

**Cardiff
Local
Development
Plan**

Delivery Agreement
(including Revised Timetable)

December 2008

CARDIFF COUNCIL

LOCAL DEVELOPMENT PLAN

DELIVERY AGREEMENT

Including Revised Timetable
Agreed by Welsh Assembly Government 9th December 2008

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PART 1: INTRODUCTION

The Purpose of this Delivery Agreement

- 1.1 In May 2005, following agreement with the Welsh Assembly Government, Cardiff Council resolved to cease preparation of the Cardiff Unitary Development Plan and commence work on a new Local Development Plan (LDP). When adopted, the LDP will replace existing structure and local plans for Cardiff.
- 1.2 LDPs were introduced by the Planning and Compulsory Purchase Act 2004, which requires the Council to commence plan preparation by approving a Delivery Agreement and agreeing it with the Assembly. The Delivery Agreement must include:
 - a **Community Involvement Scheme (CIS)** - indicating how the Council will involve consultation bodies and the public in plan preparation; and
 - a **Timetable** for preparing and adopting the LDP, and for preparing and publishing the sustainability report, the Annual Monitoring Report and supplementary planning guidance (SPG).
- 1.3 The Delivery Agreement is an important part of the plan preparation process. It indicates how and when the Council will provide opportunities for consultees and the local community to be involved in the process, as set out in relevant legislation, regulations and Assembly guidance. Delivery of the plan in accordance with the Agreement will be one of the tests of the plan's soundness examined by the Planning Inspectorate (see paragraph 1.21).
- 1.4 This Agreement has been prepared in accordance with Assembly regulations and guidance, including:
 - The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005;
 - Local Development Plans Wales December 2005; and
 - The Local Development Plan Manual (WAG, To be issued 2006)).
- 1.5 In preparing this Agreement the views of over 100 consultation bodies were sought through a consultation exercise undertaken during December 2005 and January 2006. Twenty two responses (see Appendix F) were received and meetings were held with a number of key consultation bodies. A summary of comments and responses will be made available on the Council's website and will be sent to all those who commented.
- 1.6 The Agreement was approved by Council on 16th March 2006 and agreed with the Assembly on 25th April 2006 (see Appendix H). Subsequently amendments to the timetable for preparing and adopting the LDP were agreed by the Assembly on 9th December 2008 (see Appendix I). The Agreement is available on the Council's website and for public inspection at City Hall and County Hall. It will be kept under continual review and, if necessary, amended

in line with the LDP Regulations (see Part 4). Copies of the Agreement are available in English or Welsh; full contact details are available on page 16.

The Purpose of the LDP and context for its preparation

- 1.7 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare a Local Development Plan (LDP) setting out its objectives for the development and use of land in Cardiff over the Plan period (to 2021) and its policies to implement them. The aims are to:
- deliver sustainable development;
 - reflect local aspirations for the City, based on a vision agreed by the local community and other stakeholders;
 - provide a basis for rational and consistent development control decisions;
 - guide growth and change, while protecting local diversity, character and sensitive environments; and
 - show how and where change will occur over the plan period.
- 1.8 The new system is intended to make LDPs more relevant, inclusive and engaging to local communities and to encourage a partnership approach to plan preparation involving the public, private and voluntary sectors, which should result in a strategy based on wide consensus.
- 1.9 In preparing the LDP, the Council must also take account of:
- a wide range of legislation, policies and other initiatives, at European, national and local levels of government; and
 - relevant social, economic and environmental considerations.
- 1.10 The 2004 Act requires the Council, in preparing the LDP, to have regard to:
- current national policies;
 - the Wales Spatial Plan;
 - the Council's own Community Strategy; and
 - the resources likely to be available for implementing the plan.
- 1.11 The principal sources of national planning policy and guidance issued by the Assembly are:
- Planning Policy Wales (PPW) (2002);
 - Technical Advice Notes (Wales) (TANs) (various dates);
 - Local Development Plans Wales 2005;
 - Minerals Planning Policy Wales (MPPW) (2000) and Minerals Technical Advice Note (Wales) 1: Aggregates (2004);
 - Local Development Plan Manual (WAG, To be issued 2006).
- 1.12 The Wales Spatial Plan *People, Places, Futures* was adopted by the National Assembly in November 2004.
- 1.13 The LDP Regulations also require the Council to have regard to:
- the Waste Strategy for Wales and Regional Waste Plans;
 - the Local Transport Plan and other policies prepared under the Transport Act 2000;

- Local Housing Strategies;
 - Major accident prevention and limitation.
- 1.14 Cardiff's Community Strategy 2004-2014 *Better Communities Brighter Lives* was published in 2004. Work has now begun on putting in place a new long-term vision to shape the development of Cardiff over the next decade to inform the review of the Community Strategy and the LDP. Consultation on this vision which is being prepared in conjunction with the LDP commenced at the Council's Capital Forum in January 2006 with publication of a "Proud Capital" consultation document seeking views on a future vision for Cardiff. A range of other Council strategies, linking to the Community Strategy and reflecting local circumstances, will also impact on the LDP, including the:
- Economic Development Strategy and Plan
 - Local Sustainability Strategy
 - Local (Regional) Transport Plan
 - Local Housing Strategy
 - Local Biodiversity Action Plans
 - City Centre Strategy.

Sustainability Appraisal and Strategic Environmental Assessment

- 1.15 The LDP must be subject to Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) as required by European Directive 2001/42/EC¹ and the Planning and Compulsory Purchase Act 2004.
- 1.16 These are tools to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. The Council will adopt an integrated approach to the appraisal and assessment in which economic and social issues are considered alongside environmental elements.
- 1.17 Guidance on how SA/SEA should be undertaken is provided in:
- The Assessment of Plans and Programmes (Wales) Regulations 2004 ("the SEA Regulations")
 - A Practical Guide to the Strategic Environmental Assessment Directive (September 2005)²;
 - Local Development Plan Manual (WAG, To be issued 2006)
- 1.18 SA/SEA is an iterative process that will be undertaken throughout plan preparation. There will be six key stages:
- Establish policy context, identify and document evidence base, identify sustainability issues and develop SA/SEA objectives and indicators;
 - Consult Specific consultees on Scoping Report;
 - Publish SA/SEA of Strategic options;
 - Deposit SA Report including Environmental Report (with LDP);
 - Publish the final SA report following the Inspectors Report and adoption;

¹ 'On the assessment of the effects of certain plans and projects on the environment'

² Issued jointly by the Office of the Deputy Prime Minister, Scottish Executive, Welsh Assembly Government and Department of the Environment

- Monitoring and implementation of the SA.

1.19 The stages at which relevant consultation bodies will be involved in undertaking these stages of SA/SEA are outlined in Part 2 and the timetable for undertaking them is included in Part 3.

Independent Examination of Soundness

1.20 When the Council has finalised its plan, it must place it on deposit for public inspection and the submission of representations, and then submit it to the Assembly for examination by an inspector appointed by the Assembly. The examination of the LDP is an independent process for determining whether the plan is fundamentally sound. Having regard to the evidence submitted with the plan and the representations received at deposit, the inspector must determine whether the plan meets the following ten tests of soundness set out in guidance issued by the Assembly and the Planning Inspectorate³:

Procedural

- P1 The plan has been prepared in accordance with the Delivery Agreement including the Community Involvement Scheme.
- P2 The plan and its policies have been subjected to sustainability appraisal including strategic environmental assessment.

Consistency

- C1 It is a land use plan which has regard to other relevant plans, policies and strategies relating to the area or to adjoining areas.
- C2 It has regard to national policy.
- C3 It has regard to the Wales Spatial Plan.
- C4 It has regard to the community strategy.

Coherence and Effectiveness

- CE1 It sets out a coherent strategy from which its policies and allocations logically flow and, where cross boundary issues are relevant, it is compatible with the development plans prepared by neighbouring authorities.
- CE2 The strategy, policies and allocations are realistic and appropriate having considered the relevant alternatives and are founded on a robust and credible evidence base;
- CE3 There are clear mechanisms for implementation and monitoring.
- CE4 The plan is reasonably flexible to enable it to deal with changing circumstances.

1.21 Following the examination the Inspector will produce a report recommending required changes to the LDP together with reasons for the changes. The report will focus on the issue of whether the LDP is

³ Local Development Plans Wales, (WAG December 2005) and Guide to the Examination of Local Development Plans (PINS To be issued 2006)

sound and if an Inspector considers the plan is fundamentally unsound it will not recommend its adoption. The conclusions reached by the Inspector will be binding and unless the Assembly Government intervenes, the Council must accept the changes required by the Inspector and adopt the LDP as amended.

Supplementary Planning Guidance

- 1.22 These are non statutory documents intended to expand upon the policies and proposals in the LDP. They are not the subject of independent examination but will undergo public consultation.
- 1.23 The CIS will also form the basis for public involvement on producing SPG in cases where that guidance arises from the LDP. Where SPG will aid the understanding of the LDP 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 4 week period of public consultation prior to its adoption by the Council.
- 1.24 The issues that will need to be addressed through SPG will be identified following consultation on the LDP strategy, and included in the review of the Agreement for the indicative stages of the plan.
- 1.25 SPG to the LDP cannot be formally adopted until after the Inspector's binding report has been received on the LDP and it is clear that there is no change to the policy approach.

PART 2: THE COMMUNITY INVOLVEMENT SCHEME (CIS)

Aims of the Scheme

- 2.1 The LDP Regulations require the Council to work in partnership with a wide range of stakeholders in preparing the LDP, including specific and general consultation bodies (see Appendix A) and the general public.
- 2.2 This CIS indicates how and when the Council will provide opportunities for everyone with an interest in the Cardiff LDP to be involved in its preparation. In so doing, the aim is to build as much consensus as possible concerning the overall strategy of the plan.

Key Stages of Plan Preparation and Opportunities for Involvement

- 2.3 The LDP Regulations set out the legal requirements for participation and public consultation in plan preparation.
- 2.4 At the outset, the Council will engage with the specific and general consultation bodies identified in Appendix A to generate and consider alternative strategies and options. The specific consultation bodies will be consulted where their interests are affected by the subject matter of the LDP. The list of general consultation bodies includes:
- Business Groups
 - Community Groups
 - Developers/Landowners/Agents
 - Environmental Groups
 - Other Focus Interest Groups including a representative Citizens' Panel.
- The Council will seek to engage with all sections of the community including groups who have not traditionally participated in plan making. This will be achieved through working with a range of existing networks and partnerships identified in Appendix C,
- 2.5 Before finalising its LDP for deposit, the Council will publish⁴ a preferred strategy with strategic locations for new development and initial sustainability appraisal report for a 6 weeks period of public consultation.
- 2.6 Following consideration of representations, the Council will put on deposit its proposals (including the LDP, the sustainability appraisal report, initial consultation report and other relevant supporting documents) for 6 weeks.
- 2.7 As soon as possible after the end of the deposit period, the Council will:
- publish all representations made within the 6 weeks deposit period that do not relate to site allocations; and
 - publish all representations made within the 6 weeks deposit period that relate to site allocations, for a further period of 6 weeks, and publish any resulting counter representations.

⁴ As required by The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005

- 2.8 The deposited plan, together with all representations and relevant supporting documents (as set out in the regulations) will then be submitted to the Assembly and subject to independent examination by an inspector appointed by the Assembly (see paragraph 1.21).

Principles and Methods of Community Engagement

- 2.9 The following consultation principles are derived from the Council's emerging Consultation Strategy and will guide the Council's approach to involving the local community and other stakeholders in preparation of the LDP:
- **Commitment** – The Council will provide opportunities for the whole community to engage at appropriate stages in the process.
 - **Inclusiveness** – The Council will encourage the active participation of everyone who has an interest in, or who may be affected by, the LDP.
 - **Appropriateness** – The Council will seek to engage the community through the most appropriate methods as determined through consultation on this document.
 - **Transparency and accessibility** – The Council will make publicly available all relevant information available to it and undertake engagement in a transparent and open way.
 - **Accountability** – The Council will publish the results of community engagement and seek to ensure that all stakeholders are informed of the outcome of their involvement.
 - **Productivity** – The Council will seek to use consultation and community engagement to secure as much consensus as possible on the content of the LDP.
 - **Realism** – The Council will seek to ensure that all parties involved in the process understand and remain realistic about what can be achieved within the context of relevant legislation and Assembly guidance.
- 2.10 Appendix B identifies how the Council intends to undertake community engagement and consultation up to the deposit stage. The Agreement will be reviewed within 3 months of deposit of the LDP and appropriate community engagement from deposit to adoption will be included in that review.
- 2.11 Appendix C identifies a range of methods of community involvement which are likely to be used through the plan preparation process. Other methods suggested through this consultation will also be considered. The particular consultation methods to be used are likely to depend on:
- the topic;
 - the stage of plan preparation;
 - the preferences of the consultees; and
 - the resources available to the Council.

Consensus Building

- 2.12 The Council intends to set up and use the following fora to discuss key issues and try to build as much consensus as possible on the overall strategy of the plan:

- **Focused interest based meetings** - a series of meetings based around specific and general consultation body interests will be established. This will allow engagement with various bodies with an interest in the plan to ascertain their expectations and aspirations for the plan and help generate alternative strategies. Following these, it may be appropriate to arrange further meetings to focus on particular issues with the aim of achieving as much common understanding as possible.

Prior to the first statutory stage of public consultation – on the preferred strategy and other options that have been considered – the council will organise:

- **A Consultee Conference** – a consensus-building event, to which all specific and general consultation bodies will be invited.
- **A Citizens Panel** – a representative sample (1500) of Cardiff's population (see profile in appendix E), established through the Community Strategy process, which would act as a sounding board to assist the preparation of options and proposals.

Feedback

- 2.13 The Council will ensure that feedback is provided as soon as possible on the outcome of community engagement and consultation throughout the plan preparation process.
- 2.14 Feedback from the Council will take the following forms:
- Acknowledgement letter or e-mail providing contact details and detailing how the Council will deal with the representation;
 - Details of any decision/amendment made and supporting reasons;
 - Details of the next steps in the plan preparation process;
 - Follow up meetings and consultations where necessary.
- 2.15 Petitions received during consultation on the plan will be acknowledged by letter or e-mail to the presenter of the petition. This will set out contact details and set out how the Council will deal with the issues raised in the petition.
- 2.16 The Council will use a variety of methods to raise awareness and publicise progress on the LDP, including press releases and web-site information. This will include features in the Council's newspaper, Capital Times and notices in the South Wales Echo.

Council decision-making process and Local Elected Member involvement

- 2.17 The Council will ensure that all its services with an interest in the LDP will be fully involved in the plan preparation process.
- 2.18 Decisions on the plan and its proposed content will be made by the full Council with recommendations from the Executive. The Executive and Council meet each month. The Council has established a Panel of senior Members

and Officers to manage the plan preparation process, but this has no decision-making powers.

2.19 In addition to the Planning Committee, the Council has the following Scrutiny Committees which are also likely to have an interest in various aspects of the plan and its preparation:

- Children & Young People
- Community & Adult Services
- Economic
- Environment
- Policy Review & Performance

These Committees will receive progress reports, as required, and they will have the opportunity to scrutinise the plan proposals.

2.20 Individual Members of Council have been consulted in the preparation of this Agreement and will continue to be consulted throughout the plan preparation process.

PART 3: THE TIMETABLE

- 3.1 Table 1 outlines the Council's proposed timetable for achieving the key stages of LDP preparation required by the Planning and Compulsory Purchase Act 2004 and the LDP Regulations.

TABLE 1: Timetable For LDP Preparation	
Stage in Plan Preparation	Definitive Timetable
1. Submission of a Delivery Agreement approved by the Council to the Assembly (Regulation 9 ⁵)	<i>April 2006</i>
2. Engagement with specific and general consultation bodies for the purpose of generating alternative strategies and options (Regulation 14)	<i>March – September 2007</i>
3. A 6 weeks period of pre-deposit public consultation (Regulation 15)	<i>October – November 2007</i>
4. Deposit of the LDP and related documents(Regulation 17)	<i>April - May 2009</i>
Indicative Timetable	
5. Publication of site allocation representations for inspection (Regulation 20)	<i>June - July 2009</i>
6. Submission of the LDP to the NAW (Regulation 22)	<i>November 2009</i>
7. Independent Examination in Public (Regulation 23)	<i>March – April 2010</i>
8. Publication of the Inspector's Report (Regulation 24)	<i>August 2010</i>
9. Adoption of the LDP by the Council within 8 weeks of receipt of the Inspector's recommendations (Regulation 25).	<i>October 2010</i>
10. Annual Monitoring Report and Plan Review	<i>October 2011</i>

Definitive and Indicative Stages

- 3.2 Stages 1-4, leading up to and including deposit, are under the direct control of the Council, which will make every effort to adhere to this part of the timetable (see paragraphs 3.5-3.7).
- 3.3 The Council has less control over the process at Stages 5-9, which are dependant on a range of factors including the number of deposit

⁵ The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005

representations and the requirements of the Independent Examination. The timetable for these stages is, therefore, at present indicative.

- 3.4 The LDP Regulations clarify that, within 3 months of the close of deposit, the timetable (i.e. the indicative stages) will need to be reviewed and resubmitted once the Council has entered into a Service Level Agreement with the Planning Inspectorate.

Sustainability Appraisal and Strategic Environmental Assessment

- 3.5 Table 2 outlines the key stages involved in sustainability appraisal of the LDP, including strategic environmental assessment and the proposed timetable for undertaking these stages.

TABLE 2: Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)	
Stage in SA/SEA Process	Timetable
<ul style="list-style-type: none"> • Establish policy context • Identify and document evidence base • Identify sustainability issues • Develop SA/SEA objectives and indicators 	February – August 2006
<ul style="list-style-type: none"> • Consult specific consultees on Scoping Report 	September 2006
<ul style="list-style-type: none"> • Publish SA/SEA of strategic options 	October – November 2007
<ul style="list-style-type: none"> • Deposit SA Report including Environmental Report (with LDP) 	April – May 2009
<ul style="list-style-type: none"> • Publish the final SA Report including an environmental statement following the Inspector's Report and adoption 	October 2010

- 3.6 As part of the preparation of the evidence base the Council will invite developers and landowners to submit candidate development sites for potential inclusion in the plan. This forms part of an information gathering exercise and should not be interpreted as a commitment that such sites will be taken forward in the LDP. When putting forward such sites developers and landowners will be required to include sufficient information to allow a robust assessment of the site to be made. The process for undertaking this will be drawn up in consultation with relevant parties early in the plan preparation process.

Achievability and Risk Management

- 3.7 The definitive part of the proposed timetable is considered to be realistic and achievable having regard to:
- The scope of work the Council understands to be involved in plan preparation, having regard to the regulations and guidance published by the Assembly;

- The resources (essentially staff and revenue) the Council is able to commit to plan preparation;
- The current structure of the Council, its decision making structures, meeting cycles and future elections.

3.8 While every effort will be made to avoid deviation from this timetable, Appendix D identifies a number of potential risks, together with the Council's proposed approach to managing them.

Resources

- 3.9 In terms of staff resources, there is a small team of officers in the Council's Strategic Planning Section dedicated to LDP preparation. In addition a range of other officers in that section as well as in other Service Areas will also be involved in various aspects of plan formulation including SA and SEA.
- 3.10 If necessary, to supplement its own resources, the Council may employ consultants to undertake various surveys and advise on the Sustainability Appraisal and Strategic Environmental Assessment of the plan.

PART 4: MONITORING AND REVIEW

Delivery Agreement

- 4.1 The Council will monitor progress against the Delivery Agreement throughout preparation of the LDP, to ensure that the aims and principles of the Community Involvement Scheme (CIS) are met in line with the target timetable. Where necessary reports will be made to the Council's Executive.
- 4.2 Circumstances in which the Agreement may need to be reviewed and amended include:
- If the process falls 4 months or more behind schedule;
 - If any significant changes are required to the CIS;
 - If there is significant change in the resources available to the Council;
 - If new European, UK or Assembly legislation, regulations or guidance should require new procedures or tasks to be undertaken; or
 - If any other change of circumstances should materially affect the delivery of the plan in accordance with the Agreement.
- 4.3 Should the Agreement require review prior to or after the indicative stage review outlined below a revised Agreement will be sent to the Assembly Government for agreement and once agreed made available on the Council's website.
- 4.4 The LDP Regulations clarify that, within 3 months of the close of deposit, the timetable (i.e. the indicative stages) will need to be reviewed in consultation with the relevant consultees and resubmitted to the Assembly Government once the Council has entered into a Service Level Agreement with the Planning Inspectorate.

LDP Post-adoption

- 4.5 After it has been adopted the Council will monitor the plan on an annual basis and report the findings in an Annual Monitoring Report (AMR). Future reviews or amendments to the plan, will go through the same stages of preparation as the original plan and within 6 months of the decision to undertake a review the Council will publish a timetable for review of the plan. The Council will also apply the general principles outlined in the CIS when it reviews and carries out any amendments to the plan. A full review of the plan will be undertaken at least once every 4 years.

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APPENDIX A: CONSULTEES

Internal Consultees

To be consulted at all stages in LDP preparation.

- County Councillors
- Cardiff Council Service Areas

External Consultees

Specific Consultation Bodies (as defined by Regulation 3)

The Council will consult the following specific consultation bodies at all stages in the preparation of the LDP

Welsh Assembly Government	
Community Council	Lisvane Community Council
	Old St Mellons Community Council
	Pentyrch Community Council
	Radyr & Morganstown Community Council
	St Fagans Community Council
	Tongwynlais Community Council
Government Agency	Countryside Council for Wales
	Environment Agency Wales
Government Department	Secretary of State for Transport
Health	Cardiff Local Health Board
Adjoining Local Authority	Bristol City Council
	Caerphilly County Borough Council
	Newport City Council
	Rhondda Cynon Taf County Borough Council
	Vale of Glamorgan Council
Mobile Phone Operator	Hutchinson 3G UK
	O2 UK
	Orange
	T-Mobile (UK) Ltd
	Vodafone
Service Provider	Network Rail Infrastructure Ltd
Telecommunications Operator	BT Group plc
	NTL
Utilities	British Gas
	Dwr Cymru Welsh Water
	National Grid

	Npower
	Powergen
	SWALEC
	Transco
	Wales & West Utilities
	Western Power Distribution

General Consultation Bodies

The following is a list of general consultation bodies to be consulted, where appropriate, at all stages in the preparation of the LDP. This list is not intended to be exhaustive and other bodies who want to be involved will be consulted where appropriate.

Aborigicultural Association
 Age Concern Cymru
 All Wales Ethnic Minority Association
 APCOA Parking (UK) Ltd
 Arriva Trains Wales
 Arts Council of Wales
 Associated British Ports
 Bebb Travel Plc
 Black Environment Network
 Bro Morgannwg NHS Trust
 Business in Focus
 Business in the Community Wales
 Caldicot & Wentlooge Levels Drainage Board
 Campaign for the Protection of Rural Wales
 Cardiff Allotments Council
 Cardiff and the Vale Coalition of Disabled People
 Cardiff and Vale NHS Trust
 Cardiff Bay Water Bus
 Cardiff Bus
 Cardiff Cats
 Cardiff Chamber of Commerce
 Cardiff Cycling Campaign
 Cardiff District Allotments Association
 Cardiff Gypsy Sites Group
 Cardiff Hackney Carriage Association
 Cardiff International Airport
 Cardiff Local Access Forum
 Cardiff University

Cardiff Waste Forum
CBI Wales
Civil Aviation Authority
Coal Authority
Coed Cadw (the Woodland Trust)
Coleg Glan Hafren
Commission for Racial Equality
Country Land and Business Association
Cylch
Department of Trade & Industry
Design Commission for Wales
Disability Wales
ELWa
Equal Opportunities Commission
Farmers Union Wales
Federation of Small Businesses
Fire Service Headquarters
First Cymru
Forestry Commission Wales
Freight Transport Association
Friends of the Earth
Glamorgan-Gwent Archaeological Trust Ltd
Health & Safety Executive
Home Builders Federation
Home Office
Living Streets
Ministry Of Defence
Mobile Operators Association
National Car Parks Ltd
National Express Ltd
National Museum Wales
Network Rail
NFU Cymru
NPFA Cymru
Passenger Focus
Planning Aid Wales
Planning Inspectorate
Quarry Products Association
Race Equality First
Road Haulage Association Ltd
Royal Mail Group plc

RSPB Cymru
Scott Wilson Railways Ltd
Shamrock Travel
Significant Landowners*
South East Wales Transport Alliance
South Wales Police
Sports Council for Wales
Stagecoach, Red and White Services Ltd
Sustrans Cymru
The Civic Trust for Wales
The Institute of Cemetery and Crematorium Management
The Wildlife Trust of South & West Wales
University of Wales Institute Cardiff
Velindre NHS Trust
Veritair Ltd
Vinci (Park) Cardiff
Voluntary Action Cardiff
Wales Council for Voluntary Action
Wales Environment Link
Wales Tourist Board
Welsh Ambulance Services NHS Trust
Welsh Development Agency
Welsh Environmental Services Association (WESA)
Welsh Federation of Housing Associations
Welsh Health Estates

- Those landowners who have been identified as having a significant strategic land holding.

The following consultees will be kept informed and consulted at the preferred strategy and deposit stages.

AMs/MPs/MEPs
Consultants/Agents
Developers/Housebuilders/
Housing Associations
Other Interest Groups
Members of the Public

APPENDIX B: KEY CONSULTATION STAGES TO DEPOSIT

Consultation Stage	Key LDP Actions	Key SEA/SA Actions	Who will be involved?	Expectations of Consultees
C1: Pre-deposit participation - Generation of alternative strategies and options	<ul style="list-style-type: none"> Undertake necessary surveys and prepare Issues paper to identify the key strategic issues facing the County Engage with consultees and seek to build consensus on emerging issues through interest based workshops and a <i>Consultee Conference</i>. 	<ul style="list-style-type: none"> Gather baseline information and agree the methodology for SA/SEA with relevant consultees Undertake consultation on scoping report alongside key issues Undertake SA/SEA of the options identified, and evaluate the significant social, economic and environmental effects for the preferred option 	<ul style="list-style-type: none"> Appropriate specific and general consultation bodies <p>The Council intends to use the following groups for discussing key issues and trying to build consensus:</p> <ul style="list-style-type: none"> A series of focused interest based meetings will be established. <i>A Consultee Conference</i> - made up of representatives of specific and general consultation bodies <i>Citizens Panel</i> – a representative sample (1500) of Cardiff's population 	<ul style="list-style-type: none"> A commitment to the process including consensus building To raise legitimate landuse issues To engage in the debate with an open mind Developers and landowners will be required to include sufficient data to allow a robust assessment of the their candidate site to be made and highlight any gaps in data
C2: Pre-deposit public consultation - Consultation on preferred strategy	<ul style="list-style-type: none"> To obtain Council approval of the preferred strategy Publish for consultation the preferred strategy 	<ul style="list-style-type: none"> Publicise the SA / SEA evaluation of the options to support the decision making process in identifying a preferred option 	<ul style="list-style-type: none"> Specific and general consultation bodies identified in Appendix A General public and other interested parties 	<ul style="list-style-type: none"> Responses are made within the statutory 6 week period To raise legitimate landuse issues
C3: Deposit - Consultation on Deposit Plan	<ul style="list-style-type: none"> To obtain Council approval for the Deposit Plan To make the LDP publicly available for inspection with the SA/SEA report and other supporting documents 	<ul style="list-style-type: none"> SA/SEA placed on deposit alongside Deposit LDP 	<ul style="list-style-type: none"> All specific and general consultation bodies identified in Appendix A General public and other interested parties 	<ul style="list-style-type: none"> To provide valid comments within the statutory 6 week consultation period

APPENDIX C: POTENTIAL CONSULTATION METHODS

The table below lists potential consultation methods for the LDP and associated sustainability appraisals. The list is not exhaustive and the listed methods are optional subject to needs and assessment of the LDP consultation process. Those methods to be used will need to be tailored to effectively engage the appropriate members of the community at each stage in the consultation process.

CONSULTATION METHODS	DESCRIPTION
Written consultation and distribution of questionnaires and surveys	Gives opportunity for wide circulation at appropriate consultation stages via post, distribution to libraries, community centres etc.
Internet and Online consultation	All information relating to the LDP process will be made available on the Council's website which will be updated regularly and online consultation will be used where appropriate.
Capital Times	The Council produces a monthly newspaper which is delivered free of charge to every household in the county. This will be used to inform residents at appropriate stages of the consultation and how they can get involved. It can also contain detailed questionnaires seeking feedback at each appropriate stage.
Press notices/local media	Will be used to publicise appropriate consultation stages and used for legal notices
Public Exhibitions/Meetings	Public exhibitions of proposals and policies at appropriate consultation stages and locations with officers on hand to answer questions
Conference/seminars/workshops	Mechanism for getting specific and general consultation bodies involved in policy formulation and for consensus building
Focus Groups and Citizens' Panel	Focus Groups are selected groups of participants with particular characteristics. Can be selected by topic or area. Citizens Panels are randomly selected participants. Cardiff has a Citizens' Panel of 1500 residents selected from a representative cross section of the community. Both can act as a sounding board at early stages of the LDP preparation process
Leaflets/brochures/newsletter	Providing up-to-date information at regular intervals
Planning Aid	A voluntary service offering free, independent and professional advice on town planning matters to those who cannot afford to employ a planning consultant
Existing networks and partnerships	There are a wide range of existing meetings and partnerships which can be tapped into including the Community Strategy and Cardiff Community Planning Partnership, Communities First, Health Alliance, Children and Young people's Partnership Board, Cardiff Community Safety Alliance, The Cardiff Strategic Transport Forum, The Environment Partnership and One Voice Wales.

APPENDIX D: RISK MANAGEMENT

The proposed timetable for plan preparation is considered to be realistic and achievable having regard to the scope of work the Council believes to be involved having regard to existing Assembly Government regulations and guidance, and the resources the Council is 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 proposed 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. Where necessary, progress reports will be made to the Council's Executive.

Risk	Potential Impact	Mitigation
<ul style="list-style-type: none"> Additional requirements arising from new legislation or national guidance 	<ul style="list-style-type: none"> Additional work required, causing programme slippage 	<ul style="list-style-type: none"> Monitor emerging legislation/guidance and respond early to changes
<ul style="list-style-type: none"> Review and adjustment of the LDP necessitated as a result of the Area Action Work being undertaken in connection with the Wales Spatial Plan 	<ul style="list-style-type: none"> Additional work required, causing programme slippage 	<ul style="list-style-type: none"> Monitor progress on Wales Spatial Plan and respond early to any implications that may arise
<ul style="list-style-type: none"> Programme/timetable proves too ambitious due to greater than anticipated workload e.g. number of representations or SEA requirements 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Realistic timetable prepared with some flexibility Consider additional resources
<ul style="list-style-type: none"> Insufficient information to enable preparation of a sound plan (e.g. up to date population projections) to undertake SEA of proposals 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Identify expectations of consultees in Delivery Agreement
<ul style="list-style-type: none"> Delays caused by Welsh Translation (if required) 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Consider whether translation is required
<ul style="list-style-type: none"> Delay caused by scheduling of Executive Business, Planning or Scrutiny Committee meetings 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Monitor progress against Delivery Agreement
<ul style="list-style-type: none"> Significant Objections from Statutory Consultation Bodies 	<ul style="list-style-type: none"> LDP cannot be submitted for examination without significant work 	<ul style="list-style-type: none"> Ensure the views of statutory bodies are sought and considered as early as possible
<ul style="list-style-type: none"> Planning Inspectorate unable to meet the timescale for examination and reporting 	<ul style="list-style-type: none"> Examination and/or report is delayed Key milestone in programme not met 	<ul style="list-style-type: none"> Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. Consultation on LDP)
<ul style="list-style-type: none"> LDP fails test of soundness 	<ul style="list-style-type: none"> LDP cannot be adopted without additional work 	<ul style="list-style-type: none"> Ensure LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement
<ul style="list-style-type: none"> Legal challenge 	<ul style="list-style-type: none"> Adopted LDP quashed Additional workload 	<ul style="list-style-type: none"> Ensure procedures, Act, Regulations etc, are complied with

APPENDIX E: PROFILE AND CHARACTERISTICS OF LOCAL POPULATION

Population		Economic Activity (Continued)		Economic Inactivity (Continued)		Marital Status (%)	
Total	305,340	% males 16 - 74 yrs (econ. act)	68.8	% inactive females 16 - 74 years:		All people aged 16+	242,178
Males	145,771	% females 16 - 74 yrs (econ. act)	57.1	Retired	13.0	Single (never married)	37.7
Females	159,569			Student	10.0	Married	39.0
		% males 16 - 74 years who are:		Looking after home/ family	10.4	Re-married	5.6
Age Structure (%)		Working full-time	47.8	Permanently sick/ disabled	5.7	Separated (but still married)	2.0
0 - 4 years	6.2	Working part-time	3.5	Other	3.8	Divorced	8.0
5 - 15 years	14.5	Self employed	9.5			Widowed	7.7
16 - 17 years	2.5	Unemployed	4.3	Health & Provision of Unpaid Care			
18 - 29 years	20.0	Full-time student	3.7	% of people with limiting		Tenure (%)	
30 - 44 years	21.7			long term illness	18.8	Owned outright	28.2
45 - 64 years	20.6	% females 16 - 74 years who are:		% of working age with limiting		Mortgaged	41.0
65 years and over	14.6	Working full-time	29.6	long term illness	14.2	Part rented/ mortgaged	0.6
75 years and over	7.1	Working part-time	17.8			Council rented	10.3
		Self employed	3.2	% of people whose health was:		Housing Assoc. rented	6.6
Ethnic Group (%)		Unemployed	2.0	Good	69.0	Private rented	10.1
White	91.6	Full-time student	4.5	Fairly good	20.8	Other rented	3.1
Black	1.3			Not good	10.2	Welsh speakers (%)	
Asian	4.0	Economic Inactivity		All people who provide unpaid care	31,172	Aged 3+	10.9
Chinese or other	1.2	% males 16 -74 years		% of people who provide unpaid care:		Car ownership (H'holds) (%)	
Mixed Ethnicity	2.0	who are econ. Inactive	32.0	1 -19 hours per week	65.1	No Car	29.7
Welsh	13.2	% females 16 -74 years		20 - 49 hours per week	11.3	1 Car	44.5
Economic Activity		who are econ. Inactive	42.9	50 hours or more per week	23.5	2 Cars	21.3
Total males		% inactive males 16 - 74 years:				3 Cars	3.5
16 - 74 years	105,421	Retired	10.2	Household size		4 Cars	1.0
Total females		Student	9.4	Persons per household	2.41	Total Cars (No.)	126,052
16-74 years	114,934	Looking after home/ family	0.9			Lone Parent Households (%)	
		Permanently sick/ disabled	7.6			With dependent children	8.7
		Other	3.1				

Source: 2001 Census of Population

APPENDIX F: LIST OF RESPONDENTS TO CONSULTATION ON DRAFT DELIVERY AGREEMENT

- Associated British Ports
- Barratt South Wales (Harmers)
- Bellway Homes – Wales
- Caldicot and Wentloog Levels Internal Drainage Board
- Countryside Council for Wales
- Glamorgan Gwent Archaeological Trust
- Dwr Cymru
- Environment Agency Wales
- House Builders Federation
- National Grid
- North East Cardiff Development Consortium (RPS)
- Old St Mellons Community Council
- Planning Aid Wales
- Radyr and Morganstown Community Council
- Rounded Developments
- RSPB Cymru
- RSPB Cardiff
- Trustees of the Plymouth Estates (Nathaniel Litchfield)
- Vale of Glamorgan Council
- Wales and West Housing Association
- Welsh Assembly Government
- Wyndham Lewis Trust (Harmers)

APPENDIX G: SUMMARY OF MAIN CHANGES MADE FOLLOWING CONSULTATION

The following main changes have been made to the DA in light of the comments received during consultation:

- **Timetable** - The timetable has been reviewed to take account of recent guidance relating to SEA and consultation on the SEA scoping report has been pushed back from April to August 2006 to allow appropriate time for this work. At this stage it is not considered necessary to delay subsequent stages of plan preparation.
- **Community Engagement** - More detail has been included in the DA on the plan preparation and consensus building processes and how the Council will engage with all sections of the community including those that have not traditionally participated in plan making.
- **Resources** - In order to provide greater clarity on how the authority will resource the LDP preparation process further information on resources has been included in the revised DA.
- **Review Trigger** - The revised DA includes an allowance for slippage of 4 months in line with other authorities.
- **Risk Assessment** – risks in relation to Council decision making structures/meeting cycles/ elections (together with others that may arise from a shorter ‘slippage’ allowance) have been included in the revised DA.
- **Profile and Characteristics of Local Population** - A profile from the 2001 Census of Population has been appended to the revised DA to ensure engagement on the LDP is not skewed.
- **Supplementary Planning Guidance** – further clarification of the consultation processes and timetabling for SPG is provided in the revised DA.

APPENDIX H: COPY OF LETTER OF AGREEMENT FROM WELSH ASSEMBLY GOVERNMENT (Dated 25/04/06)

Town & Country Planning (Local Development Plans) (Wales) Regulations 2005 CARDIFF (COUNCIL APPROVED) LOCAL DEVELOPMENT PLAN DELIVERY AGREEMENT

Thank you for your letter dated 28th March enclosing the Delivery Agreement (DA) incorporating the Timetable and Community Involvement Scheme for the proposed Cardiff Local Development Plan. This documentation (including the Report of Corporate Director to the Executive Business Meeting 9th March 2006 providing financial details, and your completed Draft DA Assessment Criteria) was received on 30th March 2006.

The efforts made by the Authority in preparing the Delivery Agreement and in furthering the LDP are appreciated. It is the Welsh Assembly Government's aim to have a plan-led system, with formally adopted new style plans in place, as soon as possible.

Consequently on behalf of the Welsh Assembly Government I am able to **confirm agreement** to the document as provided for by the Planning and Compulsory Purchase Act 2004, Section 63 (4) and (Commencement No 3) (Wales) Order 2005 along with Regulations 3 and 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005. This agreement is based on the assumption that the Planning Inspectorate is content with your proposed timetable. If this is not the case you must discuss with the Inspectorate as soon as possible and advise me of the outcome.

It is a matter for local discretion whether the DA is published with or without financial details but the published version should include the staffing provisions. The attached annex references areas for future consideration.

Your timetable meets the 4-year LDP preparation target (from Delivery Agreement), and also the need to have up-to-date adopted policies for waste by the EU 2010 deadline. As a commitment on the part of the Council, it is expected that the Delivery Agreement will be followed conscientiously and that there will be no need for deviation in the extended timetable outside the identified levels of tolerance. We would wish to be advised of any slippage occurring throughout your plan preparation programme.

It should be understood that this agreement has been reached after giving due consideration to the fact that LDPs and their associated Delivery Agreements are a new and evolving system. Further procedural guidance will be published shortly, and we would expect your next DA to reflect this, and to take into account emerging best practice.

If you have any queries on the response, please don't hesitate to contact me or someone in the team.

APPENDIX I: COPY OF LETTER OF AGREEMENT TO REVISIONS FROM WELSH ASSEMBLY GOVERNMENT (Dated 09/12/08)

CARDIFF LOCAL DEVELOPMENT PLAN DELIVERY AGREEMENT REVISION

I refer to the revised Delivery Agreement Timetable for the proposed Cardiff Local Development Plan received on 6 October 2008.

The reasons for amending the timetable are accepted. Consequently on behalf of the Welsh Ministers I am able to confirm agreement to the amended timetable as provided for by section 63(4) of the Planning and Compulsory Purchase Act 2004 along with regulation 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005. This agreement is given on the assumption that the requirements of regulation 9(5) have been properly complied with on your part, particularly the consequential requirements of regulation 9(1)(a).

The revised delivery agreement timetable should now be made available publicly in accordance with the requirements indicated in regulation 10 and you should notify all stakeholders and those who responded to the regulation 15 consultation that the delivery agreement has been amended. Please note that 4 copies of the published delivery agreement should be sent to the Assembly Government.

As you will appreciate the delivery agreement is a commitment on the part of the authority and as such it is to be expected that it will be followed conscientiously. Further variation should not be necessary and should be avoided. Requests for further extensions are unlikely to be supported because of potential issues regarding waste infraction and lack of adopted development plan coverage.

However any significant deviation from the delivery agreement timetable or community involvement scheme, actual or perceived, should be brought to the attention of the Welsh Assembly Government for further consideration as soon as it becomes apparent.



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