

Replacement LDP Delivery Agreement

Cytundeb Newydd ar Gyflawni'r CDLI



Replacement Local Development Plan 2018-2033
Cynllun Datblygu Lleol Newydd 2018 - 2033

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PART 1: INTRODUCTION

Local Development Plan Review

1.1 A full review of the Blaenau Gwent Local Development Plan 2006-2021 (adopted November 2012) has been undertaken, the findings of which are set out in the [LDP Review Report](#). The Review Report provides an overview of the issues that have been considered as part of the full review process and subsequently identifies changes that are likely to be needed to the LDP. It concludes by recommending that the LDP is revised following the full revision process.

1.2 The adopted Blaenau Gwent Local Development Plan (November 2012) remains extant and will continue to provide the policy framework for the determination of planning applications while the Revised LDP is being prepared. This will remain in force until the 31st December or on adoption of a revised LDP, if sooner.

Purpose of a Delivery Agreement

1.3 This document sets out how people will be given the opportunity to influence future development in Blaenau Gwent. It will explain how and when people will be involved and consulted in developing new planning policy for the area.

1.4 Planning is about ensuring people: live in decent homes; in clean and safe neighbourhoods; with access to parks, countryside and other public spaces. Planning is also about securing enough sites for industry, offices, shops, community facilities, sports and leisure, to make sure there are enough job opportunities and to help create a better Blaenau Gwent.

1.5 This Delivery Agreement is split into two parts:

The **Timetable** for producing the revised LDP: This provides an indication of when different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This section also covers how we intend to monitor the delivery agreement and the revised plan.

The **Community Involvement Scheme** covers how we intend to involve the community in the preparation of the Local Development Plan. It outlines the Authority's principles of community engagement; its approach in relation to who, how and when we intend to engage with the community and stakeholders, how we will respond to representations and how these representations will inform later stages of plan preparation.

1.6 The Council is required to prepare a Draft Revised Delivery Agreement. In developing the Draft Revised Delivery Agreement the Council needs to:

- Revise and update the existing Delivery Agreement;
- Seek the views of selected key stakeholders on the draft document ;
- Secure full Council approval for the draft revised Delivery Agreement;
- Submit to the Welsh Government for agreement;
- Revise, where required, following response from Welsh Government;
- Publish on the Council website; and
- Review the Delivery Agreement on a regular basis.

Preparation of the Revised LDP

1.7 In preparing the revised LDP the Council aim to achieve the following objectives:

- undertake an integrated sustainability appraisal into the plan making process in order to facilitate sustainable development where the seven well-being goals and 5 ways of working have been integral in the process;
- secure early and effective community involvement to enable the consideration of wide ranging views and the building of a broad consensus;
- deliver a fast and responsive approach to plan-making;
- produce a plan that is strategic, concise and distinctive in setting out how the County Borough will develop and change; and
- deliver sustainable development based on a clear understanding of infrastructure requirements, availability of resources, viability and market factors.

1.8 The preparation of the revised LDP will have regard to relevant legislation policies and other initiatives at the European; national, regional and local level. The newly adopted Blaenau Gwent Local Well-being Plan (LWBP) will be of particular importance at the local level. The LWBP relates to the economic, social, environmental and cultural well-being of Blaenau Gwent and will have clear links with the LDP where it relates to land use planning.

The Sustainability Appraisal (SA) & Strategic Environmental Assessment (SEA)

1.9 A Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA) is a statutory requirement of LDP preparation, in order to assess the environmental, social and

economic implications of the plan's strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take account of the significant effects of the plan on the environment. SA, incorporating SEA, was an iterative process throughout the preparation of the adopted LDP and is reflected in the Plan's proposals and policies.

1.10 The Council will undertake an integrated SA/SEA of the revised LDP where the seven well-being goals and 5 ways of working have been integral in the process. In doing so, the Council will work closely with the environmental consultation bodies – NRW and Cadw – as required under the SEA regulations.

1.11 There will be the opportunity for involvement at the various stages of the development of the SA/SEA and this is shown in the tables on pages 17-23.

1.12 The SA, incorporating the SEA will be undertaken as follows:

- A Sustainability Scoping Report – will identify the existing sustainability issues in Blaenau Gwent and provide baseline information along with a review of plans, policies, programmes and strategies. The existing SA indicators and objectives will be revised and updated as necessary. A revised Sustainability Framework will be produced.
- An Initial Sustainability Appraisal Report (ISAR) – will predict and evaluate the effects of the LDP options, spatial strategy and strategic policies on the social environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy and updated when the revised Deposit LDP is prepared.

- A Final Sustainability Appraisal Report (SAR) – will bring together all elements of the SA and take into account the binding recommendations of the Planning Inspector. The Final SAR will be published following receipt of the Inspectors Report.
- A Sustainability Appraisal Adoption Statement – will be published to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the revised LDP.

Habitats Regulations Assessment

1.13 In accordance with the Habitats Directive 92/43/EEC, the impacts of any land use Plan on the conservation objectives of a European Site are to be assessed by means of an Appropriate Assessment. Though there are no European Sites within the borough there are a number in the wider area that development may impact upon. It is intended that the process will run concurrently with the plan making process and form an iterative part of plan preparation.

1.14 There are two stages of Habitat Regulation Assessment:

- Screening
- Habitat Regulations Assessment

Evidence

1.15 As outlined in the Updated Background Papers there is a need to update and undertake various evidence base assessments throughout the preparation of the revised LDP. At this stage it is envisaged that this will include:

- Housing Market Assessment

- Population and Household Projections
- Affordable Housing Viability Assessment
- Sustainable Settlement Hierarchy
- Settlement Boundary Review
- Retail Needs Assessment
- Employment Land Review
- Open Space Assessment
- Renewable Energy Assessment

This is not a definitive list and additional evidence base requirements may emerge as the plan revision progresses.

Well-being of Future Generations Act

1.16 The Well-being of Future Generation (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to the lives of people in Wales in relation to the seven well-being goals and also sets out five ways of working. The seven well-being goals relate to: a prosperous Wales; a resilient Wales; a healthier Wales; a more equal Wales; a Wales of cohesive communities; a Wales of vibrant culture and Welsh language; and a globally responsible Wales. The five ways of working are long-term, integration, involvement, collaboration and prevention. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced. The Blaenau Gwent LWBP has been published and has clear links to the LDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the revised LDP. The Well-being Assessment will form part of the evidence base of the revised Plan.

Tests of Soundness

1.17 Soundness is an integral part of the Development Plan system and this will be important in demonstrating whether the Local Development Plan shows good judgement and whether it is appropriate. The Council must submit the revised LDP to the Welsh Government for examination. An independent Inspector will be appointed by Welsh Government to undertake an examination to determine whether the Plan is fundamentally sound.

1.18 The Inspector will assess whether the preparation of the plan has been undertaken in accordance with legal and regulatory procedural requirements, and complies with the Community Involvement Scheme. The Inspector must also decide whether the Plan meets the three tests of soundness.

Test 1 – Does the plan fit? (i.e. is it clear that the LDP is consistent with other plans);

Test 2 – Is the plan appropriate? (i.e. is the plan appropriate for the area in light of evidence?); and

Test 3 – Will the plan deliver? (i.e. is it likely to be effective?).

1.19 The conclusions reached by the Inspector will be binding and, unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the revised LDP.

Candidate Sites

1.20 The Development Plan system requires the authority to give early consideration to engagement with developers, landowners and the public on potential sites to be included within the Local Development Plan. The aim of this is to avoid substantial numbers of additional sites coming forward at the examination stage and also to ensure that the preferred strategy is deliverable.

1.21 The Authority intends to write to all those identified on the consultation list (See Appendix 1) to give them the opportunity to identify and promote any areas of land they consider suitable for housing, employment, retail, leisure and recreation, waste, transport, and community facilities.

2.0 PART 2: TIMETABLE

Timetable for Delivery

2.1 The Council has established a timetable summarising the key stage in plan preparation (Table 1), which while challenging, provides a realistic timeframe for preparation of the revised LDP having regard to the resources available. In preparing the timetable, regard has been given to the Welsh Government's expectation that a revised plan must be prepared within 3 years and 6 months.

2.2 Table 1 is split into definitive and indicative stages:

Definitive Stages - This part of the timetable is under the direct control of the Council and therefore target dates, whilst challenging are considered realistic. This part of the timetable is up to the statutory deposit stage

Indicative Stages - Beyond the statutory deposit stage, stages are increasingly dependent on extraneous factors (e.g. number of representations received, the number of hearing sessions required, time taken to receive the Inspector's Report) over which the Council has less control.

2.3 A detailed project plan outlining the timescale for each of the stages of plan preparation is included in Appendix 2.

Table 1: Summary of Timetable for the LDP Process

Stage	Timescale	
	From	To
Revise Delivery Agreement	May 2018	October 2018
	Council Approval October 2018 Submission to WG October 2018	
Pre-Deposit Participation	October 2018	October 2019
	Update evidence base Hold participation events Prepare Initial SA and HRA Reports Prepare Preferred Strategy Political Reporting on Preferred Strategy	
Pre-Deposit Public Consultation	November 2019	September 2020
	Consultation on Preferred Strategy – 6 week consultation Prepare Report of Consultation Prepare Deposit Plan and update SA/HRA Political reporting of Draft Deposit Plan	
Statutory Deposit of Proposals	October 2020	March 2021
	Consultation on Deposit Plan – 6 weeks Prepare responses to comments Political reporting of responses	
Indicative		
Submission of LDP for Examination	Spring 2021	
Examination and receipt of Inspector's Report	Autumn 2021	
Publication of Inspectors Report	Winter 2021-2022	
Adoption	Spring 2022	

Management of the LDP Process

2.4 The Development Services Manager will be responsible for the overall delivery of the LDP and the Team Manager Development Plans will be responsible for the day-to-day management of the process. The Development Plans Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages.

2.5 The existing staff resources are set out in Table 2 below, approximately 75% of officer time will be dedicated to the LDP to account for day to day involvement in liaison with development management, monitoring of the existing LDP and the need for regional working. Additional time will be dedicated by the Development Services Manager to the efficient delivery of the revised LDP. It will also be necessary to call upon staff resources from other internal departments to assist in undertaking various evidence base updates/ assessments. This is likely to include officer support from Development Management, Heritage, Housing, Highways, Economic Development, Green Infrastructure, Education, Estates and Democratic Services.

Table 2: Development Plans Team Staff Resources

Officer Job Title	Number of Posts
Development Plans Manager	0.5 (Also responsible for Building Control)
Team Leader – Development Plans	0.9 (reduced hours)
Planning Policy Assistant	1

2.6 The Delivery Agreement has been prepared on the basis of a revised Blaenau Gwent Local Development Plan. However it is

considered that collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base.

2.7 The Council recognises that additional professional specialist services will also be required to progress and establish a robust evidence base to inform the revised LDP. Whilst it is anticipated that a considerable amount of evidence base work will be undertaken by Blaenau Gwent officers the use of external consultants is likely to be necessary in relation to technical/specialist elements of the evidence base. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been secured accordingly.

2.8 Blaenau Gwent, Torfaen and Monmouthshire Local Planning Authorities have identified a number of topic areas where studies could be commissioned jointly.

2.9 A sufficient budget will be made available to progress the revised LDP to adoption within the prescribed timetable. This is anticipated to cover expenditure relating to all elements of preparation of the revised LDP and the Independent Examination.

Risk Management and Analysis

2.10 While the timetable for preparation of the revised LDP is realistic, it is acknowledged that it will also be challenging. It is recognised that there are a number of factors that could result in plan preparation deviating from the proposed timetable. The timetable consequently allows for flexibility through a degree of tolerance of up to 3 months delay, before a formal revision to the

Delivery Agreement is required. Appendix 3 sets out a risk assessment including a number of potential issues that could cause difficulties in keeping to the proposed timetable, together with the Council's proposed approach to managing them.

Supplementary Planning Guidance

2.11 The revised LDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site specific guidance on the way in which LDP policies will be applied. While SPG does not form part of a development plan it should be derived from and be consistent with the relevant LDP. The SPG should also be clearly cross referenced to the policies and proposals it supplements.

2.12 A total of 9 Supplementary Planning Guidance documents have been prepared and adopted to support existing LDP policies. The SPGs cover the following topic areas:

- Householder Design Guidance
- Model Design Guide for Wales Residential Development
- Access, Car Parking and Design
- Hot Food and Drink Uses in Town Centres
- Shopfronts and Advertisements
- Planning Obligations
- Heads of the Valleys - Smaller Scale Wind Turbine Development – Landscape and Sensitivity and Capacity Study
- Planning Guidance for Smaller Scale Wind Turbine Development - Landscape and Visual Impact Assessment Requirements

- Nature Conservation Planning Guidance for Small Scale Wind Energy

2.13 It is anticipated that the SPG topics listed above will continue to be necessary and relevant, and so will be carried forward with any amendments necessary to support the revised LDP, and/or the updated evidence base.

2.14 It should nevertheless be noted that SPG to the LDP cannot be formally adopted until after the Inspector's Report has been received and it is clear that there are no changes to the policy approach set out in the revised plan. It is anticipated that a Green Infrastructure SPG will be prepared and consulted on in parallel with the revised LDP.

Monitoring and Review

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

2.16 An updated timetable will be submitted to Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing 'indicative' with definitive stages). The Council will redefine the indicative timetable within three months of the close of the formal 6-week deposit period and submit it to the Welsh Government for agreement.

2.17 Other stages when the contents of the Delivery Agreement will be reviewed are:

- If the process falls significantly behind schedule, i.e. 3 months or more;
- If any significant changes are required to the Community Involvement Scheme;
- Following the publication of any relevant new regulations/guidance from EU/UK/Welsh Government with a direct bearing on the Plan preparation process;
- If there are any major changes of circumstances that materially affect the assumptions, evidence, policies or proposals contained in the Plan; and
- If there are any significant changes in the resources which are available to undertake the Plan preparation.

2.18 The review of the Delivery Agreement will require further consultation with consultees, and a renewed Welsh Government agreement.

PART 3: COMMUNITY INVOLVEMENT SCHEME (CIS)

The Council's Approach

3.1 The Community Involvement Scheme (CIS) sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the revised LDP. One of the aims of the LDP system is that plan production is based on effective community involvement in order that a range of views can be considered as part of a process of building a wide consensus on the plan's strategies and policies.

3.2 The five ways of working prescribed by the Well-being of Future Generations (Wales) Act are integral to the Community Involvement Scheme, namely long-term; integration; involvement; collaboration; and prevention. The CIS describes the ways in which the community can influence the LDP at different stages of the plan preparation process. The Council has also prepared a timetable for the production of a LDP (see Part 2, Table 1 and Appendix 2) which should be read in conjunction with the CIS.

3.3 Blaenau Gwent County Borough Council's core vision set out in the Corporate Improvement Plan "Proud Heritage, Stronger Communities, Brighter Future". This is intrinsically linked to land use planning and is therefore key to the delivery of the LDP. Accordingly the CIS is based on Blaenau Gwent County Borough Council's five core values of: Proud and Ambitious, Trust and Integrity, Working Together, Raising Aspirations and Fair and Equitable. The key priorities from the Council's Corporate Plan that support the development of the LDP are: Strong and Environmentally Smart Communities; and Economic Development and Regeneration.

3.4 Blaenau Gwent County Borough Council is also committed to ensuring the ten national principles for public engagement in Wales are utilised. Public engagement in the preparation of the revised LDP will take place in accordance with the guidelines set out in this CIS. The Council recognise that community engagement must be designed to make a difference, the main objectives for involving the community in the LDP preparation are based on the ten national principles and can be identified as:

- Engagement is effectively designed to make a difference to involve people at the earliest opportunity, in time to shape plan preparation work;
- To encourage and enable everyone affected to be involved, if they so choose;
- Engagement is planned and delivered in a timely and appropriate way to ensure that the process is easy to understand for everyone within a reasonable timescale and using the most suitable methods;
- Communicate and work with relevant partner organisations to ensure that people's time is used effectively and efficiently;
- The information provided is appropriate and understandable so that people are well placed to take part in the engagement process;
- To make it easier for people to take part because any barriers for different groups of people are identified and addressed;
- To enable people to take part effectively engagement processes should try to develop the skills, knowledge and confidence of all participants;
- To provide two way dialogue with participants by responding to comments received and publishing the Council's response in a report of consultation; and
- Learn and share lessons to improve the process of engagement throughout the process.

Who will we involve?

3.5 Effective involvement of people and communities and collaboration with other organisations are two of the five ways of working set out in the Well-being Future Generations Act and are key aspects of preparing the revised LDP. Who we will seek to involve in the revised LDP process is set out below:

Individuals who have registered an interest through the LDP database

3.6 Throughout the adopted LDP process, a database was maintained to include members of the public, interested persons and any individual organisations who requested to be kept informed at each stage of the LDP process. The Council will use the database for the revised LDP as a starting point to involve and inform individuals throughout the LDP revision process. Anyone can request for their details to be included or removed from the database. Anyone who makes representations at any of the stages of the revised LDP will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) came into force in May 2018. By commenting on the LDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the LDP revision process and for a period of 6 years following adoption.

3.7 If you wish for your details to be added to the revised LDP database, please contact the Planning Policy Team by email, phone or in writing using contact details set out at 3.31.

Elected Members

3.8 It is recognised that the involvement of Elected Members of Blaenau Gwent County Borough Council throughout the LDP revision process will be of key importance. Members have a unique position as not only do they represent the communities within their individual ward, they also represent public interest and are involved in decisions for the wider benefit of the County as a whole. Accordingly, Members will play an essential role in the revised LDP process by providing information to local residents, informing us of issues/opportunities within their local area and more fundamentally making decisions on matters affecting the Blaenau Gwent area as a whole.

3.9 The Executive Member for Regeneration and Economic Development has responsibility for planning policy, including the revised LDP. Engagement with Senior Management and Members will be undertaken as and when deemed necessary. Liaison with the Executive Member and all other Members is essential throughout the process. Member workshops and meetings will be undertaken as and when deemed necessary. Members will be fully informed throughout the process and notified of every participation / consultation stage.

Town and Community Councils

3.10 Town and Community Councils also play a key role in disseminating information to the residents within the area on matters of local importance and will be a key link to communities across Blaenau Gwent. Town and Community Councils will be consulted at every stage of the LDP revision process and through

their individual communication methods will help raise awareness of the revised LDP to local communities.

Partnership Groups

3.11 Existing partnership groups are seen as important means of engaging the wider community in the preparation of the revised LDP, particularly in early stages of public participation.

3.12 Liaison with Blaenau Gwent Public Service Board and partners will be of particular importance to ensure the revised LDP aligns with the Local Well-being Plan. We will work closely with the Council's policy partnership engagement team who are central to the delivery of the Blaenau Gwent Local Well-being Plan.

Business, Landowners, Developers and Agents

3.13 Land and investment will be needed to implement proposals in the revised LDP and efforts will be made to engage with the private sector business community at an early stage. We will engage with planning agents who are regular customers of Blaenau Gwent's planning service. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the revised LDP database.

3.14 The Candidate site process will be the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology is being established across the south east region for local planning authorities to utilise for their respective revised LDPs. A 'Call for Candidate Sites' will be undertaken and all candidate sites will need to be submitted via

standard forms. There will be a second call for further candidate sites and detailed information following consultation on the Preferred Strategy Accordingly all submissions must be made at the appropriate times, the dates of which will be advertised.

Additional Consultation Bodies

3.15 Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees comprise of the Welsh Government and those bodies with specific functions that apply to the Plan area for example Aneurin Bevan Health Board and Dwr Cymru Welsh Water. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests.

Hard to Reach Groups

3.16 Hard to reach groups and those that are seldom heard are those groups who have not taken part traditionally in the plan preparation process. Additional effort will therefore be required to ensure these groups are engaged in the revised LDP process. A flexible approach will need to be undertaken in relation to the engagement with these groups, albeit within the parameters of the specified engagement / consultation periods. Engagement with these groups may be achieved by using existing forums and groups wherever possible. It is nevertheless recognised that the very principle of hard to reach groups is that they may not be involved in existing partnerships/groups and this may therefore not always be achievable.

Existing Local Forums

3.17 There are a number of local forums that exist in the County Borough. Engagement with these forums will be important to the LDP revision process in particular to engage with hard to reach groups. The forums that exist are as follows:

- Citizens Panel
- Grand Council
- Youth Forum
- 50+ Older Network
- Access for all Forum

Wales Planning Aid

3.18 Wales Planning Aid is an independent service providing planning advice to groups and individuals, particularly in disadvantaged areas, helping them to understand the planning system and influence what happens in their local area. Where appropriate we will work with Planning Aid on consultation/training activities.

Management and Working Groups

Executive Members and Corporate Leadership Team Group

3.19 In order to guide the formulation of the revised plan, the Council will use the existing Executive Members and Corporate Leadership Team group. The group will allow for engagement to take place with senior officers and elected members through specific workshops and meetings, where appropriate.

SA/SEA Working Group

3.20 The SA/SEA Working Group will be an internal and external group of expert professionals and interested parties that will assist in the scoping of the SEA and the assessment of the likely significant effects of implementing the revised LDP on the environment.

How will we involve you?

3.21 We will seek to publicise the LDP revision process at every stage and reach as much of the community as possible, as well as other stakeholders to advise people about the revised LDP and how they can get involved. This will be done by:

- Direct contact via email unless there is a preference for a written letter.
- Social Media: Twitter by utilising the corporate account @BlaenauGwentCBC and via Facebook on the Blaenau Gwent County Borough council.
- Engagement with Senior Managers and Elected Members through specific workshops, and within reports to appropriate Democratic Committee meetings.
- All LDP information and documents will be made available on the Council's website which will be updated regularly.
- Making documents available at the Council's main office buildings and local libraries in the County Borough.
- Press releases for the local media, where appropriate.
- Regular email updates that describes progress on the revised LDP.
- Public information exhibitions, drop in sessions and meetings, when appropriate and in accessible and neutral locations.
- Site notices will be displayed regarding land allocations (excluding candidate sites submitted as these relate to submissions for consideration rather than proposals).

Availability of Documents

3.22 The revised LDP documents will be made available at each of the relevant stages. All documents will be made available electronically on the [Planning Policy website](#). Electronic representation forms will also be made available during periods of consultation. In addition to online availability the documents will also be made available in paper format in the following locations:

- Civic Centre, Ebbw Vale;
- Anvil Court, Abertillery; and
- All local libraries in the County Borough.

3.23 Paper copies of documents will not be sent out during the revised LDP process as they will be made publicly available in the locations listed above, as well as being made available electronically. In exceptional circumstances paper copies may be offered, however this will be assessed on a case by case basis depending on the specific needs of the relevant individual.

Welsh Language and Bilingual Requirement

3.24 The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Promotion Strategy for 2017-2022, the requirements of both the Council's strategy and the Welsh Language Standards will be maintained at each stage of the revised LDP.

3.25 Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh.
- All comment forms, posters, public notices (including site notices) and newsletters will be bilingual.
- Any pages on the Local Development Plan website and posts published on social media will be bilingual.
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service.
- The adopted revised LDP will be available in both Welsh and English format.
- Contact will be made with the consultees on the database at an early stage asking their language preference.

What we expect from you

3.26 In order to ensure any comments and representations on the revised LDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the timetable of relevant stages and provides a guideline of when we seek your involvement. More detailed information is available at Table 1 and Appendix 2. This will ensure that individual views are considered and taken into account through the process.

3.27 It is also of importance that you notify the planning policy team should your contact details change during the LDP revision process in order for us to keep you fully informed of progress. With regard to candidate sites, land ownership changes may also occur during the process it is imperative that these are communicated to the Planning Policy team in order to ensure progress is not delayed.

Building Consensus

3.28 The Council will seek to build consensus through the various engagement and consultation methods set out within the CIS. Consensus building can only be achieved if the community and other interested parties are kept fully informed and effectively engaged throughout the preparation of the revised LDP. This is of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and to provide assurances to those that disagree that the decisions have been made in an informed and balanced way. However, decisions made will not be revisited via subsequent consultation opportunities, so participants are requested to focus their input on the matter being considered at that stage.

Late Representations

3.29 As noted in paragraph 3.25, responses are required by the specified deadline of the specific consultation period in order for them to be considered. Any late comments/representations will be logged as 'not duly made' as they were not made in accordance with the published timescales. The timescale to produce the revised LDP is already challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Petitions

3.30 Where petitions are received they will be logged as one body and the Council will ask for a lead person to be identified as a group representative. This will not take away the right of any individual to appear at the Examination but assists the Council in managing the process.

Contact Details

3.31 Details will be provided on how to contact the Council in relation to any consultation phase. Comments are welcome in English or Welsh and can be emailed to planningpolicy@blaenau-gwent.gov.uk or made in writing to:-
Planning Policy, Municipal Offices, Civic Centre, Ebbw Vale, Blaenau Gwent NP23 6XB, alternatively contact the team on 01495 354740 or by email at planningpolicy@blaenau-gwent.gov.uk

Plan Preparation and Consultation Stage

3.32 The following pages provide a detailed breakdown of the plan making process up to and including the submission of the revised LDP to the Planning Inspectorate for examination. It seeks to explain the purpose of the Plan stage, who will be engaged/consulted, how the Council intend to engage/consult and how the information will be reported. The subsequent stages in the process are not directly in the control of the Council and therefore may be subject to change. Whilst the following tables are an accurate record of the planned programme of consultation, it should be noted that the CIS might be subject to revision at appropriate stages in the process.

Stage 1: Pre-Deposit Participation (Regulation 14)

Aims and Objectives of this Stage

- To develop an evidence base for the preparation of the revised LDP;
- To identify suitable sites for inclusion in the revised Plan;
- To develop objectives, alternatives and the Preferred Strategy for the revised LDP (Strategy Options);
- Build consensus on the objectives, alternatives and Preferred Strategy of the revised LDP with key stakeholders with the intention of producing a sound revised Plan; and
- To ensure the Pre-Deposit documents are consistent with the Well-being Plan and the emerging LDP 'Vision' for Blaenau Gwent.

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
Review and update existing evidence base	To inform the development of the Spatial Strategy & Preferred Options	Oct 18 – Sep 19	<ul style="list-style-type: none"> • Public Service Board • Internal Officers • Neighbouring LAs • Additional Consultation bodies 	<ul style="list-style-type: none"> • Meetings 	Topic Papers and Study Reports
'Call for Candidate Sites'	To identify potential development sites	Nov – Dec 18	Consultation database including: <ul style="list-style-type: none"> • Local Landowners • Local Developers • Agents • Home Builders Federation • Registered Social Landlords • Internal Officers 	<ul style="list-style-type: none"> • Email/letter • Website • Social media • Information gathering 	Candidate Site Register
Identification and assessment of vision, objectives and options	To inform the development of the Preferred Strategy	Apr – Jul 19	<ul style="list-style-type: none"> • Members • Public Service Board • Existing Local Forums • Internal Officers • Other Consultees 	<ul style="list-style-type: none"> • Various Workshops and Meetings • Email/letter 	Reports of Engagement
SA/SEA					
Review /Update SA baseline and SA framework	To update the baseline information and framework	Oct 18	<ul style="list-style-type: none"> • Internal Officers • Statutory Consultees • SA/SEA Working Group • Neighbouring LAs 	<ul style="list-style-type: none"> • Email/letter • Meetings 	Report as part of the SA/SEA Scoping Report
SA/SEA Scoping Report	To comment on the scope of the SA/SEA and objectives	Oct – Nov 18	<ul style="list-style-type: none"> • Statutory Consultees • SA/SEA Working Group • Elected Members • Neighbouring LAs 	<ul style="list-style-type: none"> • Email/letter • Working Steering Group Meeting • Website 	Report of Consultation

Stage 2: Pre-Deposit Public Consultation (Regulations 15 & 16)

Aims and objectives of this stage

- To undertake wider public consultation on the Preferred Strategy and Options;
- To make the various documents publicly available and widely accessible for inspection;
- To undertake public consultation over a statutory 6 week period;
- To consider the representations made to the public consultation and provide feedback;
- To consider whether any changes are needed to the Preferred Options and Strategy for the revised LDP; and
- To consult on the Sustainability Assessment of the Preferred Strategy.

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
6 week Public Consultation on Preferred Strategy and assessment of representations received	To enable anyone to make representations to the Council's Preferred Strategy	Nov-Dec 19	<ul style="list-style-type: none"> • Consultation database and candidate site database • Elected Members • General Public • Existing Local Forums • Hard to Reach groups • Town and Community Councils 	<ul style="list-style-type: none"> • Email/letter • Press Releases • Social Media • Website • Drop in sessions/ Exhibitions • Copies of the pre-deposit documents available in the Council offices and all public libraries 	Report of Consultation and recommendations
Second call for further candidate sites and detailed site information	To identify potential development sites and obtain detailed site information	Jan-Mar 20	Consultation database including: <ul style="list-style-type: none"> • Local Landowners • Local Developers • Agents • Home Builders Federation • Registered Social Landlords • Internal Officers Candidate site database	<ul style="list-style-type: none"> • Email/letter • Website • Social media • Information gathering 	Candidate Site Register
SA/SEA					
6 week consultation on Initial Sustainability Appraisal Report	To demonstrate how Preferred Options have been derived having regard for SA/SEA and give opportunity for comment	Nov-Dec 19	<ul style="list-style-type: none"> • Consultation database and candidate site database • Members • General Public • Existing Local Forums • Hard to Reach groups 	<ul style="list-style-type: none"> • Email/letter • Press Releases • Social Media • Website • Drop in sessions/ Exhibitions • Copies of the pre-deposit documents available in the Council offices and all public libraries 	Report of Consultation and recommendations to Executive

Stage 3: Statutory Deposit of Proposals (Regulation 17)

Aims and Objectives of this Stage

- To undertake Statutory Consultation on the Deposit Plan over a 6 week period to meet the LDP regulations;
- To provide an opportunity for all stakeholders and the wider general public to consider the Plan in its entirety;
- To make the various documents publicly available and widely accessible for inspection;
- To consult on the Environmental and Sustainability Appraisal Reports and Habitat Regulation Assessment.

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
6 week Deposit Consultation exercise	To enable all interested persons and organisations to make representations in respect of any policies and proposals in the Deposit Plan	Oct-Nov 20	<ul style="list-style-type: none"> • Consultation database and candidate site database • Members • General Public • Existing Local Forums • Hard to Reach groups 	<ul style="list-style-type: none"> • Available on the website • Press Releases • Copies of the Deposit Plan available in the Council offices and all public libraries • Drop in sessions /exhibitions • Site Notices in respect of site-specific land allocations 	<p>Hard copy of representations placed in Council offices and on website</p> <p>Representations and comments to be included in a report of consultation which will be available on the website</p> <p>Representations submitted to WG for consideration by the Inspector</p>
SA/SEA & HRA					
Sustainability Appraisal Report and Habitat Regulations Assessment	To consult on key outputs of the SA SEA process and HRA	Oct-Nov 20	<ul style="list-style-type: none"> • Consultation database and candidate site database • Members • General Public • Existing Local Forums • Hard to Reach groups 	<ul style="list-style-type: none"> • Available on the website • Press Releases • Copies of the documents available in the Council offices and all public libraries 	<p>Hard copy of representations placed in Council offices and on website</p> <p>Representations and comments to be included in a report of consultation which will be available on the website</p>

Stage 4: Submission of Local Development Plan to Inspectorate for independent Examination (Regulation 22)

Aims and Objectives of this Stage

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

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
Undertake work necessary for formal submission to Welsh Government for Examination	To enable examination of the Plan	Indicative date May- Jun 21	<ul style="list-style-type: none"> • Consultation database • Representors database • Candidate site database • Elected Members • Internal Officers 	<ul style="list-style-type: none"> • Social media • Email/letter • Publication of documents on Council's website • Provide copies of relevant supporting documents at Council offices and libraries 	

Stage 5: Independent Examination (Regulation 23)

Aims and Objectives of this Stage

- To undertake an independent Examination of the revised LDP;
- To examine the LDP in its entirety and test its 'soundness';
- Consider representations seeking changes to deposit Plan;
- For the Planning Inspector to consider all relevant evidence and prepare recommendations in the form of the Inspector's Report; and
- To undertake any further work requested by the Inspector.

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
Notification of Independent Examination	To ensure that interested persons/ organisations are aware that an Independent Examination into the LDP is taking place	Indicative date Aug-Sep 21	<ul style="list-style-type: none"> • Consultation database and candidate site database • Members • General Public 	<ul style="list-style-type: none"> • Formal notification given by email • Notice placed on the website 	
Pre-Examination meeting	To advise on Examination procedures and format	Indicative date Aug-Sep 21	<ul style="list-style-type: none"> • Consultation database and candidate site database • Representors database 	<ul style="list-style-type: none"> • Email to Representors • Notice on the website 	Statements of Common Ground and Papers as necessary
Consideration of all representations to the Plan by the independent Planning Inspector appointed to consider the evidence	To provide an impartial planning view on the soundness of the Plan and the representations made in respect of it	Indicative date Oct – Nov 21	<ul style="list-style-type: none"> • Representors database (Please note not all representors will appear at the Examination) 	<ul style="list-style-type: none"> • Round Table discussions • Formal hearings (if requested and agreed by Inspector) • Written submissions 	Inspectors Report

Stage 6: Publication of the Planning Inspector's Recommendations (Regulation 24)

Aims and objectives of this stage

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

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
To formally adopt the LDP as the Development Plan for the County Borough within eight weeks of receipt of the Inspectors Report	To inform stakeholders of adoption	Indicative date Feb-Mar 22	<ul style="list-style-type: none"> • Consultation database and Candidate site database • Representors database • Members • General Public 	<ul style="list-style-type: none"> • LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website • Formal notification given by email to specific Consultation Bodies and Elected Members • Copies of all relevant documents available in the Council offices • Press Release • Notice on the Internet 	Report to Full Council
SA/SEA					
Formal Publication of Environmental Statement (contained within the SA report)	Identify any adjustments arising from the Examination	Indicative date Feb-Mar 22	<ul style="list-style-type: none"> • Consultation database and Candidate site database • Representors database • Members • General Public 	<ul style="list-style-type: none"> • LDP documents including the adoption statement and the Sustainability Appraisal Report made available on the website • Formal notification given by email to specific Consultation Bodies and Elected Members • Copies of all relevant documents available in the Council offices • Press Release • Notice on the Internet 	

Stage 7: Adoption (Regulation 25)

Aims and Objectives of this stage

- To adopt the LDP within 8 weeks of the receipt of the Inspector's report

Stage	Purpose	When?	Who?	How?	Reporting Mechanism
Publish the Inspector's Report	To provide stakeholders with an opportunity to read the report in advance of any changes being made to the LDP in line with the Inspector's recommendations	Indicative Date Dec 21 – Jan 22	<ul style="list-style-type: none"> • Consultation database and Candidate site database • Representors database • Members • General Public 	<ul style="list-style-type: none"> • Inspector's Report made available on the website • Copies of the report available in the Council offices and all libraries • Formal notice to those persons who asked to be notified 	

List of Consultees

Specific Consultation Bodies as defined in LDP Regulation 2 (including UK Government Departments):	
<ul style="list-style-type: none"> • Welsh Government (Planning division will co-ordinate consultations) • Natural Resources Wales • Network Rail • Office of Secretary of State for Wales • Telecommunication Operators – EE, Vodafone and O2, Openreach, Virgin Media • Aneurin Bevan Health Board • Gas and Electricity Licensees – National Grid, Wales & West Utilities • Sewerage and Water Undertakers – Dwr Cymru Welsh Water • Department for Transport (including Secretary of State for functions previously exercised by the Strategic Rail Authority) • UK Government Departments – Department of Business, Energy and Industrial Strategy • Home Office • Ministry of Defence <p>Neighbouring Local Authorities:</p> <ul style="list-style-type: none"> • Brecon Beacons National Park • Caerphilly County Borough Council • Powys County Council • Torfaen County Borough Council • Monmouthshire County Council <p>Local Community Councils:</p> <ul style="list-style-type: none"> • Abertillery & Llanhilleth Community Council 	<ul style="list-style-type: none"> • Nantyglo & Blaina Town Council • Brynmawr Town Council • Tredegar Town Council

General Consultation Bodies	
<p>The Council will consult with the following general consultation bodies, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:</p> <p>Voluntary bodies whose activities benefit any part of the authority's area:</p> <ul style="list-style-type: none"> • GAVO • Age Concern Gwent • Gwent Wildlife Trust • Royal Voluntary Service <p>Bodies representing the interests of different racial, ethnic or national groups in the authority's area:</p> <ul style="list-style-type: none"> • The Equality and Human Rights Commission • The Valleys Regional Equality Council • Citizens Advice Cymru • Ethnic Minority Foundation • Friends, Families and Travellers <p>Bodies which represent the interests in different religious groups in the authority's area</p> <ul style="list-style-type: none"> • Church in Wales • Catholic Church in Wales • Evangelical Movement of Wales • Kingdom Hall Jehovah's Witnesses • Muslim Council for Wales • South Wales Baptist Association • United Reform Church • Salvation Army 	<ul style="list-style-type: none"> • Cardiff Buddhist Centre • UK Islamic Mission <p>Bodies which represent the interests of disabled persons in the authority's area:</p> <ul style="list-style-type: none"> • Downs Syndrome Association • Gwent Association for the Blind • Mencap Cymru • Mind Cymru • Royal National Institute for Deaf People • Wales Council for Deaf People • Wales Council for the Blind • Wales Council for the Disabled • Blaenau Gwent Access Forum • Disability Wales • Disability Rights Commission • Disabled Persons Transport Advisory Committee <p>Bodies which represent the interests of persons carrying out business in the authority's area:</p> <ul style="list-style-type: none"> • Blaenau Gwent Business Forum • Business Wales (South Wales Regional Centre) • Federation of Small Businesses in Wales <p>Bodies which represent the interests of Welsh culture in the authority's area:</p> <ul style="list-style-type: none"> • Cadw • Glamorgan Gwent Archaeological Trust Ltd • Royal Commission on Ancient and Historic Monuments

Other Consultees	
<p>The Council will consult with the following other consultees, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:</p> <ul style="list-style-type: none"> • British Aggregates Association • British Geological Survey • Canal and River Trust • Centre for Ecology & Hydrology • Chambers of Commerce, Local CBI, Local Branches of Institute of Directors • Coal Authority • Country Landowners & Business Association (CLA) • Crown Estate • Design Commission for Wales • Farmers Union Wales • Fire & Rescue Services • Health & Safety Executive • The Home Builders Federation <p>Local Community, Conservation, Amenity Groups, Agenda 21 Groups/Civic Societies</p> <ul style="list-style-type: none"> • Wales Environment Link • Welsh Environmental Services Association • Campaign for the Protection of Rural Wales • Friends of the Earth (Cymru) <p>Other Relevant Bodies</p> <p>Community Planning Groups :</p> <ul style="list-style-type: none"> • Blaenau Gwent Public Service Board 	<ul style="list-style-type: none"> • British Trust for Ornithology • Welsh Historic Gardens Trust • Wildlife and Wetlands Trust • Local Biodiversity Action Plan Partnerships • RSPB Cymru <p>Local Transport Operators</p> <ul style="list-style-type: none"> • Arriva Trains • Bus Users Cymru • Confederation of Passenger Transport • Great Western Railway & Network Rail Western • Freight Transport Association • Road Haulage Association Ltd • Stagecoach • Sustrans • Gwent Joint Passenger Transport Unit <ul style="list-style-type: none"> • Fields in Trust • One Voice Wales • Planning Aid Wales • Royal Institute of Chartered Surveyors • Royal Town Planning Institute (Wales) • Chartered Institute of Housing (Cymru) • Institute of Civil Engineers • Chartered Management Institute (Cymru) • Sports Wales • Wales Council for Voluntary Action

<ul style="list-style-type: none"> • Blaenau Gwent Fair and Safe Partnership <p>Education</p> <ul style="list-style-type: none"> • Coleg Gwent • National Library for Wales <p>Housing Associations</p> <ul style="list-style-type: none"> • Melin • Linc Cymru • United Welsh <p>Elderly Persons Organisations</p> <ul style="list-style-type: none"> • Age UK • National Old Age Pensioners Association for Wales <p>Ex Offenders Groups</p> <ul style="list-style-type: none"> • Nacro • Apex Trust <p>Government Agencies</p> <ul style="list-style-type: none"> • Arts Council of Wales • Capital Region Tourism • Coed Cymru • Civic Trust Cymru • The National Trust <p>Local House Builders</p> <p>Local Estate Agents</p>	<p>Homeless Organisations</p> <ul style="list-style-type: none"> • Shelter Cymru • Crisis <p>Planning Consultants</p> <ul style="list-style-type: none"> • Arup • Arcadis • Asbri Planning • Atkins Global • BNP Paribas Real Estate • Boyer Planning • Capita Property • CDN Planning Ltd • CH2M • Cushman and Wakefield • DLP Planning • DPP Planning • GVA • James Barr Design • Jones Lang la Salle • Kevin Nield Associates • Leith Planning Ltd • Lichfield Planning and Development Consultancy • Louis Chicot Associates • LRM Planning Ltd • Pegasus Planning Group • RPS Group • Savills • White Young Green
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<p>Children and Young People</p> <ul style="list-style-type: none">• NCH Action for Children• Tredegar Youth Café• Brownies and Guides• BG Youth Carers• Children in Wales• Clybiau Plant Cymru Kids Clubs• Prince's Trust• Youth Hostel Association	<p>Local Planning Agents</p> <p>Political including Local Assembly Members and Members of Parliament</p> <p>Voluntary Public Bodies</p> <ul style="list-style-type: none">• British Horse Society• Ramblers Association Wales• Prince's Trust• Welsh Consumer Council• Welsh Association of Motor Clubs
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Appendix 2: Timetable for the Preparation of the Revised LDP

	2018								2019								2020								2021								2022														
Key Stage Definitive	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Delivery Agreement (DA)																																															
Preparation of Draft DA																																															
Political Reporting of Draft DA and agreement to submit to WG																																															
Submission to Welsh Government																																															
DA agreed by Welsh Government																																															
Update Evidence Base																																															
Review Evidence Base																																															
Review SA - Update baseline and framework and prepare Scoping Report																																															
Pre-Deposit Participation																																															
Call for Candidate Sites																																															
Candidate Sites - Initial Assessment																																															
Consultation on Draft SA Scoping Report																																															
Identification & assessment of vision, objectives and options																																															
Preparation of Initial SA Report																																															
Preparation of HRA Report																																															
Preparation of Preferred Strategy																																															
Political reporting of Preferred Strategy																																															
Pre-Deposit Consultation																																															
Consultation on Preferred Strategy																																															
Consultation on Initial SA Report																																															
Analyse consultation responses and prepare Initial Consultation Report																																															
Candidate Site Assessment - Call for further information																																															
Candidate Site Assessment - Assessment																																															
Prepare Deposit Plan																																															
Update SA/HRA																																															
Political reporting of Deposit Plan																																															

Appendix 2: Timetable for the Preparation of the Revised LDP

	2018				2019				2020				2021				2022	
Statutory Deposit																		
Consultation on Deposit Plan, SA Report and HRA																		
Analyse consultation responses and prepare Consultation Report																		
Politicl Reporting of Deposit Plan responses																		

	2018				2019				2020				2021				2022																		
Key Stage Indicative	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Submission of LDP to Welsh Government Examination																																			
Inspector's Report - Preparation																																			
Inspector's Report - Publication																																			
Inspector's Report - Adoption																																			

- Key**
- Public Consultation
 - Work
 - Political Reporting

Appendix 3: Risk Assessment

Risk	Risk Score	Potential Impact	Mitigation
Council			
Change in staff resources to undertake preparation of revised LDP.	Medium	Programme slippage	Ensure support at a corporate level
Staff turnover in small team	Medium	Programme slippage	Consider additional resources (including support from other sections within the Council)
Reduction and lack of financial resources	Medium	Programme slippage	Ensure plan preparation process is adequately costed with in-built capacity for unforeseen costs
Corporate reorganisation of structures	Medium / high	Programme slippage	Ensure revised LDP process maintains highest level of corporate priority
Council decision making reporting cycle	Medium	Programme slippage	Streamline decision making procedures and ensure timetable is realistic
Political Change / Elections	Low	Programme slippage	Early Member training
Lack of support from officers / other departments in production of the evidence base	Medium	Programme slippage	Ensure organisation wide support of plan process and timetable from outset


Risk	Risk Score	Potential Impact	Mitigation
National / Regional Issues			
Additional requirements arising from new legislation/national guidance e.g. revised Planning Policy Wales and LDP Manual	Medium/ High	Programme slippage	Monitor emerging legislation/guidance and respond to changes as soon as possible
Involvement in preparation of Strategic Development Plan	Medium/ High	Programme slippage Resource implications as extent of input to the SDP is currently unknown	Ensure sufficient resources are made available to support the SDP process
Planning Inspectorate unable to meet target dates	Low /Medium	Examination and/or report is delayed	Maintain close liaison with the Planning Inspectorate to ensure early warning of any potential problems
Printing and production delays	Low	Programme slippage	Consider additional resources to undertake process in house
Local Issues			
Insufficient information to undertake SA/SEA	Low	Programme slippage	Identify and manage expectation of consultation bodies
Large volume and/or highly significant levels of objections to proposals e.g. site allocations	Medium / High	Programme slippage	Ensure close liaison and early/continued involvement of community, statutory bodies & stakeholders

Risk	Risk Score	Potential Impact	Mitigation
			throughout the plan preparation process
SA/SEA/HRA implications on plan strategy / proposals	Low	Programme Slippage	Ensure process is fully integrated with LDP preparation
Need to amend emerging Plan to align with emerging National Development Framework (NDF) and Strategic Development Plan	Medium	Programme slippage	Ensure involvement in progress of regional work Keep up to date with progress on NDF
Plan fails test of 'soundness'	Medium	Plan cannot be adopted without considerable additional work	Ensure Plan and Community Involvement are 'sound' Close liaison with WG Planning Division
Legal challenge	Low	Programme slippage Quashing of adopted LDP	Ensure good knowledge of statutory requirements to ensure compliance

Profile and Characteristics of Local Population

Population	Economic Activity	Economic Inactivity (Continued)
Total 69,814 Males 34,325 Females 35,489 <i>Source: Census 2011</i>	Total Males 16-74 years 25,773 Total Females 16-74 years 26,036	% inactive females 16-74 years: Retired 16.80% Student 4.3% Looking after home/family 4.5% Permenantly sick/disabled 9.6% Other 2.7% <i>Source: Census 2011</i>
Age Structure	% Males 16-74 years who are:	Marital Status (%)
Aged 0 to 4 5.8% Aged 5 to 15 10.9% Aged 16 to 19 13.3% Aged 20 to 44 25.5% Aged 45 to 64 26.6% Aged 65 years and over 17.9% <i>Source: Census 2011</i>	Working full-time 43.0% Working part-time 5.8% Self employed 7.6% Uemployed 8.7% Full-time Student 1.8% % Females 16-74 years who are: Working full-time 27.2% Working part-time 20.2% Self employed 2.5% Unemployed 5.1% Full-time Student 2.3% <i>Source: Census 2011</i>	All people aged 16+ (No) 57,321 Single (never married) 34.2% Married 44.3% Seperated but still married 2.2% Divorced 10.60% Widowed 8.5% <i>Source: Census 2011</i>
Ethnic Group	Economic Inactivity	Tenure (%)
White 98.4% Asian or Asian British 0.5% Black or Black British 0.1% Chinese or Other 0.2% Mixed Ethnicity 0.6% Other Ethnicity 0.1% Identifying themselves as Welsh 72.4% <i>Source: Census 2011</i>	% inactive males 16-74 years: Retired 16.8% Student 4.3% Looking after home/family 4.5% Permenantly sick/disabled 9.6% Other 2.7% <i>Source: Census 2011</i>	Owned Outright 32.9% Mortgaged 29.1% Shared Ownership 0.1% Council rented 11.1% Housing Assoc. rented 12.9% Private rented 11.4% Other rented 1.4% <i>Source: Census 2011</i>
Welsh Speakers (%)		
Aged 3+ 11.5% <i>Source: Census 2011</i>	<i>Source: Census 2011</i>	

Profile and Characteristics of Local Population

Car Ownership (H'holds) (%)		Health & Provision of Unpaid Care		Employment (%)	
No Car	29.0%	% of people with a limiting long-term illness	27.2%	All aged 16-74 in employment	28,291
1 Car	43.8%			Agriculture, Forestry & Fishing	0.30%
2+ Cars	27.3%	% people of working age with limiting long-term illness	13.9%	Mining & Quarrying	0.30%
Total Cars (No.)	32,478			Manufacturing	20.10%
<i>Source: Census 2011</i>		% of people whose health was:		Public Utilities	2.10%
Lone Parent Households (No)		Good	72.5%	Construction	7.90%
With dependent children	2,759	Fairly good	16.8%	Wholesale & Retail; repair motor vehicle	15.20%
<i>Source: Census 2011</i>		Not good	10.7%	Hotels & Catering	4.60%
Education & Qualifications (%)		All people who provide unpaid care	12.5%	Transport & Storage	3.90%
All people aged 16 and over	57,321	% of people who provide unpaid care:		Financial Intermediation	1.70%
No qualifications	36.0%	1-19 hours a week	6.2%	Real Estate	1.10%
Highest qualification (level 1)	15.80%	20-49 hours a week	2.3%	Public administration & defence	7.00%
Highest qualification (level 2)	15.50%	50 or more hours per week	4.0%	Education	7.90%
Highest qualification (level 3)	9.80%	<i>Source: Census 2011</i>		Health & Social Work	17.30%
Highest qualification (level 4 and above)	15.20%	Job Seekers Allowance: November 2016		Other	3.70%
Other qualification/level unknown	4.20%	Number of claimants	1,020	<i>Source: Census 2011</i>	
<i>Source: Census 2011</i>		% of claimants	2.30%	 <p>Cyngor Bwrdeisdref Sirol</p> <h1>Blaenau Gwent</h1> <p>County Borough Council</p>	
Household Size		<i>Source: Nomis</i>			
Persons per household	2.3				
<i>Source: Census 2011</i>					

Glossary of Terms

Adoption	Final stage of LDP preparation where the LDP becomes the statutory Development Plan for the purposes of the Act.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the LDP strategy and objectives are being achieved and whether the LDP policies are functioning effectively.
Baseline	A description of the present state of an area.
Blaenau Gwent County Borough Council (BGCBC)	This is the name of the Local Authority preparing the LDP.
Candidate Sites	A site nominated by an individual with an interest in land (i.e landowner, developer, agent or member of the public) to be considered for inclusion in the LDP. All Candidate sites will be assessed for suitability for inclusion as potential allocations.
Community	People living in a defined geographical area, or who share interests.
Community Involvement Scheme (CIS)	The Community Involvement Scheme forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the Local Development Plan.
Consensus Building	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
Consultation	A formal process in which comments are invited on a particular topic or draft document usually within a defined period of time.
Council	Blaenau Gwent County Borough Council (excluding for planning purposes the Brecon Beacons National Park administrative area that falls within the Blaenau Gwent area.)
Delivery Agreement (DA)	A document comprising Blaenau Gwent County Borough Council's (as Local Planning Authority) timetable for the preparation of the LDP together with its Community Involvement Scheme, submitted to the Welsh Government for Agreement.
Deposit	A formal six week stage in which individuals and organisations can make representations on the LDP. Representations that relate to whether the plan is 'Sound' are then examined by an Inspector.
Deposit LDP	This is a full draft of the LDP which undergoes a formal consultation period prior to it being submitted to the Welsh

	Government for public examination.
Duly Made	Representations to the LDP which are made in the correct way within the consultation period.
Engagement	A proactive process that seeks to encourage the involvement and participation of the community and other groups in the decision making process.
Evidence Base	Information and data that provides the basis for the preparation of the LDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the LDP.
Examination	The examination involves public examination of the Deposit LDP, the Deposit representations, the report of consultation, evidence base/background documents and the Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Frontloading	Community involvement and consensus building at early stages of plan preparation.
Habitat Regulation Assessment	This is the assessment of the potential effects of a Development Plan on one or more European sites and comprising Special Areas for Conservation (SACs), candidate SACs and Special Protection Areas. The assessment should conclude whether or not a proposal or policy in a Development Plan would adversely affect the integrity of the site in question.
Indicator	A measure of variables, over time, often used to measure achievement of objectives.
Inspector's Report	The report prepared by an independent inspector who examines the LDP. The Inspector's Report contains recommendations on the content of the final LDP and is binding upon the Council. The Council must adopt the LDP in the manner directed by the Inspector.
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.
Local Planning Authority (LPA)	In the case of Blaenau Gwent County Borough, this is Blaenau Gwent County Borough Council excluding Brecon Beacons National Park.
National Development Framework (NDF)	The NDF will set out a 20 year land use framework for Wales and will replace the current Wales Spatial Plan. The Welsh Government Planning Directorate has begun work on the NDF.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Participation	A process rather than a single event that provides opportunity for direct engagement with the community and

	stakeholders to input into decision making.
Planning Inspectorate	The Wales branch of the Planning Inspectorate is an independent body who will be responsible for the formal examination of the LDP.
Planning Policy Wales (PPW)	Planning policy guidance for Wales produced by the Welsh Government is set out in this document.
Pre-deposit	Stages of plan preparation and consultation before the Deposit LDP is finalised and approved by Council.
Preferred Strategy	This sets out the broad strategic direction for the LDP. This includes the preferred level of growth along with the spatial strategy for distributing growth. It also includes the vision, issues and objectives of the Plan.
Press Releases	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation	Regulations are set out in Welsh Statutory instruments. They provide the framework for the preparation of the LDP.
Report of Consultation	A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.
Representations	Comments received in relation to the LDP, either in support of, or in opposition to.
Review Report	The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the LDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping	The process of deciding the scope and level of detail of a Sustainability Appraisal, 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.
Significant Effect	Effects which are significant in the context of the plan. (Annexe II of the SEA Directive give criteria for determining the likely environmental significance of effects).
Soundness Tests	In order to adopt a LDP it must be determined to be sound by the Planning Inspector. The Tests of Soundness are set out in PPW. There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders	Interests directly affected by the LDP – involvement generally through representative bodies.
Strategic Development Plan (SDP)	A Strategic Development Plan is a tool for regional planning to cover cross-boundary issues such as housing and transport. It will be prepared by a Strategic Planning Panel across a region. LPAs must have regard to the SDP when developing their LDPs.

Strategic Environmental Assessment (SEA)	Generic terms 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”.
Submission	When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance (SPG)	Provides supplementary information in respect of the policies of the LDP. They do not (SPG) form part of the Development Plan and are not subject to independent examination but must be consistent with it and with national planning policy.
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 the SEA Regulations to undertake SA of the LDP. This form of SA fully incorporates the requirements of the SEA Directive.
Sustainability Appraisal Report (SAR)	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 meets the requirements for the Environmental Report under the SEA Directive. The SEA Regulations requires each LPA to prepare a report of the findings of the SA of the LDP.
Timetable	Sets out the dates by which key stages and processes of LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.
Well-being of the Future Generations (Wales) Act (2015)	The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities, to put long term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with written or drawn ‘output’.



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