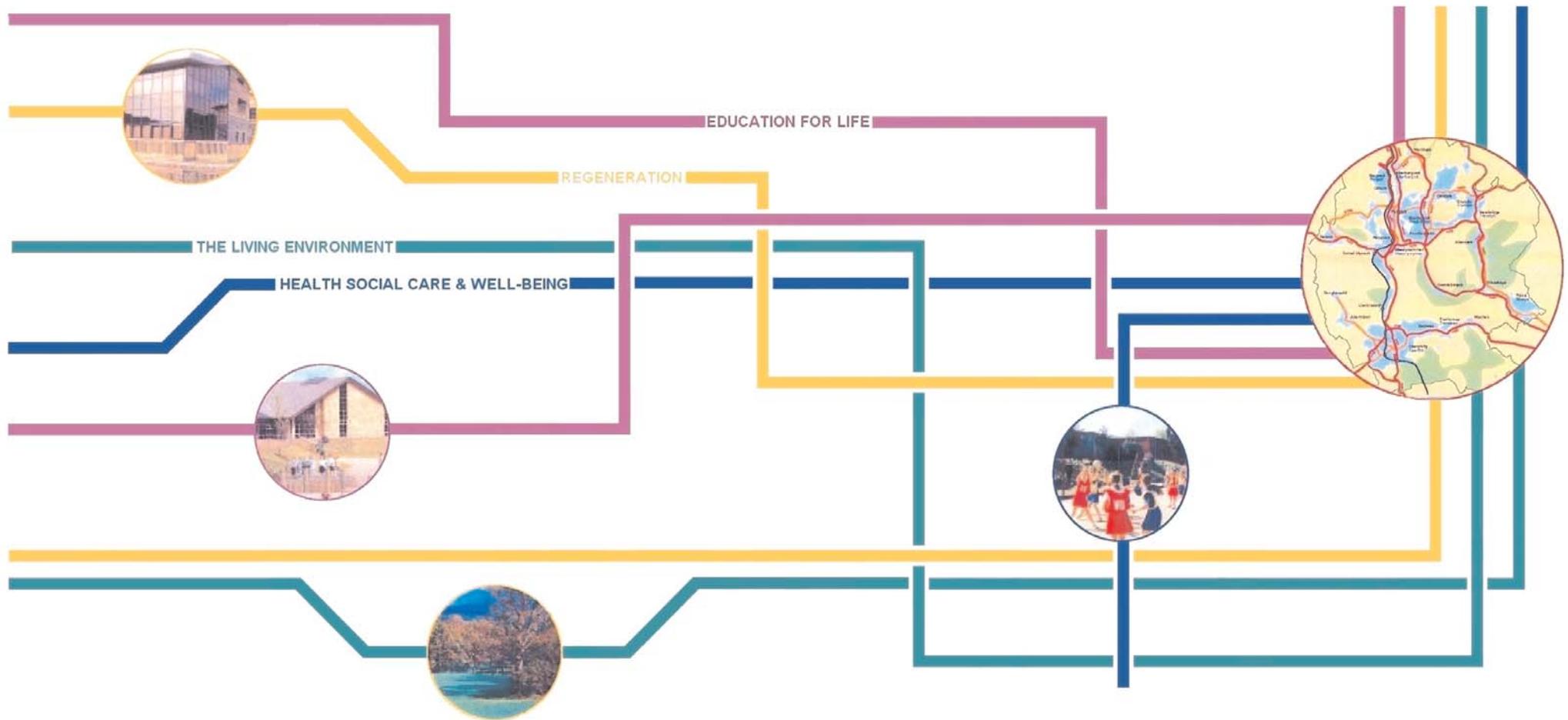


# CAERPHILLY COUNTY BOROUGH LOCAL DEVELOPMENT PLAN PLAN PERIOD UP TO 2021



CAERPHILLY (COUNCIL APPROVED) LDP DELIVERY AGREEMENT -  
AGREED BY WELSH ASSEMBLY GOVERNMENT, 4th MAY 2006



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## List of Abbreviations

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Delivery Agreement	DA
Local Planning Authority	LPA
Local Development Plan	LP
Welsh Assembly Government	WAG
Community Involvement Scheme	CIS
Strategic Environmental Assessment	SEA
Sustainability Appraisal	SA
Supplementary Planning Guidance	SPG
Unitary Development Plan	UDP

# CONTEXT

## 1. INTRODUCTION TO DELIVERY AGREEMENT

The purpose of the Delivery Agreement (DA) is to establish the Local Planning Authority's (LPA's) early full and continuous approach to community engagement and involvement in the preparation of the Local Development Plan (LP).

### 1.2

The DA must be produced prior to the formal preparation of the LP. It forms an important and legal part of the plan preparation process for the LP. Any deviations from the DA that have not been agreed with the Welsh Assembly Government (WAG) will form an important test into the 'soundness' of the plan. Both the content of the DA and the way in which the Local Authority implements it is therefore fundamental to the overall success of the Caerphilly LP.

## 2. WHAT IS THE LOCAL DEVELOPMENT PLAN?

### 2.1

The Planning and Compulsory Purchase Act 2004 requires the Council to prepare an LP for the County Borough. This requirement builds upon the work undertaken by the Council in preparing the Unitary Development Plan, which commenced in 1996. The LP will replace the Unitary Development Plan once adopted.

### 2.2

The LP provides the development strategy and policy framework for the development and conservation needs of the County Borough for the fifteen-year period, from the date the plan is adopted up to the year 2021. The LP will be used by the Council to guide and control development, providing the basis by which planning applications can be determined consistently and appropriately.

### 2.3

The preparation of the LP will have regard to European Legislation and national policy<sup>1</sup>. Various background reports and other technical data referred to as the 'Evidence Base' will inform the development strategy, policies and proposals in the LP.

### 2.4

Once adopted, the LP should be clear, transparent, concise, accessible to the public and easier to review in the future.

### 2.5

As a part of the LP process the aim of the Council is to engage with residents, service users, stakeholders and partners in a meaningful and cost effective way. The Government's stated intention in changing the planning system is to make it:

- faster
- more responsive to change
- improve community involvement in the plan preparation process

## 3. STAGES IN THE APPROVAL OF THE DELIVERY AGREEMENT

### 3.1

In developing the Delivery Agreement for Caerphilly the Council has:

- Prepared a draft Delivery Agreement
- Consulted on the Delivery Agreement with key stakeholders
- Revised the draft Delivery Agreement following consultation - full details available in the 'Report of Public Consultation', available in full at council offices, a summary of which can be viewed on the feedback forms on the CCBC website (and in Appendix 6 of this document).
- Revised the draft Delivery Agreement following response from WAG
- Gained full approval of the draft Delivery Agreement by Caerphilly County Borough Council on 4th April 2006
- Gained agreement of the Delivery Agreement by the WAG by May 2006

#### 4. **WHAT IS THE DELIVERY AGREEMENT?**

##### 4.1

This document referred to as the DA comprises two sections, namely:

#### **SECTION A -**

##### **The Project Management Timetable of Plan Preparation:**

A timetable detailing the various stages of the preparation of the LP and how the process of plan preparation will be project-managed and the resources that will be required at each stage.

#### **SECTION B -**

##### **The Community**

##### **Involvement Scheme (CIS):**

The CIS sets out the Council's principles, strategy and mechanisms for early and continuous community and stakeholder engagement throughout the LP process. This is a fundamental element of the new development

plan system. Once approved, the Council will need to comply with the requirements for community engagement set out in the CIS.

#### 5. **PRINCIPLES OF THE DELIVERY AGREEMENT**

##### 5.1

#### **OVERALL AIM OF THE CAERPHILLY DA**

**To provide details on how the LP will be prepared, monitored and reviewed and the role of the community and other stakeholders in the process.**

##### 5.2

#### **PRINCIPLES OF COMMUNITY INVOLVEMENT IN PLANNING**

The DA helps to ensure that the Council complies with key principles for community involvement throughout the Plan Preparation Process and that such activity is carried out to an agreed timescale. These principles ensure that community involvement carried

out by or on behalf of the Council is done in a way that is consistent, coherent and co-ordinated. These are complemented by a robust timetable to add certainty to the process.

Outlined below are the 7 key principles that the Council have identified<sup>2</sup> as being fundamental to the process:

#### **PRINCIPLE 1: INTEGRITY**

Every effort will be made to ensure that a "fit for purpose" approach has been adopted throughout the process. Before seeking public involvement, we will be clear about why it is occurring, whom we are engaging with and what the community will be able to influence, and importantly, what they are not able to influence.

#### **PRINCIPLE 2: VISIBILITY**

We will take all reasonable steps to ensure that all those who have a right to participate in the process

are made aware of the consultation exercise at the relevant stage of plan preparation.

#### **PRINCIPLE 3: ACCESSIBILITY**

A variety of participation and consultation methods will be used, including the use of new technology in order to ensure that interested persons and organisations have reasonable access to the plan preparation process. A proactive approach to involve under-represented groups will be adopted.

#### **PRINCIPLE 4: CONFIDENTIALITY/ TRANSPARENCY**

The Council will make it clear to those participating in the process that the input and outcome of any workshop sessions, together with any representations made in respect of any aspect of the plan will be public information and cannot be treated as confidential.

**PRINCIPLE 5: DISCLOSURE**

The Council will expect those participating in the process to disclose information of relevance to the development plan in so far as they are able, in the specified timescales laid down in the DA. This is critical in order to ensure an equitable, transparent and open exchange of information to inform policy development.

**PRINCIPLE 6: FAIR INTERPRETATION**

The Council will gather considerable information and viewpoints through consultation exercises during the plan process that will have to be collated and assessed. This task will be undertaken objectively. Only in exceptional circumstances will the decision-makers themselves (elected Members) be involved with primary assessment of the data, normally primary assessment will be undertaken by professional officers of the Council in consultation with relevant

expert bodies. Weighting methods may be used to assist in the assessment process. These methods will be disclosed to participants and to decision-makers through the consultation output and will be derived in an equitable and transparent way.

**PRINCIPLE 7: PUBLICATION**

We will always ensure that, as part of a genuine two way iterative process, participants will receive feedback via a “feedback form” placed on the council website. An example of the feedback form is shown at Appendix 6. Publications will also be made available in public libraries, one stop-shops and at Council Offices.

**5.3**

**THE TEST OF SOUNDNESS**

As an integral part of the new development plan system it is the responsibility of the appointed independent Inspector to consider the soundness of the Development Plan as a whole

during the Examination into the Plan. A straightforward interpretation of "sound" is that it "shows good judgement" and "is able to be trusted"<sup>3</sup>. Local Development Plans Wales - Dec 2005, provides 10 criteria for assessing ‘Soundness’ which fall into three categories, namely procedural, consistency, coherence and effectiveness.

The tests of soundness in part relate to the process by which the LP has been prepared by the Council, its consistency and its coherence and effectiveness<sup>4</sup>. To ensure that time is not spent examining in detail a plan that is procedurally unsound the Inspector will carry out an early screening of the LP to ensure that it has been prepared in accordance with the DA including the CIS.

It is in the Council's interest therefore to ensure that the Delivery Agreement including the Community Invol-

vement Scheme has been adhered to throughout the plan preparation process. It is also the responsibility of all stakeholders in the process to facilitate the process by meeting requirements of them as outlined in Section 9.

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<sup>1</sup> Planning Policy Wales, March 2002: Local Development Plans Wales, Dec 2005: Local Development Plan Manual, 2006 and Ministerial Planning Policy Statements. Mineral Planning Policy Wales, Dec 2000.

<sup>2</sup> Local Development Plans Wales, 2005: PINS Guide to the Examination of Local Development Plans, 2006.

<sup>3</sup> Local Development Plans Wales: PINS Guide to the Examination of Local Development Plans, 2006, available April/ May 2006.

<sup>4</sup> See Local Development Plans Wales, 2005 for details of the tests of soundness (para 4.35).

<sup>5</sup> [www.wales.gov.uk](http://www.wales.gov.uk)

# SECTION A: THE PROJECT MANAGEMENT TIMETABLE

## 6. OVERVIEW OF THE LP PREPARATION PROCESS

6.1 Diagram A1 illustrates the series of stages that are involved in the preparation of the LP, as contained in the LP Regulations (2005) under Part 6 of the Planning and Compulsory Purchase Act 2004. The way in which the community is involved with each of these stages is detailed in Section B, Community Involvement Scheme (CIS). Further information on the preparation of LDPs can be found on the WAG web site<sup>5</sup>.

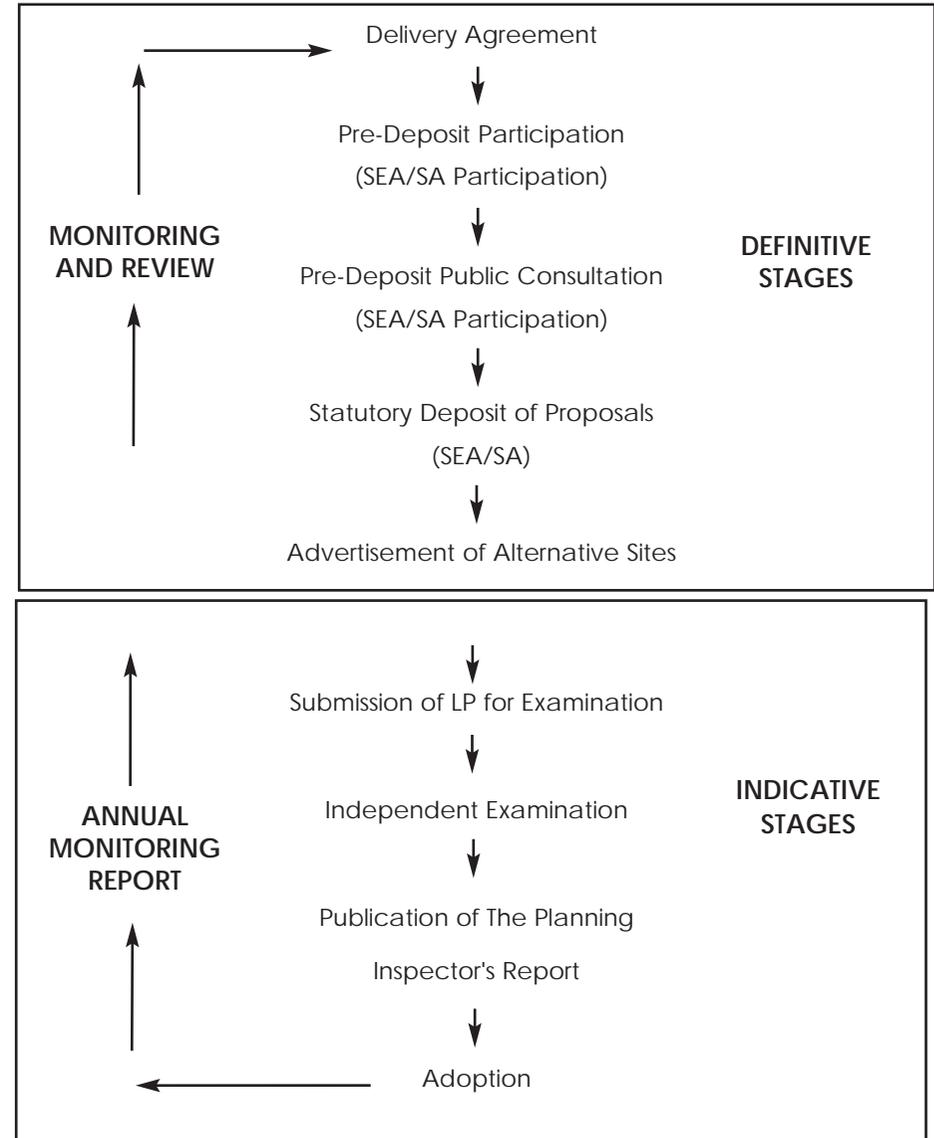
**Note:**  
**Definitive Stages - the stages in plan preparation up to and including the Statutory Deposit Period.** These stages of the process are under the direct control of the Council and therefore the timetable is as realistic as possible. This part of the timetable is firmer and the project management of the process can be monitored and

controlled more carefully. Every effort will be made to avoid deviations from the approved timetable during these stages. Where deviations are necessary they will be accounted for, identified, explained and justified by the Council.

### Indicative Stages - the stages beyond the Statutory Deposit Period.

The Council has less control over the later stages of the process, as they are dependant on many factors beyond the Council's control, such as the number of representations that need to be handled, responses from the WAG and the requirements, capacity and availability of the independent Planning Inspector. At the Deposit stage the DA will be resubmitted to the WAG to establish a timetable for the indicative stages. The LPA will define the indicative timetable within 3 months of the close of the formal 6-week deposit period.

Diagram A1: The LP Process



**7. SUMMARY OF TIMETABLE FOR THE LP PROCESS**

**7.1**

The broad timetable for each of the above stages in the LP preparation is outlined in Table A1.

**7.2**

**RESOURCES**

In preparing the plan and undertaking community engagement the Council will devote the necessary resources, primarily officer/Member

time and funding, subject to the terms of this DA. Refer to Section B for more detail.

**7.3**

**RISK ASSESSMENT**

WAG has indicated that the plan preparation process should take approximately 4 years. The delivery of the Plan in such a tight timescale could lead to the process taking priority over the delivery of a well thought out, content driven, land use

plan that will serve to shape the County Borough in a sustainable manner up to 2021. Whilst it is acknowledged that smaller authorities could potentially meet a 4-year timescale, the complexity of issues facing the County Borough together with the diverse nature of the area means that delivery of a fit for purpose Plan in 4 years is unlikely.

To ensure both the process and the Plan are given due consideration it

is proposed that the delivery of the Plan will take 4 years and 3 months. There are however a number of factors that could lead to the project not proceeding in accordance with the proposed timetable. These are summarised at Appendix 1. The Council considers that it is reasonable to make an allowance for slippage of up to 4 months in the timetable without formally amending the DA. This is further discussed at Appendix 1.

**Table A1: Summary of Timetable for the LP Process. Please refer to timetable and CIS for further information**

Stage in plan preparation:	Timescale:	
Definitive Stage	From:	To:
Statutory instrument to commence LP	April 2005	
Evidence Gathering, including formulation of sites register	April 2005	June 2006
Delivery Agreement	April 2005	May 2006
Pre Deposit Participation	May 2006	September 2006
Pre Deposit Public Consultation	April 2007	May 2007
STATUTORY DEPOSIT OF PROPOSALS	June 2008	August 2008
Alternative Sites Consultation	October 2008	November 2008
Indicative Stage		
Submission of LP to WAG	June 2009	
Examination and receipt of Inspector's Report	June 2010	
ADOPTION	<b>August 2010</b>	
Annual Monitoring Report	Annually	

**8. THE SUSTAINABILITY APPRAISAL (SA) AND THE STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)**

**8.1**

Section 62 (6a) of the Planning and Compulsory Purchase Act 2004, requires the LPA to carry out a Sustainability Appraisal (SA) of the plan. In

addition, the provisions of the Strategic Environmental Assessment (SEA) Regulations, 2004, require the LPA to assess the impact of strategic options on the environment. The Strategic Environmental Assessment (SEA) will form an integral part of the Sustainability Appraisal (SA). It is a statutory requirement that public consultation of the SEA should take place over a minimum period of 6 weeks. The SA

Report will be prepared and published for consultation purposes at the **Statutory Deposit Stage**, alongside the Deposit LP.

**8.2**

Table A2 indicates the stages of plan preparation and how those stages integrate with the stages that need to be undertaken in the development of the SA and the SEA.



**Table A2: Integration**

Plan stage	LP steps	Sustainability Appraisal	Strategic Environmental Assessment
<b>Definitive Stages</b>			
<b>Commencement</b>	Delivery Agreement (timetable and Community Involvement scheme)	Develop and agree methodology and programme	Develop and agree methodology and programme
<b>Pre Reg 14</b>	Develop Evidence Base. Review and if necessary supplement the Evidence Base. Invite respondents to propose development sites to form site register	Develop baseline information. Identify key issues and develop objectives/appraisal criteria. Consult partners. Establish sustainability criteria/framework.	Baseline state of the environment. Roll forward data based on a do nothing scenario. Consider relationship to other plans. Review relevant Plans, Programmes, Policies and Objectives at local, regional, national and European level and assess their impacts and requirements for the LP. Establish scope of SEA with environmental consultation bodies. Establish environmental characteristics likely to be significantly affected.

CONT.

Plan stage	LP steps	Sustainability Appraisal	Strategic Environmental Assessment
<b>Definitive Stages</b>			
	<p>Establish Vision for LP. Vision agreed by Council.</p>	<p>Establish SA objectives. Incorporate SEA objectives in Scoping Report Produce Scoping Report (part 1) for consultation, including:</p> <ul style="list-style-type: none"> <li>● Review of Relevant Plans, Policies &amp; Programmes</li> <li>● Assessment Criteria Framework</li> <li>● Assessment for vision for LP</li> </ul> <p>4 Week Participation on Scoping Report Produce SA Assessment of preferred strategy</p>	<p>Establish SEA objectives Incorporate SEA objectives in Scoping Report Produce Scoping Report (part 1) for consultation, including:</p> <ul style="list-style-type: none"> <li>● Review of Relevant Plans, Policies &amp; Programmes</li> <li>● Assessment Criteria Framework</li> <li>● Assessment for vision for LP</li> </ul> <p>4 Week Participation on Scoping Report Produce SA Assessment of preferred strategy</p>
<b>Pre-Deposit Participation (Reg 14)</b>	<p>Prepare issues and Strategic Options in consultation with stakeholders. Identify and test options for implementing including strategic sites. Seek consensus regarding preferred strategy.  Strategy document published.  Report for preferred strategy agreed by Council.  Preparation of Pre-Deposit Public Consultation Document</p>	<p>Use SA Objectives and Key Indicators to inform generation of and/or to refine preferred option/s Assessment of Strategic Options Assessment results used to modify and identify LP strategy. Have regard to results when selecting preferred strategy.          Preparation of SA Report</p>	<p>Use SEA Objectives and Key Indicators to inform generation of and/or to refine preferred option/s Assessment of Strategic Options Assessment results used to modify and identify LP strategy. Have regard to results when selecting preferred strategy.          Preparation of SEA assessment, Parts 1 &amp; 2 (integrated into SA)</p>

Plan stage	LP steps	Sustainability Appraisal	Strategic Environmental Assessment
<b>Definitive Stages</b>			
<b>Pre-Deposit</b>	Pre-deposit Public Consultation	Publicise and consult on Sustainability Report	Publicise and consult on Strategic Environmental Assessment
<b>Public Consultation (Reg 15/16)</b>	Initial consultation report produced (including LP changes)  Report to Council  Preparation of deposit LP Site register made publically available	Report of SA consultation produced  Finalise SA report indicating how regard has been had to SEA and associated consultation	Report of SEA consultation produced  Finalise SA report indicating how regard has been had to SEA and associated consultation
<b>Statutory Deposit of Proposals (Reg 17)</b>	Statutory Deposit of Proposals	Make Sustainability Report available with Deposit Plan	Make SEA Report available with Deposit Plan (minimum of 28 days)
	6 week consultation period. Receive representations on Deposit LP	6 week consultation period. Receive representations on SA Report	6 week consultation period. Receive representations on SA Report
	Prepare Report of Deposit Consultation	Objector should provide evidence of site's compatibility with the SA.  Ensure objector has provided evidence that alternative sites comply with requirements of the SA/SEA at this stage	Ensure suggested changes to the plan are in conformity with SA  Ensure objector has assessed alternative sites are assessed against the same criteria used by the authority.

CONT.

Plan stage	LP steps	Sustainability Appraisal	Strategic Environmental Assessment
<b>Advertise- ment of Alternative Sites (Reg 20)</b>	Advertise alternative sites generated by respondents by advertisement in local newspaper.		
	Representation on alternative sites	Ensure suggested changes to the plan are in conformity with SA.	Ensure suggested changes to the plan are in conformity with SEA
	Update Consultation Report		
		Assess exceptional late changes against SA. Incorporate and mitigate effects if included.	Assess exceptional late changes against SEA. Incorporate and mitigate effects if included.
<b>Indicative Stages</b>			
<b>Submission of LP to WAG (Reg 22)</b>	Report to Council  Consultation report covering: <ul style="list-style-type: none"> <li>● Conformity with CIS</li> <li>● Representations received in respect of Deposit LP and alternative sites</li> <li>● Suggested changes and issues for consideration.</li> </ul>	Sustainability Appraisal report	Strategic Environmental Assessment Scoping Report and Environmental Assessment report (integrated into SA)

				2005										
				April	May	June	July	Sept	Oct	Nov	Dec			
				0-9	0-8	0-7	0-6	0-4	0-3	0-2	0-1			
Definitive Stages	Statutory Instrument	Stage	1	Prepare Draft CIS & Timetable								1		
			2	Consultation period									2	
			3	Reported to Council										3
			4	Submission to WAG										4
			5	Agreed by WAG										5
	Evidence Base (Pre Reg 14)	Stage	6	Development of evidence base									6	
			7	Development of baseline Information									7	
	Preparation of draft vision & assessment of alternative visions (not required by Regs)	Stage 1	8	Vision agreed by Council									8	
			9	Establish SA/SEA Objectives									9	
			10	Produce scoping report (SEA/SA Part1) and participation with Consultation Bodies (4week)										10
	Pre-Deposit Participation (Reg 14)	Stage 2	11	Preparation of strategy options and assessment of alternatives									11	
			12	Assess Strategic Options by SA/SEA									12	
			13	Draft strategy document published										13
			14	Report for preferred strategy agreed by Council										14
			15	Produce pre-deposit plan										15
			16	Produce Assessment Report SA/SEA (Part2)										16
	Pre-Deposit Public Consultation (Reg 15/16)	Stage 3	17	Pre-deposit Public Consultation & consultation on SA/SEA									17	
			18	Report of pre-deposit consultation produced (including LP changes) & report of SA consultation										18
			19	Recommendations to Council										19
			20	Finalise SA/SEA report										20
			21	Produce Deposit Plan										21
Statutory Deposit of Proposals (Reg 17)	Stage 4	22	6 week Deposit Consultation Exercise with SA/SEA									22		
		23	SEA assessment of alternative sites										23	
Representations on Alternative Sites (Reg 21)	Stage 5	24	6 week Consultation Exercise Assess representations received in respect of alternative sites									24		
		25	Report of consultation										25	
Indicative Stages	Submission of LP to WAG (Reg 22)	Stage 6	26	Reported to Council								26		
			27	Undertake work necessary for formal submission to Welsh Assembly Government for the Examination									27	
	Examination (Reg 23) and Receipt of Inspectors Report (Reg 24)	Stage 7	28	Inspectorate undertakes all relevant work associated with examination.									28	
Stage 8		28	Council receives Inspector's Report									28		
Adoption (Reg 25)	Stage 9	29	Adoption and publication of Inspector's Report									29		



## — SECTION B - COMMUNITY INVOLVEMENT SCHEME (CIS)

### 9. INTRODUCTION TO THE CIS

#### 9.1

To ensure a transparent and open planning process, which enjoys the support of the general public and involves local people in planning the future of their communities, people need to be involved in the early stages of preparing the LP. Once approved, the Council will need to comply with the requirements for community engagement set out in the CIS.

The CIS will provide an understanding of:

- The nature of the community in Caerphilly (refer to Appendix 3 for a profile of the population as at 2001)
- The mechanisms for reaching and including traditionally 'hard to reach groups' of people
- The ways in which communities may become involved in the

Planning Process and to what extent

- The range of ideas and techniques to be used ensure that communities are aided in developing their ideas and assisted in feeding them into the LP process.

#### 9.2

The process of community involvement throughout the LP period will need to be continually refreshed by re-involvement.

### PURPOSE AND BENEFITS OF COMMUNITY INVOLVEMENT

#### 9.3

The purpose of community involvement is to engage a wide range of communities, and interested individuals in addition to specific consultees bodies in the decision making process, through both creating a 'dialogue' and sharing relevant information.

#### 9.4

The benefits of this approach can be summarised under three headings;

- Benefits to the wider community
- Benefits to the individuals or organisations involved in the consultation
- Benefits to the Council

#### 9.4.1

Benefits to the wider community include:

- A greater public ownership and sense of democracy
- Improved community cohesion, confidence and a sense of inclusion
- Communities have a fresh perspective, and can help deliver development that meets local need
- The resulting development is more acceptable to the local community
- Makes the plan transparent and helps to revitalise democracy

- It helps to reduce conflict in the planning process

#### 9.4.2

Benefits to the individuals or organisations involved in the consultation include:

- An ability to influence the decision making process
- An enhanced sense of contributing to the community
- Better experiences of using the Planning Service and a greater understanding of the planning process
- More opportunity to work collaboratively
- Greater sense of ownership of plan

#### 9.4.3

Benefits to the Council include:

- Greater understanding of community needs in the development plan.

- Community concerns are identified, understood and addressed and better ideas are brought to the plan.
- A more holistic, integrated approach towards future development in the area
- Economies of scale in terms of shared resources - more effective use of human resources
- Potential to resolve conflicting objectives by engaging with a wide range of stakeholders - resolve contentious issues early on in the LP process
- Delivery of the land use elements of the Community Strategy and Partnership Action Plans through the LP, Action Plans and Supplementary Planning Guidance
- Greater public ownership of the plan and its policies.

## WHO SHOULD GET INVOLVED?

### 9.5

**Communities** - There is a wide range of interests in Caerphilly that have an interest in the built and natural environment. When we refer to communities we are referring to groups of individuals or organisations sharing a common interest or need (community partnerships, clubs, associations, groups, societies etc), communities of place (workplace and residential), and organisations, which may have other objectives beyond those of the individuals who make them (national perspectives, eg the Home Builders Federation, Countryside Council for Wales etc). All have a role to play in this process and as a Council we must seek to reach all who need to be involved including those who historically have been hard to reach (See Appendix 4)

### 9.6

**Specific Consultation Bodies** - The legal requirements for community

involvement and public participation for the LP are set out in the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005. The Council intends to meet and exceed these requirements. An indication of the Specific Consultation Bodies are set out in Appendix 2, along with other organisations, groups and people that the Council intends to consult.

### 9.7

**Wider Community Involvement** - The Council is committed to involving as many people and groups as possible in forming its planning policies. Any person or organisation that is interested in the planning of the County Borough can get involved and make comments. There are also particular sections of the community that the Council wishes to ensure are involved, due to their specific needs and/or because traditionally they have been under represented in the planning process, (the so called 'hard to reach'

groups). The Council will use innovative consultation methods such as radio and text messaging to ensure hard to reach groups are consulted.

In order therefore, to achieve its aim of wider involvement, the Council intends to work with its existing partners in the community and develop new partnerships where possible. In particular, preparation of the LP will be closely linked to the work that has been undertaken since 1999 on the 'Community Strategy: Community Planning in Action' by the Council and partner organisations and will utilise the extensive network of partnership structures that has been developed through this work (See Appendix 5). The Council will endeavour to ensure that young people (i.e. under 25s), local businesses, landowners, agents, children and developers are involved throughout the process as far as is practically possible.

## EQUALITY

### 9.8

We aim to treat everyone with dignity and respect and to operate in an equitable manner. The Council will not discriminate against anyone on the basis of: colour, ethnicity, sex, age, marital status, sexual orientation, disability, religion, language or nationality. The Council will therefore make all reasonable efforts to ensure that the process is accessible to everyone, such that their views and options may be sought and heard without prejudice and discrimination. A variety of mechanisms will be used to ensure that all sectors of the community are engaged/informed in the LP process including workshops and radio advertisements.

### 9.9

The Council will make every effort to ensure that hard to reach groups are included in the process. Hard to reach groups include:

- Young people and children
- People with disabilities
- Older People
- People with learning difficulties
- Homeless people
- Past offenders
- Minority Ethnic Groups
- Travellers and Gypsies

(Refer to Appendix 2 & 4 for more detail)

## COMMUNITY INVOLVEMENT AT EACH STAGE

### 9.10

Different types of techniques will be used to involve the various bodies and interested parties throughout the development plan process. These will be tailored through specific consultation methods to meet the needs of the various groups. Section 10 to 16 provides the details for each stage in the process.

### 9.11

Feedback will be provided via a brief 'feedback form' that will be completed by the Strategic and Development Plan Team after each public participation exercise, in order to provide a quick summary of the outcomes and actions arising from the event. **These forms will be placed on the internet.** A template for the form is attached at Appendix 6.

### 9.12

When dealing with petitions, the Council will only respond to the lead name of the petition and not to all those registered in support of the petition.

## RESOLVING CONFLICT - CONSENSUS BUILDING

### 9.13

The involvement process is intended to reduce conflict by encouraging consensus and where this cannot be achieved by making sure the sources of information leading to a decision are explicit and respected by all par-

ties. The type of engagement techniques used throughout the process will seek to resolve conflict and build consensus

## EXPECTATIONS OF CONSULTATION BODIES

### 9.14

In order to undertake the LP preparation process as effectively as possible, the Council would have the following expectations of consultation bodies and stakeholders who contribute to the process;

- All specific consultation bodies will respond to enquiries within a reasonable period (**i.e. 21 working days**);
- Community groups should make efforts to vary the cycle of meetings on key issues such as the LP to enable reasonable response times;
- Commitment to the process - attend contribute and generally assist the process of seeking consensus;

- d. To listen and engage in the debate (i.e. at workshops, meetings, discussions) with an open mind;
- e. To raise legitimate development/spatial issues that can be influenced/controlled by the LP and the planning system;
- f. There should be the early identification of strategic sites to be considered for possible development including allocations within the plan;
- g. To follow the appropriate procedure in relation to the new sites, i.e. to demonstrate how the site fits within the overall LP strategy, how the site is in accordance with the SA/SEA and how the inclusion of the site would contribute to the 'soundness' of the plan;
- h. Highlight any gaps in the data/information that is supplied (this is particularly important for the statutory consultation bodies in the SA/SEA for the LP);
- i. That they understand the wider context and engage and respond responsibly;
- j. To ensure that responses are made within the statutory six-week where appropriate. Given the strict deadlines comments received following the close of the consultation period will not be considered.
- k. To ensure that their response is sent to the address and where appropriate the person specified before the formal end of the six-week period in the format specified wherever possible;
- l. To include in their response all the relevant information to be considered by the Council to enable a transparent and open consideration of the representation;
- m. Consultation bodies should provide appropriate name and contact details to allow for improved communication feedback and responses from the LPA;
- n. To follow the appropriate procedures for the Examination.
- o. To ensure that any correspondence is sent to the address and where appropriate the person specified by the Planning Inspectorate.
- p. To include in their evidence all the relevant information to be considered by the Inspector in a format that is accessible to all, to enable a transparent and open consideration of the representation.
- q. To provide appropriate name and contact details to allow for feedback and responses from the Planning Inspector.
- r. To understand that the Inspector's Report is binding on the Council and that there is no recourse for appeal in respect of the recommendations of the Inspector and the reasons for those recommendations.

**obligations, in order to ensure that the Council can prevent any unnecessary delays in formulating the development plan and importantly meet the requirements set down in the Delivery Agreement**

## **ROLE OF ELECTED MEMBERS AND PROFESSIONAL OFFICERS**

### **9.15**

Councillors are the elected representatives of the people of Caerphilly who have been charged with taking decisions on behalf of the electorate through the democratic system of elections. Elected Members are directly accountable to the electorate and are the people who will take the final decisions on behalf of the electorate at key stages throughout the process.

### **9.16**

Professional Officers (such as planners, engineers, ecologists, landscape architects etc) are employed by the

**It is important that the consultation bodies in the process meet the above**

Council to provide research, analysis and advice to members on all relevant development plan issues within their area of expertise.

**9.17**

Professional officers will provide impartial professional advice on key areas of policy to the Council and will be responsible for drafting policy on behalf on the Council. Officers have a responsibility to provide expert advice on all issues affecting the plan preparation process and on the content of the plan and its supporting documentation based on their professional training and personal experience. Officers, unless specifically given delegated powers will not take decisions on behalf of the Council but will recommend courses of action to them.

**9.18**

In order for the plan preparation process to be managed effectively and efficiently it is proposed that

two specific groups be set up to sign off intermediate stages of the plan preparation process, namely the Local Development Plan Focus Group (LP Focus Group) and the Strategic Environmental Assessment Working Group (Sustainability Working Group).

**9.18**

**ROLE OF THE FOCUS GROUP**

The LP Focus Group will be an internal local authority group of elected members and cross-directorate professional officers that will meet regularly to formulate draft policy and proposals for consideration by the Council, the Stakeholder Panel and the General Public (refer to Appendix 4 for membership).

**9.19**

**ROLE OF THE SUSTAINABILITY GROUP (WG)**

The Sustainability Working Group will be an internal and external group of expert professionals and interested parties that will assist in the scoping

of the SEA and the assessment of the likely significant effects of implementing draft LP policies on the environment. The group will make recommendations for consideration to the LP Focus Group (refer to Appendix 4 for an indication of membership).

**ROLE OF THE STAKEHOLDER PANEL**

**9.20**

As indicated previously the involvement process is intended to reduce conflict by encouraging consensus. In order to obtain a representative view on the plan as it emerges through the various stages; the Council propose to set up a Stakeholder Panel against which emerging policies can be tested in a workshop environment (refer to Appendix 4 for an indication of membership). It is anticipated that the role of the Group will be to twofold. Firstly it will act as a control group for the various stakeholders in the development

plan process, and secondly it will serve as a forum for disparate groups to discuss opposing views and reach consensus (as far as is practically possible) on key issues of policy. The Panel will be made up of up to 40 representatives drawn from statutory bodies, general consultation bodies, Caerphilly Standing Conference, the Viewpoint Panel and the general public (including 'Hard to Reach' groups) In order to establish membership it is recommended that officers target appropriate organisations, partners and individuals with a view to obtaining a representative selection of interested people and organisations



## DEFINITIVE STAGES

### 10. TITLE OF CONSULTATION - PRE-DEPOSIT PARTICIPATION

#### 10.1 PURPOSE OF PRE-DEPOSIT PARTICIPATION

- a. To develop an evidence base for the preparation of the LP that will, along with the Community Strategy enable the Council to develop a Vision for Caerphilly over the Plan Period (2006-2021).
- b. To assess and filter candidate sites provided by landowners and other bodies. The criteria for assessing sites will be made available through a site register which will be accessed via the internet.
- c. To develop and agree a preferred Vision Statement derived from the 45 Vision Statements contained in the Community Strategy for Caerphilly County Borough for the plan period.

- d. To engage for the purpose of generating alternative strategies and options those general consultation bodies outlined in Appendix 2.
- e. To consider all strategic issues arising from the above and build consensus with the relevant stakeholders through consultation on a preferred development strategy for the County Borough.
- f. To provide an indication of the land use implication of the preferred options.

#### 10.2 WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?

The table on page 20 illustrates who will be consulted at the Pre-Deposit Participation Stage and the methods to be used. (Refer to the appendices for information on the groups to be consulted) In the view of the Council this is a critical stage in the process and it is important that this stage is wide-reaching and extensive in order

to speed up subsequent stages in the plan preparation process.

#### 10.3 RESOURCES

The Strategic and Development Plan Team comprises the Chief Planning Officer, Strategic Planning and Urban Renewal Manager, a Research and Information Officer, two Principal Planning Officers, a Regional Waste Plan Co-ordinator and three Senior Planning Officers. These are supported by: an Administrative Support Officer; a team of five Planning Technicians; a year out planning assistant and the Community Planning Liaison Officer. This team will form the main staff resource in terms of the Local Development Plan, further supported by other Divisions of the Directorate and the Council. Where additional resources are to be drawn upon throughout the process they are indicated in the final column of each table. An indication of other items that will incur expenditure is also

provided for the various stages of the process.

#### 10.4 WORKING WITH OTHERS TO AVOID DUPLICATION AND CONSULTATION FATIGUE

The Council has developed, in partnership with other organisations working in the County Borough, an extensive Community Planning Network on which it can draw. Outlined at Appendix 5 are the existing mechanisms that the Council will utilise to ensure that the plan is developed and co-ordinated with work that is already underway or planned. Where necessary a Special Council Meeting will be called specifically to consider the representations and recommendations arising from the process.



Table B1: Pre deposit Participation

STAGE 1 Additional stage - not required by regulations

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
<b>Vision</b>						
Preparation of draft vision and of alternative visions  Considerations of candidate sites	To generate viable options	Jan 2006/ July 2006	<ul style="list-style-type: none"> <li>● LP Focus Group</li> <li>● Specific Consultation Bodies</li> <li>● Standing Conference</li> </ul>	<b>Working meeting of:</b> LP Focus Group <b>Direct correspondence to:</b> Specific Consultation Bodies <b>Workshop of:</b> Standing Conference	Outcome available in a public paper. Integral part of SA/ SEA . Draft vision document made available on the web site. Report of Consultation and recommendation in respect of preferred vision presented to Council. Feedback form placed on the internet. All relevant information placed on the internet.	LP Focus Group Sustainability Group 4 Strategic Partnership Co-ordinators Sustainable Development Officer Up to 10 Facilitators to run each workshop sessions Cost: £1,000 plus printing and administration costs
<b>Vision agreed by Council.</b>		July 2006			Report of Consultation and recommendation in respect of preferred vision presented to Council.	
<b>SA/SEA</b>						
4 week participation on Scoping Report	To give stakeholders the opportunity to comment on the SA/SEA	May 2006	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies</li> <li>● <b>Workshop of Sustainability Group</b></li> </ul>	Letter to Specific Consultation bodies <b>Workshop of:</b> Sustainability Group.	Draft SA/SEA Scoping Report made available on the web site.	Sustainability Group Up to 10 Facilitators to run each workshop sessions.

Strategic Options and Alternatives

STAGE 2 (Reg14)

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
<b>Strategic Options</b>						
Preparation of strategy options and assessment of alternatives	To generate viable options and determine strengths and weaknesses of each.	Feb 2006/ July 2006	<ul style="list-style-type: none"> <li>● LP Focus Group</li> <li>● Sustainability Group</li> <li>● Specific Consultation Bodies</li> <li>● General Consultation Bodies</li> <li>● Standing Conference</li> <li>● Area Steering Groups</li> <li>● LP Stakeholder Panel</li> <li>● Members</li> </ul>	Working Meeting of LP Focus Group and Sustainability Group - Integral part of SA/SEA	Outcomes made available in a public paper. Integral part of SA/SEA. Draft strategy document published. All relevant information placed on the internet. Feedback Form on the internet.	LP Focus Group Sustainability Group 4 Strategic Partnership Co-ordinators Sustainable Development Officer Up to 10 no facilitators to run each workshop sessions. Cost: £1,000 plus administration and printing costs.
Consideration of candidate strategic sites	To identify strategic sites that are derived from/adhere to the preferred strategy.			<b>Workshop of:</b> Standing Conference Area Steering Groups LP Stakeholder Panel <b>Letter to:</b> Specific Consultation Bodies and General Consultation Bodies Information made available on the internet.		
<b>SA/SEA</b>						
Assess Strategy Options	To assess compliance of strategy options with SA objectives	Feb 2006/ July 2006	Sustainability Group	<b>Workshop of:</b> Sustainability Group	SA report includes outcomes and how strategy options are amended and identification of preferred strategy.	Sustainability Group
Strategy agreed by Council.		Sept 2006			Report of Consultation and recommendations in terms of preferred strategy to Council.	

## 10.5

### USE OF NEW TECHNOLOGY IN THE PROCESS

## 10.6

The Council will utilise new technology, in particular the internet, to ensure that there is free and easy access to the process throughout. The internet is a valuable tool that will help to make the process more accessible and transparent to stakeholders. The Council provides free access to the internet for its residents through the Library Service. It is acknowledged that not everyone will have the confidence to use this technology, however assistance can be sought from officers of the Council at locations where the internet is made available to the public.

**The internet will be utilised throughout the process to:**

- make information available to the public in written and map format

- feed back the Council's proposed and actual response to representations at various stages of the process (see Appendix 6) in the form of feed back forms, written reports and public papers.
- seek stakeholders views on aspects of the plan throughout the process

## 11

### TITLE OF CONSULTATION - PRE-DEPOSIT PUBLIC CONSULTATION

#### 11.1

##### PURPOSE OF THE CONSULTATION

- a. To provide an opportunity for all stakeholders and the wider general public to consider the emerging the plan.
- b. To make the various documents publicly available and widely accessible for inspection.
- c. To undertake participation over a statutory six-week period in order

to meet the requirements of the Development Plan Regulations

- d. To consider representations made at the participation stage and provide accessible feedback.
- e. To consider whether any changes are needed to the emerging plan.
- f. To approve and publicise any proposed changes to the emerging plan and provide a reasoned justification for any changes made to ensure transparency and understanding.

#### 11.2

##### WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?

Table B2 illustrates who will be consulted at the Pre-Deposit **Public Consultation Stage** and the methods to be used. This stage is the last formal opportunity interested parties will have to make representations

on the Plan before the formal Deposit Period. It is therefore vitally important that people are made aware of the public consultation stage in a variety of ways.

#### 11.3

It is important to note that any representations that are not made during the formal six week Pre-Deposit Public Consultation Stage will not be considered by Council due to time restrictions set out in the DA.

#### 11.4

##### WORKING WITH OTHERS TO AVOID DUPLICATION AND CONSULTATION FATIGUE

This public participation stage will be concentrated into a short timeframe and will be a stand-alone exercise. In assessing representations made the Council will draw on the expertise of the LP and Sustainability Groups to ensure a speedy turn around of this part of the process.

Table B2: Pre deposit Public Consultation

Stage 3 (Reg 15 & 16)

Stage in the document preparation process	Purpose	Time-scale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
6 weeks pre deposit public participation and assessment of representations received	To enable anyone to make representations to the Council's pre-deposit document  To enable the Council to consider all matters received	April 2007/ May 2007	<ul style="list-style-type: none"> <li>● LP Focus Group</li> <li>● Specific Consultation Bodies</li> <li>● General Consultees Stakeholder Panel,</li> <li>● Elected Members</li> <li>● General Public</li> </ul>	Working Meeting of LP Working Group Direct correspondence to Specific Consultation Bodies, General Consultation Bodies Press releases, local radio and text messaging. Copies of the pre-deposit plan available in the council offices, the one stop shops and all public libraries. Mobile Exhibition Advertisements in the press, article. Site notices in respect of site-specific land allocations. Report of Consultation Information made available on internet	Outcome available in a public paper, Integral part of SA/SEA. Feedback form on the internet Information available on the internet.  Report of Consultation and recommendations to Council.	LP Focus Group Sustainability Group Cost of radio advert and text messaging service £7k Printing costs Cost of preparation of exhibition Cost of Advertisement
<b>SA/SEA</b>						
6 week consultation on SA/SEA Report	To demonstrate how preferred options have been derived having regard for the SA/SEA. To give stakeholders the opportunity to comment on the SA Report	April 2007/ May 2007	<ul style="list-style-type: none"> <li>● Sustainability Group,</li> <li>● Specific Consultation Bodies</li> <li>● Stakeholder Panel,</li> <li>● Elected Members</li> <li>● General Public</li> </ul>	Working Meeting of Sustainability Group Direct correspondence. Information available on the internet. Press releases, local radio and text messaging.		Cost of radio advert and text messaging service Printing Cost

**12  
TITLE OF CONSULTATION:  
DEPOSIT OF PROPOSALS**

**12.1  
PURPOSE OF THIS STAGE**

a. For the Council to undertake statutory consultation on the Deposit Plan.

b. To provide an opportunity for all stakeholders and the wider general public to consider the plan in its entirety.

c. To make the various documents publicly available and widely accessible for inspection

d. To undertake participation over a statutory six-week period in order

to meet the requirements of the Development Plan Regulations

**12.2  
WHO IS BEING CONSULTED AND  
METHODOLOGY TO BE USED?**

Table B3 below illustrates who will be consulted during the six-week statutory **Deposit of Proposals** and the

methods to be used. This stage is the statutory period during which time interested parties will have a final opportunity to make representations to the Plan prior to the Examination of the Plan by the Independent Inspector. There will be no subsequent opportunities to influence the policies and proposals in the Plan.

Table B3 Statutory Deposit of Proposals -

Stage 4 (Reg 17)

Stage in the document preparation process	Purpose	Time-scale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
<b>6 week Deposit Consultation Exercise</b>	To enable all interested persons and organisations to make representations in respect of the Deposit Plan	<b>June 2008/ July 2008</b>	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies</li> <li>● General Consultation Groups,</li> <li>● Stakeholder Panel</li> <li>● Members</li> <li>● General Public</li> </ul>	LP documents and a Statement of LP matters made available on the internet Hard copies sent out to statutory consultation bodies, Stakeholder Panel and elected members. Copies of the plan available in the council offices, the one stop shops and all public libraries. Advertisements in the press. Site notices in respect of site-specific land allocations.	Representations received and placed on the internet. Hard copy placed in Council Offices.	Printing costs Cost of Advertisement
<b>SA/SEA</b>						
<b>Make SA/SEA available with Deposit Plan</b>		<b>June 2008/ July 2008</b>			Make SEA/SA available with Deposit Plan	Printing Costs

**13. TITLE OF CONSULTATION - ALTERNATIVE SITES (SUBMITTED BY INTERESTED PERSONS/ORGANISATIONS)**

**13.1 PURPOSE OF THIS STAGE**

a. To advertise alternative sites submitted by persons/organisations in the local press and by site notice to enable stakeholders to make representations on them. This includes proposals that add a site, or alter or delete a site previously allocated in the Deposit LP.

b. To assess whether new sites can contribute to the Development Strategy for the Plan and meet the necessary requirements of the Strategic Environmental Assessment and the Sustainability Appraisal. It is the responsibility of the objector to show how their site conforms to the requirements of the SEA/SA at this stage.

c. Examine whether there are satisfactory reasons why new sites have been brought forward at this stage in the plan preparation process

d. To provide an opportunity for alternative sites (as generated by respondents to the deposit LP) to be considered by the Council.

**13.2 WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?**

Table B4 below illustrates who will be consulted during the six-week statutory **advertisement of alternative sites** and the methods to be used. This stage is a statutory period during which time the Council is required to make available to the public details of alterna-

tive sites that have been submitted by interested persons and organisations. Whilst the Council are required to advertise and assess these sites for their suitability for inclusion in the plan, it will be for the **Inspector to decide whether or not any or all of the alternative site will be included in the plan when adopted.**

**Table B4 Alternative Sites**

**Stage 5 (Reg 21)**

Stage in the document preparation process	Purpose	Time-scale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
<b>6 week Consultation Exercise Representations received in respect of alternative sites access</b>	To enable all interested persons and organisations to make representations in respect of alternative sites. To determine whether any improvements can/changes should be made to the Plan	<b>Oct 2008/ Nov 2008</b>	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies,</li> <li>● Members</li> <li>● General Public</li> <li>● LP Focus Group</li> <li>● Sustainability Group</li> <li>● Stakeholder Panel</li> </ul>	LP documents made available on the internet. Hard copies sent out to specific consultation bodies, Stakeholder Panel and elected members. Copies of the alternative sites available in the council offices, the one stop shops and all public libraries. Advertisements in the press. Site notices in respect of alternative sites. Working meetings of LP and Sustainability Group.	Representations received and placed on the internet. Hard copy placed in Council Offices. Outcome of assessment available in a public paper, Integral part of SA/SEA	LP Focus Group Sustainability Group Cost of Advertisement Printing Costs

**14. TITLE OF CONSULTATION: SUBMISSION OF LOCAL DEVELOPMENT PLAN FOR EXAMINATION**

**14.1 PURPOSE OF THE STAGE**

a. To consider the representations received during the statutory

consultation period and provide a response to them that can be considered by the Inspector at the Examination.

b. Provide notice to all interested stakeholders of the submission of the LP and associated documents to WAG.

**14.2 WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?**

Table B5 below illustrates who will be consulted in terms of the work that will need to be undertaken in order to ensure that the Council complies with the development plan regulations when formally submitting the LP and

all relevant supporting information and representations to the WAG for its Examination.



**Table B5 Submission of LP for Examination**

**Stage 6 (Reg 22)**

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
Consultation responses collated and reported to Council. Undertake work necessary for formal Submission to Welsh Assembly Government for the Examination	To determine whether any improvements can be made to the plan's policies and proposals.	Unknown (To be agreed with PINS and WAG)	<ul style="list-style-type: none"> <li>● LP Focus Group</li> <li>● Sustainability Group</li> <li>● Specific consultation bodies</li> <li>● Stakeholder Panel,</li> <li>● Members</li> <li>● General Public</li> </ul>	LP Focus Group Sustainability Group Hard copies sent out to statutory consultation bodies, Stakeholder Panel and elected members. All relevant documentation made available on the internet. Copies available in the council offices, the one stop shops and all public libraries. Public Notice placed in the press. Notification given to those who have requested.	Outcome available in a public paper, Integral part of SA/SEA Placed on the internet. Report of Consultation and recommendations to Council	Printing Costs Advertisement Costs
Report to Council						

Note: The LPA will liaise with the Planning Inspectorate (PINS) and WAG regarding the procedure and requirements for the Examination in Public throughout this process

**15. TITLE OF CONSULTATION: INDEPENDENT EXAMINATION**

**15.1 PURPOSE OF THIS STAGE**

- a. To undertake an Independent Examination of the LP
- b. To examine the LP in its entirety and test its 'soundness'

- c. For the Planning Inspector to consider all relevant evidence and prepare recommendations and the reasons for those recommendations in the form of the Inspector's Report.
- d. To undertake any further work requested by Inspector

**15.2 WHO IS BEING CONSULTED AND METHODOLOGY TO BE USED?**

Table B6 illustrates who will be consulted at the Independent Examination Stage and the methods to be used. This stage is beyond the control of the Council and will be administered by the Independent Planning Inspectorate and Programme Officer.



**Table B6 Independent Examination**

**Stage 7 (Reg 23)**

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
Notification of Examination in line with regulation 23	To ensure that interested persons/organisations are aware that an Examination into the LP is taking place	Unknown (To be agreed with PINS)	<ul style="list-style-type: none"> <li>● Specific consultation bodies,</li> <li>● Stakeholder Panel,</li> <li>● Members and</li> <li>● General public</li> <li>● General consultation Bodies</li> </ul>	Formal notification given by letter to any person who has made (and not withdrawn) a representation. Notice placed in the local press and on the internet.	None	Cost of Advertisement Printing Costs
Consideration of all representations to the plan by the independent Planning Inspector appointed to consider the evidence	To provide an impartial planning view on the soundness of the Plan, and the representations made in respect of it.	Unknown (To be agreed with PINS)	All those interested individuals and organisations that have made representations at the Deposit Stage of the Plan	Round Table Discussions. Formal written and oral submissions.	Inspectors report.	Cost of Programme Officer Cost of Examination and all related administration and printing.

16

**TITLE OF CONSULTATION:  
PUBLICATION OF THE PLANNING  
INSPECTOR'S REPORT & ADOPTION**

16.1

**PURPOSE OF THIS STAGE**

a. To publish the recommendations of the Planning Inspector, and the

reasons for those recommendations and make them generally available for inspection.

- b. To give notice to all interested persons and organisations that the Inspector's Report is available.
- c. To adopt the LP within 8 weeks of the receipt of recommendations

and reasons contained in the Inspectors Report

16.2

**WHO IS BEING CONSULTED AND  
METHODOLOGY TO BE USED?**

On receipt of the Report the Council is responsible for making this information publicly available. Table B7 indicates the mechanism that the

Council will utilise to undertake this process. It is important to note however that at this stage there is no opportunity for stakeholders to comment on or appeal against recommendations and reasons for those recommendations. It should be further noted that the Inspector's Report is binding on the Council

Table B7: Publication of the Inspector's Report

Stage 8 (Reg 24)

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources Additional to normal staff costs
Publication of the Inspector's Report	To make the Inspector's Report publically available	Unknown (To be agreed with PINS)	<ul style="list-style-type: none"> <li>● Specific consultation bodies,</li> <li>● Stakeholder groups,</li> <li>● Members and</li> <li>● General public</li> </ul>	Inspector's report made available on the internet (dynamic web site). Copies of the report available in the council offices the one stop shops and all public libraries. Advertisements in the press, article in Newsline and in the local press. Formal Notice given to those persons who asked to be notified.	None	Printing Costs
To formally adopt the LP as the Development Plan for the County Borough within eight weeks of receipt	To inform stakeholders of adoption	Unknown (To be agreed with PINS)	<ul style="list-style-type: none"> <li>● Specific Consultation Bodies</li> <li>● Stakeholder Panel,</li> <li>● Members</li> <li>● General Public</li> </ul>	LP documents including the adoption statement and the sustainability appraisal made available on the internet (dynamic web site) Formal notification given by letter to National Assembly, Specific consultation Bodies, General Consultees, Stakeholder Panel and elected members and General Public. Copies of all relevant documents available in the council offices, the on-stop shops and all public libraries. Notice place in Newsline, the local press and on the internet	None	Cost of Printing Cost of Advertisement

## 17 SUPPLEMENTARY PLANNING GUIDANCE (SPG)

### 17.1

The LP will contain sufficient policies and proposals to provide the basis for deciding planning applications. The selective use of SPG will be utilised as a means of setting out more detailed issued related or site-specific guidance on the way in which LP policies will be applied. SPG will not form a part of the development plan but it will be derived from the plan and be consistent with it.

### 17.2

The Council will use SPG to cover detail and numerical guidelines, (where they do not form a key policy component e.g. housing provision number) where it is considered that they may change during the lifetime of the Plan. (however there are limitations in respect of SPG where it is a key policy component - e.g. housing provision number) This will

ensure that the LP will not become outdated quickly and will assist in terms of the Plan's flexibility. Where SPG will aid the understanding of the LP it will be prepared and consulted on in parallel. However it will not be possible to prepare all SPG in parallel with the Plan and in these circumstances SPG will be subject to a separate formal process of consultation and adoption. The Council has agreed procedures for the preparation of SPG (Minute No. 549, dated 15th August 2001 - see Appendix 7) and this will be adhered to. A report of public consultation will be produced in respect of each piece of SPG and will be made available with the adopted piece of SPG.

### 17.3

It is important to note that SPG cannot be adopted formally until after the Inspector's binding report has been received on the LP and it is clear that there is no change to the policy approach.

## 18 MONITORING AND REVIEW OF THE DELIVERY AGREEMENT

### 18.1

It is proposed to monitor and review the effectiveness of the DA at each stage of the LP preparation process. This will establish whether the Council is meeting its objectives in terms of public engagement in the process and whether or not the time-scales as indicated are being met.

### 18.2

There will also be the opportunity to provide a refined timescale for the 'indicative' stages of the timetable within 3 months of the close of the formal 6-week deposit period.

### 18.3

Other stages when the contents of the DA will be reviewed are;

- a. If the LP process falls significantly behind schedule, i.e. **over 4 months**

- b. If any significant changes are required to the Community Involvement Scheme
- c. If there are any significant changes in the resources which are available to undertake the plan preparation.
- d. Following the publication of any relevant new regulations/guidance from the EU/UK/Welsh Assembly Government with a direct bearing on the plan preparation process.
- e. If there are any major changes of circumstances that materially affect the assumptions, evidence, policies or proposals contained in the plan.

### 18.4

The monitoring and review of the DA will require further consultation with the statutory consultation bodies, and a renewed Council approval and WAG agreement.

### 18.5

On completion of the preparation of the LP a review of the consultation methods utilised in the Community Involvement Scheme will be undertaken to determine which aspects of engagement have proved to be successful. This review will inform the type, methods and format of future consultation exercises not only for the Development Plan process but also for other consultation exercises that the Council will undertake.

## 19

### MONITORING AND REVIEW OF THE LP

#### 19.1

The Council will produce an Annual Monitoring Report which will assess how effectively the policies and proposals of the existing plan are performing and highlight any need for modifications, therefore feeding into the review of the LP. The monitor-

ing report will also include updated reference to new National Planning Guidance and any other relevant information. Once produced, the monitoring report will be made available for the public to view on the website. Any key issues that arise will be the subjects of public consultation.

#### 19.2

Following the adoption of the LP, it is intended that the plan will be reviewed on a 4-year cycle. Where monitoring indicates that an early review is necessary, the Council will undertake the necessary work. A review of the SA/SEA baseline information and trends will also take place and feed into the revision. A new timetable will be prepared within 6 months of determining a need for a review of the timetable or the DA.

## 20.

### CONTACTS

#### 20.1

### FURTHER INFORMATION CAN BE GAINED BY CONTACTING THE FOLLOWING;

Strategic and Development Plan Team  
Caerphilly County Borough Council  
Civic Offices, Pontllanfraith  
Blackwood. NP12 2YW  
Email: [planning@caerphilly.gov.uk](mailto:planning@caerphilly.gov.uk)  
Telephone: 01495 235198  
[www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

# GLOSSARY

## **Annual Monitoring Report**

This will assess the extent to which policies in the LP are being successfully implemented

## **Baseline**

A description of the present state of an area

## **Community**

People living in a defined geographical area, or who share other interest and therefore form communities of interest

## **Community Involvement Scheme (CIS)**

Sets out the project plan and policies of the LPA, for involving communities and other stakeholders in the preparation of the LP

## **Community Strategy**

Local authorities are required by the Local Government Act, 2000, to prepare these, with the aims of improving the social, environment and economic wellbeing of the area.

## **Consensus Building**

A process of early dialogue with tar-

geted interest groups to understand relevant viewpoints.

## **Consultation**

Informal process in which comments are invited on a particular topic or draft document

## **Definitive Stage**

The stages in plan preparation up to and including the Statutory Deposit Period

## **Delivery Agreement(DA)**

This document comprising the LPA's timetable and community involvement scheme (CIS) for the preparation of the LP

## **Engagement**

A process which encourages a proactive approach to involving the community

## **Environmental Report**

A document required by the SEA Directive, which identifies, describes and appraises the likely significant effects on the environment of implementing a plan

## **General Consultation Bodies**

The bodies represented in Part 1, Section 2 (d) - (f) of the Local Development Plan Regulations Oct 2005

## **Indicative Stages**

The stages beyond the Statutory Deposit Period

## **Involvement**

Generic term to include both participation and consultation techniques

## **Local Development Plan**

A land use plan that is subject to independent examination which will form the statutory development plan for the LPA area.

## **Objective**

A statement of what is intended

## **Participation**

A process, whereby stakeholders and the community can interface with plan makers

## **Risk Assessment**

Identifies areas of risk or uncertainty in the preparations of the LP

## **Specific Consultation Bodies**

The bodies specified in Part1, Section 2 paragraphs (i) - (viii) of the Local development Regulations Oct 2005

## **Stakeholders**

Interest directly affected by the LP

## **Strategic Environmental Assessment (SEA)**

Generic term used to describe environmental assessment applied to policies, plans and programmes as required by SEA Directive 2001/42/EC

## **Soundness**

Concept against which an LP is examined under section 64(5)(b) of the 2004 Act

## **Supplementary Planning Guidance(SPG)**

Provides supplementary information in respect of the policies in a local development plan. They must be consistent with LP policies and national planning policy

## **Sustainability Appraisal (SA)**

a tool for appraising policies to ensure they reflect sustainable development objectives

# Appendices

# APPENDIX 1

## RISK ASSESSMENT

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

able to commit to plan preparation. While every effort will be made to avoid deviations from the proposed timetable, the Council has identified a number of potential risks which are set out below, together with the Council's approach to managing them. The timetable, together

with the anticipated work programme and available resources will be kept under continual review to monitor possible slippage or other impacts resulting from the risks identified or other causes. The Council considers that it is reasonable to make an allowance for slippage of up to 4

months in the timetable without formally amending the DA. If there is a slippage of more than 4 months in the definitive part of the timetable, the Council will seek the agreement of the WAG in amending the timetable following the approval of the amendment by the Council.

Risk	Potential Impact	Mitigation
<ul style="list-style-type: none"> <li>Additional requirements arising from new legislation or national guidance</li> </ul>	<ul style="list-style-type: none"> <li>Additional work required, causing programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Monitor emerging legislation/guidance and respond early to changes where this is possible.</li> </ul>
<ul style="list-style-type: none"> <li>Timetable proves too ambitious due to 6 month reduction (as a result of representations from WAG) and a greater than anticipated workload e.g number of representations received or SEA requirements</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Realistic timetable prepared with some flexibility</li> <li>Consider additional resources.</li> </ul>
<ul style="list-style-type: none"> <li>Insufficient information to undertake SEA of proposals</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Identify expectations of consultation bodies in DA.</li> <li>Consider additional resources.</li> </ul>
<ul style="list-style-type: none"> <li>Delays caused by Welsh Translation and/or the printing process</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Consider whether translation required.</li> <li>Consider additional resources</li> </ul>
<ul style="list-style-type: none"> <li>Significant Objections from Statutory Consultation Bodies</li> </ul>	<ul style="list-style-type: none"> <li>LP cannot be submitted for examination without significant work</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the views of statutory bodies are sought and considered as early as possible.</li> </ul>
<ul style="list-style-type: none"> <li>Planning Inspectorate unable to meet the timescale for examination and reporting</li> </ul>	<ul style="list-style-type: none"> <li>Examination and/or report is delayed.</li> <li>Key milestone in programme are not met</li> </ul>	<ul style="list-style-type: none"> <li>Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g consultation on LP)</li> </ul>
<ul style="list-style-type: none"> <li>LP fails test of soundness</li> </ul>	<ul style="list-style-type: none"> <li>LP cannot be adopted without considerable additional work</li> </ul>	<ul style="list-style-type: none"> <li>Ensure LP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement.</li> </ul>
<ul style="list-style-type: none"> <li>Legal challenge</li> </ul>	<ul style="list-style-type: none"> <li>Adopted LP quashed</li> <li>Additional workload</li> </ul>	<ul style="list-style-type: none"> <li>Ensure procedures, Act, Regulations etc are complied with.</li> </ul>
<ul style="list-style-type: none"> <li>Delays caused by Council decision making structures (meeting cycles/elections and corporate support and consensus.</li> </ul>	<ul style="list-style-type: none"> <li>Programme slippage</li> </ul>	<ul style="list-style-type: none"> <li>Realistic timetable prepared with some flexibility</li> </ul>

## APPENDIX 2

### PREPARATION OF THE DELIVERY AGREEMENT

In developing the DA the Council will undertake a six week public consultation exercise in January and February 2006 to ensure that all stakeholders have an opportunity to influence the Timetable and Community Involvement Scheme and to ensure that they are engaged in the process in the manner they prefer.

The Draft Delivery Agreement was prepared between June 2005 and November 2005. During this time known stakeholders have been identified and approached to determine how they wish to be involved in the LP

Process in the future. Outlined below is an example of are the types of organisations that the Council will consult on the Draft Delivery Agreement and other stages throughout the LP process. **This list is not exhaustive.** It is anticipated that the database will grow continuously throughout the development of the LP. **To ensure that you or your organisation are included on our mailing list please contact the Strategic Planning Section of the Council on 01495 235 093.** Please note the general consultation bodies and other consultees will only be consulted on the stages which they have requested to be involved in.

### CONSULTATION UNDERTAKEN ON DELIVERY AGREEMENT

#### Internal consultation within Caerphilly County Borough Council

23rd November 2005 - 7th December 2005

#### 6 week Public Consultation - 9th January - 20th February 2006

#### Amended to have regard for comments made

21st February 2006 - 28th February 2006

#### Report to Council - 14th March 2006 - 4th April 2006

### SPECIFIC CONSULTATION BODIES

All Town and Community Councils  
British Gas Plc  
British Telecom  
Caerphilly Local Health Board  
CADW  
Castle Transmission International  
Celtic Energy Ltd  
Countryside council for Wales  
Dwr Cymru/Welsh Water  
Environment Agency  
Hyder Consulting  
Mercury Personal communications  
Millennium Communications Network Ltd  
Mono Consultants (acting on behalf of mobile phone operators)  
National Grid  
NTL UK  
Powergen  
RWE nPower  
Secretary of State for Transport  
(in relation to previous Strategic Rail authority functions)  
South East Wales Local Planning Authorities  
SWALEC  
Telecom Securicor Cellular Radio  
The Coal Authority  
Transco  
Virgin Mobile  
Wales and West Utilities  
Welsh Assembly Government  
Welsh Water  
Western Power Distribution

GENERAL CONSULTATION BODIES		
28 Community Partnerships (including Community First Partnerships)	Business in Focus	Elim Pentecostal Church
Age Concern Cymru	Business in the Community Cymru	Employment Opportunities for People with Disabilities
Age Concern Gwent	Caerphilly Business Forum	English Baptist Church
All Wales Ethnic Minority Association	Caerphilly County Youth Theatre	Equal Opportunities Commission
Ancient Monument Society	Caerphilly Local Historical Society	Friends, Families and Traveller
Argoed Senior Citizens Association	Caerphilly North Ward Aged Persons Welfare Committee	GACO
Arriva Trains	Caerphilly OAP Association	GAVO Creative Play Project
Arthritis Care in Wales	Caerphilly Round Table	Gelligaer OAP
Arthritis Research Campaign	Calafaria Baptist Church	Gigabites Youth Project (Churches inAction)
Arts Council for Wales	Cardiff/Newport and Gwent Chamber of Commerce and Industry	Gilfach Old Peoples Welfare Committee
Assembly Members	Cardiff Gypsy and Traveller Project	Goundwork Caerphilly
Bargoed YMCA	Cardiff International Airport	Gwent Autistic Society
Bargoed, Hengoed and New Tredegar Methodist Churches	Care Council for Wales	Gwent Health Authority
Barnardos	Carers Support GP Disability Wales	Gwent Valley Health Promotional
Barnardos Caerphilly Open Door Service	Cascade Methodist Church	Gwent Wildlife Trust
Bedwas and District Conservation Association	Central Electricity Generating Board	Healthy Living Centres
Bedwas Comprehensive School	Centre for Help and Advice for Disabled	Hengoed Branch OAP's
Bedwas Penguins Swimming Club for the Disabled	Church in Wales	Institute of Civil Engineers
Bedwellty Area OAP Association	Churches in Action	Institute of Directors
Bethany Apostolic Church	Coleg Gwent	Islwyn Methodist Church
Bethany Baptist Church	Commission for Racial Equality	Kids in Caerphilly
Bethel Baptist Church	Congregational Chapel Markham	Lesbian, Gay, Bisexual Forum
Black Environment Network	County Land and Business Association	Lewis School Pengam
Blackwood and District Alzheimer's Society	Crosskeys Methodist Church	Llwynon Allotments Association
Blackwood Central Methodist Church	Cwmcarn High School	Local Chambers of Trade
Blackwood Comprehensive School	Cwmcarn OAP Association	Lower Islwyn Health Water Group
Blackwood Little Theatre	Disability Wales	Moriah Christian Fellowship
Blackwood VIP Club (Vision Impaired)	Drug Aid	National Express Plc
BTCV Cymru	Early Retirement Group	National Farmers Union Wales
		National Museum and Galleries of Wales

GENERAL CONSULTATION BODIES CONTINUED		OTHER CONSULTEES
Newbridge Comprehensive School	(Caerphilly and Blackwood)	Airport Operator
Newbridge Methodist Church	The Civic Trust for Wales	British Aggregates Association
Oakdale Comprehensive	The Coal Authority	British Geological Survey
One Voice Wales	The Gypsy Council for Health, Education and Welfare	British Waterways, Canal Owners and Navigation Authorities
Pandy Senior Citizen Club	The National Trust	Centre for Ecology and Hydrology
Penuel Congregational Chapel, Nelson	The Parish of Eglwysilan	Chambers of Commerce, Local CBI and Local Branches of Institute Directors
Pontllanfraith Comprehensive School	The Planning Inspectorate	Civil Aviation Authority
Presbyterian Church of Wales Trinity National Assembly Members	The Theatres Trust	Commission for Racial Equality
Rhymney Valley Access Group	Traveller Law Reform Coalition	County Landowners and Business Association
Rhymney Valley Autistic Society	Trethomas Christian Fellowship	Crosskeys Coach Hire
Rhymney Valley Trades Council	Trinant Methodist Church	Crown Estate Office
Rhymney Valley Young at Heart	Trinity Congregational Church	Design Commission for Wales
Rhymni Valley MIND	Tuesday Club for the Deaf, Bargoed	Disability Rights Commission
Risca Young at Heart	Valleys Art Marketing	Disability Wales
Royal National Institute of the Blind	Virgin Mobile	Disabled Persons Transport Advisory Committee
Salem Methodist Church	Voluntary Arts Wales	Electricity, Gas and Telecommunication Companies and Nation Grid Co, ELWa
Senghenydd Youth Drop-in Centre	Wales Association of Community and Town Councils	Environmental Groups at National & Regional Level
St Andrews Church Caerphilly	Wales Council for the Blind	Environmental Services Agency (Waste)
St Catherine's Church Caerphilly	Wales Council for the Deaf	Equal Opportunities Commission
St Cenydd Comprehensive School	Wales Disability Rights Commission	European Peoples Party and European Democrats
St David's Methodist Church	Wales Tourist Board	Federation of Small Businesses
St Ilan Comprehensive School	Welsh Development Agency	Fire and Rescue Services
St Margaret's Church, Blackwood	Welsh Language Board	Forestry Commission Wales
St Martin's Comprehensive School	Ystrad Mynach Methodist Church	Freight Transport Association
St Martin's Church Caerphilly		GB Engineering Co(Wales) Ltd
St Martin's OAP Association		Greens/European Free Alliance
St Martin's Ward OAP Association		
Sustrains Cymru		
Tabernacle Baptist Church		
The Church of Jesus Christ of Latter Day Saints		

OTHER CONSULTEES - continued	UK GOVERNMENT DEPARTMENTS	
<p>Group/Civic Societies                      Gypsy Council                      Health and Safety Executive                      Housing Developers                      LidL UK GMBH                      Local Community, Conservation and Amenity Group, including Agenda 21                      Local Transport Operators                      National Farmers Union for Wales                      Network Rail and train Operating Companies                      One Voice Wales                      Party of the European Socialist                      Planning/Consultants                      Planning Aid Wales                      Police Architectural Liaison Officers                      Port Operators                      Post Office Property Holdings                      Professional Bodies e.g. Royal Institution of Chartered Surveyors Wales                      Quarry Products Association Wales                      Rail Freight Group                      Sports Council for Wales                      The Home Builders Federation                      Traveller Law Reform Coalition                      Wales Council for Voluntary Action                      Wales Environment Link                      Wales Tourist Board                      Water Companies                      Welsh Development Agency                      Welsh Environmental Services Association</p>	<p>Department for Transport                      Department for Trade and Industry                      Home Office                      Ministry of Defence</p>	

# APPENDIX 3

## PROFILE OF THE RESIDENTS OF CAERPHILLY COUNTY BOROUGH

Profile of Caerphilly County Borough		Source: 2001 Census					
<b>Population</b>		<b>Economic Activity (cont.)</b>		<b>% males 16 - 74 years who are:</b>		1 - 19 hours per week 57.4	
Total	169,519	% males 16 - 74 years		Retired	11.9	20 - 49 hours per week	13.8
Males	82,594	who are econ. active	66.5	Student	3.6	50 hours or more per week	28.9
Females	86,925	% females 16 - 74 years		Looking after home/family	1.5	<b>Marital Status (%)</b>	
<b>Age Structure (%)</b>		who are econ. active	52.6	Permanently sick/disabled	13.3	All people aged 16+	132,904
0 - 4 years	6.3	% males 16 - 74 years who are:		Other	3.3	Single (never married)	27.3
5 - 15 years	15.3	Working full time	50.4	<b>% females 16 - 74 years who are:</b>		Married	46.1
16 - 17 years	2.7	Working part time	2.5	Retired	15.5	Re-married	7.4
18 - 29 years	14.2	Self employed	7.3	Student	3.8	Separated	
30 - 44 years	21.7	Unemployed	4.8	Looking after home/family	12.1	(but still legally married)	1.6
45 - 64 years	24.6	Full time student	1.5	Permanently sick/disabled	11.0	Divorced	8.7
65 years and over	15.2	% females 16 - 74 years who are:		Other	5.0	Widowed	8.9
75 years and over	6.9	Working full time	28.8	<b>Health and Provision of Unpaid Care</b>			
<b>Ethnic Group (%)</b>		Working part time	17.4	% of people with limiting long term illness		26.3	
White	99.1	Self employed	2.2	% of working age with limiting long term illness		22.4	
Mixed	0.4	Unemployed	2.4	% of people whose health was:			
Asian or Asian British	0.3	Full time student	1.8	Good	61.6	49 hours or more 18.2	
Black or Black British	0.1	<b>Economic Inactivity</b>		Fairly good	23.4	<b>Hours Worked (%)</b>	
Chinese	0.2	% males 16 - 74 years		Not good	15.0	<b>Males:</b>	
Other	0.0	who are economic inactive	33.5	<b>All people who provide unpaid care:</b>		20,856	
<b>Economic Activity</b>		% females 16 - 74 years		% of people who provide unpaid care:			
<b>Total males</b>		who are economic inactive	47.4	15 hours and under		2.3	
16 - 74 years	59,435	% of all people identifying themselves as Welsh	15.5	16 - 30 hours		4.5	
<b>Total females</b>				31 - 37 hours		17.2	
16 - 74 years	61,739			38 - 48 hours		57.8	
				49 hours or more		18.2	
				15 hours and under		12.4	
				16 - 30 hours		26.8	
				31 - 37 hours		26.1	
				38 - 48 hours		30.3	
				49 hours or more		4.4	

## APPENDIX 4

### PARTNERSHIP AND CONSENSUS BUILDING

In order to ensure a consistency of approach in the delivery of the LP, a Focus Group and Working Group will be set up against which to test policy and proposals at key stages throughout the process as outlined.

### LP Focus Group

Comprising a small group of cross directorate representatives and key elected members. It is recognised that not all officers and members identified will be available to attend every meeting scheduled throughout the process, nor would that be

appropriate necessarily at every stage. To enable a LP Focus Meeting to proceed, it is proposed that there should be a quorum of **7 people, 4 of whom should be elected members.**

### LP Focus Group (examples of types of representatives)

Elected Member	Directorate Representative To be determined - suggest:
Leader (substituted by Deputy Leaders as appropriate)	Chief Planning Officer Chief Engineer
Cabinet Member for Transportation & Planning	Head of Lifelong Learning and Leisure
Cabinet Member for Living Environment & Housing	Head of Planning and Strategy, Education and Leisure
Cabinet Member for Regeneration	Chief Housing Officer
Cabinet Member for Education and Leisure	Chief Property Officer
Chair Planning	Head of Policy and Central Services
Vice Chair of Planning	Head of Economic Development, Tourism & European Affairs
Leader of the Majority Opposition	Head of Public Services
1 nominated member of the Majority Opposition	Head of Social Services
1 nominated member representing both	Head of Public Protection
Independent Groups	Living Environment Co-ordinator
A representative of the Sustainable Development Advisory Panel	Regeneration Co-ordinator Sustainable Development Co-ordinator

(Note: individuals are invited to join the group based on the role they fulfill within the authority and not on the basis of their individual interest. Therefore as officers/members leave their current role/post their place on the group would also be relinquished.)

**SUSTAINABILITY GROUP**

Comprising a group of experts made up of Council officers and external bodies. The membership of this group is outlined in the table below.

Note: Individuals are not named, as they are likely to change throughout the process.

**SUSTAINABILITY GROUP (examples of types of representatives)**

External Bodies - Representatives of:	Internal Council Representatives
Countryside Council for Wales Environment Agency, CADW Glamorgan Gwent Archaeological Trust Forestry Commission GAVO Gwent Police, Welsh Development Agency Caerphilly Local Health Board Farmers Union of Wales British Telecom Welsh Water	Environmental Health (pollution) Housing Ecology Economic Development Landscape Conservation (Built Environment) Energy Sustainability Research Officer Highways Waste Education Leisure Building Control

**STAKEHOLDER PANEL**

The membership of the Stakeholder Panel will be drawn from 40 representatives as follows:

The panel will act as a sounding board for emerging policies and proposals debated as part of the public participation into the plan.

20 members drawn from Statutory consultation bodies, General Consultation Bodies and the Caerphilly Standing Conference;

10 members of the General Public (profiled to reflect the population of CCBC); and

10 members of local groups organisations which will include representatives of 'Hard to Reach' Groups.

All organisations/groups that are selected for the Stakeholder Panel will be approached for nominees. A stakeholder mapping exercise will be undertaken to ensure that the Panel comprises a cross section of interests in order to provide a balanced view.

## APPENDIX 5

### COMMUNITY STRUCTURES TO SUPPORT COMMUNITY PLANNING

The extensive community planning network in Caerphilly presents an innovative opportunity to make the public consultation processes carried out by the Council more extensive, more inclusive and more participative than the more conventional processes carried out to date, in line with the aspirations of Planning Delivering for Wales and the Planning and Compulsory Purchase Act.

Outlined below is a brief summary of the existing Community Networks that the Council and its partner organisations have established to inform the development of the Caerphilly Community Strategy.

- **Caerphilly Standing Conference** (established in November 1999): this is a meeting of partner agencies from the public, private, voluntary and community sectors

that meets twice a year to consider strategic priorities and, in response encourages closer joint working in the County Borough. The Standing Conference has a membership from statutory bodies, companies, organisations and individuals in the following areas:

**The Council**  
**Gwent Police**  
**NHS**  
**Voluntary Sector**  
**Business and Investment Sector**  
**Environmental Sector**  
**Housing Sector**  
**Education and training sector**  
**Equalities sector**  
**Community Sector.**

- **Standing Conference Executive** (established autumn 2001): ten representatives (with a right to vote) together with an additional five representatives who cannot vote, drawn from the Conference act as a steering group 'Executive', to help drive the overall process forward.

- **5 Area Forums** (established March 2000) **Re-launched as AREA STEERING GROUPS (October 2005)**: to encourage input into the process at a more localised level five area forums have been set up. These bring community partnerships together and give local representatives from all sectors an opportunity to discuss and influence the strategic plans of partner agencies and co-ordinate local action plans within their area.

- **28 Community Partnerships** (being set up in various parts of the county borough since 2000): at a local level, community partnerships give individual communities the opportunity to feed into/from strategic plans of, discuss localised issues and to draw up local action plans. As at November 2005 there are 28 Community Partnerships within Caerphilly County Borough.

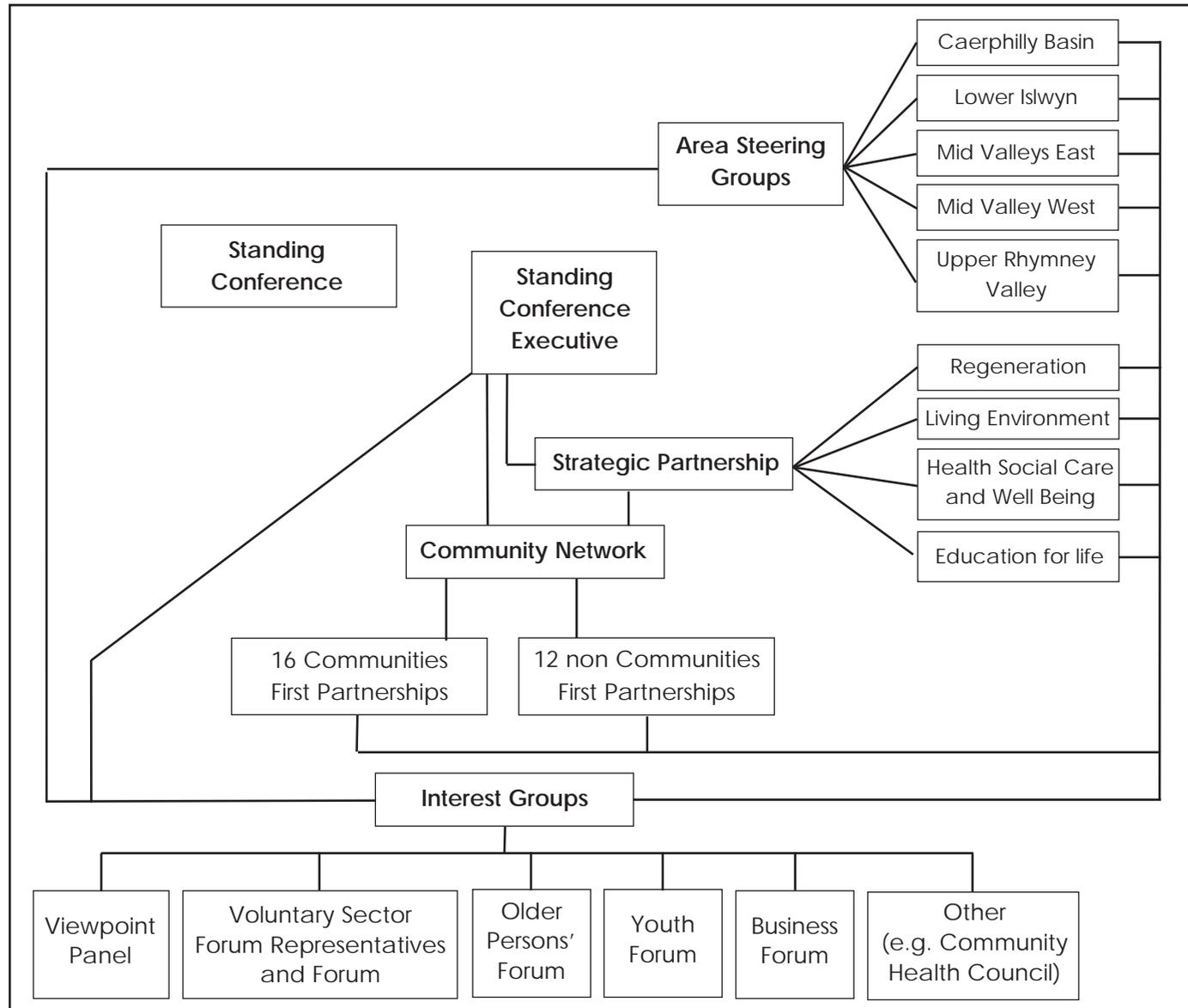
- **Communities of interest**: Some of the important issues that need to be covered by the community strategy cannot be dealt with sensibly on a community-by-community basis. Instead they relate to groups of people within the community and they will change over time as society itself changes. Such groups include: older people, younger people, Welsh speakers, people with disabilities, people in ethnic groups, carers, residents with mental health problems, people who misuse substances, juvenile offenders and so on. Some groups are already established to feed into the community planning process, for example the Young People's Forum, Carer's Forum, Age Concern MIND.
- **4 Strategic Partnerships**: have been set up to encourage a more 'joined up' approach to tackling issues, namely:

Health, Social Care and Well Being Partnership;  
 Education for Life Partnership;  
 Regeneration Partnership; and  
 Living Environment partnership.

The partnerships are charged with producing strategic plans, which need to 'join up' and contribute to the Community Strategy.

- **Joint Community Planning Group:** brings together officers from agencies on the Standing Conference on a bi-monthly basis to ensure communication between partners.

**Community Network**



## APPENDIX 6

### EXAMPLE OF PROPOSED FEEDBACK FORM FOR ALL STAGES OF LP CONSULTATION - To be placed on the internet

Note: this is an example only in reality the detail will mirror each of the relevant stages of the plan preparation process

Title of consultation	Delivery Agreement - Caerphilly Local Development Plan
Purpose of this consultation	To ensure that all interested individuals/interested parties and other organisations have an opportunity to make representations in respect of the Delivery Agreement.
Who is being consulted	Statutory Consultation Bodies Non Statutory Stakeholders, Internal consultation bodies within Caerphilly County Borough Council Members of the public that have requested that they be contacted at this stage
Method used	Delivery Agreement made available for comment in the Planning Division, Libraries, and One-Stop Shops, the Council Internet site. Hard copies of the DA were sent to all statutory consultees. Letters were sent to all general consultation, organisations and individuals that requested to be informed, hard copies were also provided on request. Advertisement in the local press.
Consultation period	January 2006 to February 2006. The Delivery Agreement is expected to be submitted/agreed by the Welsh Assembly Government in May 2006
Geographical area involved	Caerphilly County Borough
Links to related information	<a href="http://www.caerphilly.gov.uk">www.caerphilly.gov.uk</a> <a href="http://www.wales.gov.uk">www.wales.gov.uk</a>

The results of this consultation are as follows:

<b>Response</b>	Of the 1,851 individuals, organisations, community groups, landowners, businesses and other stakeholders consulted, a total of 32 responses were received by CCBC.
<b>Summary of the outcome</b>	<p>Of the 32 representations received, the main comments are summarised as follows:</p> <ul style="list-style-type: none"> <li>■ Comments regarding the duration of the timetable put forth for the preparation of the LP consisting of 4 years and nine months, as opposed to the 4 years suggested by WAG guidance in the 'LP Wales' document.</li> <li>■ Consultees requesting to be included on the Stakeholder Panel or other LP groups.</li> <li>■ Comments highlighting areas of text, which they believed to be confusing or did not understand and would like clarified.</li> <li>■ Consultees identifying additional group(such as children) that it may be beneficial to target for inclusion in the Community Involvement Scheme (CIS)</li> <li>■ Recommendations to include allocates contingency time within the LP preparation process, in the event that the SEA requires any major revisions to prospective policies.</li> <li>■ Questions regarding how information on the progress of the LP will be fed back to the public</li> <li>■ Recommendations to amend the monitoring and review cycles post LP adoption.</li> </ul>
<b>Actions arising from the consultation</b>	<p>As a result of the comments received, the following amendments were made to the DA:</p> <ul style="list-style-type: none"> <li>■ The timetable for the preparation of the DA has been reduced from 4 years and 9 months to a length of 4 years and 3 months to satisfy guidance issued by Welsh Assembly Government in the advice document 'LP Wales'.</li> <li>■ Where relevant consultees, who requested to be on the stakeholder panel were included in the group. Where this was not possible, the respondent was included in the General Consultation group.</li> <li>■ Areas of text that were identified as 'confusing' have been clarified, or explained in a glossary added to the DA</li> <li>■ 'Children' were included as a 'Hard to reach group' for the Community Involvement Scheme</li> </ul>
<b>Follow up activities</b>	The outcome of this consultation exercise and the finalised DA, once agreed by CCBC Council and the Welsh Assembly Government, be available for inspection by the public on the internet, in public libraries at one-stop-shops and at council offices
<b>Feedback of participants</b>	Respondent's comments were acknowledged formally, and feedback provided via the internet on the CCBC website.

**Compliance (or otherwise) with the Community Involvement Scheme:**

Compliance	Deviation	Reasons	Officer Response
Yes	No	The DA establishes the practical framework for conducting the Community Involvement Scheme	N/A

## APPENDIX 7

### AGREED PROCEDURE FOR THE PREPARATION OF SPG

This procedure for the formulation and adoption of SPG was formally agreed by Council at the Meeting held 15th August 2001

1. Draft for consultation approved by Chief Planning Officer under delegated powers:
2. Carry out appropriate public consultation:

#### Example

##### 1. Site Development Brief

*Public consultation initiated with a leaflet drop of approx. 200 dwellings in the vicinity of the site. Information also placed on the internet. Consultation period of 6 weeks for those interested parties to make representations to the Council*

#### Example

##### 2. Development Design Guide

*Targeted consultation supplemented with information provided on the internet. Consultation*

*period of 6 weeks for those interested parties to make representations to the Council*

3. Finalise document in light of responses:
4. Send copies to appropriate local members
5. If local members have no objections, copy to cabinet Member for Planning for approval under powers delegated by Cabinet before consideration by council
6. If any local member has a fundamental objection to the SPG, then it should go to Scrutiny Committee and Cabinet before consideration by the Council
7. Prepare a short report to council, outlining the subject matter of the document and its main purpose
8. Put copies of the document in the Members' room for the week before the council meeting