

Bridgend Replacement Local Development Plan 2018-2033



Draft Delivery Agreement 2018



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1.0 Introduction

1.1 A full review of the Bridgend Local Development Plan 2011 – 2021 (adopted September 2013) has been undertaken, the findings of which are set out in the LDP Draft Review Report. This document sets out the proposed extent of likely changes to the existing LDP (2006-2021) The report concludes that In terms of 'procedural route', in the case of Bridgend, the plan is already the subject to a statutory required 4 year full review, and as such all aspects of the plan will need to be assessed to consider if they remain sound and fit for purpose. This will include the LDP vision, objectives, spatial strategy, policies and land-use allocations, broadly following the same preparation process and stages as the original plan.

1.2 The final Review Report will be published alongside the approved Delivery Agreement.

1.3 Purpose of a Delivery Agreement

1.3.1 The Replacement LDP will cover the period 2018-2033. Preparation of a Delivery Agreement² is a key requirement in preparing a Replacement LDP. This document provides details of the various stages involved in the Plan-making process and the time each part of the process is likely to take, as well as the resources that the Council will commit to Plan preparation. It also sets out the way in which the Council proposes to involve the local community and other stakeholders in the preparation of the Replacement LDP. The Replacement LDP will be examined by an independent Inspector to test whether the Plan is sound and has been prepared in accordance with its Delivery Agreement.

1.3.2 The Delivery Agreement is divided into two key sections:

- **The Timetable for producing the revised LDP.** This provides a clear indication of when each of the different stages of plan preparation will take place. Definitive dates are provided up to the deposit stage and indicative dates for later stages. This is an example of a project management approach to ensure that the plan is adequately resourced and delivered on time. The timetable is included in 'Section 2' of this Delivery Agreement; and
- **The Community Involvement Scheme** – this outlines the Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders, how it will respond to representations and how these representations will inform later stages of plan preparation. This is included in 'Section 3' of this Delivery Agreement.

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

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

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

1.4 Draft Delivery Agreement Consultation

1.4.1 This Draft Delivery Agreement (DA) is currently being consulted upon with specific consultation bodies to seek views on the timetable and community involvement scheme. Following targeted consultation on the Draft Delivery Agreement, the Council will:

- Consider the consultation responses and revise the DA as appropriate;
- Report the updated DA to Council for approval;
- Submit DA to Welsh Government for agreement;
- Publish DA on Council website and place in Planning Reception and Community Hubs/Libraries across the County; and
- Review DA on a regular basis (quarterly).

1.5 Preparation of the Replacement LDP

1.5.1 In preparing the revised LDP the Council will aim to achieve the following key objectives:

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

1.5.2 The revised LDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the European, national, regional and local level. The emerging Local Well-Being Plan (LWBP) will be critical during the replacement LDP process. The LWBP relates to the economic, social, environmental and cultural well-being of Bridgend and will have clear links with the LDP where it relates to land use planning.

³ Welsh Government LDP Manual (Edition 2, 2015)

1.6 Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

1.6.1 A Sustainability Appraisal⁴, (SA) incorporating Strategic Environmental Assessment⁵(SEA) is a statutory requirement of LDP preparation, in order to assess the environmental, social and economic implications of the plans strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. SA, incorporating SEA, was an iterative process throughout the preparation of the adopted LDP and is reflected in the Plan's proposals and policies.

1.6.2 The Council will continue to adopt an integrated approach to the SA/SEA of the revised LDP, ensuring that the revised plan is internally consistent, with economic and social issues considered alongside other matters. The appraisal process will run concurrently with the plan making process and forms an iterative part of plan preparation.

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

- **A Sustainability Appraisal Scoping Report.** This will identify the existing sustainability issues in the Bridgend area and provide baseline information along with a review of plans, policies, programmes and strategies. The existing SA indicators and objectives will be revised and updated as necessary. A revised Sustainability Framework will be produced;
- **An Initial Sustainability Appraisal Report (ISAR).** This will predict and evaluate the effects of the LDP options, spatial strategy and strategic policies on the social, environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy and updated when the revised Deposit LDP is prepared;
- **A Final Sustainability Appraisal Report (SAR).** This will bring together all elements of the SA and take into account the binding recommendations of the Planning Inspector. The Final SAR will be published following receipt of the Inspectors Report; and
- **A Sustainability Appraisal Adoption Statement** will be published to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the revised LDP.

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

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

1.7 Habitats Regulations Assessment (HRA)

1.7.1 The Habitats Directive⁶ requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. A Habitats Regulations Assessment will be undertaken in conjunction with the SA/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 plan preparation.

1.7.2 There are two stages of Habitats Regulation Assessment:

- Screening
- Habitats Regulations Assessment

1.8 Evidence Base Assessments

1.8.1 To inform the review of the LDP there will be a need to update various elements of the evidence base that informed the current Local Development Plan which expires in 2021 as well as taking into account any contextual or policy changes that have occurred since adoption of the plan. A sample of the evidence base studies required to inform the LDP are provided below:

- **Population & household forecasts** – to provide estimates of the future numbers of households and of the numbers of people who live in them, which will inform the LDP’s dwelling requirement;
- **Local Housing Needs Assessment** - to identify how many homes are required of each tenure: open market housing and ‘affordable housing’ (e.g. shared ownership or social rented housing);
- **Sustainable Settlement Hierarchy** –to provide analysis on the role and function of settlements in Bridgend County Borough;
- **Settlement Boundary Review** – to define clear, defensible boundaries around settlements in the form of ‘settlement boundaries’;
- **Employment Land Review Update** – to identify the county borough’s employment land requirements for the LDP period and to assess the quality of the main employment areas for continued use, and identify potential new land to meet future requirements for all employment sectors;
- **Affordable Housing Viability Assessment** – to provide advice on achievable and viable targets and thresholds for affordable housing;
- **Gypsy and Traveller Accommodation Needs Assessment** – to identify local need;
- **Bridgend Town Centre Flood Risk Assessment** – to identify areas at risk of flooding;
- **Retail Study Update** –to identify the requirements of retail need, including the need for more land and floorspace;
- **Public Open Space Audit** – to identify local needs for a range of open spaces including for sport and play;

- **Landscape Character Assessment** - to describe the characteristics of the local landscape and which may include guidelines for development;
- **Renewable Energy Assessment** – to provide a robust Renewable Energy evidence base; and
- **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Local Development Plan.

1.8.2 The above is not a definitive list and additional evidence base update requirements may emerge as plan revision progresses. There are number authorities in South-East Wales that are currently in the process of considering reviewing their Local Development Plans on the basis that their current plans expire at the end of 2021. This presents an opportunity for collaboration including the preparation of a shared evidence base.

1.9 Well-being of Future Generations Act

1.9.1 The Well Being of Future Generations (Wales) Act (WBFG) gained Royal Assent in April 2015. The Act aims to make a difference to lives of people in Wales in relation to seven well-being goals and also sets out five ways of working. The seven well-being goals relate to:

- a prosperous Wales;
- a resilient Wales;
- a healthier Wales;
- a more equal Wales;
- a Wales of cohesive communities;
- a Wales of vibrant culture and Welsh language; and
- a globally responsible Wales.

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

1.10 Tests of Soundness

1.10.1 ‘Soundness’ is an integral part of the LDP system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the revised LDP is found not to be sound then the Welsh Government could require the Council to take necessary action to remedy the situation. This may involve returning to the very early stages of plan preparation thereby causing considerable delay in the preparation of the plan.

1.10.2 The Council must submit the replacement LDP to the Welsh Government for examination. An independent Inspector is appointed by the WG to undertake this examination to determine whether the LDP is fundamentally sound. The Inspector will assess whether the preparation of the plan has been undertaken in accordance with legal and regulatory procedural requirements, and, complies with the Community Involvement Scheme. The Inspector must also determine whether the Plan meets the three soundness tests⁷:

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

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

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

2.0 Timetable

2.1 The Council has prepared a timetable summarising the key stages in plan preparation (Table 1), which while challenging, provides a realistic timeframe for preparation of the replacement LDP having regard to the resources available. In preparing the timetable, regard has been given to the WG’s expectation that a revised plan can be prepared in considerably less than 4 years, taking into account the resources available and the extent of changes required (Planning Policy Wales Edition 9, November 2016). Furthermore, it has regard to the fact that the current LDP expires in December 2021 and it is imperative to maintain Development Plan coverage.

2.1.1 Table 1 is divided into definitive and indicative stages:

- **Definitive Stages** – This part of the timetable provides information up to and inclusive of the statutory Deposit stage. The progress of the Plan over this period is under the direct control of the Council and therefore target dates, are considered realistic and every effort will be made to adhere to these dates.
- **Indicative Stages** – This part of the timetable provides for the stages of plan preparation beyond the statutory Deposit stage. These stages are increasingly dependent on a wide range of external factors (e.g. the number of representations received, number of examination hearing sessions, time taken to receive Inspector’s Report) over which the Council has far less control. Those dates will be reconsidered after reaching the Deposit stage when definitive timings for the remaining stages will be prepared and submitted to the Welsh Government for agreement and publication.

Table 1 - Key stages in the Replacement LDP Process

KEY STAGE		TIMESCALE	
DEFINITIVE		FROM	TO
STAGE 1	Update Evidence Base & SA/SEA Baseline Framework & Assessments	April 2018	July 2020
STAGE 2	Delivery Agreement <ul style="list-style-type: none"> • Submission to Welsh Government – June 2018 • Response to LPA to be received within 4 weeks 	April 2018	July 2018
STAGE 3	Pre-Deposit Participation & Consultation <ul style="list-style-type: none"> • 6 week statutory consultation 	August 2018	June 2020
STAGE 4	Deposit LDP <ul style="list-style-type: none"> • 6 week statutory consultation 	July 2020	December 2020

INDICATIVE		From	To
STAGE 5	Submission	Winter 2021 (January)	-
STAGE 6	Examination	Spring 2021 (March)	Spring 2021 (April)
STAGE 7	Inspectors Report & Adoption	Summer 2021 (June)	Autumn 2021 (July)
STAGE 8	Adoption	Summer / Autumn 2021 (August / September 2021)	

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

2.2 Resources

2.2.1 The Head of Regeneration, Development and Property Services, and the Group Manager of Development will be responsible for the overall delivery of the revised LDP, with the Development Planning Manager responsible for the day- to-day project management. The Development Planning Team will lead in the preparation and delivery of the revised LDP with Member engagement and political reporting at appropriate stages. The existing staff resources are set out in Table 2 below, approximately 80% of officer time will be dedicated to the LDP to account for day to day involvement in liaison with colleagues in development management and also to account for regional working. Additional time will be dedicated by the Group Manager of Development to the efficient delivery of the replacement LDP. It will also be necessary to call upon staff resources from other internal departments to assist in undertaking various evidence base updates/assessments. This is likely to include officer support from; Development Management, Heritage, Housing, Highways, Economic Development, Property, Countryside Management, Education, Democratic Services and Legal Services. (The structure as set out below is in the process of being implemented by BCBC).

Table 2 – Development Planning Staff Resources

Officer Job Title	Number of posts
Development Planning Manager	1
Development Planning Team Leader	1
Principal Planning Officer	1
Senior Planning Officer	1
Planning Officer	1
Technical Officers	2

- 2.2.2** While it is anticipated that a considerable amount of evidence base work will be undertaken by Bridgend County Borough Council officers, predominately Development Planning (Planning Policy), the use of external consultants is likely to be necessary, particularly in relation to highly technical/specialist elements of the evidence base. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant input and financial resources have been secured accordingly.
- 2.2.3** The Delivery Agreement has been prepared on the basis of a revised Bridgend Local Development Plan only. However, it is important to recognise that work is being undertaken on a regional basis that will require future resourcing. It is considered that collaboration with neighbouring authorities will be fundamental to the preparation of the revised LDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Bridgend and RCT LPAs have identified a number of topic areas where an evidence base could be prepared jointly; however, this is dependent upon RCT reviewing their LDP.
- 2.2.4** A sufficient budget is available to progress the revised LDP to adoption within the prescribed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the revised LDP and the Independent Examination.

Table 4 LDP Preparation Budget

Financial Year	2016/17	2017/18	2018/19	2019/20	2020/21
LDP Annual Budget	£55,350	£55,350 -£32,461 (committed expenditure)	£55,350	£55,350	£55,350
Available Budget	£196,188	£228,649	£283,999	£339,349	£394,699
Reserve Budget	£216,188				

2.3 Risk Management and Analysis

- 2.3.1** Having regard to the resources which it is putting into the LDP process, the Council considers that the proposed timetable is realistic, robust, and achievable. Notwithstanding this conviction, the Council has identified certain areas of risk that could result in some departures from the proposed timetable. Any deviations from the approved timetable will, therefore, be monitored for slippage and/or other impacts arising from the risks identified below or other causes.
- 2.3.2** In this respect, the Council considers it is reasonable to make allowance for slippage of up to 3 months in the timetable without formally amending the Delivery Agreement. If

there is a slippage of more than 3 months in the definitive part of the timetable, the Council will seek the agreement of the Welsh Government in amending the timetable following approval of such an amendment by the Authority.

2.3.3 The possible risk areas are identified in Appendix 3.

2.4 Supplementary Planning Guidance (SPG)

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

2.4.2 Following the LDP's adoption a number of supplementary planning guidance documents have been prepared to support existing LDP policies:

- SPG 12 – Sustainable Energy (May 2014);
- SPG 13 – Affordable Housing (October 2015);
- SPG 19 – Biodiversity and Development (July 2014);
- SPG 20 – Renewables in the Landscape (2014); and
- SPG21 – Safeguarding Employment Sites (June 2015)

2.4.3 A review of the existing SPG including ones recently amended and adopted will be undertaken as part of the LDP Revision process with amendments to a number of these likely to be required.

2.5 Monitoring and Review

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

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

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

3.0 Part 3 –Community Involvement Scheme

3.1 The Community Involvement Scheme sets out how the Council proposes to proactively involve the community and stakeholders in the preparation of the replacement LDP.

3.1.1 Bridgend County Borough Council is committed to improving the quality of stakeholder and community involvement in plan-making. Early and continued community involvement should help in addressing contentious issues, and assist in resolving conflicts throughout plan preparation. It can also help in identifying common ground, and shared goals.

3.1.2 By engaging people and organisations in planning the future of Bridgend, the CIS will, therefore, seek to:

- detail how the LDP will be prepared, developed, monitored and reviewed in partnership with the community and other stakeholders in a structured, effective, and inclusive way;
- improve the process of plan preparation by engaging with the public, involving them fully, effectively and inclusively in the preparation of the LDP;
- seek to establish a consensus between stakeholders on the Plan’s aims and objectives and in its options and preferred strategy;
- provide a transparent and structured process of engagement with the community, at all stages of the LDP;
- incorporate into the process best practice regarding sustainable development, and the requirements of the Strategic Environmental Assessment (SEA) Directive; and
- use these processes to produce a ‘sound’ plan.

3.1.3 While ultimately it is the Council that is responsible for the content of the LDP should it not be possible to achieve consensus, one of the aims of the LDP system is that plan production is based on effective community involvement in order that a range of views can be considered as part of a process of building a wide consensus on the plan’s strategy and policies.

3.1.4 The five ways of working specified by the Well Being of Future Generations (Wales) Act are integral to the CIS, namely long-term, integration, involvement, collaboration and prevention. The CIS describes the ways in which the community can influence the LDP at the different stages of the plan preparation process. The Council has also prepared a timetable for the production of the LDP (Appendix 2), which should be read in connection with the CIS.

3.1.5 The Council is a caring and customer focused organisation. The overall aim of the Council is to “to deliver the best local services in Wales” which is underpinned by our core FACE values:

- **Fair:** taking everyone’s needs into account;
- **Ambitious:** always trying to improve what we do and aiming for excellence;
- **Customer Focused:** remembering that we’re here to serve our local communities, and
- **Efficient:** delivering services that are value for money.

3.1.6 Therefore, it will seek to understand and respond to customer needs through the consultation process on the LDP; the objective being to forge and maintain effective links and structures with all stakeholders.

3.1.7 The CIS will provide the framework for everyone with an interest in the future planning of Bridgend County Borough, and consequently the LDP process, to have an opportunity to become actively involved in plan preparation.

3.1.8 To ensure the process is inclusive, an important part of the CIS is to establish measures and procedures that will enable every person or group, regardless of their background, to realise that opportunity in the plan process and the decisions which will affect them. To enable full community involvement the Council will:

- Encourage, support and empower disadvantaged and hard-to-reach groups and individuals to fully participate through forums, focus groups, and local partnerships in line with the Council’s agreed Equalities Agenda; and
- Encourage and support other organisations that work in partnership with the Council, or receive funding from the Council, to pursue similar policies on equality of opportunity; and Target resources accordingly.

3.1.9 Bridgend County Borough Council is also committed to utilising the ten national principles for public engagement in Wales. Public engagement in the preparation of the LDP will take place in accordance with the guidelines set out in the CIS. The Council recognise that engagement must be designed to make a difference, the main objectives for involving the community in the LDP preparation process can be identified as:

- To involve people at the earliest opportunity, in time to shape plan preparation work;
- That consultation takes place before decisions are made and that such decisions are made in an open and transparent manner;
- To provide an accessible consultation process and adapt this as necessary to account for individual needs;
- To encourage and enable everyone with the opportunity to be involved, if they so choose;
- Adopt alternative approaches to ensure hard to reach groups are involved from the outset (this will involve liaising with BAVO);

- Draw on local knowledge to improve decision making and help the realistic implementation of decisions;
- That the planning system should help implement the community's vision for the area;
- To seek consensus and strengthen community involvement;
- To engage as full a spectrum of the community as possible in strategic issues; and
- To provide two way dialogue by responding to comments received and publishing responses in a report of consultation.

3.2 Welsh Language and Bilingual engagement

3.2.1 The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a Welsh Language Strategy for 2017 – 2022, the requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the revised LDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
- Any pages on the Local Development Plan website and social media posts published on twitter will be bilingual;
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service; and
- Draft LDP documents can be made available in Welsh if requested. The revised LDP once adopted will be available in both Welsh and English Format.

3.3 How will we involve our communities and key stakeholders

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

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation);
- Through use of Twitter, by utilising the corporate Bridgend Council Twitter account @BridgendCBC) to advertise the LDP webpage;
- Via Facebook on the Bridgend County Borough Council page;
- Engagement with Members and Community Councils through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings;
- Making use of Bridgend's Citizens Panel;
- All LDP information and documents will be made available on the Council's

website, which will be updated regularly;

- Deposit of documents at the Council's Civic Offices, libraries, Life Centres and Community Hubs;
- Press releases for the local media, where appropriate;
- Producing a regular newsletter that describes progress on the revised LDP;
- Public information exhibitions, drop in sessions and or meetings in accessible locations; and
- Advertising each stage of participation/consultation on Bridgend Council's magazine 'Bridgenders'.

3.4 Methods of Engaging the Community

3.4.1 A range of methods to facilitate community involvement will be used throughout the Plan preparation process, and these will be designed to ensure efficient and effective consultation and participation, tailored when necessary to focus upon particular issues. The methods of engaging the community at each stage of plan preparation are set out in the 'Replacement LDP Preparation Process' table (P22).

3.4.2 Council officers will also be utilised to run structured community involvement mechanisms such as targeted discussions, workshops, and focus groups. Also, the extensive past expertise of planning officers in the more traditional consultation methods for Plan preparation will be used to facilitate greater joined up engagement in the wider consultation process necessary for LDP preparation.

Citizen's Panel

3.4.3 The Council has established a Citizens Panel of 1,700 residents of the County Borough, selected to be statistically representative of the population, who help to inform decision-making on a wide range of issues. The results of previous and future surveys may be used to inform the evidence base of the LDP.

Individuals who have registered an interest through the Revised LDP Database

3.4.4 An LDP database has been maintained to include members of the public, interested persons and any individual organisations who have requested to be kept informed at each stage of the LDP revision process. The primary purpose of this database is to allow for those who are not included on the Welsh Government list of consultees for Local Development Plans to be involved and informed throughout the LDP revision process. Anyone can request for their details to be included on the database. Anyone who makes representations at any of the stages of LDP revision will be automatically added to the database in order for them to receive updates on progress and allow them to be adequately informed of further opportunities to participate at a later date. It should be noted that the General Data Protection Regulation (GDPR) is coming into force in May 2018. By commenting on the LDP, individuals and stakeholders give their consent for their details to be held by the Council throughout the LDP revision process and for a period of 6 years following adoption.

3.4.5 If you wish for your details to be added to the revised LDP database, please contact the Development Section by email, phone or in writing.

Bridgend County Borough Councillors

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

3.4.7 The Cabinet Member for ‘Communities’ has responsibility for ‘Development Planning’ (Planning Policy), including the revised LDP. Liaison with the Cabinet Member and all other elected Members is essential throughout the process. All Member liaison’s will consequently be undertaken as and when deemed necessary, particularly at key stages of the revised LDP including but not limited to; the Preferred Strategy, Deposit LDP and at Adoption. Members will be fully informed throughout the process and notified prior to every participation/consultation stage.

LDP Steering Group

3.4.8 It is imperative that there is political input into the production of the replacement Bridgend Local Development Plan. As such Development Control Committee will also take on the role of ‘LDP Steering Group’ to oversee the review of the Local Development Plan through from start to completion. The Steering Committee’s main role will be to act as a ‘critical friend’ providing advice, scrutinising and making decisions on key aspects and stage of the LDP as it develops.

Cardiff Capital Region (CCR) Cabinet

3.4.9 The Cardiff Capital Region Cabinet, comprising the ten Leaders of Blaenau Gwent; Bridgend; Caerphilly; Cardiff, Merthyr Tydfil, Monmouthshire, Newport, Rhondda Cynon Taff; Torfaen; and Vale of Glamorgan was established in 2017 to oversee the delivery of the Cardiff Capital Region City Deal. The City Deal provides local partners with the powers and the resources to unlock significant economic growth across the Cardiff Capital Region. The City Deal also provides an opportunity to continue tackling the area’s barriers to economic growth by: improving transport connectivity; increasing skill levels; supporting people into work; and giving businesses the support they need to innovate and grow. The deal will also develop stronger and more effective leadership across the Cardiff Capital Region.

Town and Community Councils

- 3.4.10** Town and Community Councils also play a key role in disseminating information to the residents within their area on matters of local importance and will be a key link to communities across Bridgend's. Town and Community Councils will be consulted at every stage of the LDP revision process.

Town and Community Council's Forum

- 3.4.11** The Development Planning Team will engage with the Town and Community Council's Forum. The forum will provide an additional opportunity for Town and Community Councils to voice their views on the revised LDP.

Partnership Groups

- 3.4.12** Existing partnership groups are seen as an important means of engaging the wider community in the preparation of the revised LDP, particularly in the early stages of public participation when structured discussion is desirable. Liaison with the Bridgend's Public Service Board and partners will be of particular importance to ensure the revised LDP aligns.

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

- 3.4.13** The Development Planning Section will engage with the business community at an early stage which could be achieved through liaison with the individual chambers' of commerce across the County Borough. We will also engage with planning agents who are regular customers of Bridgend County Borough Council's planning service. Members of the public, Landowners, agents and prospective developers who wish to put land forward to be considered for development will therefore also be included on the LDP revision database.
- 3.4.14** The Candidate Site process will provide the opportunity for those who have an interest in land to submit sites to be considered for development. A common methodology is being established across the South East Wales region for local planning authorities to utilise for their respective revised LDPs. A Call for Candidate Sites will be undertaken and all candidate sites will need to be submitted via a standardised form. The form will contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the revised LDP. A threshold for accepting candidate sites will be set in order to ensure the plan remains strategically focused. This threshold will be provided up front in order to provide clarity of the process and avoid unnecessary work being undertaken for sites that will be immediately rejected. Accordingly, all submissions must be made at the appropriate time, the dates of which will be advertised extensively using the methods set out in section 4.

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

Bridgend Business Forum

3.4.15 The Development Planning Team will engage with the Bridgend Business Forum. Membership is made up of established and new start businesses within a wide variety of business sectors. Sole traders, micro, small and medium sized businesses as well as large international companies are all present within the membership. The forum will provide an opportunity for the business community to voice their views on the revised LDP. Awareness of the LDP process will be promoted through the Business Forum newsletter which is produced on a monthly basis.

Business in Focus

3.4.16 The Development Planning Team will liaise with 'Business in Focus'. This organisation focuses on business start-ups and assisting existing businesses to grow.

Additional Consultation Bodies

3.4.17 Appendix 1 provides a list of the specific and general consultation bodies along with UK Government departments and other consultees. The specific consultees⁸ comprise of the Welsh Government and those bodies with specific functions that apply to the revised Plan area, for example the Health Board who cover the Bridgend area and Dŵr Cymru Welsh Water, the local water undertaker. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the LDP revision process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

3.4.18 Efforts will be made to engage with 'hard to reach' groups which are rarely heard and who have not taken part traditionally in the plan preparation process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation/consultation periods. Engagement with these groups may be achieved by using existing partnerships and the voluntary organisation BAVO may be able to assist in this process. The following groups identified below will be actively encouraged to participate in the LDP revision process:

- Young People – the established Bridgend's Youth Council will be invited to participate as appropriate in the LDP revision process. This will ensure the voices of young people are heard and enable young people to share their views on a wide range of issues that they consider important to them and their local area. This may also extend to engagement and consultation events at various schools in the County Borough where appropriate;
- Disabled People – engagement with Bridgend's 'Coalition of Disabled People' will be of importance in order to gain the views of those living with disabilities in the County Borough; and
- Gypsy and Travellers –the Gypsy and Traveller Accommodation Assessment Stakeholder Group will be utilised at relevant stages to ensure the gypsy and travelling community are appropriately engaged.

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

3.5 What we expect from you

3.5.1 In order to ensure any comments and representations on the revised LDP are considered, they must be submitted within the prescribed timescales. The Delivery Agreement sets out the timetable of relevant stages and provides a guideline of when we will seek your involvement. This will ensure that individual views are considered and taken into account throughout the LDP revision preparation process.

3.5.2 It is also of importance that you notify the Development Planning Section should your contact details change during the LDP revision process in order for us to keep you fully informed of progress. With regard to Candidate Sites it is noted that land ownership changes may also occur during the process and it is imperative that these are communicated to the Development Planning Section in order to ensure progress is not delayed.

3.6 Building Consensus

3.6.1 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 revised LDP, which will be of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and, to provide assurances to those that disagree that the decisions have been made in an informed and balanced way. However, decisions made will not be revisited via subsequent consultation opportunities, so participants are requested to focus their input on the matter being considered at that stage.

3.7 Late representations

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

could result in further delay which would not be acceptable.

3.8 Document Availability and Deposit Locations

3.8.1 At various stages of Plan preparation, documentation must be made available for public inspection and comment. All such documentation will also be made available electronically on the Council's web site at www.bridgend.gov.uk In addition, hard copies will be made available for inspection at the Council's Civic Offices in Bridgend, and at the Authority's public libraries:

- BCBC, Reception, Civic Offices, Angel Street, Bridgend, CF31 4WB Mobile Library – (2 copies);
- Aberkenfig Library, Heol y Llyfrau, Aberkenfig, CF32 9PT;
- Betws Library, Betws Life Centre, Betws Road, Betws, CF32 8PT;
- Bridgend Library, Bridgend Life Centre, Angel Street, Bridgend, CF31 4AH
Maesteg Library, North's Lane, Maesteg, CF34 9AA;
- Ogmores Vale Library, Ogmores Valley Life Centre, Aber Road, Ogmores Vale, CF32 7AJ
Pencoed Library, Penybont Road, Pencoed, CF35 5RA;
- Pontycymmer Library, Garw Valley Life Centre, Old Station Yard, Pontycymmer, CF32 8ES;
- Porthcawl Library, Church Place, Porthcawl, CF36 3AG;
- Pyle Library, Pyle Life Centre, Helig Fan, Pyle, CF33 6BS;
- Sarn Library, Sarn Life Long Learning Centre, Merfield Close, Sarn, CF32 9SW;
- Ty'r Ardd Library, Local and Family History Centre, Ty'r Ardd, Sunnyside, CF31 4AR; and
- Y Llynfi Library, Maesteg Sports Centre, Old Forge Site, Nant-y-Crynwyd, Maesteg, CF34 9EB

3.8.2 All documentation will be available to view on the Council's web site where appropriate.

3.8.3 Electronic representation forms will also be made available during periods of consultation.

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

3.9 Replacement Local Development Plan Preparation Process

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

Definitive Stage

Stage 1: Update Evidence Base & SA/SEA Baseline Framework & Assessments

The Council has a statutory obligation under Section 61 of the Planning & Compulsory Purchase Act 2004 to keep all matters under review that are expected to affect the development of its area.

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Update Evidence Base & SA/SEA Baseline Framework & Assessments	The Council is required to prepare and maintain an up-to date information base on all aspects of the social, economic and environmental characteristics of the Borough, to enable the preparation of a 'sound' development plan. This will be ongoing up until the submission of the Deposit Plan. To scope the SA/SEA process of the preparation of the LDP incorporating the legal requirements of the SA/SEA.	April 2018 – July 2020	Development Planning Team Other Council Officers Independent Appraisers for SA(SEA) External Consultants where necessary	LDP Monitoring Specialist Surveys / Data Collection Analysis LDP Officers / Members Group LDP Steering Group / PSB	LDP Monitoring Reports Publish findings on Council Website where appropriate.	Development Planning Team Other Council Staff Independent Appraisers for SA(SEA) External Consultants if necessary ICT Support Printing Costs

Stage 2: Delivery Agreement (DA)

Regulations: The Town and Country Planning (Local Development Plan) (Wales) Regulations 9 & 10 (2004) and Regulation 2(5) (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Preparation of Draft DA	To inform stakeholders that the Council is preparing a LDP and seek community involvement.	April 2018	Development Planning Team Other Council Officers	Report to: LDP Steering Group Council	A realistic timeframe for the preparation of the revised LDP. Details of risk management Community Involvement proposals specified Collaborative working	Development Planning Team Other Council Staff ICT Support
Political Reporting - Draft DA	To seek authorisation from Council to undertake targeted consultation on the Draft DA.	April 2018	Development Planning Team LDP Steering Group / PSB Council	Consultation with Members Consultation with Members via Council meeting	Authorisation from Council to undertake targeted consultation on the Draft DA.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Targeted Consultation on Draft DA	To seek views of stakeholders and consultees on the content of the Draft Delivery Agreement.	April 2018 – May 2018	Development Planning Team Other Council Officers LDP Steering Group / PSB Council All Specific consultation Bodies UK Government Departments General Consultation Bodies Other Consultees Bodies (Including General Public and consult Planning Inspectorate (PINS))	Consultation with Members via LDP Steering Group / PSB members. Consultation with Members via Council meeting. Targeted consultation with specific consultation bodies via direct correspondence. Information by letter or e-mail. Website	Any comments will be considered and Draft Delivery Agreement amended if required.	Development Planning Team Printing Costs Postage Costs Press / Advertisement Costs

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Political Reporting following consultation on DA (agreement to submit to WG)	To inform LDP Steering Committee and Council. To report views of stakeholders and consultees on the content of the Draft Delivery Agreement to the LDP Steering Group and Council. Council resolution will be requested to approve the (revised) Delivery Agreement for submission to Welsh Government.	June 2018	Development Planning Team LDP Steering Group / PSB members Council	Committee Reports	A summary of comments received with Delivery Agreement presented to LDP Steering Group. A summary of comments received with Delivery Agreement presented to Council.	Development Planning Team Printing Costs
Submission to Welsh Government following Council approval.	To seek formal agreement of the Delivery Agreement.	June 2018	Development Planning Team Welsh Government		Council resolution will be requested to approve the Delivery Agreement for submission to Welsh Government.	Development Planning Team Printing Costs
DA agreed by Welsh Government.	Formal commencement of Replacement LDP	July 2018	Welsh Government		Formal agreement from Welsh Government & Report to Council advising of Welsh Governments approval. Publish Delivery Agreement.	Development Planning Team

Stage 3: Pre-Deposit Participation & Consultation

The Town and Country Planning (Local Development Plan) (Wales) Regulation 14 (2004) and Regulation 2 (10) (2015); Regulations 15 & 16 (2004) and Regulation 16a (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Call for Candidate Sites (8 week consultation)	As part of developing the evidence base, the Council will engage with stakeholders and the public in identifying candidate sites to produce a Site Register.	Aug 2018 – Oct 2018	Development Planning Team All Specific Consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including general public)	Written Information dissemination via post and email Notices, Website Press Facebook & Twitter Bridgenders Magazine	Develop and produce a site register to inform the Visioning and Strategic Options	Development Planning Team ICT Support Printing Costs Postage Costs

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Candidate Sites Assessments	Identify candidate sites. Assessment criteria will be provided to facilitate this. The Site Register will be used to inform the Visioning and Strategic Options.	Sept 2018 – Dec 2020	Development Planning Team		See above.	See above.
Consultation on Draft SA/SEA Scoping Report (5 weeks consultation)	To seek views of consultees on the content of the SA/SEA Scoping Report.	Aug 2018 – Oct 2018	Development Planning Team All Specific Consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including general public)	Written Information dissemination via post and email Notices, Website Press Facebook & Twitter	Officer consideration of comments on SA/SEA Scoping Report and recommendation of amendments if required. A summary of comments received with SA/SEA Scoping Report presented to LDP Steering Group. A summary of comments received with SA/SEA Scoping Report presented to Council. Council resolution to approve SA/SEA Scoping Report.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Identification & assessment of options (growth levels and spatial distribution) with SA / SEA input	To engage with consultees to develop consensus on options, including, growth levels and spatial distribution	Nov 2018 – Feb 2019	Development Planning Team LDP Officers / Members Group, LDP Steering Group / PSB Members Council Independent Appraisers for SA(SEA)	Meetings Workshops Written Information dissemination via post and e-mail.	Seek consensus on options, including, growth levels and distribution All Documentation placed on the Council Website and at Deposit locations.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Preparation of Preferred Strategy, SA/SEA Report & HRA	To agree a Preferred Strategy for the LDP and express its Spatial implications in the Pre-Deposit Proposals.	May 2019 – Sep 2019	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Members Council Independent Appraisers for SA(SEA) All Specific consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including General Public)	Meetings Workshops Written Information dissemination via post and e-mail.	Obtain Council approval for Preferred Strategy consultation. Council to approve Pre-Deposit Proposals and place on the Council Website and at all Deposit locations for at least 6 weeks. Deposit SA / SEA Report simultaneously with Pre-Deposit Proposals.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Consultation on Preferred Strategy & Initial SA/SEA Report (6 Weeks Consultation)	To provide Consultees, stakeholders and others, with an opportunity to view and propose changes to the Pre-Deposit Proposals.	Oct 2019 – Nov 2019	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Members Council Independent Appraisers for SA(SEA) All Specific consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including General Public)	Meetings Exhibitions Workshops Written Information dissemination via post and e-mail. Letters and Pre-Deposit Proposals sent to Specific Consultation Bodies. Letters sent to all other consultees. Copies of Pre-Deposit Proposals and associated documents published on Council Web Site and placed at Deposit locations. Local Advertisement. Facebook & Twitter Bridgend's Magazine	Council to approve Pre-Deposit Proposals and place on the Council Website and at all Deposit locations for at least 6 weeks. Deposit SA / SEA Report simultaneously with Pre-Deposit Proposals.	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Analyse consultation responses and prepare Initial Consultation Report	<p>Enable the Council to consider the response to the Pre-Deposit Proposals and amend if appropriate.</p> <p>SA/SEA of amended Pre-Deposit Proposals ready for Deposit.</p>	Dec 2019 – Jan 2020	<p>Development Planning Team</p> <p>LDP Steering Group / PSB Members</p> <p>Council</p> <p>Other Council Officers</p>	<p>Written Information dissemination via post and e-mail</p> <p>Meetings</p> <p>Workshops</p> <p>Copies of relevant documentation placed on Council Web Site and at all Deposit locations. Local Advertisement.</p>	<p>Assess Responses received and produce 'Initial Consultation Report'.</p> <p>Approval of Initial Consultation Report by Council</p> <p>Advise all Stakeholders of availability of Initial Consultation report.</p> <p>Initial Consultation Report published on Council Web Site and placed at Deposit Locations.</p>	<p>Development Planning Team</p> <p>Other Council Staff</p> <p>Independent Appraisers for SA(SEA)</p> <p>ICT support</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Advertisement Costs</p>
Prepare Deposit Plan, update SA/SEA/HRA	The Deposit Plan will have developed out of the preceding stages of the LDP process.	Feb 2020 – Jun 2020	<p>Development Planning Team</p> <p>LDP Officers / Members Working Group</p> <p>LDP Steering Group / PSB Members</p> <p>Council</p>	<p>Formal Reports</p> <p>Meetings</p> <p>Workshops</p>	Obtain Council approval to formally consult on the Deposit LDP.	Development Planning Team

Stage 4: Deposit LDP

The Town and Country Planning (Local Development Plan) (Wales) Regulations 17, 18 & 19 (2004)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<p>Consultation on Deposit Plan, SA/SEA Report and HRA</p> <p>(6 week statutory consultation)</p>	<p>This stage of the process will enable all stakeholders to make representations on the Deposit Plan and associated documents.</p>	<p>July 2020 – August 2020</p>	<p>Development Planning Team</p> <p>LDP Officers / Member Working Group</p> <p>LDP Steering Group / PSB Members</p> <p>Council Members</p> <p>All Specific Consultation Bodies</p> <p>UK Government Departments</p> <p>General Consultation Bodies</p> <p>Other Consultees (Including General Public)</p>	<p>Formal Reports</p> <p>Meetings</p> <p>Workshops</p> <p>Copies of Deposit Plan and associated documents placed on Council Website and at all Deposit locations.</p> <p>All Deposited documentation & Deposit LDP sent to Specific Consultation Bodies.</p> <p>Letters sent to all other consultees. Local Advertisement.</p> <p>Public Exhibitions.</p> <p>Submission of 'Duly made' Representations.</p> <p>Facebook & Twitter</p> <p>Bridgend Magazine</p>	<p>Acknowledge receipt of duly made representations in writing or by email.</p> <p>Publish representations on Council Website where practicable and copies made available for inspection at Council Offices.</p>	<p>Development Planning Team</p> <p>Other Council Staff</p> <p>External Consultants where necessary</p> <p>ICT support</p> <p>Independent Appraisers for SA(SEA)</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Advertisement Costs</p>

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Analyse consultation responses and prepare Consultation Report & update Deposit Plan and Report accordingly. *	This will provide the opportunity to consider all Representations received to the Deposit Plan, collate the responses and produce a feedback report.	September 2020- December 2020	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Council All Specific Consultation Bodies UK Government Departments General Consultation Bodies Other Consultees (Including General Public)	Meetings Workshops Information dissemination via post and e-mail. Facebook & Twitter	Produce a Feedback report to Council on Representations received during Deposit of the LDP. Publish on Council Web-Site and place at Deposit Locations. Advise Stakeholders of Availability of Stakeholders Report Submission of Deposit LDP & supporting documents to Welsh Government for formal examination	Development Planning Team Other Council Staff External Consultants where necessary ICT support Independent Appraisers for SA(SEA) Printing Costs Postage Costs

*A 'Focused change' consultation stage may be required to be built into the timetable as a result of evidence and consultation responses received etc.

Indicative Stage

Stage 5: Submission

The Town and Country Planning (Local Development Plan) (Wales) Regulation 22(2004) and Regulation 2 (17) (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<p>Submission of LDP and associated Documents to Welsh Government and Planning Inspectorate which includes:</p> <ul style="list-style-type: none"> • Deposit LDP • Final Sustainability Appraisal Report • Supporting Evidence-base Material • Copy of the CIS • Consultation Report • Copy of all representations made to the deposit Plan • A statement of suggested main issues for consideration at examination 	To submit LDP and Associated documents to Welsh Government and Planning Inspectorate for Examination.	Jan 2021	<p>Development Planning Team</p> <p>Programme Officer</p> <p>Welsh Government</p> <p>Planning Inspectorate</p>	Formal Submission of LDP and Associated documents.	Service Level Agreement with Planning Inspectorate for conduct of the Examination.	<p>Development Planning Team</p> <p>Appointment of Programme Officer for Independent Examination</p> <p>ICT Support</p> <p>Printing Costs</p> <p>Postage Costs</p> <p>Advertisement Costs</p>

Stage 6 Examination

The Town and Country Planning (Local Development Plan) (Wales) Regulation 23(2004)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Pre-examination meeting	The Independent Planning Inspector will advise on examination procedures and format.	Mar 2021 – Apr 2021	Planning Inspectorate Development Planning Team Programme Officer All Representors All Stakeholders	Direct Contact with Representors at Pre-Examination Meeting Press Release Information on Council Web Site and at Deposit Locations Facebook & Twitter	Unknown	Development Planning Team Other Council Staff Programme Officer ICT Support Printing Costs Postage Costs Advertisement Costs
Notification of Independent Examination	To ensure that stakeholders and representors are advised that an Independent Examination into the LDP will be taking place.	Mar 2021 – Apr 2021	Planning Inspectorate Development Planning Team Programme Officer All Representors All Stakeholders	Written dissemination via post and e-mail regarding Examination Facebook & Twitter	Unknown	See above
Independent Examination	The examination will determine whether the LDP is “sound” and consider the representations made in respect of it.	Mar 2021 – Apr 2021	Planning Inspectorate All Representors Other Consultees and Stakeholders (including the general		Unknown	Service Agreement with Planning Inspectorate. Development Planning Team Other Council Staff

			public) Development Planning Team Other Council Staff Programme Officer Independent Appraisers for SA(SEA) External Consultants / Legal Representation appointed if necessary			Independent Appraisers for SA(SEA) as advisors External Consultants / Legal Representation if necessary ICT Support Printing Costs Postage Costs Advertisement Costs
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Stage 7 Inspectors Report

The Town and Country Planning (Local Development Plan) (Wales) Regulation 24 (2004)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Receive Inspectors Report	After the examination, the Inspector will produce a binding report identifying proposed changes to the LDP. The authority will have the opportunity before the Inspectors report is finalised, to request the correction of factual errors.	Jun 2021 – Jul 2021	Development Planning Team LDP Officers / Members Group LDP Steering Group / PSB Council	Written dissemination via post and e-mail. Meetings	Advise Council of receipt of Inspectors Report. Council is required to adopt the final LDP incorporating the Inspector's recommendations within 8 weeks and agree its 'Adoption Statement'.	Service Level Agreement with Planning Inspectorate. Development Planning Team Other Council Staff ICT Support Printing Costs
Publication of Final Inspectors Report	The authority will make copies of the Inspector report and its suggested changes available for public inspection within 4 weeks of its receipt.	Jun 2021 – Jul 2021	Development Planning Team Council	Letters sent to all consultees advising availability of Inspectors Report. Copies of Inspectors Report placed on Council Web Site and at all deposit locations. Facebook & Twitter Bridgend Magazine	Council to notify its intention to adopt the LDP as soon as possible (or in any event within a further 4 weeks).	Development Planning Team ICT Support Printing Costs Postage Costs Advertisement Costs

Stage 8 Adoption

The Town and Country Planning (Local Development Plan) (Wales) Regulation 25 (2004) and 2(19) (2015)

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
Formal adoption of the Bridgend LDP as the Development Plan for Bridgend County Borough.	To advise of the adoption of the Bridgend Local Development Plan.	Aug 2021 – Sep 2021	Development Planning Team LDP Steering Group / PSB Council All Stakeholders	Send copy of adoption statement to all stakeholders. Bridgend LDP published on Council Web and placed at original Deposit locations. Send 4no. copies of the adopted LDP and adoption statement to Welsh Government. As soon as practicably possible after adoption, final LDP sent to Specific Consultation Bodies & letters sent to all other consultees.	LDP adopted by resolution of Council. Publish Adoption Statement and Final SA Report	Development Planning Team ICT Support Printing Costs Postage Costs Advertisement Costs

Contact details

You can contact the Development Planning Team using any of the following methods:

Email: ldp@bridgend.gov.uk

Telephone: 01656 643162

Post: Development Planning Team, Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend, CF31 4WB

Appendix 1 – List of Consultation Bodies

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

Specific Consultation Bodies (including UK Government Departments)

- Welsh Government (including Planning division)
- Natural Resources Wales
- Bridgend Local Health Board
- Bridgend Partnership Board
- Abertawe Bro Morgannwg University Health Board
- Cwm Taf University Health Board
- British Telecom
- CADW
- Glamorgan Gwent Archaeological Trust
- Telecommunication Operators - O2 Airwave Service, Arqiva, O2 Plc, Three (Hutchinson), EE, T Mobile, Vodafone, NTL Communications, Virgin Media
- Gas and Electricity – Transco, Western Power Distribution, National Grid Wireless, National Grid Company Plc
- Sewerage of Water undertakers - Welsh Water Dwr Cymru
- Network Rail
- Secretary of State for Wales
- Department for Business, Energy and Industrial Strategy
- Department for Transport
- Home Office
- Ministry of Defence
- Awen Cultural Trust

Neighbouring Local Authorities

- Neath Port Talbot County Borough Council
- Rhondda Cynon Taff County Borough Council
- Vale of Glamorgan Council

Town and Community Councils in the Bridgend County Area (including neighbouring Town and Community Councils)

- Brackla Community Council
- Bridgend Town Council
- Cefn Cribwr Community Council
- Coity Higher Community Council
- Cornelly Community Council
- Coychurch Higher Community Council
- Coychurch Lower Community Council
- Garw Valley Community Council
- Laleston Community Council
- Llangynwyd Lower Community Council
- Llangynwyd Middle Community Council
- Maesteg Town Council
- Merthyr Mawr Community Council

- Newcastle Higher Community Council
- Ogmere Valley Community Council
- Pencoed Town Council
- Porthcawl Town Council
- Pyle Community Council
- St Brides Minor Community Council
- Ynysawdre Community Council
- Colwinston Community Council
- Ewenny Community Council
- Llangan Community Council
- St Brides Major Community Council
- Llanharan Community Council
- Gilfach Goch Community Council

Other Consultees

- Active Travel Cymru
- Barratt David Wilson Homes
- Bellway
- Bovis Homes
- Bridgend and District YMCA
- Bridgend CF31 BID
- Bridgend Civic Trust
- Bridgend Coalition of Disabled People
- Bridgend College
- Bridgend County Allotment Association
- Bridgend County Borough Councillors
- Bridgend Designer Outlet
- Bridgend District Local History and Museum Society
- Bridgend Equality Forum
- Bridgend Friends of the Earth
- Bridgend Public Services Board – Bridgend County Borough Council, ABMU Health Board, South Wales Fire & Rescue, Natural Resources Wales, Public Health Wales, South Wales Police, National Probation Service, Community Rehabilitation Company, Bridgend Association of Voluntary Organisations, Valleys to Coast, Welsh Government, South Wales Police & Crime Commissioner’s Office, Bridgend College, Awen, Bridgend Business Forum
- Bridgend Women’s Aid
- Bridgend Youth Council & Forum
- British Aggregates Association
- British Astronomical Association (Campaign for Dark Skies)
- British Gas Wales
- British Geological Society
- Bro Morgannwg NHS Trust
- Business in Focus
- Cardiff International Airport
- CBI
- Celtic Energy
- Chartered Institute of Housing Cymru
- Citizens Advice Bureau

- Civil Aviation Authority
- Coal Authority
- Coastal Housing Group
- Coed Cymru (Welsh Woodland Organisation)
- Coity Walia Commoners Association
- Commission for Racial Equality
- Compute (Bridgend) Ltd
- Crown Estates Commissioners
- Davies Bros
- Design Commissions for Wales
- Disability Rights Commission
- Disability Wales
- Equal Opportunities Commission
- Federation of Master Builders
- Federation of Small Businesses
- Ford Motor Company
- Freight Transport Association
- Glamorgan Muslim Community Association
- Gofal Housing Trust
- Groundwork Bridgend
- Gypsy and Travellers Wales
- Hafod Housing Association
- Hanson Aggregates
- Health and Safety Executive
- Hendre Housing Association
- Home Builders Federation
- Jehovah's Witnesses
- Jehu
- Linc – Cymru Housing Association
- Llamau Ltd
- Llanmoor Homes
- Llynfi Valley Forum
- Local and Regional Assembly Members with Bridgend County Borough
- Local Members of European Parliament
- Local Members of Parliament
- Lovells
- Merthyr Mawr Estate Office
- National Air Traffic Services Ltd (NSL)
- National Federation of Gypsy Liaison Groups
- National Playing Fields Association Wales
- Network Rail
- NFU Cymru
- Ogmere Angling Association
- Ogwr DASH
- Persimmon Homes
- Planning Aid Wales
- Planning Inspectorate Wales
- Play Wales
- Porthcawl Civic Trust Society
- Quarry Products Association
- Ramblers

- Redrow Homes
- Religious Society of Friends - Quakers
- Representative Body of the Church in Wales (The)
- Riparian Owners of River Ogmore
- Road Safety Wales
- Royal Institute of Chartered Surveyors Wales
- Royal Mail Property Holding
- Royal National Institute for the Deaf and Hard of Hearing People
- Royal National Institute for the Blind
- Royal Society of Architects in Wales
- RSPB Cymru
- RTPI Wales
- Shelter Cymru
- Showmen's Guild of Great Britain South Wales and Northern Ireland
- Sports Wales
- Sustrans Cymru
- Tarmac
- Taylor Wimpey
- The Valleys Regional Equalities Council
- The Wildlife Trust of South & West wales
- United Welsh Housing Association
- Wales and West Housing Association
- Wales Council for the Disabled
- Wallich (The)
- Welsh Ambulance Service
- Welsh Health Estates
- Welsh Local Government Association
- Yellow Wales

- **Chambers of Trade:-**
- Bridgend District Chamber of Trade
- Maesteg Chamber of Trade
- Porthcawl Chamber of Trade

- **Local Transport Operators: -**
- Arriva Trains Wales
- First Cymru
- Great Western Trains Company Ltd

Appendix 3 – Risk Assessment

Risk	Potential Impact	Probability	Mitigation Measures
Change in staff resources available to undertake revised LDP preparation.	Programme slippage	Medium	Consider additional resources (including support from other sections within the Council) and ensure robust structure. Ensure that the replacement LDP remains a top corporate priority.
Timetable proves too ambitious due to greater than anticipated workload.	Programme Slippage.	Medium/High	Consider additional resources.
Reduction and lack of financial resources.	Programme slippage. Delay in securing information required to progress plan.	Medium	Sufficient funds are allocated in the LDP budget in addition to a contingency budget to address unforeseen costs.
Corporate reorganisation of structures.	Programme slippage	Medium	Ensure that the replacement LDP remains a top corporate priority.
Delays caused by Welsh translation and/or the printing process.	Programme slippage	Low/Medium	Consider additional resources.
Significant levels of objections from statutory consultation bodies.	LDP cannot be submitted for examination without significant additional work.	Low/Medium	Ensure close liaison with, and early involvement of statutory bodies as stakeholders in the process.
Large volume and /or highly significant levels of objection to proposals e.g. site allocations.	Programme slippage. Plan cannot be submitted for examination without significant work.	Medium	Ensure close liaison and early/continued involvement of the community, statutory bodies & stakeholders throughout the plan preparation process.
Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base.	Programme slippage	Low/Medium	Ensure close liaison with, and early involvement of key Members and Officers.

Challenging timetable to prepare revised LDP within 3.5 years due to greater than anticipated workload (e.g. greater number of representations received or SA/SEA/HRA requirements).	Programme slippage	Medium	Realistic timetabling for each stage of plan preparation, adequate resources and careful project management with adequate contingencies/flexibility.
Planning Inspectorate fail to meet their timescales per the Service Level Agreement	Examination delayed.	Low/Medium	Maintain close liaison with the PI to ensure that early warning of any problems, e.g. consultation on the LDP.
LDP fails 'test of soundness'	LDP cannot be adopted without considerable additional work.	Low	Ensure LDP is sound, founded on a robust evidence base.
Additional requirements arising from the issue of new legislation and/or national guidance.e.g. revised LDP alignment with revised Planning Policy Wales and LDP Manual.	Programme slippage	Medium/High	Monitor emerging legislation/guidance; report and respond early to changes as necessary.
Involvement in preparation of 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 and timetable from outset.
Review of revised Plan resulting from a requirement to align with a Strategic Development Plan.	Programme slippage	Low	Ensure involvement in progress of regional work. Continued liaison with Welsh Government
Direction from Welsh Government Cabinet Secretary to prepare a Joint Plan.	Work on individual LDP to date would be abortive.	Low	Ensure close liaison with Welsh Government.
Insufficient information to undertake SA/SEA.	Programme slippage.	Low/Medium	Identify expectations of consultation bodies in DA. Consider additional resources.
Legal challenge.	Adopted LDP may	Medium	Ensure procedures,

	be quashed in whole or in part by the Courts.		Act, Regulations etc. are complied with.
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Appendix 4 – Glossary of terms

Adopted Plan	The final version of the Local Development Plan.
Adoption	The final stage of Local Development Plan preparation where the LDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the LDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the LDP strategy and objectives are being achieved and whether the LDP policies are functioning effectively.
Candidate Site	A site nominated by an individual with an interest in land (i.e. landowner, developer, agent or member of the public) to be considered for inclusion in the LDP. All Candidate Sites will be assessed for suitability for inclusion as potential allocations.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	The Community Involvement Scheme forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the Local Development Plan.
Consensus Building	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
Consultation	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
Council	Bridgend County Borough Council
Delivery Agreement (DA)	A document comprising the local planning authority's timetable for the preparation of a Local Development Plan, together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit	A formal six week stage in which individuals and organisations can make representations on the Local Development Plan. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan	This is a full draft of the LDP which undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination.
Duly Made	Representations to the development plan which are made in the correct manner and within the specified consultation time period.
Engagement	A proactive process that seeks to encourage the

	involvement and participation of the community and other groups in the decision making process.
Evidence Base	Information and data that provides the basis for the preparation of the LDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the LDP.
Examination	The examination involves public examination of the Deposit LDP, the Deposit representations, the report of consultation, evidence base/background documents and the Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Habitat Regulations Assessment (HRA)	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Inspector's Report	The Report prepared by an independent Inspector who examines the LDP. The Inspector's Report contains recommendations on the content of the final LDP and is binding upon the Council. The Council must adopt the LDP in the manner directed by the Inspector.
Involvement	Generic term relating to community involvement that includes both participation and consultation techniques.
Local Development Plan (LDP)	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
LDP Officer / Member Group	A group of officers and Members of BCBC established to consider issues relating to the LDP which reports to the LDP Steering Group.
LDP Steering Group	The LDP Steering Group is a group of Members whose purpose is to oversee the preparation of the LDP. The Council's Development Control Committee will undertake this role.
Local Planning Authority (LPA)	In the case of Bridgend County Borough, this is Bridgend County Borough Council.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Participation	A process rather than a single event that provides opportunity for direct engagement with the community and

	stakeholders to input into decision making.
Planning Inspectorate	The Wales branch of the Planning Inspectorate is an independent body that will be responsible for the formal examination of the LDP.
Planning Policy Wales (PPW)	Planning policy guidance for Wales produced by the Welsh Government is set out in this document
Pre-Deposit	Stages of preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy	This sets out the broad strategic direction for the LDP. This includes the preferred level of growth along with the spatial strategy for distributing the growth. It also includes the vision, issues and objectives of the plan.
Press Releases	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation	Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the LDP.
Report of Consultation	A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.
Representations	Comments received in relation to the LDP, either in support of, or in opposition to.
Review Report	The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the LDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping	The process of deciding the scope and level of detail of a sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA Report.
Soundness Tests	In order to adopt a LDP it must be determined to be 'sound' by the Planning Inspector. The Tests of Soundness are set out in PPW. There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders	People whose interests are directly affected by a LDP (and/or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental

	assessment of certain plans and programmes, including those in the field of planning and land use”.
Strategic Development Plan (SDP)	A Strategic Development Plan is a tool for regional planning to cover cross- boundary issues such as housing and transport. It will be prepared by a Strategic Planning Panel across a region. LPA’s must have regard to the SDP when developing their LDPs.
Submission	When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance (SPG)	Provide more detailed or site specific guidance on the application of LDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the LDP and is not subject to independent examination.
Sustainability Appraisal (SA)	Tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
Timetable	Sets out the dates by which key stages and processes of LDP preparation are expected to be completed. These are definitive for stages up to the deposit of the LDP and indicative for the remaining stages after.
Well-being of Future Generations (Wales) Act (2015)	The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities, to put long term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn ‘output’.



Bridgend Replacement Local Development Plan 2018-2033

Draft Delivery Agreement 2018

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