

Appendix D



Monmouthshire County Council Local Development Plan

LDP Revision Delivery Agreement

April 2018

Planning Policy Service

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1.0 Part 1 - Introduction

- 1.1 A full review of the Monmouthshire Local Development Plan 2011 – 2021 (adopted 27th February 2014) 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 any changes that are likely to be needed to the LDP, based on evidence. It concludes by recommending that the Council commence the preparation of a revised LDP following the full revision procedure. The final Review Report was published alongside the Draft Delivery Agreement.
- 1.2 The adopted Monmouthshire Local Development Plan (February 2014) 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 31 December 2021 or on adoption of a revised LDP, if sooner¹.

Purpose of a Delivery Agreement

- 1.3 The Revised LDP will cover the 2018-2033 period. Preparation of a Delivery Agreement² is a key requirement in preparing a revised plan. This document provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the revised LDP. The revised LDP will be examined by an independent Inspector to test whether the Plan is sound and has been prepared in accordance with its Delivery Agreement.
- 1.4 The Delivery Agreement is split into two key parts:
- The **Timetable** for producing the revised LDP. This provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in *Part 2* of this Delivery Agreement.
 - The **Community Involvement Scheme** outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included as *Part 3* of this Delivery Agreement.

¹ Section 62 (9) Planning and Compulsory Purchase Act 2004 (as amended Planning (Wales) Act 2015)

² Section 63 (1) Planning and Compulsory Purchase Act 2004 & Regulations 5 – 10 LDP (Wales) Regulations (as amended 2015)

- 1.5 A glossary of terms can be found in Appendix 4.

Delivery Agreement Preparation

- 1.6 A number of steps in preparation of the Delivery Agreement have been undertaken to date. The latest of which relates to the Delivery Agreement being subject to targeted consultation and amended as appropriate.

- Political Reporting on the draft DA
- Targeted consultation on the draft DA and revision of the DA as appropriate.
- Reporting of the updated DA to Council for approval.
- Submit DA to Welsh Government for agreement.
- Publish DA on Council website and place in Planning Reception and Community Hubs/Libraries across the County.
- Review DA on a regular basis (quarterly).

Preparation of the Revised LDP

- 1.7 In preparing the revised LDP the Council will aim to achieve the following key objectives³:

- Facilitate Sustainable Development by fully integrating a Sustainability Appraisal (incorporating Strategic Environmental Assessment) into the plan making process. A Well-being Assessment and Health Impact Assessment will also be produced.
- Ensure early and effective community involvement in order to consider a wide range of views, with the aim of building a broad consensus on the strategy and policies for the revised LDP.
- Enable policy integration by producing a revised LDP that is internally consistent with other corporate priorities and other policies and strategies at the national, regional and local level, appreciating the need to avoid unnecessary repetition.
- Deliver a fast and responsive approach to plan-making.
- Produce a revised LDP that is strategic, concise and distinctive in setting out how Monmouthshire will develop and change, with particular regard to the well-being of future generations whilst also addressing key issues collaboratively with adjacent local planning authorities.
- Deliver sustainable development, with full consideration of infrastructure requirements, availability of resources, viability and market factors.

- 1.8 The revised LDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The emerging 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 Monmouthshire and will have clear links with the LDP where it relates to land use planning.

³ Welsh Government LDP Manual (Edition 2, 2015)

Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

- 1.9 A Sustainability Appraisal⁴, (SA) incorporating Strategic Environmental Assessment⁵ (SEA) is a statutory requirement of LDP preparation, in order to assess the environmental, social and economic implications of the plans strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take into account 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 continue to adopt an integrated approach to the SA/SEA of the revised LDP, ensuring that the revised plan is internally consistent, with economic and social issues considered alongside other matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation.
- 1.11 The SA, incorporating the SEA will be undertaken as follows:
- A Sustainability Appraisal Scoping Report. This will identify the existing sustainability issues in the Monmouthshire area 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). This 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). This 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.

⁴ Section 62 (6) Planning and Compulsory Purchase Act 2004

⁵ European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

Habitats Regulations Assessment (HRA)

- 1.12 The Habitats Directive⁶ requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. Monmouthshire includes a range of international nature conservation designated sites such as Special Areas of Conservation and a RAMSAR site. Habitats Regulations Assessment will be undertaken alongside SA/SEA to ensure an integrated approach to assessment. It is intended that the process will again run concurrently with the plan making process and form an iterative part of plan preparation.
- 1.13 There are two stages of Habitats Regulation Assessment:
- Screening
 - Habitats Regulations Assessment

Evidence Base Assessments

- 1.14 As outlined in each of the published Annual Monitoring Reports, and the Review Report, 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:
- Needs assessments in relation to population, housing, employment and retail
 - Additional land allocations to meet the chosen growth strategy for the new Plan period
 - Affordable Housing Viability Assessment
 - Local Housing Market Assessment
 - Sustainable settlement hierarchy
 - Urban capacity study
 - Employment Land Review
 - Amenity Open Space survey
 - Settlement boundary review
 - Renewable Energy Assessment
 - Infrastructure Plan

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

Well-being of Future Generations Act

- 1.15 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to 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

⁶ 92/43/EC

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. Given that sustainable development is the core underlying principle of the LDP (and SEA), there are clear associations between both the LDP and the WBFG Act. As a requirement of the Act a Local Well-being Plan (LWBP) must be produced, which is currently in the process of being finalised. This plan will look at the economic, social, environmental and cultural well-being of the county and will have clear links with the LDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the revised LDP, which will follow the five ways of working.

Tests of Soundness

- 1.16 ‘Soundness’ is an integral part of the LDP system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the revised LDP is found not to be sound then the Welsh Government could require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation thereby causing considerable delay in the preparation of the plan.
- 1.17 The Council must submit the revised LDP to the Welsh Government for examination. An independent Inspector is appointed by the WG to undertake this examination to determine whether the Plan is fundamentally sound. 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 determine whether the Plan meets the three soundness tests⁷:
- **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 the light of the evidence?);
 - **Test 3 – Will the plan deliver?** (i.e. is it likely to be effective?).
- 1.18 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.

⁷ Welsh Government LDP Manual (Edition 2, August 2015)

2.0 Part 2 - Timetable

- 2.1 The Council has established a timetable summarising the key stages in plan preparation (Table 1), which while challenging, provides a realistic timeframe for preparation of the replacement LDP having regard to the resources available. In preparing the timetable, regard has been given to the WG's expectation that a revised plan can be prepared in considerably less than 4 years, taking into account the resources available and the extent of changes required (Planning Policy Wales Edition 9, November 2016). Moreover, it has regard to the fact that the current LDP expires in December 2021 and there is a pressing need to maintain Plan coverage.
- 2.2 Table 1 is split into definitive and indicative stages:
- **Definitive Stages** – This part of the timetable provides information up to and inclusive of the statutory Deposit stage. The progress of the Plan over this period is under the direct control of the Council and therefore target dates, while challenging, are considered realistic and every effort will be made to adhere to these dates.
 - **Indicative Stages** – This part of the timetable provides for the stages of plan preparation beyond the statutory Deposit stage. These stages are increasingly dependent on a wide range of external factors (e.g. the number of representations received, number of examination hearing sessions, time taken to receive Inspector's Report) over which the Council has far less control. Those dates will be reconsidered after reaching the Deposit stage when definitive timings for the remaining stages will be prepared and submitted to the Welsh Government for agreement and publication.

Table 1 - Key stages in Replacement Plan Preparation

Key Stages	Timescale	
	From	To
Delivery Agreement	January 2018	May 2018
	Full Council – May 2018 Submission to Welsh Government – May 2018 (Response to LPA to be received within 4 weeks)	
Pre-Deposit Participation	July 2018	October 2019
	Report to Council on draft Preferred Strategy – October 2019	
Preferred Strategy (Pre-Deposit) Consultation.	November 2019	September 2020
	Preferred Strategy - 6 week consultation Report to Council on draft Deposit Plan – September 2020	
Statutory Deposit Plan Consultation	September 2020	February 2021
	Deposit Plan - 6 week consultation Report to Council on focused changes and submission of Deposit Plan to Welsh Government – February 2021	

Stages	Timescale
Indicative	
Submission of LDP to Welsh Government	Spring 2021
Independent Examination	Summer 2021
Inspector's Report	Autumn 2021
Adoption	Late 2021 (must be adopted within 8 weeks of receiving the Inspector's binding report)

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

Resources

- 2.4 The Head of Planning, Housing and Place-Shaping will be responsible for the overall delivery of the revised LDP, with the Planning Policy Manager responsible for the day-to-day project management. The Planning Policy Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages. The existing staff resources are set out in Table 2 below, approximately 80% of officer time will be dedicated to the LDP to account for day to day involvement in liaison with colleagues in development management and also to account for regional working. Additional time will be dedicated by the Head of Planning, Housing and Place-Shaping to the efficient delivery of the replacement 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, Business and Enterprise, Green Infrastructure, Education, Democratic Services and Legal Services.

Table 2 – Planning Policy Staff Resources

Officer Job Title	Number of posts
Planning Policy Manager	1.5. (0.5FTE Manager due to retire in May 18, this 0.5 post will subsequently be deleted).
Principal Planning Policy Officer	1
Senior Planning Policy Officer	2 (this includes an additional fixed term post)
Planning Policy Research Officer	1

- 2.5 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. While it is anticipated that a considerable amount of evidence base work will be undertaken by MCC officers, predominately Planning Policy, the use of external consultants is likely to be necessary, particularly in relation to highly

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.

- 2.6 The Delivery Agreement has been prepared on the basis of a revised Monmouthshire Local Development Plan only. Work is however on-going on a regional basis, collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Monmouthshire and Torfaen Councils have identified a number of topic areas where an evidence base could be prepared jointly.
- 2.7 A sufficient budget is available to progress the revised LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the revised LDP and the Independent Examination.

Risk Management and Analysis

- 2.8 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 month 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 (SPG)

- 2.9 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.
- 2.10 Since the adoption of the current LDP a total of 8 Supplementary Planning Guidance documents have been prepared and adopted to support existing LDP policies. The SPG cover the following topic areas:
- Green Infrastructure, April 2015
 - Conversion of Agricultural Buildings Design Guide SPG April, 2015
 - LDP Policies H5 & H6 Replacement Dwellings in the Open Countryside and Extension of Rural Dwellings SPG, April 2015
 - Affordable Housing SPG, March 2016

- Renewable Energy and Energy Efficiency SPG, March 2016
- Primary Shopping Frontages Supplementary Planning Guidance, April 2016
- Sustainable Tourism Accommodation SPG, November 2017
- Rural Conversions to Residential or Tourism Use, November 2017

2.11 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.

2.12 For example it is recognised that updated viability testing is essential to inform the revised LDP which could result in changes to existing policy, particularly affordable housing. Accordingly it is likely that the Affordable Housing SPG will need to be revised to reflect such changes. It is anticipated that this will be revised alongside the preparation of the revised LDP. 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 not anticipated that any new/additional SPG will be prepared or consulted on in parallel with the revised LDP, primarily due to the challenging timescales.

Monitoring and Review

2.13 The Council will monitor and regularly review progress of the replacement LDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. As noted in paragraph 2.8 the timetable allows for a marginal degree of flexibility, however, any amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the revised LDP.
- Preparation of the revised LDP falls behind schedule i.e. more than 3 months.
- Significant changes to European, UK or Welsh legislation directly affecting the revised LDP preparation process.
- Any other change in circumstances that will materially affect the delivery of the revised LDP in accordance with the DA.
- Significant changes to the Community Involvement Scheme.

2.14 An updated timetable will be submitted to the Welsh Government following the Deposit stage. This will provide certainty of the timescales for the remaining stages (i.e. replacing indicative stages with definitive stages). The indicative timetable will be redefined within 3 months of the close of the formal Deposit period and submitted to the Welsh Government for agreement.

3.0 Part 3 – Community Involvement Scheme

- 3.1 The Community Involvement Scheme sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP. While ultimately it is the Council that is responsible for the content of the LDP should it not be possible to achieve consensus, 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 strategy and policies. The five ways of working prescribed by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long-term, integration, involvement, collaboration and prevention. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP (Section 2, Table 1 and Appendix 2), which should be read in connection with the CIS.
- 3.2 Monmouthshire County Council's key purpose is to help build sustainable and resilient communities that support the well-being of current and future generations. This is intrinsically linked to land use planning and is therefore key to the delivery of the LDP. Accordingly, the CIS is based on Monmouthshire County Council's four values; openness, fairness, flexibility and teamwork.

Openness. *We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.*

Fairness. *We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.*

Flexibility. *We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.*

Teamwork. *We will work with you and our partners to support and inspire everyone 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.*

- 3.3 Monmouthshire County Council is also committed to ensuring the ten national principles for public engagement in Wales are utilised. Public engagement in the preparation of the LDP will take place in accordance with the guidelines set out in the CIS. The Council

recognise that engagement must be designed to make a difference, the main objectives for involving the community in the LDP preparation process can be identified as:

- To involve people at the earliest opportunity, in time to shape plan preparation work
- That consultation takes place before decisions are made and that such decisions are made in an open and transparent manner
- To provide an accessible consultation process and adapt this as necessary to account for individual needs
- To encourage and enable everyone with the opportunity to be involved, if they so choose
- Adopt alternative approaches to ensure hard to reach groups are involved from the outset
- Draw on local knowledge to improve decision making and help the realistic implementation of decisions
- That the planning system should help implement the community's vision for the area
- To seek consensus and strengthen community involvement
- To engage as full a spectrum of the community as possible in strategic issues
- To provide two way dialogue by responding to comments received and publishing responses in a report of consultation

Welsh Language and Bilingual engagement

3.4 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 Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the revised LDP. 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 consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual.
- Any pages on the Local Development Plan website and social media posts published on twitter 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.
- Draft LDP documents can be made available in Welsh if requested. The Adopted Revised LDP will be available in both Welsh and English format.

How will we involve you?

3.5 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 (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation)

- Through use of **Twitter**, by utilising both the corporate @MonmouthshireCC account and the @MCCPlanning account.
- Via **Facebook** on the Monmouthshire County Council page.
- Engagement with Members through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings.
- Making use of existing networks such as the quarterly Community Cluster Meetings and Bryn-Y-Cwm Area Committee, utilising the five-area cluster model which provides a forum for respective Town and Community Council's to come together and liaise with the County Council.
- All LDP information and documents will be made available on the Council's website, which will be updated regularly.
- Deposit of documents at the Council's headquarters, libraries and Community Hubs.
- Press releases for the local media, where appropriate.
- Producing a regular newsletter that describes progress on the revised LDP.
- Public information exhibitions, drop in sessions and meetings in accessible and neutral locations.
- Advertising each stage of participation/consultation on **Monmouthshire Made Open**, a social network created specifically for those who believe we can build a more sustainable and resilient Monmouthshire, by working together.
- Site notices will be displayed regarding proposed land allocations at relevant stages and letters will be sent to adjacent properties (excluding Candidate Site's submitted as these relate to submissions for consideration rather than proposals)

Who will we involve?

Individuals who have registered an interest through the Revised LDP Database

- 3.6 A database has been maintained to include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the LDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the LDP revision process. Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of LDP revision 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) is coming 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 the contact details as set out in paragraph 3.24.

County Councillors

- 3.8 It is recognised that the involvement of Members of Monmouthshire County Council throughout the revised LDP preparation 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 Monmouthshire area as a whole.
- 3.9 The Cabinet Member for Enterprise has responsibility for the planning policy, including the revised LDP. Liaison with the Cabinet Member and all other Members is essential throughout the process. All Member seminars will consequently be undertaken as and when deemed necessary, particularly at key stages of the revised LDP including but not limited to; the Preferred Strategy, Deposit LDP and at Adoption. Members will be fully informed throughout the process and notified prior to 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 their area on matters of local importance and will be a key link to communities across Monmouthshire. 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. They also have the ability to provide up to date local information, opinions on any proposals within their areas and more importantly are able to provide detail of any land use based aspirations they have for their community. As noted in Section 3.5 the quarterly community cluster meetings and Bryn-Y-Cwm Area Committee will be engaged in the preparation of the revised LDP, as appropriate.

Partnership Groups

- 3.11 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the revised LDP, particularly in the early stages of public participation when structured discussion is desirable.
- 3.12 Liaison with the Monmouthshire Public Service Board and partners will be of particular importance to ensure the revised LDP aligns with the Local Well-being Plan. We will also work closely with the Council's Community and Development Partnership Team who operate as a bridging mechanism between partners, Town & Community Councils and the community. The Community and Development Partnership Team is also central to the delivery of the Monmouthshire Wellbeing Plan.

Members of the Public, Businesses, Land Owners, Developers and Agents

- 3.13 As outlined previously extensive engagement will be undertaken at each key stage of the LDP revision process. Efforts will be made to engage with the business community at an early

stage which could be achieved through liaison with the individual chambers' of commerce across the County. We will also engage with planning agents who are regular customers of Monmouthshire's planning service. As noted in section 3.6 anyone can request for their details to be included on the LDP revision database. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the LDP revision database.

- 3.14 The Candidate Site process will provide 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 Wales 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 a standardised form. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the revised LDP. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected. Accordingly, all submissions must be made at the appropriate time, the dates of which will be advertised extensively using the methods set out in section 3.5.

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 consultees⁸ comprise of the Welsh Government and those bodies with specific functions that apply to the revised Plan area, for example the Aneurin Bevan Health Board who cover the Monmouthshire area and Dŵr Cymru Welsh Water, the local water undertaker. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the LDP revision process at each of the formal stages and informally, as appropriate.

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 engagement with these groups, albeit within the parameters of the specified participation/consultation periods. Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not therefore always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.

⁸ As defined in LDP Regulation 2. Full list provided in Appendix 1.

3.17 The following groups are identified as not having been sufficiently engaged in plan preparation previously and will subsequently be actively encouraged to participate in the revised LDP process:

- Young People – the established group Engage 2 Change, Monmouthshire Youth Council⁹ will be invited to participate as appropriate in the LDP revision process. This will ensure the voices of young people are heard and enable young people to share their views on a wide range of issues that they consider important to them and their local area.
- Disabled People – engagement with the existing Access for All Forum will be of importance in order to gain the views of those living with disabilities in Monmouthshire. The forum offers an opportunity for people with disabilities to influence the policies and decisions that affect them.
- Gypsy and Travellers – the Gypsy and Traveller Accommodation Assessment Stakeholder Group will be utilised at relevant stages to ensure the gypsy and travelling community are appropriately engaged.

3.18 In addition to the above hard to reach groups there are other seldom heard voices who are considered to have been under-represented previously in LDP preparation. This includes (but is not exclusive to) those seeking affordable housing in the County, small house-builders and small and medium-sized enterprises. Accordingly, we will endeavour to reach out to these groups by utilising existing mutual points of contact wherever possible.

What we expect from you

3.19 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 will seek your involvement. This will ensure that individual views are considered and taken into account throughout the LDP revision preparation process.

3.20 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 it is noted that land ownership changes may also occur during the process and it is imperative that these are communicated to the Planning Policy team in order to ensure progress is not delayed.

Building Consensus

3.21 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, which will be 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

⁹ Youth Workers and pupils from King Henry VIII School, Caldicot School, Chepstow School and Monmouth School

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

3.22 As noted in paragraph 3.17 responses are required by the specified deadline of the specific consultation period in order for them to be considered. Any late comments/representations will not be logged as 'duly made' as they were not made in accordance with the published timescales. There may be exceptional circumstances where a representation is submitted late, it will be at the Council's discretion as to whether such late representations can be accepted. Evidence will be required to highlight why the representation was delayed and that a genuine attempt was made to submit within the prescribed deadline. 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.

Availability of Documents

3.23 The revised LDP documents will be made available at each of the relevant stages. All documents will be available electronically on the Planning Policy pages of the Council's website <http://www.monmouthshire.gov.uk/planning-policy> . Electronic representation forms will also be made available during periods of consultation. In addition to online availability the documents will also be available in paper copies in the following locations:

- Planning Reception, Monmouthshire County Council, County Hall, The Rhadyr, Usk, NP15 1GA
- Abergavenny Library, Baker Street, Abergavenny, NP7 5BD¹⁰
- Abergavenny Community Hub, Market Hall, Cross Street, Abergavenny, NP7 5HD¹¹
- Caldicot Community Hub, Woodstock Way, Caldicot, NP26 5DB
- Chepstow Community Hub, Manor Way, Chepstow, NP16 5HZ
- Monmouth Community Hub, Rolls Hall, Whitecross Street, Monmouth, NP15 3BY
- Usk Community Hub, 35 Maryport Street, Usk, NP15 1AE
- Gilwern Library, Common Road, Gilwern, NP7 0DS

3.24 Paper copies of documents will not be sent out during the 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.

¹⁰ Abergavenny Library and Community Hub are currently in separate locations, this may change during the process of the revised LDP. These details will be updated as necessary.

¹¹ See above footnote.

Timetable and proposed Methods of Engagement

3.25 The following table sets out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the LDP preparation process. The list is not exhaustive and may need to be adapted to ensure the community and stakeholders are suitably involved at each stage. The proposed methods of engagement will vary dependent on the stage of plan preparation, subject matter, preference of those involved and the resources available at the time, recognising that the proposed timetable and methods should not hinder plan preparation.

Table 3 - Community involvement timetable and proposed methods of engagement.

Definitive Stage: Delivery Agreement						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Prepare timetable for the revised LDP process • Preparation of Community Involvement Scheme • Consultation on Draft DA • Submission of Final DA to Welsh Government following Council approval 	<ul style="list-style-type: none"> • Provide details of integration of the SA/SEA process in the timetable 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific consultation bodies 	<ul style="list-style-type: none"> • Consultation with Members via Council Meeting • Consultation with Democratic Services Committee • Targeted consultation with specific consultation bodies via direct correspondence • Information by letter or email 	<ul style="list-style-type: none"> • A realistic timeframe for preparation of the revised LDP • Details of risk management • Community involvement proposals specified • Collaborative working • Formal commencement of LDP revision 	Draft Delivery Agreement to Democratic Services Committee & Full Council - March 2018 Full Council - May 2018	The Town and Country Planning (Local Development Plan) (Wales) Regulations 9 & 10 (2004) and Regulation 2 (5) (2015)
Definitive Stage: Pre-Deposit Participation						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Review and update existing LDP evidence base 	<ul style="list-style-type: none"> • Sustainability Appraisal Scoping Report 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate 	<ul style="list-style-type: none"> • Awareness raising of revised LDP 	Full Council to report on draft Preferred	The Town and Country Planning (Local

<ul style="list-style-type: none"> • Initial Call for Candidate Sites (including call for brownfield sites) – for a 16 week period • Engage with consultees to develop consensus on vision, issues and objectives. • Engage with consultees to develop consensus on options, including, growth levels and spatial distribution • Obtain Member approval on Preferred Strategy 	<p>Update baseline information, indicators and objectives.</p> <ul style="list-style-type: none"> • Produce revised sustainability framework. • HRA Screening of pre-deposit proposals for likely significant effects (stage 1). • Prepare Health Impact Assessment. 	<ul style="list-style-type: none"> • Specific & General consultation bodies (Including Aneurin Bevan Health Board) • Other consultees (including Public Service Board) • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<ul style="list-style-type: none"> • Engage with Members through workshops and report to Council meetings • Publication of each participation/consultation stage on Council’s website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Involve Engage 2 Change Group and Access for All forum • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Involvement of those who do not normally participate • Seek consensus on vision, issues and objectives • Collaborative working • Seek consensus on options, including, growth levels and distribution • Receipt of Candidate Sites • Draft SA/SEA Scoping Report • Draft Preferred Strategy 	<p>Strategy – October 2019</p> <p>Log details of involvement for inclusion within Report of Consultation.</p>	<p>Development Plan) (Wales) Regulation 14 (2004) and Regulation 2 (10) (2015)</p>
Definitive Stage: Pre-Deposit Consultation - Preferred Strategy and Initial Sustainability Appraisal Report (ISAR)						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Formal consultation on Preferred Strategy 	<ul style="list-style-type: none"> • Formal consultation on ISAR 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Engage with Members through workshops and 	<ul style="list-style-type: none"> • Preferred Strategy • Initial Sustainability Appraisal Report 	<p>Full Council to report on draft Deposit Plan – September 2020</p>	<p>The Town and Country Planning (Local</p>

<ul style="list-style-type: none"> • Formal consultation on ISAR • Further Call for Candidate Sites/Request for submission of detailed site information for those sites submitted during the initial candidate site call that are compatible with the Preferred Strategy • Publication of Candidate Sites Register • Preparation of Initial Report of Consultation providing feedback and comments on representations received. • Preparation of Deposit LDP • Obtain Member approval on Deposit LDP 	<ul style="list-style-type: none"> • HRA of Deposit Plan. Revisit HRA Screening to determine whether the policies and proposals have potential to lead to likely significant effects, beyond those considered in Stage 1 screening. 	<ul style="list-style-type: none"> • Specific & General consultation bodies • Other consultees • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<p>report to Council meetings</p> <ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate • Publication of each consultation stage on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Involve Engage 2 Change Group & Access for All forum • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Candidate Site Register • Draft Deposit Plan 	<p>Details of responses received to be incorporated into Report of Consultation.</p>	<p>Development Plan) (Wales) Regulations 15 & 16 (2004) and Regulation 16a (2015)</p>
Definitive Stage: Deposit Consultation - Deposit Plan, Sustainability Appraisal Report (SAR) and Habitats Regulations Assessment (HRA)						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Deposit of LDP for public inspection • Formal consultation on Deposit LDP, SAR, HRA 	<ul style="list-style-type: none"> • Formal consultation on SAR (incorporating 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific & General 	<ul style="list-style-type: none"> • Engage with Members through workshops and report to Council meetings 	<ul style="list-style-type: none"> • Deposit Plan • Final Sustainability Appraisal Report • Habitats Regulations Assessment 	<p>Details of responses received to be incorporated into</p>	<p>The Town and Country Planning (Local Development</p>

<p>and any relevant supporting documents</p> <ul style="list-style-type: none"> • Preparation of Report of Consultation providing feedback and comments on representations received 	<p>Health Impact Assessment)</p> <ul style="list-style-type: none"> • Formal consultation on HRA 	<p>consultation bodies</p> <ul style="list-style-type: none"> • Other consultees • Hard to Reach Groups • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP revision database 	<ul style="list-style-type: none"> • Drop in sessions, exhibitions and meetings as appropriate • Publication of each consultation stage on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Advertise on Monmouthshire Made Open • Update Engage 2 Change Group & Access for All group • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Representations and comments on Deposit Plan, SA/SEA, HRA to be included in Report of Consultation 	<p>Report of Consultation.</p>	<p>Plan) (Wales) Regulations 17, 18 & 19 (2004)</p>
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Indicative Stage: Submission of LDP to Welsh Government						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Consider any representations made on deposit proposals and update Deposit Plan & Report of Consultation accordingly 	<ul style="list-style-type: none"> • Consider any implications of representations on SAR & HRA • Submit SAR 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account 	<ul style="list-style-type: none"> • Submission of Deposit LDP and supporting documents to Welsh Government for formal examination 	<p>Full Council to report on responses received on Deposit Plan, any Focused Changes and to seek</p>	<p>The Town and Country Planning (Local Development Plan) (Wales) Regulation 22</p>

<ul style="list-style-type: none"> • Potential Focused Changes consultation • Submit Deposit LDP, Report of Consultation, Sustainability Appraisal Report (SAR), Community Involvement Scheme and any relevant supporting documents (including the evidence base) to the Welsh Government and Planning Inspectorate 	<ul style="list-style-type: none"> • Submit iterative HRA 	<ul style="list-style-type: none"> • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Facebook via corporate account • Press Release • Information by letter or email as appropriate • Provide copies of documents in the following locations: County Hall, Libraries and Community Hubs 		endorsement for submission – March 2021	(2004) and Regulation 2 (17) (2015)
Indicative Stage: Independent Examination						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Publish details of Hearing Sessions and notify all interested parties specifying dates and location • Seek common ground with objectors to focus hearing sessions • Update Matters Arising Changes (MACs) as appropriate • Consult on Matters Arising Changes 	<ul style="list-style-type: none"> • Appraise any MACs utilising the SA/SEA as appropriate • Appraise any MACs utilising the HRA as appropriate 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Information by letter or email as appropriate 	<ul style="list-style-type: none"> • Ensure examination is open to all who wish to observe 	Statements of common ground, as necessary	The Town and Country Planning (Local Development Plan) (Wales) Regulation 23 (2004)

		Meeting Invitees • All others on LDP database				
Indicative Stage: Inspector's Report						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Publish Inspector's Report following receipt (within prescribed 8 week period) • Inform interested parties of receipt and publication of Inspector's Report 		<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Information by letter or email as appropriate • Provide copy of Inspectors Report in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Binding Inspector's Report 	None	The Town and Country Planning (Local Development Plan) (Wales) Regulation 24 (2004)

Indicative Stage: Adoption						
Summary of key steps	SA/SEA & HRA	Who will be involved	Methods of engagement	Outcome	Type of reporting required	LDP Regulations
<ul style="list-style-type: none"> • Obtain Member approval to formally adopt • Inform all on LDP database of adoption of the revised LDP • Produce adoption statement • Produce the adopted LDP bilingually 	<ul style="list-style-type: none"> • Publish SA Report • Publish HRA Report 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Community Cluster Meeting Invitees • All others on LDP database 	<ul style="list-style-type: none"> • Engage with Members via an all Member Workshop and Council Meeting • Once adopted publication on Council's website • Once adopted, notification via Twitter utilising planning policy and corporate account • Once adopted, notification via Facebook utilising corporate account • Once adopted, Press Release will be published • Once adopted, notification via letter or email • Once adopted, provide copy of Adopted LDP in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Formal adoption of the revised LDP 	Full Council prior to formal Adoption – Late 2021	The Town and Country Planning (Local Development Plan) (Wales) Regulation 25 (2004) and 2(19) (2015)

Contact details

3.26 You can contact the planning policy team using any of the following methods:

Email: planningpolicy@monmouthshire.gov.uk

Telephone: 01633 644429

Post:

Planning Policy

Monmouthshire County Council

County Hall

The Rhadyr

Usk

NP15 1GA

Appendix 1 – List of Consultation Bodies

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

Specific Consultation Bodies¹² (including UK Government Departments):

- Welsh Government (Planning division will co-ordinate consultations)
- Natural Resources Wales
- Network Rail
- Office of Secretary of State for Wales
- Telecommunication Operators - EE, Vodaphone and O2, Openreach, Virgin Media
- Aneurin Bevan Health Board
- Gas and Electricity Licencees - 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

Neighbouring local authorities:

- Blaenau Gwent County Borough Council
- Brecon Beacons National Park Authority
- Bristol City Council
- Cardiff Capital Region Strategic Planning Panel¹³
- Forest of Dean District Council
- Gloucestershire County Council
- Herefordshire County Council
- Newport City Council
- Powys County Council
- South Gloucestershire Council
- Torfaen County Borough Council
- West of England Joint Spatial Plan

Town and Community Councils in the Monmouthshire area:

- Abergavenny Town Council
- Caerwent Community Council
- Caldicot Town Council
- Chepstow Town Council
- Crucorney Community Council
- Devauden Community Council
- Goetre Fawr Community Council
- Grosmont Community Council
- Gwehelog Fawr Community Council

¹² As defined in LDP Regulation 2.

¹³ Once established.

- Llanarth Fawr Community Council
- Llanbadoc Community Council
- Llanelly Community Council
- Llanfoist Fawr Community Council
- Llangattock Vibon Avel Community Council
- Llangwm & Llansoy Community Council
- Llangybi Fawr Community Council
- Llanhennock Community Council
- Llanover Community Council
- Llantilio Crossenny Community Council
- Llantilio Pertholey Community Council
- Llantrisant Community Council
- Magor with Undy Community Council
- Mathern Community Council
- Mitchel Troy United Community Council
- Monmouth Town Council
- Portskewett Community Council
- Raglan Community Council
- Rogiet Community Council
- Shirenewton Community Council
- St Arvans Community Council
- Tintern Community Council
- Trellech United Community Council
- Usk Town Council

General Consultation Bodies

The Council will consult the following general consultation bodies, where appropriate, in accordance with this Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

(i) Voluntary bodies whose activities benefit any part of the authority's area:

- Age Concern Gwent
- CAIR (The Monmouthshire Disablement Association)
- Gwent Association for the Blind
- Gwent Association of Voluntary Organisations Monmouthshire (GAVO)
- Gwent Wildlife Trust
- Royal Voluntary Service (RVS)
- Rural Community Action Monmouthshire

(ii) Bodies representing the interests of different racial, ethnic or national groups in the authority's area:

- All Wales Ethnic Minority Association
- Citizen's Advice Cymru
- Ethnic Minority Foundation
- Friends, Families and Travellers

- South East Wales Racial Equality Council (SEWREC)

(iii) Bodies which represent the interests of different religious groups in the authority's area.

- The Representative Body of the Church in Wales

(iv) Bodies which represent the interests of disabled persons in the authority's area.

- 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

(v) Bodies which represent the interests of persons carrying on business in the authority's area.

- Abergavenny Community Enterprise
- British Wind Energy Association
- Confederation of British Industry (Wales)
- Homemakers Community Recycling
- Newport and Gwent Enterprise Agency
- South East Wales Energy Agency
- Viridor Waste Management

(vi) Bodies which represent the interests of Welsh culture in the authority's area.

- Cadw
- Glamorgan Gwent Archaeological Trust Ltd
- Royal Commission on Ancient and Historic Monuments

Other Consultees

The Council will consult the following other consultees, where appropriate, in accordance with the Delivery Agreement. This list is not exhaustive and may be added to as appropriate:

- Abergavenny Local Historic Society
- Arriva Trains Wales
- British Aggregates Association
- British Geological Survey
- British Waterways
- Bryn Y Cwm Community Forum
- Business Wales (South Wales Regional Centre)
- Campaign for Real Ale (Camra)
- Campaign for the Protection of Rural Wales (CPRW)
- Capital Region Tourism (Monmouth)

- Centre for Ecology & Hydrology
- Chambers of Trade & Commerce – Abergavenny, Caldicot, Chepstow, Monmouth and Usk
- Charter Housing Association
- Chartered Institute of Housing (Cymru)
- Chartered Institution of Waste Management Wales
- Chepstow Business Club
- Civic Societies – Abergavenny & District, Monmouth and Usk
- Community Land Advisory Service Cymru (CLAS)
- Country Landowners and Business Association Cymru (CLA)
- Crown Estate
- Department for the Economy and Transport
- Design Commission for Wales
- Disability Rights Commission Wales
- Disability Wales
- Disabled Persons Transport Advisory Committee
- Energy Savings Trust Wales
- Farmers Union of Wales (FUW)
- Federation of Master Builders
- Federation of Small Businesses in Wales
- Fields in Trust
- Forestry Commission Wales
- Freight Transport Association
- Friends of the Earth – Abergavenny & Crickhowell and Chepstow
- Gwent Badger Group
- Gwent Joint Passenger Transport Unit
- Gwent Police
- Gwent Young Farmers Clubs
- Health and Safety Executive (Wales)
- Home Builders Federation
- Institute of Directors Wales
- Institution of Civil Engineers Wales
- Joint Council for Wales
- Llanarth Estate
- Llanellen Parish Association
- Llangybi Estate
- Llanover and Coldbrook Estate
- Local Assembly Member
- Magor with Undy Sports and Leisure Association
- Mineral Products Association
- Monmouth Archaeological Society
- Monmouth, Brecon and Abergavenny Canals Trust
- Monmouthshire Bat Group
- Monmouthshire Green Web

- Monmouthshire Local Policing Unit
- National Air Traffic Services
- National Farmers Union Cymru (NFU)
- National Trust
- One Voice Wales
- Open Spaces Society
- Planning Aid Wales
- Pontypool Park Estate Office
- Public Health Wales
- Rail Freight Group
- Ramblers Cymru
- Redwick Community Council
- RSPB Cymru
- Rural Housing Enabler
- Shelter Cymru
- Shirenewton and Mynyddbach Fields Association Ltd
- Society for the Protection of Ancient Buildings
- South Wales Fire and Rescue Service
- Sports Council for Wales
- Sustrans Cymru
- The Canal and River Trust
- The Chepstow Society
- The Coal Authority
- The Gypsy Council
- The National Library of Wales
- The Open Spaces Society
- The Planning Inspectorate
- The Theatres Trust
- Transition Chepstow
- Traveller Law Reform Project
- Wales Council for Voluntary Action (WCVA)
- WEA Cymru (Adult Learning Wales)
- Wales Environment Link
- Welsh Environmental Services Association
- Welsh Health Estates
- Welsh Historic Gardens Trust
- Welsh Language Commissioner
- Woodland Trust Wales (Coed Cadw)
- Wye Valley AONB
- Wye Valley Society

Appendix 2 - Timetable for Revision of the LDP

	2018												2019												2020												2021												2022														
Key Stage - Definitive	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	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Delivery Agreement (DA)																																																															
Preparation of Draft DA																																																															
Political Reporting - draft DA																																																															
Targeted Consultation on draft DA																																																															
Political Reporting following consultation on DA (agreement to submit to WG)																																																															
Submission to Welsh Government																																																															
DA agreed by Welsh Government																																																															
Update Evidence Base																																																															
Review Evidence Base																																																															
SA: Review/Update SA baseline and SA framework																																																															
Pre-Deposit Participation																																																															
Initial Call for Candidate Sites (including call for brownfield sites)																																																															

	2018												2019												2020												2021												2022														
Key Stage - Definitive	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	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Candidate Sites - Stage 1 Initial Assessment/Sift ('non starters')																																																															
Consultation on Draft SA Scoping Report																																																															
Identification & assessment of vision, issues and objectives																																																															
Identification and assessment of options (growth levels and spatial distribution)																																																															
Consultation on Options (non-statutory)																																																															
Preparation of Preferred Strategy, SA Report & HRA																																																															
Preferred Strategy Political Reporting																																																															
Pre-Deposit Consultation																																																															
Consultation on Preferred Strategy																																																															
Consultation on Initial SA Report																																																															
Analyse consultation responses and prepare Initial Consultation Report																																																															

	2018					2019					2020					2021					2022																																										
Key Stage - Definitive	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	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Further Call for Candidate Sites/Request for submission of detailed site information for sites submitted during the Initial Call compatible with PS.																																																															
Candidate Sites - Stage 2a/2b Assessment																																																															
Candidate Sites - Stage 3 Assessment																																																															
Prepare Deposit Plan, update SA /HRA																																																															
Deposit Plan Political Reporting																																																															
Statutory Deposit																																																															
Consultation on Deposit Plan, SA Report & HRA																																																															
Analyse consultation responses & prepare Consultation Report																																																															
Key Stage - Indicative	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	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
Submission of LDP to Welsh Government																																																															
Examination																																																															
Inspector's Report - Preparation																																																															
Inspector's Report - Publication																																																															
Adoption																																																															

Appendix 3 – Risk Assessment

Issue	Potential Risk(s)	Mitigation	Probability and Impact
No Plan coverage after expiry of current LDP in December 2021.	Due to flexibility within the timetable and 3 month degree of tolerance there may be a gap in Plan coverage from 1 st January 2022 until Plan adoption in March 2022.	<p>The LDP must be adopted within 8 weeks of receiving the Inspector’s binding report. Should the 3 month flexibility be taken up the adoption of the LDP cannot be delayed any further and it will instead be adopted early 2022.</p> <p>Any risk exposure during the 8-12 week period at the beginning of 2022 is considered to be manageable. Any planning appeals not determined before 31st December 2021 would unlikely be determined before the new LDP is adopted, due to prematurity.</p>	High Likelihood
			Low Impact
Change in staff resources available to undertake revised LDP preparation.	Programme slippage.	Consider additional resources (including support from other sections within the Council) and ensure robust structure.	Medium Likelihood
			Medium Impact
Staff turnover in small team.	Programme slippage.	Ensure revised LDP process maintains highest level corporate priority.	Low Likelihood
			Medium Impact
Reduction and lack of financial resources.	Programme slippage. Delay in securing information required to progress plan.	Ensure plan preparation process is adequately costed with in-built capacity for unforeseen costs.	Medium Likelihood
			Medium Impact
Council decision making structure/ political reporting cycle.	Programme slippage.	Streamline decision-making procedures and ensure timetable is realistic.	Medium Likelihood
			Medium Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
Political Change/ Elections.	Programme slippage.	Early Member training.	Low Likelihood
			Medium Impact
Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base.	Programme slippage.	Ensure organisation wide support of plan process and timetable from outset.	Low Likelihood
			Medium Impact
Challenging timetable to prepare revised LDP within 3 years due to greater than anticipated workload (e.g. greater number of representations received or SA/SEA/HRA requirements).	Programme slippage.	Realistic timetabling for each stage of plan preparation, adequate resources and careful project management with adequate contingencies/flexibility. If appropriate reconsider timetable and resources.	Medium Likelihood
			High Impact
National Issues			
Additional requirements arising from the issue of new legislation and/or national guidance. e.g. alignment with	Programme slippage.	Monitor emerging legislation/guidance; report and respond early to changes as necessary.	High Likelihood
			High Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
revised Planning Policy Wales and LDP Manual.			
Involvement in preparation of Strategic Development Plan (SDP)	Programme slippage. Resource implications, extent of input to the SDP currently unknown.	Ensure sufficient resources are available and corporate support of SDP process and timetable from outset.	Medium Likelihood
			Medium Impact
Direction from Welsh Government Cabinet Secretary to prepare a Joint Plan.	Work on individual LDP to date would be abortive.	Cannot be mitigated, full justification of the Council's approach to produce an individual Monmouthshire LDP has been provided.	Medium Likelihood
			High Impact
Ability of statutory consultees and/or Planning Inspectorate to respond within set timescales.	Programme slippage. Key milestones are not met. Examination and/or Receipt of Inspectors Report delayed.	Maintain close liaison with statutory consultees and the Planning Inspectorate to ensure early identification of potential problems.	Low Likelihood
			Medium Impact
Local Issues			
Insufficient information to undertake SA/SEA.	Programme slippage.	Identify expectations of consultation bodies. Consider additional resources.	Medium Likelihood
			Medium Impact
Large volume and /or highly significant levels of objection to	Programme slippage. Plan cannot be submitted for examination without	Ensure close liaison and early/continued involvement of the community, statutory bodies & stakeholders throughout the plan preparation process.	Medium Likelihood
			Medium Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
proposals e.g. site allocations.	significant work.		
Review of revised Plan resulting from a requirement to align with a Strategic Development Plan.	Programme slippage.	Ensure involvement in progress of regional work. Early response to potential local implications.	Low Likelihood
			Low Impact
Plan fails the test of 'soundness'.	Programme slippage. Part of the Plan is excluded or changed. Additional work needs to be carried out before the Plan can be adopted. The plan could be withdrawn.	Ensure LDP has a robust evidence base, properly subjected to SA/SEA/HRA, with well audited community and stakeholder engagement. Maintain liaison with Welsh Government on preparation procedures.	Low Likelihood
			High Impact
Legal Challenge.	Programme slippage. Adopted Plan quashed in whole or part. Additional work/time/financial requirements.	Good knowledge of statutory requirements to ensure compliance.	Low Likelihood
			Medium Impact

Appendix 4 – Glossary of terms

Adopted Plan	The final version of the Local Development Plan.
Adoption	The final stage of Local Development Plan preparation where the LDP becomes the statutory development plan for the area it covers.
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.
Candidate Site	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 other interests and therefore form communities of interest.
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 time period.
Council	Monmouthshire County Council (excluding for planning purposes the Brecon Beacons National Park administrative area that falls within Monmouthshire).
Delivery Agreement (DA)	A document comprising the local planning authority's timetable for the preparation of a Local Development Plan, 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 Local Development Plan. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan	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 development plan which are made in the correct manner and within the specified consultation time 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.
Habitat Regulations	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of

Assessment (HRA)	European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
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 relating to community involvement that includes both participation and consultation techniques.
Local Development Plan (LDP)	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
Local Planning Authority (LPA)	In the case of Monmouthshire, this is Monmouthshire County Council (excluding the Brecon Beacons National Park administrative area where the local planning authority is the National Park).
Monmouthshire County Council (MCC)	This is the name of the Local Planning Authority preparing the LDP.
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.
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 in the formulation of relevant parts of the plan.
Planning Inspectorate	The Wales branch of the Planning Inspectorate are 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 preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the 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 the 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 (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.
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	People whose interests are directly affected by a LDP (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".
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. LPA's must have regard to the SDP when developing their LDPs.
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)	Provide more detailed or site specific guidance on the application of LDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the LDP and is not subject to independent examination.
Sustainability Appraisal (SA)	Tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
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 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 a written or drawn 'output'.