

Monmouthshire Replacement Local Development Plan

Delivery Agreement

As Revised October 2020





**Monmouthshire County Council
Replacement Local Development Plan**

Delivery Agreement

As Revised October 2020

Planning Policy Service

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1.0 Part 1 - Introduction

Revised Delivery Agreement October 2020

- 1.1 The Monmouthshire Replacement Local Development Plan (RLDP) Delivery Agreement was approved by Welsh Government on 14th May 2018. A Revised Delivery Agreement was subsequently submitted to, and approved by, the Minister for Housing and Local Government on 6th March 2020. This amended the Plan's timetable to reflect the delays incurred up to the Preferred Strategy stage as a result of the pre-election period preceding the December 2019 General Election, the additional time and work needed to inform the Preferred Strategy and delays associated with joint working with neighbouring local authorities on joint evidence base work. The revised timetable indicated that the RLDP would be adopted in March 2022.
- 1.2 The current Covid-19 pandemic has resulted in inevitable and unavoidable delays to the RLDP process. Public consultation and engagement on the Preferred Strategy commenced on 9th March for a statutory 6 week period, alongside the second call for candidate sites in accordance with the Revised Delivery Agreement (March 2020). However, due to the pandemic, community engagement events were stopped on 16th March and the consultation held in abeyance. Following the publication of a letter from the Minister for Housing and Local Government on 7th July 2020¹, the decision was made to cease the RLDP Preferred Strategy Consultation as of 20th July 2020. This has enabled the Council to undertake an assessment of the RLDP evidence base in terms of sensitivity to the consequences of the current pandemic before progressing with plan preparation, as required by the Minister's letter².
- 1.3 Delays to Plan preparation have been further exacerbated by the publication of the recently corrected Welsh Government (WG) 2018-based population and household projections (August 2020). These projections are the starting point for RLDP evidence on growth levels, onto which policy choices can be added as needed, for example to ensure the issues are addressed, objectives met and vision achieved. The revised projections comprise important new evidence that requires consideration and we have therefore commissioned a revised suite of growth scenarios based on the corrected 2018 projections to ensure that the evidence base for the RLDP is robust and based on the most up to date information. Consequently, we will need to revisit both the Growth and Spatial Options and Preferred Strategy stages of the plan preparation process. This will inevitably add time to the preparation of the Plan.
- 1.4 Accordingly, the unavoidable delays to Plan preparation have necessitated a further revision to the RLDP Delivery Agreement which has been amended to reflect a revised RLDP timetable. The Community Involvement Scheme (CIS) has also been adjusted to

¹ Minister for Housing and Local Government Letter to Local Authority Leaders and Chief Executives National Park Authority Chief Executives – Planning System and Covid-19, 7th July 2020

² Review of RLDP Issues, Vision and Objectives and Evidence Base in light of Covid-19, September 2020

take account of the Coronavirus Regulations (2020) and latest Ministerial advice regarding social distancing and other measures.

LDP Review

- 1.5 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 (March 2018). 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 RLDP following the full revision procedure. The final Review Report was published alongside the Draft Delivery Agreement.
- 1.6 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 RLDP is being prepared. A legislative provision in the Planning (Wales) Act 2015³ referred to as the ‘drop dead date’ provides that a LDP will cease to exist after the Plan’s end date, which in Monmouthshire’s case would be 31st December 2021. However, a recent Ministerial letter⁴ has clarified that these provisions do not have retrospective effect which means that the provisions do not apply to LDPs adopted prior to 4 January 2016 and accordingly these plans will remain the LDP for determining planning applications until replaced by a further LDP. As Monmouthshire’s LDP was adopted in February 2014, the end date legislation will not apply and the Adopted LDP will remain in force until the RLDP is adopted. Although policies in the Adopted LDP may be superseded by more recent national policy or evidence after December 2021, the Minister’s clarification provides much needed clarity to all stakeholders and removes a considerable risk of having a policy vacuum. This clarification does not, however, change the urgent need for the Council to make timely progress on its RLDP and to get the new Plan adopted as soon as realistically possible. Timely progress is essential to address the identified issues and to support the Council’s overarching purpose of helping build sustainable and resilient communities.

Purpose of a Delivery Agreement

- 1.7 The RLDP will cover the 2018-2033 period. Preparation of a Delivery Agreement⁵ is a key requirement in preparing a replacement Plan. This document provides details of the various stages involved in the Plan-making process and the time each part of the

³ Section 62 of the Planning and Compulsory Purchase Act 2004 (as amended by Section 12 of the Planning (Wales) Act 2015)

⁴ Minister for Housing and Local Government Letter to Local Authority Leaders and Chief Executives National Park Authority Chief Executives 24th September 2020

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

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 RLDP. The RLDP will be examined by an independent Inspector to test whether the Plan is sound and has been prepared in accordance with its Delivery Agreement.

1.8 The Delivery Agreement is split into two key parts:

- The **Timetable** for producing the RLDP. 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. A project management approach will be taken to ensure that the plan is adequately resourced and delivered on time. The timetable is included in *Part 2* of this Revised Delivery Agreement and has been updated to reflect the delays to plan preparation detailed above.
- 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 Revised Delivery Agreement and has been updated to reflect our adjusted consultation and engagement arrangements which take account of the Coronavirus Regulations (2020) and the latest Ministerial advice resulting from the current pandemic.

1.9 A glossary of terms can be found in Appendix 4.

Preparation of the Replacement LDP

1.10 In preparing the RLDP the Council will aim to achieve the following key outcomes⁶:

- Support sustainable development and quality places based around the National Sustainable Placemaking Outcomes, be aligned with national policy set out in Planning Policy Wales (PPW) and integrated with an SA/SEA/HRA, including Welsh language and the requirements of the Well-being of Future Generations Act 2015.
- Be based on and underpinned by early, effective and meaningful community involvement in order to understand and consider a wide range of views, with the aim of building a broad consensus on the spatial strategy, policies and proposals of the RLDP.
- Be based on a robust understanding of the role and function of the Monmouthshire area including the functional linkages to areas beyond our administrative boundaries.
- Be distinctive by having plans setting out clearly how Monmouthshire will develop and change, giving certainty for communities, developers and businesses.
- Be resilient to climate change (using the latest UK Climate Projections, flood risk and vulnerability assessment data) and support the transition to a low carbon

⁶ Welsh Government Development Plans Manual (Edition 3, March 2020).

society in line with the latest carbon reduction targets and budgets as set out in the Environment (Wales) Act (Part 2). We will adhere to the principles of Placemaking, the Sustainable Transport Hierarchy and the Energy Hierarchy as set out in PPW.

- Ensure the sustainable management of natural resources in accordance with the Environment (Wales) Act 2016 and other relevant legislation.
- Deliver what is intended through deliverable and viable plans, taking into account necessary infrastructure requirements, financial viability and other market factors.
- Be proactive and responsive, kept up-to-date and flexible to accommodate change.

- 1.11 The RLDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The 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 has clear links with the RLDP where it relates to land use planning.

Integrated Sustainability Appraisal (ISA) incorporating Strategic Environmental Assessment (SA/SEA)

- 1.12 An Integrated Sustainability Appraisal⁷, (SA) incorporating Strategic Environmental Assessment⁸ (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 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.
- 1.13 The Council will continue to adopt an integrated approach to the SA/SEA of the RLDP, ensuring that the 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.
- 1.14 The ISA, incorporating the SEA, will be undertaken as follows:
- An Integrated Sustainability Appraisal Scoping Report identifies the existing sustainability issues in the Monmouthshire area and provides 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 Integrated Sustainability Appraisal Report (ISAR) predicts and evaluates 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

⁷ Section 62 (6) Planning and Compulsory Purchase Act 2004

⁸ European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

will be published at the same time as the Preferred Strategy and updated when the Deposit Plan is prepared.

- A Final Integrated Sustainability Appraisal Report (SAR). This will bring together all elements of the ISA and take into account the binding recommendations of the Planning Inspector. The Final ISAR will be published following receipt of the Inspector's Report.
- An Integrated 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 RLDP.

Habitats Regulations Assessment (HRA)

1.15 The Habitats Directive⁹ 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 contains 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 ISA/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.

1.16 There are two stages of Habitats Regulation Assessment:

- Screening
- Habitats Regulations Assessment

Evidence Base Assessments

1.17 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 RLDP which 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 Update
- Sustainable Settlement Assessment
- Employment Land Review and Regional Employment Study
- Amenity Open Space Survey
- Settlement Boundary Review
- Renewable Energy Assessment
- Infrastructure Plan
- Green Wedge Review

⁹ 92/43/EC

- Landscape Sensitivity Study Update

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

- 1.18 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 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 RLDP. Both the WBFG Act and the LWBP will be considered fully throughout the preparation of the RLDP, which will follow the five ways of working.

Tests of Soundness

- 1.19 ‘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 RLDP 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.
- 1.20 The Council must submit the RLDP 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 tests¹⁰:
- **Test 1 – Does the Plan fit?** (i.e. is it clear that the RLDP 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?)

¹⁰ Development Plans Manual Edition 3 (Welsh Government, March 2020)

- 1.21 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 RLDP.

2.0 Part 2 - Timetable

- 2.1 The Council established a timetable in the original Delivery Agreement (May 2018) summarising the key stages in Plan preparation (Table 1), which while challenging, was considered to provide a realistic timeframe for preparation of the RLDP having regard to the resources available. In preparing the timetable, regard was had to the WG's expectation that a replacement 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 provided the relevant guidance at that time). Moreover, it had regard to the fact that the current LDP was due to expire in December 2021 and there was a pressing need to maintain Plan coverage. However, as noted above a recent Ministerial letter has confirmed that the LDP end date legislation will not apply to those LDPs adopted prior to 4th January 2016 meaning that the Adopted LDP will remain in force until the RLDP is adopted.
- 2.2 Work commenced at pace on the RLDP following the approval of the original Delivery Agreement in May 2018, however the preparation of the Preferred Strategy did not proceed as quickly as envisaged. The original Delivery Agreement stated that the Preferred Strategy would be reported to Council in October 2019 and subject to consultation and community engagement during November and December 2019. This timescale slipped to March 2020 with consultation and community involvement timetabled for March and April 2020. The second call for candidate sites was scheduled to run in parallel but for a 12 week period (this was originally proposed to be 16 weeks). The delay in progress on the Preferred Strategy was due to a number of factors, including:
- The pre-election period preceding December's General Election which meant we were unable to undertake any political involvement, engagement and reporting on the Preferred Strategy during this period. Member involvement and engagement is fundamental to the development of the Preferred Strategy.
 - The additional time and work needed to properly reflect on the consultation feedback from the non-statutory engagement/consultation on the RLDP Growth and Spatial Options, and to review and seek additional evidence to ensure the Plan's housing and jobs growth addresses the RLDP issues and delivers the RLDP objectives while being subject to further ISA and HRA assessment and being mindful of the Council's climate emergency declaration. This additional work is considered essential in ensuring the Council produces the best and most robust Plan possible.
 - The delays incurred in jointly procuring a range of evidence base studies with neighbouring authorities to inform the Preferred Strategy.
- 2.3 As noted in Section 1, public consultation and engagement on the RLDP Preferred Strategy commenced on Monday 9th March 2020 for a statutory 6 week period, with the consultation due to end on 22nd April 2020. The second call for candidate sites

commenced at the same time as the Preferred Strategy consultation for a 12 week period and was due to end on 3rd June 2020. However, as a result of the current pandemic and associated lockdown requirements, it was not possible to complete the Preferred Strategy consultation/engagement and second call for candidate sites. Whilst these key stages were kept open to provide stakeholders with an extended time-period to submit consultation responses and candidate sites, following the publication of a letter from the Minister for Housing and Local Government on 7th July 2020 the decision was made to cease the RLDP Preferred Strategy Consultation and call for sites on 20th July 2020. In accordance with the letter, this pause has enabled the Council to undertake an assessment of the RLDP evidence base in terms of sensitivity to the consequences the current pandemic before progressing with plan preparation¹¹.

- 2.4 The recent publication of the corrected Welsh Government (WG) 2018-based population and household projections (August 2020) has caused further delay to the Plan preparation process by necessitating a revisit of the Growth and Spatial Options and subsequent Preferred Strategy stages of the RLDP process, as detailed in paragraph 1.3. This work will inevitably add time to the Plan preparation timescale.
- 2.5 The subsequent unavoidable delays to Plan preparation has necessitated a further revision to the Delivery Agreement which has been amended to reflect a revised RLDP timetable as set out in Table 1 and Appendix 2.
- 2.6 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 (subject to external risks such as the current pandemic) and therefore the revised target dates, while still 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 (Revised October 2020)

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)	

¹¹ Review of RLDP Issues, Vision and Objectives and Evidence Base in light of Covid-19, September 2020

Revised Delivery Agreement (2) (March 2020)	January 2020	March 2020
	Full Council – March 2020 Submission to Welsh Government – March 2020 (Response to LPA to be received within 4 weeks)	
Revised Delivery Agreement (3) (October 2020)	July 2020	October 2020
	Full Council – October 2020 Submission to Welsh Government – October 2020 (WG Officials advised that they have delegated authority in light of the current pandemic to promptly agree revised DAs)	
Pre-Deposit Participation	July 2018	April 2021
	Report to Council on draft Preferred Strategy – May 2021	
Preferred Strategy (Pre-Deposit) Consultation.	May 2021	June 2021
	Preferred Strategy - 8 week consultation (May – June 2021) Second call for candidate sites alongside the Preferred Strategy consultation	
Statutory Deposit Plan Consultation	July 2022	September 2022
	Report to Council on draft Deposit Plan – July 2022 Deposit Plan - 6 week consultation Analyse consultation responses and prepare consultation report – Winter 2022 Report to Council on focused changes and submission of Deposit Plan to Welsh Government – February 2023	
Stages	Timescale	
Indicative		
Submission of LDP to Welsh Government	February 2023	
Independent Examination	Spring 2023	
Inspector's Report	Autumn 2023	
Adoption	Late 2023 (must be adopted within 8 weeks of receiving the Inspector's binding report)	

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

Resources

- 2.8 The Head of Placemaking, Housing, Highways and Flooding and Head of Planning will be responsible for the overall delivery of the RLDP, 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 RLDP 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 RLDP 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 Placemaking, Housing, Highways and Flooding and the Head of Planning to ensure the efficient delivery of the RLDP. 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
Principal Planning Policy Officer	1
Senior Planning Policy Officer	3* (this includes a fixed term post)
Planning Policy Research Officer	1

*Additional Senior Planning Policy Officer Post created October 2020

- 2.9 The Council recognises that additional professional specialist services will also be required to progress and establish a robust evidence base to inform the RLDP. 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 will be necessary, particularly in relation to highly technical/specialist elements of the evidence base. Financial resources have been secured accordingly.
- 2.10 The Delivery Agreement has been prepared on the basis of a Monmouthshire RLDP only. Work is, however, on-going on a regional basis and collaboration with neighbouring authorities will continue to be fundamental to the preparation of the RLDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) has, and continues to, progress a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Monmouthshire, Torfaen, Blaenau Gwent, Newport and Caerphilly Councils have jointly procured a number of joint evidence base studies.
- 2.11 A sufficient budget is available to progress the RLDP to adoption within the proposed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the RLDP and the Independent Examination.

Risk Management and Analysis

- 2.12 While the original timetable for preparation of the RLDP was considered to be realistic, it was acknowledged that it would also be challenging. It was recognised that there are a number of factors that could result in Plan preparation deviating from the proposed timetable. The original timetable allowed 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.

- 2.13 As a result of delays incurred during the preparation of the Preferred Strategy, the original RLDP timetable slipped beyond the 3 months tolerance allowed and consequently a revision to the Delivery Agreement timetable was required, as set out in the Revised Delivery Agreement agreed in March 2020.
- 2.14 The subsequent unavoidable delays to the Plan preparation process experienced as a consequence of the current pandemic and updated Welsh Government population and household projections has necessitated a further revision to the RLDP timetable, which has been updated to reflect a realistic timescale for further key stages of the RLDP process. The revised timetable identifies the RLDP being adopted in late 2023 and is set out in Appendix 2.

Supplementary Planning Guidance (SPG)

- 2.15 The RLDP 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 RLDP 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.
- 2.16 Since the adoption of the current Adopted LDP, a total of 9 Supplementary Planning Guidance documents and one Planning Advice Note 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, July 2019
 - 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
 - Infill Development SPG, November 2019
 - Planning Advice Note – Archaeology, August 2020
- 2.17 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 RLDP, and/or the updated evidence base.
- 2.18 For example it is recognised that updated viability testing is essential to inform the RLDP 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 RLDP. It should nevertheless be noted that SPG to the RLDP 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 Replacement Plan. It is not anticipated that any new/additional SPG will be prepared or consulted on in parallel with the RLDP, primarily due to the challenging timescales.

Monitoring and Review

- 2.19 The Council will continue to monitor and regularly review progress of the RLDP against the requirements of the Delivery Agreement to ensure the timetable is being adhered to and the public engagement as set out in the CIS is being met. As noted in paragraph 2.12 the timetable allows for a marginal degree of flexibility, however, any significant 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 RLDP.
 - Preparation of the RLDP falls behind schedule by more than 3 months at a key stage.
 - Significant changes to European, UK or Welsh legislation directly affecting the RLDP preparation process.
 - Any other change in circumstances that will materially affect the delivery of the RLDP in accordance with the DA.
 - Significant changes to the Community Involvement Scheme.
- 2.20 Given the unavoidable delays incurred during the Plan preparation process to date (as detailed above), the Delivery Agreement timetable has been further revised to reflect a more realistic timescale for future key stages of the RLDP process.
- 2.21 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 RLDP. While ultimately it is the Council that is responsible for the content of the RLDP, 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 RLDP at the different stages of the Plan preparation process.
- 3.2 As noted in Section 1, the CIS has been amended to reflect our revised consultation and engagement arrangements in light of the COVID-19 pandemic. The manner in which public engagement events will take place has been reviewed in line with the Coronavirus Regulations (2020) and Ministerial advice¹² to ensure social distancing measures and other adjustments can be put in place when conducting any public events to ensure the safety of colleagues and our communities. The Council has also reviewed digital involvement options to provide our communities and stakeholders with information and the ability to engage with the RLDP consultation in a virtual manner. Further details are set out below. The timetable for the preparation of the RLDP (Section 2 and Appendix 2), which should be read in connection with the CIS.
- 3.3 Monmouthshire County Council's core 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 RLDP. 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.*

¹² Minister for Housing and Local Government Letter to Local Authority Leaders and Chief Executives National Park Authority Chief Executives – Planning System and Covid-19, 7th July 2020

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.*

3.4 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 RLDP 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 RLDP 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

3.5 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 RLDP. 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 comments forms, public notices (including site notices) and Easy Read documents will be bilingual. Stakeholders on the RLDP database will be sent RLDP correspondence in their preferred language.
- Any pages on the Replacement 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 RLDP documents can be made available in Welsh if requested. The Adopted RLDP will be available in both Welsh and English format.

How will we involve you?

3.6 We will seek to publicise the RLDP process at every stage and reach as much of the community as possible, as well as other stakeholders, to advise people about the RLDP 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, together with language preference).
- 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 Area Cluster Meetings and Area Committees which provide a forum for respective Town and Community Council's to come together and liaise with the County Council.
- All RLDP 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 where possible¹³.
- Press releases for the local media, where appropriate.
- Producing Easy Read summary documents for key stages of the RLDP process.
- Public information exhibitions, engagement sessions and meetings in accessible and neutral locations. The manner in which future such events will take place has been reviewed and adjusted to take account of the latest Ministerial advice. Virtual engagement and consultation via web based technological tools such as webinars will also be utilised.
- Site notices will be displayed regarding proposed land allocations at Deposit stage and letters will be sent to adjacent properties (excluding Candidate Sites submitted as these relate to submissions for consideration rather than proposals)

Who will we involve?

Individuals who have registered an interest through the RLDP Database

3.7 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

¹³ If some of these venues are temporarily closed during a consultation period, as experienced during the pandemic, we will endeavour to identify alternative outlets and communicate this to all stakeholders via the means set out here.

the RLDP 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 RLDP process. Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of RLDP process 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 RLDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the RLDP process and for a period of 6 years following adoption.

- 3.8 If you wish for your details to be added to the RLDP database, please contact the Planning Policy Team by email, phone or in writing using the contact details as set out in paragraph 3.30.

County Councillors

- 3.9 It is recognised that the involvement of Members of Monmouthshire County Council throughout the RLDP 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 RLDP 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.
- 3.10 The Cabinet Member for Enterprise and Land Use Planning has responsibility for planning policy, including the RLDP. Liaison with the Cabinet Member and all other Members is essential throughout the process. All Member workshops¹⁴ will consequently be undertaken as and when deemed necessary, particularly at key stages of the RLDP including but not limited to; the Growth and Spatial Options, Preferred Strategy, Deposit RLDP and at Adoption. Topic specific Member workshops will also be held throughout the Plan preparation process, Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

Town and Community Councils

- 3.11 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 RLDP process and through their individual communication methods will help raise awareness of the RLDP 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

¹⁴Digital Member workshops and seminars will be held where face-to-face events are not possible.

their community. As noted above, Area Cluster and Area Committee Meetings will be held at key stages of the RLDP process.

Partnership Groups

- 3.12 Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the RLDP, particularly in the early stages of public participation when structured discussion is desirable.
- 3.13 Liaison with the Monmouthshire Public Service Board and partners will be of particular importance to ensure the RLDP 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

- 3.14 As outlined previously extensive engagement will be undertaken at each key stage of the RLDP 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 above, anyone can request for their details to be included on the RLDP database. Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the RLDP database.
- 3.15 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 has been established across the South East Wales region for local planning authorities to utilise for their respective RLDPs. We will be making two Calls for Candidate Sites and all candidate sites will need to be submitted via a standardised form. The forms contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the RLDP. A threshold for accepting candidate sites has been set in order to ensure the plan remains strategically focused. This threshold has been 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 paragraph 3.6.

Additional Consultation Bodies

- 3.16 Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees¹⁵ 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

¹⁵ As defined in LDP Regulation 2. Full list provided in Appendix 1.

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 RLDP process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

- 3.17 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 RLDP 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.
- 3.18 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 RLDP process:
- Young People – Monmouthshire Youth Council¹⁶ will be invited to participate as appropriate in the RLDP 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 – we will seek to engage with an appropriate stakeholder group(s) at relevant stages, in order to gain the views of those living with disabilities in Monmouthshire. We understand that the Access for All forum was recently disbanded but we will seek input from relevant stakeholders to offer an opportunity for people with disabilities to influence the policies and decisions that affect them.
 - Gypsy and Travellers – we will seek to engage with an appropriate stakeholder group(s) at relevant stages to ensure the gypsy and travelling community are suitably engaged.
- 3.19 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

- 3.20 In order to ensure any comments and representations on the RLDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the

¹⁶ Youth Workers and pupils from King Henry VIII School, Caldicot School, Chepstow School and Monmouth School

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 RLDP preparation process.

- 3.21 It is also of importance that you notify the Planning Policy team should your contact details change during the RLDP 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

- 3.22 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 RLDP, 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 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

- 3.23 As noted above, 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 and 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 RLDP continues to be challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Availability of Documents

- 3.24 The RLDP 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 at <http://www.monmouthshire.gov.uk/planning-policy>. The RLDP Consultation website can be used to make and view representations on various documents relating to the Plan (<http://monmouthshire.planning-register.co.uk/>). 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 Community Hub, Market Hall, Cross Street, Abergavenny, NP7 5HD
- 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

3.25 Paper copies of documents will not be sent out during the RLDP 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. If one of the buildings listed above is temporarily closed during a consultation period, as experienced during the pandemic, we will endeavour to identify alternative outlets and communicate this to all stakeholders. Where alternative outlets are not available, we will seek to provide information to stakeholders via electronic means.

Timetable and proposed Methods of Engagement

- 3.26 The following table sets out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the RLDP preparation process. The list is not exhaustive and may 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.
- 3.27 Our consultation and engagement arrangements have been revised in light of the Covid-19 pandemic and reflect the Coronavirus Regulations (2020) and recent Ministerial advice¹⁷. Should restrictions still be in place during the next key consultation stage, these revised arrangements¹⁸ will ensure social distancing measures and other adjustments can be put in place when conducting public engagement events to ensure the safety our colleagues and our communities. We have also reviewed the use of digital involvement options to provide communities with information and the ability to engage with the RLDP in a virtual manner.
- 3.28 This situation will be closely monitored given the evolving nature of government guidance surrounding the Covid-19 lockdown measures and will be reflected in our approach to community involvement throughout the RLDP process. Accordingly, further details on the precise nature of the consultation and engagement arrangements for future key consultation stages will be detailed on the Planning Policy website and in future correspondence to all those on the RDLP database prior to the start of any consultation process. However, it is likely that a mixture of public events and virtual engagement mechanisms will be utilised throughout the remainder of the Plan preparation process.

¹⁷ Minister for Housing and Local Government Letter to Local Authority Leaders and Chief Executives National Park Authority Chief Executives – Planning System and Covid-19, 7th July 2020

¹⁸ Revised arrangements include the introduction of an appointment system for community engagement events (bookable in advance) which will limit the number of people in attendance at any given time and ensure compliance with the social distancing guidelines.

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

Definitive Stage: Delivery Agreement						
Summary of key steps	ISA/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 RLDP 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 Integrated SA (ISA)/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 	<p>Draft Delivery Agreement to Democratic Services Committee & Full Council - March 2018</p> <p>Full Council - May 2018</p> <p>Revised Delivery Agreement (2) – Council March 2020</p> <p>Revised Delivery Agreement (3) – Council October 2020</p>	<p>The Town and Country Planning (Local Development Plan) (Wales) Regulations 9 & 10 (2004) and Regulation 2 (5) (2015)</p>
Definitive Stage: Pre-Deposit Participation						
Summary of key steps	ISA/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"> • Integrated Sustainability Appraisal Scoping 	<ul style="list-style-type: none"> • Internal Consultees • Members 	<ul style="list-style-type: none"> • Drop-in sessions, exhibitions and meetings as appropriate. These will 	<ul style="list-style-type: none"> • Awareness raising of RLDP 	<p>Cabinet endorsement to consult on revised Growth</p>	<p>The Town and Country Planning (Local</p>

<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>Report 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). 	<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 • Area Cluster/ Area Committee Meeting Invitees • All others on RLDP database 	<p>be adapted to take account of latest Government advice regarding social distancing and other necessary measures (see above).</p> <ul style="list-style-type: none"> • Virtual engagement and consultation via web based technological tools such as webinars. • Engage with Members through workshops and report to Council meetings. Digital workshops and seminars will be held where face-to-face events are not possible. • Publication of each participation/ consultation stage on Council’s website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Involve Engage 2 Change Group and Monmouthshire Youth Forum 	<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>and Spatial Options – December 2020.</p> <p>Full Council to report on draft Preferred Strategy – May 2021.</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>
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			<ul style="list-style-type: none"> • Information by letter or email as appropriate • Preparation of Easy Read Summary document 			
Definitive Stage: Pre-Deposit Consultation - Preferred Strategy and Initial Sustainability Appraisal Report (ISAR)						
Summary of key steps	ISA/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 • 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. 	<ul style="list-style-type: none"> • Formal consultation on Integrated ISAR and HRA • 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"> • Internal Consultees • Members • Specific & General consultation bodies • Other consultees • Hard to Reach Groups • Town and Community Councils • Area Cluster / Area Committee Meeting Invitees 	<ul style="list-style-type: none"> • Engage with Members through workshops and reports to Council meetings. Digital workshops and seminars will be held where face-to-face events are not possible. • Public engagement sessions, exhibitions and meetings as appropriate. These may need to be adapted to take account of latest Government advice regarding the pandemic – this will be given further consideration at the time (see above). • Virtual engagement and consultation via web 	<ul style="list-style-type: none"> • Preferred Strategy • Initial Sustainability Appraisal Report • Candidate Site Register • Draft Deposit Plan 	<p>Full Council to report on Deposit Plan – July 2022</p> <p>Details of responses received to be incorporated into Report of Consultation.</p>	<p>The Town and Country Planning (Local Development Plan) (Wales) Regulations 15 & 16 (2004) and Regulation 16a (2015)</p>

<ul style="list-style-type: none"> •Preparation of Deposit RLDP •Obtain Member approval on Deposit RLDP 		<ul style="list-style-type: none"> • All others on RLDP database 	<p>based technological tools such as webinars.</p> <ul style="list-style-type: none"> • Publication of each consultation stage on Council’s website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Involve Engage 2 Change Group & Monmouthshire Youth forum • Information by letter or email as appropriate • Preparation of Easy Read Summary document 			
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 RLDP for public inspection • Formal consultation on Deposit RLDP, ISAR, HRA and any relevant supporting documents 	<ul style="list-style-type: none"> • Formal consultation on ISAR (incorporating Health Impact Assessment) 	<ul style="list-style-type: none"> • Internal Consultees • Members • Specific & General consultation bodies 	<ul style="list-style-type: none"> • Engage with Members through workshops and reports to Council meetings. Digital workshops and seminars may be held where face-to-face 	<ul style="list-style-type: none"> • Deposit Plan • Final Sustainability Appraisal Report • Habitats Regulations Assessment • Representations and comments on Deposit 	<p>Details of responses received to be incorporated into Report of Consultation.</p>	<p>The Town and Country Planning (Local Development Plan) (Wales) Regulations</p>

<ul style="list-style-type: none"> • Preparation of Report of Consultation providing feedback and comments on representations received 	<ul style="list-style-type: none"> • Formal consultation on HRA 	<ul style="list-style-type: none"> • Other consultees • Hard to Reach Groups • Town and Community Councils • Area Cluster /Area Committee Meeting Invitees • All others on RLDP database 	<p>events are not possible. This will be given further consideration at the time (see above).</p> <ul style="list-style-type: none"> • Public engagement sessions, exhibitions and meetings as appropriate. These may need to be adapted to take account of latest Government advice regarding the pandemic – this will be given further consideration at the time (see paragraph 3.29). • Virtual engagement and consultation via web based technological tools such as webinars. • Publication of each consultation stage on Council’s website • Twitter via planning policy and corporate account • Facebook via corporate account • Press Release • Update Engage 2 Change Group & Monmouthshire Youth Forum 	<p>Plan, SA/SEA, HRA to be included in Report of Consultation</p>		<p>17, 18 & 19 (2004)</p>
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			<ul style="list-style-type: none"> • Information by letter or email as appropriate • Preparation of Easy Read Summary document 			
Indicative Stage: Submission of RLDP 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 • Potential Focused Changes consultation • Submit Deposit RLDP, Report of Consultation, Integrated Sustainability Appraisal Report (ISAR), 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"> • Consider any implications of representations on ISAR & HRA • Submit ISAR • Submit HRA 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils • Area Cluster/ Area Committee Meeting Invitees • All others on RLDP 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 copies of documents in the following locations: County Hall, Libraries and Community Hubs 	<ul style="list-style-type: none"> • Submission of Deposit RLDP and supporting documents to Welsh Government for formal examination 	Full Council to report on responses received on Deposit Plan, any Focused Changes and to seek endorsement for submission – February 2023	The Town and Country Planning (Local Development Plan) (Wales) Regulation 22 (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 ISA/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 • Area Cluster /Area Committee Meeting Invitees • All others on RLDP 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 	<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)
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) 		<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General 	<ul style="list-style-type: none"> • Notify Members via email • Publication on Council's website 	<ul style="list-style-type: none"> • Binding Inspector's Report 	None	The Town and Country Planning (Local Development

<ul style="list-style-type: none"> • Inform interested parties of receipt and publication of Inspector's Report 		<ul style="list-style-type: none"> • consultation bodies • Other consultees • Town and Community Councils • Area Cluster /Area Committee Meeting Invitees • All others on RLDP database 	<ul style="list-style-type: none"> • 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 			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 RLDP database of adoption of the RLDP • Produce adoption statement • Produce the adopted RLDP bilingually 	<ul style="list-style-type: none"> • Publish ISA Report • Publish HRA Report 	<ul style="list-style-type: none"> • Members • Internal Consultees • Specific & General consultation bodies • Other consultees • Town and Community Councils 	<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 	<ul style="list-style-type: none"> • Formal adoption of the RLDP 	Full Council prior to formal Adoption – October 2023	The Town and Country Planning (Local Development Plan) (Wales) Regulation 25 (2004) and 2(19) (2015)

		<ul style="list-style-type: none"> • Area Cluster/ Area Committee Meeting Invitees • All others on RLDP database 	<p>Facebook utilising corporate account</p> <ul style="list-style-type: none"> • 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 			
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Contact details

3.29 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 RLDP.

Specific Consultation Bodies¹⁹ (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 Panel²⁰
- 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

¹⁹ As defined in LDP Regulation 2.

²⁰ 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:

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

(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 History Society
- Abergavenny Transition Town
- Arriva Trains Wales
- British Aggregates Association
- British Geological Survey
- Bryn Y Cwm Community Forum
- Business Resilience Forum
- Business Wales (South Wales Regional Centre)
- Campaign for Real Ale (Camra)
- Campaign for the Protection of Rural Wales (CPRW)
- Caldicot Town Team

- Capital Region Tourism (Monmouth)
- Cardiff Capital Region City Deal
- Centre for Ecology & Hydrology
- Chambers of Trade & Commerce – Abergavenny, 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)
- Department for the Economy and Transport
- Design Commission for Wales
- Disability Advice Project
- Disability Rights Commission Wales
- Disability Wales
- Disabled Persons Transport Advisory Committee
- Energy Saving Trust Wales
- Farmers Union of Wales (FUW)
- Federation of Master Builders Cymru
- 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 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
- Member of Parliament for Monmouth
- Member of Parliament for Newport East
- Member of Senedd for Monmouth
- Member of Senedd for Newport East
- 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
- National Health Service (NHS) Wales
- Newport Harbour Commissioners
- One Voice Wales
- Open Spaces Society
- Planning Aid Wales
- Pontypool Park Estate Office
- Public Health Wales
- Rail Freight Group
- Ramblers Cymru
- 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 Planning Inspectorate
- The Theatres Trust
- Transition Chepstow
- Transition Monmouth
- Wales Co-operative Centre
- 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 RLDP Revised October 2020

Key Stage Date
 Key Stage Revisited Date

	2018												2019												2020												2021												2022												2023																							
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	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																																																																																				
ISA: Review/Update ISA baseline and ISA framework																																																																																				

Pre-Deposit Consultation																																																																							
Key Stage - Definitive																																																																							
2018												2019												2020												2021												2022												2023											
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	J	F	M	A	M	J	J	A	S	O	N	D
Consultation on Preferred Strategy																																																																							
Consultation on Initial ISA Report																																																																							
Analyse consultation responses and prepare Initial Consultation Report																																																																							
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, ISA Report & HRA																																																																							
Analyse consultation responses & prepare Consultation Report																																																																							

Key Stage - Indicative																																																																							
2018												2019												2020												2021												2022												2023											
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	J	F	M	A	M	J	J	A	S	O	N	D
Submission of RLDP 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
<p>Gap in major applications coming forward until the RLDP is adopted.</p>	<p>While the recent Ministerial letter has confirmed that the Adopted LDP will remain the in force until the RLDP is adopted, there will be a delay in major applications coming forward until RLDP adoption. This will impact on the Council’s ability to address/deliver the RLDP issues and objectives, including the demographic and affordability challenges facing the County, until the RLDP is adopted, and puts pressure on the deliverability of the housing and employment figures over the Plan period, with more</p>	<p>Progression of the RLDP in a timely manner will ensure that the Council has an adopted RLDP in place as soon as possible in 2023, minimising the negative implications associated with the delay in major applications coming forward.</p>	<p>Medium Likelihood</p> <p>Medium Impact</p>

Issue	Potential Risk(s)	Mitigation	Probability and Impact
	reliance on delivery towards the end of the Plan period.		
Change in staff resources available to assist with RLDP 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 RLDP 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.	Low 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
Political Change/ Elections.	Programme slippage.	Early Member training.	High Likelihood
			Medium Impact
Lack of consensus throughout the organisation and/ or lack of support from	Programme slippage.	Ensure organisation wide support of plan process and timetable from outset.	Low Likelihood

Issue	Potential Risk(s)	Mitigation	Probability and Impact
officers/other departments in production of the evidence base.			Medium Impact
Challenging timetable to prepare RLDP due to greater than anticipated workload (e.g. greater number of representations received, ISA/SEA/HRA requirements). The impacts associated with Covid-19 including the move to 100% home working can add time to the plan preparation process.	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.	High Likelihood
			Medium Impact
National Issues			
Additional requirements arising from the issue of new legislation and/or national guidance. e.g. general	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
conformity with the adopted NDF, alignment with revised Planning Policy Wales and LDP Manual, revised TAN15.			
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.	Low 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 ISA/SEA.	Programme slippage.	Identify expectations of consultation bodies. Consider additional resources.	Low Likelihood
			Medium Impact

Issue	Potential Risk(s)	Mitigation	Probability and Impact
Large volume and /or highly significant levels of objection to proposals e.g. site allocations.	Programme slippage. Plan cannot be submitted for examination without significant work.	Ensure close liaison and early/continued involvement of the community, statutory bodies & stakeholders throughout the plan preparation process.	Medium Likelihood
			Medium Impact
Review of RLDP 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 ISA/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 RLDP.
Adoption	The final stage of Local Development Plan preparation where the RLDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the RLDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the RLDP strategy and objectives are being achieved and whether the RLDP 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 RLDP. 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 RLDP 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 RLDP 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 RLDP, the Deposit representations, the report of consultation, evidence base/background documents and the Integrated 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 RLDP. The Inspector's Report contains recommendations on the content of the final RLDP and is binding upon the Council. The Council must adopt the RLDP 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 RLDP.
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 RLDP 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 RLDP.
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 RLDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy	This sets out the broad strategic direction for the RLDP. 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 RLDP.
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 RLDP, 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 RLDP, 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 an integrated 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 RLDP it must be determined to be ‘sound’ by the Planning Inspector. The Tests of Soundness are set out in the Development Plans Manual (Edition 3, March 2020). 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 RLDP (and/ or Integrated 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 RLDPs.
Submission	When the RLDP, ISAR 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 RLDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the RLDP and is not subject to independent examination.
Integrated Sustainability Appraisal (ISA)	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.
Integrated Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Integrated 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 RLDP preparation are expected to be completed. These are definitive for stages up to the deposit of the RLDP 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.