



CONWY LOCAL DEVELOPMENT PLAN

REVISED DELIVERY AGREEMENT



October 2008

Principal Planning Officer
Stan Yates (*BA(Hons) MBA Dip EP MRTPI*)
26 Castle Street,
Conwy
LL32 8AY

CONTENTS	PAGE
A1 Pre-introduction note	3
1 Introduction	7
2 Policy context	8
3 The relationship with other strategies	9
4 The Community Involvement Scheme	
-Aims	12
-Community Involvement Principles	12
-Process of Community Involvement	13
-Feedback methods	14
-Review of the Delivery Agreement	14
5 The plan making process	
-The Council's decision-making structure	15
-The critical stages in the plan process	16
-How consultation responses will be assessed	22
-Timetable	22
6 Resources	23
7 Supplementary Planning Guidance	24
8 Post-adoption review of LDP	24
9 Contacts	24
 Appendices	
1 List of bodies to be engaged	25
2 Summary of responses to the draft Delivery Agreement	28
3 Glossary	31

A1. PRE-INTRODUCTION NOTE

A1.1 This Draft Revised Delivery Agreement (DA) is an amendment to that previously approved in September 2005 and March 2007. The Delivery Agreement is a document that outlines the Council's intentions for the delivery of the Local Development Plan (LDP) through its Community Involvement Scheme (CIS) and an indication of the timetable for the delivery of the various stages of the development plan process. Further information regarding details of the Delivery Agreement can be viewed at paragraph 1.1 onwards.

Upon approval of the Delivery Agreement, the Council pursued work on the LDP Preferred Strategy that underwent an eight-week public consultation period ending on 6th December 2006. The Council received a total of 74 responses consisting of 719 representations. In light of the representations received, the Council felt it is necessary to revise the LDP Strategy and engage in another round of public consultation towards the end of 2007. However, to avoid substantial financial penalties arising from the European Waste Directive where a LDP is not adopted by July 2010 setting out the approach to waste management facilities and to have an adopted up-to-date LDP that delivers the needs of the area. the Delivery Agreement has been revised to include a new timetable for adopting the plan and minor amendments to the Council's Committee Structure.

Once agreed by the Welsh Assembly Government (WAG) the LD consultation database will be informed of the new timetable. Additionally, it will be set out on the Council's website and made available at Council Offices, Community and Town Council Offices and Local Libraries.

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 that 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 adopted policy document, *Local Development Plans Wales* and its technical advice document, *Local Development Plan Manual*, 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. These WAG documents also stress 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 *Local Development Plan Manual, Local Development Plans Wales* as well as the LDP Regulations.

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
Regional Transport Plan	To set out policies to promote safe, integrated, sustainable, efficient and economic transport facilities and services. Key issues include: 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	2008 - 2013	Public consultation will be carried out on the draft after its target date publication of October 2007. The final version will be available in 2008.

TABLE 1 (CONTINUED) - HOW OTHER PLANS AND STRATEGIES WILL INFLUENCE 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 / composing 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 time 'in the community' and encourage the active participation of those with an interest in, or who may be affected by the LDP.
- 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 5.5 and Appendix 1).
- 4.4 In drawing up the list of consultation bodies, the Council has had regard to the *Local Development Plan Manual*, *Local Development Plans Wales* as well as the LDP Regulations. The 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 5.5.
- 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, posters and leaflets where appropriate, 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.
 - v) The Council's website will be updated to inform the public of progress.
 - vi) Electronic Consultation on the We

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 that are available to meet the needs of effective engagement with the public and propose any amendments that 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)
- Reduction in the budget and resources, including loss of staff, and prolonged staff absence
- Delays in the publication of other related plans and strategies. Possible examples include the Local Housing Market Assessment (LHMA) and the Sub-Regional Strategies of the Wales Spatial Plan (WSP)
- Any inability of other service areas to provide necessary input as required
- Ability of statutory consultees to respond within the specified timeframes
- National and local elections
- 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 LDP Project Board supported by a LDP Project Team and Quality Assurance Team. In support, the Council has set up a politically balanced Consultation Group comprising all elected Members. Each 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 are additional opportunities for members of the Council, and those of Town and Community Councils, to become involved in the plan process. Local members have been 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 suitable for inclusion within site-specific policies.

- 5.3 The Council has established an Advisory Panel, which makes recommendations to the Task and Finish Group at particular stages of the plan process, and in particular, assists in the process of consensus building. The Advisory Panel is 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 are expected to act impartially, and are not 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 Town and Country Planning (Local Development Plans)(Wales) Regulations 2005. They comprise the following:
- i) Delivery Agreement (Regulation 9)*
The Council has prepared a revised Delivery Agreement, consisting of the Community Involvement Scheme and the timetable, with the approval of the Welsh Assembly Government.
 - 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 engaged 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 at the time 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 provides 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 consisted 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 LDP Project Board, and then to the Member Consultation Group, and will be assessed according to the criteria listed in paragraph 5.6. The LDP Project Board 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 LDP Project Board 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 has contacted developers, agents and bodies representing landowners, giving them an opportunity to suggest sites that might be suitable for development. The Council has also published an advertisement in local newspapers, giving the public an opportunity to make similar suggestions. The Council has informed 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 Member Consultation Group and LDP Project Board, and will be assessed according to the criteria listed in paragraph 5.6. The Member Consultation Group and LDP Project Board 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 LDP Project Board, Advisory Panel and then to the Member Consultation 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. An Inspector appointed by the National Assembly will carry out the examination. 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

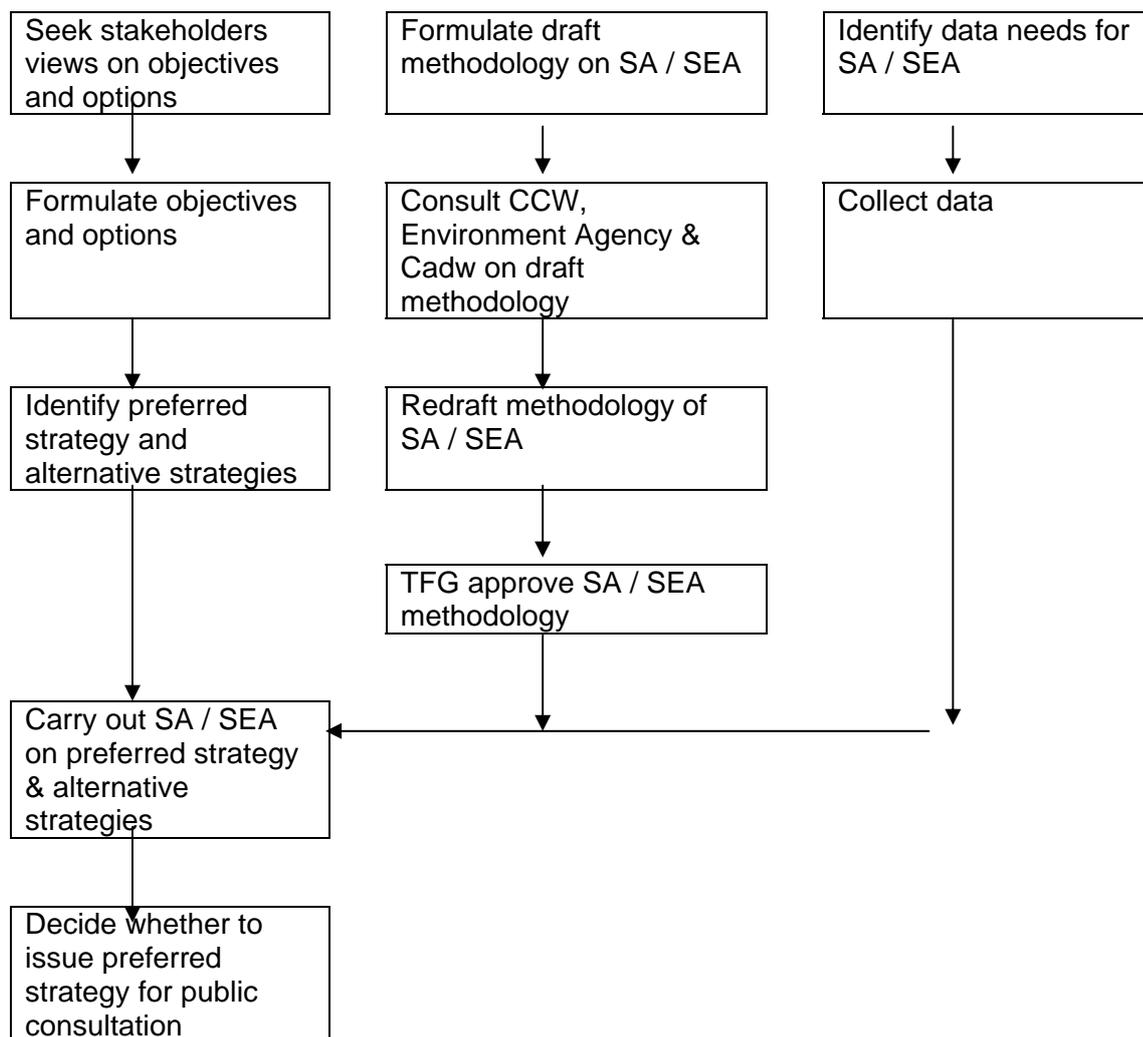


FIGURE 2 – FROM STRATEGY TO DEPOSIT

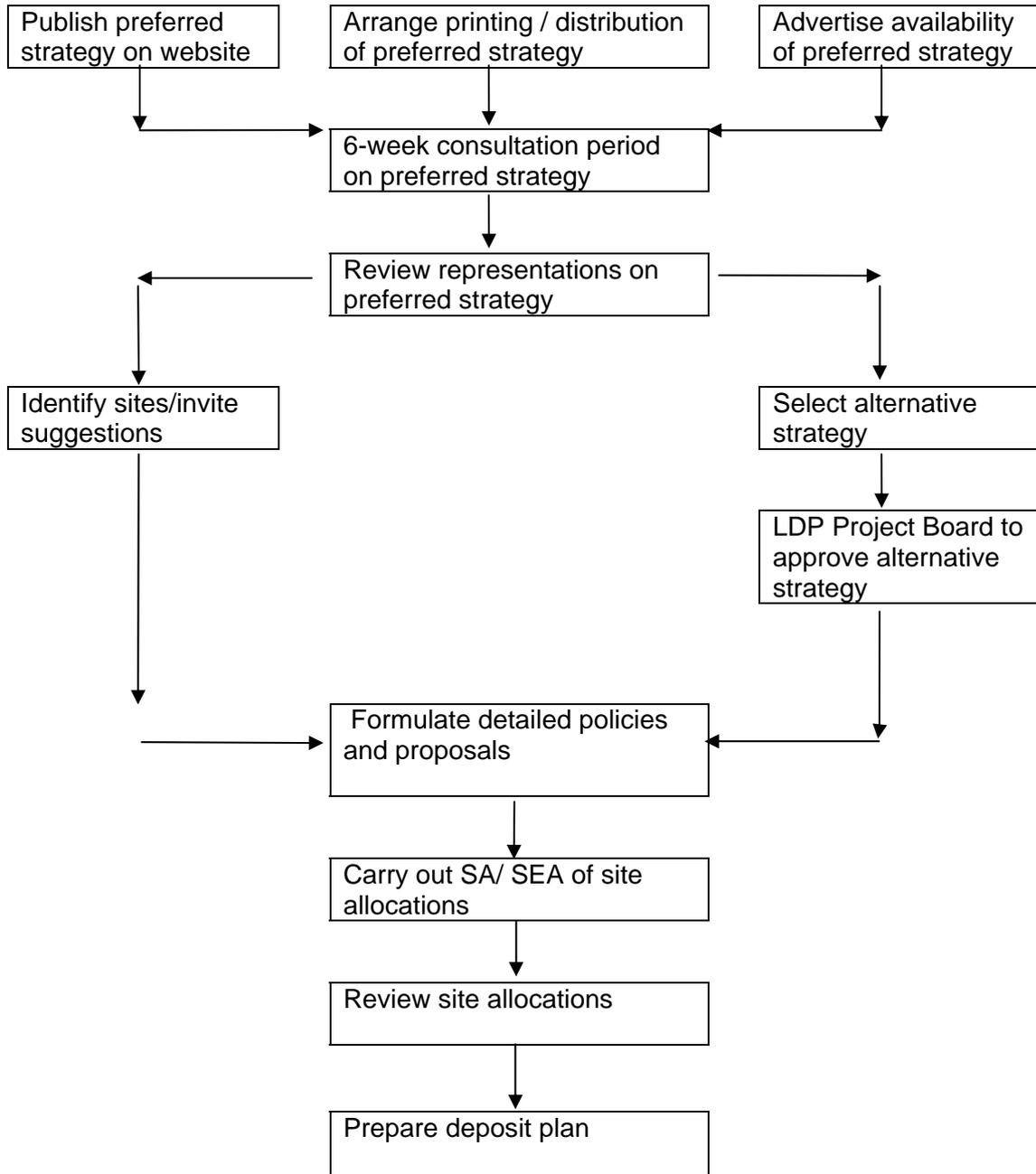
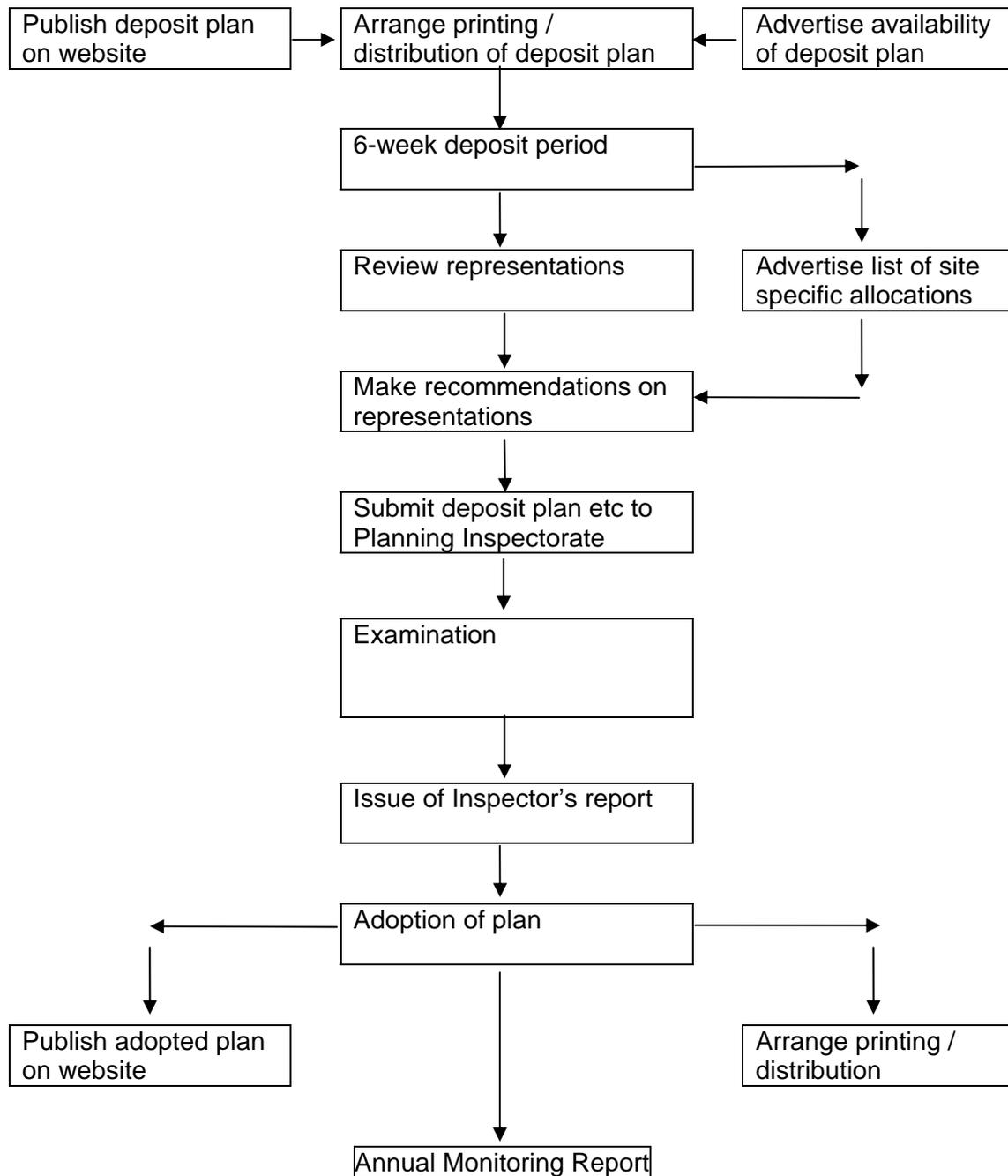


FIGURE 3 – DEPOSIT TO ADOPTION AND BEYOND



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 LDP Project Board and Member Consultation 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 The timetable up to adoption of the Conwy Local Development Plans is set out below

TABLE 2 – TIMETABLE UP TO ADOPTION

Preparation Stage/Action	Date	Preparatory Work
Report the Revised Preferred Strategy to the LDP Project Team to agree the vision, objectives, spatial strategy and monitoring and implementation framework	31 July 2008	Revised Preferred Strategy, Background Evidence Base Documents and SEA/SA
Welsh Audit Office Scrutiny	13 – 21 August 2008	Evidence Base
Report the County Wide Generic Policies, Area Specific Policies (if used) and Topic Based Policies to the LDP Project Team	10 September 2008	County Wide Generic Policies, Area Specific Policies (if used) and Topic Based Policies to the Project Team
Report the Deposit LDP to the LDP Project Assurance Team to agree the 'soundness' of the document.	25 September 2008	Draft Deposit LDP Background Evidence Base SEA/SA
Report the LDP Deposit to the LDP Project Board to agree for consultation subject to Cabinet and Full Council	9 October 2008	Revised Preferred Strategy, Background Evidence Base Documents and SEA/SA Translation & Reprographics
Report the LDP Deposit to the Advisory Panel	13 November	Draft Deposit LDP Background Evidence Base Documents and SEA/SA Translation & Reprographics
Report the LDP Deposit to Cabinet to recommend for consultation	27 November 2008	Draft Deposit LDP Background Evidence Base Documents and SEA/SA Printing & Consultation Arrangements (Public Notice, Web Pages, etc, etc)
LDP Deposit	February/March 2009	Deposit LDP Proposals Map Initial Consultation Report Background Documents SEA/SA
Alternative Site Advertisements	May/June 2009	Advertise Alternative Sites

Preparation Stage/Action	Date	Preparatory Work
Review Representations on alternative Sites	June/July 2009	Review
Submit Deposit Plan to the Planning Inspectorate	July/August 2009	Deposit LDP (Proposals Map) SEA/SA Background Documents Community Involvement Scheme Consultation Report
Examination in Public	January 2010 – March 2010	Conwy to appoint an appropriate Programme Officer
Receive Inspector's Report	September 2010	
LDP Adoption	November 2010	

- 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 has compiled a Housing Land Capacity Survey to assess the potential contribution of small, unallocated sites to the overall supply of housing and employment land. 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. The Council has also commissioned and completed a Retail Study (completed 2008) and an Employment Land Study (completed December 2008) and has also commissioned a Waste Landfill Site Search Study and a Gypsy and Traveller Site Search and Appraisal Study, which will be completed before the end of 2008.
- 5.11 The Council will also use data collected by other parties, for example, the reports of the Local Housing Market Assessment 2008, 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.
- 5.13 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 six members of staff, a Principal Planning Officer, three Senior Planning Officers, a Planning Officer and a Work Placement Student. 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 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.
- 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 2007/09

Expenditure	Cost (£'000)
2007/08	
LDP Strategy – Community Involvement	2
LDP Strategy – Written Statement - printing bilingually	5
LDP Strategy – Publicity and Consultation	4
LDP Strategy – Sustainability Appraisal and SEA	10
LDP Strategy on Internet (assuming in-house job)	0
Printing in alternative formats (if required)	5
2008/09	
Deposit LDP – Written Statement – printing bilingually	10
Deposit LDP – Proposals Map – Colour printing	15
Deposit LDP – Publicity and Consultation	5
Deposit LDP – Sustainability Appraisal and SEA	30
Deposit LDP on Internet (assuming outside job)	7
Printing in alternative formats (if required)	5

- 6.3 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 £350,000. 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) 575124, 575180, 575181 or by email to cdl.ldp@conwy.gov.uk.

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

Column 1: Bodies consulted/notified regarding 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
Department for Transport	Wales Tourist Board	Design Commission for Wales
The National Assembly	North Wales Tourism Council	Equal Opportunities Commission
Department of Enterprise, Innovation and Networks	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 – Education Services		
CCBC - Head of Housing Services		
CCBC - Head of Highways and Transportation		
Conwy Local Health Board		

It is stressed that the list of consultees in Appendix 1 is not intended to be exhaustive. The Council welcomes requests from individuals and other organisations/bodies who wish to be involved in the LDP process. The database contains a full list of all those to be consulted at various stages of the LDP process and is updated on a regular basis.

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
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-referenced 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.

