



Merthyr Tydfil County Borough Council Local Development Plan 2006-2021

Revised Delivery Agreement

*Agreed with the Welsh Assembly Government
in January 2008*

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CONTENTS

PAGE

Part 1	Introduction	1
	• Purpose of this Delivery Agreement	1
	• Purpose of the Local Development Plan and context for its preparation	1
	• Sustainability Appraisal including Strategic Environmental Assessment	2
	• Independent Examination of Soundness	3
Part 2	The Community Involvement Scheme	5
	• Aims of the Scheme	5
	• Council's Approach to Community Involvement	5
	• Council's Expectations of Consultees	6
	• Process of Community Involvement	6
	• Consensus Building	6
	• Critical Stages - who will be involved and when?	7
	• Influence of the outputs from Community Involvement	13
	• Feedback from Community Involvement	13
Part 3	The Plan Making Process	14
	• Project Management	14
	• Resources	14
	• Corporate Synergy	15
	• The Evidence Base for the Plan	16
	• Integrating Supplementary Planning Guidance	16
	• Timetable	17
	• Definitive and Indicative Stages	17
	• Achievability and Risk Management	18
Part 4	Monitoring and Review	19

CONTENTS continued

Appendices		
1	Organisations to be Engaged in the LDP Process prior to Deposit	20
2	Potential Consultation Methods	21
3	Definitive Timetable for Plan Preparation up to Deposit Stage	22
4	Indicative Timetable for Plan Preparation from Deposit to Adoption	23
5	Risk Management	24
6	Responses received to consultation on the Draft Delivery Agreement	25
7	Delivery Agreement compliance with Welsh Assembly Government Draft Assessment Criteria	30
8	Glossary of Terms	34
9	Population Profile of Merthyr Tydfil County Borough	37

PART 1: INTRODUCTION

Purpose of this Delivery Agreement

- 1.1 This Delivery Agreement is a fundamental part of the preparation of the Merthyr Tydfil Local Development Plan. 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 National Assembly guidance. Delivery of the plan in accordance with the Agreement will be one of the tests of the plan's 'soundness' when examined by the Planning Inspectorate (see paragraph 1.18).
- 1.2 This Agreement has been prepared in accord with Assembly guidance, including:
 - Local Development Plans Wales 2005; and
 - the Town & Country Planning (Local Development Plan) (Wales) Regulations 2005.
- 1.3 It has also been the subject of:
 - consultation with all the specific consultation bodies (see Appendix 1) in the preparation of the timetable; and
 - engagement with those general consultation bodies (see Appendix 1) which potentially have an interest in matters relating to development in Merthyr Tydfil, in the preparation of the community involvement scheme.
- 1.4 Following agreement of this document by the Assembly, it will be published on the Council's website and made available for public inspection at the Planning Division.
- 1.5 The Agreement will be kept under continual review and, if necessary, amended in line with the LDP Regulations (see Part 4).

Purpose of the Local Development Plan and context for its preparation

- 1.6 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare a Local Development Plan (LDP) setting out its objectives and priorities for the development and use of land and its policies to implement them. The Merthyr Tydfil Local Development Plan will span the period 2006-2021. The aims are:
 - to reflect local aspirations for Merthyr Tydfil based on a vision agreed by the local community and other stakeholders;
 - to provide a basis for rational and consistent development decisions;
 - to guide growth and change, while protecting local diversity, character and sensitive environments.

- 1.7 The aim of the new system is to make LDPs more relevant, inclusive and engaging to local communities and to encourage a partnership approach to plan preparation involving the voluntary, public and private sectors, which will result in a strategy based on wide consensus.
- 1.8 In adopting this approach, the Council must take account of:
- a wide range of legislation, policies and other initiatives, at both national and local levels of government; and
 - relevant social, economic and environmental considerations.
- 1.9 The 2004 Act requires the Council, in preparing the LDP, to have regard to:
- national planning policy issued by the Assembly;
 - the Wales Spatial Plan;
 - the Council's own community strategy; and
 - the resources likely to be available for implementing the plan.
- 1.10 The principal sources of national planning policy issued by the Assembly are:
- Planning Policy Wales (PPW) (2002);
 - Technical Advice Notes (Wales) (TANs) (various);
 - Local Development Plans Wales (2005);
 - Minerals Planning Policy Wales (MPPW) (2000);
 - Minerals Technical Advice Note (Wales) 1: Aggregates (2004);
 - LDP Manual (Consultation Draft September 2005).
- 1.12 The LDP Regulations also require the Council to have regard to:
- the Local Transport Plan and other policies prepared under the Transport Act 2000;
 - the Wales Waste Strategy.

Sustainability Appraisal including Strategic Environmental Assessment

- 1.13 The plan must be subject to Sustainability Appraisal (SA) as required by The Planning and Compulsory Purchase Act 2004 and The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 which implements European Directive 2001/42/EC in relation to relevant plans and programmes in Wales.
- 1.14 The above are tools to ensure that any significant environmental effects arising from the Plan's strategy are fully considered at an early stage. The Council will adopt an integrated approach to the appraisal and assessment in which economic and social issues are considered alongside environmental elements.

- 1.15 Guidance on how SA/SEA should be undertaken is provided in:
- A Draft Practical Guide to the Strategic Environmental Assessment Directive (July 2004) and;
 - Strategic Environmental Assessment (SEA) of Unitary Development Plans, Interim Good Practice Guide (Welsh Assembly Government, August 2004), to be superseded by the LDP Manual in 2006.
- 1.16 SA/SEA is an iterative process that will be undertaken throughout plan preparation. There will be five key stages:
- Collate baseline data and establish scope;
 - Develop methodology, objectives and indicators;
 - Publish SA/SEA of LDP strategic options;
 - Deposit SA including Environmental Report (with LDP)
 - Publish final SA at LDP adoption.
- 1.17 Environmental consultation bodies and relevant stakeholders will be involved not only in developing the framework for the SA but also throughout the entire SA/SEA process as outlined in Part 2 and in the timetable for LDP preparation at Appendix 3.

Independent Examination of Soundness

- 1.18 When the Council has finalised its plan, it must place it on deposit for public inspection and the submission of representations, and 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 certain procedural(P); consistency(C); and coherence / effectiveness(CE) tests as defined in LDP Wales. These are:-
- whether the plan has been prepared in accordance with the Delivery Agreement including the Community Involvement Scheme (Test P1);
 - whether the plan and its policies have been subjected to sustainability appraisal including strategic environmental assessment (Test P2);
 - whether it is a land use plan which has regard to other relevant plans, policies and strategies relating to the area or to adjoining areas (Test C1);
 - whether it has regard to national planning policy (Test C2);
 - whether it has regard to the Wales Spatial Plan (Test C3);
 - whether it has regard to the community strategy (Test C4);
 - whether 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 (Test CE1);

- whether the strategy, policies and allocations are realistic and appropriate having considered the relevant alternatives and are founded on a robust and credible evidence base (Test CE2);
- whether there are clear mechanisms for implementation and monitoring (Test CE3);
- whether the plan is flexible enough to deal with changing circumstances (Test CE4).

PART 2: THE COMMUNITY INVOLVEMENT SCHEME

2.1 Whilst the Community Involvement Scheme is a distinct part of the Delivery Agreement, it is important to read it within the context of the whole document.

Aims of the Scheme

2.2 The aims of the CIS are:

- i) To detail how the development plan will be prepared, developed, monitored and reviewed in partnership with the community and other stakeholders.
- ii) To improve the process of plan preparation by engaging with the community, involving them fully, effectively and inclusively in the preparation of the LDP.
- iii) To seek to establish a consensus between stakeholders on the plan's aims and objectives and in its options and preferred strategy.
- iv) To provide a transparent and structured process of engagement with the community, at all stages in the preparation of the LDP.
- v) To incorporate into the process best practice regarding sustainable development and the requirements of the SEA Regulations.
- vi) To detail how the Council will effectively engage with the community in the preparation of SPG that relates to the LDP.
- vii) To produce a sound plan (see Para 1.18).

Council's Approach to Community Involvement

2.3 The following principles illustrate the approach that the Council will adopt in involving the local community and other stakeholders in the 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.

Council's Expectations of Consultees

2.4 The following points reflect the expectations that the Council will have of all consultees throughout LDP preparation:

- **Commitment** - All parties should be committed to the process.
- **Achieving consensus** - All parties should have a commitment to achieving consensus and working together in a spirit of trust and co-operation.
- **Pragmatism** - All parties should understand and remain pragmatic about what can be achieved within the context of relevant legislation and Assembly guidance.
- **Relevance** - Only legitimate spatial issues should be raised and valid / relevant comments made.
- **Open mindedness** - Engagement in debate must take place with an open mind.
- **Adhering to deadlines** - The public should respond within the statutory 6 week consultation periods.

Process of Community Involvement

2.5 Both Local Development Plans Wales (2005) and the LDP Regulations (2005) specify that a number of 'specific consultation bodies' such as Government Departments, Community Councils and public utilities must be consulted as part of the LDP process. In addition, more 'general consultation bodies' representing, for example, voluntary groups, the business community, amenity groups, ethnic minorities, the disabled, and those with interest in Welsh culture, should also be involved.

2.6 The Council will engage with such of these general consultation bodies as it considers appropriate and will always strive to ensure that the process of engagement reflects the geographic diversity of the plan area as well as the diversity of interests. The Council will also strive to ensure that specific representatives of the public such as those groups that are traditionally difficult to reach are included at critical stages. If hard to reach groups do not appear to be engaging as anticipated, the Council will explore alternative methods of involvement.

Consensus Building

2.7 The Council will aim, as far as practicable, to achieve a consensus on the plan's strategy, proposals and policies. Where a consensus cannot be achieved, the Council will decide how to resolve conflicting views, taking into account the

outcome of the Strategic Environmental Assessment and the Sustainability Appraisal.

Critical Stages - who will be involved and when?

2.8 There are a number of stages at which interested parties can become engaged in the LDP. These are outlined below alongside the corresponding regulation from the Town and Country Planning (Local Development Plans)(Wales) Regulations 2005.

i) Consultation on the Delivery Agreement (Regulation 9)

The Council consulted on the draft Delivery Agreement with the bodies listed in Column 1 of Appendix 1 between 19th October and 11th November 2005. The comments received as part of the consultation exercise are shown at Appendix 6 together with the response of the Head of Planning. Following agreement of this document with the National Assembly, it will be published on the Council's website and made available for inspection at the main Council offices.

ii) Consultation on the method for producing the SA and SEA

Regulations made under the Strategic Environmental Assessment Directive state that some public bodies have a formal statutory role in the consultation process, due to their specialist knowledge in aspects of the environment. These bodies are the Countryside Council for Wales, the Environment Agency and Cadw. In particular, they must be consulted on both the scope and level of detail of the information to be included in the SEA.

iii) Pre-deposit participation (Regulation 14)

Representatives of various interests will be contacted via questionnaire and asked whether or not they wish their details to be included on the Council's database of interested parties. Those that express an interest in plan preparation will then be invited to participate in area or topic specific working groups to help identify priority issues and assist in the generation and development of alternative strategies and options. Much emphasis will be placed on consensus building with the Council adopting a steering role in the process. The bodies that will be invited to be represented on these groups are listed in Column 2 of Appendix 1.

The Council recognises that in order to test the proposals that come forward from this stage of the LDP process, it may be beneficial for some kind of control group, for example, a Citizen's Panel, to be given an opportunity for input. Whilst Merthyr Tydfil does not currently have such a panel, proposals are in place to establish a representative group

during the course of 2006. It is therefore intended that the future LDP utilises this mechanism where necessary and appropriate in order that the process of community involvement be expanded and strengthened.

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

Simultaneously with the above, the Council will contact developers, agents and bodies representing local landowners, giving them an opportunity to suggest sites that might be suitable for being allocated for development. The Council will also publish an advertisement in the local newspaper, giving the public an opportunity to make similar suggestions. The Council will inform those proposing site allocations that the allocation must be consistent with the objective of achieving a sound and sustainable plan.

All site allocations suggested will be included in a site register and will be reported to the Planning Committee.

v) Pre-deposit public consultation (Regulation 15)

The pre-deposit proposals will consist of the Council's preferred strategy, options and proposals for the LDP. Earlier strategic options and their implications (including the consideration of broad locations for strategic sites) will also be made available in the interests of completeness and transparency. The site register will feature as a background document.

This stage represents a further opportunity for those previously interested parties to provide an input but also represents the first stage whereby full public consultation will take place. The Council will make copies of the pre-deposit proposals available at the main Council offices and will also publish them on its website. The Council will advertise the proposals in the local weekly newspaper and will send copies to those bodies listed in Column 3 of Appendix 1. There will be a period of not less than 6 weeks for making representations on the proposals.

Consultation responses on the preferred strategy will be reported back to the Planning Committee which will then decide whether to uphold the preferred strategy, or whether to modify it accordingly.

Where multi-signature petitions are submitted as part of this or any other of the LDP's formal representation stages, the Council will normally require that a single signatory (or a body representative of the petition) acts as the primary contact throughout the period that the

particular issue remains unresolved. This will allow the petition to be treated in the same way as all other representations.

vi) The deposit LDP (Regulation 17)

The Council will take the same steps to make the deposit LDP available and to publicise it as for the pre-deposit consultation. The deposit plan will be accompanied by an Initial Consultation Report.

vii) Site allocation representations (Regulation 20)

Site allocation representations are those that seek to change a deposit LDP by adding a new site or by altering or deleting a proposed site. Anyone proposing a new site will be expected to show how the allocation would comply with the plan's strategy and would further the concept of producing a sustainable plan. The Council will make copies of site allocation representations available at the same locations as the pre-deposit and the deposit proposals, and where practicable, will publish them on its website. It will also publish in the local weekly newspaper the fact that the representations can be inspected, and will also notify those who received the deposit LDP. There will be a period of not less than 6 weeks for making comments on site allocation representations.

The representations on site allocations will be reported to the Planning Committee although the Committee itself is unable to make any changes at this stage. It can however make suggestions to the Inspector on whether it would be prepared to support or oppose changes to the Deposit Plan as proposed by other parties. A Full Consultation Report will also be prepared at this stage.

viii) Examination (Regulation 23)

The purpose of the examination is to ensure that the LDP meets certain tests of 'soundness,' which are defined in *LDP Wales* as procedural tests, consistency tests and coherence and effectiveness tests (see Para 1.18). The examination will be carried out by an Inspector appointed by the National Assembly. The Council will take the necessary steps to publicise the examination at least 6 weeks before it opens. Since the Inspector's report is binding, neither the Council nor the other parties will be able to influence the plan after the examination.

The Inspector's Report will be issued to and then made publicly available by the Council. The Welsh Assembly Government retains powers of direction prior to the Plan's adoption.

All the above stages are shown diagrammatically in Figures 1-3 overleaf.

Figure 1 - Generating the preferred strategy

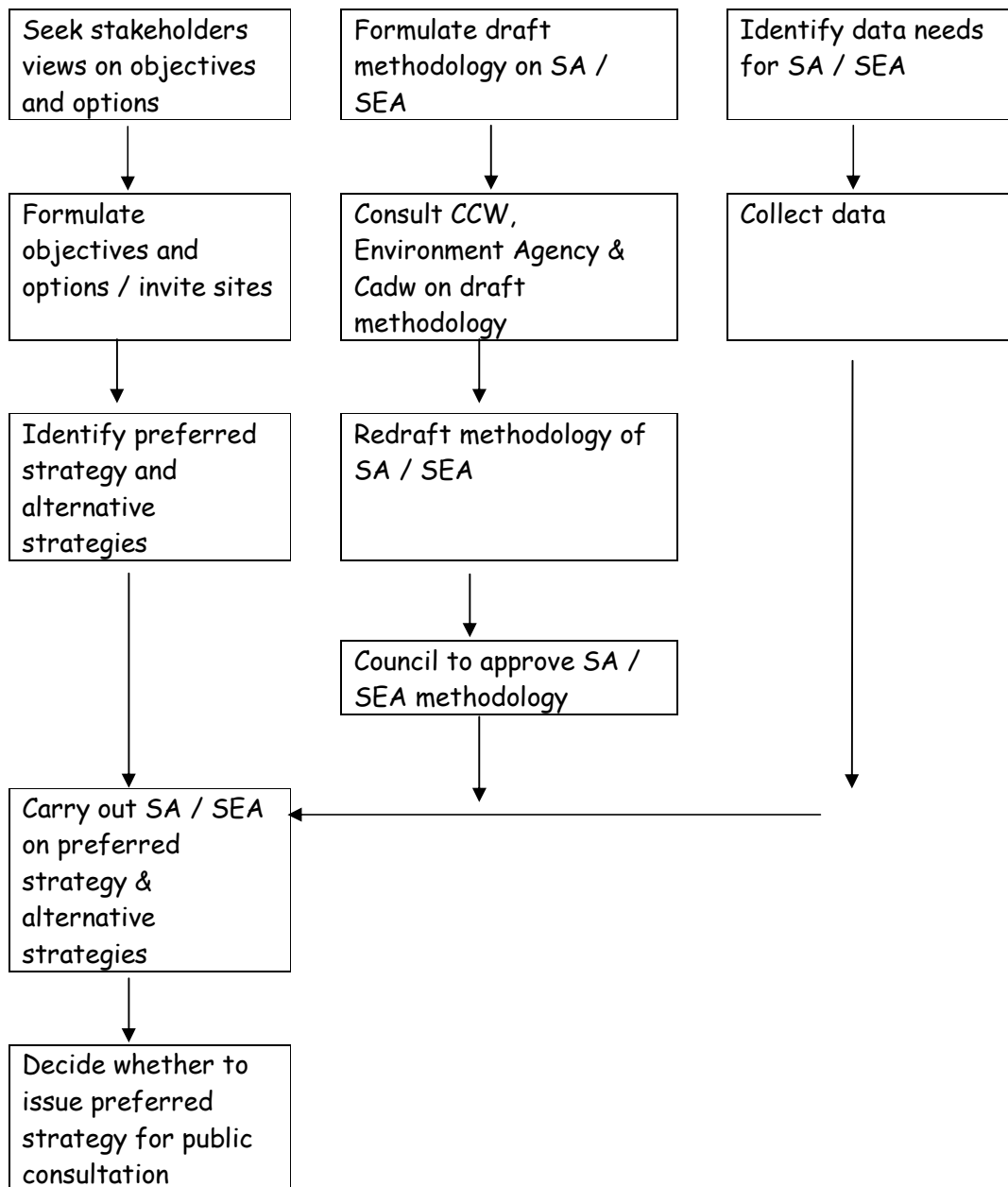


Figure 2 - From Strategy to Deposit

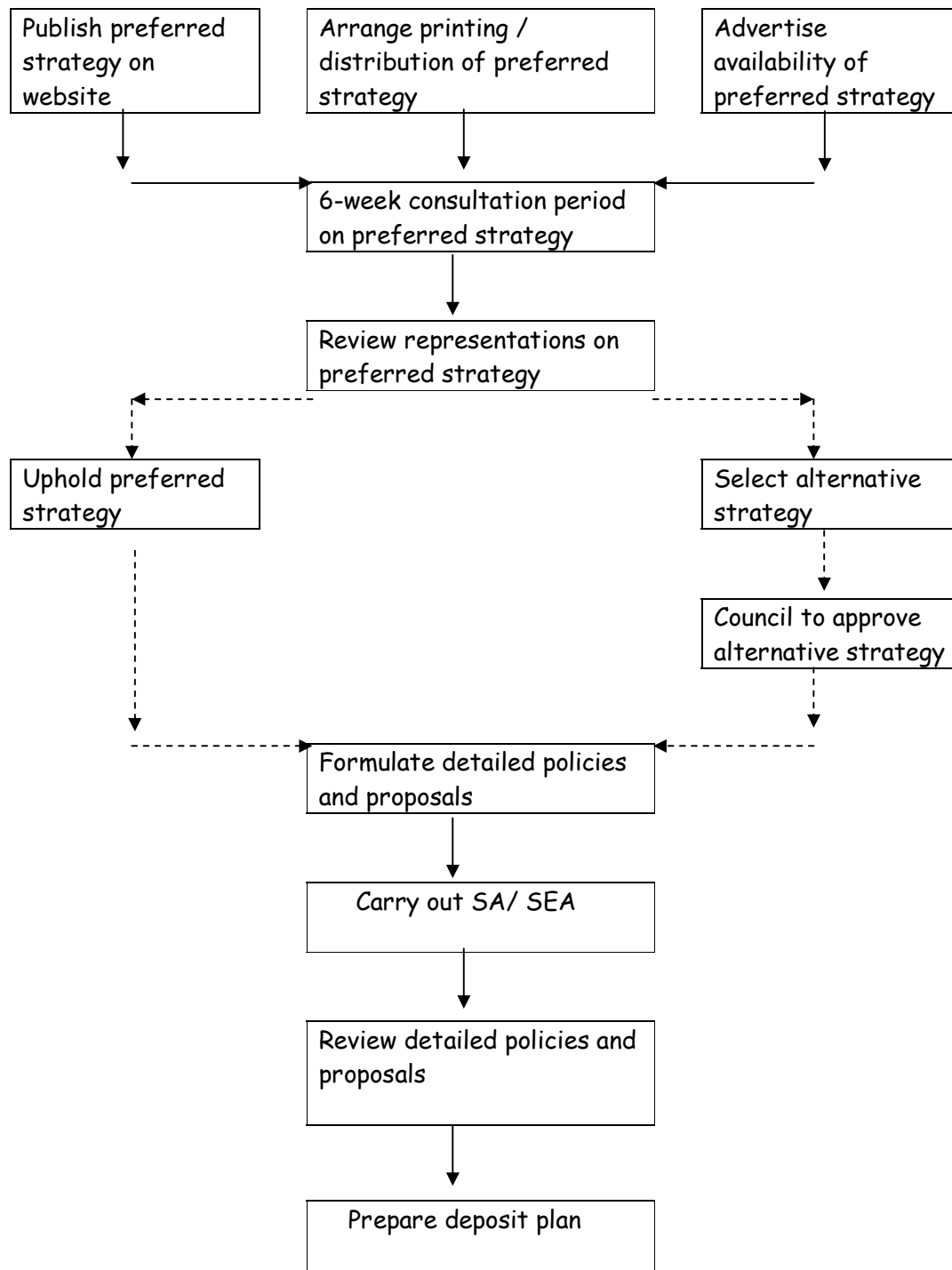
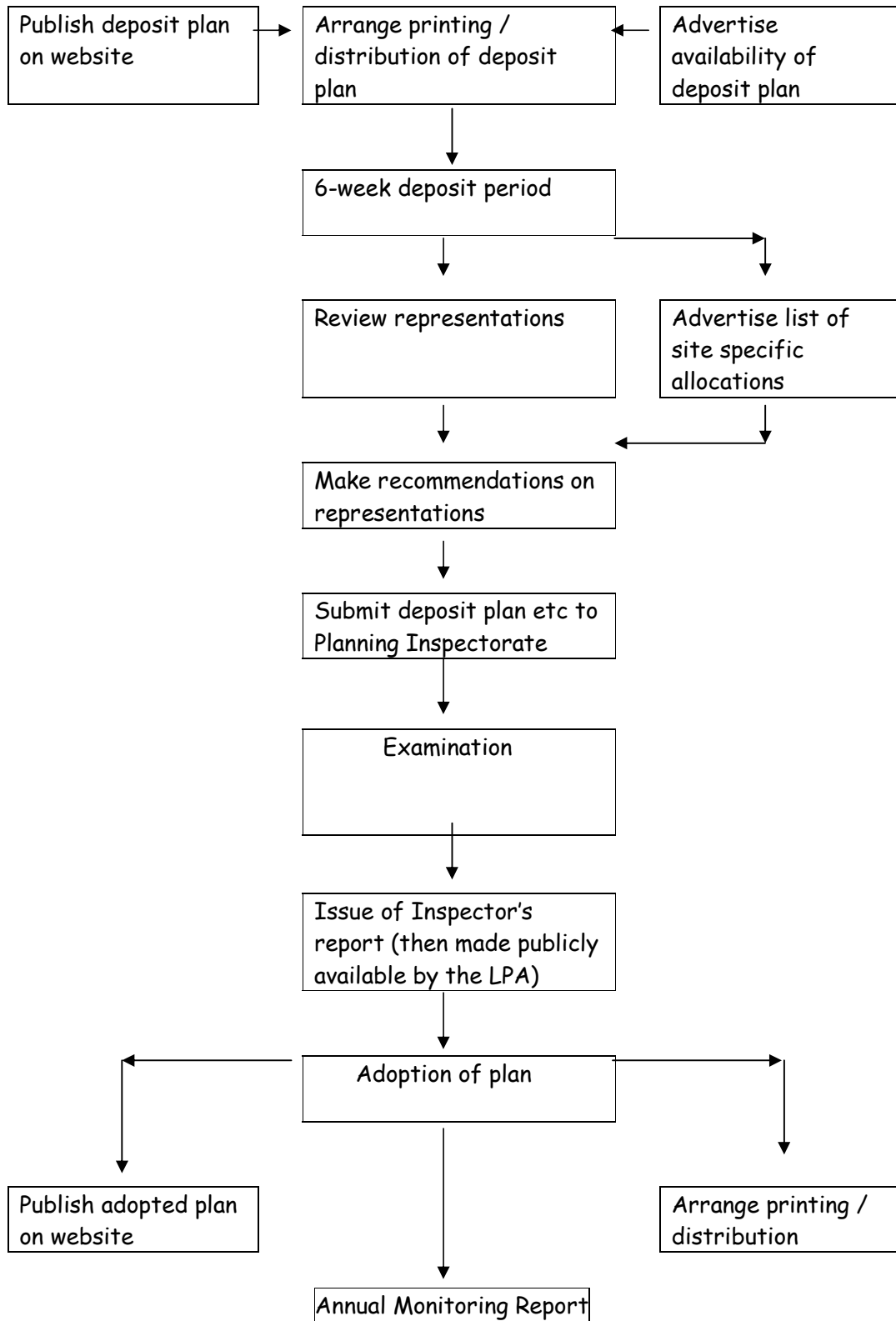


Figure 3 - Deposit to adoption and beyond



Influence of the outputs from Community Involvement

- 2.9 The Council recognises the valuable contribution that the Community can make in the production of the Development Plan including the SA/SEA process. Involving the Community at an early stage will ensure that it has greater influence than in the production of previous plans and help to build consensus on the content of the LDP. The Council will therefore give full consideration to the use of the output of all community engagement exercises.
- 2.10 To ensure this consideration is carried out in a transparent manner, the Council will give feedback on decisions made with supporting reasons, as detailed below. These supporting reasons will include how Community Involvement has influenced the process. In addition to this, the Council will publish an Initial Consultation Report at the Deposit Stage, and a Full Consultation Report before the Examination.

Feedback from Community Involvement

- 2.11 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.
- 2.12 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;
 - Circulation of findings / minutes of previous meetings.
- 2.13 The Council will use a variety of methods to publicise progress on the LDP, including press releases and web-site information.

PART 3: THE PLAN MAKING PROCESS

Project Management

- 3.1 The Head of Planning will be responsible for the overall delivery of the LDP and the Group Leader - Planning Policy & Implementation will be responsible for the day-to-day management of the project. In order to ensure that the LDP is representative of the corporate objectives and cross cutting themes of the Council, an LDP Steering Group consisting of a panel of senior councillors and chief officers will underpin the plan making process.
- 3.2 The steering group will have no decision-making powers however. The Planning & Regulatory Committee, which meets every four weeks, will make initial decisions on the Plan and its proposed contents. Full Council, which also meets every 4 weeks, will make final approval of the Plan and its contents.

Resources

- 3.3 In order to deliver the LDP in accordance with the specified timetable, the Council recognises that it is essential to ensure the necessary budgetary and staffing resources are available.
- 3.4 Primary responsibility for producing the LDP will lie with the Development Plan Team of the Planning Division. This team comprises the Group Leader (referred to above) and three professional planning officers. A GIS officer will provide graphical and cartographical support and a part-time research officer will provide population and household projections and employment/workforce projections.
- 3.5 The Council recognises that additional specialist services will also be required to progress the LDP. External consultants will be appointed to assist the Council in a number of areas, for example, in the SA/SEA of the emerging plan, in renewable energy assessments for the County Borough and, possibly, as facilitators in community engagement.
- 3.6 A total budget of 119,000 will be required to progress the LDP to adoption within the prescribed timescale. The budget for each stage in the process is shown at Figure 4 overleaf.

Figure 4 – Forecast expenditure on the LDP between 2006/10

Expenditure	Cost (£)
2006/07	
LDP Strategy - Community Involvement	2,000
LDP Strategy - Written Statement (bilingual)	4,000
LDP Strategy - Publicity and Consultation	3,000
LDP Strategy - Sustainability Appraisal and SEA (50% external consultants)	10,000
LDP Strategy on Internet (in-house)	0
	19,000
2007/08/09	
Deposit LDP - Written Statement (bilingual)	6,000
Deposit LDP - Proposals Map - Colour printing	12,000
Deposit LDP - Publicity and Consultation	3,000
Deposit LDP - Sustainability Appraisal and SEA (50% external consultants)	10,000
Deposit LDP on fully interactive website (external consultants)	6,000
	37,000
2009/10	
Examination - Cost of planning inspector for 1 month (currently £679 per day)	15,000
Examination - Appointment of programme officer for 4 months (up to and including the Examination)	8,000
Examination - Cost of employing counsel	40,000
	63,000
Total over 5 financial years	119,000

Corporate Synergy

- 3.7 The Council is committed to delivering its Vision through the aims and objectives of a variety of plans and strategies. Corporate synergy is therefore held to be of prime importance and by setting out to deliver the land use elements of all relevant plans and strategies, the LDP is firmly positioned as one of the Council's foremost strategic documents.
- 3.8 Adopting a joined up approach to LDP preparation is essential and will help to ensure that the most effective path to Merthyr Tydfil's regeneration is pursued. It will also ensure that work already undertaken elsewhere is not repeated and that consultation fatigue is not experienced by the local community.

- 3.9 Many of the relevant plans and strategies of the Council have been through their own consultation processes with some still ongoing. The opportunity for utilising joint consultation mechanisms, for example, the existing Community Strategy Groups and Communities First Partnerships therefore clearly exists although, it may be somewhat limited owing to the timings of the various processes concerned. Notwithstanding the above, the consultation responses on other plans and strategies will be taken into account where they relate to LDP issues.

The Evidence Base for the Plan

- 3.10 The evidence base for the LDP will draw heavily on a broad range of corporate strategies and service delivery plans including:-
The Community Strategy; Health, Social Care and Well-being Strategy; Children and Young People's Strategy; Local Transport Plan; Local Housing Strategy; Local Biodiversity Action Plan; Municipal Waste Strategy; Regeneration Strategy.
- 3.11 The above list is not exhaustive, indeed, it is envisaged that the evidence base may itself evolve as the LDP process moves forward.

Integrating Supplementary Planning Guidance

- 3.12 The Council currently has non-statutory policy and advice relating to parking standards, householder extensions, garages and listed buildings. It is intended that this advice will remain in force until after the adoption of the LDP, subject to its effectiveness and relevance being assessed. Where the Council decides advice should be retained, it will be updated to state which LDP policy it supplements.
- 3.13 It is not envisaged that any new advice will be issued in tandem with the LDP but the Council will still need to consider the scope for additional SPG during the LDP preparation period. In this respect, internal consultation will occur between Council officers in November 2008 (after deposit). Consultation with the specific and general consultation bodies listed at Appendix 1 will follow in June 2009 (after LDP submission to WAG). All representations received will be considered before an SPG preparation programme is developed in January 2010 (after examination).
- 3.14 The implementation of this programme will begin after LDP adoption in July 2010. Consultation with the general public will take place before any SPG is finalised and placed before Planning & Regulatory Committee for approval. A statement of consultation and details of the representations received will be issued with the approved advice.

Timetable

3.15 Figure 5 below outlines the Council's proposed timetable for achieving **critical stages** in LDP preparation as required by the Planning and Compulsory Purchase Act 2004 and the LDP Regulations. A detailed timetable is provided at Appendix 3 and Appendix 4.

Figure 5: Critical stages in the LDP preparation process	
	Definitive Timetable
1. Submission of a Delivery Agreement approved by the Council to the Assembly (Regulation 9)	December 2005
2. Engagement with specific and general consultation bodies for the purpose of generating alternative strategies and options (Regulation 14)	October 2005 - October 2006
3. A 6 week period of pre-deposit public consultation (Regulation 15)	February - March 2007
4. Deposit of the LDP and related documents (Regulation 17)	August - September 2008
	Indicative Timetable
5. Publication of site allocation representations for inspection (Regulation 20)	<i>December 2008 - February 2009</i>
6. Submission of the LDP to WAG (Regulation 20)	<i>May 2009</i>
7. Independent Examination in Public (Regulation 23)	<i>October - November 2009</i>
8. Publication of the Inspector's recommendations (Regulation 24)	<i>May 2010</i>
9. Adoption of the LDP by the Council within 8 weeks of receipt of the Inspector's recommendations (Regulation 25).	<i>June - July 2010</i>

Definitive and Indicative Stages

3.16 Stages 1-4, leading up to and including deposit, are under the direct control of the Council.

3.17 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

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

3.18 Figure 6 outlines the **key stages** involved in sustainability appraisal of the LDP, including strategic environmental assessment and the proposed timetable for undertaking these stages.

Figure 6: Sustainability Appraisal (SA) including Strategic Environmental Assessment (SEA)	
Stage in SA/SEA Process	Timetable
<ul style="list-style-type: none"> • Collate baseline data/establish scope • Develop methodology, objectives and indicators 	October 2005 - May 2006
<ul style="list-style-type: none"> • SA/SEA of strategic alternatives 	May - August 2006
<ul style="list-style-type: none"> • Publish SA/SEA of strategic options 	February - March 2007
<ul style="list-style-type: none"> • Deposit SA including Environmental Report (with LDP) 	August - September 2008
<ul style="list-style-type: none"> • Publish final SA at LDP adoption 	June - July 2010

Achievability and Risk Management

3.19 The definitive part of the proposed timetable is considered to be realistic and achievable having regard to:

- The scope of work the Council anticipates will be involved in plan preparation having regard to the regulations and guidance published by the National Assembly;
- The resources (staff and financial) the Council is able to commit to plan preparation.

3.20 Whilst every effort will be made to avoid deviation from this timetable, Appendix 5 identifies a number of potential risks together with the Council's proposed approach to managing them.

3.21 The timetable, together with the anticipated work programme and available resources will be kept under review to monitor possible slippage or other impacts resulting from the risks identified. Should significant deviation be unavoidable, a revised timetable will be agreed with the Assembly and published (see Part 4).

PART 4: MONITORING AND REVIEW

- 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.
- 4.2 Circumstances in which the Agreement may need to be reviewed and amended include:
- 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 National Assembly legislation, regulations or guidance should require new procedures or tasks to be undertaken;
 - If the process falls 3 months or more behind schedule; or
 - If any other change of circumstances should materially affect the delivery of the plan in accordance with the Agreement.
- 4.3 Any review or amendment of the Delivery Agreement prior to deposit will require further consultation with relevant consultees, renewed Council approval and further National Assembly agreement.
- 4.4 Following deposit, the LDP Regulations stipulate that the timetable will need to be reviewed and resubmitted as the Council enters into a Service Level Agreement with the Planning Inspectorate. The Council will redefine the indicative timetable within 3 months of the close of the formal 6-week deposit period.
- 4.5 Following adoption, the Council proposes to produce an Annual Monitoring Report (AMR) to assess how effectively the policies and proposals of the plan are performing. This will highlight the need for any modifications to be made and will also feed into the future review of the Delivery Agreement. The AMR will include updated reference to any new national planning guidance and any other relevant information.
- 4.6 It is intended that the plan be reviewed on a 4 year cycle and that review of the SA/SEA baseline information and trends also take place to feed into this revision. Any amendments will need to go through the same stages as the preparation of the LDP itself. The Council will apply the general principles outlined in the CIS when it reviews and undertakes amendments to the LDP but the exact nature of community involvement will be tailored according to which areas or issues are being reviewed / amended. A new timetable will be prepared within 6 months of determining the need for plan review.

APPENDIX 1 - ORGANISATIONS TO BE ENGAGED IN THE LDP PROCESS PRIOR TO DEPOSIT

Column 1 Specific and general bodies consulted on the draft Delivery Agreement	Column 2 Specific and general bodies to be invited to partake in area or topic specific working groups	Column 3 Those to be specifically consulted on the preferred strategy as part of wider public consultation
Public sector	Public sector	Public sector
The National Assembly for Wales	All the bodies listed in Column 1 plus:	All the bodies listed in Column 2 plus:
Cadw	Forestry Commission Wales	Crown Estates Office
Countryside Council for Wales	Wales Tourist Board	Valleys Race Equality Council
Environment Agency Wales	Sports Council for Wales	Design Commission for Wales
Strategic Rail Authority (responsibilities subsequently transferred to the Secretary of State)	Welsh Language Board	Equal Opportunities Commission
Welsh Development Agency	ELWA	Health and Safety Executive
Caerphilly County Borough Council		South Wales Police Authority
Rhondda Cynon Taff County Borough Council		National Council for Education and Training in Wales
Brecon Beacons National Park Authority		Post Office Property Holdings
Powys County Council		General Aviation Awareness Council
Bedlingog Community Council		
North Glamorgan NHS Trust		
Merthyr Tydfil Local Health Board		
Planning Inspectorate		
Business Organisations	Business Organisations	Business Organisations
British Gas (Transco)	All the bodies listed in Column 1 plus:	All the bodies listed in Column 2 plus:
SWALEC	Merthyr Tydfil Retail & Commerce Association	Confederation of British Industry
Welsh Water	Merthyr Tydfil Town Centre Partnership	Institute of Directors
BT	St. Tydfil's Shopping Centre	Quarry Products Association
Mobile Operators Association	Treharris Chamber of Trade	Environmental Services Association
Homebuilders Federation	Selected local / regional housebuilders	
Other organisations	Other organisations	Other organisations
Association of the Disabled Transport Group	All the bodies listed in Column 1 plus:	All the bodies listed in Column 2 plus:
Communities First	Young people from secondary schools and colleges	National Playing Fields Association
Community Enterprise Wales	Merthyr Tydfil Biodiversity Partnership	Shelter
Safer Merthyr Tydfil	Merthyr Initiative Group	Political Parties
Voluntary Action Merthyr Tydfil	National Farmers Union	MPs / Assembly Members
Age Concern	Hafod Housing Association	Disability Wales
	Merthyr Tydfil Housing Association	Cylch (recycling organisation)
	Tai Cymru Housing for Wales	Bodies representing gypsies / travellers
	Wales & West Housing Association	Bus and train operators
	Merthyr Tydfil College	Network Rail
	Taff Bargoed Development Trust	Rail Passengers Users Committee
	Treharris Regeneration Association	RSPB
	Ynysowen Community Regeneration Partnership Board	Selected planning / environmental consultants
	Bedlingog & Trelewis Partnership Board	
	3Gs Development Trust	
	Dowlais Community Development Forum	
	Trefechan Community Association	
	Glamorgan Gwent Archaeological Trust	
	Glamorgan Wildlife Trust	
	Groundwork Merthyr Tydfil & RCT	
	Merthyr Tydfil Access Group	
	Merthyr Tydfil Heritage Trust	
	Campaign for the Protection of Rural Wales	
	Friends of the Earth (Cymru)	
	Coed Cymru	
	Recreation /amenity /environmental groups	

APPENDIX 2: POTENTIAL CONSULTATION METHODS

The table below lists potential methods of consultation for the LDP and associated sustainability appraisals. The list is not exhaustive and will need to be adapted to fully engage relevant members of the community at each stage. The particular 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.

METHOD OF CONSULTATION	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.
Council 'Contact' Magazine	The Council produces a quarterly newspaper which is delivered free of charge to every household. 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	Public exhibitions of proposals and policies at appropriate consultation stages with officers on hand to answer questions
Leaflets/brochures/newsletter	Providing up-to-date information at regular intervals
Meetings and discussions	To facilitate exchange of views and inform the various stages of the LDP preparation process together with the contents of the Plan.
Existing networks and partnerships	There are a wide range of existing partnership networks that can be utilised for the purposes of engagement in the LDP process such as the Community Strategy Groups and Communities First Partnerships.

APPENDIX 3: DEFINITIVE TIMETABLE FOR PLAN PREPARATION UP TO DEPOSIT STAGE

Stage / Action	2005			2006									2007									2008																			
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept					
DELIVERY AGREEMENT																																									
• Targeted consultation																																									
• Consider feedback and review																																									
• Report final draft to Committee																																									
• Council Approval																																									
• Submit to WAG																																									
• Approval by WAG																																									
SA/SEA SCOPING																																									
• Collect baseline data																																									
• Develop methodology/objectives and indicators																																									
• Consult with relevant consultation bodies																																									
GATHER LDP BASELINE INFORMATION																																									
PRE-DEPOSIT PARTICIPATION																																									
• Preparation of issues papers and alternatives																																									
• Meetings as required with key consultees																																									
• Pre deposit participation to generate strategic issues and alternatives together with appended draft detailed policies																																									
• SA/SEA of strategic alternatives																																									
• Preparation of preferred strategy and options together with initial SA report																																									
• Report Preferred Strategy and Options paper to Committee / Council																																									
PRE-DEPOSIT PUBLIC CONSULTATION																																									
• Public consultation on preferred strategy and options																																									
• Publicise the SA/SEA appraisal of the strategic options																																									
• Assess outcomes of public consultation on strategic issues and options and SA/SEA																																									
• Preparation of a full draft plan for deposit, the draft SA and Environmental Report and the draft Consultation Report																																									
• Deposit draft LDP, SA/Environmental Report & Consultation Report to Committee / Council																																									
DEPOSIT																																									
• Deposit of LDP, Sustainability Appraisal and Environment Report, Statement of Community Involvement																																									

APPENDIX 4: INDICATIVE TIMETABLE FOR PLAN PREPARATION FROM DEPOSIT TO ADOPTION

Stage / Action	2008					2009												2010							
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	
Deposit	■	■																							
Collate and provide feedback on representations			■	■	■	■	■																		
Advertise alternative sites					■	■	■																		
Prepare recommendations on representations							■	■	■																
Submission of the LDP and key documents to WAG										■	■														
Pre-examination meeting												■	■	■											
Independent Examination															■	■									
Preparation of Inspectors Report																	■	■	■	■	■				
Publication of the Inspectors Report																						■			
Adoption																							■	■	
Annual Monitoring Report*																									

* To be submitted to WAG by 31st July 2011

APPENDIX 5: RISK MANAGEMENT

The proposed timetable for plan preparation is considered to be realistic and achievable having regard to the scope of work the Council anticipates will be involved and the resources it is able to commit. Whilst every effort will be made to avoid deviations from the proposed timetable, a number of potential risks have been identified. These 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.

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"> Timetable proves too ambitious due to greater than anticipated workload e.g. no. 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"> Delays caused by meeting cycles, Council decision making structure or local elections 	<ul style="list-style-type: none"> Programme slippage 	<ul style="list-style-type: none"> Realistic timetable prepared in anticipation of most matters with potential to delay
<ul style="list-style-type: none"> Insufficient information 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 	<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"> 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"> Consensus difficult to achieve 	<ul style="list-style-type: none"> Additional work required, causing programme slippage 	<ul style="list-style-type: none"> Early attention to potentially contentious issues
<ul style="list-style-type: none"> Examination longer than anticipated 	<ul style="list-style-type: none"> More resources needed/programme slippage 	<ul style="list-style-type: none"> Early attention to consensus building
<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 6

Summary of responses received to consultation on the Draft Delivery Agreement

The Head of Planning's response to each point is given in italics

CAERPHILLY COUNTY BOROUGH COUNCIL

Caerphilly CBC believes that the proposed 4 year timetable is optimistic, but may be achievable due to Merthyr being the smallest authority in Wales.

Four years is the time period for Plan Production set out in Local Development Plans Wales (2005). It is considered realistic that the Plan can be produced within four years, but a section entitled "Achievability and Risk Management" (Part 3- The Plan Making Process) and Appendix 5 have been included in the revised Delivery Agreement. These acknowledge and identify risks to the timetable and set out how they will be managed.

Caerphilly CBC considers that it's role in the Merthyr Tydfil LDP is not presented clearly in the Draft Delivery Agreement, and that the DA should indicate how results of consultation will be reported at each stage.

This is accepted. Appendix 1 has been amended in the revised Delivery Agreement and shows that adjoining local planning authorities (including Caerphilly) will be invited to take part in area or topic specific working groups and will be specifically consulted on the preferred strategy.

COMMUNITIES FIRST

Communities First envision the public having difficulties understanding the SEA/ Sustainability Appraisal and suggest workshops to assist the explanation of this technical information.

This is accepted. It is likely that workshops will take place for the Community so, amongst other issues, the SA/ SEA process can be explained fully.

The Local Authority should look at how to improve the public's ability to participate effectively as well as increasing the amount of participation. Workshops suggested to explain what a LDP is, what the processes are and how to engage in them. Workshops should then take place at the following stages to ensure the public know what how to take part in each stage.

The Head of Planning would like to be able to hold such workshops, but it is likely that time and resources will not allow for this. However, the Local Development Plan Process will be publicised and will be explained through such publicity.

Communities First state the need to communicate the plan even to the most hard to reach members of the community (Are documents going to be translated, produced in large print, Braille etc?)

Documents will be published in large print and Braille if requested. Involvement of hard to reach groups has since been included in the revised Community Involvement Strategy (see the "Process of Community Involvement" Section (Part 2- The Community Involvement Scheme). It is considered that the involvement of such groups is an appropriate way of making sure they know the plan exists and its purpose.

Communities First believe that the emphasis should be placed on taking information to the public, not the public coming to the Council.

This is accepted. Publicity and feedback given on the different stages of the preparation of the Plan should ensure that the Community realise the plan process is taking place, how they can get involved and how the plan is evolving.

HOMEBUILDERS FEDERATION

HBF states that it is not clear how people will engage at particular stages. Appendix 2 would benefit from a further column covering how people will be involved.

An additional column has not been added to Appendix 2, but Part 2- The Community Involvement Scheme has been expanded in the revised DA. The section entitled "Critical Stages- Who will be involved and when?" sets out how the Community will be involved at each stage in the plan process.

Written consultation is the most appropriate form of consultation at the formal stages for most organisations and meetings and existing networks would be helpful at the formative stages. Press and local media would be helpful in publicising consultation stages and requests for information, e.g. appropriate sites. Information on the website will be helpful, but should not replace formal consultation through letters.

Formal consultation of organisations and invitations to participate in working groups will be by letter. Although the Council's website will be used to publicise the progress of the LDP, it will not replace consultation by letter where this is necessary. As stated in the above "Critical Stages" Section, the local weekly newspaper will be used to publicise stages of the LDP.

HBF is concerned about how the two groups will interact and how conflict between them will be dealt with.

It is assumed that HBF are referring to the Consultee Working Group and the Community Working Group. It should be noted that as indicated in the "Critical Stages" Section of the Delivery Agreement, it is now likely there will be a number of area and topic specific

working groups set up for the Pre-deposit stage. Although the Council is committed to consensus building, it is accepted that individuals and groups may not always agree with each other. In these situations, the group facilitators will be expected to encourage the participants to find a compromise. If this cannot be reached, it will be for the steering group to find the best way forward.

The proposed timetable is realistic.

This is noted.

It is not clear who the relevant consultation bodies are in paragraph 1.16 ("Sustainability Appraisal and Strategic Environmental Assessment"). They would wish to have an input at this early stage, but it is not clear if they are considered a relevant consultation body.

The "Critical Stages" Section states that the Countryside Council for Wales, the Environment Agency and Cadw have a formal role in the consultation process. Other groups will have the opportunity to get involved in the SA/ SEA process and will be invited to participate. However, the organisations invited to do so will depend on who expresses an interest.

Paragraph 2.5 ("Key Stages of Plan Preparation and Opportunities for Involvement") would benefit from clarification of what is being consulted on.

Again, Part 2- The Community Involvement Scheme has been expanded in the revised DA. As stated in Part v) of the section entitled "Critical Stages- Who will be involved and when?" the pre deposit proposals will consist of the Council's preferred strategy, options and proposals for the LDP.

It is not clear how the Council intends to reach landowners and developers. They suggest press releases, use of Contact magazine, letters to an extensive consultation list including planning consultants and major landowners in the area. They also suggest contacting Rhondda Cynon Taff County Borough Council as they have displayed good practice in this area.

As set out in Columns 2 and 3 of the revised Appendix 1, it is intended that selected local and regional homebuilders be directly invited to take part in working groups at pre-deposit participation stage. These will then be consulted as part of wider public consultation at the later stages. It is intended that planning consultants and other landowners will only be invited to participate/ consulted when they come to the Council expressing an interest. It is anticipated that the publicity given to the Local Development Plan will give those concerned an opportunity to come forward.

WELSH ASSEMBLY GOVERNMENT

The Welsh Assembly Government is concerned that the definition of 'general consultation bodies' at Appendix 1 does not follow the spirit of the LDP regulations. *Appendix 1 of the Delivery Agreement has been significantly revised to be more inclusive and self-explanatory.*

Table 2 of the Timetable section should be integrated with the overall timetable to make the schedule easier for the public to understand and that the final publication of the SA/SEA Report at adoption should also be included in the timetable.

The latter has been done at Fig 6 (Part 3- The Plan Making Process) although it is not considered particularly beneficial to integrate the two tables at this juncture as to do so would complicate what is intended to be a simple presentation of the processes concerned. Figs 1, 2 and 3 have been introduced in the CIS to illustrate the interaction of SA/SEA processes with the remainder of plan making and Appendix 3 includes a timescale for SA/SEA within the overall context of LDP preparation.

WAG would like a risk assessment in regard to why there is a 6-month threshold for reviewing the DA/Timetable along with an indication of the resources required to meet the timetable.

Appendix 5 has been included in the revised Delivery Agreement, which identifies risks to the timetable. A section entitled "Resources" (Part 3- The Plan Making Process) has been included which indicates the resources likely to be required to produce the plan within the 4-year timetable.

WAG expects references to developing the evidence base for the plan, SPG, the Annual Monitoring Report and Plan Review. (SPG and AMR should also be mentioned in the Community Involvement Scheme).

A section has been included entitled "Compiling the Evidence Base for the Plan" (Part 3- The Plan Making Process), which gives examples of strategies/ plans which will be used for the purposes of the evidence base. Following this is a section entitled "Integrating Supplementary Planning Guidance", which refers to the role of Supplementary Planning Guidance in the process, and the opportunity for Community Involvement in producing it. Part 4- Monitoring and Review refers to the Annual Monitoring Report as does Figure 3 of Part 2- The Community Involvement Scheme.

WAG is concerned that there is no reference made to other partnerships and cycles of plan making in Merthyr Tydfil and any synergy between them.

A section entitled "Corporate Synergy" (Part 3- The Plan Making Process) has been included. This indicates the intention to adopt a joined up approach to producing the LDP,

including not repeating work already undertaken and utilising joint consultation mechanisms.

The Community Involvement Scheme needs strengthening and expanding and there should be a reference to those not normally involved in the planning process (young people, travellers). There is potentially a need for some focus or control groups to test the plan against the representations made.

Part 2- The Community Involvement Scheme has been significantly strengthened and expanded in the revised DA. A section entitled "Process of Community Involvement" indicates the intention to ensure representatives of groups that are traditionally difficult to reach are included in the process at critical stages.

WAG recommends it should be stated that an initial consultation report will be provided after the pre-deposit stage and a full report at submission stage.

This has been done in the "Critical Stages" Section (Part 2- The Community Involvement Scheme) and in the "Influence of the outputs from Community Involvement" Section (Part 2- The Community Involvement Scheme).

WAG considers that the intended methods of engagement/ consultation should be included in each stage of Appendix 2 and the feedback section would be improved if it referred to the earlier stages as well as the formal public consultation and deposit stages.

Appendix 2 as referred to above has now been deleted but methods of engagement / consultation are fully explained in a new Appendix 2 instead. The particular methods to be used at any given stage will need to be adapted depending on the circumstances set out in the Appendix. The feedback section has also been expanded in the revised Delivery Agreement.

APPENDIX 7

Delivery Agreement compliance with Welsh Assembly Government Draft Assessment Criteria

TIMETABLE

Is it easy for the public to understand?

Yes, a table showing the timing of each critical stage of the LDP process is clearly set out in Figure 5. More detailed definitive and indicative timetables are set out in Appendices 3 and 4.

Are the main LDP process components covered?

Yes, see above.

Have the impacts of LA processes for approval (e.g. Cabinet cycles) been incorporated?

Yes, the Timetable has been drawn up taking account of the cycles and timing of the Council's Planning and Regulatory Committee and Full Council meetings.

How will the Planning Committee be involved?

The Council's Planning and Regulatory Committee will make initial decisions on the Plan and its proposed contents (see "Project Management Section", Part 3- The Plan Making Process). More details are given in the "Critical Stages" Section (Part 2- The Community Involvement Scheme) and Appendix 3 (The Definitive Timetable).

Is there sufficient time for involving the community at the right stages?

Yes, the timetable gives sufficient time for involving the community at the relevant stages.

Have the SA/SEA tasks being identified and included?

Yes. The five key stages have been identified in the "Sustainability Appraisal including Strategic Environmental Assessment" Section (Part 1- Introduction). A timetable detailing the SA/SEA process is set out in Figure 6. More details are given in Appendix 3 (The Definitive Timetable), and in the "Critical Stages" Section (Part 2- The Community Involvement Scheme).

Have the resources needed for each stage/task been estimated?

Yes, the resources estimated to be required in terms of staff and expenditure are set out in the "Resources" Section (Part 3- The Plan Making Process).

Have the impact and resource sharing potential of other LA policy and strategy cycles been considered?

Yes. Details of the Council's intentions to utilise joint consultation mechanisms where timing allows is set out in the "Corporate Synergy" Section (Part 3- The Plan Making Process).

Is the Planning Inspectorate aware/content?

Following consultation with the Welsh Assembly Government, liaison with the Planning Inspectorate has been undertaken.

Is the timetable realistic and deliverable with key milestones set to meet the 4-year target?

Yes, the timetable is realistic and deliverable (see "Achievability and Risk Management" Section (Part 3- The Plan Making Process)). A time period to work within has been given for each stage and the end of the time period for each critical stage of the LDP process will act as a milestone to reach the 4-year target. (See Figure 5 and Appendices 3 and 4).

If not, what are the extenuating circumstances (e.g. local elections)?

Although it is considered that the timetable is realistic and deliverable, there are potential risks. These are set out in Column 1 of the table in Appendix 5- Risk Management (also see "Achievability and Risk Management" Section (Part 3- The Plan Making Process)).

COMMUNITY INVOLVEMENT SCHEME

Is the CIS easy for the public, voluntary organisations and businesses to relate to?

Yes, each of the critical stages and those to be involved is clearly set out in the "Critical Stages" Section (Part 2- The Community Involvement Scheme) and Appendix 1 (Organisations to be Engaged in the LDP Process prior to Deposit). The LDP preparation process is also set out in diagrammatic form in Figures 1, 2 and 3 (Part 2- The Community Involvement Scheme).

Does it set out clearly the authority's approach and standards for involvement and how these link to other relevant local consultation approaches?

The Authority's approach and standards for involvement are set out within the "Aims of the Scheme" and the "Council's Approach to Community Involvement" Sections (Part 2- The Community Involvement Scheme). Links to other relevant local consultation approaches are explained in the "Corporate Synergy" Section (Part 3- The Plan Making Process).

Does this approach meet the Assembly's principles?

Yes, the "Council's Approach to Community Involvement" Section as set out above and the scheme itself meet all the key principles of early involvement and feedback, encouraging the commitment of all participants to search for a consensus and adopting approaches to engage all sections of the community, as outlined by WAG in paragraph 2.3.2 of the Development Plan Manual (Consultation Draft).

Are the statutory consultation periods and consultee organisations included?

Yes, statutory periods and consultee organisations have been included in the CIS where appropriate (see the "Critical Stages" Section (Part 2- The Community Involvement Scheme) and Appendix 1 (Organisations to be Engaged in the LDP Process prior to Deposit).

What has been the involvement of those affected in drawing up the CIS?

The first draft of the Delivery Agreement, including the CIS, was provided to all organisations detailed in Column 1 of the table in Appendix 1, asking for comments. Responses to this are summarised in Appendix 6.

Does the CIS include relevant stakeholder groups, given the nature of the authority's area?

Yes. The relevant stakeholder groups are those listed in Appendix 1. These are considered to reflect the appropriate groups and interests for the purposes of the preparation of the LDP.

Is it clear about the type of involvement proposed for each relevant stage and task, and do these techniques/processes appear appropriate to the task/stage?

Yes. The type of involvement at each stage is clearly set out in the "Critical Stages" Section (Part 2- The Community Involvement Scheme). The types of involvement outlined are considered to be appropriate for each of the stages concerned.

Does the authority demonstrate the ability to resource and manage the processes?

Yes. The resources estimated to be required in terms of staff and expenditure are set out in the "Resources" Section (Part 3- The Plan Making Process). The Scheme has been drawn up taking account of the resources, both staff and financial, that the Council has available.

Are there clear roles for Members, Executive and officers?

Yes. The roles of Members and officers are set out in the "Project Management" Section (Part 3- The Plan Making Process). The Council's Cabinet (Executive) will not be directly involved in the decision making process.

Is there a means of establishing a representative cross-section of views?

Yes, a variety of organisations as outlined in Appendix 1 will be involved in the process. In addition, it is intended that a Citizens Panel be used as a representative "control group" (see the "Critical Stages" Section, Part 2- The Community Involvement Scheme).

Is it clear what is expected from participants at each stage?

Yes. This is stated clearly in the "Council's Expectations of Consultees" Section (Part 2- The Community Involvement Scheme).

Does it show how the output from community involvement in each stage/task will be communicated to participants and interested parties (feedback mechanisms)?

Yes, this is detailed in the "Feedback from Community Involvement" Section (Part 2- The Community Involvement Scheme).

Is it clear how the output will be transparently recorded as influencing the plan and SA/SEA?

Yes, this is clearly stated in the "Influence of the outputs from Community Involvement" Section (Part 2- The Community Involvement Scheme).

Does it indicate how the authority will monitor (and change) the CIS?

Yes, this is set out, with details of the monitoring and review of the whole Delivery Agreement, in Part 4- Monitoring and Review.

APPENDIX 8

Glossary of Terms

Annual Monitoring Report (AMR)

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

Community

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

Community Involvement Scheme (CIS)

Sets out the project plan and policies of the Local Planning Authority for involving local communities, including businesses, in the preparation of LDPs. The CIS is submitted to the Welsh Assembly Government as part of the Delivery Agreement for agreement.

Community Strategy

Local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Responsibility for producing community strategies may be passed to Community Strategy Partnerships, which include local authority representatives.

Consensus building

A process of early dialogue with targeted interest groups to understand relevant viewpoints.

Consultation

A formal process in which comments are invited on a particular topic or set of topics, or a draft document.

Consultation Report

Report of consultation required under LDP Regulation 22 when the LDP is submitted for independent examination. An initial consultation report covering the pre-deposit plan preparation stage is required under LDP Regulation 17(c).

Delivery Agreement

A document comprising the Local Planning Authority's timetable for the preparation of the LDP together with its CIS, submitted to the Assembly Government for agreement.

Engagement

A process that encourages substantive deliberation in a community or a proactive attempt to involve any given group of people/section of the community.

Environmental Consultation Body

An authority with environmental responsibilities concerned by the effects of implementing plans and programmes and which must be consulted under the SEA Regulations; i.e. Countryside Council for Wales, Environment Agency and Cadw.

Involvement

Generic term to include participation and consultation techniques.

Local Development Plan (LDP)

The required statutory development plan for each local planning authority area in Wales under Part 6 of the Planning and Compulsory Purchase Act 2004.

Local Planning Authority

A planning authority responsible for the preparation of an LDP; i.e. a County or County Borough Council, or a National Park Authority.

Participation

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

Planning: delivering for Wales

Planning: delivering Wales is a programme of the Assembly Government. It aims to make needed changes to the existing planning system in order that development plan policies and planning decisions taken will be seen to be more clear, fair, open and transparent. This programme for change affects the procedures, systems, internal processes and structure of the Assembly Government's Planning Division, local planning authorities, relevant statutory bodies and stakeholders in the planning system.

Service Level Agreement

An agreement with a statutory agency which sets the standards which it will aim to meet, and the costs arising. The Planning Inspectorate agrees one with the local planning authority in respect of an LDP examination, setting out the likely timescales and cost of the examination and providing the local planning authority with clear guidance on the nature of their own responsibilities.

Site specific allocations

Allocations of sites (proposals) for specific or mixed uses or development contained in a LDP. Policies will identify any specific requirements for individual proposals. Allocations will be shown on the LDP's proposals map.

Soundness

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

Stakeholders

Interests directly affected by the LDP (and / or SEA) - involvement generally through representative bodies.

Strategic Environmental Assessment (SEA)

Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The SEA Regulations require a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".

Supplementary planning guidance (SPG)

Supplementary information in respect of the policies in an LDP. SPG does not form part of the development plan and is not subject to independent examination but must be consistent with the plan and with national policy.

Sustainability Appraisal

Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. economic, environmental and social factors). Each local planning authority is required by S62(6) of the 2004 Act to undertake sustainability appraisal of its LDP. This form of sustainability appraisal fully incorporates the requirements of the SEA Directive & Regulations.

Sustainability Appraisal Report

A document required to be produced as part of the sustainability appraisal process to describe and appraise the likely significant effects on sustainability of implementing the LDP, which also meets the requirement for the Environmental Report under the SEA Regulations. S62(6) of the 2004 Act requires each local planning authority to prepare a report of the findings of the sustainability appraisal of the LDP.

Wales Spatial Plan

A plan prepared and approved by the National Assembly for Wales under S60 of the 2004 Act, which sets out a strategic framework to guide future development and policy interventions, whether or not these relate to formal land use planning control. Under S62 (5)(b) of the 2004 Act a local planning authority must have regard to the WSP in preparing an LDP.

APPENDIX 9: POPULATION PROFILE OF MERTHYR TYDFIL COUNTY BOROUGH

DEMOGRAPHIC STRUCTURE

	Merthyr Tydfil CBC	Wales
0-15	20.3%	19.0%
16-Retired	60.4%	62.3%
Retired +	19.2%	19.7%
Total Pop. Size	55,100	2,952,500

(Source: Registrar General's 2005 Mid-Year Estimate)

DISTRIBUTION OF POPULATION

	People Aged																
	All people	0 - 4	5 - 7	8 - 9	10 - 14	15	16 - 17	18 - 19	20 - 24	25 - 29	30-44	45-59	60-64	65-74	75-84	85-89	90+
Bedlinog	3399	195	127	88	256	53	109	79	185	197	745	688	178	256	184	40	19
Cyfarthfa	6141	334	243	182	480	89	197	162	340	350	1283	1307	284	505	319	50	16
Dowlais	6646	407	275	196	481	99	204	139	363	406	1512	1202	347	535	368	79	33
Gurnos	5034	360	212	159	402	89	176	116	312	275	1070	817	290	485	217	35	19
Merthyr Vale	3925	262	164	111	317	57	133	104	200	195	875	728	199	330	208	30	12
Park	4307	189	135	93	263	69	121	92	205	202	945	820	265	427	354	78	49
Penydarren	5253	317	239	148	428	83	159	157	267	323	1097	944	278	431	315	48	19
Plymouth	5005	310	176	152	354	72	137	124	273	286	1048	991	259	436	313	55	19
Town	6554	315	227	192	452	78	159	132	287	359	1470	1254	375	649	457	99	49
Treharris	6252	381	271	196	482	92	166	171	339	361	1403	1260	247	489	310	57	27
Vaynor	3465	191	127	94	222	52	91	54	155	184	723	728	219	349	221	35	20
MERTHYR TYDFIL	55981	3261	2196	1611	4137	833	1652	1330	2926	3138	12171	10739	2941	4892	3266	606	282

(Source: 2001 Census)

ETHNIC GROUPINGS

	All people	White: British	White: Irish	White: Other White	Mixed: White and Black Caribbean	Mixed: White and Black African	Mixed: White and Asian	Mixed: Other mixed	Asian or Asian British: Indian	Asian or Asian British: Pakistani	Asian or Asian British: Bangladeshi
Merthyr Tydfil CBC	55,990	97.8%	0.3%	0.7%	0.05%	0.01%	0.01%	0.01%	0.3%	0.02%	0.01%
Wales	2,903,085	96.0%	0.6%	1.3%	0.2%	0.08%	0.2%	0.2%	0.3%	0.3%	0.2%

	Asian or Asian British: Other Asian	Black or Black British: Caribbean	Black or Black British: African	Black or Black British: Other Black	Chinese or other ethnic group: Chinese	Chinese or other ethnic group: Other Ethnic Group	People identifying themselves as Welsh
Merthyr Tydfil CBC	0%	0.01%	0.01%	0.01%	0.02%	0.01%	16.2%
Wales	0.1%	0.1%	0.1%	0.03%	0.2%	0.2%	14.4%

(Source: 2001 Census)

WELSH SPEAKERS

	% Of all Persons Aged 3+ who can speak Welsh
Merthyr Tydfil CBC	20.2
Wales	27.2

(Source: Local Area Labour Force Survey 1999-2003)

EDUCATION LEVELS AND QUALIFICATIONS

All People Aged 16-74							
	All people aged 16 - 74	No qualifications	Highest qualification attained level 1*	Highest qualification attained level 2**	Highest qualification attained level 3***	Highest qualification attained level 4/5#	Other qualifications/level unknown
Merthyr Tydfil CBC	39,789	43.9%	15.4%	17.1%	4.6%	11.6%	7.4%
Wales	2,075,347	33.0%	15.5%	19.8%	7.1%	17.4%	7.2%

Notes: * 1+ 'O' Level Passes, 1+ CSE/GCSE any grades, NVQ level 1, Foundation GNVQ

** 5+ 'O' Level Passes, 5+ CSE's (grade 1), 5+ GCSE's (grades A-C), School Certificate, 1+ 'A' Levels/'AS' levels, NVQ level 2, Intermediate GNVQ

*** 2+ 'A' levels, 4+ 'AS' levels, Higher School Certificate, NVQ level 3, Advanced GNVQ

First Degree, Higher Degree, NVQ levels 4 & 5, HNC, HND, Qualified Teacher Status, Qualified Medical Doctor, Qualified Dentist, Qualified Nurse, Midwife, Health Visitor

(Source: 2001 Census)

EMPLOYMENT

	Total Employees	Agriculture & Fishing	Energy & Water	Manufacturing	Construction	Distribution, Hotels & Restaurants	Transport & Communications	Banking, Finance & Insurance	Public Administration, Education & Health	Other Services
Merthyr Tydfil CBC	18,977	*	*	21.5	1.1	19.7	2.6	6.5	45.0	3.2
Wales	1,115,256	1.1	0.7	16.1	4.2	23.5	4.6	11.9	32.8	5.0

(Source: Annual Business Inquiry 2003)

ECONOMIC ACTIVITY RATE

	% Of Working Age who are Economically Active
Merthyr Tydfil CBC	67.6
Wales	74.8

(Source: Local Labour Force Survey 2004-2005)

UNEMPLOYMENT RATE

	% Of Working Age who are Unemployed *
Merthyr Tydfil CBC	5.9
Wales	4.7

Note: * ILO Unemployed

(Source: Local Labour Force Survey)

NUMBER OF PEOPLE CLAIMING SOCIAL BENEFITS

	INCOME SUPPORT : AUGUST 2004			
	Numbers	Rate*	Total Dependents	Rate **
Merthyr Tydfil C.B.C.	3,730	11.2%	3,850	26.6%
Wales	129,800	7.8%	129,823	17.7%

Notes: * Rate as a % of Population aged 16-Ret, 2004 Mid Year Estimates

** Rate as a % of Population aged 0-19, 2004 Mid Year Estimates

(Source: NOMIS)

JOB SEEKERS ALLOWANCE : AUGUST 2004				
	Numbers	Rate *	Total Dependents	Rate **
Merthyr Tydfil C.B.C.	1,005	3.0%	165	1.1%
Wales	38,195	2.1%	7,546	1.0%

Notes: * Rate as % of Population aged 16-Ret, 2004 Mid Year Estimate
 ** Rate as % of Population aged 0-19, 2004 Mid Year Estimate

(Source: NOMIS)

PROPORTION OF DEPENDENT PEOPLE CLAIMING DISABILITY LIVING ALLOWANCE

DISABILITY LIVING ALLOWANCE : AUGUST 2004				
	Numbers	Rate *	Dependent Children	Rate
Merthyr Tydfil C.B.C.	6,900	12.5%	N/a	N/a
Wales	215,460	7.3%	N/a	N/a

Notes: * Rate as % of Total Population, 2004 Mid Year Estimates

(Source: NOMIS)

INCAPACITY BENEFIT : AUGUST 2002				
	Numbers	Rate*	Dependent Children	Rate**
Merthyr Tydfil C.B.C.	6,865	20.4%	715	4.8%
Wales	197,933	11.3%	19,695	2.7%

Notes: * Rate as a % of Population aged 16-Ret, 2002 Mid Year Estimates
 ** Rate as a % of Population aged 0-19, 2002 Mid Year Estimates

(Source: NOMIS)

INCAPACITY AND SEVERE DISABLEMENT BENEFIT : AUGUST 2004				
	Numbers	Rate*	Dependent Children	Rate**
Merthyr Tydfil C.B.C.	6,795	20.0%	715	5.0%
Wales	211,965	11.9%	19,695	2.7%

Notes: * Rate as a % of Population aged 16-Ret, 2002 Mid Year Estimates
 ** Rate as a % of Population aged 0-19, 2002 Mid Year Estimates

(Source: NOMIS)