

TORFAEN
COUNTY
BOROUGH



BWRDEISTREF
SIROL
TORFAEN



Torfaen Replacement Local Development Plan (2022-2037)

Cynllun Datblygu Lleol Newydd Torfaen (2022-2037)

Delivery Agreement *Cytundeb Cyflawni*

July 2023
Gorffennaf 2023

Foreword - This Delivery Agreement (DA) contains the 'Timetable' for the production of the Torfaen Replacement LDP and a 'Community Involvement Scheme' (CIS) which sets out how and when stakeholders and the community can get involved with the preparation of the LDP. It was approved by Council on 18th July 2023 and agreed by Welsh Government on 20th July 2023.

1.0 INTRODUCTION

- 1.1 The Planning and Compulsory Purchase Act 2004 requires local authorities to produce a Local Development Plan (LDP) for their area and also to prepare a Delivery Agreement for its development.
- 1.2 The LDP provides the development strategy and policy framework for the specified plan period. It is an important land use planning document, which will guide and control development, providing the basis of how planning applications are determined. Once adopted, the LDP provides certainty to communities regarding where and what development will be located over the plan period. The LDP will also ensure that the principles of place making and sustainability are at the heart of the plan-making process, reflecting the Well-being of Future Generations (Wales) Act 2015.
- 1.3 The Delivery Agreement consists of a Community Involvement Scheme and a Timetable for preparing the LDP. The Delivery Agreement must be approved by the Council and then agreed by the Welsh Government before an LDP can be started.
- 1.4 A full review of the first Torfaen Local Development Plan (2006-2021) has been undertaken, the findings of which are set out in the LDP Review Report available on the Council's website via the link at <https://www.torfaen.gov.uk/en/Related-Documents/Forward-Planning/Local-Development-Plan-Review/Torfaen-LDP-Review-Report.pdf>:
- 1.5 The conclusion of the LDP Review Report is that Torfaen County Borough Council prepare a replacement LDP following the full revision procedure.
- 1.6 The adopted Torfaen LDP (2013) remains extant and will continue to provide the policy framework for the determination of planning applications until replaced by the RLDP in accordance with the Ministers letter dated 24th September 2020.
- 1.7 In 2018, through the AMR process the Council resolved to commence preparation of a new Torfaen RLDP, with a 1st April 2018 - 31st March 2033 plan period. Following production of a range of background evidence, a call for candidate sites for potential inclusion in the new plan, and 'participation' workshops with Members and general / specific (key) stakeholders, Council agreed a draft plan, known as the Torfaen RLDP: Preferred Strategy in September 2020 which was then subject to formal consultation from November 2020 to April 2021.
- 1.8 The Council subsequently recommended to withdraw this plan at the Council meeting of 25th April 2023. Full details of the reasons for the withdrawal are included in the report presented to Council on 25th April 2023. (link attached).

- 1.9 The Welsh Minister confirmed their agreement for the withdrawal of the plan on 2nd May 2023 and all stakeholders were subsequently informed of this withdrawal and the intention of the Council to commence a new replacement Local Development Plan with a revised timescale of 1st April 2022 - 31st March 2037 plan period.

Purpose of this Delivery Agreement

- 1.10 The Delivery Agreement is a succinct public statement that contains two key parts: A Timetable for preparing an LDP or a revision of an LDP following a review (see section 2 below) and; the Community Involvement Scheme (CIS), setting out how and when stakeholders and the community can contribute in the plan preparation, development, monitoring and review (see section 3 below).
- 1.11 Delivery of the Replacement Plan in accordance with the Delivery Agreement will be one of the tests of the plan when examined by Planning and Environment Decisions Wales (PEDW).
- 1.12 The Delivery Agreement is being prepared in accordance with the Welsh Governments Local Development Plan Manual - Edition 3 (2020) and The Town and Country Planning (Local Development Plan) Regulations 2005 (as amended).
- 1.13 The Delivery Agreement has been subject to consultation with the specific and general consultation bodies. Details of Specific and General Consultation bodies are included in Appendix A.
- 1.14 Following agreement of the Delivery Agreement by the Welsh Government, this DA has been published and made available in the Civic Centre and on the Council's website.
- 1.15 **The Purpose of the LDP and context for its preparation**

The Planning and Compulsory Purchase Act 2004 requires Torfaen County Borough Council to prepare a LDP which sets out the Council's objectives and priorities for the development and use of land within Torfaen and its policies for implementing them. Through the LDP the Council will seek to :-

- facilitate Sustainable Development by preparing and monitoring the LDP through a process that integrates Sustainability Appraisal, (incorporating Strategic Environmental Assessment (SEA) requirements), with plan making;
- base LDP production on early and effective community involvement, to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for LDPs;
- ensure policy integration by producing LDPs that are internally consistent and integrated with other main policies and strategies at national, regional and local level;
- deliver a fast and responsive approach to plan-making and regular strategic monitoring and review to enable plans to better reflect changing circumstances;
- make plans that are strategic, concise and distinctive in setting out how an area will develop and change, based on a robust understanding of relationships between places, including across administrative boundaries; and
- deliver sustainable development, taking account of infrastructure requirements, availability of resources, viability and market factors.

1.16 The revision of the LDP will have regard to relevant European and national legislation, policy, plans and guidance; and regional and local plans and strategies. In particular, consideration will be given to how the replacement LDP can complement Torfaen's current County Plan (December 2022), by providing the land use expression of a shared vision of how the County Borough will change.

1.17 **Sustainability Appraisal incorporating Strategic Environmental Assessment (SEA)**

The Planning and Compensation Act 2004 and the Well-being of Future Generations (Wales) Act 2015 requires authorities to prepare LDPs with the objective of contributing to the achievement of sustainable development. Planning Policy Wales stresses the presumption in favour of sustainable development and Local Planning Authorities should ensure that the plan and proposals deliver sustainable development for the wellbeing of all.

1.18 Sustainability Appraisal and Strategic Environmental Assessment will play an important part in demonstrating that the RLDP is 'sound' by ensuring that it reflects sustainable development objectives. It will contribute to the reasoned justification of policies.

1.19 A Sustainability Appraisal, incorporating a Strategic Environmental Assessment will be an integral element of every stage of plan preparation including evidence gathering, identifying issues, setting objectives, evaluating options and consultation. Together they help to achieve relevant environmental, economic, social and cultural objectives.

1.20 To be most effective in ensuring that decisions at each stage accord with sustainable development principles, Sustainability Appraisal will be fully integrated into the plan making and monitoring process. The Authority will identify a clear set of integrated objectives with which to evaluate alternative policies (where appropriate), proposals and locations for development so that it is clear from the process how and why particular options have been chosen.

Habitat Regulation Assessment (HRA)

1.21 Part 6 Chapter 8 of the Conservation of Habitats and Species Regulations 2017 requires the screening and appropriate assessment of a plan in order to ascertain whether it is likely to have a significant effect on the integrity of European protected sites, such as a Special Area of Conservation, a Special Protection Area and a Ramsar (Wetlands) site. A screening assessment for the replacement LDP will be undertaken in the first instance, followed by an appropriate assessment if necessary.

HRA will be undertaken alongside SA/SEA to ensure an integrated approach to assessment. It is intended the process will run concurrently with the plan making process and form an iterative part of plan preparation.

Well-being of Future Generations Act

1.22 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation

to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to; a prosperous Wales, a resilient Wales, a healthier Wales, a more equal Wales, a Wales of cohesive communities, a Wales of vibrant culture and Welsh language, and, a globally responsible Wales. The five ways of working are long-term, integration, involvement, collaboration and prevention. Given that sustainable development is the core underlying principle of the LDP (and SEA), there are clear associations between both the RLDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced. In Torfaen this plan is the County Plan (December 2022). This plan looks at the economic, social, environmental and cultural well-being of the county and will have clear links with the RLDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the replacement LDP, which will follow the five ways of working.

Format of the RLDP

- 1.23 The RLDP is intended to be clear, transparent, concise, accessible to the public and able to be reviewed in the future. The plan will not repeat national planning policy and will focus on the issues which are specifically relevant to the plan area. The proposed format of the RLDP is as follows: -
- Introduction;
 - Strategy (vision, strategic issues, key policies and monitoring targets etc.);
 - Area-wide policies for development, need for Section 106 agreements;
 - Allocations of land;
 - Area-Specific policies and proposals for key areas of change or protection;
 - Succinct reasoned justification to explain policies and to guide their implementation;
 - Proposals Map on a geographical base; and
 - Monitoring framework: including monitoring targets and indicators.
- 1.24 TCBC must submit the RLDP for independent examination and this involves sending the Deposit RLDP, accompanying documents and representations made to the Welsh Government and to Planning and Environment Decisions Wales (PEDW). The examination of a RLDP is an independent process for determining whether it is fundamentally 'sound.' In assessing the 'soundness' of the RLDP, the inspector must have regard to the evidence submitted with the plan and the representations received at the Deposit stage. The Inspector's overall aim will be, wherever possible, to get the RLDP to the stage where it is 'sound' and can be safely adopted.

2.0 TIMETABLE

2.1 The Council has produced a timetable detailing the various stages of the preparation of the RLDP and how the process of plan preparation will be project managed and the resources required at each stage. This process has two stages:-

- **Definitive Stage** - provides information on the RLDP timetable up to and including the Deposit Plan stage. This stage is under the control of the Council and every effort will be made to adhere to and avoid deviations from the approved timetable. Where deviations are necessary, they will be accounted for, identified, explained and justified by the Council.
- **Indicative Stage** - is in the Post Deposit period. The Council has less control over the process at this stage as it is dependent on many factors beyond the Council's control, such as the number of deposit representations made and the requirements of the independent Planning Inspector.

2.2 **Key Stage Timetable** - Figure 2.1 below outlines the Council's timetable for the ten key stages in preparing the RLDP. A more detailed timetable is provided in Figure 2.2 below.

Figure 2.1 - Key Stage Timetable (Including key participation dates*)

Stage	Stage Description	Timescale
1	Review of LDP	Dec 17 - Apr 18
2	Produce Delivery Agreement	May/ Jul 23
	DA submission / agreement,	July / Aug 23
3	Review & Update Evidence Base	May / Sep23
4	Pre-Deposit Participation	
	Call for Candidate Sites*	Aug / Sep 23
	Engagement on RLDP Vision and Objectives*	Sept 23
	Growth and Spatial Options development	Nov 23 / Jan 24
	Engagement on Growth and Spatial Options*	Dec 23
	Development of Preferred Strategy	Jan 24 / Apr 24
5	Pre-Deposit Public Consultation - Preferred Strategy	
	Council considers Preferred Strategy	Apr 24
	Consultation on Preferred Strategy*	May 24 / Jun 24
	Preparation of Deposit Plan	Jul 24 / Dec 24
6	Statutory Deposit of Proposals	
	Council considers Deposit Plan	Jan 25
	Consultation on Deposit Plan*	Feb / Mar 25
	Assess consultation and prepare for submission	Mar / Aug 25
	Council considers submission	Sep 25
7	Submission to the Welsh Government	Oct 25
8	Examination of the RLDP*	Jan / Mar 26
9	Receipt of Inspector's Report	Sep 26
10	Adoption of RLDP	Oct 26
11	RLDP Annual Monitoring Report	Oct 28

2.3 **Definitive and Indicative Stages** - As stated in paragraph 2.1 above the RLDP the timetable has two stages: the 'Definitive Stage' (Stages 1-5) and the 'Indicative Stage' (Stage 6-10).

Figure 2.2 - Timetable for the Torfaen Local Development Plan Review

Key	
LDP Work Preparation	
LDP Preparation Consultation	
LDP Reporting - Decision Making	

Acronyms
WG - Welsh Government
Draft DA - Draft Delivery Agreement
CIS - Community Involvement Scheme
SA / SEA - Sustainability Appraisal / Strategic Environmental Assessment
ISA - Integrated Sustainability Appraisal (incorporating SA/SEA, Equalities Impact Assessment (EqIA), Health Impact Assessment (HIA), Welsh Language Impact Assessment (WLIA) and Well-being of Future Generations Assessment (WBFGA))
HRA - Habitats Regulations Assessment
PEDW - Planning and Environment Decisions Wales (PEDW)

Stage - Statutory Instrument		Stage	Apr-23	May-23	June-23	July-23	Aug-23	Sep-23
Definitive Stage	Produce Delivery Agreement (Reg. 9)	Stage 1						
	Prepare Draft DA - Timetable and CIS	1						
	Consult on Draft DA (Min 2 weeks)	2						
	Full Council Approval of DA (18.07.23)	3						
	Submit Draft DA to WG	4						
	Welsh Government agree DA	5						
	Review & Update Evidence Base for RLDP & SA/SEA (Pre Reg. 14)	Stage 2						
	Review and updating of Evidence Base	6						
	Review of ISA/HRA Baseline Information	7						

Stage - Statutory Instrument		Stage	Jul-23	Aug-23	Sept-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24
Definitive Stage	Pre Deposit Participation (Reg. 14)	Stage 3										
	Initial Call for Candidate Sites (8 Weeks)	8		█	█							
	Consult consultation bodies on ISA/HRA Scoping Reports (5 weeks)	9		█	█							
	Stage 1 - High Level Assessment of Candidate Sites	10				█	█	█	█			
	Review and Identification of Vision, Objectives and Issues	11	█	█								
	Key Stakeholder engagement on RLDP Issues, Vision and Objectives	12			█							
	Preparation of Growth and Spatial Options	13	█	█	█	█						
	Key Stakeholder Engagement on Growth and Spatial Options	14						█				
	Preparation of Preferred Strategy	15							█	█	█	
	Preparation of Initial Sustainability Appraisal Report (ISA) and HRA	16							█	█	█	
	Report Preferred Strategy to Full Council	17										█

Stage - Statutory Instrument		Stage	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25
Definitive Stage	Pre Deposit Public Consultation (Reg.s 15/16) - Preferred Strategy	Stage 4									
	Pre Deposit Public Consultation on RLDP Preferred Strategy	18	█	█							
	Consultation on Candidate Sites Register / Stage 1 Assessment	19	█	█							
	Consultation on Initial Sustainability Appraisal Report (ISA) and HRA	20	█	█							
	Second Call for Candidate Sites / Further Information	21	█	█							
	Assess outcome of Preferred Strategy, Candidate Sites and ISA/HRA consultations and prepare report of consultation on comments received (Initial Consultation Report)	22			█	█	█				
	Finalise Assessment of Candidate Sites - Stage 2 Assessment	23			█	█	█	█	█	█	
	Finalise Background Papers and evidence base	24			█	█	█	█	█	█	
	Finalise Habitats Regulation Assessment	25			█	█	█	█	█	█	
	Finalise ISA Report	26			█	█	█	█	█	█	
	Produce Deposit Plan	27			█	█	█	█	█	█	
	Report to Members	28									█

Stage - Statutory Instrument		Stage	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25
Definitive Stage	Statutory Deposit of Proposals (Reg. 17)	Stage 5									
	Consultation on Deposit Plan, Candidate Sites Register/Assessments & ISA/HRA Reports	29									
	Assess outcome of consultation & prepare Recommendations Report on representations received	30									
	Report to Members on Consultation and to consider submission of plan	31									

Stage - Statutory Instrument		Stage	Oct-25	Nov-26	Dec-26	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Oct-28
Indicative Stage	Submission to the Welsh Government (Reg. 22)	Stage 6														
	Submit RLDP, Environment Report & Consultation Statement to WG/PEDW	32														
	Examination of the RLDP (Reg. 23)	Stage 7														
	Pre-Examination Meeting (8 weeks after submission)	33														
	Examination Hearings into RLDP Soundness (14 weeks after submission)	34														
	Preparation of Inspector's Report	35														
	Receipt of Inspector's Report (Reg 24)	Stage 8														
	Receive & Process Inspector's Report	36														
	Adoption of RLDP (Reg 25)	Stage 9														
	Adoption of RLDP & Publication of Inspector's Report	37														
	Annual Monitoring Report (AMR)	Stage 10														
	Submit RLDP Annual Monitoring Report to WG	38														

Resources

- 2.4 The Head of Planning and Development will be responsible for the overall delivery of the replacement LDP, while the process will be controlled by project management of the plan's preparation including a delivery lead officer in the Planning Policy and Implementation section.
- 2.5 The staff resources available within the Planning Policy and Implementation Team are set out in Figure 2.3 below. Due to the multifaceted and detailed nature of the plan this team will coordinate and secure additional support from other specialist officers within the Council to assist in developing and taking the plan through the preparation process.

Figure 2.3 - Staff Resources

Principal Planning Officers x 2
Senior Planning Officers x2
Administrative Support Officer (as required)

- 2.6 The Council recognises that additional specialist services will also be required in order to establish a robust evidence base which will inform the preparation of the plan. An assessment has been made of which elements of plan preparation are likely to need external consultant or additional internal officer support and the council will need to ensure resources are made available to deliver the plan within the specified timescale.

3.0 COMMUNITY INVOLVEMENT SCHEME (CIS)

- 3.1 This sets out the Council's principles, strategy and process for proactively engaging the community throughout the Replacement Local Development Plan (LDP) process. Early community engagement and consensus building will be an important element of the new RLDP, in order to meet Welsh Government (WG) principles. The five ways of working prescribed by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long term, integration, involvement, collaboration and prevention.
- 3.2 Following the Covid 19 pandemic the Council has sought to maintain the principles of consultation including in person consultation events but have increasingly sought to enable new and innovative digital engagement methods to improve the range of engagement opportunities enabling greater access to the process.
- 3.3 **Aims of Community Involvement in Local Development Plan**

A main objective of the LDP system is to improve the quality of stakeholder and community involvement in plan-making. Early and continuous community involvement is important in handling contentious issues and resolving conflicts at the earliest opportunity. It can also help identify common ground and shared goals.

- 3.4 Torfaen's CIS will be based on the following five objectives. These objectives set out what we will aim to do to fulfil our vision of engaging people and organisations in planning Torfaen's future:
- a) to help make the planning system **transparent**, by making plans, policies, development proposals and planning decisions available in a form which is easily understood and accessible.
 - b) to promote participation and involvement by presenting clear **opportunities** for people to make their views known and to take part in the planning process.
 - c) to make the planning system **accessible**, by removing barriers to involvement and by reaching out to groups that have been less engaged in the past; and
 - d) to be **accountable**, by clearly identifying decision-makers and processes and ensuring that people get feedback about progress and outcomes.
 - e) To be **flexible** to the requirements of stakeholders, adapting to new ways of engaging which have evolved from the response to the covid 19 pandemic ensuring that everyone can engage safely and efficiently with the planning process.

3.5 Principles of Community Involvement

Torfaen Council values the opinions of people living and working in Torfaen. Our service areas encourage members of the community to actively participate in the decision-making process, and use their views and experiences to inform plans, policies and actions.

The CIS is informed by the Councils public participation strategy which is committed to the National Principles for Public Engagement in Wales which have a set of ten principles for engaging with the public and service users.

- 3.6 The principles aim to guide the way engagement is carried out to make sure it is good quality, open and consistent.
- 1. Design your engagement to make a difference -**
Engagement offers a genuine opportunity to inform or influence decisions, policy, or services.
 - 2. Invite people to get involved, if they choose to**
People have opportunities to engage as an individual or as part of a group or community, in an inclusive and welcoming way which does not put them under obligation or pressure.
 - 3. Plan and deliver your engagement in a timely and appropriate way**
The engagement process is clear, communicated to everyone in a way that's easy to understand, takes place within a reasonable timescale, and uses the most suitable method(s) for those involved.
 - 4. Work with relevant partner organisations**
Organisations communicate with each other and work together wherever possible, to ensure that people's time, and organisations' resources, are used efficiently.
 - 5. Provide jargon free, appropriate, and understandable information**
People have easy access to relevant information that is tailored to meet their needs.
 - 6. Make it easy for people to take part**
Any barriers are identified and addressed, so that people can engage easily.
 - 7. Ensure people benefit from the experience**
Engagement contributes to developing the skills, knowledge, and confidence of all participants.
 - 8. Ensure the right resources and time are in place for your engagement to be effective**
Enough time is allowed for both planning and meaningful engagement for the decision, policy, or service design. Appropriate training, guidance, support, and financial resources enable all participants to engage effectively, including community participants and staff.
 - 9. Let people know the impact of their contribution**
Timely feedback is given to participants about their contribution, and the decisions or actions taken as a result, using methods and forms of feedback that take account of participants' preferences.
 - 10. Learn and share to improve your engagement**
People's experience of the engagement process is monitored, along with the accessibility, inclusion and diversity, and the outputs and results. Lessons learnt from the evaluation are shared and inform future engagement.

Easy Read Documents

- 3.7 To assist with clarity and inclusiveness, and provide jargon free, appropriate, and understandable information the Delivery Agreement and key consultation documents at the Preferred Strategy and Deposit Plan stages will be produced in an 'Easy Read' format. This will enable a wider section of the population to understand and get engaged in the RLDP process.

Process of Community Involvement

- 3.8 The Council is a caring and customer focused organisation and fully recognises the importance of community engagement. Through the plan preparation process we will seek to understand and respond to customer needs through continuous consultation. We will attempt to actively forge and maintain effective links and structures with all stakeholders in our aim to achieve this.
- 3.9 The CIS will provide the framework for everyone with an interest in the future of Torfaen and consequently the RLDP process to become actively involved in its preparation.
- 3.10 To ensure the process is inclusive an important part of the CIS will be to establish measures and procedures to enable every person or group, regardless of their background to have their say in the plan process and the decisions which affect them.
- 3.11 It is anticipated that the existing consultation work of the Strategic Engagement Group will help inform the RLDP. This group will assist to coordinate consultations on the Torfaen RLDP with those of the other projects, in particular, the Local Well-being plan.
- 3.12 A range of methods of community involvement are likely to be used through the plan preparation process and these will be designed to facilitate efficient and effective consultation and participation using opportunities presented by new digital engagement whilst also taking account of the some of the constraints revealed by the Covid-19 pandemic. Where practical and appropriate independent facilitators and other council officers will be utilised to run appropriate community involvement structures such as Workshops and seminars as well as utilising other methods such as letters, draft documents, social media, public meetings, exhibitions and web-based consultation.
- 3.13 Through structured engagement and active involvement of the community and all interested parties in the development process the aim is to attempt to build consensus around a coherent strategy for the future of Torfaen.
- 3.14 Consensus building will be facilitated / assisted through the establishment and sharing of a common information base for the key issues from the outset.
- 3.15 Forums and methods for sharing information, establishing common ground, agreeing the requirement for further intelligence will all be part of the CIS which will foster consensus building. Where differences of opinion do occur the sharing and explicit nature of the information provided will enable opposing viewpoints to be understood and respected.
- 3.16 **Key Stages in Plan preparation giving opportunities for Community Involvement and Consensus Building.**

The Stages below are a summary of community involvement phases in the plan preparation process. How these are scheduled is included in the timetable detailed in Part 2. A more detailed analysis of the stages including key actions, groups involved, methods of consultation and outcomes is detailed in Appendix B.

3.17 **Local Development Plan Preparation and Consultation.**

1. Delivery Agreement

2. Pre-Deposit Participation Regulation 14 - Engagement to review vision, objectives and identify potential alternative growth strategies and plan options and help assess these as they develop. The use of individual workshops and subgroups to look at particular topics, issues and sites. Specific and General consultation bodies will be included where their interests are affected and their input will allow the development and testing of options thoroughly. Working closely with the Engagement Group of the Public Service Board appropriate methods for consulting the community on the options and policies developing will be utilised. Through this process options, policies and major sites will be subject to scrutiny and critical evaluation. As well as using the groups/partnerships which are already in place the Council will build links with new or emerging groups as the plan evolves. The intention is, in association with the Engagement Team to utilise the Torfaen Peoples Panel and relevant consultation / stakeholder bodies / groups.

3. Pre-deposit Public Consultation (Regulation 15/16) - Public Consultation of Preferred Strategy & Options and associated SA(SEA) - The plan is developed through structured consultation and engagement with the community and before finalising the deposit plan the Council will publish its proposals for general public consultation.

4. Public Consultation Representations - Assess outcome of Preferred Strategy Consultation & prepare Report of pre-Deposit Consultation (Initial Consultation Report and Report of SA Consultation).

5. Deposit of Proposals (Regulation 17) - Preparation and publication of Deposit Plan - Following consideration of representations the Council will make final amendments and hone policies and proposals. Members' agreement will be obtained prior to the publishing of the deposit proposals (including the RLDP, the sustainability appraisal report and other relevant supporting documents) for the statutory 6 week consultation period. During this time objections and supporting representations can be made.

6. Representations on Deposit Proposals of RLDPs - Collate & provide feedback on representations - To consider the formal representations received to the Deposit Plan collate the responses and provide feedback.

7. Submission of RLDP to the Welsh Government (Regulation 22) - Prepare Recommendations Report on all representations received for Submission to the Examination - To consider representations and alternative sites and prepare submission to WG and PINS.

8. Independent Examination - Independent Inspector Examines Soundness of RLDP - To undertake Examination of the plan and to analyse, clarify and defend decisions as well as carrying out any further work requested by the Inspector.

9. Publication of the Recommendations of the Person Appointed - Receive, fact check & Publish Binding Inspector's Report - Publish Inspectors Report

10. Adoption of the RLDP - Consider & Process Inspector's Report and formally adopt the plan.

3.18 Decisions relating to the RLDP will be the formal responsibility of the Executive Member for Economy, Skills & Regeneration. Formal decisions of the Executive

Member will be made in consultation with the Strategic Director Economy and Environment and Head of Planning and Development. Members will be kept informed of the process through a series of member's seminars.

- 3.19 Full Council approval will be required of all stages which will be open to public consultation including the Delivery Agreement, the Preferred Strategy and the Deposit Plan Proposals.

Welsh Language and Bilingual Engagement

- 3.20 The Welsh Language (Wales) Measure 2011 place a legal duty on Councils to ensure that people are able to access services through the medium of Welsh. The corporate requirements of the Council and Welsh Language Standards will be maintained at each stage of the replacement LDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
- Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual;
- Any public meetings will be conducted bilingually where a request has been received 3 days prior to the meeting. Prior notification is required in order to procure interpretation services; and
- We will screen all RLDP documents in accordance with Council procedure and either provide a full Welsh translation or a bi-lingual executive summary.
- The Adopted Replacement LDP will be available in both Welsh and English formats.

3.21 Methods of Engagement - How Will We Involve You?

We are seeking to encourage participation and engagement in the RLDP throughout the plan preparation process. To reach as many people as possible we will seek to publicise the LDP revision process at every stage and use different methods of engagement to encourage participation from all groups. This will be done by:

- 3.22
- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation);
 - Telephone
 - Through use of Twitter, by utilising the corporate @Torfaen council account;
 - Via Facebook on the official Facebook page for Torfaen Council;
 - Engagement with Members through member seminars, specific workshops and in reports to appropriate Council meetings.
 - Making use of existing networks utilised by the Engagement team around the Public Service Board and County Plan such as the People's Panel;
 - All RLDP information and documents will be made available on the Council's website, which will be updated regularly;
 - Deposit of formal documents at Council premises
 - Press releases for the local media, where appropriate;
 - Public information exhibitions, in accessible locations with potential appointment based meetings; and

- Site notices will be displayed regarding proposed land allocations at relevant stages and where appropriate letters will be sent to adjacent properties (excluding Candidate Sites submitted as these relate to submissions for consideration rather than proposals).

3.23 **OpusConsult**

The Council will use a specific Local Development Plan consultation tool – OpusConsult in order to streamline our public engagement processes and provide information in a more user friendly way. OpusConsult will be accessed via the Councils’ website and enables individuals to directly self-register for notifications and updates and also to de-register as required. Those who communicate with us via alternative means will be added / removed from the database by Officers as per current practise. OpusConsult will be used firstly for the Call for Candidate Sites and then will be used for the Preferred Strategy (and associated) public consultations and the Deposit Plan (and associated) public consultations. OpusConsult will provide interactive forms for Candidate site submission and integrated mapping with constraints and opportunities to inform and support the proposals. Public consultations will enable documents to be reviewed and comments made with links to informative mapping. OpusConsult operates bi-lingually to provide Welsh as an equal opportunity.

3.24 **Who is involved?**

Individuals and interest groups

Individuals or organisations who have an interest in any stage of the RLDP can request to be included onto the Replacement LDP Database. This database will include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the RLDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the RLDP revision process.

3.25 Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of RLDP revision will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) is now in force from May 2018. By commenting on the RLDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the RLDP revision process and for a period of 6 years following adoption.

3.26 It is hoped and anticipated that many individuals and groups will become involved in the RLDP process. Anyone wishing for their details to be added to the replacement LDP database should contact the Planning Policy and Implementation Team by email, phone or in writing. Contact Details are included in Paragraph 3.43.

Council Members

- 3.27 It is recognised that the involvement of Members of Torfaen County Borough Council throughout the replacement LDP preparation will be of key importance. Members have a unique position as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County Borough as a whole. Accordingly, Members will play an essential role in the replacement LDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting the Torfaen area as a whole.
- 3.28 The Executive Member for Economy, Skills and Regeneration has responsibility for the planning policy, including the replacement LDP. Liaison with the Executive Member and all other Members is essential throughout the process. All Member seminars will consequently be undertaken as and when deemed necessary, particularly at key stages of the replacement LDP including but not limited to; the Preferred Strategy, Deposit RLDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

Town and Community Councils

- 3.29 Town and Community Councils cover all of Torfaen and play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Torfaen. Town and Community Councils will be consulted at every stage of the RLDP revision process and through their individual communication methods will help raise awareness of the replacement LDP to local communities. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community.
- 3.30 Through the Planning (Wales) Act 2015 there is the potential for Town and Community Councils to prepare Place Plans for their area. Place Plans should reflect the aspirations of the local community whilst also making synergies with the local planning authority's aspirations in the Local Development Plan and County Plan and will be given weight in planning decisions by being adopted as supplementary planning documents. Place Plan preparation can be aligned with the development of the Local Development Plan and can inform and connect with the financial mechanisms in planning such as the neighbourhood element of Community Infrastructure Levy, and Section 106. The Local Planning Authority will endeavour to assist Town or Community Councils who decide to pursue Place Plans to ensure coordination and cooperation between the development of plans.

Partnership Groups

- 3.31 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the replacement LDP, particularly in the early stages of public participation when structured discussion is desirable. There are a number of existing partnerships which can be utilised such as Climate Ambassadors Network, Local Nature Partnership, Torfaen Access Forum, Torfaen Young Peoples Forum.

- 3.32 Liaison with the Torfaen Public Service Board and partners will be of particular importance to ensure the replacement LDP aligns with the County Plan (LWBP). We will work closely with the Council's Strategic Engagement Team who have experience in facilitating communications with partner organisations and the wider community.

Businesses, Land Owners, Developers and Agents

- 3.33 Land and investment will be needed to implement proposals in the replacement plan and efforts will be made to engage with the private sector business community at an early stage. We will engage with planning agents who are regular customers of Torfaen's planning service. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the RLDP revision database.

3.34 Candidate Sites

The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology has been established across the South East Wales region for local planning authorities to utilise for their respective replacement LDPs. A Call for Candidate Sites will be undertaken and all candidate sites will need to be submitted via a standardised form. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the replacement LDP and sites will be required to show how and when they can be delivered. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected.

- 3.35 As well as providing for the submission of new candidate sites submissions previously provided as part of the withdrawn RLDP will be invited to reconfirm if they wish to have land considered for inclusion within the new RLDP, either for development, re-development or protection from development. Sites maybe updated with new or additional information and will be considered in the new Candidate sites assessment process.
- 3.36 The process of assessing candidate sites goes through a number of stages which will be detailed during the plan process and there will be opportunity for input and involvement in the site assessment process by both proponents and any other interested parties.

Additional Consultation Bodies

- 3.37 Appendix A provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees comprise of the Welsh Government and those bodies with specific functions that apply to the replacement Plan area including utility providers. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests.

Hard to Reach Groups

- 3.38 Hard to reach groups and those that are seldom heard are those groups who have not taken part traditionally in the plan preparation process. Additional effort will therefore be required to ensure these groups are engaged in the replacement LDP process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation / consultation periods. Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not therefore always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.
- 3.39 The following groups are identified as not having been sufficiently engaged in plan preparation previously and will subsequently be actively encouraged to participate in the replacement LDP process: Young People, Disabled People, Gypsy and Travellers. This will be through mechanisms such as the Torfaen Young People's Forum; Torfaen Access Forum and 50+ Forums.
- 3.40 In particular reference to Children and Young People, this section of the population have a right to have a say on decisions that affect them and together with the Strategic Engagement Group it is intended to engage actively with the Torfaen Young People's Forum and groups representing and involving this key section of the population.
- 3.41 In addition to the above hard to reach groups there are other seldom heard voices who are considered to have been under-represented previously in LDP preparation. This includes (but is not exclusive to) those seeking affordable housing in the County, small house-builders and small and medium-sized enterprises.

Late representations

- 3.42 Responses on formal stages are required by the specified deadline of the specific consultation period in order for them to be considered. To ensure fairness and equality for all any late comments/ representations will not be logged as 'duly made' as they were not made in accordance with the published timescales. There may be exceptional circumstances where a representation is submitted late, it will be at the Council's discretion as to whether such late representations can be accepted. Evidence will be required to highlight why the representation was delayed and that a genuine attempt was made to submit within the prescribed deadline. The timescale to produce the replacement LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Availability of Documents

- 3.43 The replacement LDP documents will be made available at each of the relevant stages. All documents will be available electronically on the Planning Policy pages of the Council's website:-

<https://www.torfaen.gov.uk/en/PlanningAndDevelopment/Planningpolicy/Planning-Policy.aspx>

and all published documents will be formatted so that they can be read by e-readers.

Electronic representation forms will also be made available during periods of consultation. In addition to online availability, paper copies will be placed at the following locations :-

- the Council's Civic Centre in Pontypool; and
- the Council's public Libraries in Blaenavon, Pontypool and Cwmbran.

3.44 Paper copies of documents will not generally be sent out during the RLDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be individually provided, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual. Officers will endeavour to ensure that copies of documents can be accessed by all.

3.45 **Contact Details**

Details will be provided on how to contact the Council in relation to any consultation phase. Comments are welcome in Welsh or English and can be e-mailed to ldp@torfaen.gov.uk or made in writing to:-

- Planning Policy and Implementation Team, Civic Centre, Pontypool, NP4 6YB

3.46 **Data Protection Notice** - Please note that all formal comments received cannot be treated as confidential and will be available for public inspection (with your personal details redacted). We will also hold your contact details on our RLDP consultation database for the duration of the Replacement LDP preparation process; unless your request in writing to be removed from the database and no longer receive correspondence from the Council on the RLDP Review.

The Council as a data controller is committed to protecting your privacy when you use our services. Details of the Council's privacy policy and how it protects and processes the personal data are available on the Council's website.

<https://www.torfaen.gov.uk/en/AboutTheCouncil/DataProtectionFreedomofInformation/DataProtection/Privacy-Notice/PrivacyNotice.aspx>

4.0 MONITORING AND REVIEW

- 4.1 The Delivery Agreement (Timetable and CIS) is a public document and the Council's Executive Member for Economy, Skills and Regeneration will have overall responsibility in monitoring progress against the Delivery Agreement throughout the preparation of the RLDP, to ensure that the aims and principles of the Community Involvement Scheme (CIS) are met in line with the Timetable.
- 4.2 Following Submission of the Deposit RLDP, Environment Report and Consultation Statement to the Welsh Government (expected December 2025), the 'indicative stages' of the Timetable will need to be reviewed and resubmitted as 'definitive stages' to the Welsh Government once the Council has entered into a Service Level Agreement with the Planning and Environment Decisions Wales (PEDW).

Annual Monitoring Report

- 4.3 The Council will produce an Annual Monitoring Report (AMR) each year following adoption of the plan. This will assess how effectively the policies and proposals of the existing plan are performing and highlight any need for modifications and this in turn will feed into the review of the Delivery Agreement. The AMR is a statutory requirement and will also include reference to new National Planning Guidance and any other relevant information. The AMR will cover the period 1st April - 31st March each year; and will be submitted to the Welsh Government by 31st October. Once produced, the AMR will be made available for public inspection and any key issues which arise will be the subject of public consultation.

Review of the Local Development Plan

- 4.4 Following the adoption of the RLDP, it is intended that the review of the plan should take place within a 4 year cycle. Although the requirement is to commence a full plan review within 4 years of adoption, the AMR may highlight a need to do this sooner. In particular with the potential introduction of a Strategic Development Plan (SDP) for the Cardiff Capital Region may require an earlier review of the plan. A review of the SA/SEA baseline information and trends will also take place and feed into the 4 year cycle.

Appendix A - List of Specific and General Consultation Bodies as detailed in LDP Regulation 2

Specific Consultation Bodies

Aneurin Bevan University Health Board	Torfaen Town & Community Councils
British Telecom	Blaenavon Town Council
CADW	Croesyceiliog & Llanyrafon Community Council
Cyfoeth Naturiol Cymru / Natural Resources Wales	Cwmbran Community Council
Department for Business, Energy & Industrial Strategy	Henllys Community Council
Department for Transport	Ponthir Community Council
Dwr Cymru / Welsh Water	Pontypool Town Council
Glamorgan Gwent Archaeological Trust	
Home Office	Community or Town Councils whose area adjoins the County Borough boundary
Ministry of Defence	Blaenau Gwent
National Grid Company PLC	Abertillery & Llanhilleth Community Council
National Grid Wireless	Brynmawr Town Council
Network Rail Infrastructure Ltd (Western & Wales - Property)	Caerphilly
Office of the Secretary of State for Wales	Risca East Community Council
Planning and Environment Decisions Wales (PEDW)	Risca Town Council
Telecommunications Operators (inclusive of EE, Vodafone, 02, Three, Tesco Mobile, NTL, Open Reach and Virgin Media)	Monmouthshire
Transport for Wales	Llanelly Community Council
Wales and West Utilities	Llanfoist Fawr Community Council
Welsh Government (inclusive of Planning Division)	Llangybi Fawr Community Council
Neighbouring Local Authorities	Llanhennock Community Council
Blaneau Gwent County Borough Council	Llanover Community Council
Brecon Beacons National Park Authority	Goetre Fawr Community Council
Caerphilly County Borough Council	Llanbadoc Community Council
Monmouthshire County Council	Newport
Newport City Council	Rogerstone Community Council

General Consultation Bodies - Representing voluntary bodies, racial, ethnic, religious, disabled, business, culture interests

Voluntary organisations and bodies whose activities benefit any part of Torfaen	
50+ Forum	Gwent Wildlife Trust
Age Cymru Gwent	Planning Aid Wales
Campaign for the Protection of Rural Wales	Royal Voluntary Service
Canal and River Trust	Sustrans Cymru
Fields in Trust Cymru	Torfaen Voluntary Alliance
GAVO	Climate Action Torfaen
Bodies representing the interests of different racial, ethnic or national groups in Torfaen	
Citizens Advice Cymru	Ethnic Minority Foundation
Equality and Human Rights Commission	Friends, Families and Travellers
Bodies which represent the interests in different religious groups in Torfaen	
Cardiff Buddhist Centre	Muslim Council for Wales
Catholic Church in Wales	Salvation Army
Church in Wales	South Wales Baptist Association
Evangelical Movement of Wales	UK Islamic Mission
Kingdom Hall Jehovah's Witnesses	United Reform Church
Bodies which represent the interests of disabled persons in Torfaen	
Action on Hearing Loss	Mind Cymru
Disability Advice Project	Royal National Institute for Deaf People
Disability Rights Commission	Scope
Disability Wales	Torfaen Access Forum
Disabled Persons Transport Advisory Committee	Wales Council for the Blind
Downs Syndrome Association	Wales Council for Deaf People
Gwent Association for the Blind	Wales Council for the Disabled
Mencap Cymru	
Bodies which represent the interests of persons carrying out business in Torfaen	
Business Wales (South Wales Regional Centre)	Federation of Small Businesses in Wales
Confederation of British Industry (Cymru)	South Wales Chamber of Commerce
Federation of Master Builders	
Bodies which represent the interests of Welsh culture in Torfaen	
Arts Council of Wales	Pontypool and Blaenavon Railway Company
Capital Region Tourism	Royal Commission on Ancient and Historic Monuments
Civic Trust Cymru	The National Trust
Coed Cymru	Welsh Historic Gardens Trust

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

Arriva Trains Wales	Open Spaces Society
Assembly (Senedd) Members - Torfaen	Pantygasseg Residents Association
British Aggregates Association	Pobl Group
British Geological Survey	Police and Crime Commissioner
British Liaison Group	Pontypool Park Estate Office
Bron Afon	Public Health Wales
Chambers of Commerce, Local CBI, Local Branches of Institute of Directors	Rail Freight Group
Charter Housing Association	Ramblers Cymru
Chartered Institute of Housing Cymru	RenewableUK
Chartered Institute of Waste Management Wales	Royal Institute of Chartered Surveyors
Children's Commissioner	Royal Society for the Protection of Birds
CLA Cymru	Royal Town Planning Institute (Cymru)
Coleg Gwent	Society for the Protection of Ancient Buildings
Comisiynydd y Gymraeg / Welsh Language Commissioner	South East Wales Energy Agency
Community Housing Cymru	South East Wales Racial Equality Council
Community Land Advisory Service Cymru	South Wales Fire Service
Country Landowners & Business Association (CLA)	South Wales Regional Aggregates Working Party
Crown Estate	Sports Wales
Design Commission for Wales	Stagecoach Wales
Energy Saving Trust Wales	The Coal Authority
Farmers Union of Wales	The National Library of Wales
Friends of Llanfrechfa Action Group	The Theatres Trust
Future Generations Commissioner	The Woodland Trust Wales (Coed Cadw)
Gwent Police	Torfaen Friends of the Earth
Hafod Housing Association	Torfaen Gypsy and Traveller Forum
Health and Safety Executive (Cymru)	Torfaen Leisure Trust
Home Builders Federation (Cymru)	Torfaen Peoples Panel
Institute of Civil Engineers (Cymru)	Torfaen Play Service
Institute of Directors (Cymru)	Torfaen Young People's Forum
Johnsey Estate	Transport Commissioner
Joint Council for Wales, SYNIAD	Transport for Wales
Keep Wales Tidy	United Welsh Housing Association
LCP Properties	Viridor Waste Management
Linc Cymru	Wales Council for Voluntary Action
Melin Homes	Wales Environment Link
Mineral Products Association	Welsh Environmental Services Association
Monmouth, Brecon and Abergavenny Canals Trust Limited	Welsh Health Estates
MPs - Torfaen	Welsh Local Government Association
National Farmers Union Cymru	Workers' Educational Association Cymru
One Voice Wales	Young Carers Forum

Appendix B - Key Stages in Plan Preparation

Definitive Stage

1. Delivery Agreement

2. Review and Update Evidence Base for RLDP & SA/SEA

3. **Pre-Deposit Participation** - RLDP Stakeholder Engagement to generate strategic issues and alternatives

Key RLDP Actions

- Review and update RLDP Evidence Base - Undertake / Commission research / surveys
- Prepare technical background / issues papers to inform stakeholder discussions
- Call for candidate sites
- Engage with consultees to develop consensus on issues and strategy options

Key SA/SEA Actions

- Gather baseline information
- Produce and then undertake consultation on scoping report alongside key issues
- Undertake SA/SEA of the options identified
- Officers will produce and consult on the SA scoping report - Members will agree the initial sustainability appraisal report when they agree the RLDP Preferred Strategy and Deposit Plan respectively. In addition, officers will undertake the SEA and HRA screening exercises and produce the relevant assessments if required.

Who will be involved?

- Sub-groups of relevant interested parties (Specific Consultation Bodies)
- Relevant Community Groups (General Consultation Bodies)
- Peoples Panel - Use of Public Service Board / Well-being consultation structures

Methods of Involvement / Engagement

- Meetings
- Targeted Workshops
- Written Information dissemination via post and e-mail.

Role of Members

- Members seminar will be held during this stage of the RLDP process and is intended to inform members of their roles in the RLDP process at each stage. (Further members seminars will be held throughout the process)

4. **Pre-deposit Public Consultation - Preferred Strategy** - Public Consultation of Preferred Strategy & Options and associated SA/SEA

Key RLDP Actions

- Obtain Council Approval of the strategic options and preferred strategy
- Publish, advertise and distribute the Preferred Strategy and options for consultation (This will be for the minimum Statutory 6 Weeks extend to 8 weeks if over major holiday periods).
- Provide feedback and comments in form of initial consultation report
- Produce Draft SPG programme

Key SA/SEA Actions

- Publicise the SA/SEA evaluation report to support the decision making process in identifying a preferred option

Who will be involved?

- All identified consultees / organisations (Specific and General)
- Peoples Panel - Use of Public Service Board / Well-being consultation structures
- General public

Methods of Involvement (subject to CV19 restrictions)

- Press and public relations - Social-Media, and Web based
- Written Consultations including 'Easy Read' document
- Where and if possible Public Appointments / Exhibitions
- Peoples Panel - Use of Public Service Board / Well-being consultation structures

Role of Members

- Formal involvement will occur when the Preferred Strategy and Options will be reported to council for members' approval prior to going out for public consultation.

5. Statutory Deposit of Proposals - Preparation and publication of Deposit Plan.

Key RLDP Actions

- Obtain Council approval for the Deposit Plan
- Publish, distribute and advertise the RLDP including supporting documents (This will be for the minimum Statutory 6 Weeks extend to 8 weeks if over major holiday periods).

Key SEA/SA Actions

- SA/SEA report (including Environmental Report) included with Deposit Plan

Who will be involved?

- All consultees / organisations (Specific and General)
- General public

Methods of Involvement (subject to CV19 restrictions)

- Press and public relations - Social-Media, and Web based
- Written Consultations including 'Easy Read' document
- Where and if possible Public Appointments / Exhibitions

Role of Members

- The deposit plan will be submitted to members for approval prior to going out for statutory consultation.

Indicative Stage

6. Submission of RLDP to Welsh Government - Prepare Recommendations Report on all representations received

Key RLDP Actions

- Finalise feedback and comments in form of consultation report
- Submit SA/SEA Report, Community Involvement Scheme, Consultation Report, Representations and Supporting Documents to the Welsh Government

Role of Members

- A final recommendations report on all representations received will be submitted to members for approval prior to submission to the Welsh Government

7. Examination of the RLDP - Independent Inspector Examines Soundness of RLDP

Key RLDP Actions

- Advertise and notify all interested parties of details relating to Examination

Who will be involved?

- Parties who have unwithdrawn formal representations

Methods of Involvement

- Examination by Inspector

8. Receipt of Inspector's Report - Receive & Publish Binding Inspector's Report

Key RLDP Actions

- Publish Inspector's report
- Notify interested parties of publication of Inspector's report

9. Adoption of the RLDP

Key RLDP Actions

- Within 8 weeks of receipt of Inspector's report adopt RLDP
- Republish SA/SEA report (including the Environmental Report) with any identified adjustments arising from the Examination
- Make available RLDP and SA/SEA report
- Publish, distribute and advertise adoption statement

10. Publish RLDP Annual Monitoring Reports - on the performance of the adopted RLDP in the previous year and consider if there is a need for an early review

Key RLDP Actions

- Report AMR to Council
- AMR to be submitted to WG on or before 31st October each year
- Instigate an early review in required