

VALE OF GLAMORGAN
REPLACEMENT LOCAL DEVELOPMENT PLAN
2021-2036

REVISED DELIVERY AGREEMENT

November 2023



This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

CONTENTS

Table of Figures	4
List of tables	4
1. Introduction	1
1.2. What is a Delivery Agreement?.....	1
1.3. Preparation of the Replacement LDP	3
1.4. Integrated Sustainability Appraisal (ISA) incorporating Strategic Environmental Assessment (SA/SEA) and Habitats Regulations Assessment (HRA)	4
1.5. Habitats Regulation Appraisal.....	5
1.6. Evidence Base Assessments.....	6
1.7. Well Being of Future Generations Act (WBFGA).....	6
1.8. Tests of Soundness	8
1.9. Supplementary Planning Guidance	9
1.10. Collaborative Working	9
1.11. Risk management	10
1.12. Resources	10
1.13. Anticipated Consultants' Fees.....	11
1.14. COVID 19	11
1.15. Monitoring and Review.....	12
2. Community Involvement Scheme	14
2.1. Introduction.....	14
2.2. Principles of the Participation Strategy	14
2.3. Who will we consult?	15
2.4. How we will involve you	19
2.5. What we expect from you – Expectations of Stakeholders.....	20
2.6. Building Consensus	21
2.7. Handling Representations.....	21
2.8. Late Representations	21
2.9. Availability of Documents	22
2.10. The Welsh Language	23
2.11. Timetable and Methods of Engagement.....	23
3. Timetable	25
3.2. Key stages of plan preparation and opportunities for involvement.....	27
4. Appendices	31
4.1. Appendix 1: List of Specific and General Consultation Bodies.....	31
4.2. Appendix 2: Summary of community Involvement in RLDP key Stages	38
4.3. Appendix 3 - Detailed RLDP timetable	48
4.4. Appendix 4: Risk Management	49

4.5.	Appendix 5 - Glossary of Terms.....	52
4.6	Appendix 6: Letter from Welsh Government confirming agreement to revised timetable (NOVEMBER 2023).....	53

TABLE OF FIGURES

Figure 1: 7 Wellbeing and Future Generation Goals	7
Figure 2: 5 Ways of Working.....	8
Figure 3: Summary of RLDP Process including Engagement and Feedback Points	24

LIST OF TABLES

Table 1: Summary Timetable	25
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1. INTRODUCTION

- 1.1.1. The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 require the Vale of Glamorgan Council (the Council) to prepare a Local Development Plan (LDP) for its administrative area which sets out the Council's strategy for future land use and development.
- 1.1.2. The Vale of Glamorgan LDP 2011-2026 was adopted on the 28th June 2017. The LDP sets out the Council's planning policy framework for the development and use of land in the authority. It forms the basis for consistent and rational decision-making and ensures the most efficient use of land and other limited resources.
- 1.1.3. Planning Policy Wales (Edition 11 February 2021) (PPW) advises that up-to-date development plans are the basis of the planning system and Section 69 of the Planning and Compulsory Purchase Act 2004 states that a local planning authority must carry out a review of their LDP "at such times as the Assembly prescribes" and must report to the Assembly on the findings of their review.
- 1.1.4. Section 41 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended) directs that a Local Planning Authority must commence a full review of its LDP every four years from the date of its initial adoption, or sooner if the findings of the Annual Monitoring Report indicate significant concerns over the Plan's implementation.
- 1.1.5. A review of the LDP has been undertaken and the findings are set out in the Review Report (RR). The RR considers the contextual, legislative and policy changes that have taken place since adoption and examines the performance of the Plan in terms of how well the policies have delivered the Plan's vision, aims and strategy. The RR also considers the type of review process to be followed and concludes that the Council undertakes a full review following the appropriate procedures.
- 1.1.6. The adopted LDP remains the extant planning policy framework for the determination of planning applications and appeals in the Vale of Glamorgan while the replacement LDP is being prepared. The first stage in the preparation of a Replacement LDP (RLDP) is the production of a Delivery Agreement.

1.2. WHAT IS A DELIVERY AGREEMENT?

- 1.2.1. The preparation of a Delivery Agreement (DA) is a statutory requirement in the process of revising a LDP. Prepared and formally approved by the Council and then by the Welsh Government (WG), the DA marks the formal start of the plan preparation/revision process and is a statement of the Council's commitment to prepare an LDP.

- 1.2.2. The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended) prescribe the form and content of the LDP and make provision for the procedure to be followed in their preparation including preparation of the DA (Regulation 9).
- 1.2.3. The DA is an essential project management tool which sets out the processes of plan preparation, making clear the opportunities and methods of engagement required by legislation, regulations and Welsh Government guidance. It also sets out the resources and timescales involved. The DA sets out when and how stakeholders, interested parties and the public can become involved and contribute to the plan preparation/revision process. Once adopted, the Replacement Vale of Glamorgan LDP will cover the period 2021-2036
- 1.2.4. The Development Plans Manual directs that the Delivery Agreement must include the following:
- **Community Involvement Scheme (CIS)** – the CIS includes details of how and when the Council intends to engage with statutory and non-statutory stakeholders, partners, and members of the public throughout the plan preparation process. The CIS provides details of the form that this engagement will take and how the Council will respond to representations received and how these representations might inform subsequent stages of plan preparation. The Council's CIS is contained in Section 2.
 - **Timetable** – The timetable sets out the timeframe for preparing and adopting the LDP and the associated documents. It provides information on the various stages of the LDP process including the preparation and publication of the Sustainability Appraisal report, Annual Monitoring Reports and Supplementary Planning Guidance (SPG). The detailed timetable for the LDP including the consultation process for key stages is set out in Appendix 3.
- 1.2.5. The DA has been prepared in accordance with relevant Welsh Government Regulations and guidance, including:
- The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended); and
 - The Development Plans Manual (Edition 3, March 2020).
- 1.2.6. The draft version of this Delivery Agreement was subject to a public consultation between Friday 5th November 2021 and Monday 31st January 2022. Following consideration of the comments received, the amended DA was then reported to the Cabinet and Full Council for approval in accordance with LDP Regulation 9 before submission to the Welsh Government for approval. The Welsh Government's formally approved the Council's DA on 4th May 2022.
- 1.2.7 Substantial progress has been made on the plan, including on the Issues, Vision and Objectives, the Growth and Spatial Options, the Call for Candidate Sites,

and the development of an evidence base. However, as part of the frontloading of the evidence base, there has been a need to engage further with the site promoters of key sites which has caused delays in the preparation of the Draft RLDP Preferred Strategy and has ultimately resulted in the Council being unable to meet the timetable as set out in the approved DA. In accordance with the regulations, the Welsh Government were requested to approve an extension to the RLDP timetable. The extension was granted on the 21st November 2023 and the DA has been updated accordingly. The updated timetable is set out in Appendix 3 and the Welsh Government's letter of approval to the amendments is at Appendix 6.

- 1.2.8 The DA is available on the Council's website and can be inspected at the Council's principal office during normal office hours in accordance with LDP Regulation 10.

1.3. PREPARATION OF THE REPLACEMENT LDP

- 1.3.1. In preparing the RLDP for the Vale of Glamorgan, and in accordance with Welsh Government Development Plans Manual (Edition 3, 2020), the Council will aim to achieve the following key outcomes:
1. Support sustainable development and quality places based around the National Sustainable Placemaking Outcomes, aligned with national policy (set out in PPW) integrated with a SA/SEA/HRA, including Welsh language and the requirements of the Well-being of Future Generations Act 2015.
 2. 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.
 3. Be based on a robust understanding of the role and function of the Vale of Glamorgan including the functional linkages to areas beyond administrative boundaries.
 4. Be distinctive by having plans setting out clearly how the Vale of Glamorgan will develop and change, giving certainty for communities, developers, and businesses.
 5. 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 society in line with the latest carbon reduction targets and budgets as set out in the Environment (Wales) Act (Part 2). The principles of Placemaking, the Sustainable Transport Hierarchy and the Energy Hierarchy as set out in PPW must be adhered to.
 6. Ensure the sustainable management of natural resources in accordance with the Environment (Wales) Act 2016 and other relevant legislation.
 7. Deliver what is intended through deliverable and viable plans, taking into account necessary infrastructure requirements, financial viability and other market factors.
 8. Be proactive and responsive, kept up-to-date and flexible to accommodate change.

- 1.3.2. 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 'Our Vale – Our Future' (LWBP) will be of particular importance at the local level. The LWBP relates to the economic, social, environmental and cultural well-being of the Vale of Glamorgan and has clear links with the RLDP where it relates to land use planning.

1.4. INTEGRATED SUSTAINABILITY APPRAISAL (ISA) INCORPORATING STRATEGIC ENVIRONMENTAL ASSESSMENT (SA/SEA) AND HABITATS REGULATIONS ASSESSMENT (HRA)

- 1.4.1. An Integrated Sustainability Appraisal, (ISA) incorporating Strategic Environmental Assessment (SEA), is a statutory requirement of LDP preparation in order to assess the environmental, social and economic implications of the Plan's strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take 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.
- 1.4.2. The Development Plans Manual advises that local planning authorities should consider the value and opportunities for an integrated assessment approach to preparing a development plan where the integration of statutory and key elements such as the Well Being of Future Generations Act 2015, Equalities Act, Welsh Language, Health Impact Assessment (HIA) and the Environment Act (section 6) (where relevant) are combined into a single Integrated Sustainability Appraisal (ISA). This approach enables a more transparent, holistic and rounded assessment of the sustainability implications of growth options, objectives, policies and proposals. The ISA process runs concurrently with the plan making process and forms an iterative part of plan preparation.
- 1.4.3. The ISA (incorporating the SEA) will involve the following stages:
- **An Integrated Sustainability Appraisal Scoping Report** – this identifies the existing sustainability issues in the Vale of Glamorgan 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)** – this 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 ISA Scoping Report. The ISAR 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 ISAR 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** – this will be published to explain how the sustainability considerations and the

Sustainability Assessment have been taken into consideration in the production of the RLDP.

- 1.4.4. Consultation on the key stages of the ISA/SEA has been included within the timetable for the preparation of the LDP and the CIS. The findings of the ISA/SEA work will be evidenced at key stages in the RLDP preparation process. Reports will be prepared, and stakeholders consulted in parallel with the Preferred Strategy consultation and Deposit Plan consultation. A Final ISA Report together with the other RLDP documentation will be submitted to Welsh Government for Examination. The statutory environment bodies will be consulted at all of the stages referred to above and there will be wider on-going dialogue with these bodies throughout the process.
- 1.4.5. In addition to the ISA, the Council will undertake a Habitats Regulation Appraisal of the RLDP as it is being prepared.

1.5. HABITATS REGULATION APPRAISAL

- 1.5.1. A Habitats Regulations Assessment (HRA) is a legal requirement of the Habitats Directive¹ and is required for any Plan or Programme which is likely to have a significant impact on a European designated site either alone, or in combination with other projects or plans. In Wales, requirements for HRA, including proposed modifications to existing plans, are set out within Part 6 of the Conservation of Habitats and Species Regulations 2017 and Part 2 of the Conservation of Offshore Marine Habitats and Species Regulations 2017.
- 1.5.2. The HRA process follows a series of Stages; these will be undertaken for the RLDP, as necessary, to meet the requirements of the Regulations:
- **Stage 1 – Screening for Likely Significant Effect:** to determine whether the RLDP is likely to have significant effects on European Sites.
 - **Stage 2 – Appropriate Assessment and Integrity Test:** If the HRA Screening indicates that the RLDP is likely to have significant effects, a further level of assessment is needed to consider whether the RLDP could adversely affect the integrity of one or more European site(s), either alone or in combination with other plans or projects, in view of their established conservation objectives and conservation status. If the potential for adverse effects on site integrity is identified, the Appropriate Assessment should also consider mitigation measures to control the identified impacts, to avoid adverse effects on site integrity; and
 - **Stages 3 and 4 – Consideration of Alternative Solutions and Imperative Reasons of Overriding Public Interest:** Only where significant effects remain at the end of Stage 2 in the HRA process is there a need to consider alternatives and Imperative Reasons of Overriding Public Interest.
- 1.5.3. The Development Plans Manual advises that it is not appropriate to integrate HRA with SA as they are derived from different legislative requirements; the

¹ Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora

findings therefore should be published separately and clearly documented. However, it is good practice to summarise the findings of the HRA in the SA as part of its assessment of the impact on biodiversity.

- 1.5.4. The HRA process will be undertaken in conjunction with the ISA (incorporating SEA) to ensure an integrated approach to assessment. It is intended that the process will run concurrently with the Plan making process and form an iterative part of the RLDP, involving the consideration of all emerging policy and site options. Natural Resources Wales will be consulted throughout the HRA process.

1.6. EVIDENCE BASE ASSESSMENTS

- 1.6.1. In undertaking the review of the LDP there will be a need to update the evidence base that informed the current Plan to fully understand the land use requirements of the Vale of Glamorgan and to take account of any contextual and policy changes that have taken place since the plan was adopted e.g. Future Wales: the National Plan 2040 / PPW 11. It is anticipated that the following studies / assessments will be required as part of the RLDP process:

- Population and Housing Projections
- Local Housing Needs Assessment
- Affordable Housing Viability Assessment
- Gypsy and Traveller Accommodation Needs Assessment
- Sustainable Settlement Appraisal
- Settlement boundary Review
- Employment Land Review
- Retail Study
- Green Infrastructure Assessment
- Landscape Assessment
- Green Wedge Review
- Open Space Assessment
- Renewable Energy Assessment
- Infrastructure Assessment
- Strategic Flood Consequence Assessment

- 1.6.2. This is not a definitive list and additional evidence may be required as the Plan revision progresses.

1.7. WELL BEING OF FUTURE GENERATIONS ACT (WBFGA)

- 1.7.1. The Well Being of Future Generations (Wales) Act (WBFGA) gained Royal Assent in April 2015 and sets out seven well-being goals which all public bodies are required to work to achieve. The seven well-being goals are shown below:

Figure 1: 7 Wellbeing and Future Generation Goals



Source: Welsh Government

1.7.2. The WBFGA aims to make a difference to the lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The five ways of working are shown below:

Figure 2: 5 Ways of Working



Source: Welsh Government

- 1.7.3. Given that sustainable development is the core underlying principle of the LDP (and SEA); there are clear links between both the LDP and the WBFGA.
- 1.7.4. As a requirement of the Act, a Local Well-being Plan (LWBP) must be prepared and the Vale of Glamorgan Well-Being Plan 2018-2023 Our Vale – Our Future was published in 2018. The LWBP considers the economic, social, environmental, and cultural well-being of the authority and will have clear links with the RLDP. Both the WBFGA and the LWBP will be considered fully throughout the preparation of the RLDP, which will follow the five ways of working.

1.8. TESTS OF SOUNDNESS

- 1.8.1. 'Soundness' is an integral part of the LDP system and is an important principle by which it can be demonstrated that a LDP shows good judgement and is able to be trusted. If the RLDP is found not to be 'sound' then the WG could require the Council to take necessary action to remedy the situation.
- 1.8.2. The RLDP will be submitted to the WG for Examination. An independent Inspector appointed by the WG will undertake this Examination to determine whether the Plan is 'sound'. The Inspector will assess whether the RLDP has been prepared in accordance with legal and regulatory procedural requirements and complies with the CIS. The Inspector must also determine whether the RLDP meets the three tests² of soundness set out in guidance issued by the WG and the Planning Inspectorate. These are:

² Welsh Government Development Plans Manual (Edition 3 March 2020)

- Test 1 – Does the Plan fit? i.e. is it clear that the LDP is consistent with other plans?
- Test 2 – Is the Plan appropriate? i.e. is the Plan appropriate for the area in which it will be used and in the light of the evidence collected?
- Test 3 – Will the Plan deliver? i.e. is the plan likely to be effective?

1.8.3. The Inspector's conclusions are binding on the Council and, unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the RLDP within the specified timeframe.

1.9. SUPPLEMENTARY PLANNING GUIDANCE

1.9.1. In addition to the policies contained within the RLDP, the Council may also produce Supplementary Planning Guidance (SPG) to elaborate on a policy within the LDP to provide clarity and to help ensure that it is applied effectively.

1.9.2. The preparation of SPG is non-statutory and they do not have the same status as the policies within the RLDP. However, the Welsh Government advises that SPG may be a material consideration in the determination of planning applications provided it is derived from and consistent with the LDP, the weight afforded to it being increased if it is consistent with LDP policies and has been the subject of public consultation.

1.9.3. SPG can cover a wide range of topics such as design advice, site development briefs and documents relating to specific planning issues (e.g. affordable housing, householder extensions, amenity standards etc.). The Council has already produced SPG relevant to the adopted LDP, which will be reviewed as an integral part of the LDP review process. Any additional SPGs that the Council may need to produce will be considered as part of the deposit stage of the LDP process and will be prepared in accordance with the Council's adopted guidelines to produce SPG and Development Briefs, which can be viewed on the Council's web site. The Council will consult relevant stakeholders during the production of SPG.

1.9.4. Any SPG prepared during the RLDP process cannot be formally adopted until after the Inspector's report on the RLDP has been published.

1.10. COLLABORATIVE WORKING

1.10.1. The Development Plans Manual advises that Local Planning Authorities should consider opportunities for joint working in order to maximise the efficiencies of evidence gathering, consultation and co-operation. Considering such issues on a wider basis places Local Planning Authorities in a much stronger position to resolve planning issues and better reflect how people and businesses operate, in line with the WBFGA five ways of working. This will in turn demonstrate a key test of soundness 'Does the Plan Fit? - Is it compatible with the plans of neighbouring authorities?'

1.10.2. The Vale of Glamorgan has and will continue to work with all neighbouring local authorities where benefits can be derived through collaborative working and sharing of resources. This will include sharing and jointly preparing elements of the evidence base, the preparation of regional studies as well as the involvement in regional working groups such as the South East Wales Strategic Planning Group (SEWSPG).

1.11. RISK MANAGEMENT

1.11.1. Having considered the resource input to the RLDP process, the Council considers that while challenging, the proposed timetable for the Plan is both realistic and achievable. In preparing the timetable, Council has had regard to the scope of the work involved, existing Welsh Government Regulations and guidance and the resources the Council is able to commit to the plan preparation. The Development Plan Manual expects RLDPs to be prepared in 3.5 years from formal agreement of the DA with a single additional slippage period of 3 months which provides a small amount of flexibility if necessary. Any deviation beyond this requires a formal revision to the Delivery Agreement but should only be considered in exceptional circumstances. As the original timetable for the Delivery Agreement has already been exceeded, any further delays will require the preparation and agreement of a new Delivery Agreement.

1.11.2. While every effort will again be made to adhere to the revised timetable, the Council has identified certain risk areas that could result in some departure from the timetable. These risks together with the Council's proposed response to managing them should they occur are set out in Appendix 3.

1.12. RESOURCES

1.12.1. In terms of staff resources, the Council's Head of Regeneration and Planning and the Operational Manager for Planning and Building Control will be responsible for the overall delivery of the RLDP. The Principal Planner will be responsible for the day-to-day project management of the process. The Planning Policy Team will lead in the preparation and delivery of the RLDP including the preparation of all documentation and consultation activities.

1.12.2. The current staff resources are set out below:

- Principal Planner X 1
- Senior Planner X 3
- Assistant Planner X1
- Student Planner X 1

1.12.3. In addition to the above staff resources, it will also be necessary for other internal departments to assist with various evidence base updates/assessments, preparing documents for publication and with consultation / public participation (as set out in the CIS). This is likely to include officer support from:

- Development Management

- Housing
- Highways
- Education
- Regeneration
- Countryside
- Democratic Services
- Legal Services
- ICT
- Corporate Communications
- Graphic Designers

1.13. ANTICIPATED CONSULTANTS' FEES

- 1.13.1. Most of the work required to progress the RLDP will be undertaken by Council officers. However, it is recognised that additional professional specialist services will also be required throughout the RLDP programme, particularly in relation to technical or specialist elements of the evidence base (e.g., ISA) and during the Examination. Financial resources have been made available for these commissions.
- 1.13.2. The DA has been prepared in respect of a RLDP only. However, it should be noted that work is on-going on a regional basis and collaboration with neighbouring authorities will continue to be fundamental to the preparation of the RLDP, particularly regarding a joint evidence base, where appropriate. The 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.
- 1.13.3. A dedicated 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.

1.14. COVID 19

- 1.14.1. The Covid 19 pandemic has had major impacts across society resulting in organisations having to adapt and find alternative ways in which to work and deliver services. While it is hoped that the RLDP process will be unaffected by previous restrictions placed on public gatherings and movement, there is a possibility that certain elements of the RLDP process, particularly public consultation may be directly affected by Covid 19 in the future.
- 1.14.2. A key component of the DA is the CIS which sets out who, when, and by what means the Council seeks to engage with the public and other stakeholders in the RLDP preparation process. The Covid 19 pandemic and the associated lockdowns have had an impact on how we access services, use public buildings and participate in public consultations and/or engagements. With many public buildings temporarily closed or offering only restricted access during the pandemic, the opportunity to attend face to face consultation events and engage

directly with the plan preparation process may present challenges should restrictions continue or be required during the RLDP process.

- 1.14.3. However, the Council is committed to fully engaging with stakeholders and members of the public throughout the RLDP process and should restrictions be in place over scheduled consultation periods, the Council will ensure that additional mechanisms are put in place e.g. digital and virtual consultation and extended consultation periods, and that further resources are directed to raising awareness of the LDP consultation to ensure that stakeholders and members of the public are not disadvantaged and are able to engage with the RLDP process.
- 1.14.4. The CIS includes details of where and when such changes to the statutory consultation might be necessary and the steps that the Council will take to ensure meaningful consultation.

1.15. MONITORING AND REVIEW

- 1.15.1. The Planning and Compulsory Purchase Act requires local authorities to keep under review matters that may affect the planning and development of their areas. The Council will monitor and review the progress of the RLDP against the requirements of the DA to ensure that the agreed timetable is adhered to and that public engagement as set out in the CIS is being followed.
- 1.15.2. Although the original Delivery Agreement timetable has been exceeded, exceptional circumstances beyond the local planning authority's control could further impact the revised timetable. These include:
 - Significant changes to European, UK or Welsh legislation which directly affects the RLDP preparation process.
 - Significant changes to the Community Involvement Scheme e.g. as a result of Covid 19 restrictions.
 - Preparation of the RLDP slips by more than 3 months at a key stage in the approved timetable due to unforeseen circumstances beyond the control of the local planning authority e.g. Judicial Review
 - Significant unforeseen changes to the resources available to undertake the preparation of the RLDP.
 - Any other unexpected changes in circumstances which materially affects the delivery of the RLDP in accordance with the agreed DA.
- 1.15.3. 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 refined after the Deposit stage and submitted to the Welsh Government for agreement.
- 1.15.4. Following adoption of the RLDP, an Annual Monitoring Report (AMR) will be produced and submitted to the WG in accordance with LDP Regulation 37. The AMR will establish how effectively the policies and proposals of the RLDP are

performing and being implemented. It will assess whether the basic strategy remains sound and whether any policies need changing to reflect contextual changes, including those associated with legislation and national policy. The AMR will also specify the housing land requirement including the delivery against the trajectory set out within the Plan and the number of net additional affordable and general market dwellings built in the Authority's area, and report on other LDP indicators.

2. COMMUNITY INVOLVEMENT SCHEME

2.1. INTRODUCTION

- 2.1.1. The Community Involvement Scheme (CIS) sets out how and when the Council will actively involve stakeholders and the wider community in the preparation of the RLDP. Although the Council is responsible for the content of the RLDP, the Development Plans Manual advises that it is essential that the right people are involved at the right time from an early stage in the plan making process. This ensures greater consensus, strengthens community involvement and helps align the RLDP process with the 5 ways of working set out in the WBFGA. Early engagement should also minimise the resources needed, and time taken for the Plan to reach adoption by reducing the number of objections to policies later in the plan preparation process.
- 2.1.2. The Development Plans Manual (paragraph 3.17 refers) states that when preparing the CIS, local planning authorities should:
- “Create the conditions for early involvement and feedback at a stage when people can shape and influence the plan, based on the 5 ways of working, as set out in the WBFGA 2015.
 - Encourage the commitment from all participants to an open and honest debate on realistic development alternatives in search of broad consensus.
 - Recognise the need to adopt approaches/techniques for involving all elements of the community (age groups, local community action groups, hard to reach groups and protected characteristic groups) including business, which seeks to involve those not normally involved.
 - Recognise that a one size fits all approach will not be appropriate.”
- 2.1.3. The DA and more importantly, the CIS have been prepared during an ongoing pandemic. Throughout the RLDP process, the Council will adhere to the latest Government guidelines and Regulations in terms of consultation methods and if required, keep the consultation processes set out in the CIS under review to ensure that community involvement is maintained.

2.2. PRINCIPLES OF THE PARTICIPATION STRATEGY

- 2.2.1. Public engagement forms one of the four well-being objectives set out in the Council’s Corporate Plan 2020-2025 Working Together for a Brighter Future, ‘*To work with and for our communities.*’ The well-being objectives align with the Vale of Glamorgan Public Services Board’s (PSB) well-being objectives and provide a framework for improving well-being in the authority maximising the contribution made to delivering the national well-being goals in an integrated way.
- 2.2.2. The Council has adopted the ten national principles for public engagement in Wales which were endorsed by the Welsh Government in 2011. These principles aim to offer a consistent approach and good standard for public engagement across Wales and are as follows:

1. **Engagement is effectively designed to make a difference** - Engagement gives a real chance to influence policy, service design and delivery from an early stage.
2. **Encourage and enable everyone affected to be involved, if they so choose** - The people affected by an issue or change are included in opportunities to engage, as an individual or as part of a group or community, with their views both respected and valued.
3. **Engagement is planned and delivered in a timely and appropriate way** – The engagement process is clear, communicated to everyone in a way that is easy to understand within a reasonable timescale, and the most suitable method(s) for those involved is used.
4. **Work with relevant partner organisations** - Organisations should communicate with each other and work together wherever possible to ensure that people’s time is used effectively and efficiently.
5. **The information provided will be jargon free, appropriate and understandable** - People are well placed to take part in the engagement process, as they have easy access to relevant information that is tailored to meet their needs.
6. **Make it easier for people to take part** - People can engage easily as any barriers for different groups of people are identified and addressed.
7. **Enable people to take part effectively** - Engagement processes should try to develop the skills, knowledge and confidence of all participants.
8. **Engagement is given the right resources and support to be effective** - Appropriate training, guidance and support are provided to enable all participants to effectively engage, including both community participants and staff.
9. **People are told of the impact of their contribution** - Timely feedback is given to all participants about the views they express, and the decisions or actions taken as a result; methods and forms of feedback should take account of participants’ preferences.
10. **Learn and share lessons to improve the process of engagement** - People’s experience of the process should be monitored and evaluated, to measure its success in engaging people and the effectiveness of that participation. Lessons should be shared and applied in future engagements.

2.3. WHO WILL WE CONSULT?

- 2.3.1. The LDP Regulations require the Council to work in partnership with a wide range of stakeholders in preparing the RLDP, including specific and general consultation bodies and the public. Effective involvement of people and communities and collaboration with other organisations are two of the five ways of working set out in the Well-Being of Future Generations Act and are a key aspect in the preparation of the RLDP.
- 2.3.2. Appendix 1 provides a list of all specific and general consultation bodies that will be consulted at the appropriate stages of the RLDP process. This list of consultees is not exhaustive and will be added to as appropriate throughout the RLDP process.

- 2.3.3. The Council will actively seek to involve the following groups in the RLDP preparation process:

MEMBERS OF THE PUBLIC, INTERESTED PERSONS AND ORGANISATIONS

- 2.3.4. For the adopted LDP, the Council developed and maintained a consultation database that held contact information and consultation details of those individuals, agencies, organisations and community groups that had engaged in the LDP process. The database assisted officers in the management of the LDP process and enabled interested parties to be kept updated and informed of progress.
- 2.3.5. The EU General Data Protection Regulation (GDPR) came into force in May 2018. This placed new restrictions on how organisations can hold and use personal data and defining rights about that data. As a result of the GDPR, the Council can no longer utilise the previous LDP information and is therefore required to establish a new database of stakeholders and interested parties who wish to be involved in the preparation of the RLDP.
- 2.3.6. Any interested parties must give their consent, in writing, if they wish to be added to the new stakeholder database. Anyone who makes representations at any of the stages of RLDP process will be deemed to have given their consent and will be added to the stakeholder database. This will enable the Council to administer their comments and keep them informed of the RLDP process. Representors will also be given the opportunity to receive correspondence in Welsh or English.
- 2.3.7. If any person, group, organisation or company wishes to be involved in the preparation of the RLDP, they can request to be added to the stakeholder database by logging their contact details on the Council's website. For those who are unable to access the Council's website, they can contact the Planning Policy Team by email, telephone or in writing, using the contact details as set out in paragraph 2.4.4 below to obtain a form to submit their details and consent.

PUBLIC SERVICES BOARD

- 2.3.8. The Public Services Board (PSB) brings together senior leaders from public and third sector organisations across the Vale of Glamorgan to work in partnership for a better future. PSBs were established in each local authority area in Wales through the Well-being of Future Generations Act. Through the Vale of Glamorgan PSB and its Well-being Plan, partners are working together to improve the social, economic, cultural and environmental well-being of the authority.
- 2.3.9. The Vale of Glamorgan PSB has been identified as a key stakeholder group to act as a sounding board at the participation stages of the RLDP and ISA preparation. It is envisaged that this will take place through structured discussions led by trained facilitators from the Council's Corporate

Communications team. The Council is one of four statutory partners of the PSB, the other three being:

- Cardiff and Vale University Health Board
- South Wales Fire and Rescue Service
- Natural Resources Wales

In addition, a number of other partners have also accepted the invitation to be members of the PSB and participate in its activities, these are:

- South Wales Police
- Glamorgan Voluntary Services
- South Wales Police and Crime Commissioner
- Cardiff and Vale College
- National Probation Service
- Community Rehabilitation Company
- A representative of Town and Community Councils
- Welsh Government

ELECTED MEMBERS

2.3.10. Elected members will play an important role in the development of the RLDP. They occupy a unique position, representing their constituents and making decisions on matters which will affect the future of the Vale of Glamorgan. They will be able to raise awareness of the RLDP in their ward and assist in highlighting any local issues and opportunities which are relevant to the Plan.

2.3.11. The Cabinet member for Legal, Regulatory and Planning Services has responsibility for Planning Policy including the RLDP. Liaison with the Cabinet member and all other members is essential throughout the RLDP process. At key stages of the preparation of the RLDP and ISA, engagement with members will take place through member briefings, member workshops and via reports to appropriate Council meetings.

TOWN AND COMMUNITY COUNCILS

2.3.12. Town and Community Councils play a key role in disseminating important information to residents within their area. They will be consulted at all stages of the RLDP process and encouraged to raise awareness of the RLDP within their local communities. They can provide up to date local information and opinions on any proposals within their area, provide details of any land use-based aspirations they have for their community and can help to identify key local land use issues.

2.3.13. Through the Planning (Wales) Act 2015 there is the potential for town and community Councils to prepare Place Plans for their area. Place Plans should reflect the aspirations of the local community whilst also making synergies with the Council's aspirations in the development plan and the Wellbeing Plan. Place

Plans are given weight in planning decisions if they are adopted by the Council as supplementary planning guidance.

BUSINESSES, LANDOWNERS, DEVELOPERS AND AGENTS

- 2.3.14. Land and investment will be needed to meet the aims and objectives of the RLDP, and efforts will be made to engage with the business community at an early stage. We will engage with planning agents who are regular users of the Council's planning service along with landowners, estate agents and prospective developers who wish to promote land for development through the RLDP process.
- 2.3.15. The Candidate Site process will provide the opportunity for interested parties to submit development sites for potential allocation in the RLDP. A common methodology has been established across the South East Wales region for local planning authorities to utilise for their respective RLDPs. A call for candidate sites will be undertaken, and all candidate sites will need to be submitted via a standardised form. The form will contain the criteria required to assist in the assessment of sites. In accordance with paragraph 3.36 of the Development Plans Manual, site promoters will be required to show whether the site:
- Is in a sustainable location and can be freed from all constraints.
 - Is capable of being delivered.
 - Is financially viable.

SPECIFIC AND GENERAL CONSULTATION BODIES

- 2.3.16. Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees include the Welsh Government and those bodies with specific functions that apply to the RLDP area e.g. the Cardiff and Vale Health Board and main utilities providers. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be formally consulted throughout the RLDP process.

HARD TO REACH GROUPS

- 2.3.17. Hard to reach groups are those groups within society that have typically been under-represented 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.
- 2.3.18. In order to engage hard to reach groups in the RLDP process, the Council will utilise existing agencies, groups where possible and trusted intermediaries may also be used to gain the views of groups who do not have the confidence to directly engage in the RLDP process.

2.3.19. The following groups are identified as not having been sufficiently engaged in plan preparation previously and will therefore be actively encouraged to participate in the preparation of the RLDP:

- Young people and children
- People with disabilities
- Older people
- People with learning difficulties
- Homeless people
- Ethnic minorities
- Gypsies and Travellers

2.3.20. 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 development plan preparation. This includes (but is not exclusive to) those seeking affordable housing in the authority, agricultural related development, small / self-build housebuilders and small and medium-sized enterprises. The Council will seek to engage with these groups by using existing contacts where available.

2.4. HOW WE WILL INVOLVE YOU

2.4.1. Information on the RLDP process will be regularly updated on the Council's website (www.valeofglamorgan.gov.uk). Copies of the relevant documents associated with the RLDP process will also be made available at the Council's principal office in Holton Road, Barry and at Council run libraries.

2.4.2. The Council's Digital Strategy 2017 – 2020 sets out the Council's vision of how new technologies can deliver services in a more efficient, productive, and cost-effective way to the benefit of staff and Vale of Glamorgan residents. The strategy is the result of a review of the way in which the Council operates key organisation wide processes. One of the key findings of the review included the role that digital technology could have on how the Council interacts with customers and partners and the potential efficiencies that can be harnessed via a move to digital channels such as through the website and online apps, rather than the more traditional means of customer contact such as via telephone, post and face-to-face.

2.4.3. The Council's digital vision will be delivered through four interrelated themes, most of which is a digital customer service which seeks to enable citizens to get the services and information they need online digitally by default. This means embracing technology to re-design Council services and the way they are provided to customers (starting with a digital solution as the default solution).

2.4.4. The importance of digital technology in engaging with partners and disseminating information has been highlighted throughout the Covid 19 pandemic where new and innovative solutions have been used and embraced. The Council's default position therefore throughout the RLDP process will be to use electronic communication and undertake engagement virtually. However, the Council recognises that some individuals may not have internet access. In such cases, the

Council will advise where hard copies of documents are available to view and paper comment forms will be made available on request. All efforts will be made to make the consultation stages as clear and as accessible as possible. Officers will be available on weekdays during normal office hours to deal with any RLDP queries and can be contacted in the following ways:

Post: Planning Policy Team, Dock Office, Subway Road, Barry, CF63 4RT

Telephone: 01446 704665

Email: LDP@valeofglamorgan.gov.uk

2.4.5. The Council will seek to publicise the RLDP process at every stage in order to reach as many interested parties as possible and to encourage active engagement in the process.

This will be done through:

- Direct contact (primarily via email or letter where required in either Welsh or English).
- Leaflets / newsletters / posters
- The use of the Council's social media accounts on Twitter and Facebook.
- Engagement with elected members through workshops, briefings, drop-in sessions and in reports to appropriate Council meetings.
- Press releases for the local media, where appropriate.
- Preparing documents which help people to engage in the key stages of the process e.g. easy read versions, summary documents.
- Public information exhibitions, drop-in sessions or virtual exhibitions
- Virtual engagement and consultation via web-based technology such as webinars
- Site notices will be displayed for proposed land allocations at the Deposit Plan stage.

2.4.6. The Council will be providing a wide range of opportunities for stakeholders and interested parties to access information and get involved in the RLDP process. However, there are resource limitations to the extent of engagement that is possible. Additionally, it is important that all consultees are dealt with in a fair and equal manner. In view of this, it is not proposed that officers attend meetings organised by individual groups. However, officers will be available throughout the RLDP process during normal office hours to provide information or assistance if required. It should be noted that if face to face contact with officers is restricted by relevant government guidance on such matters at the time, alternative communication methods such as online or telephone will be utilised.

EASY READ DOCUMENTS

2.4.7. To assist with clarity and inclusiveness, the Council will produce documents at key stages which help people to engage in the process e.g., 'easy read' versions or summary documents.

2.5. WHAT WE EXPECT FROM YOU – EXPECTATIONS OF STAKEHOLDERS

- 2.5.1. In order to ensure any comments and representations on the RLDP are considered, they must be submitted within the set timescales and in the prescribed manner. The DA contains the timetable for the relevant Plan stages and provides a guideline of when we will seek your involvement. More detailed information is set out below. This will ensure that individual views are considered and taken into account throughout the RLDP process.
- 2.5.2. It is also important that you notify the Planning Policy team if your contact details change during the RLDP process so that officers can keep you fully informed of progress. In respect of candidate sites, land ownership changes may also occur during the process, and it is imperative that the Planning Policy team are made aware of this in order to ensure progress is not delayed.

2.6. BUILDING CONSENSUS

- 2.6.1. 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 the RLDP 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.

2.7. HANDLING REPRESENTATIONS

- 2.7.1. Representations received within the specified timescales will be handled as follows:
- Acknowledgement by e-mail (or letter where required) providing contact details and detailing how the Council will deal with the representation
 - Details of the next steps in the RLDP preparation process
 - Local Authority's responses to representations recorded and published in accordance with the Regulations.
- 2.7.2. The Council's website will be used to provide up-to-date information and news on the progress of the RLDP. At all key stages, consultation responses will be reported to Cabinet and where necessary Council.
- 2.7.3. Petitions received during consultation periods on the RLDP will be acknowledged and registered as a valid representation. Every petition must nominate a single presenter. An acknowledgment by email or letter will be sent to the presenter of the petition who will be the point of contact and will have a right to be heard at any future Examination, subject to agreement by the Inspector. This does not limit the right of individuals signing the petition to submit separate formal representations on the Plan.

2.8. LATE REPRESENTATIONS

- 2.8.1. The RLDP preparation process is subject to statutory and non-statutory consultation periods which have defined periods in which representations should be made. To ensure fairness and equality for all, any comments/representations received after the close of the prescribed consultation period will be deemed 'not duly made' and will not be considered further. The timescale to produce the RLDP has been agreed by the Welsh Government and the acceptance of late representations could result in delays which would not be acceptable.
- 2.8.2. Only where the Council is satisfied that a genuine attempt to submit a representation within the given timescales has been made, will a late representation be registered as duly made. Evidence of delivery, posting etc. will be required to support such claims. Such circumstances are expected to be exceptional, and all representors are advised to submit comments / representations within the advertised consultation periods.

2.9. AVAILABILITY OF DOCUMENTS

- 2.9.1. The RLDP documents and representation forms will be made available electronically at the relevant stages of the preparation process on the Planning Policy web pages of the Council's website at:

https://www.valeofglamorgan.gov.uk/en/living/planning_and_building_control/Planning/planning_policy/Replacement-Local-Development-Plan.aspx

- 2.9.2. Paper copies will also be available at the following locations, subject to COVID-19 restrictions:
- The Council's principal office at Holton Road, Barry;.
 - All Vale of Glamorgan Council managed libraries.
- 2.9.3. Where required, hard copies of documents will be sent to Specific Consultation bodies. However, paper copies of documents will not generally 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 on the council's website. 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 or stakeholder.

2.10. THE WELSH LANGUAGE

2.10.1. The Welsh Language (Wales) Measure 2011 makes Welsh an official language in Wales, which means that the Welsh language must not be treated any less favourably than English. The Welsh Language Standards came into force for public bodies in Wales in 2016. These place a legal duty on Councils to make it easier for people to use and access their services through the medium of Welsh and introduce penalties for non-compliance. The Council is committed to implementing the Welsh Language Standards and providing Welsh language services across all the services which it provides.

2.10.2. The Council has published a Welsh Language Promotion Strategy 2016 – 2021³, and the requirements of both this, the Corporate Strategy and the Welsh Language Standards will be maintained at each stage of the RLDP process.

2.10.3. Bilingual engagement will be carried out in the following ways:

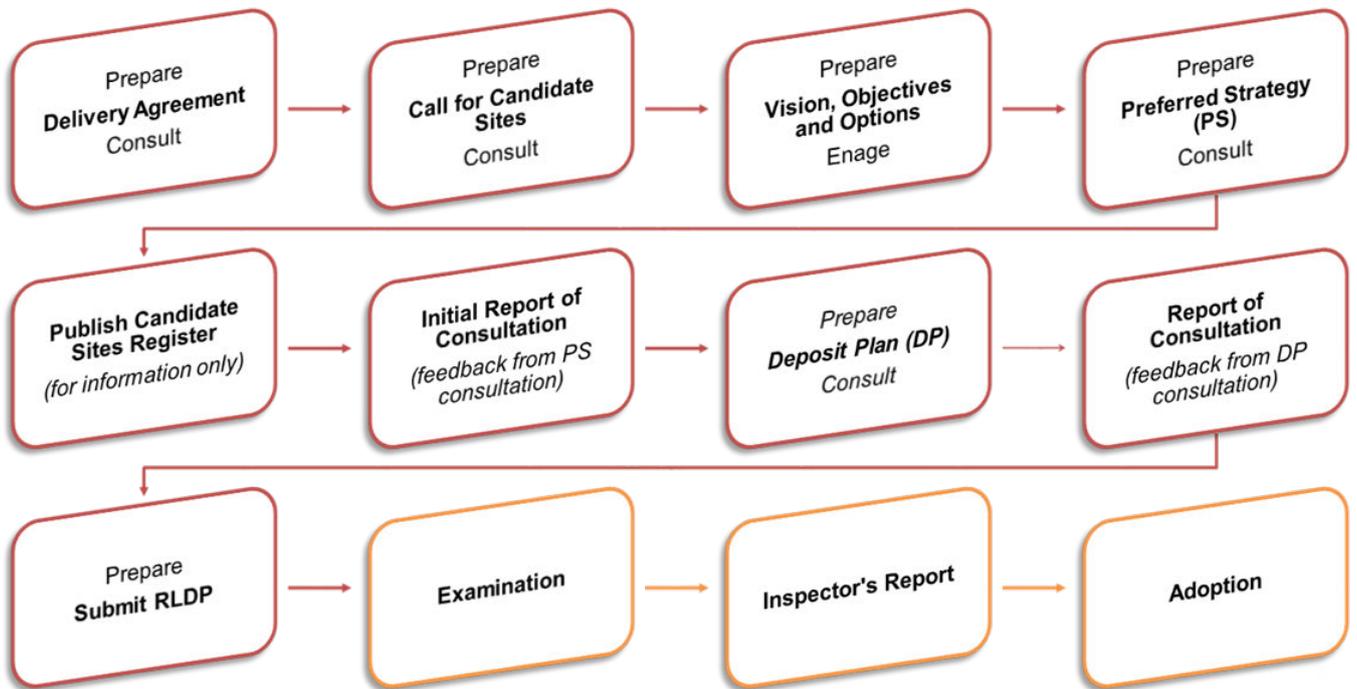
- The Council welcomes correspondence in Welsh and English and where correspondence is received in Welsh and a reply is necessary, this will be in Welsh;
- All consultation letters, comment forms, public notices (including site notices) and newsletters associated with the LDP will be bilingual;
- Any RLDP pages on the Council website and social media posts published on Twitter and Facebook 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; and
- Draft RLDP documents can be made available in Welsh if requested. The adopted RLDP will be available in both Welsh and English.

2.11. TIMETABLE AND METHODS OF ENGAGEMENT

2.11.1. Figure 1 provides a summary of the RLDP process highlighting engagement and feedback points. Appendix 2 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 need to be adapted to ensure the community and stakeholders are appropriately involved at each stage. The Council's website and social media pages will be regularly updated in respect of the RLDP and all consultees will be notified of any events or consultations. Local press releases will also be issued as and when required.

³ Vale of Glamorgan Welsh Language Promotion Strategy Strategaeth Hybu'r Gymru
<https://www.valeofglamorgan.gov.uk/Documents/Our%20Council/Equal%20Opportunities/Welsh%20Language/Welsh-Language-Promotion-Strategy-Final.pdf>

Figure 3: Summary of RLDP Process including Engagement and Feedback Points



3. TIMETABLE

3.1.1. A timetable detailing the various stages of the RLDP process, how it will be project managed and the resources that are required for its production is an integral part of the DA to be agreed with the Welsh Government. Paragraph 3.24 of the Development Plans Manual advises that the timetable must set out a timeline for the plan preparation process made up of the various stages, including key stages of public consultation, which is definitive up to deposit stage, and indicative up to adoption. It must also set out the key dates for publication of the ISA Report and the AMR.

3.1.2. Table 1 summarises the main stages of the DA timetable.

Table 1: Summary Timetable

Key Stages		Definitive Timescales
Stage 1 Delivery Agreement	Public consultation	November 2021 –January 2022
	Political Approval and Submission to Welsh Government	March 2022 – April 2022
	Approval from Welsh Government	May 2022
	Prepare Revised DA	July 2023 – September 2023
	Approval of extension to DA timetable from Welsh Government	November/December2023
Stage 2 Pre-Deposit	Candidate Site call	June 2022 – August 2022
	Consultation on Integrated Sustainability Appraisal	August 2022 - September 2022
	Vision and Objectives/Growth Options	May 2022 – November 2022
	Consultation on Preferred Strategy	December 2023 – February 2024
	Political Reporting of Preferred Strategy Initial Consultation Report	September 2024 -October 2024
Stage 3 Deposit	Public Consultation on Deposit Plan	February 2025 – March 2025
		Indicative Timescales
Stage 4	Political approval for submission to Welsh Government	November 2025

	Submission	November 2025
Stage 5	Examination	December 2025 – February 2026
Stage 6	Inspector’s Report preparation and publication	March 2026 – July 2026
Stage 7	Adoption	August 2026 - September 2026

3.1.3. As stated above, the timetable is split between definitive and indicative stages as follows:

- Definitive Stages (Stages 1- 4) - this defines those elements of the RLDP process up to and including the Deposit stage. These stages are under the direct control of the Council and the definitive dates shown in table 1 above are considered to be both realistic and achievable. Every effort will be made to ensure that the RLDP preparation process adheres to the defined timetable.
- Indicative Stages (Stages 5 - 8) - this defines those elements of the RLDP process post Deposit and up to and including adoption. As these stages are more dependent upon external factors over which the Council has little direct control (e.g. number of representations received), the timetable is indicative. It should be noted that the indicative stages in the timetable will be defined within 3 months of the close of the Deposit period.

3.1.4. At the time of drafting the DA, the UK is still experiencing / recovering from the impacts of the Covid 19 pandemic. While the longer-term outlook is good and the UK’s recovery from the pandemic is hopefully underway, its implications on everyday life may endure for some time. In this regard, while the CIS includes a variety of mechanisms to encourage public engagement, it may be necessary to amend or modify the consultation mechanisms identified to reflect the Coronavirus Regulations (2020) and Ministerial advice in order to restrict the spread of the virus and ensure the continued safety of participants.

3.1.5. In the unlikely event that this will be required, alternative consultation measures or extended consultation timeframes will be substituted to ensure continued and relevant stakeholder engagement. The use of digital involvement options to provide communities with information and the ability to engage with the RLDP in a virtual manner will be utilised. Details of the nature of each consultation period and the arrangements for the methods for engagement will be made clear on the Council’s website and correspondence will be sent to those on the RLDP database. As stated in the CIS, it is anticipated that a mixture of public face to face events and virtual engagement mechanisms will be utilised throughout the RLDP preparation process.

3.2. KEY STAGES OF PLAN PREPARATION AND OPPORTUNITIES FOR INVOLVEMENT

- 3.2.1. The LDP Regulations⁴ set out the legal requirements for participation and public consultation in the Plan preparation. This section provides more details on the key stages of the RLDP process and sets out how and when stakeholders and interested parties can become involved in the RLDP. The Council's web site will be regularly updated with information on the RLDP process including consultations, formal notifications and statutory requirements.

⁴ Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended)

STAGE 1: DELIVERY AGREEMENT (TIMETABLE & COMMUNITY INVOLVEMENT SCHEME) (JUNE 2021- MAY 2022) (REGULATION 9)

3.2.2. This document, which provides an overview of the RLDP process and sets out in accordance with the Regulations, the timetable and CIS which provides details of how and when the Council will engage with interested parties and stakeholders throughout the process.

3.2.3. Opportunities for involvement:

- Consultation on draft Delivery Agreement and draft Review Report

STAGE 2 (I): PRE-DEPOSIT PREPARATION AND PARTICIPATION (MAY 2022 – NOVEMBER 2023) (REGULATIONS 14 AND 15)

3.2.4. Before the Council can develop the strategic objectives that will form the framework of the RLDP it is essential for it to have a clear understanding of the dynamic social, environmental and economic characteristics that exist within the Vale of Glamorgan. Therefore, the Council will review the existing policy position relative to the Vale of Glamorgan and collect data to review and develop the evidence base and baseline data. New studies will be commissioned, and new data collected where necessary to ensure that the evidence base is as comprehensive as possible. The evidence base will also inform the ISA.

3.2.5. In accordance with Regulation 14, the Council will engage with the Specific Consultation Bodies and those General Consultation Bodies that it considers appropriate during the preparation of the Preferred Strategy. Engagement will focus upon the vision and objectives, evidence, issues and alternative strategies and options. This will provide an early opportunity for dialogue ahead of the Preferred Strategy being prepared. Once formulated the Preferred Strategy and the Strategic Options will be made available for wider public consultation.

3.2.6. As part of developing the evidence base, the Council will engage with stakeholders to identify strategic locations and candidate sites for potential inclusion in the RLDP. The Council will provide stakeholders with assessment criteria to facilitate the identification of sites. A Candidate Sites Register will be compiled by the Council and all candidate sites will be assessed to ascertain if they can contribute to the Strategy for the Plan and meet the requirements of the ISA. When promoting candidate sites, developers and landowners will be required to include sufficient information to allow a robust assessment of the site to be made including viability evidence where applicable.

3.2.7. Opportunities for involvement:

- Candidate Site Call

STAGE 2 (II): PRE-DEPOSIT CONSULTATION (DECEMBER 2023 - FEBRUARY 2024) (REGULATIONS 15, 16 AND 17)

3.2.8. This stage will include statutory consultation on the Preferred Strategy and strategic locations for new development and accompanying ISA Report (statutory 6-week period – extended to 10 weeks). This will be followed by the preparation of the initial consultation report that will be published alongside the Deposit LDP.

3.2.9. Opportunities for involvement:

- Consultation on Preferred Strategy
- Consultation on Initial ISA report

STAGE 3: DEPOSIT (FEBRUARY 2025 – MARCH 2025) (REGULATION 17)

3.2.10. The Deposit LDP will be subject to public consultation (statutory 6-week period, LDP Reg 17 refers) to allow stakeholders to make representations. When drafting policies and identifying sites in the Deposit Plan, the Council will pay due regard to the previous consultation exercises and stakeholder engagement. The documents to be published at this time will comprise the Deposit RLDP, the ISA Report (incorporating the SEA Environmental Report), a list of supporting documents and the initial consultation report.

3.2.11. Opportunities for involvement:

- Consultation on Deposit LDP
- Consultation on Final ISA Report

STAGE 4: SUBMISSION (NOVEMBER 2025) (INDICATIVE) (REGULATION 22)

3.2.12. At this stage the Council is required to submit the Deposit Plan, Integrated Sustainability Appraisal Report, CIS, copies of all representations received, key supporting evidence, the Consultation Report, the report on the local planning authority's suggested changes and a statement of the main issues to the Welsh Government and the Planning Inspectorate.

3.2.13. Following submission, an Inspector will be appointed to examine the Plan to determine whether it satisfies the preparation requirements of the Planning and Compulsory Purchase Act 2004 and whether it is "sound" (section 64(5) of the 2004 Act refers). The examination will also consider representations including objections that have been made in accordance with the LDP Regulations.

3.2.14. Opportunities for involvement:

- Once submitted, the examination process will be undertaken by an Independent Inspector. A Programme Officer working for the Inspector will be the first point of contact to stakeholders. Information will be made available on the forthcoming examination process.

STAGE 5: EXAMINATION (DECEMBER 2025 – FEBRUARY 2026) (INDICATIVE) (REGULATION 23)

3.2.15. The Council will enter into a Service Level Agreement with the Planning Inspectorate prior to the Submission of the Plan. The Planning Inspectorate has indicated that the Independent Examination and the production of the Inspector's Report should take no more than 12 months.

3.2.16. Opportunities for involvement:

- Representors will have the opportunity to attend the Examination hearing sessions and / or submit written representations.

STAGE 6: INSPECTOR'S REPORT (JULY 2026) (INDICATIVE) (REGULATION 24)

3.2.17. Once the Inspector is satisfied that no further information is necessary to inform the consideration of the Plan, he/she will publish a report outlining the examination's findings, together with any changes to the Deposit Plan and reasons for those recommendations. The Inspector's report will be binding upon the Council. The aim of the Independent Examination is to ensure that the Plan is at a stage where it is sound and can be adopted. It follows therefore that any changes made by the Inspector must themselves be demonstrably sound.

STAGE 7: ADOPTION (SEPTEMBER 2026) (INDICATIVE) (REGULATION 25)

3.2.18. On receipt of the Inspector's Report, following a fact checking period, the Council is required to adopt the final RLDP incorporating the Inspector's recommendations within 8 weeks, unless the Welsh Government intervenes. On or before the day on which the RLDP is adopted, the Council will publish the Inspector's Report and make it available for inspection and to view on Council's web site (www.valeofglamorgan.gov.uk) and at the deposit locations. The RLDP will become operative on the date it is adopted, and final publication of the Plan should follow as soon as possible (after the expiry of the six-week legal challenge period).

ANNUAL MONITORING REPORT & REVIEW (31ST OCTOBER ANNUALLY FOLLOWING ADOPTION)

3.2.19. The Planning and Compulsory Purchase Act 2004 requires local planning authorities to keep under review matters that may affect the planning and development of their areas. In this regard, the Council will establish monitoring procedures in accordance with guidance contained within the Development Plans Manual and will produce an Annual Monitoring Report for submission to the Welsh Government by the 31st October each year.

3.2.20. A more detailed project plan is shown at Appendix 3.

4. APPENDICES

4.1. APPENDIX 1: LIST OF SPECIFIC AND GENERAL CONSULTATION BODIES

SPECIFIC CONSULTATION BODIES (LDP REGULATION 2) INCLUDING UK GOVERNMENT DEPARTMENTS

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

- Welsh Government (Planning division)
- Natural Resources Wales (NRW)
- CADW
- Office of the Secretary of State for Wales
- Network Rail Infrastructure Limited (Western & Wales) – (Property)
- Secretary of State for Transport (in relation to previous Strategic Rail Authority functions)
- UK Government Departments – Department of Business, Energy and Industrial Strategy
- Home Office
- Ministry of Defence
- Cardiff and the Vale University Health Board
- Planning & Asset University Hospital of Wales
- Vale of Glamorgan Town and Community Councils
 - Barry Town Council
 - Cowbridge with Llanblethian Town Council
 - Llantwit Major Town Council
 - Penarth Town Council
 - Colwinston Community Council
 - Dinas Powys Community Council
 - Ewenny Community Council
 - Llancarfan Community Council
 - Llandough Community Council
 - Llandow Community Council
 - Llanfair Community Council
 - Llangan Community Council
 - Llanmaes Community Council
 - Michaelston le Pit Community Council
 - Pendoylan Community Council
 - Penllyn Community Council
 - Peterston super Ely Community Council
 - St Athan Community Council
 - St Brides Major Community Council
 - St Donats Community Council
 - St Georges and St Brides super Ely Community Council
 - St Nicholas with Bonvilston Community Council
 - Sully and Lavernock Community Council
 - Welsh St Donats Community Council
 - Wenvoe Community Council

- Wick Community Council
- Adjoining Local Authorities
 - Cardiff Council
 - Bridgend County Borough Council
 - Rhondda Cynon Taf County Borough Council
- Adjoining Community Councils within other local authorities
 - Bridgend County Borough Council
 - Bridgend Town Council
 - Coychurch Lower Community Council
 - Merthyr Mawr Community Council
 - Pencoed Town Council
 - Cardiff Council
 - St Fagans Community Council
 - Pentyrch Community Council
 - Rhondda Cynon Taf County Borough Council
 - Llaharan Community Council
 - Llanharry Community Council
 - Pontyclun Community Council
- Mobile Phone Operators
- Service Providers
 - Dwr Cymru Welsh Water
 - National Grid/Transco
 - British Gas
 - Swalec
 - EON UK
 - EDF Energy
 - Scottish Power
 - SSE
 - Wales & West Utilities
 - Western Power Distribution
 - Npower
 - Powergen
 - BT Group Plc
 - Virgin Media

In addition, CADW are a statutory consultee for the Strategic Environmental Assessment (SEA) of the Plan and will be consulted at the relevant stages in the process.

GENERAL CONSULTATION BODIES

4.1.2. The following is a list of general consultation bodies to be consulted at the relevant stages outlined in the preparation of the LDP. This list is not intended to be exhaustive and other organisations and bodies who wish to be involved can be added and consulted where appropriate:

VOLUNTARY BODIES, SOME OR ALL OF WHOSE ACTIVITIES BENEFIT ANY PART OF THE LOCAL AUTHORITY'S AREA

- Action for Children
- Advocacy Matters (Wales)

- Age Concern Cardiff & Vale
- Age Concern Cymru
- Alzheimer's Association
- Asthma UK Cymru
- Barry Dock Lifeboat
- Barry Island Historical Group
- Barry Preservation Society and Civic Trust
- British Horse Society
- British Trust for Ornithology
- Business in the Community Wales
- BTCV
- Butterfly Conservation (South Wales Branch)
- Campaign for Protection of Rural Wales (CPRW)
- Campaign for Real Ale (CAMRA)
- Cardiff Cycling Campaign
- Cardiff & The Vale of Glamorgan Area Scout Council
- Cardiff & Vale Parents Federation
- Cardiff Justice and Peace Group
- Cardiff Naturalists' Society
- Citizens Advice Cardiff & Vale
- Civic Trust Cymru
- Clybiau Plant Cymru Kids Club
- Coed Cadw / The Woodland Trust
- Coed Cymru
- Community Matters
- Country land and Business Association
- Cowbridge History Society
- Duke of Edinburgh's Award
- Friends of the Earth Cymru
- Glamorgan Federation of Women's Institutes
- Glamorgan Voluntary Services
- Green Lane Association
- International Bee Research Association (IBRA)
- Llancafarn and District Community Association
- Llantwit Major Local History Society
- Llantwit Major Men's Probus
- Lower Penarth Community Association
- Llamau
- National Children's Homes
- National Allotment Society (NSALG)
- One Voice Wales
- Open Spaces Society
- Penarth Ramblers
- Ramblers Cymru
- Penarth Sea Angling Club

- Penarth Civic Society
- Planning Aid Wales
- Renewable UK
- Rotary Club of Llantwit Major
- Royal National Lifeboat Institute
- Royal Society for the Protection of Birds (RSPB)
- Showman's Guild of Great Britain, South Wales and Northern Ireland
- Sustrans Cymru
- The Amelia Trust
- The British Horse Society
- The Theatres Trust
- The Trussell Trust
- Time to Change Wales
- Trail Riders Fellowship
- Vale of Glamorgan District Sports Council
- Vale of Glamorgan Group, Ramblers Association
- Vale of Glamorgan Neighbourhood Watch Association
- Vale of Glamorgan Tourist Centre (Wales)
- Valeplus
- Vale Ways
- Vale 50+ Forum
- Welsh Assembly of Women
- Welsh Beekeepers Association
- Welsh Historic Gardens Trust
- Welsh Trail Riders
- Wildlife Trust for South & West Wales
- WRVS
- Youth Cymru
- Youth Hostel Association

BODIES WHICH REPRESENT THE INTERESTS OF DIFFERENT RACIAL, ETHNIC OR NATIONAL GROUPS IN THE LOCAL AUTHORITY'S AREA

- UK Association of Gypsy Women (UKAGW)
- Equality & Human Rights Commission
- Race Equality First
- Race Alliance Wales
- Show Racism the red Card
- Stonewall Cymru
- Commission for Racial Equality

BODIES WHICH REPRESENT THE INTERESTS OF DIFFERENT RELIGIOUS GROUPS IN THE LOCAL AUTHORITY'S AREA

- All Nations Centre
- Big Ideas / Ignite
- The Presbyterian Church of Wales

- Jehovah's Witnesses
- Muslim Welfare Association of Vale of Glamorgan
- Roman Catholic Archdiocese of Cardiff
- The Orthodox Church in Wales
- The Salvation Army
- Tynwydd Rd Congregational Church
- U.K. Islamic Mission
- Undeb Bedyddwyr Cymru (Union of Welsh Baptists)
- United Free Church
- United Reformed Church (Wales) Trust

BODIES WHICH REPRESENT THE INTERESTS OF DISABLED PERSONS IN THE LOCAL AUTHORITY'S AREA

- Barry & District Mencap
- Cardiff and Vale Mental Health Development Project
- Cardiff & Vale Coalition of Disabled People
- Mencap Cymru
- MIND in the Vale of Glamorgan
- Mirus Wales
- Penarth Blind Club
- Penarth Hard of Hearing Club
- Sight Life
- Wales Council for Deaf People
- Disability Wales

BODIES WHICH REPRESENT THE INTERESTS OF PERSONS CARRYING ON BUSINESS IN THE LOCAL AUTHORITY'S AREA

- Business Eye
- The Business Centre
- Country Land and Business Association
- Cowbridge Chamber of Trade
- National Farmers Union Cymru
- Middleton Farming Trust
- Federation of Master Builders
- Home Builders Federation
- Welsh Federation of Housing Associations
- Mineral Products Association
- Mobile Operators Association

BODIES WHICH REPRESENT THE INTERESTS OF WELSH CULTURE IN THE AUTHORITY AREA

- Cymdeithas yr iaith Gymraeg
- Institute of Welsh Affairs
- Menter Iaith Bro Morgannwg

OTHER CONSULTATION BODIES

The following is a list of other consultees who will be consulted during the preparation of the Replacement LDP. This list is not exhaustive and can be added to where appropriate.

EMERGENCY SERVICES

- South Wales Fire and Rescue Service
- South Wales Police – Secured by Design Officer
- Welsh Ambulance Services NHS Trust

HOUSING ASSOCIATIONS

- Hafod Housing Association
- Newydd Housing Association
- United Welsh Housing Association
- Wales and West Housing Association

PROFESSIONAL BODIES / QUANGOS

- Arts Council of Wales
- British Geological Survey
- CBI Wales
- Chamber of Trade
- Design Commission for Wales
- District Valuer Services
- Glamorgan Gwent Archaeological Trust Ltd
- HSE Hazardous Installations Directorate
- Landscape Institute Wales
- Public Health Wales
- RICS Wales
- Sports Council for Wales
- Fields in Trust Cymru
- The Civic Trust For Wales
- The National Trust
- Visit Wales
- Department of Enterprise, Innovation and Networks (DEIN) – previously WDA
- Welsh Local Government Association

TRANSPORT OPERATORS / INTEREST GROUPS

- Associated British Ports
- Cardiff City Transport Services
- Cardiff Airport
- Cardiff Harbour Authority
- Cardiff & Vale University Health Board (Transport)
- Civil Aviation Authority
- CILT (UK) Cymru Transport
- Confederation of Passenger Transport
- C.T.C Right to Ride

- Easyway Minibus Hire Ltd
- First Cymru Buses Ltd
- Cardiff Bus
- New Adventure Travel Ltd
- Network Rail
- Transport Focus
- Penarth Section Cardiff Cycling Campaign
- Railfuture (RDS) Wales
- Transport for Wales
- Transport for Wales Active Travel
- Transport for Wales Station Integration
- Vale of Glamorgan Railway Company

CARDIFF CAPITAL REGION JOINT CABINET AND OTHER LOCAL AUTHORITIES IN
THE CARDIFF CAPITAL REGION (ADJOINING LOCAL AUTHORITIES LISTED ABOVE)

- Cardiff Capital Region Joint Cabinet
- Newport City Council
- Merthyr Tydfil County Borough Council
- Blaenau Gwent County Borough Council
- Torfaen County Borough Council
- Caerphilly County Borough Council
- Monmouthshire County Council

4.2. APPENDIX 2: SUMMARY OF COMMUNITY INVOLVEMENT IN RLDP KEY STAGES

Community Involvement Timetable and Proposed Methods of Engagement - Definitive Stages					
Stage 1 – Delivery Agreement (LDP Regulations 9 and 10)					
Key steps in the RLDP process	Purpose	When / Timescale	Who will be involved?	Method of engagement	Outcomes / Reporting Mechanism
Prepare Draft Delivery Agreement	To set out the timetable for the preparation of the RLDP and the process / methods of community engagement	June 2021 – August 2021	LDP Team Internal consultees Members	Council website updated to advise stakeholders and interested parties	Draft Delivery Agreement prepared by officers.
Draft Delivery Agreement consultation	To inform stakeholders that the Council is preparing a RLDP and to seek community engagement. To seek the views of stakeholders on the content of the draft Delivery Agreement	Political Reporting September 2021 – October 2021 Public Consultation November 2021 – January 2022	LDP Team Specific Consultation Bodies General Consultation Bodies Other Consultation Bodies General Public Members Public Services Board (key stakeholder group)	Council Website Notification via email/letter. Social media Press release Posters Drop-in sessions - These may need to be adapted to take account of the latest government advice regarding the Covid 19 pandemic e.g. virtual engagement	Publication of draft Delivery Agreement for consultation online and at principal office.
Submission of amended Delivery Agreement to Welsh Government for approval	To seek formal agreement from the WG of the Delivery Agreement following consultation, consideration of	April 2022 (Welsh Government have 4 weeks to respond)	LDP Team Welsh Government	Delivery Agreement submitted to Welsh Government for approval	Delivery Agreement approved by Welsh Government.

	comments received and approval by Council.				
Publication of approved Delivery Agreement (Regulation 10)	To inform stakeholders of the agreed Delivery Agreement timetable and CIS.	May 2022	LDP Team	Council Website Notification via email/letter. Social media Press release	Agreed Delivery Agreement published on the Councils web site and paper copy made available for viewing at principal office - Civic Offices, Barry during normal office hours.
Prepare Revised DA	To set out the timetable for the preparation of the RLDP and the process / methods of community engagement	July 2023 – September 2023	LDP Team	Council website updated to advise stakeholders and interested parties	Draft Delivery Agreement prepared by officers.
Submission of amended Delivery Agreement to Welsh Government for approval	To seek formal agreement from the WG of the Delivery Agreement.	November 2023	LDP Team Welsh Government	Delivery Agreement submitted to Welsh Government for approval	Delivery Agreement approved by Welsh Government.
Publication of approved revised Delivery Agreement	To inform stakeholders of the agreed Delivery Agreement timetable and CIS.	December 2023	LDP Team	Council Website Notification via email/letter. Social media Press release	Agreed Delivery Agreement published on the Council's web site and paper copy made available for viewing at principal office - Civic Offices, Barry during normal office hours.

Stage 2 – Pre-Deposit Preparation & Participation (Regulations 14 & 15)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	Method of Engagement	Outcomes / Reporting Mechanism

Review / update existing LDP evidence base (including ISA / SEA baseline and framework)	To inform the RLDP strategy and policy framework. Any relevant updated or new evidence will be made available for comment at the appropriate RLDP stage e.g. Preferred Strategy / Deposit Plan stage	June 2021 – November 2024	LDP Team Other relevant Council departments Consultants (where necessary) Specific / general / other consultation bodies as required. ISA / SEA consultees	Notification via email/letter. website	Topic / background papers Survey reports LDP monitoring Specialist surveys/data collection & analysis ISA scoping report – update baseline information, indicators and objectives.
Call for Candidate Sites (Regulation 14(2 & 3))	To establish land availability, by identifying areas which landowners are seeking to develop. Identify potential development sites and inform the RLDP Strategy.	June 2022-August 2022 (12 weeks) Note: A further Candidate Site Call may be necessary depending on the outcome of the initial site call.	All stakeholders and interested parties who wish to promote sites for future development.	Website Notification via email/letter. Social media Press release Posters	Publication of Candidate Sites Register (Regulation 14)
Prepare ISA Scoping Report	To set the context, establish the baseline and decide on the ISA scope and objectives Includes the review of relevant plans, programmes and policies	April 2022 – July 2022	LDP Team / Consultants (where necessary) Specific consultation bodies Neighbouring local authorities SEA / SA statutory consultees	Website Notification via email/letter.	Draft SA Scoping Report
Consultation on ISA Scoping Report	To enable the Environmental Consultation Bodies and	August 2022 – September 2022 (5 weeks)	LDP Team / Consultants (where necessary)	Notification via email/letter. Social media	Publish ISA scoping report on Council web site and

	Other interested stakeholders to comment on the scoping report		Statutory authorities (NRW and Cadw) Comments also invited from all other interested parties.	Press release Posters Website Deposit locations Drop-in sessions / exhibitions- These may need to be adapted to take account of the latest government advice regarding the Covid 19 pandemic e.g. virtual engagement	make document available at deposit locations.
Identification / assessment of vision, issues and objectives.	To develop and agree a clear vision and objectives for the RLDP	May 2022 – July 2022	LDP Team Members Relevant Council departments Public Services Board (Key Stakeholder Group) Town and Community Councils	Notification via email/letter. Website Social media workshops / meetings / drop-in sessions - These may need to be adapted to take account of the latest government advice regarding the Covid 19 pandemic Virtual engagement e.g. webinars / virtual exhibitions	Seek consensus on vision, issues and objectives
Identification / assessment of alternative strategies and growth options.	To develop consensus on options including growth levels and spatial distribution to inform development of the Preferred Strategy	August 2022 – November 2022	LDP Team Members Relevant Council departments Public Services Board (Key Stakeholder Group) Town and Community Councils	Notification via email/letter. Website Social media workshops / meetings / drop-in sessions - These may need to be adapted to take account	Seek consensus on options including growth levels and distribution

				of the latest government advice regarding the Covid 19 pandemic Virtual engagement e.g webinars / virtual exhibitions	
Preparation of Preferred Strategy, Initial ISA Report / HRA Report	Appraise alternative options and assess effects.	December 2022 – September 2023	LDP Team Consultants (where necessary) Members	Website Notification via email/letter Member briefings	Member approval of Draft Preferred Strategy, initial ISA Report, HRA Report for consultation purposes
Consultation on Preferred Strategy, Initial ISA Report / HRA.	To provide an opportunity for stakeholders and interested parties to contribute to the preparation of the preferred strategy, the initial ISA (SEA) Report and HRA Screening Report and suggest modifications.	December 2023 – February 2024 (10 weeks)	All stakeholders and interested parties including general public Members	Website Notification via email/letter. Social media Posters Exhibitions / drop-in sessions - These may need to be adapted to take account of the latest government advice regarding the Covid 19 pandemic Virtual engagement e.g virtual meeting and exhibitions	Report of consultation
Analyse consultation responses and prepare Initial Consultation Report.	To consider whether any changes are needed to the Preferred Strategy	February 2024 – August 2024	LDP Team	Website Notification via e mail / letter	Report of consultation
Political reporting – Council to approve Preferred Strategy Initial Consultation Report	To obtain member endorsement of the Preferred Strategy	September 2024 - October 2024	LDP Team Members Other relevant internal departments	Internal consultation on report Member briefing	Members to endorse the Preferred Strategy for the RLDP

Key Stage 3 – Deposit (LDP Regulations 17, 18 & 19)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	How will they be involved?	Reporting, Dissemination and Notification
Preparation of Deposit Plan / update ISA Report and HRA.	Prepare Deposit RLDP and associated ISA/ HRA documents for statutory consultation.	February 2024 – November 2024	LDP Team Other relevant internal departments Consultants (where necessary)	Assistance with the preparation of RLDP and associated documentation, ISA Report and HRA report	Preparation of RLDP and associated documentation, ISA Report and HRA report
Political Reporting – Council to endorse the Deposit Plan / ISA / HRA for public consultation.	To obtain member approval of Deposit RLDP / ISA / HRA for public consultation purposes	December 2024 - January 2025	LDP Team Members Other relevant internal departments	Internal consultation on report Member briefing	Members to endorse the Deposit RLDP / ISA / HRA for public consultation purposes
Consultation on Deposit Plan / ISA Report / HRA and other relevant supporting documents.	To enable all stakeholders and interested parties to make representations on the Council's RLDP and supporting documents.	February 2025 – March 2025 (6 weeks)	All stakeholders and interested parties.	Website Notification by email/letter. Deposit locations Posters Social media Press release Public engagement sessions e.g. webinars, exhibitions, drop in sessions. These may need to be adapted to take account of the latest government advice regarding the Covid 19 pandemic.	Deposit RLDP Final ISA/SEA Report HRA Report Other relevant supporting documents LDP Team to acknowledge receipt of duly made representations. Make a copy of the duly made representations available at deposit locations and on Council's web site. (LDP Regulation 19)
Analyse consultation responses and update consultation report.	To consider the representations received to the Deposit RLDP.	April 2025- September 2025	LDP Team	Officers to consider duly made representations	Details of duly made representations to be incorporated into consultation report.

Timescales for stages 4 -7 are indicative					
Key Stage 4 – Submission (LDP Regulation 22)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	How will they be involved?	Reporting, Dissemination and Notification
Political Reporting – Council to approve submission to Welsh Government.	To advise members of the content and outcome of the Deposit RLDP consultation.	October 2025 - November 2025	LDP Team Members Other relevant internal departments	Consultation on report	Members to endorse the submission of the RLDP to Welsh Government and the Planning Inspectorate
Submission of RLDP and associated documents to Welsh Government & Planning Inspectorate for examination.	To submit the RLDP and associated documents to Welsh Government and the PINS for independent examination.	November 2025	All stakeholders and interested parties including the general public. LDP Team. Welsh Government Planning Inspectorate	Notification by email/letter. Website Social media Deposit locations	The following documents will be submitted to the Welsh Government and the Planning Inspectorate and published on the Council's web site: RLDP ISA Report CIS Consultation Report Copy of representations Any other relevant supporting documents Statement on web site advising that RLDP has been submitted and details of where and when it can be viewed.

Key Stage 5 – Independent Examination (LDP Regulation 23)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	How will they be involved?	Reporting, Dissemination and Notification

Notification of Independent Examination in line with Regulation 23.	To ensure that stakeholders are advised that an Independent Examination into the RLDP will be taking place.	At least 6 weeks before start of 1 st hearing session	All stakeholders and interested parties including the general public.	Website Notification by email/letter. Social media	Local Planning Authority to publish details of time / place of examination and name of person appointed to carry it out.
Pre- hearing meeting.	To allow the Inspector appointed by the WG to advise interested parties on the examination procedures and format.	December 2025	All representors and any stakeholders that have asked to be kept informed of progress.	Website Notification by email/letter. Social media	Inspector may invite comments from participants on the draft matters and issues identified for the examination
Consideration of the soundness of the Plan and all representations made to the Plan by the independent Planning Inspector appointed to consider the evidence.	To provide an impartial planning view on the soundness of the Plan and the representations made in respect of it.	January 2026 – February 2026	All stakeholders and interested parties including the general public.	Round table discussions / hearings N.B. The Inspector will determine the procedures to be used to hear representations orally. Formal written Submissions also considered by Inspector.	Publish details of hearing sessions and advise all interested parties. Seek statements of common ground with objectors prior to hearing sessions. Prepare and consult on any Matters Arising Changes (MACs). LDP Team to forward responses to the Inspector.
Inspector's Reporting.	Inspector to consider evidence presented at Examination and in formal written submissions.	March 2026 – June 2026	Planning Inspectorate	Inspector's Report.	Inspector's Report.

Key Stage 6 – Inspectors Report (LDP Regulation 24)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	How will they be involved?	Reporting, Dissemination and Notification

Receipt of the Inspectors Report.	To receive the Inspector's Report in respect of the examination into the RLDP. The report will detail changes recommended by the Inspector and such changes are binding on the local authority.	July 2026	LDP Team Planning Inspectorate Members	The Inspector's Report will be fact checked by the LDP team. Planning Inspectorate to be advised of any factual errors. LDP team to undertake any changes to the RLDP recommended by the Inspector.	Advise members of changes as set out in Inspector's Report.
Publication of the Inspector's Report.	To make the Inspector's Report publicly available.	July 2026	Specific consultees, General consultees, other consultees and all others on the RLDP database to be notified of the publication of the Inspector's Report.	Notification by email/letter. Council website. Deposit Locations. Press release. Social media.	Publication of the Inspector's Report on the Council's web site and at deposit locations.

Key Stage 7 – Adoption (LDP Regulation 25)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	How will they be involved?	Reporting, Dissemination and Notification
Formal adoption of the RLDP as the Development Plan for the Council.	To inform all stakeholders and interested parties of the adoption of the Plan.	Within 8 weeks of receipt of Inspector's Report (August 2026 - September 2026)	LDP Team Other relevant internal departments Members	Council reporting procedures.	Council resolution to adopt RLDP.
Publication of the Adopted RLDP, Adoption Statement, Final ISA Report.	To inform all stakeholders and interested parties of the adoption of the Plan.	As soon as is reasonably practicable after the LPA adopts the LDP.	Welsh Government Specific consultation bodies General consultation bodies Other consultation bodies All others on RLDP database Town and Community Councils Members	Member briefing Notification by email/letter Council website. Social media Press release.	Adopted RLDP, Adoption Statement, Inspectors Report and Final ISA Report published on Council web site and made available at deposit

			Internal consultees		locations during normal office hours. Adopted RLDP and adoption statement to be sent to Welsh Government.
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Key Stage 8 – Annual Monitoring Report (LDP Regulation 37)					
Stage in the RLDP process	Purpose	When / Timescale	Who will be involved?	How will they be involved?	Reporting, Dissemination and Notification
Monitoring	To ensure that the RLDP objectives are being met.	By 31 st October each year following adoption.	LDP Team Other relevant internal departments Members Welsh Government	Monitoring and recording of Core & Local indicators in line with adopted RLDP monitoring framework.	Annual Monitoring Report reported to Cabinet and submitted to Welsh Government by 31 st October each year.

4.4. APPENDIX 4: RISK MANAGEMENT

4.4.1. The proposed timetable for plan preparation is considered to be both realistic and achievable. It has regard to the scope of the work the Council believes to be involved, to existing Welsh Government regulations and guidance, and the resources available to commit to plan preparation.

4.4.2. While every effort will be made to avoid deviations from the proposed timetable, the Council has identified a number of risks which are set out below, together with the Council's approach to managing them. The timetable together with the anticipated work programme and available resources will be kept under continual review to monitor possible slippage or other impacts resulting from the risks identified or other causes. Any deviation from the proposed timetable will be reported and justified by the Council.

Risk	Potential Impact	Probability	Mitigation Measures
Ongoing impacts of Covid-19 pandemic restrictions on LDP preparation e.g. requirements for prolonged or alternative consultation periods/measures.	Delays in consultation. Programme slippage.	Medium/high.	Monitor national restrictions throughout LDP process, ensure resources available to undertake safe consultations if required.
Additional requirements arising from new legislation, national guidance or new evidence.	Additional work required, causing programme slippage.	Medium	Monitor emerging legislation / guidance and respond early to changes where possible.
Amendments to Plan resulting from need to align with Strategic Development Plan (SDP).	Programme slippage.	Low.	Ensure involvement in regional work. Continued liaison with Welsh Government
Delays caused by scheduling of Council, Planning, Cabinet, Scrutiny or Full Council meetings.	Programme slippage.	Medium.	Ensure realistic timetable prepared and approved by Cabinet Ensure adequate briefing of Members
Delays caused by Council delaying approval of Documents.	Programme slippage.	Low/Medium.	Ensure adequate briefing of Members. Undertake Scrutiny process together with wider Member briefings to raise awareness.
Approved LDP timetable of 3.5 years proves too ambitious due to greater than anticipated workload and resources available e.g. number of representations received or ISA / SEA requirements.	Programme slippage.	Medium/High.	Realistic timetable prepared with some flexibility. Consider additional resources as and when necessary.
Implications of Plan on a	Programme slippage.	Low.	Likelihood covered in ISA/SEA

Designated European site in Great Britain.			
Insufficient information to enable preparation of a sound plan e.g. up to date population projections, to undertake SEA of proposals.	Programme slippage.	Low/Medium.	Identify expectations of consultation bodies in DA. Consider additional resources.
Delays caused by Welsh translation and/or the printing process.	Programme slippage.	Low/Medium.	Ensure appropriate resources available.
Significant objections from Statutory Consultation bodies.	Replacement LDP cannot be submitted for examination without significant work.	Low/Medium.	Ensure the views of statutory bodies are sought and considered as early as possible.
Release of new Population projections March 2022 and March 2023.	Programme slippage	Medium	Realistic timetable prepared with some flexibility to accommodate possible revised population projections.
Large numbers and/or significant levels of objections to proposals e.g. site allocations.	Programme slippage. Replacement LDP cannot be progressed without additional work.	Medium.	Ensure close liaison and early/continued involvement of the community, statutory bodies and stakeholders throughout the LDP process.
Involvement in the preparation of a Strategic Development Plan (SDP).	Programme slippage. Resource implications, extent of input to the SDP currently unknown.	Medium/High.	Ensure sufficient resources are available and corporate support of SDP process/ timetable from outset.
Planning Inspectorate unable to meet the required timescale for examination and reporting.	Examination and/or report is delayed. Key milestones in programme are not met.	Medium.	Close liaison with the Planning Inspectorate to ensure early warning of any problems e.g. consultation on the LDP. Establish Service Level Agreement with Planning Inspectorate to ensure agreed timetable is met.
LDP fails test of Soundness.	Replacement LDP cannot be adopted without considerable additional work.	Low/Medium.	Ensure LDP is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement.
Legal challenge.	Adopted Replacement LDP quashed.	Low/medium.	Ensure procedures, Act, Regulations etc. are fully complied with.

	Significant slippage / Additional workload.		
Reduction or lack of financial resources.	Programme slippage. Delay in securing Information required to progress LDP.	Low/ Medium.	Ensure timetable and process is adequately costed with in-built capacity for unforeseen costs.
Changes in staffing structures / numbers and impact on LDP team.	Programme slippage	Low/Medium.	Consider additional staff or support from other sections/departments. Ensure LDP process maintains a High corporate priority.
Lack of Corporate consensus and support from other Council officers and departments in the production of the Evidence Base, Background studies etc.	Programme slippage.	Low/Medium.	Ensure corporate support of LDP process and timetable at early stage.
Change in administration	Programme slippage	low	Ensure adequate briefing of Members.

4.5. APPENDIX 5 - GLOSSARY OF TERMS

Glossary of Terms	
RLDP	Replacement Vale of Glamorgan Local Development Plan 2021-2036
Adopted LDP	Adopted Vale of Glamorgan Local Development Plan 2011-2026
CIS	Community Involvement Scheme
DA	Delivery Agreement
GDPR	EU General Data Protection Regulation 2016
HRA	Habitat Regulations Assessment
ISA	Integrated Sustainability Appraisal
ISAR	Initial Sustainability Appraisal Report
LDP	Local Development Plan
LPA	Local Planning Authority
LWBP	Local Well-being Plan
PPW	Planning Policy Wales (Edition 11) (February 2021)
PSB	Public Services Board
RR	Adopted Vale of Glamorgan Council Local Development Plan 2011-2026 Review Report
SEA	Strategic Environmental Assessment
SEWSPG	South East Wales Strategic Planning Group
SPG	Supplementary Planning Guidance
SA	Sustainability Appraisal
SAR	Sustainability Appraisal Report
WBG Act	Well-being of Future Generations (Wales) Act 2015

4.6 APPENDIX 6: LETTER FROM WELSH GOVERNMENT CONFIRMING AGREEMENT TO REVISED TIMETABLE



Ein cyf/Our ref: qA1495794

[REDACTED]
Principal Planner
Planning
Vale of Glamorgan Council
Dock Offices
Subway Road
Barry
CF63 4RT

21 November 2023

Vale of Glamorgan Council Local Development Plan: Delivery Agreement 1st Revision

The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended)

Thank you for your email of 21 November requesting agreement to amend your Delivery Agreement (DA) in order to engage with site promoters on key allocations to help inform the Preferred Strategy.

The preparation of a Local Development Plan (LDP) is a statutory duty placed on all Local Planning Authorities (LPAs) in Wales. Having an up-to-date development plan in place underpins the very basis of the planning system in Wales and reinforces the Government's commitment to a plan-led approach to development.

The plan is a corporate tool and land-use expression of a LPA priorities in dealing with national and local issues and the DA is a commitment by your authority to deliver on these key priorities. Your Council is proposing a formal extension to the current agreed timetable, which results in a delay of 8 months with your Preferred Strategy consultation now scheduled to commence December 2023 and the Deposit plan consultation in February 2025. Submission of the plan for examination is programmed for November 2025 with adoption anticipated in August 2026 (Table 1). The reason for the delay is noted; enabling your authority to engage with site promoters on key allocations in advance of the formal consultation stages. Effective project management and a robust evidence base is essential to ensure the plan can be prepared in accordance with the timescales set out in Table 1 and Appendix 3 of the DA with a single additional slippage period of 3 months as referred to in paragraph 1.15.2.

A test of 'soundness' against which the plan will be considered through the examination is whether it adheres to the agreed DA including the Community Involvement Scheme (CIS). The plan will also need to demonstrate 'general conformity' with Future Wales: The National Plan 2040.

After considering your DA submission, I can **confirm agreement** to the timetable set out in Table 1 and Appendix 3 as provided for by Section 63(4) of the Planning and Compulsory Purchase Act 2004 and Regulation 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended).

The published version of your DA should now be made publicly available in accordance with the requirements set out in Regulation 10.

Yours sincerely,



Neil Hemington
Prif Gynllunydd
Chief Planner

CC.

, Head of Sustainable Development


, Operational Manager Planning and Building Control


VALE OF GLAMORGAN
REPLACEMENT LOCAL DEVELOPMENT PLAN
REVISED DELIVERY AGREEMENT
2021-2036

