTINUED) - TIMETABLE UP TO DEPOSIT

Date	Preparatory Work & Delivery Agreement	Objectives, Options & Proposals	SEA & SA
January 06		Cabinet consider recommendations of TFG	Carry out SA & SEA on preferred strategy and alternatives
February 06		Arrange for printing LDP Strategy and for publication on website	Arrange for printing SEA/SA and for publication on website
March 06		Public consultation on LDP strategy	Public consultation on SEA/SA
April 06		Advisory Panel / TFG assess representations and review LDP strategy	Assess representations and review SA/SEA
June 06		Formulate detailed policies	SA / SEA on detailed policies and proposals
July 06		Invite suggestions on site allocations	
August 06		Review suggestions on site allocations	
September 06		Detailed proposals to TFG	
October 06		Detailed proposals to Cabinet	
November 06		Arrange for printing copies of Deposit LDP and for publication on website	
December 06		Deposit LDP	
January 07			
February 07			
March 07			
April 07			

Key to abbreviations

CCW (Countryside Council for Wales) EA (Environment Agency) ESC(Environment Scrutiny Committee) TFG (Local Development Plan Task & Finish Group)

How consultation responses will be assessed

- 5.10 The plan will be based on evidence. The Conwy Housing Needs Study was carried out in 2002, and identifies the overall scale of housing needs in the County Borough. The local planning authority has undertaken a study of density in recent residential development (completed in June 2005), and is compiling an Urban Land Capacity Survey to assess the potential contribution of small, unallocated sites to the overall supply of housing and employment land (completion expected September 2005). It is also the lead authority in producing population and household projections, which were completed in the summer of 2005. It is undertaking an annual Housing Land Availability Study, in conjunction with the WDA, as well as a survey of available employment land, in conjunction with the Regeneration Department. It is anticipated that both these surveys will be completed during the autumn of 2005. The Council is also commissioning a study of future retail floor-space requirements in specific town centres, which will be completed before the end of 2005.
- 5.11 The Council will also use data collected by other parties, for example, the reports of the North Wales Regional Aggregates Working Party (2003) and the North Wales Regional Waste Plan (2003, and currently under review). Whilst the Council does not have control over data collected by other parties, it is reasonably confident that the plan will be based, as far as practicable, on up-to-date evidence.
- 5.12 An indicative timetable for the post-deposit stages is shown in Table 3.

TABLE 3 - INDICATIVE POST- DEPOSIT TIMETABLE

DATE	ACTION
June - October 07	Review representations (including suggestions on alternative sites) and prepare response
July 07	Prepare Part 2 of the timetable
August 07	Advertise alternative sites
September 07 - November 07	Review representations on alternative sites and prepare response
December 07	Submit the Deposit Plan and related documents to Planning Inspectorate
April - June 08	Examination in Public
December 08	Receive Inspector's report
February 09	Adopt LDP
June 10	First Annual Monitoring Report

- 5.13 The Annual Monitoring Report will be published by June in each subsequent year, until the review of the LDP is complete. The contents of the report will depend on the actual policies on the plan, and to the monitoring indicators

included in it, and cannot therefore be identified in full at this stage. However, the report will address the following matters that are prescribed in draft regulations:

- i) Identify policies that are *not* being implemented, together with reasons why they are not being implemented, any steps that the Council is taking to implement them and whether the Council intends to replace or amend the policy;
- ii) The housing land supply taken from the current Housing Land Availability Study; and
- iii) The number of net additional affordable and general market dwellings built.

6. RESOURCES

- 6.1 The core plan preparation work will be undertaken by the Development Plans team which consists of four members of staff, a Principal Planning Officer, two Senior Planning Officers and a Planning Officer. It is anticipated that, on average, the Principal Planning Officer will spend a third of his operational time in preparing the LDP, whilst the other three officers will spend two thirds of their operational time on this work. However they will receive substantial support and assistance from other members of staff on matters such as research, mapping and graphic design. Input, particularly in respect of policy formulation, will also be made by specialist members of the Planning Services and other Council departments. Consideration will also be given to employing additional members of staff to assist in particular stages of the LDP process. For example, a temporary member of staff is currently involved in collecting evidence for the Urban Land Capacity Study.
- 6.2 The Council operates on the basis of an annual budgeting cycle. In terms of financial resources, the forecasted expenditure for the period 2005/07 is shown in Table 4.

TABLE 4 FORECAST EXPENDITURE BETWEEN 2005/07

Expenditure	Cost (£'000)
2004/05	
LDP Strategy Community Involvement	2
LDP Strategy Written Statement - printing bilingually	4
LDP Strategy Publicity and Consultation	3
LDP Strategy Sustainability Appraisal and SEA	10
LDP Strategy on Internet (assuming in-house job)	0
Printing in alternative formats (if required)	6

Expenditure	Cost (£'000)
2006/07	
Deposit LDP - Written Statement printing bilingually	6
Deposit LDP - Proposals Map Colour printing	12.5
Deposit LDP - Publicity and Consultation	3
Deposit LDP - Sustainability Appraisal and SEA	20
Deposit LDP on Internet (assuming outside job)	6
Printing in alternative formats (if required)	6

- 6.3 Details of budget requirements for the post-deposit stages will be submitted with the Part 2 timetable. It is currently estimated that the examination and related items (such as hire of the venue and the employment of the Programme Officer) could cost in the order of £250,000. It is stressed that this is a very rough estimate, and that the actual cost will depend on the number and the nature of representations on the deposit plan and the method by which the Inspector wishes to examine those representations.
- 6.4 The Council acknowledges that there may be unforeseen constraints in implementing the Delivery Agreement, particularly in relation to staff and budgetary resources, but will endeavour to minimise the effect of any such difficulties that may occur.

7. SUPPLEMENTARY PLANNING GUIDANCE

- 7.1 At present, the Council has non-statutory policies relating to parking standards, shopfronts and advertisements and the protection of trees, and is producing SPG on a number of topics, including Affordable Housing. These documents will be carried forward after the adoption of the LDP, unless the Council considers that they will need to be reviewed, either as a result of LDP policies or for other reasons.
- 7.2 The CIS will also form the basis for public involvement on producing SPG in cases where that guidance arises from the LDP. However, it is envisaged that since SPG relates to specific issues, and that the policy context will have already been explored in preparing the LDP, the consultation process will be less extensive and will be tailored to the particular issue in question. Since SPG will be grounded on policies that have already been subject to a sustainability appraisal and an SEA, it will not be necessary to repeat these exercises in preparing the SPG.
- 7.3 The issues that will need to be addressed through SPG will be identified following consultation on the LDP strategy, and included in the second part of the Delivery Agreement.

8. POST-ADOPTION REVIEW OF LDP

- 8.1 After it has been adopted, the Council will monitor and review the LDP. Any amendments to the LDP will need to go through the same stages as the preparation of the LDP itself. The Council will apply the general principles outlined in the CIS when it reviews and carries out any amendments to the LDP. However, it will tailor the community involvement according to which areas or issues are being reviewed / amended.

9. CONTACTS

- 9.1 Further information can be gained from the Development Plans Section, Planning Services Department, Civic Offices, Colwyn Bay, LL29 8AR, Telephone: 01492 575180 or by email to cynllunio.planning@conwy.gov.uk.

APPENDIX 1 - LISTS OF BODIES TO BE ENGAGED IN THE LDP PROCESS

Column 1 : Bodies consulted on the Delivery Agreement	Column 2 : Bodies invited to the focus groups	Column 3 : Bodies to be consulted on the preferred strategy and notified of the Deposit Plan
Public bodies	Public bodies	Public bodies
The Countryside Council for Wales	All the bodies listed in Column 1 (apart from the Planning Inspectorate and the Chief Legal Officer)	All the bodies listed in Column 1 (apart from the Planning Inspectorate) and in addition:
The Environment Agency	Welsh Language Board	Crown Estates Office
Cadw	Forestry Commission Wales	Commission for Racial Equality
The Strategic Rail Authority (to be superseded by National Assembly)	Wales Tourist Board	Design Commission for Wales
The National Assembly	North Wales Tourism Council	Equal Opportunities Commission
Welsh Development Agency	Sports Council for Wales	Health and Safety Executive
Adjoining local planning authorities	Conwy Energy Agency	North Wales Police Authority
Town and Community Councils	Wales Tourist Board	Post Office Property Holdings
The Planning Inspectorate		National Council for Education and Training in Wales
CCBC - Head of Legal Services		Coleg Llandrillo
CCBC - Head of Regeneration Services		Town and Community Council in neighbouring local planning authority areas, where there are significant cross-boundary issues
CCBC - Director of Lifelong Learning		
CCBC - Head of Housing Services		
CCBC - Head of Highways and Transportation		
Conwy Local Health Board		

APPENDIX 1 (CONTINUED) - LISTS OF BODIES TO BE ENGAGED IN THE LDP PROCESS

Column 1: Bodies consulted on the Delivery Agreement	Column 2 : Bodies invited to the focus groups	Column 3 : Bodies to be consulted on the preferred strategy and notified of the Deposit Plan
Business Organisations	Business Organisations	Business Organisations
Electronic communications operators	All the bodies listed in Column 1 plus:	All the bodies listed in Column 2 plus:
Manweb Scottish Power	Selected representatives from local Chambers of Trade, Tourism etc	Confederation of British Industry
Transco	Housebuilders Federation	Institute of Directors
Babtie (on behalf of Welsh Water)	Selected local / regional housebuilders	Quarry Products Association
		Environmental Services Association
Other organisations	Other organisations	Other organisations
Conwy Local Partnership	All the bodies listed in Column 1 plus:	All the bodies listed in Column 2 plus:
Age Concern North Wales Central	National and regional amenity / environment groups	National Playing Fields Association
Conwy County Local Access Group	Local amenity / environment / community groups	Country Landowners Association
North Wales Race Equality Network	Recreation groups	Shelter
	Young people from secondary schools and colleges	Political Parties
	National Farmers Union	MPs / Assembly Members
	Farmers Union of Wales	Cylch (recycling organisation)
	Housing Associations	Bus and train operators
	Rural Housing Enabler	Network Rail
		Rail Passengers Users Committee
		Disability Wales
		Organisations representing the gypsy / traveller community

APPENDIX 2 CONSULTATION RESPONSES ON THE DELIVERY AGREEMENT

A consultation draft of this agreement was sent to all of the organisations listed in Appendix 1 of Column 1. The following organisations have made responses:

Welsh Assembly Government:

Detailed responses on both the consultation draft and a further draft, focusing on the following main themes:

- | | |
|----------------|---|
| Consensus - | Need for to stress the importance of consensus-building, and the role of consultees in achieving that consensus, whilst recognising that it will ultimately be the responsibility of the Council to achieve a sound plan. |
| The CIS - | Need for wider consultation on the DA; stress consensus building as an objective; synergy with past and planned consultation exercises; involve stakeholders in generating objectives and assessments; ensure that the consultation process includes businesses and developers and that there is appropriate coverage of any racial, ethnic, national and religious groups; suggestions on potential consultees; suggest that a key stakeholder group could be established to consider critical stages. |
| The SA / SEA - | Need to consider the implications of the SEA Directive in determining options; objective of SA should include or be related to SEA objectives; recognise particular role of statutory bodies in consultations on the SEA; need to clarify that those proposing new sites will be expected to show how the allocation would be compatible with the SA/SEA and the strategy. |
| Feedback - | Needs to be a structured approach to handling consultation responses, that includes the process of weighing and balancing representations, and which indicated the criteria against which representations will be assessed. Also need to provide feedback between stages (for example, through web or newsletter). The feedback process between the focus groups and the TFG needs to be explained. |
| Timetable - | Plan generation stages need to be clarified; timetable is insufficiently detailed and some of the steps are out of sequence; need to refer to Annual Monitoring Report; flow diagram could help to explain the process; need to include a formal stage where landowners / developers can suggest sites; timing of evidence base needs to be integrated with the timetable. |
| Resources - | Need for 'ballpark' estimate on the cost of the examination; staff requirements should be set out in stages. |

Other - Need to explain the main features of an LDP; roles of Citizens Panel and Advisory Panel; clarify that the Council is unable to Change the Plan after deposit, and that the Inspector's report is binding; changes to the DA should only be made in exceptional Circumstances (e.g. due to changes in the regulations); stages will also apply to amendments of the LDP; explain distinctive characteristics of LDP; critical stages need to be cross-references with draft regulations; representations on sites will need to relate to 'soundness';

Llansannan Community Council

Need to ensure that recognition is given the Welsh language interests, and that the Welsh Language Board is a consultation body.

Abergele Town Council

Need to ensure adequate funding to allow for full consultation with local communities; seek clarification at which stages Town Councils will be involved and on whether Town Councillors will be invited to suggest particular sites; also seek clarification on whether the work done on the draft Unitary Development Plan will be incorporated into the LDP.

Snowdonia National Park Authority

Draw attention to statutory requirements to have regard to the purposes of National Parks in addressing issues that have an impact on it. Also draw attention to the need for clear lines of communication between neighbouring local planning authorities.

Conwy Local Strategy Partnership

Made suggestions on the consultation bodies.

APPENDIX 3 - GLOSSARY

AP Advisory Panel: A group of selected individuals and organisations that will be involved in making recommendations to the Task & Finish Group at critical stages of the plan process.

CIS Community Involvement Scheme: A statement of the how the Council will engage with stakeholders in preparing the LDP.

DA Delivery Agreement: Before the Council can start substantial work on the LDP, it must enter into an agreement with the Welsh Assembly Government. This Agreement must include the timetable for preparing and adopting the plan as well as the Community Involvement Scheme.

Deposit: A formal stage at which individuals and organisations can make representations on the plan. Representations that relate to whether the plan is 'sound' (see definition below) can then be examined by an Inspector.

Examination: A process whereby an independent Inspector, appointed by the Welsh Assembly Government, considers whether the deposit plan meets the tests of 'soundness'.

LDP Local Development Plan: A development plan prepared under the Planning and Compulsory Purchase Act 2004, that will guide the type, location and scale of development. Decisions on all planning applications must be in accordance with the development plan, unless there are strong and relevant reasons for any variation.

Soundness: The consideration of representations made during and after the deposit stage of the plan will focus on whether the plan is 'sound'. In other words, does the plan show good judgement, and can it be trusted. Draft guidelines propose that Inspectors should consider soundness under the three general headings of procedural soundness, coherence and consistency.

SA Sustainability Appraisal: The Planning and Compulsory Purchase Act 2004 states that the authority must carry out an appraisal of the sustainability of the plan, and prepare a report on the findings of that appraisal. The purpose of SA is to promote sustainable development through better integration of sustainability considerations into the plan-making process.

SEA Strategic Environmental Assessment: A formal procedure for assessing at the strategic level the effects of a proposed policy, programme or plan on the environment. European Directive 2001/42/EC and subordinate regulations require that an SEA be carried out on all development plans whose preparation commenced after 21 July 2004, or which will not be adopted until 21 July 2006.

SPG Supplementary Planning Guidance: Guidance on policy issues in a form that is more detailed than what would be appropriate to include in a development plan. SPG must relate to development plan policies, and are a relevant consideration in determining planning applications.

Sustainable development: Development which meets present needs whilst striving equally to allow for those of future generations.

Task & Finish Group: The LDP Task & Finish Group consists of an equal number of members of the Council's Environment Scrutiny Committee and members of its Planning Committee. It has the remit of steering the process of preparing the LDP towards its adoption.