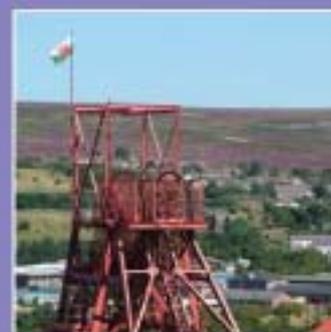




Torfaen County Borough Council Local Development Plan Delivery Agreement Third Version



Approved January 2009

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Preface

Torfaen County Borough Council's original Delivery Agreement was approved by Council resolution on 20th December 2005. The Delivery Agreement was then agreed by the Welsh Assembly Government on 19th January 2006.

The second version of the Delivery Agreement was approved by Executive Member decision on 6th March 2007. It was then agreed by the Welsh Assembly Government on 10th May 2007. Only the timetable changed; the Community Involvement Scheme remained the same as before (subject to minor factual corrections). The timetable for the Local Development Plan had been extended by six months at this point due to a four month slippage (as background studies and feeder documents have taken longer to produce than originally anticipated), and to allow more time to put the draft of the Deposit LDP through Sustainability Appraisal.

A third version of the Delivery Agreement was approved by Full Council on the 16th of December 2008. It was then agreed by the Welsh Assembly Government on the 16th of January 2009. As with the second version only the timetable has changed, with the Community Involvement Scheme remaining the same. The timetable for the Local Development Plan has been extended by a further seven months due to the authority corporately choosing to delay progressing the LDP to work on a number of major schemes, including the Special Critical Care Centre at Llanfrechfa Grange, and to allow sufficient time to collect robust background evidence for the LDP in light of this delay in progress.

(N.B.: Technical terms have been defined in the glossary.)

PART 1: INTRODUCTION

Purpose of this Delivery Agreement

1.1 The Planning and Compulsory Purchase Act 2004 introduced the requirements for Local Authorities to produce a Local Development Plan (LDP) for their area and also to prepare a Delivery Agreement which consists of a Community Involvement Scheme and a Timetable for preparing the LDP. The Delivery Agreement must be approved by the Council and then agreed by the Welsh Assembly Government.

- Community Involvement Scheme (CIS) - which indicates how the Council will involve consultation bodies and members of the public in the preparation, reviewing and amending the LDP; and
- Timetable for preparing and adopting the LDP.

1.2 Torfaen County Borough Council (TCBC) ceased preparation of the Torfaen County Borough Unitary Development Plan in February 2005 following an agreement with Assembly and started commencement on the preparation of a Local Development Plan for the County Borough excluding the area within the Brecon Beacons National Park Authority who will prepare their own LDP. Once completed and adopted by a Council resolution, the LDP will replace the existing Adopted Gwent Structure Plan and Adopted Torfaen Local Plan. These documents, with other 'material considerations' will continue to be the basis for determining planning applications until the LDP is adopted by Council.

1.3 The Delivery Agreement is an important and legal part of the new process for LDP preparation. The aim of the Delivery Agreement is to indicate how and when TCBC will provide opportunities for consultees and the local community to be properly involved in the process of how the LDP will be prepared, developed,

monitored and reviewed in partnership with stakeholders and the community. Delivery of the Plan in accordance with the Agreement will be one of the tests of the plan's soundness when examined by the Planning Inspectorate (see paragraph 1.15).

1.4 The Delivery Agreement has been prepared in accordance with Assembly guidance 'Local Development Plans Wales' October 2005 and The Town and Country Planning (Local Development Plan) Regulations 2005.

1.5 The Delivery Agreement has also been the subject of:

- Consultation with all the specific consultation bodies (see Appendix E) in the preparation of the timetable; and
- Engagement with general consultation bodies (see Appendix E) with an interest in land use policies, in the preparation and approval of the community involvement scheme.

1.6 The revised Delivery Agreement will be made available to members of the public for inspection at County Hall, Cwmbran and the Civic Centre, Pontypool. The Delivery Agreement will also be available to view or download on the Council's website.

The Purpose of the LDP and context for its preparation

1.7 The Planning and Compulsory Purchase Act 2004 requires Torfaen County Borough Council to prepare a LDP which sets out the Council's objectives and priorities for the development and use of land within Torfaen and its policies for implementing them. The LDP will (as identified in 'Local Development Plans Wales October 2005'): -

- Reflect longer term local aspirations, based on a vision agreed to by the community and stakeholders;

- Provide a plan-led strategy, specific to the area covered, to act as a basis for rational and consistent decisions about the use and development of land
- Guide growth and change while protecting local diversity, character and sensitive environments,
- Identify interdependencies and relationship between places both within and across administrative boundaries; and
- Contain clear and concise statements of how and where places will change over the next 10 to 15 years (the plan period). TCBC has decided to produce its LDP to cover the period 2006 to 2021.

Format of the LDP

1.8 The format of the plan is an important early consideration when developing the LDP. The LDP is intended to be clearer, transparent, more concise, more accessible to the public and easier to review in the future. The plan will not repeat national planning policy (the Welsh Assembly Government document 'Planning Policy Wales Companion Guide' identifies national policy); it will focus on the issues which are specifically relevant to the plan area. The proposed draft format of the LDP is as follows: -

- Introduction;
- Strategy (vision, strategic issues, key policies and monitoring targets etc.);
- Area-wide policies for development, need for Section 106 agreements;
- Major allocations of land;
- Specific policies and proposals for key areas of change or protection;
- Succinct reasoned justification to explain policies and to guide their implementation; and
- Proposals map on a geographical base.

Supplementary Planning Guidance

1.9 TCBC will establish what Supplementary Planning Guidance (SPG) to produce based on key priorities which are crucial to the implementation of the LDP and the current Development Plan. One of the tasks at the pre-deposit stage will be for the Council in consultation with other key stakeholders to produce a draft SPG programme (as detailed in Appendix J). This programme will identify what SPGs will be produced and when and will be subject to consultation and Council agreement. SPG consists of guidance on specific topics in greater detail than it is appropriate to include within the LDP e.g. Affordable Housing SPG. The programme for SPG production will be added to Appendix J of the Delivery Agreement when finalised.

Stages of the Delivery Agreement

1.10 The Delivery Agreement comprises of two elements:

- A timetable for preparing the LDP
- Community Involvement Scheme

1.11 **Timetable** - detailing the various stages of the preparation of the LDP and how the process of plan preparation will be project managed and the resources required at each stage. This process has two stages definitive and indicative.

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

made, responses from the Assembly and the requirements of the independent Planning Inspector. TCBC will define the indicative timetable within 3 months of the close of the 6 week deposit period.

Community Involvement Scheme - This sets out the Council's principles, strategy and process for engaging with the community throughout the LDP process.

Sustainability Appraisal and Strategic Environmental Assessment

1.12 A key requirement of the new LDP system is that the production of the plan is accompanied by a Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) as required in Wales by The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (the SEA Regulations) which implements European Union Directive 2001/42/EC on the 'assessment of the effects of certain plans and projects on the environment'.

1.13 The Assembly considers that it is possible to satisfy the requirements of both SA and SEA through a single appraisal process. Inspectors will check that SA/SEA has been an integral part of plan preparation when they examine the LDP.

1.14 The SA/SEA are tools that will be used to ensure that the policies in the LDP take account of and move towards

sustainable development and the effects of the plan in terms of economic, social and environmental effects are considered. The results of the SA/SEA will ensure that the LDP process is more transparent because the consultees can see the implications of the options being chosen. (Appendix D identifies the key SEA/SA actions for each of the 10 stages in the LDP preparation).

Independent Examination of Soundness

1.15 TCBC must submit the LDP for independent examination and this involves sending the Deposit LDP, accompanying documents and representations made to the Assembly Government and to the Planning Inspectorate. The examination of a LDP is an independent process for determining whether it is fundamentally sound. In assessing the soundness of the LDP, the inspector must have regard to the evidence submitted with the plan and the representations received at the Deposit stage. The Inspector's overall aim will be, wherever possible, to get the LDP to the stage where it is sound and can be safely adopted.

1.16 The examination of the LDP will not consider this Delivery Agreement, unless there are any significant deviations from it that have not been agreed by WAG.

PART 2: LOCAL DEVELOPMENT PLAN TIMETABLE

2.1 Key Stage Timetable - Figure 2.1 below outline the Council's proposed timetable for the seven key stages in preparing the LDP. A more detailed timetable is provided in Figure 2.2 below.

2.2 Definitive and Indicative Stages - As stated in paragraph 1.11 above the LDP the timetable has two stages: the 'Definitive Stage' and the 'Indicative Stage'.

2.3 Project Management - Given that the preparation of the LDP is a large project, a PRINCE2 Project Management 'process based' methodology is being used which uses a 'product based' planning technique. A Senior Officer

Project Board has been set up and a Project Initiation Document (PID) agreed. The Project Board gives direction and ensures that the Timetable is being met; resources are made available; and undertakes project / quality assurance roles. Also, one of the forward plans team members has been made the Project Manager who reports to the Project Board and will produce a Stage Plan for each of the seven LDP preparation stages and manage risks and issues.

2.4 Managing Risk - As part of the LDP PID a risk log was created and is being managed to reduce timetable and project slippage. **Appendix A** shows the major identified risks and their current status.

Figure 2.1: Timetable for LDP Preparation			
	Start	Finish	Resources
Definitive Stages			
Production of Delivery Agreement	Sep 05	Jan 06	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team
Review & Develop Evidence Base for LDP & SA/SEA	Sep 05	Aug 06	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team ☐ Other Council staff ☐ £111k for Studies (Urban Potential, Local Housing Assessment, Industrial Land & Buildings, Open Space & Recreation, Retail, Renewable Energy & Phase 1 Habitats)
Pre Deposit LDP Preparation	Mar 06	June 09	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team ☐ Other Council staff ☐ £35k for Stakeholder / Community Engagement ☐ £40k for SA(SEA) Report ☐ £16.5k for ICT
Deposit LDP, feedback on representations, advertise alternative sites	July 09	Jan 10	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team ☐ Other Council staff ☐ £35k for Printing & Adverts
Indicative Stages			
Submission and Examination	Jan 10	Jan 11	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team ☐ Other Council staff ☐ £75k for Examination
Inspector's Report	Jan 11	Feb 11	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team ☐ £125 for Inspector's Report
Adoption	Jan 11	Feb 11	<ul style="list-style-type: none"> ☐ 7 staff in forward plans team ☐ £30k for Printing & Adverts

PART 3: COMMUNITY INVOLVEMENT SCHEME (CIS)

Introduction

3.1 This sets out the Council's principles, strategy and process for engaging continuously the community throughout the Local Development Plan (LDP) process. Early community engagement and consensus building will be an important element of the new LDP, in order to meet Welsh Assembly Government (WAG) principles.

Aims of Community Involvement in Local Development Plan

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

3.3 Torfaen's CIS will be based on the following four objectives. These objectives set out what we will aim to do to fulfil our vision of engaging people and organisations in planning Torfaen's future. Our aims include: -

- a) to help make the planning system transparent, by making plans, policies, development proposals and planning decisions available in a form which is easily understood and accessible.
- c) to promote participation and involvement by presenting clear opportunities for people to make their views known and to take part in the planning process, and by demonstrating that people's views are part of the decision-making process
- d) to make the planning system accessible, by removing barriers to involvement and by reaching out to groups that have been less engaged in the past.

- b) to be accountable, by clearly identifying decision-makers and processes and ensuring that people get feedback about progress and outcomes.

Principles of Community Involvement

3.4 Some basic principles can be set out which create a foundation for good practice in public consultation. By applying these principles, Torfaen should achieve our objectives and fulfil our vision set out in the objectives above.

- 3) A culture of engagement - People should know that they are welcome to take part in the planning process and that decision makers are really interested in their views.
- 4) Frontloading - The community should be involved at an early stage in the preparation of local development plan documents.
- 5) Continuing involvement - The community should continue to be involved throughout the process of preparing local development documents.
- 6) Reaching out - Methods used to encourage involvement should be appropriate to people's experience and needs.
- 7) Fit for purpose - Arrangements for consultation need to be fit for purpose and capable of being resourced.
- 8) Clarity - The planning process should be clear, so that people are able to participate in a timely and effective manner.
- 9) Formal representations - There should be opportunity to be consulted and make representations on formal proposals.

It is a statutory requirement set out in regulations, representing the minimum in terms of community involvement, to provide the opportunity to be consulted and make representations on formal proposals.

3.5 These principles are included in the Torfaen Citizen Engagement Toolkit - See **Appendix B**. This toolkit details principles, guidelines and standards in relation to managing and carrying out effective community involvement.

Process of Community Involvement

3.6 The Council is a caring and customer focused organisation. Through the plan preparation process we will seek to understand and respond to customer needs through continuous consultation. We will actively forge and maintain effective links and structures with all stakeholders in our aim to achieve this.

3.7 The CIS will provide the framework for everyone with an interest in the future of Torfaen and consequently the LDP process to become actively involved in its preparation.

3.8 To ensure the process is inclusive an important part of the CIS will be to establish measures and procedures to enable every person or group, regardless of their background to have their say in the plan process and the decisions which affect them.

3.9 To enable full community involvement the Council will: -

1. Encourage, support and empower disadvantaged groups and individuals to fully participate in community teams, forums, groups and projects and ensure that disadvantaged groups benefit from the Council's successful bids under objective one and other development funding;
8. Encourage and support other organisations that work in partnership with the Council or receive funding from the Council to have similar policies on equality of opportunity; and
9. Target resources at disadvantaged groups in the community to help them overcome past discrimination and support them in fully joining in the social, cultural, political and economic life of Torfaen.

3.10 To ensure effective and constructive community involvement it is anticipated that we will adopt a contract with consultees that will spell out what the Council will do and what will be expected of those who get involved. Consultation is a two way process and so the contract states the council's commitment and a number of reasonable expectations we have of people who engage in consultation with the council. Details of this contract are detailed in **Appendix C**.

3.11 There already exist in Torfaen key partnerships that the Council will utilise to ensure efficient and effective community involvement: -

- Torfaen Partnership & Community Strategy;
- Community Safety Partnership;
- Regeneration Partnership;
- Area regeneration Project Boards;
- Health and Social Well-being Partnership;
- Children and Young Peoples Framework Partnership, and the Young Peoples Partnership;
- Communities First Boards;
- Community Consortia for Education and Training;
- Torfaen Strategic Housing Forum; and
- Torfaen Local Biodiversity Partnership.

3.12 It is anticipated that the existing consultation work of the Partnerships set out above will help inform the LDP. To co-ordinate consultations on the Torfaen LDP with those of the other projects it is anticipated that following the completion of the 'Citizen Engagement Audit' exercise that a draft Consultation Diary/Year Planner will be developed to enable officers to see where joined up engagement exercises can occur and be planned more effectively and in a efficient manner.

3.13 A range of methods of community involvement are likely to be used through the plan preparation process and these will be designed to facilitate efficient and effective consultation and participation. Independent facilitators and other council officers will be utilised to run appropriate community involvement structures such as Workshops and Focus Groups as well as utilising more traditional Council methods such as letters, draft documents, public meetings, exhibitions, Council Newspaper (Torfaen Talks) and web-based consultation.

Consensus Building

3.14 Through structured engagement and active involvement of the community and all interested parties in the development process the aim is to attempt to build consensus around a coherent strategy for the future of Torfaen.

3.15 Consensus building will be facilitated / assisted through the establishment and sharing of a common information base for the key issues from the outset.

3.16 Forums and methods for sharing information, establishing common ground, agreeing the requirement for further intelligence will all be part of the CIS which will foster consensus building. Where differences of opinion do occur the sharing and explicit nature of the information provided will enable opposing viewpoints to be understood and respected.

Key Stages in Plan preparation giving opportunities for Community Involvement and Consensus Building

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

3.18 Local Development Plan Preparation and Consultation.

1. Pre-Deposit Participation - LDP Key Stakeholder Engagement to generate strategic issues and alternatives

Key Stakeholder Group

Initially the council will establish a Key Stakeholder Group (makeup of group detailed in **Appendix E**) in order to provide a body which will assist the plan preparation by providing a representative view of the plan during its development, up to the Deposit Stage. The group will be made up of a cross section of different interest groups, statutory consultees and parties who all have a significant interest in the development process in Torfaen. The group will identify potential alternative strategies and plan options and help assess these as they develop.

The Key Stakeholder Group will have sub-groups to look at particular topics, issues and sites. Specific and General consultation bodies will be included where their interests are affected and their input will allow the groups to develop and test options thoroughly.

The Key Stakeholder Group and subgroups under this will be a forum for disparate groups to discuss opposing views and through this attempt as far as possible to reach a consensus on key issues of policy.

Particular efforts will be made to include a cross section of all interests including those who have not traditionally participated in plan making.

Working closely with the Community Strategy Section of the Chief Executives Department appropriate structures and methods for consulting the community on the options and policies developing through the Key Stakeholder Group will be developed. Through this process options, policies and major sites will be subject to scrutiny and critical evaluation. As well as using the groups/partnerships which are already in place the Council will

build links with new or emerging groups as the plan evolves. The intention is, in association with the Community Strategy Team to create a control group which will reflect Torfaen's population profile.

A list of the relevant consultation / stakeholder bodies / groups is included in **Appendix E**.

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

3. Public Consultation Representations - Assess responses received and produce draft Consultation Report - Consider responses received and feedback results of assessment.

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

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

6. Representations on a Site Allocation Representation - Advertise 'Alternative Sites' - To provide an opportunity for any groups, individuals or

landowners etc to put forward representations on alternative sites proposed by an objector at the deposit plan stage.

7. Submission of LDP to the National Assembly - Prepare Recommendations Report on all representations received For Submission to the Examination - To consider representations and alternative sites and prepare submission to WAG and PINS.

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

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

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

Council Decision Making Structure

3.19 Decisions relating to the LDP will be the formal responsibility of the Executive member for Planning & Public Protection. Formal decisions of the Executive member will be made in consultation with the Chief Officer, Planning & Public Protection. Decisions will be reported to and examined by the Scrutiny committee and members will be kept informed of the process through a series of member's seminars.

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

PART 4: MONITORING AND REVIEW

4.1 The LDP Project Board, the Council's Executive Member for Planning & Public Protection, and the Planning & Public Protection Overview & Scrutiny Committee will monitor progress against the Delivery Agreement throughout the preparation of the LDP, to ensure that the aims and principles of the Community Involvement Scheme (CIS) are met in line with the Timetable.

4.2 Circumstances in which the Delivery Agreement may need to be reviewed and amended include: -

- If the process falls 3 months or more behind schedule;
- If any significant changes are required to the CIS;
- If there is significant changes in the resources available to the Council;
- If new European, UK, or Assembly legislation, regulations or guidance should require new procedures or tasks to be undertaken; or
- If any other changes of circumstances should materially affect the delivery of the LDP in accordance with the Delivery Agreement.

4.3 If the Delivery Agreement is to be reviewed, the LDP Regulations 2005 require the preparation process to be repeated by re-consulting the specific and general consultation bodies and subsequent approval by the Council and agreement by the Assembly. If the timetable is required to be reviewed, a new timetable will be drawn up within 6 months of determining the need for its review.

4.4 Following Submission of Deposit LDP, Environment Report and Consultation Statement to the Assembly (expected January 2010), the 'indicative stages' of the Timetable will need to be reviewed and resubmitted as 'definitive stages' to the Assembly once the Council has entered into a Service Level Agreement with the Planning Inspectorate.

Annual Monitoring Report

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

Review of the Local Development Plan

4.6 Following the adoption of the LDP, it is intended that the review of the plan should take place within a 4 year cycle. Although the requirement is to commence a full plan review within 4 years of adoption, the AMR may highlight a need to do this sooner. A review of the SA/SEA baseline information and trends will also take place and feed into the 4 year cycle.

GLOSSARY OF TERMS

The Act - The Planning and Compulsory Purchase Act 2004

Alternative Site - Representations to the Deposit LDP which suggest alternative or new site allocations which are advertised by the Council prior to the submission of the Deposit LDP to the Inspector, with any comments received on them.

Annual Monitoring Report (AMR) - A document prepared and published by the Council which will assess the extent to which policies in the adopted LDP are being successfully implemented, if policies, proposals or the LDP need to be reviewed; and the need to review any Delivery Agreement where progress on LDP alteration or amendment has lagged.

Baseline - A description of the present state of an area. A future baseline would be a continuation of the existing development plan, taking into account changes resulting from natural events and other human activities.

Briefing workshops - Briefing workshops are working sessions held to establish a project agenda or brief. They can simultaneously:

- introduce people to the project;
 - help establish the key issues;
 - get people involved and motivated;
 - identify useful talent and experience;
- and
- identify the next steps needed.

Potential users of the project will be invited to attend a workshop to discuss either a range of subjects or just a single issue.

Citizens Panel - A dialogue method whereby a randomly selected, representational number of residents agree to be consulted on a regular basis on a range of local issues and services.

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

Community Forums - A two way method of consultation to inform the local

community of the stage reached in the review process, to provide opportunities for their input and participation and to explain key issues affecting local areas.

Community Involvement Scheme (CIS)

- Sets out the project plan and policies of the LPA for involving local communities, including businesses, in the preparation of local development plans. The CIS is submitted to the Assembly Government as part of the Delivery Agreement for agreement.

Community Strategy - Local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Community Strategy Partnerships, which include local authority representatives.

Consensus building - A process of early dialogue with targeted interest groups to understand relevant viewpoints and to seek agreement on the preferred strategy if possible.

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

Consultation exercise - A single consultation project focused on a defined objective and usually part of an overall consultation programme.

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

Consultation Statement - A document prepared by the Council which identifies everyone it consulted in the pre-deposit LDP community / stakeholder engagement and consensus building stage; the steps taken to publicise its

proposals; how it affected the drafting of the Deposit LDP; and justifying any exceptional deviation from the CIS. This document is published at the same time as the Deposit LDP.

Contextual Indicator - An indicator used to monitor changes in the context within which the plan is being implemented.

Delivery Agreement (DA) - A document comprising the LPA's timetable for the preparation of the LDP together with its Community Involvement Scheme, submitted to the Assembly Government for agreement.

Deposit LDP - A formal 6 week stage in which individuals and organisations can make representations on the LDP. Representations that relate to whether the plan is 'Sound' can then be examined by an Inspector.

Development control policies - 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.

Dialogue methods - Different techniques of interaction between consultors and consultees; there are over 40 recognised methods.

Engagement - A process which encourages substantive deliberation in a community. Proactive attempt to involve any given group of people/section of the community.

Environmental Report - Document required by the SEA Directive which identifies, describes and appraises the likely significant effects on the environment of implementing the plan, see Sustainability Appraisal Report.

Examination - A process whereby an independent Inspector, appointed by the Welsh Assembly Government, considers whether the Deposit LDP meets the tests of 'soundness'; and to consider representations and objections to it.

Focus Groups - Groups made up of local people to discuss planning issues. Focus

groups can help authorities to gain more understanding of public concerns.

Indicator - A measure of variables over time, often used to a measure achievement of objectives.

Involvement - Generic term to include both participation and consultation techniques.

Local Development Plan (LDP) - A land use plan that is subject to independent examination, which will form the statutory development plan for a local authority area for the purposes of the Act. It should include a vision, strategy, area-wide policies for development types, land allocations, and where necessary policies and proposals for key areas of change and protection. Policies and allocations must be shown geographically on the Proposals Map forming part of the plan. The LDP is the required statutory development plan to be produced in Wales under part 6 of the Planning and Compulsory Purchase Act 2004.

Local Development Plans Wales (LDPW) - Planning policy guidance document from the Assembly on the preparation of Local Development Plans.

Local Planning Authority (LPA) - A planning authority responsible for the preparation of an LDP; i.e. County Borough Council or National Park Authority.

Local strategic partnership - Partnerships of stakeholders who 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.

Mitigation - Measures to avoid, reduce or offset significant adverse effects.

Objective - A statement of what is intended, specifying the desired direction of change in trends.

Output Indicator - An indicator that measures the direct output of the plan. These indicators measure progress in

achieving the plan's objectives, targets and policies.

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

Partners - Other local authority departments and statutory bodies where the LDP will help to deliver some of the objectives of their strategies. Partners may be expected to contribute to formulating relevant parts of the LDP.

Public Meetings - A dialogue method that allows the presentation of information and proposals within a framework that enables immediate discussion and feedback. These meetings represent an open and inclusive way for people to engage in robust debate on the key issues.

The Regulations - The Town and Country Planning (Local Development Plans) (Wales) Regulations 2005.

Scoping - The process of deciding the scope and level of detail of an SA, including the sustainability effects and options which need to be considered, the assessment methods to be used, and the structure and contents of the SA Report.

Service Level Agreement (SLA) - 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 LPA in respect of an LDP examination, setting out the likely timescales and cost of the examination and providing the LPA with clear guidance on the nature of their own responsibilities.

Significant effect - Effects which are significant in the context of the plan (Annexe II of the SEA Directive gives criteria for determining the likely environmental significance of effects).

Significant Effects Indicator - An indicator that measures the significant effects of the plan.

Site specific allocations - Allocations of sites for specific or mixed uses or development contained in a local

development plan. Policies will identify any specific requirements for individual proposals. Allocations will be shown on the LDP's proposals map.

Soundness - The consideration of representations made on the Deposit LDP and on Alternative Sites by the Inspector under the general headings of procedure, consistency and coherence & effectiveness. It is the concept against which an LDP is examined under section 64(5) (b) of the 2004 Act. A framework for assessing the soundness of Local Development Plans is being developed by The Planning Inspectorate.

Stakeholders - Interests directly affected by the LDP - involvement generally through representative bodies.

Statutory Consultation Body - An authority with environmental responsibilities concerned by the effects of implementing plans and programmes and which must be consulted under the SEA Directive.

Strategic Environmental Assessment (SEA) - Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European SEA Directive (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".

Sustainability Appraisal (SA) - Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by S62(6) of the Act to undertake SA of the LDP. This form of SA fully incorporates the requirements of the SEA Directive and Regulations

Sustainability Appraisal Report - A document required to be produced as part of the SA process to describe and appraise the likely significant effects on sustainability of implementing the plan, which also meets the requirement for the Environmental Report under the SEA

Directive. S62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP.

Sustainable Development - Development that meets the need of the present without compromising the ability of future generations to meet their own needs (Planning Policy Wales, para 2.1.1)

Supplementary Planning Guidance (SPG) - Provide supplementary information in respect of the policies in a local development plan. They do not form part of the development plan and are not subject to independent examination but must be consistent with it and with national planning policy – see LDP Wales.

Torfaen Talks - The County Borough Council's free publication 'Torfaen Talks' that is sent to every household in the County Borough will be used to disseminate information about the Local Development Plan process, emerging issues and consultation events.

Wales Spatial Plan (WSP) - A plan prepared and approved by the National Assembly for Wales under S60 of the 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 Act a local planning authority must have regard to the WSP in preparing a local development plan.

Web-based consultation - The Internet provides quick and efficient opportunities for interested stakeholders to engage in the planning process. All formal consultations undertaken by Torfaen County Borough Council on the production of the LDP will be published on the County Borough website at www.torfaen.gov.uk. Members of the public will be able to make representations via these web pages or alternatively comments can be emailed to the Forward Planning Section within Torfaen County Borough Council. This will present people with the opportunity to respond on-line and provide feedback to consultation exercises.

Appendices

Appendix A

Torfaen Local Development Plan Risk Assessment

Managing Risk - As part of the LDP PID a risk log was created and is being managed to reduce timetable and project slippage. Figure A1 below shows the major identified risks and their current status.

Figure A1: Torfaen Local Development Plan Risk Assessment			
Risk	Probability / Impact	Action	Management
Inadequate Staffing through Turnover.	Medium / Medium	Contingency	Size of Team and Career Grading should reduce future impacts, monitor and advertise vacancies asap after resignation.
Inadequate Financial Resources to Undertake Specific Areas of Work.	Low / High	Reduction	Project Initiation Document and Stage Plans will establish required budgets for each Stage, which needs to be regularly monitored and updated.
New European, UK, or Assembly legislation, regulations or guidance may require new procedures or tasks to be undertaken which will have to be Incorporated into the LDP and SA/SEA.	Medium / Medium	Reduction	The Assembly has suggested that there is likely to be a gap in the issue of guidance following the current review of Technical Advice Notes (TANs) which is expected to finish in the Spring of 2006. Need to monitor the situation and be involved in the consultations.
Challenging Timetable to Prepare LDP within five years and within Delivery Agreement Timetable Tolerances.	Medium / High	Reduction	Requires accurate timetabling for each LDP stage and then careful project management to adhere to it.
Capacity of External Agencies to input into LDP, Sustainability Appraisal (SA/SEA) and Inquiry.	Medium / High	Reduction	Consult with these organisations as early as possible, especially regarding the Delivery Agreement Timetable.
Planning Inspectorate Unable to Meet the One Year Timescale for Examination and Report.	Low / Medium	Reduction	Consult with the Inspectorate & Assembly as early as possible, especially on the Timetable. The Planning Inspectorate has

			stated that they will meet this target.
Lack of Corporate Consensus and Support from other Officers and Departments in the Production of the Evidence Base, Background Studies, the LDP and Supplementary Planning Guidance.	Medium / High	Prevention	Need corporate support, understanding and “buy-in” of the LDP through formal events and meetings. Need report to Torfaen Management Team specifying the inputs required and by when.
LDP or DA is found to be “Critically Unsound” by the Inspector and the LDP has to be withdrawn.	Low / High	Prevention	Need to work closely with WAG and PINS and follow WAG Policy & Guidance on the preparation of LDP’s; particularly ensuring the LDP founded upon a robust evidence base and well-audited stakeholder and community engagement system.
Legal Challenge (LDP or SA/SEA).	Low / High	Prevention	Ensure LDP & SA/SEA Process is compliant with Planning Acts, Regulations and WAG Guidance.
Risks relating to Council decision making structure/meeting cycles/elections	Low/ Medium	Reduction	The timetable has been written to avoid major decisions in election period. Members have agreed that decisions on LDP can be made by Executive Member (weekly meeting) with major decisions being made Council. Members will also be involved in participation events, seminars and regular progress reports to Scrutiny Committee.

Appendix B

Torfaen Citizen Engagement Toolkit

When preparing, undertaking and following up consultation on local development documents, Torfaen County Borough Council's Citizen Engagement Toolkit (to be finalised) will be used as a guide to action.

The Toolkit will set out that:

When planning to undertake consultation we should endeavour to ensure that:

- Our consultation is necessary;
- We are clear who we are consulting with and why;
- We involve representatives of those we are to consult in our planning processes to help us to consider their requirements and expectations;
- We establish clear aims, objectives and reasons for consulting;
- We are clear about the influence that consultees will have on our decision-making.
- We are clear about other corporate engagement and where practical provide a corporate approach
- We think about a range of mechanisms, as more traditional techniques do not seem to yield a great response. Looking at new and successful best practice from elsewhere must be considered.

When undertaking consultation we should endeavour to ensure that:

- Our reasons, aims and objectives for undertaking the consultation are clearly defined and communicated to those we are consulting with;
- We consider a variety of consultation methods to ensure that they are appropriate to the aims and objectives of the consultation;
- We respect the confidentiality of information (this is not generally

relevant to consultations on planning proposals, the contents of which are in the public domain);

- We are clear about how we are to use the information we gather during the consultation;
- The information we circulate during and after the consultation is clear, accurate and accessible.
- We consider the personnel, as these staff will be the mouthpiece for the Council, technical experts might not always be the best community facilitators

Following consultation we should endeavour to ensure that:

- We provide adequate feedback on the process, the information gathered and the final decisions to those we have consulted;
- We do not use the information we have gathered during the consultation process for purposes other than those agreed at the planning stage.

The Consultation Standards

Standard 1 - Consult and involve people widely. We will:

- promote a culture of consultation through involving people to achieve greater openness and inclusiveness.
- build consultation into our plans for improving services being sensitive to the resource implications for those taking part.
- where possible, and not subject to other statutory requirements, seek to allow 12 weeks for written consultations on the development of policy in order to maximise participation. If for any reason it is not possible to allow this period of consultation the reasons for this will be made clear in the consultation document. Where possible consultation will not take place over

the Christmas/ summer holiday periods

- bring our consultation activity to the attention of all interested parties and publicise it in ways most appropriate to the people we need to reach.
- Ensure that our consultation involves local members at the earliest stages
- ensure that our consultation involves representatives from the relevant community consulting at the closest level to the people affected by any decisions.
- actively listen to the views of the public and other stakeholders.
- consult people at the earliest opportunity and at the right time to give genuine opportunities to influence decisions whilst being sensitive to cultural/religious events.
- have a nominated consultation officer in each Department who will act as an adviser on consultation practice.
- actively involve Council Members so that they may advocate on behalf of the community.
- comply with the requirements of legislation including the Human Rights Act, the Data Protection Act, the Freedom of Information Act and laws relating to discrimination and equality.
- ensure that staff are supported to develop the skills needed to carry out effective consultation.

Standard 2 - Join with partners to share good practice. We will:

- work positively with our partners to support joint consultation activity so that good practice is shared and duplication or repeated consultation with the same people or groups is avoided.
- share information with other relevant partners (in line with data protection) to ensure that the views of local people are used to best effect to improve services.

Standard 3 - Ensure that all relevant sections of the community are heard. We will:

- work with local communities and use a variety of ways to increase communication, involvement and participation e.g. face to face consultation, the Internet, discussion groups and postal surveys.
- show evidence of involving traditionally excluded groups of people in our consultation e.g. young people, disabled people and black and minority ethnic people.

Standard 4 - Ensure that consultation is accessible to all people who take part. We will:

- use appropriate skills and techniques to ensure that the needs of different groups of people, such as disabled people and people from minority ethnic communities are taken into account.
- ensure that consultation and involvement is accessible to all by using a variety of formats including written, spoken and pictures. This may involve signs and symbols for people with learning disabilities; British Sign Language Interpreters, Text Direct, induction loops and Mincom for profoundly deaf people; language interpreters for people whose first language is not English; large print and Braille for visually impaired people; or guide communicators for those who are deaf/blind.
- Make the consultation accessible to a variety of groups, at a variety of times, and consider support that might be needed to encourage groups e.g. Crèche facilities
- use plain, simple, concise, clearly laid out and jargon free communication avoiding technical language (where this is necessary a glossary of terms will be provided).
- use accessible venues and equipment.

- arrange our events at reasonable times and dates
- provide or arrange advocacy support for people who request or need it e.g. vulnerable people, people with learning disabilities, Looked After Children/Young People.

Standard 5 - Provide clear and concise information before consulting. We will:

- provide appropriate advance publicity and information about consultation exercises or events.
- provide clear information stating why we are consulting, who will be involved and affected, what any proposals are, time-scales for responses and how the consultation information will be used.
- make consultations open, wherever possible, with no options being ruled out. If services, decisions or proposals cannot be changed we will make this clear from the outset.
- provide contact information for enquiries giving name, address, telephone (including fax/mobile numbers where appropriate) and e-mail address details.

Standard 6 - Record all our consultation accurately. We will:

- record consultation faithfully using anonymous quotations wherever possible.
- provide a summary of responses.
- list the groups of people we have consulted and provide these as an

annex to consultation documents and reports.

- prepare a summary report, not more than four pages, outlining the consultation process including details of why the consultation was undertaken, when it took place, how it was carried out, who was involved, the main findings and resultant outcomes.
- record all consultation activity on the County Council's Consultation Database.

Standard 7 - Give feedback to people and show how the consultation has been used to inform Council services and policies. We will:

- analyse our information carefully with an open mind paying particular attention to possible new ideas and approaches, the impact of proposals and strength of feeling from people.
- give people feedback on the responses received within three months showing how the consultation results will influence the service or policy. Where timescales for implementation are longer, this may need to be supplemented by further feedback.
- review and evaluate our consultation to test whether the Standards have been followed and to ensure continuous improvement.
- Consultation and community involvement will only succeed if supported by good customer care practice

Appendix C

LPA expectations of statutory consultees, agencies, third parties/participants

It is anticipated that we will adopt a contract with consultees that will spell out what the Council will do and what will be expected of those who get involved.

The Contract with Consultees

The Consultation Strategy sets out a clear contract with consultees i.e. the people with whom we consult. Consultation is a two way process and so the contract states the council's commitment and a number of reasonable expectations we have of people who engage in consultation with the council.

The council will:

- value your contribution to consultation and will not ask you the same questions over again in a short space of time, without good cause
- aim to provide sufficient background information to enable you to understand and respond to the consultation material
- aim to produce consultation results that are measurable and can be evaluated objectively
- present a clear reason for carrying out consultation and will endeavour to offer you meaningful choices. Consultation will not be used simply to rubber stamp decisions that have already been taken
- be clear about how the consultation is being organised and how responses should be made
- explain the purpose of the consultation and how it anticipates the results will be used
- strive to allow sufficient time for the consultation
- aim to make the consultation inclusive by taking account of any particular needs or difficulties you have to

enable you to respond to the consultation

- make appropriate use of a wide range of consultation methods
- offer feedback on the results of the consultation and on how these results have been used to inform decision-making, once the consultation is complete
- will respond to your comments on being consulted by considering how future consultations might be improved.

In response you are asked to:

- consider carefully how members of any group you are representing through the consultation have been involved in formulating the response, especially ensuring you represent the full range of members' views, highlighting areas where agreement and disagreement exists
- ensure your contribution is accurate and authoritative, especially where your particular skills or expertise are being sought
- ensure your responses are as clear and concise as possible and relevant to the issues being considered
- be courteous and respectful of other people's views and courteous towards representatives of the council when engaging in public consultation events
- respond to enquiries within a reasonable period. Community groups should make efforts to vary the cycle of meetings on key issues such as the LDP to enable reasonable response times;
- Commit to the process - attend, contribute and generally assist the process of seeking consensus;

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.

Appendix D

Key Stages in Plan preparation

1. Pre-Deposit Participation - LDP Key Stakeholder Engagement to generate strategic issues and alternatives

Key LDP Actions

- Undertake / Commission research / surveys
- Prepare technical background / issues papers to inform key stakeholder discussions
- Call for main site allocations
- Engage with consultees to develop consensus on issues and strategy options

Key SEA/SA Actions

- Gather baseline information
- Produce and then undertake consultation on scoping report alongside key issues
- Undertake SA/SEA of the options identified

Who will be involved

- Key Stakeholder Group
- Sub-groups of relevant interested parties (Specific Consultation Bodies)
- Relevant Community Groups (General Consultation Bodies)
- Citizens Panel - Control Group set up with Community Strategy Section

Methods of Involvement

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

Role of Members

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

2. Pre-deposit public consultation - Public Consultation of Preferred Strategy & Options and associated SA(SEA)

Key LDP Actions

- Obtain Council Approval of the strategic options and preferred strategy
- Publish, advertise and distribute the Preferred strategy and options for consultation (Statutory 6 Weeks)

Key SEA/SA Actions

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

Who will be involved

- Key Stakeholder Group
- All identified consultees / organisations (Specific and General)
- Citizens Panel - Control Group set up with Community Strategy Section
- General public

Methods of Involvement

- Press and public relations - Torfaen Talks, Web based
- Written Consultations
- Public Meetings / Exhibitions
- Citizens Panel - Control Group set up with Community Strategy Section

Role of Members

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

3. Public Consultation Representations - Assess responses received and produce draft Consultation Report

Key LDP Actions

- Key Stakeholders assess responses received

- Provide feedback and comments in form of initial consultation report
- Produce SPG programme
- Report to Council on preferred strategy with / without changes
- Publicise preferred strategy with / without changes
- Consult on detailed local policies and proposals

Key SEA/SA Actions

- Undertake SA/SEA of affects of detailed policies and proposals

Who will be involved

- Key Stakeholder Group
- All identified consultees / organisations (Specific and General)
- Citizens Panel - Control Group set up with Community Strategy Section

Methods of Involvement

- Press and public relations – Torfaen Talks, Web based
- Written Consultations
- Public Meetings / Exhibitions

Role of Members

- Further to the responses received on the consultation of Preferred Strategy and Options and associated SEA, a report and recommendations for change will be submitted to members for approval.

4. Deposit of Proposals - Preparation and publication of Deposit Plan.

Key LDP Actions

- Obtain Council approval for the Deposit Plan
- Publish, distribute and advertise the LDP including supporting documents (statutory 6 weeks)

Key SEA/SA Actions

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

Who will be involved

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

Methods of Involvement

- Press and public relations - Torfaen Talks, Web based
- Written Consultations
- Public Exhibitions

Role of Members

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

5. Representations on deposit proposals of LDPs - Collate & provide feedback on representations

Key LDP Actions

- Publicise representations received
- Provide feedback and comments
- Discuss strategic and / or substantial objections and update consultation report

Who will be involved

- Appropriate affected bodies (Specific Consultation bodies)
- Relevant Community Groups (General Consultation bodies)
- General Public

Methods of Involvement

- Written Consultations
- Meetings
- Web based

6. Representations on a site allocation representation - Advertise 'Alternative Sites'

Key LDP Actions

- Advertise alternative sites together with supporting information (statutory 6 weeks)

Key SEA/SA Actions

- Alternative sites must demonstrate they are in accord with SEA objectives

Who will be involved

- Appropriate affected bodies (Specific Consultation bodies)

- Relevant Community Groups (General Consultation bodies)
- General Public

Methods of Involvement

- Press and public relations - Torfaen Talks, Web based
- Written Consultations
- Public Exhibitions

7. Submission of LDP to the National Assembly - Prepare Recommendations Report on all representations received

Key LDP Actions

- Finalise feedback and comments in form of consultation report
- Submit SA Report, Community Involvement Scheme, Consultation Report, Representations and Supporting Documents To National Assembly

Role of Members

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

8. Independent examination - Independent Inspector Examines Soundness of LDP

Key LDP Actions

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

Who will be involved

- Parties who have unwithdrawn formal representations

Methods of Involvement

- Examination by Inspector

9. Publication of the recommendations of the person appointed - Receive & Publish Binding Inspector's Report

Key LDP Actions

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

10. Adoption of the LDP

Key LDP Actions

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

Appendix E

List of relevant consultation/ stakeholders bodies/groups

The following lists detail the potential makeup of the key stakeholder group and also the organisations/groups that will be used for the Community Strategy consultation and which should form the basis of those partnerships/organisations to be consulted by the Council on the LDP. The list is not intended to be exhaustive or closed and new lobby groups that are identified or emerge during the LDP process will be added to this database which will be updated regularly.

Key Stakeholder Group
Countryside Council For Wales
Environment Agency
Executive Member
Friends of the Earth
Glamorgan Gwent Archaeological Trust
Gwent Wildlife Trust
Home Builders Federation
John Fielding Development Group
Local Health Board
Pontypool Park Estate
Prudential
Torfaen County Association of Local Councils
Torfaen Voluntary Association
Welsh Development Agency

Specific Consultation Bodies
02 Telecommunications
3 (Hutchinson) G Telecommunications
BBC Wales
BG Transco
Blaenau Gwent County Borough Council
Blaenavon Town Council
Brecon Beacons National Park Authority
British Gas
British Waterways
BT Group plc
Cadw
Caerphilly County Borough Council
Countryside Council For Wales
Croesyceiliog and Llanyrafon Community Council
Cwmbran Community Council
Dept for Trade and Industry
Dept for Transport
Environment Agency
Friends of the Earth

Henllys Community Council
Home Builders Federation
Home Office
Local Health Board
Ministry of Defence
Monmouthshire County Council
Network Rail
Newport City Council
NTL
Ofcom
Orange
PITO (Police Information Technology Organisation)
Ponthir Community Council
Pontypool Community Council
Swalec
T-Mobile (UK) Ltd
Torfaen County Association of Local Councils
Torfaen Voluntary Association
Vodafone Group Plc
Welsh Assembly Government
Welsh Water
Western Power Distribution Plc

General Consultation Bodies
14 - 19 Learning Network
ACPC
Active Seniors Forum
Children & Young People's Framework Partnership
Children in Need
Children's Partnership
Community Knotweed Project
Early Years and Childcare Partnership
EYDCP
Family Division Trust
Garnsychan Partnership

General Consultation Bodies
Gofal Cymru
Health and Social Care + Wellbeing partnership
Keeping in Touch
Local Access Forum
Multi - Disciplinary Team
Objective One Partnership
Older People's Forums
Pontypool and Blaenavon Railway Society
Pontypool Older Persons Forum
South East Wales Economic Forum
South East Wales Transportation Forum
South West Area Project
Strategic Housing Forum
Torfaen Association of School Governors
Torfaen Biodiversity Action Plan Partnership
Torfaen Careers Group
Torfaen Domestic Abuse Forum
Torfaen Gypsies and Travellers Multi-disciplinary Working Group
Torfaen Race Advisory Forum
Torfaen Regeneration Partnership
Torfaen Young People's Forum

General Consultation Bodies
1st Croesyceiliog Scouts
1st Panteg (St Mary's) Scout Group
Abersychan Brynteg Nursery School
Abersychan Library
Abersychan Women's Institute
Abersychan Youth Centre
Abertillery Youth Centre
Academi
Adult and Community Education
Adult Mental Health
Afasic Gwent
Age Concern Gwent
Age Concern Torfaen
Alcoholics Anonymous
Alzheimer's Society Befriending Project
Alzheimer's Society Carers Support Group
Aneurin Bevan Court Residents Association

General Consultation Bodies
Another Moose Production
Ashley House Sewing Club
Associated British Ports
Barnardos Cymru
Biozyme Laboratories
Blaenavon Horticultural Society
Blaenavon Male Voice Choir
Bobath Children's Therapy Centre Wales
Bread of Heaven
Breastfriends
Brecknock Access Group
Brecknock Federation of Young Farmers Clubs
Brecon Canal Trust White House
British Aggregates Association
British Geological Survey
British Pregnancy Advisory Service
British Red Cross - Pontypool
British Trust for Conservation Volunteers
Bryn Eglwys Senior Citizens Dance Club
Brynteg Nursery School
BTCV
Building Blocks Nursery
Business Eye S.E Wales, WDA
Busy Bees Crèche
Busy Bees Playgroup
Butterfly Conservation
Bwrdd Yr Iaith Gymraeg
CAFCASS
Campaign for the Protection of Rural Wales
Capel Newydd Community Association
Capita Gwent Consultancy
Capital Region Tourism
Carbon Trust Wales
Care and Repair Cymru
Careers Service
Careers Wales
Careers Wales Gwent
Carers UK (Torfaen Branch)
Cariads
Cartrefi Cymru
Cath Lewis Trust Fund
CDG

General Consultation Bodies
Centre for Ecology and Hydrology
CEWC - Cymru
Charter Housing Association
Chartered Institute of Housing Cymru
Chartered Institute of Waste Management
Child & Family Division
Childcare
Childline Cymru
Christian Aid
Citizens Advice
Civil Aviation Authority
Clairewain Neighbourhood Watch
Clairwain N/H/W
Clybiau Plant Kids Club
Coal Authority
Coal Industry Social Welfare Organisation
Coed Eva 1 Residents Association
Coed Eva and Hollybush Ladies Club
Coed Eva Infants and Nursery Unit
Coed Eva Residents Association
Cold Barn Farm
Coleg Gwent Further Education Corporation
Commission for Racial Equality
Community Enterprise Wales
Community Matters
Community Partnership Office
Community Project Centre
Community Strategy Area Resource
Congress Youth Theatre
Country Landowners and Business Association
Court Farm and Oakfield Community Association
Croesyceiliog Community Association
Croesyceiliog Dinosaurs Club
Croesyceiliog Playgroup
Croesyceiliog Toddlers & Playgroup
Crown Estate Office
Crownbridge Special School
Cruse in Blaenavon Gwent Care
CSIW South East Region
CSV Action Cyfle
CSV Cymru Wales

General Consultation Bodies
CSV Retired and Senior Volunteer Programme
Cwmavon Community Association
Cwmavon Women's Institute
Cwmbran and District Disabled Club
Cwmbran Anglers
Cwmbran Centre for Young People
Cwmbran Contact Centre
Cwmbran Day Centre
Cwmbran Deaf Club
Cwmbran District Disabled Club
Cwmbran Hard of Hearing Club
Cwmbran Homing Society
Cwmbran Lovespoons
Cwmbran Male Choir
Cwmbran Retirement Association
Cwmbran Shopping
Cwmffrwdroer Primary School
Cwmnynyscoy Community Association
Daffodil Senior Citizens Club
Deaf Association of Gwent
Design Commission for Wales
Disability Advice Project
Disability Rights Commission
Disability Wales
Disabled Persons Transport Advisory Committee
Down Syndrome Association
Dragons Band
Drugs and Family Support (DAFS)
Dwr Cymru / Welsh Water
Eastern Valley Branch
Eastern Valley Housing Association
Eastern Valley Tenant Association
Eastern Valley Tenants Panel
Ebenezer Baptist Church Parent and Toddlers
E-Business Project Manager
Edward Street Residents Association
ELWa
Employment Opportunities, People with Disabilities
Enterprise Agency
Environment Services Agency (Waste)

General Consultation Bodies
Equal Opportunities Commission
Fairview Court Residents Association
Fairwater Community Links Group
Fairwater III Community Association
Farmers Union
Federation of Small Businesses
Fight the Plan Group
Finance Wales
Fire Service Headquarters
Fitness and Exercise Class
Forestry Commission Wales
Forgeside Community Centre
Forgeside Tenants and Residents Association
Freelanders Community Group
Freight Transport Association
Friends of Bruchsal Society
Friends of Greater Gwent Youth Brass Band
Friends of Llanfrechfa Action Group (FLAG)
Friends of Llanyrafon Mill
Garndiffaith Community Association
Garndiffaith Gleeman Male Voice Choir
Garndiffaith OAP Club
Garnsychan Partnership
GENUS Housing
Glamorgan and Gwent Housing Association
Greenmeadow and St Dials Community Hall
Greenmeadow Community Farm
Griffithstown & Sebastopol Community Project
Griffithstown Baptist Church
Griffithstown Community Hall Association
Griffithstown Crazy Crafters
Griffithstown Labour Hall
Griffithstown Youth Centre
GSSMS
Guide Dogs for the Blind Association
Gwent Alcohol Project (GAP)
Gwent Area Scout Council
Gwent Association for all speech impaired
Gwent Association for the blind

General Consultation Bodies
Gwent Association of Voluntary Organisations
Gwent Autistic Society
Gwent Badger Group
Gwent Bat Group
Gwent Cancer Support
Gwent Community Health Council
Gwent Deaf Children's Society
Gwent Dragons Sports club for the disabled
Gwent Epilepsy Group
Gwent Group of Boys & Girls club
Gwent Healthcare Trust
Gwent Joint Passenger Transport
Gwent Joint Passenger Transport Unit
Gwent Local History Council
Gwent Ornithological Society
Gwent Police Authority
Gwent Specialist Substance Misuse Service
Gwent Wildlife Trust
Gwerin (Cymru) Housing Association
Gwerin Residents Association
Hafod Housing Association
Happy Homes Senior Citizens Club
Health and Safety Executive
Heartline
Heddlu Gwent Police - B Division
Helping Hands Drop in Centre
Henllys Community Centre
Henllys Village Hall
Herian - Heritage in action
Hollybush Kids Club
Holy Trinity Church Pontnewydd
Home Start Torfaen
In 2 Change
Inland Waterways Advisory Council
Institution of Civil Engineers
Job Centre Plus
Joint Council for Wales, SYNIAD
Keep Wales Tidy (Clean Rivers Project)
Keep Wales Tidy Campaign
Kemys Fawr Infants
Kemys Fawr Kids Club

General Consultation Bodies
Ladies Prayer Retreat Interdenominational
Ladybug Quilters
Little Hut Junior Disco & Karaoke Club
Little Sunbeams Playgroup
Little Tikes Mother and Toddlers
Little Tikes Playgroup
Llanfrechfa Church
Llanfrechfa Hospital League of Friends
Llantarnum Grange Arts Centre
Llantarnum Oakfield Court Farm Association
Llanyrafon Stepping Stones
Llanyravon Senior Citizens Monday Club
Llanyravon Women's Institute
Local Government House
Lucas Girling Retired Members Association
Manic Depression Fellowship
Mencap Cymru
Meritor Hubs Ltd
Midwifery Team
Monmouthshire & Torfaen Youth Offending Team
MYM
National Farmers Union for Wales
National Housing and Town Planning Council
National Library for Wales
National Parks Authority
National Playing Fields Association
National Probation Service Gwent
National Schizophrenia Fellowship
NCH Action for Children
NCMA
Network Rail
New Inn Infants & Nursery Unit
New Inn Neighbourhood Watch Association
New Inn Patients Participation Group
New Inn Pensioners Association
Newport and Gwent Enterprise
Newport and Gwent Industrial Mission
One Voice Wales
Our Lady's Playgroup
OYP
Panteg Nursing Home

General Consultation Bodies
Panteg Stroke Group
Pantygasseg Residents Association
Pathway Support Employment
Penygarn and St Cadocs Residents Association
Penygarn Infants and Nursery
Peregrine Watch South Wales
Pilkington Pensioners Self Help Group
PIMTA
Pisgah Baptist Wives
Planning Aid Wales
Pleasant Court Residents Association
Police Architectural Liaison Officer
Pontnewydd OAP Workmen's Club
Pontnewydd Senior Chorale
Pontnewynydd Community Association
Pontnewynydd Primary School
Pontyfelin Bowls Club
Pontymoile OAP Club
Pontypool & District MENCAP
Pontypool and Blaenavon Railway Company
Pontypool and District Chrys and Dalia Society
Pontypool and District Credit Union
Pontypool Cage Bird Society
Pontypool Community Education Centre
Pontypool Credit Union
Pontypool Ki Aikido Club
Pontypool Lyrian Singers
Pontypool Male Choir
Pontypool Old Girls Association
Pontypool Park Estates Office
Pontypool Ramblers
Pontypool Retired Men's Society
Pontypool Retired Teachers Association
Pop Ins
Poppies Nursery
Post Office Property Holdings
Postwatch Wales
Quarry Products Association
Rail Freight Groups
Ramblers Association
Rape and Sexual Abuse Line - Youth

General Consultation Bodies
Wales
Raven House Trust
Retired Members Association
Retired Miners Group Blaenavon
Retired Seniors Volunteers Programme (RSVP)
Rivers House
Rosie & Jim's Parent and Toddler group
Royal British Legion
Royal Commission for Ancient Monuments
Royal Institution of Chartered Surveyors Wales
Royal National Institute for Deaf People
Royal Town Planning Institute in Wales
Royal United Kingdom Benefit Association (RUKBA)
S. Gwent Breast Cancer Support
S.E Wales Racial Equality Council
SBECTRWM (Vision 21)
Scallywags Toddlers
Scope: Cwmbran Skills Development
Sebastopol Old Folks Community Centre
SEWTA
Shelter Cymru
SMART
SNAP Cymru
Society of Disabled Motorcyclists
Soldiers, Sailors, Airmen, Families
Soroptimist International Cwmbran and District
South East Wales Energy Advice Centre
South East Wales Racial Equality Council
South Gwent Breast Cancer Support Group
South Wales Electricity Retired Employees Ass.
South Wales Fire and Rescue Service
South Wales Lupus Group
Southville and Tower Blocks Tenants + Residents As
Southville Pensioners Club
Sports Council For Wales
SSAFA
St Albans Gardening Society
St Davids Foundation

General Consultation Bodies
St Davids Foundation Hospice Care
St Hildas Old Tyme Dance Club
St John Ambulance Torfaen
St Mary's Church
St Peters Church Henllys
Stagecoach
Strategic Rail Authority
Stroke Assoc. Dysphasia Support
Sure Start Community Playbus
Sure Start Health Co-ordinator
Sure Start Steering Group
Sustrans Cymru
Tai Hafan
Tai Trothwy
Talywain Dancing Club
Temple of Peace
The Arts Council Of Wales
The Autumn Club
The Congress Theatre
The Playstation - Sure Start
The Royal British Legion Blaenavon Branch
Theatres Trust
Thornhall Project
Thornhill Community Association
Torfaen Access Group
Torfaen Advocacy Service
Torfaen Business Voice
Torfaen Carers Group
Torfaen Citizen Advice Bureau
Torfaen Citizens Advocacy
Torfaen Community Legal Service Partnership
Torfaen Community Recycling
Torfaen Community Transport
Torfaen County Borough Council
Torfaen Crossroads Caring for Carers
Torfaen Environmental Association
Torfaen Environmental Trust
Torfaen Federation of Residents and Tenants Association
Torfaen Friends of the Earth
Torfaen Junior + Youth Association football League
Torfaen MIND

General Consultation Bodies
Torfaen Museum Trust
Torfaen Opportunity Group (TOGS)
Torfaen People Centre
Torfaen People First
Torfaen Primary Mental Health Team
Torfaen Resource and Activity Centre
Torfaen Sports Council
Torfaen Tourism Association
Torfaen Victims Support
Torfaen Voluntary Alliance
Torfaen Women's Aid
Tormedia
Traveller Law Reform Coalition
Trevethin & Penygarn Bowls Association
Trevethin & Penygarn Homing Society
Trevethin & Penygarn Neighbourhood Association
Two Counties Crèche
Two Locks Nursery
UCAN
United Welsh Housing Association
Upper Trostant Baptist Church
Urdd representing CWYVS
Varteg Community Association
Varteg Old Time Dance Club
Venture Wales
Victim Support Gwent
Victoria Abersychan Talywaun Neighbourhood Ass.
Victoria After School Club
Victoria Village Community Hall
Wainfelin and Pentranach Community Association
Wainfelin Neighbourhood Watch
Wales Council for the Blind
Wales Council for Voluntary Action
Wales Environment Link
Wales PPA
Wales Tourist Board
Wales Tourist Board
Warwick Business School
Welsh Brooks Council
Welsh Development Agency

General Consultation Bodies
Welsh Environmental Services Association (representing waste industry)
Welsh Joint Education Committee
Welsh Kidney Patients Association
Welsh Language Board
West Monmouth Comprehensive School
West Pontnewydd Community Association
Whitehaven
Women's Royal Voluntary Service
Zion Christian Fellowship

Appendix F

CONSULTEES FOR LOCAL DEVELOPMENT PLANS

(Annex A - Local Development Plans Wales, (Welsh Assembly Government, 2005))

B1 Section 4 contains guidance on the plan preparation process. An authority will decide whom it will engage and consult and at various stages of the plan preparation process; this information will be contained in its community involvement scheme (CIS) which forms part of its Delivery Agreement. Authorities will need to comply with the requirements of the 2004 Act and the LDP Regulations in relation to engagement of, and consultation with, the 'specific consultation bodies' and the 'general consultation bodies' (see below).

B2 SPECIFIC CONSULTATION BODIES (defined in LDP Regulation 3)

- Authorities must consult the following bodies in accordance with the 2004 Act and the LDP Regulations: -

- i The Assembly Government
- i In addition to planning, the Assembly Government has responsibility for a wide range of policy matters including agriculture, economic development, education, environment, health and social services, historic environment, housing, industry and transport. The Assembly Government's Planning Division will co-ordinate consultations within the Assembly Government.
- ii Countryside Council for Wales
- iii Environment Agency
- iv Secretary of State - insofar as the Secretary of State exercises functions previously exercisable by the Strategic Rail Authority
- v A relevant authority (i.e. a local planning authority or a community or

- vi town council), any part of whose area is in or adjoins the area of the authority
- vii Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3) of the Communications Act 2003
- viii Any person who owns or controls electronic apparatus situated in any part of the authority's area (where known)
- ix Any of the bodies from the following list which are exercising functions in any part of the authority's area:
 - a. a Local Health Board
 - b. a person to whom a license has been granted under section 6(1)(b) or (c) of the electricity Act 1989
 - c. a person to whom a license has been granted under section 7(2) of the Gas Act 1986
 - d. a sewerage undertaker
 - e. a water undertaker

B3 UK GOVERNMENT DEPARTMENTS

- An authority should consult UK Government departments where aspects of a plan, or proposals for its alteration or replacement, appear to affect their interests. In particular, the following should be consulted on the policy areas outlined below: -

- i Department for Transport - Rail, airport and maritime / port policy
- iii Department of Trade and Industry - National energy matters
- iv Home Office - Civil defence matters; policies for prisons etc
- v Ministry of Defence - Matters likely to affect its land holdings and installations or where large scale disposals of MOD land may be being considered.

B4 GENERAL CONSULTATION BODIES (defined in LDP Regulation 3)

The following are the 'general consultation bodies' that should be consulted in accordance with an authority's Delivery Agreement: -

- i. Voluntary bodies, some or all of whose activities benefit any part of the authority's area
- vi. Bodies which represent the interests of different racial, ethnic or national groups in the authority's area
- vii. Bodies which represent the interests of different religious groups in the authority's area
- viii. Bodies which represent the interests of disabled persons in the authority's area
- ix. Bodies which represent the interests of persons carrying on business in the authority's area
- x. Bodies which represent the interests of Welsh culture in the authority's area

B5 OTHER CONSULTEES

An authority should also consider the need to consult, where appropriate, the following agencies and organisations, in accordance with its Delivery Agreement: -

Airport Operators
British Aggregates Association
British Geological Survey
British Waterways, canal owners and navigation authorities
Centre for Ecology and Hydrology
Chambers of Commerce, local CBI and local branches of Institute of Directors
Civil Aviation Authority
Coal Authority
Commission for Racial Equality
Country Landowners and Business Association
Crown Estate Office
Design Commission for Wales
Disability Wales
Disability Rights Commission
Disabled Persons Transport Advisory Committee
Electricity, Gas and Telecommunications Companies and the National Grid Company

****ELWa**

Environmental groups at national and regional level

Environmental Services Agency (Waste)
Equal Opportunities Commission
Fire and Rescue Services
Forestry Commission Wales
Freight Transport Association
Gypsy Council
Health and Safety Executive (HSE)
Farmers Union Wales
Federation of Small Businesses
The Home Builders Federation
Local community, conservation and amenity groups, including Agenda 21 Groups / Civic Societies
Local transport operators
National Farmers Union for Wales
National Playing Fields Association
Network Rail + Train Operating Companies
One Voice Wales
Planning Aid Wales
Police Architectural Liaison Officers
Port Operators
Post Office Property Holdings
Professional Bodies not specifically listed (e.g. Royal Institution of Chartered Surveyors Wales, Royal Town Planning Institute in Wales, Chartered Institute of Housing Cymru, Institution of Civil Engineers, Chartered Institution of Waste Management)
Quarry Products Association Wales
Rail Freight Group
Sports Council for Wales
Traveller Law Reform Coalition
Wales Council for Voluntary Action
****Wales Tourist Board**
Water Companies
****Welsh Development Agency**
Wales Environment Link
Welsh Environmental Services Association (representing waste industry)
****Welsh Language Board**

*** these bodies are all to be part of ASPBs merger into the Welsh Assembly Government during 2006/7; the Assembly Government will then manage consultation from authorities for these interests.*

Appendix G

Torfaen County Borough Council Local Development Plan Draft Delivery Agreement

Report of Consultation - December 2005

Respondent Name	Summary of Representation	Comments and Recommendation
British Waterways	Amendment of Appendix F to include economic and social regeneration issues	No Change in relation to this representation. Appendix F is an extract from a Welsh Assembly Government document entitled 'Draft LDP Wales' and as such cannot be amended.
British Waterways	Recommends that statutory consultees for individual planning applications are acknowledged in the Community Involvement Scheme	No change as a result of this representation. All statutory groups that are consulted as part of the planning application process have already been incorporated in the list of general consultation bodies that will be utilised in the CIS
British Waterways	No change requested - British Waterways is pleased that is identified as a general consultee in the preparation of the TCBC LDP and wish to be consulted on issues relating to transport, recreation, tourism and heritage issues relating to inland waterways and land adjoining inland waterways.	Welcome their interest - No change required
Cadw	Cadw are unable to participate as a member of the Key Stakeholder Group. However they assure Torfaen of their continued interest in working with the council in the future to protect and celebrate our local historic environment.	Amend Key Stakeholder Group to include Glamorgan Gwent Archaeological Trust in place of Cadw.
Caerphilly CBC	It is suggested that the timetable of 4 years and 3 months for adoption of the LDP is an optimistic time scale. However they recognise that given Torfaen is a relatively small authority this could be achievable.	Agree - A timetable of 4 years is ambitious and challenging, however it is considered that the risks associated with project slippage can be managed.
Caerphilly CBC	It is suggested that for the purpose of neighbouring Local Planning Authorities (statutory consultees) it is important to detail at what stage they will be consulted and by what method they will be engaged. This will facilitate neighbouring authorities in determining potential resource implications in responding to consultation.	Agree - Appendix D to be reviewed to identify the specific stage statutory consultees will become involved and to identify methods of engagement.

Caerphilly CBC	Caerphilly CBC consider it is unclear from Appendix D as to what stages they will be engaged in the consultation process. Caerphilly CBC indicate that the Appendix does not explicitly state 'statutory consultees', stating 'consultees/organisations'. Therefore they recommend further clarification to be given.	Agree - Appendix D to be reviewed to identify the specific stages that statutory consultees, will be involved.
Caerphilly CBC	Caerphilly CBC indicate that Appendix D only details methods of involvement and consultee involvement up until the advertisement of alternative sites. They suggest that it would be beneficial for statutory consultees to be consulted on the Advertising of Alternative Sites and the Independent Examination.	Agree, Appendix D to be amended as requested.
Countryside Council For Wales (CCW)	Accept invitation to be a member of the Key Stakeholder Group	Welcomed - No change
Countryside Council For Wales	As part of the review and development of the evidence base for LDP & Sustainability Appraisal CCW have offered support, particularly in relation to open space and recreation and Phase 1 studies (which includes known populations of protected species in this work).	Welcomed - No change
Countryside Council For Wales	Note that early and clear consultation on the various stages of the LDP preparation is essential, for CCW due to volume of work with associated LDP's of other local authorities.	Agree - No change
Countryside Council For Wales	Under para 3.12 it is recommended that Torfaen Local Biodiversity Action Plan partnership and the Informal Recreation forum are added as key partnerships	Agree - Amend Appendix E to include these groups
Countryside Council For Wales	CCW feel that the use of existing networks is important where possible, giving these networks the opportunity to input first before deciding to create new partnerships	Agree - No change
Countryside Council For Wales	Note there does not appear to be any representation from farming groups or unions such as the Countryside Landowners Association or the National Farmers Union in the list of bodies/groups in Appendix E.	Agree - Amend Appendix E to include these groups

Countryside Council For Wales	CCW suggest the use of the Forestry Commission as a Key Stakeholder in view of their forestry holdings in the borough.	No change - The Forestry Commission's primary objective is seeking the development and promotion of sustainable forest management. Therefore whilst they are a large landowner within the County Borough their interests do not have the same strategic coverage as the other identified Key stakeholders.
Environment Agency	The Environment Agency welcomed Torfaen's commitment to "striving to meet the needs of consultees" and flexibility in consultations, as the EA will have many LDP's to comment on.	Welcome their support - No Change
Federation of Small Businesses	Amend Appendix F to include Federation of Small Businesses to the list including Chambers of Commerce, local CBI and local branches of Institute of Directors	This is a Welsh Assembly Document and as such text cannot be amended. However the Federation of small business to be added to Appendix E (List of consultation bodies)
Henllys Community Council	Page 33 - Appendix E - Confusion as to the meaning of the leading paragraph that refers to "The following lists detail the <u>potential</u> makeup of the key stakeholder group and also the organisations/groups that have been use for the Community Strategy consultation and which should form the basis of those partnerships/organisations to be consulted by the LPA	Amend Appendix E - Delete the word <u>potential</u> to avoid confusion. Also amend Appendix E to distinguish between Specific and General consultation bodies
Henllys Community Council	In relation to the above, members seek clarification as to whether these organisations have been used for a previous consultation, and whether the lists of groups/bodies are exhaustive. They argue, that if so is there a point of having incomplete lists of consultees	Amend the leading paragraph" The following...by the LPA" by adding the following text "If you are not included on this list or know of a group/body which could be added, please let the forward plans team know. New lobby groups that emerge during the LDP preparation process will be added to this list which will be updated throughout the plan process.
Henllys Community Council	Indicated that whilst Henllys Community Council and Henllys Village Hall Committee are active bodies which would expect to be consulted, they didn't have any knowledge of another body called ' Henllys Community Centre'.	Amend Appendix E - Delete Henllys Community Centre from list of consultation groups, as body does not exist.

<p>Henllys Community Council</p>	<p>Page 30 Community Forums - Argue that due to the strong network of community councils, together with the robust partnership arrangement between TCBC and TCALC, they suggest Community forums could become sources of confusion and friction. Bearing in mind members of the community councils are elected they ask how will members of the proposed forums be selected</p>	<p>Community Forums are a method of engagement discussed as part of the emerging Community Strategy. The purpose of this is to widen participation in the Local Development Plan process. These forums are not intended to replace Community Councils. Participation in these forums is intended to be voluntary, therefore would not require a selection process. This would enable greater opportunities for community participation. - No change required</p>
<p>Henllys Community Council</p>	<p>Page 42 - Appendix F - Henllys CC outline that Training and Enterprise Council's are no longer a sole entity, having been absorbed into ELWA in 2001.</p>	<p>Amend Appendix F to include ELWA as opposed to Training and Enterprise Councils</p>
<p>Henllys Community Council</p>	<p>Note the omission of major religious organisation e.g. The Church In Wales, the Roman Catholic Church and the Non conformists, from the list of relevant consultation/stakeholders bodies/groups in Appendix E.</p>	<p>Agree -The Church In Wales, Roman Catholic Church and other denominations we can identify to be added to Appendix E. At present an overarching group is being set up as part of the Community Strategy which will represent religious interest groups in Torfaen.</p>
<p>Glamorgan Gwent Archaeological Trust (GGAT)</p>	<p>No change requested - GGAT welcome their consultation on the Delivery Agreement and seek to work with the Council in the production of the LDP</p>	<p>The support is welcomed.</p>
<p>Glamorgan Gwent Archaeological Trust (GGAT)</p>	<p>Amendment of Appendix E List of Relevant Consultation/ Stakeholder Bodies/Groups to include GGAT within this list</p>	<p>Agree - GGAT to be added to the Key Stakeholder Group in Appendix E</p>
<p>Home Builders Federation (HBF)</p>	<p>Figure 2.1 - Both the Urban Potential and Local Housing Assessment work would benefit from private sector input. The HBF is prepared to facilitate such input.</p>	<p>No change - The intention is to involve the HBF in these studies</p>

<p>Home Builders Federation</p>	<p>At some point, the LDP manual suggests evidence gathering, the council needs to ask developers and landowners to submit possible development sites. The council also needs to set out how it intends to do this. The HBF suggests that this should include local and national newspaper adverts as well as written information, dissemination via post and e-mail if all local and national landowners and developers are to be reached. It would also be helpful from our point of view to include this stage in the timetable (Figure 2.3a)</p>	<p>Agree - Appendix D will be amended to outline how the 'call for sites' will be undertaken. The Timetable will be amended and "Call for sites" will be added under the stage 'LDP preparation and consultation' and will run from Feb 06 - Apr 06. A methodology for the process of 'call for sites' to be agreed by members of the Key Stakeholder Group.</p>
<p>Home Builders Federation</p>	<p>HBF expresses concern that the focus for consulting is largely on local stakeholders. It is outlined that HBF member companies are entitled to be on the list of Consultees/Organisations if they have interests in the area.</p>	<p>We consider that consulting HBF represents the interests of its member companies. However if any developer wishes to be added to the list of consultation bodies then this is welcomed.</p>
<p>Home Builders Federation</p>	<p>Appendix D Point 7 - In terms, of who will be involved and methods of involvement at this stage, HBF outline it should follow the same methods as outlined in Point 5 in Appendix D.</p>	<p>Agree - Appendix D to be amended to include more detail for each stage on methods of engagement, and who will be involved at each stage. This will increase the transparency of the document.</p>
<p>Home Builders Federation</p>	<p>Outlines they consider figures 2.3a & b and Appendix D to the most important parts of the document, and consider it a shame that this information is lost amongst pages of what appears to us to be irrelevant information. However the HBF understands that the authority has to meet WAG guidelines.</p>	<p>Agree - Document is lengthy, but this is necessary to meet the requirements of Welsh Assembly Government regulations. No Change required</p>
<p>Newport City Council</p>	<p>Express concern that the timetable appears to be optimistic and would provide little flexibility to accommodate external pressures or change. However Figure 2.2 does identify many of the risk factors that could occur</p>	<p>Agree - A timetable of 4 years and 4 months is ambitious and challenging, however it is considered that the risks associated with project slippage can be managed.</p>
<p>Newport City Council</p>	<p>Outlined that although the table of risks identified there is unlikely to be a significant issuing of guidance from WAG during the preparation of the LDP, forthcoming work at the regional level on waste (Review of the Regional Waste Plan) and minerals (Regional Technical Statement) may have a significant effect on both the timing and content of Local Development Plans. Suggests to consider the timetable of the regional work as part of the DA programme. Also significant external events such as plant closures, and Local elections may need to be considered.</p>	<p>Agree - Torfaen CBC is aware of the risk factors associated with these documents. However it is considered that with careful management, the guidance in these documents can be anticipated. Participation in these regional groups will help to anticipate risk. With regard to local elections, these have been considered as part of the timetable. With regard to plant closures, it is considered the risks associated with major plant closures are low.</p>

<p>Newport City Council</p>	<p>Questioned whether the proposed 8 month timetable for undertaking SEA baseline information is enough for a sufficient data gathering period and cover all likely environmental considerations and breeding periods. In this respect they asked whether is reliance going to be made on secondary data sources that may prove to be outdated. To summarize they outlined the need for the SEA process to be rigorous from the outset</p>	<p>The SEA process will take 2.5 years in total. For sites to be included in the deposit plan the council will expect 1 years worth of Biodiversity monitoring on a particular site. Again Torfaen will be undertaking a complete Phase 1 habitat survey carried out as part of the collation of baseline data and key strategic options will be reviewed with regard to results of the Phase 1 survey.</p>
<p>Newport City Council</p>	<p>Figure 2.3.a - It is noted that this makes a provision of one month to consult formally with consultation bodies. Whilst consistent with the time statutory bodies should provide a response it is recognised that these bodies may be constrained due to limited resources and also the one month statutory period would only commence once the statutory body considers that they have sufficient information to provide a response</p>	<p>Agree - Amend timetable to increase consultation period to 2 months to July 06.</p>
<p>Newport City Council</p>	<p>The timetable does not indicate that the consultation bodies will be re-consulted on the SA (SEA) of Strategic Alternatives before members approve the preferred strategy and options</p>	<p>Agree - Timetable to be amended so that consultation bodies are re consulted on the SA (SEA) of Strategic Alternatives before members approve the preferred strategy and options.</p>
<p>Pontypool Community Council</p>	<p>Outlined that they felt the three week consultation period was grossly inadequate.</p>	<p>Consider that the three week period was sufficient and in line with the WAG guidance 'Pre - commencement LDP DA: Submission format, which states "The form and scope of consultation should be modest and timely and not delay plan preparation" - No change</p>
<p>Pontypool Community Council</p>	<p>Outlined that the DA does not clarify the exact way in which Community Councils are to be consulted on the LDP</p>	<p>Agree - Appendix D to be amended to include more detail for each stage on methods of engagement, and who will be involved at each stage. This will increase the transparency of the document.</p>
<p>The Theatres Trust</p>	<p>Expressed disappointment at not being included on the relevant consultation list in Appendix E. However they are pleased that TCBC intends to maintain a database of consultees who will be consulted on the release of draft documents.</p>	<p>Theatres Trusts to be added to Appendix E</p>

Torfaen County Borough Council (Education)	<p>Wish to provide information relating to changes in Education land use as soon as possible to inform the LDP process. Any wider community consultation around the LDP must have some awareness of the role now being played by Education and therefore wish to be kept informed.</p>	<p>Position noted - Involvement of other Departments/Sections will be intrinsic part of the LDP process.</p>
Torfaen Friends of the Earth	<p>FOE has reservations on the content of the approved Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (SI No. 2839 - W203). Our key concern is in the wording of the regulations for community participation in the planning process, there is a great deal of difference between consultation and participation. We are therefore, reserving our position on this matter, until further advice is given by the Friends of the Earth Planning Team</p>	<p>Position noted - No Change</p>
Torfaen Friends of the Earth	<p>"Paragraph 3.12 should have added the Torfaen Strategic Housing Forum which has been a successful partnership between developers, planners, housing staff, environmental groups, financial services providers and tenant representatives. Also the Torfaen Local Biodiversity Partnership should be mentioned as it has in membership all key environmental groups, and individuals with environmental interests in the Borough."</p>	<p>Agree - Torfaen Strategic Housing Forum and Torfaen Local Biodiversity Partnership to be added to para 3.11.</p>
Torfaen Friends of the Earth	<p>In Consultations Standards - Standard 5 FOE note the qualifier in bullet point three that states "If services, decisions or proposals cannot be changed we will make this clear from the outset"</p>	<p>Comment noted - No change</p>
Torfaen Friends of the Earth	<p>"On page 27 in the first bullet point (Appendix B - LPA Expectations) it is apparent to us that the timetable for delivery the LDP is given key priority and participants are expected to recognise this with regard to their internal arrangements for dealing with business. We feel regard must be had to the limitations voluntary organisations have in terms of resources and the response times requested will have to have regard to these considerations. In our own case Welsh Assembly Government consultations work takes precedence over everything else."</p>	<p>Most statutory consultation periods, as part of the LDP process are for six weeks. This is considered reasonable given the 4 year timescale - No Change</p>
Torfaen Friends of the Earth	<p>FOE confirm acceptance to become a member of the Key Stakeholder Group</p>	<p>Welcomed - No change</p>

Welsh Assembly Government	Welcomes the approach of putting the main points into the text and the rest into Appendices. " The "contract" in Appendix B is particularly helpful. I think you could also do the same with the Risk Assessment"	Agree - Risk Assessment to be moved to Appendix A
Welsh Assembly Government	"Appendix C seems less useful than the other Appendices. It might be simpler and make the document easier to follow to describe these processes at each stage in paragraph 3.19 and leave out those methods that are not appropriate such as master planning."	Agree - Appendix C to be amalgamated into the glossary and methods of engagement to be summarised where appropriate. Master planning to be omitted as this would be more appropriate to the production of Supplementary Planning Guidance and Development Briefs.
Welsh Assembly Government	"Integration with corporate activity, principles, etc is well covered. However, the plethora of objectives, etc. at the beginning of the CIS could perhaps be rationalised."	Agree - Delete WAG objectives (para 3.3) as these are covered by Torfaen's objectives in para's 3.3 and 3.4.
Welsh Assembly Government	"There seems to be a few inaccuracies re the stages of the LDP. "Alternative sites" as described in para 3.19 implies that this is a chance to put forward new sites. It is meant to be a chance for others to comment on new or changed sites put forward by an objector at deposit stage. Reference should not be made to EIP as the IP part is not being used in the new system; it is referred to as just the Examination. The LDP regulations specify a period of only 8 weeks from receipt of the Inspectors Report to Council adoption"	Agree - Amend Alternative sites to " To provide an opportunity for any groups, individuals or landowners etc to put forward representations on alternative sites proposed by an objector at deposit plan stage. Period from receipt of inspectors report to adoption of plan is reduced to 8 weeks. By making this amendment, 3 months has been released into the process. This has been distributed as follows; 2 months has been added to the Pre Deposit Stage and one month has been added to write up representations received to the Deposit Plan. This is where we have identified the greatest risk of slippage, so increasing the timeframe of these periods should help to reduce that risk
Welsh Assembly Government	"You appear to have minimal reference in the CIS and Timetable to SPG, AMR and Plan review."	Agree - Para 1.9 has been amended to include SPG guidance, also the SPG programme is to be implemented into another Appendix when finalised. New para's 4.5 & 4.6 to be added outlining AMR and plan review.

<p>Welsh Assembly Government</p>	<p>"You could also use the CIS to explain the handling of multiple objections/petitions, the parameters for representations on alternative sites and how new lobby groups will be incorporated."</p>	<p>Agree - Petitions will be logged as one body, and the council will ask for a lead person to be identified as a group representative. However this will not withstand an individuals right to appear at an inquiry for example. Multiple objections based on a standard letter will be logged as an individual representation noting that it is based on a standard letter. Para's 5 & 7 of 3.19 will be amended to include parameters on how individuals can propose and comment on new sites.</p>
<p>Welsh Assembly Government</p>	<p>"It appears that you have two stages of pre-deposit participation (Regulation 14) in paragraph 3.19, 2 and Appendix D, which includes stakeholders, then invites consideration by a "cross section". It is not clear what that cross section would cover and whether it would be based on achieving engagement along the lines of Torfaen's population profile via a focus or control group. It also appears that there is no engagement with the Stakeholder Group following the pre-deposit stage"</p>	<p>Agree - The intention is in association with the Community Strategy Team to create a control group which will reflect Torfaen's population profile. Agree - 2 months added after the public consultation of Preferred Strategy and options, associated SA (SEA) and draft SPG programme for Key Stakeholder to assess responses received. Amendment of Appendix D to outline engagement with the Stakeholder Group up to Deposit stage.</p>
<p>Welsh Assembly Government</p>	<p>"It would be useful to be explicit about travellers and gypsies in your stakeholder/consultee lists.</p>	<p>An internal working group is being set up for consultation with the Gypsy and Traveller community. The Torfaen Gypsy and Traveller Multi Disciplinary Working Group, will represent a joined up approach to consultation with this community, and will avoid consultation overload.</p>
<p>Welsh Assembly Government</p>	<p>"It might be best to reference the SEA Regulations for Wales rather than the EU Directive."</p>	<p>Agree - Amend all references to EU Directive to SEA Regulations for Wales</p>
<p>Welsh Assembly Government</p>	<p>"The term soundness is a fundamental term for people who are to be engaged in the LDP process to understand clearly. Currently it is referred to at paras 1.3 and 1.15 and is contained in the glossary. However the glossary entry has not been completed"</p>	<p>Accept - Definition of soundness in glossary clarified. Reference to Planning Inspectorate Framework included</p>

Welsh Assembly Government	"The SA/SEA section (paras 1.12) could usefully clarify that Appendix D clarifies the key stages on relation to the SA/SEA."	Agree - Statement included in para 1.14
Welsh Assembly Government	"The part 2 timetable section should clarify that the Council will define the indicative timetable within 3 months of the close of the formal 6-week deposit period (see LDPW para 4.11)"	Agree - Statement included in para 1.11
Welsh Assembly Government	"Figure 2.1 could usefully include reference to the 'site allocation representations stage' - it is noted that this is included in Part 3 CIS at page 15 & at Appendix D"	Agree - Reference to stage included in figure 2.1
Welsh Assembly Government	Outline that consideration could be given to including risks related to the Council decision making structure / meeting cycles / elections in Appendix A.	Agree - Additional risk will be included in Appendix A (Torfaen LDP Risk Assessment)
Welsh Assembly Government	Suggest that in the Part 4 Monitoring and Review section, it should clarify that a new timetable will be drawn up within 6 months of determining that there is a need for its review	Agree - Statement added in para 4.3
Welsh Assembly Government	"It is noted that arrangements for engagement in SPG preparation is clarified at par 1.9 and will be added in due course"	Noted - No change required

Appendix H Torfaen Local Population Profile

Population	
Total	90,949
Males	44,014
Females	46,935
Age Structure %	
0 - 4 years	5.78
5 - 15 years	15.56
16 - 17 years	2.78
18 - 29 years	12.88
30 - 44 years	21.39
45 - 64 years	24.80
65 years and over	16.81
75 years and over	7.69
Ethnic Group %	
White	99.06
Mixed	0.38
Asian or Asian British	0.26
Black or Black British	0.09
Chinese	0.16
Other	0.05
% of all people identifying themselves as Welsh	9.82
Marital Status %	
All people aged 16+	71,543
Single (never married)	25.18
Married	45.56
Re-married	8.30
Separated (but still legally married)	1.93
Divorced	9.41
Widowed	9.62
Health and Provision of Unpaid Care	
% of people with limiting long term illness	24.84
% of working age with limiting long term illness	20.25
% of people whose health was:	
Good	62.16
Fairly good	23.91
Not good	13.92
All people who provide unpaid care for:	
1 - 19 hours per week	61.37
20 - 49 hours per week	13.00
50 hours or more per week	25.63

Economic Activity	
Total males 16 - 74 years	31,423
Total females 16 - 74 years	33,118
% males 16 - 74 years who are econ. active	67.81
% females 16 - 74 years who are econ. active	54.17
% males 16 - 74 years who are:	
Working full time	51.51
Working part time	2.77
Self employed	7.52
Unemployed	4.40
Full time student	1.61
% females 16 - 74 years who are:	
Working full time	27.74
Working part time	19.46
Self employed	2.47
Unemployed	2.49
Full time student	2.01
Economic Inactivity	
% males aged 16-74 economic inactive	32.18
% females aged 16-74 economic inactive	45.83
% males 16 - 74 years who are:	
Retired	13.25
Student	3.63
Looking after home / family	1.27
Permanently sick / disabled	11.20
Other	2.83
% females 16 - 74 years who are:	
Retired	17.49
Student	3.39
Looking after home / family	11.81
Permanently sick / disabled	9.28
Other	3.86
Hours Worked Males:	
15 hours and under	2.39
16 - 30 hours	5.09
31 - 37 hours	18.73
38 - 48 hours	55.79
49 hours or more	18.00
Hours Worked Females:	
15 hours and under	13.07
16 - 30 hours	29.85
31 - 37 hours	25.05
38 - 48 hours	27.58
49 hours or more	4.44

Appendix I

Supplementary Planning Guidance Programme

Consultation on the production of a draft Supplementary Planning Guidance (SPG) programme will be undertaken in 3 key stages. Initially, internal consultation will occur with officers from December 2005. Also we will undertake consultation with the Key Stakeholder Group and with the Specific and General Consultation Bodies. All representations received will be considered and a report of recommendations on a draft SPG programme was presented to members for approval on the 25th of September 2007. This approved programme was issued for public consultation as part of the Preferred Strategy Consultation during the early part of 2008. All responses received in relation to SPG will be considered by the Key Stakeholder Group, before the production of the final SPG programme which will be presented to members for approval along with the Deposit Plan in 2009.