

RHONDDA CYNON TAF  
LOCAL DEVELOPMENT PLAN

**DELIVERY AGREEMENT**

Revised March 2008

Sheila Davies  
Director of Development and Regeneration  
Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 4SN



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## SUMMARY

### **This document aims to:**

- Show that the local authority is meeting the legal requirements for the delivery of the new Local Development Plan
  - Set out the local planning authority's strategy for community involvement and its links to other community involvement initiatives
  - Identify in general terms which local community groups and other bodies need to be consulted
  - Show how local people, community groups and other bodies can be involved in a timely and accessible manner
  - Show that the methods to be used to involve local people, community groups and other bodies are suitable for the different stages in the preparation of the local planning authority's Local Development Plan and for particular communities
  - Show that the local planning authority can resource and manage the process effectively
  - Show how the results of the community involvement are to be fed into the preparation of the Local Development Plan and Supplementary Planning Guidance
- Set out the mechanisms for reviewing the procedures in the Community Involvement Scheme





## 1. BACKGROUND

1.1. Rhondda Cynon Taf is the second largest Unitary Authority in Wales, with a population of 240,000. It covers 42,412 hectares in the centre of the South Wales coalfield, between the fringes of Cardiff and the Vale of Glamorgan to the south and the Brecon Beacons National Park to the north. The local economy, originally heavily dependent on coal mining, has diversified into the manufacturing and service sectors. The image of the area as an attractive place to live, work and visit is being transformed through investment in land reclamation, communications improvements, town centre regeneration and community development initiatives.

1.2. The current development plan framework for Rhondda Cynon Taf is provided by a combination of adopted structure and local plans. Unlike many authorities in Wales, Rhondda Cynon Taf benefits from total development plan coverage. The current development plan comprises:-

- Mid Glamorgan (Rhondda Cynon Taff County Borough) Replacement Structure Plan (adopted 1999);
- Rhondda Cynon Taff (Rhondda) Local Plan (adopted 1998);
- Rhondda Cynon Taff (Cynon Valley) Local Plan (adopted 2004);
- Rhondda Cynon Taff (Taff Ely) Local Plan (adopted 2003);

- Mid Glamorgan Minerals Local Plan for Limestone Quarrying as affecting Rhondda Cynon Taff (adopted 1997).

1.3. In accordance with changes introduced by the Planning and Compulsory Purchase Act 2004, on 20<sup>th</sup> July 2005 the Council resolved to cease work on the Rhondda Cynon Taf Unitary Development Plan (UDP) and commence work on a new Local Development Plan (LDP).

1.4. Guidance and policy documents produced by the Welsh Assembly Government will provide an important context to the process. These documents include Local Development Plans Wales, the LDP Manual and the LDP Public Guide. The Planning Inspectorate guidance, such as the Guide to the Examination of LDPs will also be of importance to all involved in the process.

## 2. INTRODUCTION

### 2.1. Introduction to the Delivery Agreement

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

2.3. The Delivery Agreement must be produced prior to the formal preparation of the LDP. It forms an important and legal part of the new process for the preparation of the

LDP. At the Examination, any deviations from the DA that have not been agreed with the Welsh Assembly Government (here after referred to as Assembly Government), will form an important test into the 'soundness' of the new plan. Both the content of the DA and the way in which the Local Authority implements it, are therefore, fundamental to the overall success of the Rhondda Cynon Taf LDP.

#### **2.4. What is the Local Development Plan?**

2.5. Under the Planning and Compulsory Purchase Act 2004, the Council is required to prepare an LDP for the County Borough. The LDP will replace the existing development plan (as outlined in para 1.2) once adopted.

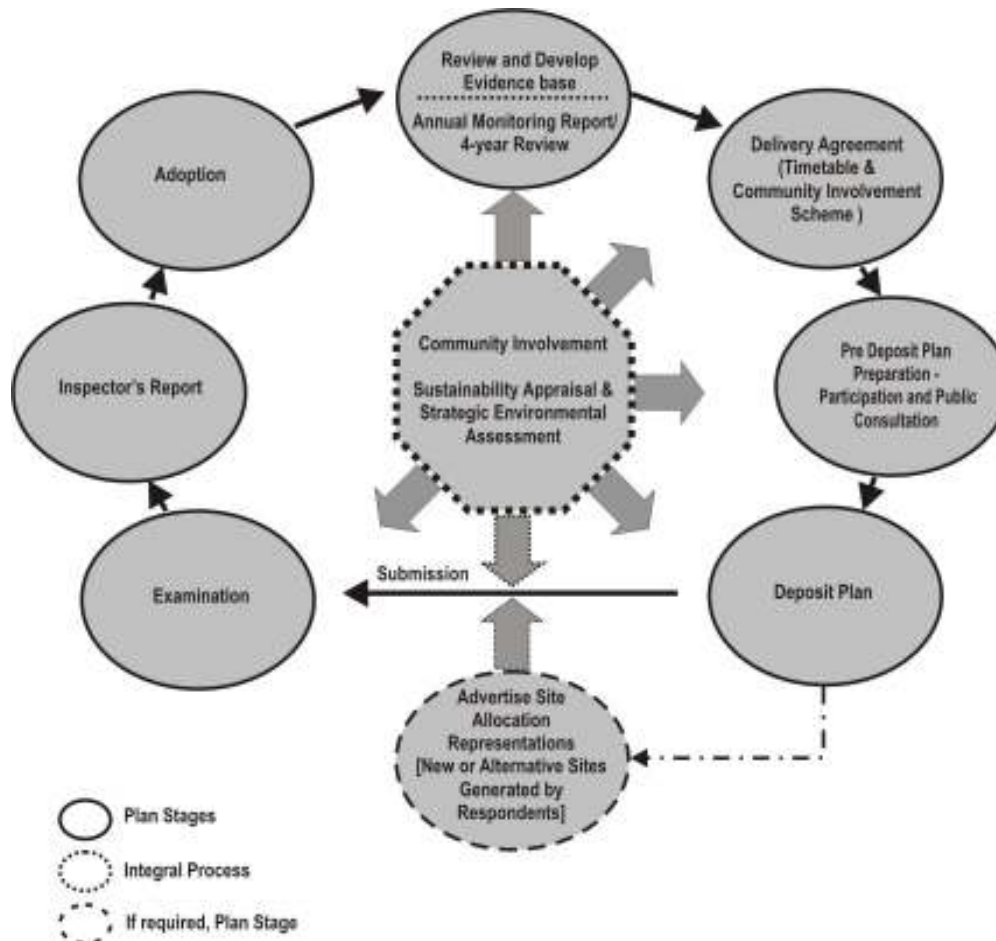
2.6. The LDP provides the development strategy and policy framework for the County Borough over a fifteen-year period, from 2006 to 2021. It will be used by the Council to guide and control development, providing a basis by which planning applications can be determined consistently and appropriately. Once adopted, the LDP will be clear, concise, accessible to the public and easier to review in the future. It should be noted, that whilst the full and proper title of the forthcoming development plan is the Rhondda Cynon Taf Local Development Plan 2006-2021, the plan will not be formally adopted before March 2009. (See Section A). 2006 is therefore the base date for the plan preparation process.

2.7. Various background studies and other technical data, which are collectively referred to as the 'Evidence Base', will inform the development strategy, policies and proposals in the LDP. The evidence base will include a Population and Household Study, the Housing Strategy, Employment Land Study, Retail Study and Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA).

2.8. As a part of the LDP process, the Council intend to engage with residents, service users, stakeholders and partners in a meaningful and cost effective way. The Assembly Government's stated intention in changing the planning system is to make it faster, more responsive to change and to improve community involvement in the plan preparation process

2.9. Diagram 1 outlines the 7 stage cyclical process for preparing LDPs and illustrates how community involvement, sustainability and strategic environmental assessment are integral to the plan making process. An explanation of each of these stages is contained in Appendix 2.

Diagram 1. Cyclical Plan making Process



## Soundness

2.10. The Planning and Compulsory Purchase Act 2004 requires that an LDP is subject to independent examination to determine whether it is 'sound'. LDP Wales specifies a series of tests of soundness for LDPs and the Planning Inspectorate has issued advice on assessing soundness.

2.11. The tests of soundness refer to the policy content of LDPs (tests of consistency, coherence and effectiveness) as well as the processes for LDP production (procedural tests). There is a fundamental need for a strong evidence base and consultation process. It is also essential to demonstrate the rationale behind plan policies and to assess outcomes.

2.12. A straightforward interpretation of "sound" is that it "shows good judgement" and "is able to be trusted". (For further clarification see 'Guide to the Examination of Local Development Plans', The Planning Inspectorate, 2006.

## 2.13. What is the Delivery Agreement?

2.14. The DA comprises two elements, a Project Management Timetable (Section A) and a Community Involvement Scheme (Section B).

2.15. *Section A -The Project Management Timetable:* The Project Management Timetable details the various stages in the preparation of the LDP and how the process of plan

preparation will be project managed, the budgetary and staffing resources available and the corporate framework within which the plan will be produced.

2.16. *Section B - The Community Involvement Scheme (CIS)*: The CIS sets out the Council's principles, strategy and mechanisms for early and continuous community and stakeholder engagement throughout the LDP process. This is a fundamental element of the new development plan system. Once approved, the Council will comply with the requirements for community engagement set out in the CIS at every stage of the plan making process.

### **2.17. Stages in the Preparation of the Delivery Agreement**

2.18. In developing the Delivery Agreement for Rhondda Cynon Taf the Council undertook the following stages:

- Engagement on the Community Involvement Scheme component of the Delivery Agreement with general consultation bodies during June – August 2005
- Consultation with specific consultation bodies on the Project Management Timetable – September 2005
- Preparation of a Draft Delivery Agreement during August – September 2005
- Consultation on Draft Delivery Agreement during October – November 2005

2.19. Following consultation on the Delivery Agreement, the Council:

- Approved the Delivery Agreement at the Full Council on 7<sup>th</sup> December 2005; and
- Submitted the Delivery Agreement to the Assembly Government.

2.20. A consultation record document, which will fully detail the development of the Delivery Agreement will be produced and made available on the Internet.

### 3. SECTION A: THE PROJECT MANAGEMENT TIMETABLE

A clear and structured approach to the management of the LDP process is essential if the plan is to reach adoption by 2009. In order that the process is managed efficiently and expediently, the Council has identified the following sound project management principles to ensure a clear and structured approach to the delivery of the LDP:

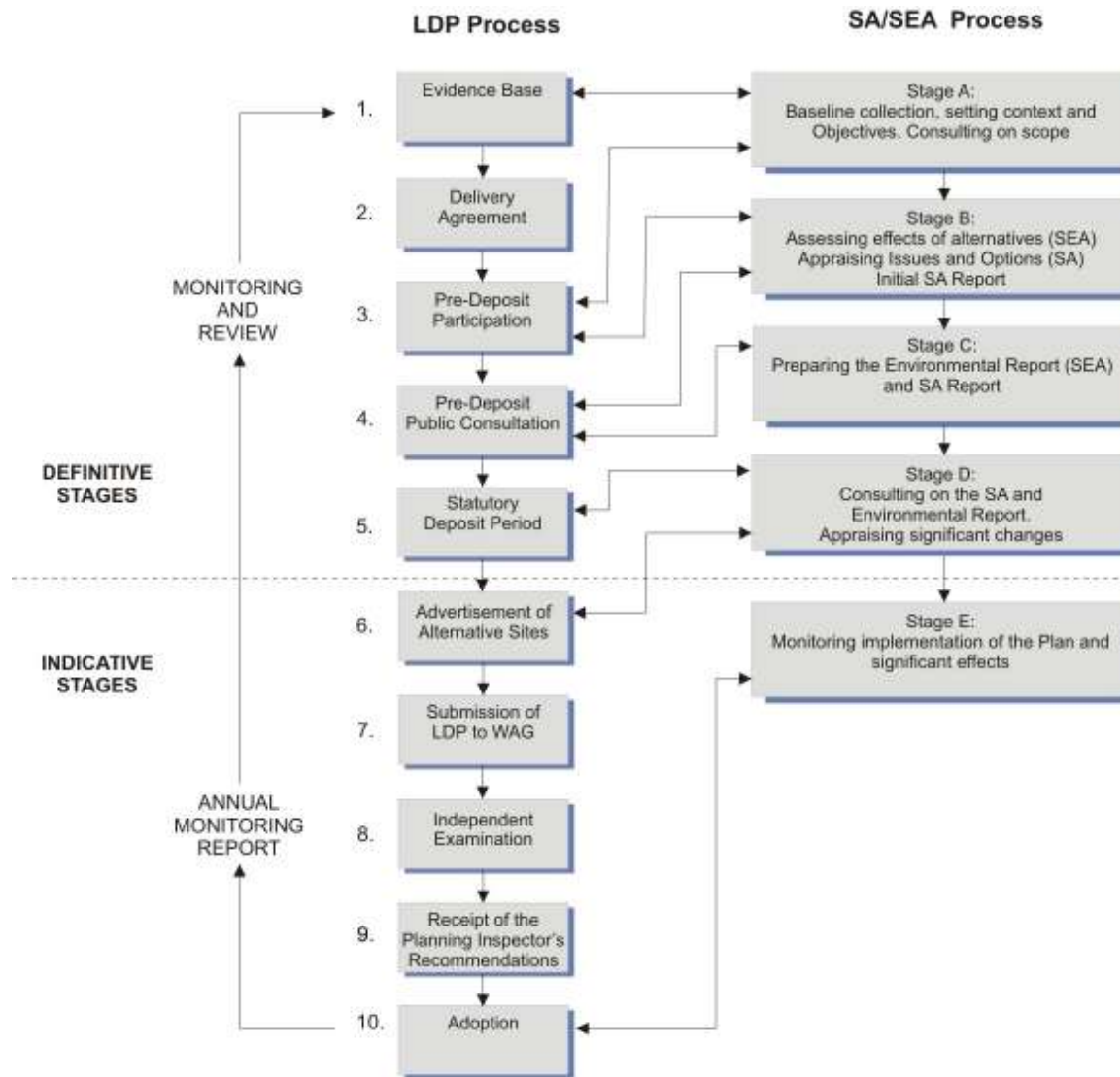
- The Council will produce a detailed project management timetable which clearly identifies both the sequential nature of the LDP process and the relationship between the different stages in the development of the LDP
- The Council will involve Specific Consultation Bodies in the development of the detailed timetable, to ensure that they are fully aware of where their input will be required in the process
- The Council will ensure the agreed timetable is strictly adhered to and make clear that deviations will only be permitted in exceptional circumstances and with the agreement of the Assembly Government
- The Council will ensure that the LDP is developed in accordance with all relevant statutory legislation, including the SEA and SA requirements

- The Council will ensure that the LDP process is adequately resourced, both financially and in terms of staffing, to ensure the delivery of the LDP in accordance with the agreed timetable
- The Council will ensure that the LDP is produced in accordance with the Council's decision making structure
- The Council will ensure that potential risks are identified at the commencement of the LDP process and the actions necessary to minimise such risks are implemented
- The LDP process will support the Council's commitment to corporate synergy and the delivery of corporate aims, objectives and cross cutting themes.

### 4. OVERVIEW OF THE LDP PREPARATION PROCESS

4.1. Diagram 2 illustrates the series of stages that are involved in the preparation of the LDP, as contained in the LDP Regulations under Part 6 of the Planning and Compulsory Purchase Act 2004. The way in which the community is involved with each of these stages is detailed in Section B Community Involvement Scheme (CIS). As Sustainability Appraisal (SA) / Strategic Environmental Assessment (SEA) is an integral part of the process (see section 6), the diagram also shows how the SA/SEA procedures will interrelate.

**Diagram 2: Interrelationship between the LDP and the SA/SEA processes**



**Definitive Stages - the stages in plan preparation up to and including the Statutory Deposit Period**

4.2. These stages of the process are under the direct control of the Council and therefore the timetable is as realistic as possible. This part of the timetable is firmer as the project management of the process can be monitored and controlled more carefully. Every effort will be made to avoid deviations from the approved timetable during these stages. Where deviations are necessary they will be accounted for, identified, explained and justified by the Council and agreed with the Assembly Government

**Indicative Stages – the stages beyond the Statutory Deposit Period**

4.3. The Council has less control over the later stages of the process, as they are dependant on many factors such as the number of representations that need to be handled, responses from the Assembly Government and the requirements, capacity and availability of the independent Planning Inspectorate. A Service Level Agreement between the Planning Inspectorate and the Council in respect of the LDP examination, will set out the timescales and cost of the examination.

4.4. The indicative stages of the timetable will be subject to review as the LDP process moves forward and the level and significance of objections is established. All parties involved in the LDP process should be aware that the Council may consider re-issuing the Delivery Agreement if significant slippages occur and the established timetable is no longer achievable. Further reference to Slippage is contained in Section 16.

**5. SUMMARY OF TIMETABLE FOR THE LDP PROCESS**

5.1. The broad timetable for each of the stages in the LDP preparation (shown at Diagram 2) are outlined in Table 1:

**Table 1: Summary of Timetable for the LDP Process**

Regulation	Stage in Plan Preparation	Timescale	
	Statutory instrument to commence LDP	April 2005	DEFINITIVE
9	Delivery Agreement	June – December 2005	
14	Pre Deposit Participation	September 2005 – May 2006	
15 & 16	Pre Deposit Public Consultation	January – February 2007	
17	Statutory Deposit of Proposals	*October – November 2008	
-----			
20 & 21	Alternative Sites Consultation	*February – March 2009	INDICATIVE
22	Submission Of LDP To National Assembly	*July 2009	
	Pre Examination Meeting	*September 2009	
23	Independent Examination	*January / February / March 2010	
24	Receipt of the Planning Inspector's Recommendations	*May 2010	
25	Adoption	*July 2010	
37	Annual Monitoring Report	*July 2011	

\*It should be noted that a 3-month slippage period may apply

**Footnote: Tables B1 to B8 in Section B provide further detail on each stage.**

## 6. THE SUSTAINABILITY APPRAISAL (SA) AND THE STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA)

6.1. The Planning and Compulsory Purchase Act 2004 requires authorities to undertake an appraisal of the sustainability of their LDP and report the findings as an integral part of the process of plan preparation. Policies in development plans are required to address those aspects of sustainable development that can be addressed through the land use planning system. The LPA must consider the interaction of policies within the plan, so that, for example, the environmental and social implications of policies designed to encourage economic growth are fully considered.

6.2. Authorities are also required to comply with European Union Directive 2001/42/EC and the Environmental Assessment of Plans and Programmes (Wales) Regulation 2004, which require formal Strategic Environmental Assessment (SEA) of plans and programmes, such as the LDP, which are likely to have significant effects on the environment. Environmental implications and alternatives need to be considered as early as possible. The Assembly Government recommends that Authorities take an integrated approach to sustainability appraisal and SEA. Together these tools will play an important part in ensuring the 'soundness' of LDPs so that they reflect sustainable development objectives.



6.3. The Council will undertake an integrated SEA / SA process. In doing so it will work closely with the four environmental consultation bodies – Environment Agency, Cadw, Countryside Commission for Wales and the Forestry Commission – as required under the SEA regulations (see LDP SEA/SA Working Group in Appendix 4).

6.4. The appraisal process will run concurrently with the plan making process as Diagram 2 shows. The Council will ensure that an iterative relationship exists between the LDP and SA/SEA processes. There will be the opportunity for involvement at the various stages of the development of the SA/SEA and this is shown in tables B1, to B4. The public consultation of the SA/SEA should take place over a minimum period of 6 weeks. The Environmental Report will be prepared and published for consultation purposes at the **Statutory Deposit Stage**, alongside the Deposit LDP and the Sustainability Appraisal Report. The Environmental Report will be included within the SA Report and will address effects other than on the environment and must clearly show that the Directive's requirements in relation to the Environment Report have been met. A timetable for each stage of the SA/ SEA process is outlined in Table 2.

**Table 2: Summary of Timetable for the LDP Process**

Stage in SA/SEA Preparation	Timescale
Stage A: Setting the context and objectives, establishing the baseline and deciding on the scope.	July – December 2005
Consulting on the scope of the SA	Jan – March 2006
Stage B: Developing and refining alternatives and assessing effects. Appraising issues and options.	Dec 2005 – May 2006
Consulting on SA of emerging options – Initial Sustainability Report.	July – August 2006
Stage C: Predicting and assessing effects. Developing proposals. Preparing the Environmental Report and the SA Report.	September 2006 – August 2008
Stage D: Consulting on the SA Report and Environmental Report.	September / October 2008
Appraising significant changes.	October 2008
Stage E: Monitoring implementation of the plan and significant effects.	July 2010 - 2011

## 7. MANAGEMENT OF THE LDP PROCESS

7.1. The Director of Development and Regeneration will be responsible for the overall delivery of the LDP and the Development Planning Manager will be responsible for the day to day management of the process. In order to ensure that the LDP is representative of the corporate objectives and cross cutting themes of the Council, an Officer Steering Group will underpin the plan-making process. (See also Corporate Synergy, paragraph 7.13).

### Resources

7.2. 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. The primary responsibility for producing the LDP will lie with the Council's Development Planning Team. The Team comprises the Development Planning Manager, a Principle Planner, three Senior Planners and a Planning Assistant. A Senior Technical Officer and part-time Technical Support Officer will provide graphical and geographical support.

7.3. Additional officer support for both the production of the LDP and implementation of the CIS will be drawn from the Council's corporate

LDP Officer Steering Group. Membership of the Officer Steering Group is contained in Appendix 4.

7.4. 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. These include areas such as the SA/SEA of the emerging LDP, the population and household projections, employment and workforce projections, renewable energy, landscape etc. A total budget of £540k will be required to progress the LDP to adoption within the prescribed timescale. The budget for each stage of the LDP process is shown in Table 3.

**Table 3: Summary of Expenditure**

Regulation	Stage In Plan Preparation:	Budget
9	Delivery Agreement	£10k
14, 15 & 16	Pre Deposit Participation Pre Deposit Consultation	£75k
17, 20 & 21	Statutory Deposit of Proposals New & Alternative Site Consultation	£110k
23	Pre Examination Meeting	£280k
24	Independent Examination	
24	Publication of Inspector's Report	
25	Adoption	£65
37	Annual Monitoring Report	

### Decision Making Process

7.5. The nature of the decision making process in Rhondda Cynon Taf is a key consideration in the

production of the plan production timetable. The Council's standing orders require that the "Executive will be responsible for formulating the Development Plan. In doing so the Executive should consult any committee which takes development control decisions, as well as any relevant overview and scrutiny committee".

7.6. Emerging LDP policy must therefore be considered and approved by Cabinet and referred to each of the Council's three Development Control Area Sub Committees before being presented to Full Council for approval.

7.7. In order to ensure the efficiency of the plan making process, the Council will delegate authority to the Director of Development and Regeneration for decisions in relation to discrete elements of the process. It is anticipated that delegated authority will be granted to the Director of Development and Regeneration to agree information in relation to the following stages:

- pre-deposit consultation
- SA/SEA process scoping report
- Advertisement of new and alternative sites
- Submission of information to the Assembly Government for the Examination

7.8. The Council currently operates a three monthly cycle of meetings. Cabinet meetings are held on a monthly basis and each Area Development Control Sub Committee every 3 weeks. Ensuring that emerging LDP policy passes through each element of the decision making process is crucial if the production of the plan is to remain on schedule. Whilst every effort will be made to ensure the timetable is achieved, the Council considers a slippage period of 3 months or a whole committee cycle for each stage where the formal approval of Council is required, to be an acceptable deviation from the agreed timetable and would not require a formal amendment to be made to the DA.

### **Risk Management**

7.9. There are two main likely outcomes of failing to proceed with LDP preparation as indicated:

- The Assembly Government has reserve powers in relation to plan preparation and adoption, which it can use when local planning authorities are clearly failing to progress plan preparation.
- Promoters of major development proposals may seek to pursue planning permission for their sites, in advance of consideration through the LDP and to the detriment of the proper long term planning of the Borough.

7.10. The main risks to the LDP not proceeding in accordance with the proposed timetable include:

- a delay in formal commencement of the new development plan system;
- the publication of revised planning guidance by the Assembly Government;
- a reduction in the resources and budget available for the Project;
- any inability of Service Areas to provide necessary input as required;
- delays in the progress of other related plans and strategies;
- unavailability of meetings and/or agenda time of Cabinet, Development Control Committees and Council, at the necessary times, to consider reports and approve necessary documents, or inability to agree plan proposals;
- inability of translators or printers to deliver documents, plans and publicity material in accordance with the approved programme;
- the volume or significance of responses to consultations being so great as to require a

longer period than projected to respond to their implications;

- Local elections;
- significant external events such as major plant closure;
- the ability of statutory consultees to respond within a set timeframe given their resource constraints.

7.11. It is considered that the majority of these risks can be addressed through the production of a detailed Project Management Timetable at the commencement of the LDP process. This will provide a clear direction to both internal service areas and statutory consultees as to when and where their input will be required in the process. It will also provide an understanding of the resources and budget that will be necessary for the development of the LDP and give advance notice of publication requirements. The Project Management Timetable will be developed in close association with the Council's decision-making structures, to ensure that the different stages of the process can be reported to the relevant committees expediently.

7.12. By providing early notice to service areas and statutory consultees of where their input will be required, the Council will wish to make it clear that delays caused by these parties will be generally unacceptable and the Council may progress in the absence of formal comments from respective parties. Where it would appear unsound to progress the LDP in the absence of expert comments, the

Council will liaise with the Assembly Government to discuss whether amendments to the timetable would be appropriate. It is considered that a three-month slippage period could be built into the timetable for each stage where the formal approval of Council is required to allow for unavoidable delays. Such a period would also allow the Council additional time to deal with significantly higher volumes of responses should this situation arise.

### **Corporate Synergy**

7.13. The Council is committed to delivering the aims and objectives of the Community Plan, as well as the Health, Social Care and Well Being Strategy and the Children and Young Peoples Plan. It is recognised that corporate synergy will provide a much greater platform from which to achieve these aims and the LDP will seek to give expression to the land-use elements contained in these strategies. This joined-up approach will also help ensure that the Council does not repeat work already undertaken elsewhere or give rise to consultation fatigue.

7.14. The evidence base for the LDP will also draw heavily on a broad range of corporate strategies and service delivery plans. These will include:

- Economic Regeneration Strategy – ‘Boosting Our Local Economy’
- Environmental Improvement Strategy
- Improvement Plan 2005 – ‘Working to Deliver’
- Race Equality Scheme – 2005-2008
- Draft User Consultation Strategy
- Local Transport Plan
- Area Regeneration Partnership Area Action Plans
- Community Audits
- Housing Strategy

The Evidence Base is currently being developed. A list of documents will be made available on the Council website, at local libraries and Council. Documents contained on the list can be viewed at the Council Offices at Navigation Park, Abercynon.

## **8. SECTION B - COMMUNITY INVOLVEMENT SCHEME (CIS)**

### **8.1. INTRODUCTION TO THE CIS**

8.2. All stakeholders need to be involved in the early stages of preparing the LDP in order to ensure a transparent and open planning process, which enjoys the support of the general public and involves local people and stakeholders in planning the future of their communities. Once agreed with the Assembly Government, the Council will comply with the requirements for community engagement set out in the CIS.

8.3. The CIS will provide an understanding in terms of:

- The mechanisms for reaching and including traditionally 'hard to reach groups' of people
- The ways in which communities might wish to become involved and to what extent in the planning process
- The existing sources of information that can be used to understand local issues
- The range of ideas and techniques to ensure that communities are aided in developing their ideas and assisted in feeding them into the Local Development Plan process.

8.4. The process of community involvement throughout the Local Development Plan period will need to be continually refreshed by re-involvement.

## **9. PURPOSE AND BENEFITS OF COMMUNITY INVOLVEMENT**

9.1. The purpose of community involvement is to improve Council services by involving a wide range of interested parties and individuals in decision making, through both creating a 'dialogue' and sharing relevant information. The benefits of this approach can be summarised under three headings;

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

### **Benefits to the wider community include:**

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

- Helps reduce conflict in the planning process

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

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

**Benefits to the Council:**

- Greater understanding of community needs in the development plan
- Community concerns are identified, understood and addressed and better ideas are brought to the process
- A more holistic, integrated approach towards future development in the area
- Economies of scale in terms of shared resources - More effective use of human resources
- Potential to resolve conflicting objectives by engaging with a wide range of stakeholders

- Resolve contentious issues early on in the LDP process
- Delivery of the land use elements of the Community Plan and related strategies through the Local Development Plan and Supplementary Planning Guidance
- Greater ownership of the plan and its policies.

## 10. WHO SHOULD BE INVOLVED?

### Specific & General Consultation Bodies

10.1. When we refer to communities we are referring to groups of individuals or organisations sharing a common interest or need (community partnerships, clubs, associations, groups, societies etc), communities of place (workplace and residential), and organisations, which may have other objectives beyond those of the individuals who make them (national perspectives for example the Home Builders Federation, Countryside Council for Wales etc). All have a role to play in this process and as a Council we must seek to reach all who need to be involved including those who historically are hard to reach. In addition to established Groups, the Council will also endeavour to work with schools and colleges to ensure that young people are involved throughout the process. A list of the Community Groups and other interested organisations the Council intends to consult throughout the plan making process are set out in Appendix 1. In accordance with the guidance contained in LDP Wales, consultees are

categorised as Specific Consultation Bodies, UK Government Departments, General Consultation Bodies and Other Consultees.

10.2. The legal requirements for community involvement and public participation for the LDP are set out in the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005. The Council intends to meet and exceed these requirements. A list of Specific Consultee Bodies and General Consultation Bodies is set out in Appendix 1.

### **Wider Community Involvement**

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

10.4. In order therefore to achieve its aim of wider involvement, the Council intends to work with its existing partners in the community and develop new partnerships where possible. In particular, preparation of the Local Development Plan will be

closely linked to the work that has been undertaken on the Community Plan: A Better Life 2004-14 by the Council and partner organisations and will, where possible, utilise the extensive network of partnership structures that has been developed through this work. Of particular importance in this process are the 12 Area Regeneration Partnerships (ARPs) and the 23 Community First Groups in Rhondda Cynon Taf which provide the focus for much of the community regeneration work currently being undertaken. A list of the Forums and Partnership Groups the Council intends to consult throughout the plan making process is set out in Appendix 1.

### **Equality**

10.5. We aim to treat everyone with dignity and respect and to operate in an equitable manner. The Council will not discriminate against anyone on the basis of colour, ethnicity, sex, age, marital status, sexual orientation, disability, religion, language or nationality. The Council will therefore make all reasonable efforts to ensure that the process is accessible to everyone, such that their views and options may be sought and heard without prejudice and discrimination.



## Hard to Reach Groups

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

- Young people
- People with disabilities
- The elderly
- People with learning difficulties
- Homeless people
- Ex offenders
- Ethnic minorities
- Gypsies and Travellers

10.7. Clearly, 'hard to reach groups' are by definition hard to reach and it is not always possible to predict, which groups will in fact prove hard to reach. In order to ensure that the community involvement process is as all-inclusive as possible, the Council will monitor and review all Full Public Consultation stages throughout the LDP process. Where it is identified that particular groups have not been represented in the process, the Council will seek to directly invite such groups in to the process. Face-to-face meetings with appropriate representatives, for example, are considered a useful way of directly inviting those who have failed to participate, into the process.

## 11. THE DEVELOPMENT OF THE COMMUNITY INVOLVEMENT SCHEME

11.1. In accordance with the requirements of the Town & Country Planning (Local Development Plan) (Wales) Regulations 2005, the CIS has been developed in discussion with the community. During June - July 2005 the Council's Development Planning Team met with each of the ARPs to explain the new development plan system and seek members views on the detailed aspects of the CIS. The ARP members were asked what they considered to be the key issues relating to the development of the CIS and how the Council could ensure that all sections of the community could be involved in the development of the CIS.

11.2. The meetings were followed up with a detailed questionnaire, sent to all ARP members, which asked how individuals and organisations would like to be involved in the LDP process, what they considered to be the key issues and whether they supported the idea of an LDP Forum. Similar questionnaires were sent to members of the thematic groups formulated to develop and implement the Council's Community Plan.

11.3. The knowledge gained through the engagement process has been used to shape and develop the detailed aspects of the CIS.

11.4. A separate consultation Feedback Document shows the results of the previous questionnaire survey on

the CIS and the comments of respondents on the Project Management Timetable, together with the results of the consultation exercise on the Consultation Draft Delivery Agreement. The Feedback Document will be placed on the Council's website.

## **12. CONSULTATION METHODOLOGY**

### **Consultation Techniques**

12.1. The results of the engagement process have provided a clear indication of how, where and when the community wish to be consulted in respect of the LDP. The majority of consultees indicated that the CIS should ensure;

- The provision of clear written information in accessible locations, and
- The opportunity to discuss issues on a face to face basis with Council officers

12.2. Whilst different types of techniques will be used to involve the community as a whole, the Council will ensure that at every stage in the LDP process, clear written information is provided and officers are available to discuss / explain the relevant stage. Typically this will include the provision of leaflets, articles in publications, policy

documents, workshops and public exhibitions. Outlined in Appendix 3 is a detailed breakdown of the consultation techniques the Council will employ throughout the LDP process.

### **LDP Member Steering Group**

12.3. In order to guide the formulation of the LDP the Council will establish a Member Steering Group. The Steering Group will comprise senior politicians responsible for the development and implementation of land use policy in Rhondda Cynon Taf.

### **LDP Officer Steering Group**

12.4. Responsibility for the formulation and production of all LDP documents will lie with the Council and in particular the LDP Officer Steering Group. The Group will comprise of officers of the Council who have responsibility for areas of work such as planning, highways, engineering, biodiversity, economic development, housing etc. A series of sub groups will be established under the umbrella of the Steering Group to assist in the development of key areas of policy. Where possible the role of these sub groups will mirror the thematic groups established under the Community Plan. These sub Groups will include the following;

- SA/SEA Working Group
- LDP: Strategy Working Group
- LDP: Land Assessment Working Group

- LDP: Living Space Working Group
- LDP: Boosting the Local Economy Working Group, and
- LDP: Community Safety / Health and Well Being / Learning for Growth Working Group

Membership of the Officer Steering Group is contained in Appendix 4

### **LDP Forum**

12.5. The Council is committed to working in partnership with the community as a whole throughout the plan making process. For this reason it is proposed to establish an LDP Forum to assist in and inform the development plan process. The LDP Forum will play an important role in ensuring that the LDP reflects the development needs and aspirations of Rhondda Cynon Taf. It is anticipated that the role of the Forum will be twofold. Firstly, it will serve as a mechanism for discussion which will allow open dialogue to take place between stakeholders on key issues of policy and secondly, it will act as a control group for the various stakeholders in the development plan process. Whilst it is not intended that members of the Forum contribute directly to the formulation of the LDP, the Council anticipates that an iterative relationship will exist between the Forum and the Officer Steering Group.

Membership of the LDP Forum is contained in Appendix 4.

12.6. In addition, the Council will also seek to utilise the existing Citizens Panel to provide feedback on the non-statutory stages in the LDP process.

### **Principles of Engagement**

12.7. The Council is committed to ensuring meaningful community involvement throughout the LDP process. In doing so the Council will involve the community in a way that is:

#### **Genuine**

- ensure involvement has a clear purpose
- involve people where they can have an influence

#### **Accessible**

- provide access to easy to understand information
- improve accessibility of involvement opportunities

#### **Relevant**

- explain the purpose of each stage of the process
- explain how it relates to you

#### **Open**

- allow everyone to know what's going on
- provide sufficient feedback to demonstrate benefit

#### **Efficient**

- involve people at the right time in the process

- integrate activities where possible

#### **Proactive**

- provide opportunity for people to contribute ideas
- facilitate more active involvement where possible

#### **Resolving Conflict - Consensus Building**

12.8. The involvement process is intended to reduce conflict by encouraging consensus and where this cannot be achieved by making sure the sources of information leading to a decision are explicit and respected by all parties. The type of engagement techniques used throughout the process will seek to resolve conflict and build consensus.

#### **Expectations of Consultees**

12.9. In order to undertake the LDP preparation process as effectively as possible, the Council has the following expectations of consultees and stakeholders who contribute to the process;

- All statutory consultees will respond to enquiries within a reasonable period as specified at each specific stage of consultation ( e.g. 21 days for the Delivery Agreement );

- Community groups should make efforts to vary the cycle of meetings on key issues such as the LDP to enable reasonable response times;
- Commitment to the process - attend, contribute and generally assist the process of seeking consensus;
- To listen and engage in the debate (e.g. at workshops, meetings, discussions) with an open mind;
- To raise legitimate development / spatial issues that can be influenced / controlled by the LDP and the planning system;
- There should be the early identification of sites to be considered for possible development including allocations within the plan;
- To follow the appropriate procedure in relation to the new sites, i.e. to demonstrate how the site fits within the overall LDP strategy, how the site is in accordance with the SA / SEA and how the inclusion of the site would contribute to the 'soundness'<sup>1</sup> of the plan;
- Highlight any gaps in the data / information that is supplied (this is particularly important for the statutory consultees in the SA / SEA for the LDP);
- That they understand the wider context and engage and respond responsibly;
- To ensure that responses are made within the statutory six-week period where appropriate;

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<sup>1</sup> A straightforward interpretation of "sound" is that it "shows good judgement" and "is able to be trusted". See 'Guide to the Examination of Local Development Plans' The Planning Inspectorate 2006.

- To ensure that their response is sent to the address and where appropriate the person specified before the formal end of the six-week period in the format specified wherever possible;
- To include in their response all the relevant information to be considered by the Council in a format that is accessible to all, to enable a transparent and open consideration of the representation;
- Consultees should provide appropriate name and contact details to allow for feedback and responses from the LPA;
- To follow the appropriate procedures for the Examination;
- To ensure that any correspondence is sent to the address and where appropriate the person specified by the Planning Inspector;
- To include in their evidence all the relevant information to be considered by the Inspector in a format that is accessible to all, to enable a transparent and open consideration of the representation;
- To provide appropriate name and contact details to allow for feedback and responses from the Planning Inspector;
- To understand that the Inspector's Report is binding on the Council and that there is no recourse for appeal in respect of the recommendations of the Inspector and the reasons for those recommendations.

**12.10. It is important that the consultees in the process meet the above obligations, in order to ensure that the Council can prevent any unnecessary delays in formulating the development plan and importantly meet the requirements set down in the Delivery Agreement**

### **13. CONSULTATION PROCESS**

13.1. The following provides a detailed breakdown of the plan making process up to and including the submission of the LDP to the Planning Inspectorate for examination. It seeks to explain the purpose of the stage, who will be consulted and the Council's expectations of consultees. The subsequent stages in the process are not directly in the control of the Council and therefore may be subject to change. Whilst the following tables are an accurate record of the planned programme of consultation, it should be noted that the CIS may be subject to revision at appropriate stages in the process (for the reasons given in paragraphs 4.3, 4.4 and Section 16).

## Pre-Deposit Participation

### 13.2. Purpose of Pre-Deposit Participation is:

- To give a land use expression to the Vision for Rhondda Cynon Taf contained in the Council's Community Plan;
  - To develop an evidence base for the preparation of the LDP that will provide a firm basis on which to develop land use policy;
  - To engage the specific consultation bodies, general consultation bodies and other consultees outlined in Appendix 1 for the purpose of generating alternative strategies and options;
  - To consider all strategic issues arising from the above and build consensus with the relevant stakeholders through consultation on a preferred development strategy for the County Borough;
  - To provide an opportunity to allow land owners and other interested parties to indicate which sites should be developed in the County Borough for the full range of land uses;
  - To ensure that all sites that are available for development are assessed early on in the plan process to avoid late objections to the Plan;
  - To ensure that all aspects of land use policy are considered early in the plan process and to ensure that there is not unnecessary duplication with national guidance;
- To obtain stakeholder comments and reactions to site specific land allocations and build consensus in respect of preferred land allocations;
  - To obtain stakeholder comments and reactions to criteria based policies and build consensus in respect of the range of policies required and their drafting.
  - To consult on the Sustainability Appraisal Scoping Report.

### Who is being consulted and methodology to be used?

Table B1 details who will be consulted at the Pre- Deposit Consultation Stage and the methods to be used. In the view of the Council this is a critical stage in the process and it is important that this stage is wide reaching and extensive in order to speed up subsequent **Pre-Deposit Public Consultation**

**Table B1: Pre deposit Participation (Regulation 14)**

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources additional to normal staff costs
Preparation of strategy options and assessment of alternatives	To generate viable options and determine strengths and weaknesses of each.  To identify sites that are derived from / adhere to the preferred strategy.	<b>Complete</b>	LDP Forum; Specific Consultation Bodies, General Consultation Bodies, Other Consultees elected members	Workshop of: <ul style="list-style-type: none"> <li>Elected Members</li> <li>LDP Forum</li> <li>LDP Officer Steering Group</li> </ul> Letter to Specific Consultation Bodies, General Consultation Bodies and Other Consultees  Citizens Panel  Information made available on the internet.  Standard Representation Form	Outcomes made available in a public paper. Integral part of SA/ SEA.  Report of Consultation and recommendations in terms of preferred strategy to Council.  All relevant information placed on the internet.	LDP Officer Steering Group  LDP Forum  Consultants
Preparation of Topic Papers and detailed policies	To inform the development of policy in the Spatial Strategy & Preferred Options Paper and deposit draft LDP	Complete	LDP Forum	Working Meeting Of LDP Forum  Citizens Panel	Outcome available in topic paper, Integral part of SA/ SEA	(as above)
<b>Spatial Strategy &amp; Preferred Options Paper</b>	<b>To inform the development of spatial strategy &amp; preferred options paper.</b>	<b>Complete</b>	Elected members LDP Forum LDP Officer Steering Group	Working Meeting of: LDP Member Steering Group LDP Forum LDP Officer Steering Group	Council Meeting	(as above)
<b>SA/SEA</b>						
5 week consultation on SA/SEA Scoping Report	To enable all interested persons to comment on the scope of the SA/SEA and objectives.	Complete	Statutory Consultees LDP Forum LDP Officer Steering Group Elected Members General Public	Letter to Specific Consultation Bodies  Workshop  Copies of scoping Report available in council offices, the one stop shops, and all public libraries Information made available on the internet.	Draft SA/SEA made available on the web site.  Comments received placed on web site.  Hard copy placed in Council offices	SA/SEA Working Group  Consultants

### **Pre-Deposit Public Consultation**

#### 13.3. The Purpose of the Consultation is:

- To provide an opportunity for all stakeholders and the wider general public to consider the pre-deposit documents.
- To make the various documents publicly available and widely accessible for inspection;
- To undertake participation over a statutory six-week period in order to meet the requirements of the Development Plan Regulations;
- To consider representations made to the participation stage and provide accessible feedback;
- To consider whether any changes are needed to the plan;
- To approve and publicise any proposed changes to the plan and provide a reasoned justification for any changes made to ensure transparency and understanding.
- To consult on the Initial SA Report

#### **Who is being consulted and methodology to be used?**

13.4. Table B2 details who will be consulted at the Pre-Deposit Public Consultation Stage and the methods to be used. This stage is the last formal opportunity interested parties will have to make representations to the pre-deposit documents before the formal Deposit Period. It is

therefore vitally important that people are made aware of the public participation stage in a variety of ways.



**Table B2: Pre deposit Public Consultation (Regulation 15 & 16)**

Stage in the document preparation process	Purpose	Time scale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources additional to normal staff costs
6 weeks pre deposit public consultation and assessment of representations received	To enable anyone to make representations to the Council's pre-deposit document.  To enable the Council to consider all matters received	Complete	LDP Forum LDP Member Steering Group  Specific Consultation Bodies, General Consultation Bodies, Other Consultees elected members and general public	Working Meeting of LDP Forum and SEA Working Groups Direct correspondence. To Specific Consultation Bodies, General Consultation Bodies, Other Consultees, Press releases, local media. Copies of the pre-deposit documents available in the council offices, the one stop shops and all public libraries. Mobile Exhibition Standard Representation Form Advertisements in the press, article. Site notices in respect of site - specific land allocations. Report of Consultation and recommendations to Council Information available on the internet.	Outcome available in a public paper, Integral part of SA/SEA Report of Consultation and recommendations to Council. Feedback form on the internet Placed on the internet.	LDP Forum LDP Officer Steering Group Printing costs Cost of local media Cost of preparation of exhibition
<b>SA/SEA</b>						
6 week consultation on initial Sustainability Report	To demonstrate how preferred options have been derived having regard for the SA/SEA. To give stakeholders the opportunity to comment on the SA/SEA		Specific Consultation Bodies Elected members And general public	Direct correspondence. Information available on the internet. Press releases, local media.	Made available with Issues, alternatives and Preferred Options Paper.	SA/SEA Working Group Consultants Cost of printing Cost of local media

## **Statutory Deposit Of Proposals**

13.5. The Purpose of this stage is:

- For the Council to undertake statutory consultation on the Deposit Plan;
- To provide an opportunity for all stakeholders and the wider general public to consider the plan in its entirety;
- To make the various documents publicly available and widely accessible for inspection;
- To undertake participation over a statutory six-week period in order to meet the requirements of the Development Plan Regulations.
- To consult on the Environmental and Sustainability Appraisal Reports

### **Who is being consulted and methodology to be used?**

13.6. Table B3 details who will be consulted during the six-week statutory Deposit of Proposals and the methods to be used. This stage is the statutory period during which time interested parties will have a final opportunity to make representations to the Plan prior to the Examination of the Plan by the Independent Inspectorate. There will be no subsequent opportunities to influence the policies and proposals in the Plan.

**Table B3 Statutory Deposit of Proposals (Regulation 17)**

<b>Stage in the plan preparation process</b>	<b>Purpose</b>	<b>Timescale (when?)</b>	<b>Who? Possible community involvement</b>	<b>How/ Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Staff Resources additional to normal staff costs</b>
6 week Deposit Consultation Exercise	To enable all interested persons and organisations to make representations in respect of any policies and proposals in the Deposit Plan	October – November 2008	LDP Forum LDP Member Steering Group  Specific Consultation Bodies, General Consultation Bodies, Other Consultees members and general public	All LDP documents will be made available on the internet Hard copies sent out to statutory consultees, stakeholder groups and elected members. Standard Representation Form Copies of the plan available in the council offices, the one stop shops and all public libraries. Advertisements in the press, article. Site notices in respect of site -specific land allocations. Mobile Exhibitions	Representations received and placed on the internet. Hard copy placed in Council Offices.	LDP Forum LDP Officer Steering Group Cost of printing Cost of local media Cost of preparation of exhibition
<b>Make SA/SEA available with Deposit Plan</b>						
<b>Environmental / Sustainability Report</b>	<b>To consult on key outputs of the SA/SEA process.</b>	<b>October – November 2008</b>			<b>Made available with Deposit Plan</b>	

### **Alternative Sites (submitted by interested persons/organisations)**

Site allocation representations are those which seek to change a deposit LDP by adding a new site, or by altering or deleting a proposed site. The purpose of this stage is:

- To advertise representations which seek to change the deposit LDP by adding a new site, or by altering or deleting a proposed site. and to enable stakeholders to make representations on them;
- To assess whether the sites suggested for addition, alteration and deletion can contribute to the Development Strategy for the Plan and meet the necessary requirements of the Strategic Environmental Assessment and the Sustainability Appraisal;
- Examine whether there are satisfactory reasons why these sites have been brought forward at this stage in the plan preparation process;
- To provide an opportunity for alternative sites (i.e. sites not previously considered) to be considered by the Council.

### **Who is being consulted and methodology to be used?**

13.7. Table B4 details who will be consulted during the six-week statutory advertisement of new, alternative and proposed deleted sites and the methods to be used. This stage is a statutory period during which time the Council is required to make available to the public details of all the

sites that have been submitted by interested persons and organisations. Whilst the Council are required to advertise and assess these sites for their suitability for inclusion in the plan, it will be for the INSPECTOR TO DECIDE WHETHER OR NOT ANY OR ALL OF THE ALTERNATIVE SITES WILL BE INCLUDED IN THE PLAN WHEN ADOPTED.

<b>Table B4 Alternative Sites (Regulation 21)</b>						
<b>Stage in the plan preparation process</b>	<b>Purpose</b>	<b>Timescale (When?)</b>	<b>Who? Possible community involvement</b>	<b>How/ Consultation Mechanism</b>	<b>Reporting Mechanism</b>	<b>Staff Resources additional to normal staff costs</b>
6 week Consultation Exercise Assess representations received in respect of all sites proposed for inclusion, alteration and/or deletion from the Deposit plan.	To enable all interested persons and organisations to make representations in respect of alternative sites. To determine whether any improvements or changes should be made to the Plan. To enable consideration of the 'soundness' of the plan.	February / March 2009	LDP Member Steering Group Specific Consultation Bodies, General Consultation Bodies, Other Consultees Members and general public LDP Forum Stakeholder Group	LDP documents made available on the internet. Hard copies sent out to Specific Consultation Bodies, stakeholder groups and elected members. Copies of the alternative sites available in the council offices, the one stop shops and all public libraries. Advertisements in the press. Standard Representation Form Site notices in respect of alternative sites. Working meetings of LDP Forum and SEA Working Group.	Representations received and placed on the internet. Hard copy placed in Council Offices. Outcome of assessment available in a public paper, Integral part of SA/ SEA	LDP Forum LDP Officer Steering Group Cost of advertisements Printing costs
SA/SEA						
Assessing and Appraising significant changes	To ensure that any significant changes to the Plan are assessed for sustainability implications and cumulative effects	February / March 2009	Responsibility of proponent to test effects of site proposal against agreed sustainability objectives			

## **14. SUBMISSION OF LOCAL DEVELOPMENT PLAN TO THE INSPECTORATE FOR INDEPENDENT EXAMINATION**

14.1. The Purpose of the stage is:

- To consider the representations received during the statutory consultation period and provide a response to them that can be considered by the Inspector at the Examination.
- Provide notice to all interested stakeholders of the submission of the LDP and associated documents to WAG.

### **Who is being consulted and methodology to be used?**

14.2. Table B5 details who will be consulted and the work necessary to ensure that the Council complies with the development plan regulations when formally submitting the LDP and all relevant supporting information and representations, for independent examination before a Planning Inspector,

**Table B5 Submission of LDP for Examination (Regulation 22)**

Stage in the plan preparation process	Purpose	Timescale (When?)	Who? Possible community involvement	How? Consultation Mechanism	Reporting Mechanism	Staff Resources additional to normal staff costs
Assess representations. Consultation responses collated and reported to Council.  Undertake work necessary for formal Submission to Welsh Assembly Government for Examination.	To determine whether any improvements can be made to the LDP strategy and the plan's policies and proposals.	Indicative date: July 2009 (Actual date to be agreed with PINS)	LDP Forum LDP Member Steering Group  Specific Consultation Bodies, General Consultation Bodies, Other Consultees members and general public	LDP Forum Hard copies sent out to Specific Consultation Bodies, stakeholder groups and elected members. All relevant documentation made available on the internet  Copies available in the council offices, the one stop shops and all public libraries. Public Notice placed in the press. Notification given to those who have requested.	Outcome available in a public paper, Integral part of SA/SEA  Report of Consultation and recommendations to Council  Placed on the internet	Printing costs

**Note: The LPA will liaise with the Planning Inspectorate (PINS) and Assembly Government regarding the procedure and requirements for the Examination throughout this process**

## **Independent Examination**

14.3. The Purpose of this stage is:

- To undertake an Independent Examination of the LDP;
- To examine the LDP in its entirety and test its 'soundness';
- For the Planning Inspector to consider all relevant evidence and prepare recommendations and the reasons for those recommendations in the form of the Inspector's Report;
- To undertake any further work requested by Inspector.

### **Who is being consulted and methodology to be used?**

14.4. Table B6 details who will be consulted at the Independent Examination and the methods to be used. This stage is beyond the control of the Council and will be administered by the Independent Planning Inspectorate and Programme Officer. The Planning Inspectorate Soundness Document provides further information on this stage.



<b>Table B6: Independent Examination (Regulation 23)</b>						
<b>Stage in the document preparation process</b>	<b>Purpose</b>	<b>Timescale (when?)</b>	<b>Who? Possible community involvement</b>	<b>How? Consultation mechanism</b>	<b>Reporting Mechanism?</b>	<b>Staff Resources additional to normal staff costs</b>
Notification of Independent Examination in line with regulation 23.	To ensure that interested persons /organisations are aware that an Independent Examination into the LDP is taking place.	Indicative date: August 2009 (Actual to be agreed with PINS)	Specific Consultation Bodies, General Consultation Bodies, Other Consultees, members and general public	Formal notification given by letter. Notice placed in the local press and on the internet.	None	
Pre-Examination meeting	To advise on Examination procedures and format	September 2009	Representors	Letter, Notice placed in local press and on the Internet	None	Programme Officer Administrative costs
Consideration of all representations to the plan by the independent Planning Inspector appointed to consider the evidence	To provide an impartial planning view on the soundness of the Plan, and the representations made in respect of it.	Indicative date: January / February / March 2010 (Actual to be agreed with PINS)	All those interested individuals and organisations that have made representations at the Deposit Stage of the Plan	Round Table Discussions. Formal written and oral submissions.	Inspectors report.	Programme Officer Cost of EIP Administrative costs

## **Publication of the Planning Inspector's Recommendations**

14.5. The Purpose of this stage is:

- To publish the recommendations of the Planning Inspector, and the reasons for those recommendations and make them generally available for inspection;
- To give notice to all interested persons and organisations that the Inspector's Report is available.

### **Who is being consulted and methodology to be used?**

14.6. On receipt of the Report, the Council is responsible for making this information publicly available. Table B7 indicates the mechanism that the Council will utilise to undertake this process. It is important to note however that at this stage there is no opportunity for stakeholders to comment on or appeal against recommendations and reasons for those recommendations; albeit that the Council will produce a response paper indicating where the Council is satisfied and/or dissatisfied with the Inspector's findings.

**Table B7: Receipt of the Inspector's Report (Regulation 24)**

Stage in the document preparation process	Purpose	Timescale (when?)	Who? Possible community involvement	How? Consultation mechanism	Reporting Mechanism?	Staff Resources additional to normal staff costs
Distribution of the Inspector's Report	To provide stakeholders with an opportunity to read the report in advance of any changes being made to the LDP in line with the Inspector's recommendations..	Indicative date: May 2010 (Actual to be agreed with PINS)	Specific Consultation Bodies, General Consultation Bodies, Other Consultees members and general public	Inspector's report made available on the internet (dynamic web site). Copies of the report available in the council offices, the one stop shops and all public libraries. Advertisements in the press, article in Outlook and in the local press. Formal Notice given to those persons who asked to be notified.	None	Cost of printing
Preparation of Council Response to Inspector's Report	To indicate to stakeholders those areas of change	On receipt of the Inspector's Report.	LDP Forum LDP Member Steering Group SEA Working Group	Working Meeting of LDP Forum.	Report to Council. Placed on the internet.	

## **Adoption**

14.7. The Purpose of this stage is:

- To adopt the LDP within 8 weeks of the receipt of recommendations and reasons contained in the Inspectors Report

### **Who is being consulted and methodology to be used?**

14.8. Table B8 details who will be consulted in terms of the work that will need to be undertaken in order to ensure that the Council complies with the development plan regulations when formally adopting the LDP.

<b>Table B8: Adoption (Regulation 25)</b>						
<b>Stage in the document preparation process</b>	<b>Purpose</b>	<b>Timescale (when?)</b>	<b>Who? Possible community involvement</b>	<b>How? Consultation mechanism</b>	<b>Reporting Mechanism?</b>	<b>Staff Resources additional to normal staff costs</b>
To formally adopt the LDP as the Development Plan for the County Borough within eight weeks of receipt.	To inform stakeholders of adoption	Indicative date: July 2010 (Actual to be agreed with PINS)	Specific Consultation Bodies, General Consultation Bodies, Other Consultees LDP Forum, members and general public	LDP documents including the adoption statement and the sustainability appraisal made available on the internet. Formal notification given by letter to specific consultation bodies and elected members. Copies of all relevant documents available in the council offices, the one stop shops and all public libraries. Notice placed in Outlook, the local press and on the internet.	None	Cost of printing Cost of advertisement
<b>SA/SEA</b> Formal Publication of Environmental Statement (contained within the SA Report).	To accord with SEA Regulations and to identify any adjustments arising from the Examination	Indicative date: July 2010				Cost of printing

## 15. SUPPLEMENTARY PLANNING GUIDANCE (SPG)

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

15.2. The Council will use SPG to cover detail and numerical guidelines, where it is considered that they may change during the lifetime of the Plan. This will ensure that the LDP will not become outdated quickly and will assist in terms of the Plan's flexibility. 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 formal process of consultation and adoption. A report of public consultation will be produced in respect of each piece of SPG and will be made available with the adopted piece of SPG.

15.3. It is important to note that SPG 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.

## 16. MONITORING AND REVIEW OF THE DELIVERY AGREEMENT

16.1. It is proposed to monitor and review the effectiveness of the Delivery Agreement at each stage of the Local Development Plan preparation process. This will establish whether the Council is meeting its objectives in terms of public engagement in the process and whether or not the timescales as indicated are being met.

16.2. There will also be the opportunity to provide a refined timescale for the 'indicative' stages of the timetable once further details are known. In accordance with the guidance in LDP Wales, the Council will define the indicative timetable within three months of the close of the formal 6-week deposit period.

16.3. Other stages when the contents of the Delivery Agreement will be reviewed are;

- If the LDP process falls significantly behind schedule, i.e. **3 months or more**
- If any significant changes are required to the Community Involvement Scheme
- Following the publication of any relevant new regulations / guidance from the EU/UK/Welsh Assembly Government with a direct bearing on the plan preparation process (Excluding DRAFT documents).

- If there are any major changes of circumstances that materially affect the assumptions, evidence, policies or proposals contained in the plan.
- If there are any significant changes in the resources which are available to undertake the plan preparation.

16.4. The monitoring and review of the Delivery Agreement will require further consultation with consultees, and a renewed Council and Welsh Assembly Government approval.

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

16.6. A full statutory review of the LDP is required every four years and a new timetable for this and CIS review will be submitted at the start of the process. Where an annual review of progress indicates an earlier need for plan review, this will also be preceded by a new timetable within 6 months of the decision to undertake an LDP review.

## **17. MONITORING AND REVIEW OF THE LDP**

17.1. The Council will produce an Annual Monitoring Report each year following the date of adoption, which will assess how effectively the policies and proposals of the existing plan are performing and highlight any need for modifications, therefore feeding into the review of the Delivery Agreement. The monitoring report will also include updated reference to new National Planning Guidance and any other relevant information. Once produced, the monitoring report will be made available for the public to view on the website. Any key issues that arise will be the subjects of public consultation.

17.2. Following the adoption of the Local Development Plan, it is intended that plan will be reviewed on a 4-year cycle. A review of the SA/SEA baseline information and trends will also take place and feed into the revision.

## 18. CONTACTS

18.1. Further information can be gained by contacting the following;

Development Planning Team  
Development & Regeneration  
Valleys Innovation Centre  
Navigation Park  
Abercynon  
CF45 SN

Tel: 01443 665 000

Fax: 01443 665 001

Email: [LDP@rhondda-cynon-taff.gov.uk](mailto:LDP@rhondda-cynon-taff.gov.uk)



## APPENDIX 1 - LIST OF CONSULTEES

The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 defines General Consultation Bodies and Specific Consultation Bodies as follows:-

<p><b>General Consultation Bodies</b> are :-</p> <ul style="list-style-type: none"> <li>- voluntary bodies, some or all of whose activities benefit any part of the LPA's area;</li> <li>- bodies which represent the interests of different racial, ethnic or national groups in the LPA's area;</li> <li>- bodies which represent the interests of different religious groups in the LPA's area;</li> <li>- bodies which represent the interests of disabled persons in the LPA's area;</li> <li>- bodies which represent the interests of persons carrying on business in the LPA's area; and</li> <li>- bodies which represent the interests of Welsh culture in the LPA's area;</li> </ul>	<p><b>Specific Consultation Bodies</b> are :-</p> <ul style="list-style-type: none"> <li>- the Countryside Council for Wales,</li> <li>- the Environment Agency,</li> <li>- insofar as the Secretary of State exercises functions previously exercisable by the Strategic Rail Authority, the Secretary of State,</li> <li>- the National Assembly,</li> <li>- a relevant authority any part of whose area is in or adjoins the area of the LPA,</li> <li>- any person <ul style="list-style-type: none"> <li>(i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and</li> <li>(ii) who owns or controls electronic communications apparatus situated in any part of the area of the LPA (where known),</li> </ul> </li> <li>- if it exercises functions in any part of the LPA's area— <ul style="list-style-type: none"> <li>(i) a Local Health Board,</li> <li>(ii) a person to whom a licence has been granted under section 6(1)(b) or</li> <li>(c) of the Electricity Act 1989,</li> <li>(iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986,</li> <li>(iv) a sewerage undertaker,</li> <li>(v) a water undertaker;</li> </ul> </li> </ul>
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The tables that follow comprise the Specific Consultation Bodies, UK Government, General Consultation Bodies and Other Consultees as required by LDP Wales. The tables also include parties who have either requested inclusion directly or been suggested as useful additions by third parties.

The majority of these groups and organisations were consulted on the development of the Delivery Agreement, with particular reference to Section A: The Project Management Timetable. Additional bodies and organisations were added following the consultation on the draft Delivery Agreement, where numerous respondents suggested useful additions.

These groups will play an important role in the development of the LDP and the Council will ensure that they are kept involved throughout the process.

It must be stressed that this list is **not** exhaustive or exclusive. The Council welcomes all suggestions, either directly from organisations themselves or individuals, on any interest group, organisation or body who may wish to be included on the database. It is anticipated that the list will grow continuously throughout the development of the LDP.

The Council maintains an LDP Consultation Database, which includes interested parties. The Council is happy to include any individual who wishes to be kept abreast of the LDP process.

(Should any party/individual wish to be removed from the LDP databases, they should contact the Development Planning Team directly).

## Specific Consultation Bodies

Welsh Assembly Government	The Welsh Assembly Government
Assembly Sponsored Public Bodies	Countryside Council for Wales Environment Agency Wales
Adjoining Local Authorities	Brecon Beacons National Park Authority Bridgend County Borough Council Caerphilly County Borough Council City and County of Cardiff Powys County Council Merthyr Tydfil County Borough Council Neath and Port Talbot County Council Powys County Council Vale of Glamorgan County Council
Community Councils	Gilfach Goch Community Council Hirwaun Community Council Llanharan Community Council Llanharry Community Council Llantrisant Community Council Llantwit Fardre Community Council Pontyclun Community Council Pontypridd Town Council Rhigos Community Council Taffs Well Community Council Tonyrefail Community Council Ynysybwl & Coed y Cwm Community Council
Community Councils in adjoining Local Authorities	Aber Valley Blaengwrach Caerphilly Coychurch Higher Glynneath Llanfrynach Llangan Nelson

	<p>Ogmore Valley  Pencoed  Pendoylan  Penllyn  Pentyrch  Penyrheol, Treceenydd and Energlyn  Peterston-super-Ely  Tongwynlais  Welsh St Donats  Ystradfellte</p>
Licensed Telecommunication Operators	<p>Mobile Operators Association  National Telecommunications Ltd  Network Development Consultants  NTL  Orange Personal Communications Ltd  O2 UK  T-Mobile  Vodafone  Three</p>
Local Health Board	Rhondda Cynon Taff Local Health Board
Utilities (Gas & Electricity Operators/Sewerage & Water Undertakers)	<p>British Gas (Transco)  British Wind Energy Association  Coal Authority  Celtic Energy Ltd  Confederation of UK Coal Producers (Coalpro)  Innogy plc  Lattice Property (formerly British Gas Property)  National Grid Transco  Powergen  RWE npower  Swalec  Western Power Distribution  Welsh Water</p>

## UK Government

UK Government	Department for Transport Department of Trade and Industry The Home Office Ministry of Defence
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## General Consultation Bodies

Voluntary Bodies	Interlink
Ethnic Minority Groups	Commission for Racial Equality Valley's race Equality
Religious Organisations	Church in Wales Catholic Church in Wales Evangelical Movement in Wales Methodist Church Kingdom Hall Jehovah's Witnesses Muslim Council for Wales Presbyterian Church in Wales South Wales Baptist Association United Reform Church Salvation Army Cardiff Buddhist Centre UK Islamic Mission
Disability Groups	Disability Wales Disability Rights Commission Disabled Persons Transport Advisory Committee Federation for the Blind Deaf Association Wales RNIB Cymru Partially Sighted Society Taff Ely Access Group Environment Council Open Spaces Society

	<p>Partially Sighted Society                  Pedestrians Association                  Pond Conservation Group                  RNIB Cymru</p>
Arts and Culture	<p>Arts Factory                  Menter Iaith                  Model House                  Muni Arts Centre                  Rhondda Cynon Taff Community Arts                  Spectacle Theatre                  Urdd Gobaith Cymru</p>

### Other Consultees

As specified in LDP Wales	<p>Airport Operators                  British Aggregates Association                  British Geographical Survey                  British Waterways, Canal Owners, Navigation Authorities                  Centre for Ecology &amp; Hydrology                  Chambers of Commerce, Local CBI, Local branches of Institute of Directors                  Civil Aviation Authority                  Coal Authority                  Commission for Racial Equality                  Country Landowners &amp; Business Association                  Crown Estate Office                  Design Commission for Wales                  Disability Wales                  Disability Rights Commission                  Disabled Persons Transport Advisory Committee                  Electricity, Gas, Telecommunications Companies, National Grid</p>
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## Environmental Groups at National &amp; Regional Level

Council for the Protection of Rural Wales  
 Friends of the Earth (Cymru)  
 British Trust for Ornithology  
 Glamorgan Wildlife Trust  
 Glamorgan Bird Club  
 Glamorgan Gwent Wildlife Trust  
 Ground Work Merthyr Rhondda Cynon Taff  
 Pond Conservation Group  
 Welsh Historic Gardens Trust  
 Wildlife and wetlands Trust  
 Wildlife Trust for South Wales  
 Fire & Rescue Services  
 Forestry Commission Wales  
 Gypsy Council  
 Health & Safety Executive  
 Farmers Union Wales  
 Federation of Small Businesses  
 The Home Builders Federation  
 Local Community, Conservation, Amenity Groups, Agenda 21  
 Groups/Civic Societies

## Local Transport Operators

Arriva Trains  
 Bebbs  
 Bus Users UK  
 Cardiff Bus Company  
 Cardiff International Airport  
 Civil Aviation Authority  
 Confederation of Passenger Transport  
 English Welsh and Scottish Railways  
 First Great Western  
 Freight Transport Association  
 Network Rail Western  
 Rail Passenger Committee Wales  
 Road Haulage Association Ltd.  
 Stagecoach  
 Shamrock  
 Sustrans

	<p>TraVol Community Transport  National Farmers Union for Wales  National Playing Fields Association  Network Rail &amp; Train Operating Companies  One Voice Wales  Planning Aid Wales  Police Architectural Liaison Officers  Post Office Property Holdings</p>
Professional Bodies	<p>Royal Institute of Chartered Surveyors (Wales)  Royal Town Planning Institute (Wales)  Chartered Institute of Housing (Cymru)  Institute of Civil Engineers  Chartered Institute of Waste Managers  Rail Freight Group  Sports Council for Wales  Traveller Law Reform Coalition  Wales Council for Voluntary Action  Water Companies  Wales Environmental Link  Welsh Environmental Services Association</p>

## Other Relevant Bodies

Area Regeneration Partnership	<p>Area 1 – Rhigos, Hirwaun, Penywaun  Area 2 - Aberaman North, Aberaman South, Aberdare East, Aberdare West/Llwycoed, Cwmbach  Area 3 - Abercynon, Mountain Ash East, Mountain Ash West, Penrhiwceiber  Area 4 - Clifynydd, Glyncoch, Graig, Pontypridd Town, Rhondda, Trallwng, Ynysbwl  Area 5 - Cymer, Porth, Ynyshir  Area 6 - Ferndale, Maerdy, Tylorstown  Area 7 - Treherbert, Treorchy, Pentre  Area 8 - Cwm Clydach, Llyn-y-Pia, Pen-y-Graig, Tonypandy, Trealaw, Ystrad</p>
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	<p>Area 9 - Gilfach Goch, Tonyrefail East, Tonyrefail West</p> <p>Area 10 - Brynna, Llanharan, Llanharry, Llantrisant Town, Pontyclun, Talbot Green</p> <p>Area 11 - Beddau, Church Village, Llantwit Fardre, Tonteg, Tyn-y-nant</p> <p>Area 12 – Treforest, Rhydfelin Central, Hawthorn, Taffs Wells</p>
Community First	<p>Aberaman South ( Abercwmboi, Cwmaman)</p> <p>Cwm Clydach</p> <p>Cymmer</p> <p>Gilfach Goch</p> <p>Glyncoch</p> <p>Llwynypia</p> <p>Mountain Ash West</p> <p>Penrhiwceiber (Miskin, Penrhiwceiber, Perthcelyn)</p> <p>Penygraig</p> <p>Penywaun</p> <p>Rhydyfelin Central/Ilan</p> <p>Tonyrefail West</p> <p>Trealaw</p> <p>Treherbert</p> <p>Tylorstown (Penrhys, Pontygwaith, Tylorstown)</p> <p>Ynyshir</p>
Community Plan	<p>Better Life Consortium</p> <p>Community Safety</p> <p>Living Space</p> <p>Health and Well Being</p> <p>Bro Dysg ( Learning )</p>
Education	<p>Colleg Morganwgg</p> <p>National Library of Wales</p> <p>Pontypridd College</p> <p>University of Glamorgan</p>
Housing Associations	<p>Aelwyd Housing Association</p> <p>Cynon Taf Housing Association</p> <p>Glamorgan and Gwent Housing Association Ltd</p> <p>Gwerin Housing Association</p> <p>Hafod Housing Association</p> <p>Newydd Housing Association</p>

	<p>Pontypridd and District Housing Association  Rhondda Housing Association Disability Action Group  Rhondda Housing Association Ltd  Tai Cwmdogaeth  Wales and West Housing Association Ltd  Welsh Federation of Housing Associations  Devco</p>
Elderly Persons Organisations	<p>Old Age Group  Age Concern  National Old Age Pensioners Association for Wales  Young at Heart</p>
Ex Offenders Groups	<p>Nacro  Apex Charitable Trust  Rhondda Cynon Taff Youth Offending Team</p>
Gypsy and Travellers Groups	<p>The Gypsy and Travellers Law Reform Group  Cardiff Gypsy Sites Group</p>
Government Agency	<p>Arts Council of Wales  Capital Region Tourism  Coed Cymru  Glamorgan-Gwent Archaeological Trust Ltd  Hazardous Installations Directorate  Plas Carew  Royal Commission on the Ancient and Historical Monuments of Wales  The Civic Trust for Wales  The National Trust</p>
Homelessness Organisations (see also Housing Associations)	<p>Shelter  Crisis</p>
Housebuilders	<p>Alex Davies Construction Ltd  Anwyl Construction Co Ltd  B Burns (Builders) Limited  Barratt South Wales  Bellway Homes (Wales) Ltd  Benfield ATT Ltd</p>

	<p> Bovis Homes Limited  C P Construction (Gwent) Ltd  Castlemead Homes Ltd  Charles Church (Wales)  Compton Developments  Crest Nicholson (South West) Ltd  Cymric Private Development (Swansea) Ltd  Cymru Homes Ltd  David McLean Holdings Ltd  Davies Homes  Development Planning Partnership  George Wimpey South West Limited  Hallam Land Management Ltd  Harrow Estates Plc  J G Rees &amp; Sons  Jones Brothers Weston Rhyn Limited  JR Homes  Keltic Homes Limited  Llanmoor Development Co Limited  Lovell  Pegasus Retirement Homes plc  Persimmon Homes (Wales)  Redrow South Wales Limited  Richard Catterall  Robert Hitchins Limited  Stradform Limited  Taylor Woodrow  Tribute Homes  Westbury Homes (Holdings) Ltd  Wrencell Ltd  WRW Developments Ltd  WSP Development </p>
Other Local Authorities in South East Wales	<p> Blaenau Gwent County Borough Council  Monmouthshire County Council  Newport City Council  Torfaen County Borough Council </p>

Planning Consultants

Seren Consulting Ltd  
John Thomas & Co  
Cynefin Consultants  
Arup  
Atkins Planning Consultants  
Austin-Smith: Lord  
Boyer Planning  
The Development Planning Partnership  
ECOTEC Research & Consulting  
GVA Grimley  
Halcrow Group Ltd  
Harmers Limited  
Hepher Dixon  
Hyder Consulting (UK) Ltd  
Jacobs Babtie  
Morgan Cole  
Nathaniel Lichfield and Partners  
RPS Group plc  
Stride Treglown Town Planning  
White Young Green Planning  
White Young Green Planning  
Anderson Planning & Development  
CDN Planning Limited  
Alder King LLP  
Arup  
Atkins Planning Consultants  
Barton Willmore  
Colin Buchanan and Partners  
CSJ Planning Consultants Ltd  
Louis Chicot  
Home Builders Federation  
Hodge & Co Property Holdings Ltd  
Cofton

	<p>Barbara Rees  Anthony Goss Planning  Colin Boon Associates  GPM Planning Services Ltd  Robert Rogers Architect</p>
Political	<p>Assembly Member for Cynon  Assembly Member for Ogmore  Assembly Member for Pontypridd  Assembly Member for Rhondda  Assembly Members for South Wales Central  Assembly Members for South Wales West  Labour Party  Member of Parliament for Cynon  Member of Parliament for Ogmore  Member of Parliament for Pontypridd  Member of Parliament for Rhondda  Plaid Cymru The Party of Wales  The Welsh Conservatives  Welsh Liberal Democrats</p>
Voluntary/Public Bodies	<p>Autocycle Union  British Aggregates Association  British Association for Shooting and Conservation  British Geological Survey  British Horse Society  British Naturalists Association  Centre for Ecology and Hydrology  Camping &amp; Caravanning Club  Capel Hillside Residents Association  Cardiff Cycling Campaign  Community Service Volunteers Wales  Countryside Alliance  Country Land Owners Association  Cyclists Touring Club  CYLCH (Wales)  Merthyr &amp; The Valleys Mind  Open Spaces Society</p>

	<p>One Voice Wales Pedestrians Association Planning Aid Wales Ramblers Association Wales The Caravan Club Transport 2000 Welsh Consumer Council Welsh Association of Motor Clubs Welsh rugby Union</p>
Children and Young People	<p>Ark Youth and Community Project Bronwies and Guides Mid Glamorgan Area Scout Council Children in Wales Fernhill Youth Project Hirwaun YMCA Llantwit Fadra Youth Project Llwynypia Youth Project Mountain Ash YMCA Penygraig Boys and girls Club Pontypridd YMCA Princes Trust Tonypandy Scouts Valleys Kids YMCA Young Builders Trust Youth Hostel Association</p>

## APPENDIX 2

### STAGES IN THE PLAN MAKING PROCESS

**Delivery Agreement (DA)** – The DA comprises of two documents – the Project Management Timetable and the CIS. These are public documents of the authority incorporating its project plan and its policy for involving the public in plan preparation.

**Evidence Base** –. The authority’s policies and proposals should be founded on a thorough understanding of the area’s needs, opportunities and constraints. Authorities are required to prepare and maintain an up-to-date information base on all aspects of the social, economic and environmental characteristics of their area, to enable the preparation of a ‘sound’ development plan. This information baseline is collectively known as the evidence base.

**Spatial Strategy & Preferred Options**- Early discussion on the strategy, including proposals and land allocations is an important component of the LDP process. At this stage, authorities should discuss strategic issues and alternative scenarios with key stakeholders and ensure locational issues and optional sites form part of the discussion. Whilst it is not necessary for authorities to produce a full draft of a plan, they should include as much site specific information as possible for consultation.

**Deposit Plan** – The deposit plan will comprise of:-

- a strategy
- area-wide policies for all development
- allocations of land and related sites
- specific policies and proposals for key areas of change or protection
- reasoned justification for policies; and
- a proposals map on a geographical base

and will be developed as a result of the preceding stages of the LDP process.

**Alternative Sites** – Representations received at deposit stage, which suggest new or alternative sites, will be advertised by the authority prior to the submission of the deposit plan to the Inspector.

**Independent Examination** – The process by which a planning inspector will publicly examine the ‘soundness’ of the Local Development Plan before issuing a binding report.

**Adoption** – After the examination, the Inspector will produce a binding report identifying proposed changes to the LDP. The authority will have the opportunity before the Inspectors report is finalised, to request the correction of factual errors. The authority will make copies of the Inspector report and its suggested changes available for public inspection within 4 weeks of its receipt and should notify its intention to adopt the LDP as soon as possible (or in any event within a further 4 weeks).

**Sustainability Appraisal** – An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

**Strategic Environmental Assessment** – An environmental assessment of certain plans and programmes, such as the LDP, which complies with the EU Directive 2001/42/EC. The environmental assessment involves the:

- preparation of an environmental report
- carrying out of consultations
- taking into account of the environmental report and the results of the consultations in decision making
- provision of information when the plan or programme is adopted

**Community Involvement Scheme (CIS)** – The CIS sets out how the LDP will be developed and reviewed in an end-to-end process, in partnership with stakeholders and the community. It sets out the authority's principles, strategy and process for involving the whole community, including businesses, in the preparation, review and alteration of its LDP.



## APPENDIX 3

### CONSULTATION TECHNIQUES

Method	Details
<b>Written Communication</b>	Direct communication to groups and individuals on our database to inform about events, consultation documents and consultation periods or to pass on or gain information.
<b>Outlook Magazine delivered to every household in Rhondda Cynon Taf</b>	Articles about the LDP will be included in future editions of Outlook to raise awareness, communicate key points and advertise consultation dates to the whole community.
<b>Local Media</b>	Statutory requirements for advertising key stages of LDP consultation. Press releases will be sent to local media about the LDP and stories about particular proposals.
<b>Shape-it.org</b>	Publish LDP information to this community based Web Portal currently being development for Rhondda Cynon Taf.
<b>Leaflets</b>	Will be produced to summarise issues and documents. Wide distribution to various organisations and locations such as libraries, community centers etc.
<b>Established newsletters</b>	Information on the LDP can be publicised through existing newsletters where possible, such as Community First newsletter, Citizens Panel newsletter etc.

<p><b>Documents available for inspection at public places during set consultation periods</b></p>	<p>In line with the regulations all documents will be available at the Council offices and libraries for comment during consultation periods. In addition, where possible information will be made available at community halls/centers, doctor's surgeries, Community First offices, etc.</p>
<p><b>Questionnaires</b></p>	<p>Will be sent to people and organisations to gather opinions and views. Can focus consultation around a number of key questions. Will be used at events and exhibitions to gain views and sent out with consultation documents. Will be more effective if there is pre-survey publicity and reminder letters with a new copy of the questionnaire distributed to non-respondents.</p>
<p><b>Use of Council website to advertise Consultation dates, Documents available to download and give information about the LDP process.</b></p>	<p>Information about the LDP process and background documents will be placed on the website. All consultation documents will be available for general viewing and comment. Standard forms will be used for responses and electronic replies encouraged.</p>
<p><b>Formal Committee Meetings</b></p>	<p>RCT has an established Committee structure for Member consideration of documents. Members will comment on documents at various stages. These meetings are open to the public.</p>
<p><b>Public exhibitions</b></p>	<p>Can be used to present information and proposals. Opinion and feedback on ideas can be gathered through a variety of techniques. Will be held in accessible locations and in buildings suitable to all members of the community. Needed over a number of days and at different times to allow all sections of community to attend.</p>

<b>Public Meetings</b>	Will be used to present information and allow discussion on issues at various stages. Provides the opportunity for people to comment on matters affecting them. People can share views and it can generate new ideas. Must be carefully planned and chaired. Need good publicity for the meeting.
<b>Workshops and area based events</b>	Means of engaging local communities to discuss issues relevant to the area. Can focus discussion around issues and themes and provide further information. We will use existing community groups and Area Partnerships where possible. Need to be clear about what can be influenced and then follow through with action and feedback.
<b>Focus groups (small groups with a specific interest discussing a particular topic)</b>	Groups will be formed to advise on specific issues early in the process. Discussion of issues and options with experts in different fields in a focused way.
<b>Citizens Panel (randomly selected representative participants)</b>	There are 600 people on the RCT Citizens Panel and the sample broadly matches the profile of the population of RCT as a whole. Final details are weighted by age and work status in line with 2001 census information. Can give us valuable information about the attitudes of the local population and we intend to include questions on the planning process in the next Citizens Panel exercise.



## APPENDIX 4

### MEMBERSHIP OF OFFICER STEERING GROUP, MEMBER STEERING GROUP AND LDP FORUM

#### LDP Officer Steering Group

Director of Development & Regeneration
Development Planning Manager
Director of Development Control
Director of Community Housing
Director of Strategic Policy
Head of Corporate Policy
Group Director of Environmental Services
Head of Community Leisure
Head of Corporate Estates
Director of Education
Principal Solicitor
Highway Manager
Head of Land Reclamation
Environment Manager, Public Health & Protection

#### LDP Member Steering Group

Leader of Rhondda Cynon Taf CBC
Deputy Leader of Rhondda Cynon Taf CBC
Cabinet Member for Economic Development & Employment
Chair of Development Control Committee
Vice-Chair of Development Control Committee

#### LDP SE/SA Working Group

<b><i>Internal Officers</i></b>	<b><i>External Bodies-Representatives of:</i></b>
Development Planning Manager	Countryside Council for Wales
Sustainable Development Officer	Environment Agency
Countryside Manager	Forestry Commission
Head of Land Reclamation	Cadw
Environment Manager, Public Health & Protection	

## **LDP Forum**

The LDP Forum will comprise a combination of elected members, representatives of the 12 Area Regeneration Partnerships and the following representatives of the specific and general consultation Bodies.

Countryside Council for Wales  
Environment Agency  
Town Centre Forum  
Home Builders Federation  
Devco  
CBI  
Rhondda Cynon Taf Local Health Board  
Business Development Group  
Rhondda & Merthyr Groundwork Trust  
Council for the Protection of Rural Wales  
Elwa  
Country Landowners Association  
Glamorgan Gwent Archaeological Trust  
Welsh Water  
Capital Region Tourism  
Forestry Commission  
Commission for Racial Equality  
Community Plan Thematic Partnership Coordinators

## APPENDIX 5

### PROFILE AND CHARACTERISTICS OF LOCAL POPULATION

<b>POPULATION</b>	
Total	231,946
Males	112,457
Females	119,489
<b>Age Structure</b>	
Aged 0 - 4	6.0%
Aged 5 - 15	14.9%
Aged 16 - 17	2.6%
Aged 18 - 29	14.9%
Aged 30 - 44	21.1%
Aged 45 - 64(m) 59(f)	21.7%
Aged 65(m) 60(f) - 74	11.2%
Aged 65+	16.3%
Aged 75+	7.7%
<b>CULTURAL</b>	
<b>Ethnicity</b>	
White	98.9%
Mixed	0.4%
Asian or Asian British	0.4%
Black or Black British	0.1%
Chinese or other	0.3%
People identifying themselves as Welsh	16.6%

<b>Religion</b>	
Christian	64.9%
Buddhist	0.1%
Hindu	0.1%
Jewish	0.0%
Muslim	0.3%
Sikh	0.1%
Other	0.2%
No religion	25.3%
Not stated	9.0%
<b>Knowledge of Welsh (aged 3+)</b>	
Understands spoken Welsh only	4.3%
Speaks Welsh	1.7%
Speaks & Reads Welsh	0.8%
Speaks, Reads & Writes Welsh	9.8%
No knowledge	78.9%
<b>HEALTH</b>	
<b>General Health</b>	
Health is good	61.0%
Health is fairly good	23.3%
Health not good	15.7%
<b>Limiting Long Term Illness</b>	
People with limiting long term illness	27.2%
Working age population with limiting long term illness	22.8%

<b>EMPLOYMENT</b>	
<b>Economic Activity</b>	
Percentage persons aged 16-74 economically active	57.2%
Percentage males aged 16-74 economically active	63.8%
Percentage females aged 16-74 economically active	50.9%
<b>Percentage total population (persons) in:</b>	
Full time employment	36.6%
Part time employment	9.9%
Self employed	4.9%
Unemployed	3.6%
Full time student	2.2%
<b>Percentage total population of males in:</b>	
Full time employment	47.1%
Part time employment	2.4%
Self employed	7.7%
Unemployed	4.7%
Full time student	1.9%
<b>Percentage total population of females in:</b>	
Full time employment	26.6%
Part time employment	17.2%
Self employed	2.3%
Unemployed	2.5%
Full time student	2.4%
<b>Economic Inactivity</b>	
Percentage persons aged 16-74 economically inactive	42.8%
Percentage males aged 16-74 economically inactive	36.2%

Percentage females aged 16-74 economically inactive	49.1%
<b>Percentage total population persons 16-74:</b>	
Retired	13.7%
Students	5.1%
Looking after home/family	6.6%
Permanently sick/disabled	13.0%
Other	4.4%
<b>Percentage total population males 16-74:</b>	
Retired	11.9%
Students	5.2%
Looking after home/family	1.3%
Permanently sick/disabled	14.3%
Other	3.4%
<b>Percentage total population females 16-74:</b>	
Retired	15.5%
Students	5.0%
Looking after home/family	11.7%
Permanently sick/disabled	11.7%
Other	5.3%
<b>Unemployment</b>	
Percentage of unemployed who are aged 16-24	34.7%
Percentage of unemployed people who aged 50+	12.9%
Percentage of unemployed who have never worked	11.1%
Percentage of unemployed who are long-term unemployed	28.2%



<b>Hours Worked</b>	
<b>Males:</b>	
1 - 5 hours	0.5%
6 -15 hours	2.1%
16 – 30 hours	4.7%
31 – 37 hours	18.7%
38 – 48 hours	55.8%
49 + hours	18.3%
<b>Females:</b>	
1 - 5 hours	1.9%
6 -15 hours	10.9%
16 – 30 hours	28.4%
31 – 37 hours	26.4%
38 – 48 hours	28.3%
49 + hours	4.2%
<b>Industry of Employment</b>	
Agriculture, hunting & forestry	0.5%
Fishing	..
Mining & quarrying	0.5%
Manufacturing	22.9%
Electricity, gas & water supply	1.1%
Construction	8.6%
Wholesale & retail trade	15.1%
Hotels & catering	3.9%
Transport, storage & communication	4.9%
Financial intermediation	3.1%
Real estate	7.1%
Public administration & defence	6.5%

Education	7.9%
Health & social work	13.4%
Other	4.6%
<b>Occupation Groups</b>	
Managers and senior officials	10.5%
Professional occupations	8.6%
Associate professional and technical	12.4%
Administrative and secretarial	12.6%
Skilled trades	12.6%
Personal services occupations	7.6%
Sales and customer service occupations	7.6%
Process plant and machine operatives	13.1%
Elementary occupations	15.0%
<b>EDUCATION</b>	
<b>Qualifications</b>	
<b>Highest qualification attained:</b>	
No qualifications	40.5%
1+ 'O' level/1+ GCSE/NVQ level 1	15.1%
5+ 'O' levels/5+ GCSEs/NVQ level 2	17.7%
2+ 'A' levels/NVQ level 3	6.1%
First degree/higher degree/HND/NVQ level 4	13.0%
<b>HOUSING</b>	
<b>Household spaces and accommodation type</b>	
All households with residents	94,553
Detached houses	12.2%
Semi-detached houses	26.3%
Terraced houses	52.8%

Flats	8.6%
<b>Tenure</b>	
Owner occupied	75.2%
Rented from the council (local authority)	10.3%
Rented from Housing Association/Registered Social Landlord	4.5%
Rented from private landlord/letting agency	6.5%
<b>Household Amenities</b>	
Household classed as overcrowded	4.8%
With central heating & sole use of bath/shower & toilet	94.2%
Without central heating or sole use of bath/shower and toilet	0.2%
<b>Household Composition</b>	
Total number of households	94,553
1 person pensioner households	15.0%
1 person households (other)	12.4%
Households with dependent children	32.4%
Single parent households with dependent children	7.8%
Student households	0.5%
<b>TRANSPORT</b>	
<b>Travel to Work</b>	
Train	2.6%
Bus/coach	5.6%
Motorcycle	0.6%
Car: driving	61.6%
passenger	12.3%

Taxi	0.3%
Bicycle	0.5%
On foot	9.7%
Other	0.5%
Work at home	6.4%
<b>Car Ownership</b>	
Households with no car	31.6%
Households with 1 car	44.9%
Households with 2+ cars	23.5%

Source: Census 2001

**WELSH INDEX OF MULTIPLE DEPRIVATION****Overall Index of Multiple Deprivation**

WIMD Rank	Electoral Division	SOA Lower Layer Name
371	Aberaman North	Aberaman North 1
347		Aberaman North 2
508		Aberaman North 3
374	Aberaman South	Aberaman South 1
126		Aberaman South 2
96		Aberaman South 3
666	Abercynon	Abercynon 1
39		Abercynon 2
399		Abercynon 3
915		Abercynon 4
1010	Aberdare East	Aberdare East 1
657		Aberdare East 2
883		Aberdare East 3
199		Aberdare East 4
938	Aberdare West/Llwydcoed	Aberdare West/Llwydcoed 1
925		Aberdare West/Llwydcoed 2
426		Aberdare West/Llwydcoed 3
440		Aberdare West/Llwydcoed 4
505		Aberdare West/Llwydcoed 5
1783		Aberdare West/Llwydcoed 6
1549	Beddau	Beddau 1
752		Beddau 2
1640		Beddau 3
1623	Brynna	Brynna 1

818		Brynna 2
328	Church Village	Church Village 1
1772		Church Village 2
753	Cilfynydd	Cilfynydd 1
827		Cilfynydd 2
179	Cwm Clydach	Cwm Clydach 1
294		Cwm Clydach 2
837	Cwmbach	Cwmbach 1
44		Cwmbach 2
1466		Cwmbach 3
577	Cymmer	Cymmer 1
768		Cymmer 2
118		Cymmer 3
78		Cymmer 4
618	Ferndale	Ferndale 1
549		Ferndale 2
416		Ferndale 3
339	Gilfach Goch	Gilfach Goch 1
87		Gilfach Goch 2
43	Glyncoch	Glyncoch 1
330		Glyncoch 2
868	Graig	Graig 1
552		Graig 2
789	Hawthorn	Hawthorn 1
381		Hawthorn 2
592	Hirwaun	Hirwaun 1
981		Hirwaun 2

WIMD Rank	Electoral Division	SOA Lower Layer Name
351		Hirwaun 3
615	Llanharan	Llanharan 1
1323		Llanharan 2
970	Llanharry	Llanharry 1
481		Llanharry 2
1779	Llantrisant Town	Llantrisant Town 1
1557		Llantrisant Town 2
932		Llantrisant Town 3
1621	Llantwit Fardre	Llantwit Fardre 1
1420		Llantwit Fardre 2
1221		Llantwit Fardre 3
1472		Llantwit Fardre 4
152	Llwyn-y-pia	Llwyn-y-pia 1
92		Llwyn-y-pia 2
123	Maerdy	Maerdy 1
48		Maerdy 2
672	Mountain Ash East	Mountain Ash East 1
348		Mountain Ash East 2
293	Mountain Ash West	Mountain Ash West 1
64		Mountain Ash West 2
256		Mountain Ash West 3
4	Penrhiwceiber	Penrhiwceiber 1
258		Penrhiwceiber 2
322		Penrhiwceiber 3
211		Penrhiwceiber 4
810	Pentre	Pentre 1

1192		Pentre 2
221		Pentre 3
216		Pentre 4
220	Pen-y-graig	Pen-y-graig 1
411		Pen-y-graig 2
120		Pen-y-graig 3
522		Pen-y-graig 4
103	Pen-y-waun	Pen-y-waun 1
19		Pen-y-waun 2
1624	Pont-y-clun	Pont-y-clun 1
1439		Pont-y-clun 2
1600		Pont-y-clun 3
1091		Pont-y-clun 4
1355	Pontypridd Town	Pontypridd Town 1
1402		Pontypridd Town 2
600	Porth	Porth 1
1227		Porth 2
503		Porth 3
301		Porth 4
670	Rhigos	Rhigos
479	Rhondda	Rhondda 1
652		Rhondda 2
1223		Rhondda 3
274	Rhydfelen Central/Ilan	Rhydfelen Central/Ilan 1
30		Rhydfelen Central/Ilan 2
336		Rhydfelen Central/Ilan 3
1244	Taffs Well	Taffs Well 1

WIMD Rank	Electoral Division	SOA Lower Layer Name
914		Taffs Well 2
1551	Talbot Green	Talbot Green 1
255		Talbot Green 2
1412	Ton-teg	Ton-teg 1
1577		Ton-teg 2
1556		Ton-teg 3
410	Tonypandy	Tonypandy 1
685		Tonypandy 2
403	Tonyrefail East	Tonyrefail East 1
435		Tonyrefail East 2
95		Tonyrefail East 3
1490		Tonyrefail East 4
309	Tonyrefail West	Tonyrefail West 1
688		Tonyrefail West 2
109		Tonyrefail West 3
952	Trallwng	Trallwng 1
1435		Trallwng 2
799		Trallwng 3
534	Trealaw	Trealaw 1
34		Trealaw 2
172		Trealaw 3
736	Treforest	Treforest 1
1132		Treforest 2
1404		Treforest 3
231	Treherbert	Treherbert 1
165		Treherbert 2

130		Treherbert 3
406		Treherbert 4
858	Treorchy	Treorchy 1
669		Treorchy 2
333		Treorchy 3
499		Treorchy 4
1174		Treorchy 5
22	Tylorstown	Tylorstown 1
229		Tylorstown 2
83		Tylorstown 3
1465	Tyn-y-nant	Tyn-y-nant 1
690		Tyn-y-nant 2
266		Tyn-y-nant 3
86	Ynyshir	Ynyshir 1
605		Ynyshir 2
478	Ynysybwl	Ynysybwl 1
880		Ynysybwl 2
1700		Ynysybwl 3
452	Ystrad	Ystrad 1
572		Ystrad 2
289		Ystrad 3
106		Ystrad 4

Source: WIMD 2005



## APPENDIX 6

### Supplementary Planning Guidance (SPG)

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

The Council will use SPG to cover detail and numerical guidelines, where it is considered that they may change during the lifetime of the Plan. This will ensure that the LDP will not become outdated quickly and will assist in terms of the Plan's flexibility. Where possible SPG will be prepared and consulted on in parallel with the LDP. However where it is not possible to prepare SPG in parallel with the Plan, SPG will be subject to a separate formal process of consultation and adoption. A report of public consultation will be produced in respect of each piece of SPG and will be made available with the adopted SPG.

It is important to note that SPG 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.

At this stage it is not possible to identify which topics will be covered by SPG, as these will be identified through the LDP process. Typically, SPG can cover:-

- Design
- Affordable Housing
- Public Art
- Renewable Energy
- Planning Obligations
- Access, Circulation and Design





## APPENDIX 7

### Glossary of Terms (and Abbreviations)

<b>Annual Monitoring Report (AMR)</b>	This will assess the extent to which policies in the LDP are being successfully implemented.
<b>Baseline</b>	A description of the present state of an area.
<b>Community</b>	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
<b>Community Involvement Scheme (CIS)</b>	Sets out the project plan and policies of the LPA for involving local communities, including businesses, in the preparation of LDPs. The CIS is submitted to the Assembly Government as part of the Delivery Agreement for agreement.
<b>Community Strategy</b>	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.
<b>Consensus building</b>	A process of early dialogue with targeted interest groups to understand relevant viewpoints.
<b>Consultation</b>	A formal process in which comments are invited on a particular topic or set of topics, or a draft document.
<b>Consultation Report</b>	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)
<b>Delivery Agreement</b>	A document comprising the LPA's timetable for the preparation of the LDP together with its CIS, submitted to the Assembly Government for agreement.
<b>Development control policies</b>	A suite of criteria-based policies which will ensure that all development within the area meets the aims and objectives set out in the Strategy.
<b>Engagement</b>	A process which encourages substantive deliberation in a community. Proactive attempt to involve any given group of people/section of the community.

<b>Environmental Consultation Body</b>	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.
<b>Involvement</b>	Generic term to include participation and consultation techniques.
<b>Local Development Plan (LDP)</b>	The required statutory development plan for each local planning authority area in Wales under Part 6 of the Planning and Compulsory Purchase Act 2004.
<b>Local Planning Authority</b>	A planning authority responsible for the preparation of an LDP; i.e. County or County Borough Council, or National Park Authority.
<b>Local Strategic Partnership</b>	Partnerships of stakeholders which bring together service providers, private, community and voluntary sectors to identify and meet local needs more effectively and in a joined up way; usually engaged in producing Community Strategies.
<b>Objective</b>	A statement of what is intended, specifying the desired direction of change in trends.
<b>Participation</b>	A process whereby stakeholders and the community can interface with plan makers.
<b>Planning: delivering for Wales</b>	<i>Planning: delivering Wales</i> 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.
<b>Service Level Agreement</b>	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.
<b>Site specific allocations</b>	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.

<b>Soundness</b>	Concept against which an LDP is examined under section 64(5)(b) of the 2004 Act.
<b>Stakeholders</b>	Interests directly affected by the LDP (and / or SEA) – involvement generally through representative bodies.
<b>Strategic Environmental Assessment (SEA)</b>	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”.
<b>Supplementary planning guidance (SPG)</b>	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 it and with national policy.
<b>Sustainability Appraisal Report</b>	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.
<b>Sustainability Appraisal</b>	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.
<b>Sustainable Development</b>	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs ( <i>Planning Policy Wales, para 2.1.1</i> )
<b>Wales Spatial Plan</b>	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.
<b>Unitary Development Plan (UDP)</b>	The required statutory development plan for each local planning authority area in Wales under the Town and Country Planning Act 1990.