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Cyngor Bwrdeistref Sirol



# Bridgend County Borough Local Development Plan 2018-2033

## Revised Delivery Agreement



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## 1.0 Introduction

### 1.1 Revised Delivery Agreement

1.1.1 The BCBC Replacement Local Development Plan (RLDP) Delivery Agreement was approved by Welsh Government (WG) on 25<sup>th</sup> June 2018. Work subsequently commenced at pace on the RLDP which included key pre-deposit preparation and engagement on the County's key Issues, Vision and Objectives and Growth and Spatial Options, a call for candidate sites and the continued development of a robust evidence base. Most notably, consultation on the RLDP Preferred Strategy was held in October – November 2019 and reported to Council in January 2020. Progress towards the next key stage of the RLDP, consultation on the Deposit Plan, did not proceed as quickly as envisaged in the original Delivery Agreement for a number of reasons resulting from the Covid-19 pandemic, as set out in further detail in Section 2 below. As a consequence, a revision to the Delivery Agreement was sought and approved by WG on 5<sup>th</sup> October 2020. Since that date, the Deposit Plan has been prepared and public consultation was held in June – July 2021. In accordance with the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005, the Council is required to consider, formulate and publish a response to each of the representations received to the Deposit Plan. The Council has been in receipt of over 1,200 representations and dealing with this volume of correspondence has presented a significant logistical and administrative exercise that will take the original timetable beyond the 3 months tolerance allowed by WG. As a result, a further revision of the Delivery Agreement timetable is required. Consequently, a Revised Delivery Agreement with an amended timetable has been prepared and is set out in Section 2 and Appendix 2.

### 1.2 Purpose of a Delivery Agreement

1.2.1 The Replacement LDP will cover the period 2018-2033. Preparation of a Delivery Agreement<sup>1</sup> 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.

1.2.2 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

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<sup>1</sup> Section 62 (9) Planning and Compulsory Purchase Act 2004 (as amended Planning (Wales) Act 2015) & Section 63 (1) Planning and Compulsory Purchase Act 2004 & Regulations 5 – 10 LDP (Wales) Regulations (as amended 2015)

and how these representations will inform later stages of plan preparation. This is included in 'Section 3' of this Delivery Agreement.

**1.2.3** A glossary of terms can be found in Appendix 5.

### **1.3 Delivery Agreement Preparation and Consultation**

**1.3.1** A number of key steps in the preparation of the Delivery Agreement have been undertaken to date. This Delivery Agreement (DA) has been consulted upon with specific consultation bodies to seek views on the timetable and community involvement scheme<sup>2</sup>. The consultation responses are summarised in Appendix 3. The key stages in preparing a Delivery Agreement include:

- 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 where possible; and
- Review DA on a regular basis (quarterly).

### **1.4 Preparation of the Replacement LDP**

**1.4.1** 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.

**1.4.2** 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.

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<sup>2</sup> Welsh Government Development Plans Manual (Edition 3, March 2020)

## 1.5 Sustainability Appraisal incorporating Strategic Environmental Assessment (SA/SEA)

1.5.1 A Sustainability Appraisal, (SA) incorporating Strategic Environmental Assessment<sup>3</sup> (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.

1.5.2 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. The SA, incorporating SEA, will therefore draw upon the Bridgend Local Well-being Plan (produced in accordance with the Well Being of Future Generations (Wales) Act – refer to Section 1.9) and will integrate where possible with a Wellbeing Assessment, Health Impact Assessment (HIA) and Habitats Regulations Assessment (HRA) that will also be prepared to support the Bridgend LDP Review.

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

- **A Sustainability Appraisal, incorporating Strategic Environmental Assessment, Scoping Report.** This report will identify the need to undertake a SA, incorporating SEA, of the LDP Review and set out the proposed SA methodology and consultation arrangements. In doing so it will provide an overview of sustainability baseline data conditions and issues relevant to the Bridgend area, together with a review of other plans, policies, programmes and strategies which are likely to influence the LDP Review. The existing SA Framework adopted for the first Bridgend LDP will also be reviewed and updated as necessary to provide a robust mechanism for undertaking the SA, incorporating SEA, of new LDP proposals and policy options as they emerge. This report will be subject to consultation with the SEA Consultation Bodies before any substantive proposals or policy options are subject to consultation;
- **The Sustainability Appraisal (SA) Report:** All substantive proposals and policy options for a replacement LDP will be subject to a proportionate level of SA, incorporating SEA. This will include assessment reasonable alternatives to preferred options and the SA will be carried out in accordance with the SA Framework and methodology defined through SA/SEA Screening and Scoping.
- The SA process will be reported within iterative SA Reports which will accompany the Preferred Strategy (LDP Pre-Deposit) and Pre-Deposit Documents, with the SA

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<sup>3</sup> European Union Directive 2001/42/EC & Environmental Assessment of Plans and Programmes (Wales) Regulations 2004

Report updated between these stages to reflect changes to the emerging LDP:

- The SA Report for the Preferred Strategy will focus on assessing likely significant effects from the proposed LDP options, spatial strategy and strategic policies; and
  - The SA Report for the LDP Pre-Deposit Document will assess likely significant effects from all substantive components of the LDP Deposit Document, including all proposed site allocations and policies.
  - Following the completion of an Examination regarding the LDP, all binding recommendations made by the Examination Inspector will be subject to SA, incorporating SEA, Screening, to determine whether they would give rise to any new or different likely significant effects not previously reported within the SA Report for the LDP Deposit Document. This SEA Screening will be documented within an SA Addendum.
- **A Sustainability Appraisal Post Adoption Statement** will be published after the revised LDP is adopted. This will explain how sustainability considerations and the Sustainability Assessment, incorporating Strategic Environmental Assessment, have been taken into consideration in the production of the revised LDP.

## 1.6 Habitats Regulations Assessment (HRA)

**1.6.1** The requirement for Habitats Regulations Assessment (HRA) comes from the Habitats Directive<sup>4</sup>, specifically Article 6(3), which requires that land use plans, including LDPs, are subject to a HRA Screening to determine whether any plan [or project] is likely to have a significant effect upon a European site, either alone, or in combination with other projects. In Wales, requirements for HRA, including for 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.

**1.6.2** The HRA process follows a series of Stages; these will be undertaken for the LDP Review, as necessary, to meet with the requirements of the Regulations:

- **Stage 1 - HRA Screening:** to determine whether the LDP Review is likely to have significant effects on European Sites;
- **Stage 2 – Appropriate Assessment:** If the HRA Screening indicates that the LDP Review is likely to have significant effects, a further level of assessment is needed to consider whether the LDP Review 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 are identified, the Appropriate Assessment should also consider mitigation measures to control the identified impacts, to avoid adverse effects on site integrity; and
- **Stage 3 and 4 – Consideration of Alternatives 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

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<sup>4</sup> Council Directive 92/43/EEC of 21 May 1992 on the conservation of natural habitats and of wild fauna and flora

## Reasons of Overriding Public Interest.

- 1.6.3** The HRA process will be undertaken in conjunction with the SA (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 LDP Review, involving the consideration of all emerging policy and site options. Natural Resources Wales will be consulted throughout the HRA process.

## **1.7 Evidence Base Assessments**

- 1.7.1** 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:

- **Demographic Forecasts and Analysis** – 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 Market Assessment** - to identify how many homes are required of each tenure: open market housing and ‘affordable housing’ (e.g. intermediate or social rented housing);
- **Settlement Assessment Study** – 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’;
- **Economic Evidence Base Study** – 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;
- **Plan-Wide Viability Assessment** – to assess the broad levels of development viability across housing market areas and identify the contribution sites can make to the delivery of infrastructure, affordable housing and any other policy requirements;
- **Gypsy and Traveller Accommodation Assessment** – to calculate up-to-date local need and inform identification of deliverable allocation(s) if a need is identified;
- **Bridgend Town Centre Flood Risk Assessment** – to identify areas at risk of flooding;
- **Retail Study** – to identify the requirements of retail need, including the need for more land and floorspace;
- **Green Infrastructure Assessment** – to assess natural and semi-natural features, green spaces and corridors that intersperse and connect places, including a refreshed audit of outdoor sport and playing space provision;
- **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;

- **Transport Assessment** – to assess the impact of the scale and distribution of development detailed in the emerging Local Development Plan;
- **Urban Capacity Study** – to assess the potential urban capacity of the county borough’s settlements to inform the expected small and windfall housing allowance rate; and
- **Infrastructure Delivery Plan** – to identify the infrastructure required to support delivery of development proposed over the LDP plan period.

**1.7.2** 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.

## **1.8 Well-being of Future Generations Act**

**1.8.1** 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.

**1.8.2** 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.

## **1.9 Tests of Soundness**

**1.9.1** ‘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.

**1.9.2** 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 tests<sup>5</sup>:

- 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?).

**1.9.3** 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.

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<sup>5</sup> Welsh Government Development Plans Manual (Edition 3, March 2020)

## 2 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 11, February 2021). Furthermore, it has regard to the fact that the current LDP expires in December 2021 and it is imperative to maintain Development Plan coverage.
- 2.2** Work has commenced at pace on the RLDP since the approval of the original Delivery Agreement in June 2018, with consultation on the Preferred Strategy held in October – November 2019. However the preparation of the Deposit Plan did not proceed as quickly as envisaged due to the impact of the Covid-19 pandemic. In March 2020, the UK Government imposed a UK wide lockdown resulting in offices and businesses closing down, many employees being furloughed by employers and BCBC staff adjusting to new working arrangements. Whilst the replacement LDP was not at a consultation stage at this time, the restrictions prevented progress being made on the preparation of the Deposit Plan in the following ways:
- Inability of site promoters to carry out site-specific technical work to support their Candidate Site submissions;
  - The closure of schools and workplaces resulting in new temporary patterns of movement preventing the assessment of accurate traffic impact of development proposals;
  - Social distancing measures preventing physical meetings;
  - Temporary suspension of Council meetings and committees;
  - Delays caused by adjustment to new ways of working; and
  - The need to review the LDP Evidence Base in light of the pandemic.
- 2.3** In addition to the above, account was made in the revised timetable to allow for a longer period of consultation on the Deposit Plan to account for the alternative methods of consultation necessitated by the pandemic, which are detailed in Part 3. This extended the statutory consultation period of 6 weeks to 8 weeks. This also enabled an element of flexibility to account for any further temporary restrictions imposed due to the pandemic, although significant further delays would necessitate a further revision of this Delivery Agreement.
- 2.4** The revised Delivery Agreement stated that the Deposit Plan would be subject to consultation and community engagement during January, February and March 2021. Public Consultation was held on the Deposit Plan in June and July 2021, within the 3 month tolerance period allowed by Welsh Government.
- 2.5** The previously agreed timetable stated that the Submission stage of the LDP process would take place indicatively in September 2021. This is no longer achievable, hence the need for a further revision to the Delivery Agreement. The reasons for the slippage in the timetable is as a result of a combination of factors, these being:-

- (a) In accordance with the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005, the Council is required to consider, formulate and publish a response to each of the representations received to the Deposit Plan. The Council has been in receipt of over 1,200 representations and dealing with this volume of correspondence, has presented a significant logistical and administrative exercise.
- (b) The Council has undertaken and will continue to undertake significant additional work in connection with the evidence base to support the Plan in response to the representations received during the Deposit Plan Consultation as well as new information coming to light, changes to legislation and updated national planning guidance. This includes :-
- Additional and updated topic based background papers to support specific policies and issues in the Plan
  - TAN15 - Development & Flood Risk (TAN15): WG published the revised TAN15 and accompanying Flood Maps on 28th September 2021. The new guidance comes into effect on 1<sup>st</sup> December 2021. This will require site allocations to be reviewed in light of the updated guidance and the Bridgend Strategic Flood Consequences Assessment to be updated;
  - Gypsy and Traveller Accommodation Assessment - This is awaiting WG approval, which is required ahead of submission of the Deposit Plan; and
  - Strategic Transport Appraisal - Further refinement work has been completed relating to strategic site mitigation measures for the highway network. The apportionment of related costs will need to feed into updated site viability assessments.

**2.6** 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 (as revised July 2020)

KEY STAGE		TIMESCALE	
DEFINITIVE		FROM	TO
<b>STAGE 1</b>	<b>Update Evidence Base &amp; SA/SEA Baseline Framework &amp; Assessments</b>	April 2018	May 2021
<b>STAGE 2</b>	<b>Delivery Agreement</b> <ul style="list-style-type: none"> <li>Approved by Welsh Government – June 2018</li> <li>Revision approved by WG – October 2020</li> </ul>	April 2018	July 2018
<b>STAGE 3</b>	<b>Pre-Deposit Participation &amp; Consultation</b> <ul style="list-style-type: none"> <li>6 week statutory consultation (Oct – Dec 2019)</li> </ul>	August 2018	May 2021
<b>STAGE 4</b>	<b>Deposit LDP</b> <ul style="list-style-type: none"> <li>8 week consultation (June – July 2021)</li> </ul>	June 2021	June 2022
INDICATIVE		FROM	TO
<b>STAGE 5</b>	<b>Submission</b>	Summer 2022 (June)	-
<b>STAGE 6</b>	<b>Examination</b>	Autumn 2022 (September)	Winter 2022 (December)
<b>STAGE 7</b>	<b>Inspectors Report &amp; Adoption</b>	Winter 2023 (January)	Winter 2023 (February)
<b>STAGE 8</b>	<b>Adoption</b>	Spring 2023 (Mar – April)	

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

## 2.7 Resources

**2.7.1** 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

- 2.7.1 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.
- 2.7.2 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 identified a number of topic areas where an evidence base could be prepared jointly; however, the decision taken by RCT to review their LDP was made at too late a date for this to be a realistic proposition. Both authorities are however committed to share findings of technical studies and to maintain an open dialogue on issues of cross boundary relevance.
- 2.7.3 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.

## 2.8 Risk Management and Analysis

- 2.8.1 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.

2.8.2 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.

2.8.3 The possible risk areas are identified in Appendix 4.

## **2.9 Supplementary Planning Guidance (SPG)**

2.9.1 The replacement 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.

2.9.2 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 16 – Educational Facilities and Residential Development (February 2021)
- SPG 19 – Biodiversity and Development (July 2014);
- SPG 20 – Renewables in the Landscape (2014); and
- SPG 21 – Safeguarding Employment Sites (June 2015)

2.9.3 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.

## **2.10 Monitoring and Review**

2.10.1 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.

2.10.2 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 Community Involvement Scheme

### 3.1 Introduction

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

3.1.2 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.

3.1.3 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.

3.1.4 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.

3.1.5 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.

3.1.6 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.

**3.1.7** 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.

**3.1.8** 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.

**3.1.9** 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.

**3.1.10** 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;
- Draft LDP documents can be made available in Welsh if requested and where timescales allow; and
- 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, training events, 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’.

**3.3.2** Whilst the above methods of engagement have proved effective in communicating with stakeholders in Key Stages 1-3 of the LDP preparation, and will remain relevant, the reasons given for the need to revise this Delivery Agreement will necessitate greater use of the following to progress through Key Stage 4 and beyond:

- Engagement with Members and Community Councils through virtual meetings i.e. Skype / Microsoft teams;
- Interaction with stakeholders through specific topic or area based surgery sessions on a pre-booked basis;
- Consideration of the interactive use of social media / digital communication (i.e. Q&A sessions);
- Greater emphasis on the use of web based technology;
- One to one telephone conversations to engage those members of the community without Internet access;
- Dissemination of hard copies of information to individuals where other sources of information have failed;
- Use of larger venues for public exhibitions and meetings to accommodate social distancing measures if necessary (and available) – e.g. sports halls, school halls, outside space;
- Appointment based drop-in sessions to manage the number of stakeholders present at any given time and to help manage officer time; and
- The use of internal and external agencies to assist with community meetings and engagement (e.g. Planning Aid).

### **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.

**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 Consultee 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. However, on 25th May 2018, the General Data Protection Regulation (GDPR) came into force, placing new restrictions on how organisations can hold and use your personal data and defining your rights with regard to that data. The GDPR will apply to our 'LDP Consultee Database' and as such members of the public will be required to give their consent in writing if they wish to remain or be added to the LDP database.

- 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 (where appropriate). 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.

### *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 consultees<sup>8</sup> 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 endeavor 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](http://www.bridgend.gov.uk)

**3.8.2** 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 (provided they remain open to the public):

- 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

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

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

**3.8.5** 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 – December 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
<b>Preparation of Draft DA</b>	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
<b>Political Reporting - Draft DA</b>	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
<b>Targeted Consultation on Draft DA</b>	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
<b>Political Reporting following consultation on DA (agreement to submit to WG)</b>	<p>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.</p> <p>Council resolution will be requested to approve the (revised) Delivery Agreement for submission to Welsh Government.</p>	June 2018	<p>Development Planning Team</p> <p>LDP Steering Group / PSB members</p> <p>Council</p>	Committee Reports	<p>A summary of comments received with Delivery Agreement presented to LDP Steering Group.</p> <p>A summary of comments received with Delivery Agreement presented to Council.</p>	<p>Development Planning Team</p> <p>Printing Costs</p>
<b>Submission to Welsh Government following Council approval.</b>	To seek formal agreement of the Delivery Agreement.	June 2018	<p>Development Planning Team</p> <p>Welsh Government</p>		Council resolution will be requested to approve the Delivery Agreement for submission to Welsh Government.	<p>Development Planning Team</p> <p>Printing Costs</p>
<b>DA agreed by Welsh Government.</b>	Formal commencement of Replacement LDP	July 2018	Welsh Government		<p>Formal agreement from Welsh Government &amp; Report to Council advising of Welsh Governments approval.</p> <p>Publish Delivery Agreement.</p>	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
<p><b>Consultation on Draft SA/SEA Scoping Report (5 weeks consultation)</b></p> <p>*statutory 5 week consultation to be undertaken at an appropriate juncture between July – September 2018</p>	To seek views of consultees on the content of the SA/SEA Scoping Report.	July 2018 – Sept 2018	<p>Development Planning Team</p> <p>Appropriate SA/SEA consultation bodies</p>	<p>Written Information dissemination via post and email</p> <p>Notices,</p> <p>Website</p> <p>Press</p> <p>Facebook &amp; Twitter</p>	<p>Officer consideration of comments on SA/SEA Scoping Report and recommendation of amendments if required.</p> <p>A summary of comments received with SA/SEA Scoping Report presented to LDP Steering Group.</p> <p>A summary of comments received with SA/SEA Scoping Report presented to Council.</p>	Development Planning Team

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<p><b>Call for Candidate Sites (8 week consultation)</b></p> <p>**statutory 8 week consultation to be undertaken at an appropriate juncture between September – December 2018.</p>	<p>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.</p>	<p>Sept 2018 – Dec 2018</p>	<p>Development Planning Team</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>Written Information dissemination via post and email</p> <p>Notices,</p> <p>Website</p> <p>Press</p> <p>Facebook &amp; Twitter</p> <p>Bridgend's Magazine</p>	<p>Develop and produce a site register to inform the Visioning and Strategic Options</p>	<p>Development Planning Team</p> <p>ICT Support</p> <p>Printing Costs</p> <p>Postage Costs</p>

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<b>Candidate Sites Assessments</b>	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.

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<b>Identification &amp; assessment of options (growth levels and spatial distribution) with SA / SEA input</b>	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
<b>Preparation of Preferred Strategy, SA/SEA Report &amp; HRA</b>	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
<b>Consultation on Preferred Strategy &amp; Initial SA/SEA Report (6 Weeks Consultation)</b>	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 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
<b>Analyse consultation responses and prepare Initial Consultation Report</b>	<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.</p> <p>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>
<b>Prepare Deposit Plan, update SA/SEA/HRA</b>	The Deposit Plan will have developed out of the preceding stages of the LDP process.	Feb 2020 – May 2021	<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><b>Consultation on Deposit Plan, SA/SEA Report and HRA</b></p> <p>(6 week statutory consultation but allowance for 8 weeks)</p>	<p>This stage of the process will enable all stakeholders to make representations on the Deposit Plan and associated documents.</p>	<p>Jun 2021 – Jul 2021</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 (incl. virtual web-based meetings)</p> <p>Workshops</p> <p>Copies of Deposit Plan and associated documents placed on Council Website and at all Deposit locations (where possible).</p> <p>All Deposited documentation &amp; Deposit LDP sent to Specific Consultation Bodies.</p> <p>Letters sent to all other consultees.</p> <p>Local Advertisement.</p> <p>Public Exhibitions and the use of drop-in &amp; surgery sessions where appropriate</p> <p>One to one appointments &amp; phone calls</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>

				Submission of 'Duly made' Representations.		
				Facebook & Twitter		
				Bridgenders Magazine		

Stage in the LDP preparation process	Purpose	Timescale	Who will be involved	Methods of involvement	Likely Outcomes & Reporting Mechanisms	Resources
<b>Analyse consultation responses and prepare Consultation Report &amp; update Deposit Plan and Report accordingly. *</b>  *A 'Focused change' consultation stage may be required to be built into the timetable as a result of evidence and consultation responses received etc.	This will provide the opportunity to consider all Representations received to the Deposit Plan, collate the responses and produce a feedback report.	Aug 2021 – Jun 2022	Development Planning Team  LDP Officers / Members Group  LDP Steering Group / PSB  Council  All Specific Consultation Bodies  UK Government Departments  General Consultation Bodies  Other Consultees (Incl. 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

## 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><b>Submission of LDP and associated Documents to Welsh Government and Planning Inspectorate which includes:</b></p> <ul style="list-style-type: none"> <li>• Deposit LDP</li> <li>• Final Sustainability Appraisal Report</li> <li>• Supporting Evidence-base Material</li> <li>• Copy of the CIS</li> <li>• Consultation Report</li> <li>• Copy of all representations made to the deposit Plan</li> <li>• A statement of suggested main issues for consideration at examination</li> </ul>	To submit LDP and Associated documents to Welsh Government and Planning Inspectorate for Examination.	Jun 2022	<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
<b>Pre-examination meeting</b>	The Independent Planning Inspector will advise on examination procedures and format.	Sept 2022 – Dec 2022	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
<b>Notification of Independent Examination</b>	To ensure that stakeholders and representors are advised that an Independent Examination into the LDP will be taking place.	Sept 2022 – Dec 2022	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
<b>Independent Examination</b>	The examination will determine whether the LDP is “sound” and consider the representations made in respect of it.	Sept 2022 – Dec 2022	Planning Inspectorate  All Representors Other  Consultees and Stakeholders (including the general		Unknown	Service Level 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
<b>Receive Inspectors Report</b>	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.	Jan 2023 – Feb 2023	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
<b>Publication of Final Inspectors Report</b>	The authority will make copies of the Inspector report and its suggested changes available for public inspection within 4 weeks of its receipt.	Jan 2023 – Feb 2023	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.	Mar 2023 – April 2023	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](mailto: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 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
- Abertawe Bro Morgannwg University Health Board
- Cwm Taf Morgannwg 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

### **Cardiff Capital Region Joint Cabinet and Other Local Authorities in the Cardiff Capital Region**

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

- Action on Hearing Loss
- Active Travel Cymru
- Barratt David Wilson Homes
- Bellway
- Bovis Homes
- Bridgend and District YMCA
- 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, Housing 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
- 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
- Compute (Bridgend) Ltd
- Crown Estates Commissioners
- Davies Bros
- Design Commission for Wales
- Disability Wales
- Federation of Master Builders
- Federation of Small Businesses
- Fields in Trust
- Ford Motor Company
- Freight Transport Association
- Glamorgan Muslim Community Association
- Gofal Housing Trust
- Groundwork Bridgend
- Gypsy and Travellers Wales
- Hafod Housing Association
- Hale Homes
- Hanson Aggregates
- Health and Safety Executive
- Hendre Housing Association
- Home Builders Federation
- Jehovah's Witnesses
- Jehu
- Kier Living
- Linc – Cymru Housing Association
- Llamau Ltd
- Llanmoor Homes
- Llynfi Valley Forum
- Local and Regional Assembly Members representing 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
- Network Rail
- NFU Cymru
- Ogmore 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 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 Equality & Human Rights Commission
- The Wildlife Trust of South & West Wales
- United Welsh Housing Association
- Wales and West Housing Association
- Wallich (The)
- Welsh Ambulance Service
- Welsh Health Estates
- Welsh Local Government Association
- Yellow Wales
  
- **Chambers of Trade:-**
- CF31 Bid
- Maesteg Chamber of Trade
- Porthcawl Chamber of Trade
  
- **Local Transport Operators: -**
- Arriva Trains Wales
- First Cymru
- Great Western Trains Company Ltd

## Appendix 2 – Timetable for Revised LDP

	2018												2019												2020												2021											
Key Stage - Definitive	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
<b>Stage 1 - Update Evidence Base</b>	[Shaded]																																															
Review Evidence Base (including review of SA/SEA Framework)	[Shaded]																																															
<b>Stage 2 - Delivery Agreement (DA)</b>	[Shaded]																																															
Preparation of Draft DA	[Shaded]																																															
Political Reporting - Draft DA	[Shaded]																																															
Targeted Consultation on Draft DA	[Shaded]																																															
Political Reporting following consultation on DA (agreement to submit to WG)	[Shaded]																																															
Submission to Welsh Government	[Shaded]																																															
DA agreed by Welsh Government	[Shaded]																																															
<b>Stage 3 - Pre-Deposit Participation &amp; Consultation</b>	[Shaded]																																															
Consultation on Draft SA Scoping Report (5 weeks)*	[Shaded]																																															
Call for Candidate Sites (8 week consultation)**	[Shaded]																																															
Candidate Sites Assessments	[Shaded]																																															
Identification & assessment of vision, issues and objectives	[Shaded]																																															
Identification & assessment of options (growth levels and spatial distribution) & SA/SEA	[Shaded]																																															
Preparation of Preferred Strategy, SA Report & HRA	[Shaded]																																															

\*statutory 5 week consultation to be undertaken between July –September 2018

\*\*statutory 8 week consultation to be undertaken between September – December 2018

	2019												2020												2021												2022					
Key Stage - Definitive	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	
<b>Stage 3 - Pre-Deposit Participation &amp; Consultation (Continued)</b>																																										
Consultation on Preferred Strategy																																										
Consultation on Initial SA/SEA Report																																										
Analyse consultation responses and prepare Initial Consultation Report																																										
Prepare Deposit Plan, update SA/HRA																																										
<b>Stage 4 - Deposit LDP</b>																																										
Consultation on Deposit Plan, SA/SEA Report and HRA																																										
Analyse consultation responses and prepare Consultation Report																																										
	2022												2023												2024												2025					
Key Stage - Indicative	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	
<b>Stage 5 - Submission of LDP to Welsh Government</b>																																										
<b>Stage 6 - Examination</b>																																										
<b>Stage 7 - Inspector's Report - Preparation</b>																																										
<b>Stage 7 - Inspector's Report - Publication</b>																																										
<b>Stage 8 - Adoption</b>																																										

### Appendix 3 – Bridgend Replacement LDP: Draft Delivery Agreement Consultation Report – Summary of Key Issues Raised

A statutory review of the Bridgend Local Development Plan (LDP) commenced in 2017, an important stage being the publication of the Draft Review Report which was subject to a four week stakeholder consultation period commencing Monday 30 April 2018 until 5pm Friday 25 May 2018. The Delivery Agreement sets out how and when the local community and other stakeholders can contribute to the preparation of the Replacement Plan and a timetable for its preparation. It is proposed that the Replacement LDP will cover a plan period up to 2033.

The LPA received 8 consultation responses. A summary of the key issues raised in relation to the questions on the Draft Delivery Agreement is provided in the table below:

Representor	Comment	LPA Response	Recommendation
<b>The Glamorgan Gwent Archaeological Trust Ltd</b>	The historic environment is an important part of Bridgend CBC's area, and includes statutorily designated historic assets of both areas and structures, as well as non-designated historic assets. The range of these includes areas such as the Mesolithic flint scatters at Merthyr Mawr Warren, shrunken Medieval villages, and the historic core of Bridgend, with its Medieval bridge, castle and church, industrial minerals extractive and transporting landscapes, RAF Stormy Down, as well as information on isolated finds of all periods, all of which contribute to the distinctive heritage and current form of the area. We are also able to provide information on the policies and procedures that have been adopted for development in other local authorities: for Bridgend, eleven areas have been delineated as Archaeologically Sensitive Areas in an Archaeology and Archaeologically Sensitive Areas SPG which has been supplied to you in draft in 2017 and is awaiting approval. The historic environment should not be seen as any constraint to development, but viewed with the Well-being of Future Generations (Wales) Act, contribute substantially to the well-being goals relating to culture and community, and by understanding and enhancement to the remaining goals. The Draft Review Report notes in 2.2.11 that the Historic Environment (Wales) Act 2016 has become law, giving more effective protection to the historic environment in Wales. There is a suite of relevant supporting policy (Planning Policy Wales 9, 2016 Chapter 6: The Historic Environment, technical advice notes (TAN24: The Historic Environment) and best practice guidance,	The comments received from the Glamorgan Gwent Archaeological Trust Ltd are noted.	No change required to the Delivery Agreement.

	some of which is still emerging. Inclusion of these in a revised Plan would acknowledge current legislation and support current professional standards.		
<b>Natural Resources Wales</b>	<p>Thank you for consulting Cyfoeth Naturiol Cymru / Natural Resources Wales on the above LDP draft deliver agreement, which we received on 24 April 2018.</p> <p>We welcome the consultation, and we acknowledge the delivery agreement timescales. We would like to take the opportunity to offer our support, including informal engagement throughout the LDP review process.</p>	The comments received from Natural Resources Wales are noted.	No change required to the Delivery Agreement.
<b>National Grid</b>	National Grid has appointed Amec Foster Wheeler to review and respond to development plan consultations on its behalf. We have reviewed the above consultation document and can confirm that National Grid has no comments to make in response to this consultation.	The comments received from National Grid are noted.	No change required to the Delivery Agreement.
<b>Merthyr Mawr Community Council</b>	Thank you for providing the information regarding Bridgend Local Development Plan (2013) - Consultation on Draft Review Report & Draft Replacement Local Development Plan Delivery Agreement. This was noted by Merthyr Mawr Community Council during their meeting on Monday 14th May 2018. Merthyr Mawr Community Council are satisfied with the way the review is being undertaken at present.	The comments received from Merthyr Mawr Community Council are noted.	No change required to the Delivery Agreement.
<b>Welsh Water</b>	Thank you for consulting Welsh Water on the Draft Review Report. We have no specific comments to make on the content but are keen to be involved in the early stages of the Replacement LDP.	The comments received from Welsh Water are noted. The LPA will liaise with Welsh Water as part of the Replacement LDP process.	No change required to the Delivery Agreement.
<b>South Wales Police, Designing Out Crime Officer</b>	In respect of the above, I would like to pass comment at the appropriate time, as the Designing out Crime Officer for the Bridgend County Borough Council Area, to strengthen the subject topic of Community Safety within the Local Development Plan.	The comments received from South Wales Police (Designing Out Crime Officer) are noted. The LPA will liaise with South Wales Police on this issue as part of the Replacement LDP process.	No change required to the Delivery Agreement.
<b>Mrs M C Wilkins</b>	Bridgend County Borough is suffering from over intensification of large housing developments; this is putting a strain on our communities and causing the highway structure to become grid locked. The LDP is against over intensification of houses and this is adopted by Bridgend County Borough Council.	The comments received from Mrs M C Wilkins are noted. The Spatial Strategy will be reviewed as part of the Replacement LDP process.	No change required to the Delivery Agreement.
<b>Land Promotion</b>			

<b>Mr Stephen Blackwell</b>	Possible inclusion of land at Pentre Beili Farm.	<p>The draft DA consultation is not the appropriate stage in the Replacement LDP process for the submission of land for inclusion in the LDP.</p> <p>There will be a formal 'Call for Candidate Sites' consultation (8 weeks) during Stage 3 (Prep-Deposit Participation &amp; Consultation) of the Replacement LDP Process.</p>	No change required to the Delivery Agreement.
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<b>Officer Amendments</b>	
<b>1.</b>	<p>Paragraph 1.4.2 has been amended to show a degree of linkage between the SA (SEA), the Bridgend Well-being Plan (in accordance with the Well-Being of Future Generations (Wales) Act and Habitats Regulations Assessment (HRA).</p> <p><i>The SA, incorporating SEA, will therefore draw upon the Bridgend Local Well-being Plan (produced in accordance with the Well Being of Future Generations (Wales) Act – refer to Section 1.9) and will integrate where possible with a Wellbeing Assessment, Health Impact Assessment (HIA) and Habitats Regulations Assessment (HRA) that will also be prepared to support the Bridgend LDP Review.</i></p>
<b>2.</b>	<p>Paragraph 1.4.3 amended to read:</p> <p>a) The first bullet point regarding SA Scoping has been expanded to reference the statutory requirement to undertake SEA screening (as this is an LDP Review rather than a first LDP). The following amendment has been made so that this bullet point reads:</p> <p><b><i>A Sustainability Appraisal, incorporating Strategic Environmental Assessment, Scoping Report.</i></b> <i>This report will identify the need to undertake a SA, incorporating SEA, of the LDP Review and set out the proposed SA methodology and consultation arrangements. In doing so it will provide an overview of sustainability baseline data conditions and issues relevant to the Bridgend area, together with a review of other plans, policies, programmes and strategies which are likely to influence the LDP Review. The existing SA Framework adopted for the first Bridgend LDP will also be reviewed and updated as necessary to provide a robust mechanism for undertaking the SA, incorporating SEA, of new LDP proposals and policy options as they emerge. This report will be subject to consultation with the SEA Consultation Bodies before any substantive proposals or policy options are subject to consultation.</i></p> <p>b) For clarity the second and third has been combined into a single bullet point as follows:</p> <p><b><i>The Sustainability Appraisal (SA) Report:</i></b> <i>All substantive proposals and policy options for a replacement LDP will be subject to a proportionate level of SA, incorporating SEA. This will include assessment reasonable alternatives to preferred options and the SA will be carried out in accordance with the SA Framework and methodology defined through SA/SEA Screening and Scoping. The SA process will be reported within iterative SA Reports which</i></p>

	<p><i>will accompany the Preferred Strategy (LDP Pre-Deposit) and Pre-Deposit Documents, with the SA Report updated between these stages to reflect changes to the emerging LDP:</i></p> <ul style="list-style-type: none"> <li><i>o The SA Report for the Preferred Strategy will focus on assessing likely significant effects from the proposed LDP options, spatial strategy and strategic policies; and,</i></li> <li><i>o The SA Report for the LDP Pre-Deposit Document will assess likely significant effects from all substantive components of the LDP Deposit Document, including all proposed site allocations and policies.</i></li> <li><i>o Following the completion of an Examination regarding the LDP, all binding recommendations made by the Examination Inspector will be subject to SA, incorporating SEA, Screening, to determine whether they would give rise to any new or different likely significant effects not previously reported within the SA Report for the LDP Deposit Document. This SEA Screening will be documented within an SA Addendum.</i></li> </ul> <p>c) The final bullet point has been amended to make clear that the SA Adoption Statement will be published after the adoption of the revised LDP:</p> <p><b>A Sustainability Appraisal Post Adoption Statement</b> <i>will be published after the revised LDP is adopted. This will explain how sustainability considerations and the Sustainability Assessment, incorporating Strategic Environmental Assessment, have been taken into consideration in the production of the revised LDP.</i></p>
<p><b>3.</b></p>	<p>Amendment to Section 1.5 - the recommended changes outline the requirement for HRA with reference to the relevant EU Directive and the relevant Regulations for Wales. The Stages for HRA are set out in full but make it clear that there are particular circumstances for progression through the Stages for the LDP Review. In addition the revised text draws together the SA/SEA and HRA elements to state that these will take place concurrently.</p> <p><i>The requirement for Habitats Regulations Assessment (HRA) comes from the Habitats Directive, specifically Article 6(3), which requires that land use plans, including LDPs, are subject to a HRA Screening to determine whether any plan [or project] is likely to have a significant effect upon a European site, either alone, or in combination with other projects. In Wales, requirements for HRA, including for 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.</i></p> <p><i>The HRA process follows a series of Stages; these will be undertaken for the LDP Review, as necessary, to meet with the requirements of the Regulations:</i></p> <ul style="list-style-type: none"> <li><b>Stage 1 - HRA Screening:</b> <i>to determine whether the LDP Review is likely to have significant effects on European Sites;</i></li> <li><b>Stage 2 – Appropriate Assessment:</b> <i>If the HRA Screening indicates that the LDP Review is likely to have significant effects, a further level of assessment is needed to consider whether the LDP Review 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 are identified, the Appropriate Assessment should also consider mitigation measures to control the identified impacts, to avoid adverse effects on site integrity; and</i></li> <li><b>Stage 3 and 4 – Consideration of Alternatives and Imperative Reasons of Overriding Public Interest:</b> <i>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.</i></li> </ul> <p><i>The HRA process will be undertaken in conjunction with the SA (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 LDP Review, involving the consideration of all emerging policy and site options. Natural Resources Wales will be consulted throughout the HRA process.</i></p>

## Appendix 4 – Risk Assessment

<b>Risk</b>	<b>Potential Impact</b>	<b>Probability</b>	<b>Mitigation Measures</b>
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	Programme slippage	Medium	Realistic timetabling for each stage of plan preparation, adequate resources and careful project management

number of representations received or SA/SEA/HRA requirements).			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 <b>in progress</b> 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 be quashed in whole or in part by the Courts.	Medium	Ensure procedures, Act, Regulations etc., are complied with.

## Appendix 5 – Glossary of terms

<b>Adopted Plan</b>	The final version of the Local Development Plan.
<b>Adoption</b>	The final stage of Local Development Plan preparation where the LDP becomes the statutory development plan for the area it covers.
<b>Annual Monitoring Report (AMR)</b>	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.
<b>Candidate Site</b>	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.
<b>Community</b>	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
<b>Community Involvement Scheme (CIS)</b>	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.
<b>Consensus Building</b>	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
<b>Consultation</b>	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
<b>Council</b>	Bridgend County Borough Council
<b>Delivery Agreement (DA)</b>	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.
<b>Deposit</b>	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.
<b>Deposit Plan</b>	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.

<b>Duly Made</b>	Representations to the development plan which are made in the correct manner and within the specified consultation time period.
<b>Engagement</b>	A proactive process that seeks to encourage the involvement and participation of the community and other groups in the decision making process.
<b>Evidence Base</b>	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.
<b>Examination</b>	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.
<b>Habitat Regulations Assessment (HRA)</b>	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.
<b>Indicator</b>	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
<b>Inspector's Report</b>	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.
<b>Involvement</b>	Generic term relating to community involvement that includes both participation and consultation techniques.
<b>Local Development Plan (LDP)</b>	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.
<b>LDP Officer / Member Group</b>	A group of officers and Members of BCBC established to consider issues relating to the LDP which reports to the LDP Steering Group.
<b>LDP Steering Group</b>	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.
<b>Local Planning Authority (LPA)</b>	In the case of Bridgend County Borough, this is Bridgend County Borough Council.
<b>Objective</b>	A statement of what is intended, specifying the desired direction of change in trends.
<b>Participation</b>	A process rather than a single event that provides opportunity for direct engagement with the community and stakeholders to input into decision making.
<b>Planning Inspectorate</b>	The Wales branch of the Planning Inspectorate is an independent body that will be responsible for the formal examination of the LDP.
<b>Planning Policy Wales (PPW)</b>	Planning policy guidance for Wales produced by the Welsh Government is set out in this document
<b>Pre-Deposit</b>	Stages of preparation and consultation of the LDP before the Deposit Plan is finalised and approved by the Council.
<b>Preferred Strategy</b>	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.
<b>Press Releases</b>	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
<b>Regulation</b>	Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the LDP.
<b>Report of Consultation</b>	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.
<b>Representations</b>	Comments received in relation to the LDP, either in support of, or in opposition to.
<b>Review Report</b>	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.
<b>Scoping</b>	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.

<b>Soundness Tests</b>	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.
<b>Stakeholders</b>	People whose interests are directly affected by a LDP (and/ or Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
<b>Strategic Environmental Assessment (SEA)</b>	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".
<b>Strategic Development Plan (SDP)</b>	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.
<b>Submission</b>	When the LDP, SAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
<b>Supplementary Planning Guidance (SPG)</b>	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.
<b>Sustainability Appraisal (SA)</b>	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.
<b>Sustainability Appraisal Report (SAR)</b>	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.

<b>Timetable</b>	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.
<b>Well-being of Future Generations (Wales) Act (2015)</b>	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.
<b>Workshop</b>	Where members of the public have the opportunity to engage in group debates and practical exercises with a written or drawn 'output'.