

**Local Development Plan
Draft Delivery Agreement**

December 2020

CONTENTS

1. EXECUTIVE SUMMARY	2
2. INTRODUCTION	3
3. TIMETABLE	9
4. COMMUNITY INVOLVEMENT SCHEME	13
APPENDIX A: RLDP CONSULTATION BODIES	21
APPENDIX B: RLDP TIMETABLE	24
APPENDIX C: SUMMARY OF ENGAGEMENT FOR RLDP STAGES	25
APPENDIX D: RLDP RISK MANAGEMENT	26
APPENDIX E GLOSSARY	26
Table 1: Summary Timetable	9
Table 2: Planning Policy Team Structure	10
Table 3: Community Involvement timetable and proposed methods of engagement -Definitive Stages	20
Table 4: Community Involvement timetable and proposed methods of engagement - Indicative Stages	25

1. EXECUTIVE SUMMARY

- 1.1 The Local Development Plan (LDP) is about the future development of Newport, and the Council is keen to let everyone have a say in the development of the city. The first step has been to **agree a timetable** so people know when they can contribute, and when they can expect a response to their input. Chapter 3 sets out the Council's proposed timetable. Any individual or organisation can be involved in the shaping of the LDP, but community involvement is particularly encouraged through a **Community Involvement Scheme (CIS)**. More information on how the community can be involved is given in Chapter 4.

The Council is seeking your views on the matters set out in this Draft Delivery Agreement.

Please provide your comments before Xpm on X February 2021

A consultation response form is available to complete on the Council's website at www.newport.gov.uk/ldp or for a form to be sent to you please use one of the contact methods set out below.

- 1.2 A Local Development Plan has to be prepared according to the rules set down by Welsh Government. This means that the general soundness of the Plan will be decided by an independent inspector appointed by the Welsh Government. In setting out the process in this Delivery Agreement, maximum opportunity is given for input to the Plan and for consensus to be built as far as possible. It is important therefore to be involved early on and to put forward **your** views.
- 1.3 The inspector will be interested in all the evidence on each aspect of the Plan. The Plan cannot be prepared in a vacuum of course, and will need to take account of all relevant factors, including:
- existing development
 - the wider context, including neighbouring Authorities
 - planning policy guidance, regulations and other relevant plans and strategies from the Welsh Government
- 1.4 The Replacement Local Development Plan will be the key document for determining the sort of places in which we live, work and take our recreation. It will be a key means by which we look after the environment for the benefit of this and future generations. We hope that you will read this report and will take time to be involved in shaping the future of Newport: the city, the surrounding villages and countryside.
- 1.5 Please note that if you or your organisation are not already registered to be involved, you can do this through the Council's website: www.newport.gov.uk/ldp ,by email to ldp.consultation@newport.gov.uk , by telephoning 01633 656656 or by writing to the: Planning Policy Team, Room 707, Newport City Council, Civic Centre, Newport, NP20 4UR.

2. INTRODUCTION

2.1 The Newport Local Development Plan (LDP) was adopted by the Council on 27 January 2015 and sets out the Council's planning framework for the development and use of land in Newport over the period 2011 – 2026. To ensure that LDPs are kept up-to-date, local planning authorities are required¹ to commence a full review of their plans at least once every four years following plan adoption, or sooner if the findings of the Annual Monitoring Reports indicate significant concerns with a Plan's implementation. Newport City Council has produced a Draft Review Report that sets out the proposed type of review, i.e. full plan review, and those key factors for consideration for a replacement plan. Alongside the Review Report the Council is required to produce a Delivery Agreement which sets out the timetable and engagement strategy for the plan preparation. This Draft Delivery Agreement, once approved, will be submitted to Welsh Government and will be the basis for the production of Newport's replacement LDP. The replacement LDP will cover the period 2021-2036.

Purpose of a Delivery Agreement (DA)

2.2 This Delivery Agreement is an important part of the plan preparation process. It is an essential project management tool which sets out the processes of plan preparation, making clear the opportunities and methods of engagement required by legislation, regulations and Welsh Government guidance. It also sets out the resources and timescales involved. A glossary of terms can be found in Appendix 4. There are two key aspects to a DA:

1. Timetable

Setting out the preparation and adoption of the replacement LDP, Integrated Sustainability Appraisals, Annual Monitoring Reports and Supplementary Planning Guidance

2. Community Involvement Scheme (CIS)

Indicating how the Council will involve consultation bodies and the public in the preparation of the Plan

2.3 This document is the draft Delivery Agreement that has been made available for consultation. The document will be revised following the consultation period. Once the final draft is completed, this will be sent to Full Council for approval and following this, it shall be submitted to Welsh Government (WG) for agreement. Once agreed by WG, the Delivery Agreement will be made available on the Councils website and will be made available in hard copy at the Council's Information Station and/or the Newport Civic Centre (clearly indicated at the start of each key stage consultation).. A review of progress will be undertaken at each key stage of the replacement LDP (RLDP).

¹ Town and Country Planning (LDP) (Wales) Regulations 2005, as amended: S.41

Preparation of RLDP

- 2.4 In preparing the RLDP, the Council will aim to achieve the following key outcomes, in accordance with the Welsh Government LDP Manual (Edition 3, 2020):
- Support sustainable development and quality places based around the National Sustainable Placemaking Outcomes, being aligned with national policy set out in Planning Policy Wales (PPW) and integrated with an SA/SEA/HRA, including Welsh language and the requirements of the Well-being of Future Generations Act 2015.
 - Be based on and underpinned by early, effective and meaningful community involvement in order to understand and consider a wide range of views, with the aim of building a broad consensus on the spatial strategy, policies and proposals of the RLDP.
 - Be based on a robust understanding of the role and function of the Newport area including the functional linkages to areas beyond our administrative boundaries.
 - Be distinctive by having plans setting out clearly how Newport will develop and change, giving certainty for communities, developers and businesses.
 - Be resilient to climate change (using the latest UK climate projections, flood risk and vulnerability assessment data) and support the transition to a low carbon society in line with the latest carbon reduction targets and budgets as set out in the Environment (Wales) Act (Part 2). The principles of Placemaking, the Sustainable Transport Hierarchy and the Energy Hierarchy as set out in PPW must be adhered to.
 - Ensure the sustainable management of natural resources in accordance with the Environment (Wales) Act 2016 and other relevant legislation.
 - Deliver what is intended through deliverable and viable plans, taking into account necessary infrastructure requirements, financial viability and other market factors.
 - Be productive and responsive with plans, kept up-to-date and flexible to accommodate change.
- 2.5 The RLDP will be prepared with regard to a wide range of legislation, policies and other initiatives at the international, national, regional and local level. The Local Well-Being Plan (LWBP) will be of particular importance at the local level. The LWBP relates to the economic, social, environmental and cultural well-being of Newport and has clear links with the RLDP where it relates to land use planning.

Integrated Sustainability Appraisal & Habitat Regulations Assessment

- 2.6 An Integrated Sustainability Appraisal², (SA) incorporating Strategic Environmental Assessment³ (SEA) and Welsh Language Impact Assessment (LIA), is a statutory requirement of LDP preparation in order to assess the environmental, social and economic implications of the Plan's strategy and policies. The SA/SEA process is utilised to ensure that policies in the LDP reflect sustainable development principles and take into account the significant effects of the plan on the environment. SA, incorporating SEA, was an iterative process throughout the preparation of the adopted LDP and is reflected in the Plan's proposals and policies.

² Section 62 (6) Planning and Compulsory Purchase Act 2004

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

2.7 The Council will undertake an Integrated Sustainability Appraisal (ISA) as set out above but shall broaden the scope of this integrated assessment to ensure that it also captures a few other impact assessments. This approach will assess the contribution the RLDP can make to the Well-Being Goals and ensures a collaborative approach on a variety of issues, recognising links between them and avoiding duplication of work. This holistic and integrated approach will ensure that as well as the SA, SEA and LIA (noted above) the integrated assessment will include as a minimum an Equalities Impact Assessment (EIA), Health Impact Assessment (HIA) and a clear understanding of how the Welsh well-being goals are influencing the plan. For future reference, the Integrated Sustainability Appraisal should be considered to include the broader assessments as noted above. The ISA process will run concurrently with the plan making process and forms an iterative part of plan preparation.

2.8 The ISA will be undertaken as follows:

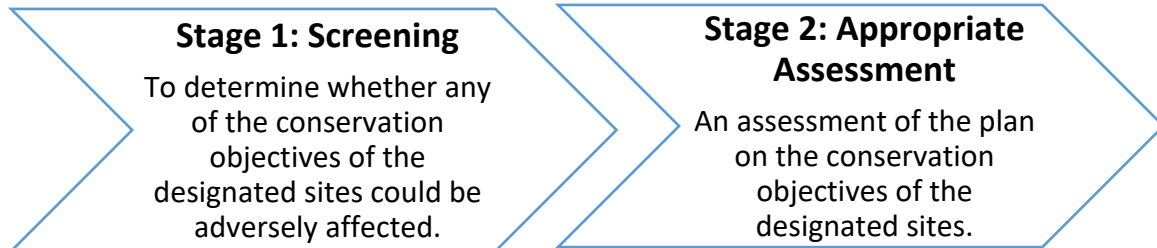
- An **Integrated Sustainability Appraisal Scoping Report** identifies the existing sustainability issues in the Newport area and provides baseline information along with a review of plans, policies, programmes and strategies. The existing SA indicators and objectives⁴ will be revised and updated as necessary. A revised Sustainability Framework will be produced.
- An **Initial Integrated Sustainability Appraisal Report (ISAR)** predicts and evaluates the effects of the LDP options, spatial strategy and strategic policies on the social, environmental and economic objectives as set out in the Scoping Report. The ISAR will be published at the same time as the Preferred Strategy and updated when the Deposit Plan is prepared.
- A **Final Integrated Sustainability Appraisal Report (SAR)**. This will bring together all elements of the ISA and take into account the binding recommendations of the Planning Inspector. The Final ISAR will be published following receipt of the Inspector's Report.
- An **Integrated Sustainability Appraisal Adoption Statement** will be published to explain how the sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of the RLDP.

2.9 In addition to the ISA process, there is a requirement for the Council to also undertake a **Habitat Regulations Assessment (HRA)** as part of the plan preparation process. The Habitats Directive⁹ requires that land use plans, including LDPs, are subject to an additional Habitats Regulations Assessment where there are sites of European significance for nature conservation purposes. Newport contains European nature conservation designated sites including the River Usk Special Areas of Conservation and

⁴ <https://www.newport.gov.uk/en/Planning-Housing/Planning/Planning-policy/Local-Development-Plan/Sustainability-appraisal.aspx>

The Severn Estuary Special Protection Area and RAMSAR⁵ site. Habitats Regulations Assessment will be undertaken alongside ISA to ensure an integrated approach to assessment.

- 2.10 There are two stages to a Habitat Regulations Assessment, both of which are only required if stage 1 concludes there is the potential for adverse effects:



- 2.11 It is intended that the process will again run concurrently with the Plan making process and form an iterative part of Plan preparation.

Evidence Base

- 2.12 The Review Report sets out the need to update and undertake evidence base assessments throughout the plan preparation period. It is anticipated that the following assessments will be required as part of the RLDP process:

- Population and Household forecasts
- Local Housing Needs Assessment
- Employment Land Review
- Affordable Housing Viability Assessment
- Gypsy and Traveller Accommodation Needs Assessment
- Strategic Flood Consequence Assessment
- Retail and Leisure Study
- Green Infrastructure Assessment
- Renewable Energy Assessment
- Landscape Assessment

- 2.13 Please note this is not a definitive list and additional evidence base update requirements may emerge as the RLDP process progresses.

⁵ A **Ramsar site** is a **wetland site** designated to be of international importance under the **Ramsar Convention**. The **Convention on Wetlands**, known as the **Ramsar Convention**, is an intergovernmental environmental treaty established in 1971 by UNESCO, which came into force in 1975

Well-being of Future Generations (Wales) Act 2015

2.14 The Well Being of Future Generations (Wales) Act (WCFG) gained Royal Assent in April 2015. The Act aims to make a difference to the lives of people in Wales in relation to seven well-being goals and sets out five ways of working, as set out in figure 1 below:

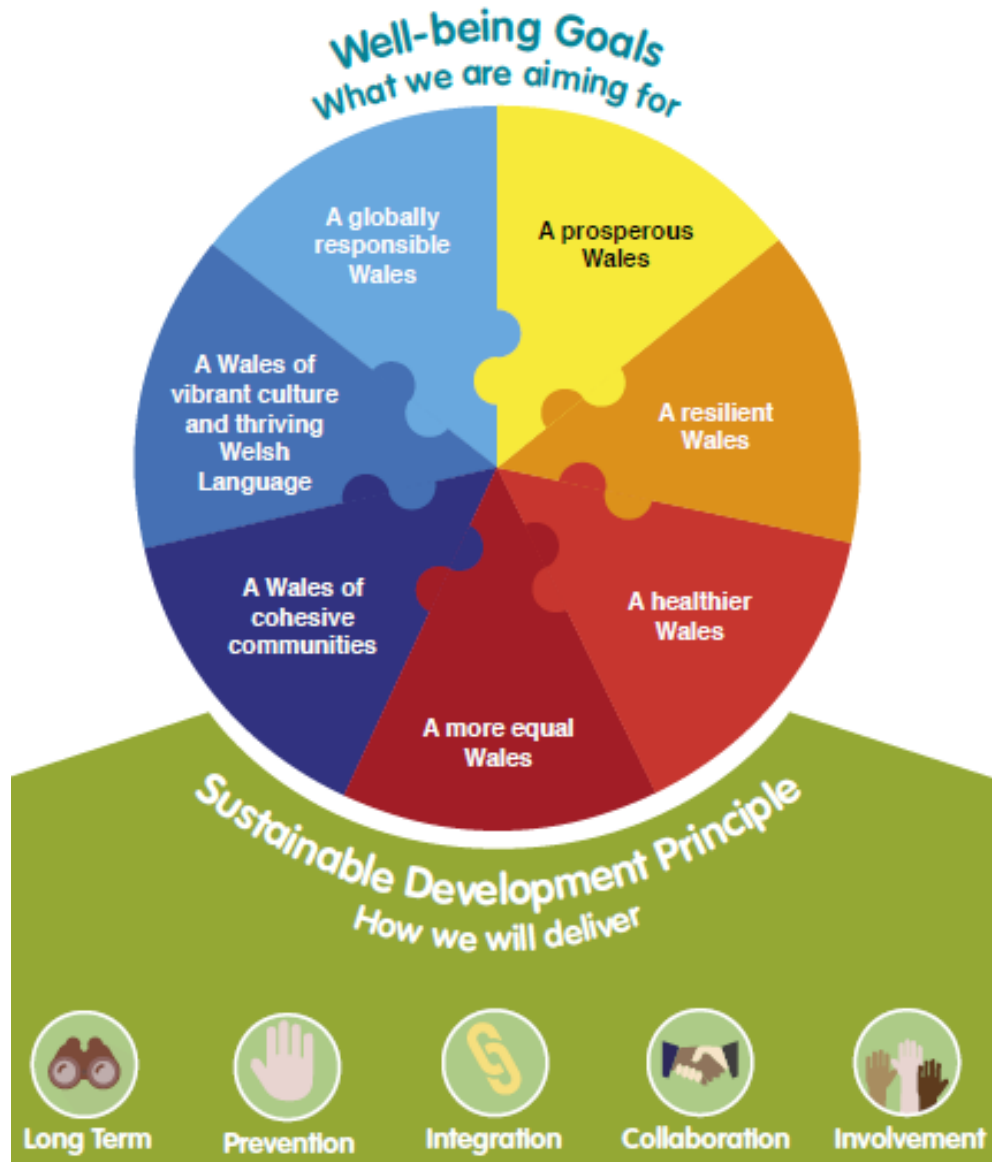
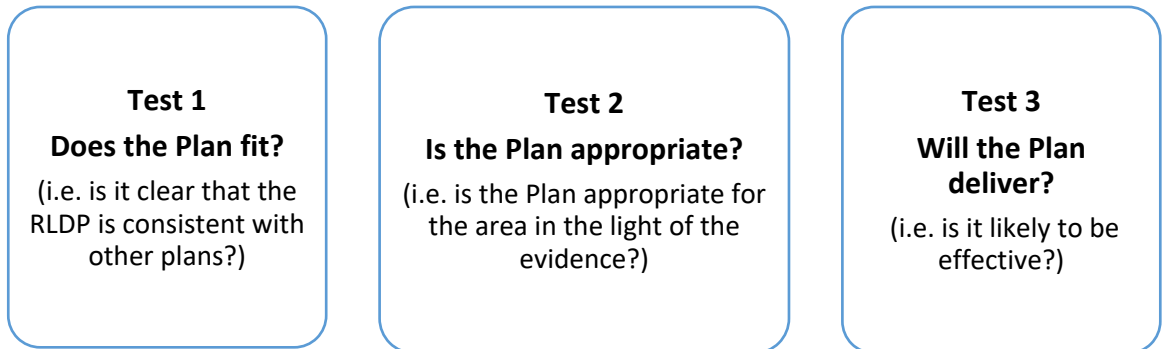


Figure 1: Well-Being Goals & Ways of Working

2.15 Given that sustainable development is the core underlying principle of the LDP (and ISA), there are clear associations between both the LDP and the WCFG Act. As a requirement of the Act, a Local Well-being Plan (LWBP) must be produced. This plan will look at the economic, social, environmental and cultural well-being of the city and will have clear links with the RLDP. The timescales for the development of an updated Well-Being Plan for Newport are anticipated to overlap and this will aid in the development of both plans. Both the WCFG Act and the LWBP will be considered fully throughout the preparation of the RLDP, which will follow the five ways of working.

Tests of Soundness

- 2.16 The Replacement LDP will be submitted to the Welsh Government for examination. An independent Inspector is appointed by the WG to undertake this examination to determine whether the Plan is fundamentally sound. ‘Soundness’ is an integral part of the LDP system and is an important principle by which it may be demonstrated as to whether the LDP shows good judgement and is able to be trusted. If the RLDP is found not to be sound, then the Welsh Government will require the Council to take necessary action to remedy the situation.
- 2.17 At examination, 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 tests⁶:



- 2.18 Following Examination, the Inspector will produce a report that sets out their findings and conclusions. The conclusions set out in the report will be binding and, unless the Welsh Government intervenes, the Council must accept the changes required by the Inspector and adopt the RLDP.

⁶ The tests of soundness can be found in the Welsh Government Local Development Plan Manual <https://gov.wales/development-plans-manual-edition-3-march-2020>

3. TIMETABLE

- 3.1. The Council must set out a timeline for plan preparation, setting out the various stages and documents and key stages of public consultation. The Welsh Government have set an expectation that a replacement LDP should not take longer than 3.5 years, plus one three-month slippage period. Newport has an adopted Local Development Plan (2015-2026) currently in operation and will continue to do so while the new plan (the replacement LDP) is prepared.
- 3.2. Table 1 sets out the key stages of plan preparation. A more detailed project plan is included in Appendix B. The timetable is split between Definitive and Indicative Stages. Stage 1-4 are noted as Definitive stages because the progression of these stages are in direct control of the Council. Every effort will be made to adhere to this timetable. Stages 5-8 are noted as indicative because these stages are dependent on various factors including the number of representations received during Deposit Plan consultation or the number of examination hearing sessions required. The Council has less control over these factors. Therefore, stages 5-8 will be reconsidered after reaching the Deposit stage of the plan where definitive timings will be prepared and submitted to the Welsh Government for agreement and publication.

Table 1: Summary Timetable

Key Stages		Definitive Timescales
Stage 1 Delivery Agreement	Public Consultation Full Council Approval and Submission to WG Approval from WG	January – March 2021 April 2021 May 2021
Stage 2 Pre- Deposit	Candidate Site Stage Consultation on Integrated Sustainability Appraisal Vision and Objective/Growth Options Prepare Preferred Strategy Full Council reporting Preferred Strategy	June – Sept 2021 June – August 2021 July 2021 – Jan 2022 Jan – July 2022 July 2022
Stage 3 Preferred Strategy	Public Consultation Prepare Deposit Plan Full Council reporting Deposit Plan	August - October 2022 January – August 2023 September 2023
Stage 4 Deposit Plan	Public Consultation Full Council approval for submission to WG	October – December 2023 April 2024
Indicative		Timescales
Stage 5	Submission	May 2024
Stage 6	Examination	June 2024
Stage 7	Inspector’s Report	January 2025
Stage 8	Adoption	February 2025
		Total Plan Preparation 3.5 years (plus 3 months slippage period)

Resources

- 3.3. The Development Services Manager will be responsible for the overall delivery of the RLDP, with the Planning Policy Manager responsible for the day-to-day project management. The Planning Policy Team will lead in the preparation and delivery of the RLDP with Member engagement and political reporting at appropriate stages.
- 3.4. The staff resources are set out in Table 2 below, approximately 90-95% of officer time will be dedicated to the RLDP to account for day to day involvement in liaison with colleagues in development management and also to account for regional working.
- 3.5. Additional time will be dedicated by the Head of Regeneration Investment and Housing and the Development Services Manager to the efficient delivery of the RLDP. It will also be necessary to call upon staff resources from other internal departments to assist in undertaking various evidence base updates/assessments. This is likely to include officer support from: Development Management, City Services, Policy and Partnership, Housing, Highways, Regeneration and Economic Development, Education, Democratic Services and Legal Services.

Table 2: Indicative⁷ Planning Policy Team Structure

Officer Job Title	Number of posts
Planning Policy Manager	1
Principal Planning Policy Officer	1
Senior Planning Policy Officer	1
Planning Policy Officer	1
GIS and Technician	1

- 3.6 The Council recognises that additional professional specialist services will also be required to progress and establish a robust evidence base to inform the RLDP. While it is anticipated that a considerable amount of evidence base work will be undertaken by NCC officers, the use of external consultants will be necessary, particularly in relation to highly technical/specialist elements of the evidence base. Financial resources have been secured accordingly.
- 3.7 It is important to note that work is on-going on a regional basis and collaboration with neighbouring authorities will continue to be fundamental to the preparation of the RLDP, particularly with regard to a joint evidence base, where appropriate. The South East Wales Strategic Planning Group (SEWSPG) is working towards a set of regionally agreed methodologies for key topic areas to ensure a consistent evidence base throughout the Cardiff Capital Region. In addition, Monmouthshire, Torfaen, Blaenau Gwent, Newport and Caerphilly Councils have jointly procured a number of joint evidence base studies and future work joint work with these authorities and Cardiff are anticipated.

⁷ Business Case for proposed structure currently being considered

3.8 A dedicated budget has been made available to progress the RLDP to adoption within the proposed timetable. It is anticipated that this will cover expenditure relating to all elements of preparation of the RLDP and the Independent Examination.

Risk management and Analysis

3.9 The proposed timetable is considered to be realistic and achievable having regard to:

- The scope of work understood to be involved in plan preparation, having regard to the WG regulations and guidance;
- The resources the Council has committed to plan preparation; and
- The current structure of the Council, its decision-making structures and meeting cycles.

3.10 While every effort will be made to avoid deviation from this timetable, it is acknowledged to be challenging. Appendix D identifies a number of potential risks, together with the Council's proposed approach to managing them.

Supplementary Planning Guidance (SPG)

3.11 The RLDP will contain sufficient policies to provide the basis for determining planning applications. However, SPG has an important supporting role in providing more detailed or site-specific guidance on the way in which 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.

3.12 Since the adoption of the current LDP, 23 supplementary planning guidance (SPG) documents have been produced to support key LDP policy areas. It is anticipated that the SPG topic list below will continue to be relevant and necessary. Where these can be updated or revised as part of LDP process, to reflect the changes to the RLDP and its evidence base, this will be done. However, it is important to note that the SPG linked to the RLDP cannot be formally adopted until after the Inspector's Report has been received and there are no changes to the policy approach set out in the RLDP. It is not anticipated that any new or additional SPG will be prepared in parallel with the RLDP due to challenging timescales.

- | | |
|--|--|
| • Planning Obligations SPG | • Mineral Safeguarding SPG |
| • Affordable Housing SPG | • Outdoor Play Space Provision SPG |
| • Archaeology and Archaeologically Sensitive Areas SPG | • Trees, Woodland, Hedgerows and Development Sites SPG |
| • Wildlife and Development SPG | • Air Quality SPG |
| • House Extensions and Domestic Outbuildings SPG | • Caerleon Conservation Area Appraisal SPG |

- New Dwellings SPG
- Flat Conversions SPG
- Waste Storage and Collection SPG
- Parking Standards SPG
- Housing in Multiple Occupation SPG
- Draft Shopfront Design SPG
- Sustainable Travel SPG
- Security Measures for Shopfronts and Commercial Premises SPG
- Stow Park **Conservation Area Appraisal** SPG
- Clytha **Conservation Area Appraisal** SPG
- The Shrubbery **Conservation Area Appraisal** SPG
- Draft City Centre Conservation Area Appraisal SPG
- Draft St Woolos Conservation Area Appraisal SPG

Monitoring and Review

3.13 The Council will continue to monitor and review progress of the RLDP against the requirements of the Delivery Agreement to ensure the timetable is being kept to and the public engagement as set out in the CIS is being met. As noted in paragraph 3.1, the timetable allows for a marginal degree of flexibility, however, any significant amendments to the DA will require approval by the Council prior to Welsh Government agreement. The DA may need to be amended if the following circumstances, which are beyond the LPA's control, occur during the preparation of the revised LDP:

- Significant change to the resources available to undertake preparation of the RLDP.
- Preparation of the RLDP falls behind schedule by more than 3 months at a key stage.
- Significant changes to Legislation directly affecting the RLDP preparation process.
- Any other circumstances that will materially affect the delivery of the RLDP.
- Significant changes to the Community Involvement Scheme.

3.14 An updated timetable will be submitted to WG following the Deposit stage. This will provide greater certainty on the timescale for the remaining stages (currently set out as indicative stages in Table 1). This indicative part of the timetable will be redefined within three months of the close of the formal Deposit period and will be submitted to WG for agreement.

4. COMMUNITY INVOLVEMENT SCHEME

- 4.1 The Community Involvement Scheme (CIS) sets out how the Council proposes to proactively involve the community and other stakeholders in the preparation of the Replacement Local Development Plan (RLDP). Whilst it is the responsibility of the Council to produce the RLDP, one of the aims of the development plan system is to produce a plan based on effective community involvement. This process of building consensus on the context of the RLDP is a key aspect of this CIS and the five ways of working prescribed by the Well-Being of Future Generations Act. The following section sets out the ways in which you and other interested parties can influence the RLDP. The opportunities for involvement for each key stage of the plan preparation process are set out below; this should be read in conjunction with the timetable set out in Chapter 3 and Appendix 1).
- 4.2 Welsh Government set out in 2011 a set of ten national principles for public engagement. They are a set of non-statutory principles and are designed to provide guidance when undertaking the engagement and participation process. They are an overarching set of principles aimed at public service organisations across all sectors in Wales. The Principles for Public Engagement for Wales are:

1. Engagement is effectively designed to make a difference
2. Encourage and enable everyone affected to be involved, if they so choose
3. Engagement is planned and delivered in a timely and appropriate way
4. Work with relevant partner organisations
5. The information provided will be jargon free, appropriate and understandable
6. Make it easier for people to take part
7. Enable people to take part effectively
8. Engagement is given the right resources and support to be effective
9. People are told of the impact of their contribution
10. Learn and share lessons to share the process of engagement

It is considered appropriate to utilise these principles in the preparation of the RLDP. This is reflected in this document and engagement will take place in accordance with the guidelines set out in this CIS.

Who will we involve?

- 4.3 Effective involvement of people and communities and collaboration with other organisations are two of the five ways of working set out in the Well-Being of Future Generations Act and are a key aspect in the preparation of the RLDP. The Council will seek to involve the following groups in the plan preparation:

Members of the public, businesses, landowners, developers and agents

- 4.4 The Council has a RLDP database which is being maintained to include details of any parties who have requested to be kept informed of the Replacement LDP process. This database allows contact with groups beyond those set out in regulations.
- 4.5 Extensive engagement will be undertaken at each key stage of the RLDP process. Efforts will be made to engage with communities, businesses, local organisations, landowners, and

developers to ensure a broad range of feedback. We shall engage with a variety of interest groups including community councils, the citizens panel, chambers of commerce, planning agents, prospective developers and groups including local wildlife trusts, community groups and young people.

- 4.6 The call for candidate sites will provide the opportunity for those who have an interest in land to submit sites to be considered for development. We will be making one formal call for candidate sites and all candidate sites will need to be submitted via a standardised form. The forms contain the criteria required to assist in the assessment of the suitability of sites for inclusion as potential allocations in the RLDP. Accordingly, all submissions must be made at the appropriate time, the dates of which will be advertised extensively using the methods set out below.
- 4.7 The RLDP database automatically keeps a record of any party who has provided representations to the RLDP process. By providing representations or requesting to be added to the database those parties are giving their consent for their details to be held by the Council for the RLDP process. If you would like to be added to the RLDP database, please contact the planning policy team using the details set out in section 4.22.

Elected Members

- 4.8 Newport elected members will play an important role in the RLDP process by, informing the policy team of issues and opportunities within Newport and their local areas as well as continuing to represent their local communities. Consequently, member seminars will be undertaken where appropriate, anticipated to be at the key stages of the RLDP development.

Community Councils

- 4.9 Community Councils play a key role in disseminating information within their local area and will be a key link in effective involvement within their local areas. Community Councils will be consulted at every stage of the RLDP process and they are encouraged to take this opportunity to raise awareness of this to their local communities. Community Councils are also a source of information for RLDP development and are also encouraged to provide issues and opportunities for their areas including any land use based aspirations.

Partnership groups

- 4.10 Liaison with Newport's Public Service Board⁸ will be of particular importance to ensure that the RLDP aligns with the Local Well-Being Plan. The PSB also represents a broad coverage of interested parties and their involvement in the RLDP process will aid the RLDP through the provision of data and evidence base as well as broadening the scope of engagement with parties that have had limited or no contact with the development plan process in the past, but with an interest in Newport.

Additional Consultation Bodies

⁸ <http://www.newport.gov.uk/oneNewport/Well-being-of-Future-Generations-Act/Public-Services-Board.aspx>

4.11 Appendix A provides a list of the specific and general consultation bodies⁹ along with UK Government departments and other consultees. The specific consultees comprise of the Welsh Government and those bodies with specific functions that apply to the revised Plan area, for example the Aneurin Bevan Health Board. The Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests. These consultation bodies will be engaged throughout the RLDP process at each of the formal stages and informally, as appropriate.

Hard to Reach Groups

4.12 Hard to reach groups and those that are seldom heard are those groups who have not taken part traditionally in the plan preparation process. Additional effort will therefore be required to ensure these groups are engaged in the RLDP process. A flexible approach will need to be undertaken in relation to engagement with these groups, albeit within the parameters of the specified participation/consultation periods. Engagement with these groups may be achieved by using existing partnerships and groups wherever possible. It is nevertheless recognised that the very principle of a hard to reach group is that they may not be involved in existing groups and that this may not therefore always be achievable. Trusted intermediaries will also be used, as appropriate, in order to gain the views of particular groups of people who do not have the confidence to engage directly in the process.

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

- Young People – Newport’s Youth Council will be invited to participate as appropriate in the RLDP process. The RLDP covers a fifteen-year period and as such the plan is as relevant and will have a direct impact on young people. It is therefore considered key that the voices of young people are heard so that they can share their views on their local area.
- Disabled People – we will seek to engage with an appropriate stakeholder group(s) at relevant stages, in order to gain the views of those living with disabilities in Newport.
- Gypsy and Travellers – we will seek to engage with an appropriate stakeholder group(s) at relevant stages to ensure the gypsy and travelling community are suitably engaged.
- Black and Minority Ethnic (BME) People – we will seek to engage with appropriate BME stakeholder group(s) are suitably engaged at relevant stages of the plan.

4.14 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

⁹ Those Specific and General Consultation bodies as set out in LDP Regulations.

includes (but is not exclusive to) those seeking affordable housing in the County, agricultural related development, small/self-build house-builders and small and medium-sized enterprises. Accordingly, we will endeavour to reach out to these groups by utilising existing mutual points of contact wherever possible.

How will we involve you?

4.15 We will seek to publicise the RLDP process at every stage and reach as much of the community as possible, as set out in the section above, to inform people about the RLDP stage and how they can get involved. This will be done by:

- Direct contact (i.e. by letter or e-mail, the preference of which as indicated by the stakeholder through consultation, together with language preference).
- Via Newport Council's Social Media Accounts and use of Bus wifi.
- Engagement with Members through specific workshops, Member drop-in sessions and in reports to appropriate Council meetings.
- Making use of existing networks such as Newport's Citizens Panel, Youth Council, Cohesive Communities Team.
- All RLDP information and documents will be made available on the Council's website.
- Deposit of documents at the Council's Information Station and or Civic Centre.
- Press releases where appropriate, including the use of Newport Matters.
- Public information exhibitions, engagement sessions and meetings will be undertaken face to face when possible when taking into account Welsh Government guidance on such matters. Virtual engagement and consultation via web based technological tools such as webinars will also be utilised.

Welsh Language and Bilingual engagement

4.16 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 (2017-2022) which sets out a vision that 'the people of Newport can use Welsh in all parts of life'. The requirements of both the corporate strategy and Welsh Language Standards will be maintained at each stage of the RLDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh.
- All comments forms, public notices will be bilingual. Stakeholders on the RLDP database will be sent RLDP correspondence in their preferred language.
- Any pages on the Replacement Local Development Plan website and social media posts will be bilingual.

What we expect from you

- 4.17 In order to ensure any comments and representations on the RLDP are considered, they must be submitted within the prescribed timescales. Chapter 3 of this 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 RLDP preparation process.
- 4.18 It is also of importance that you notify the Planning Policy team should your contact details change during the RLDP process in order for us to keep you fully informed of progress. With regard to Candidate Sites, it is noted that land ownership changes may also occur during the process and it is imperative that these are communicated to the Planning Policy Team in order to ensure progress is not delayed.

Building Consensus

- 4.19 The Council will seek to build consensus through the various engagement and consultation methods set out within the CIS. Consensus building can only be achieved if the community and other interested parties are kept fully informed and effectively engaged throughout the preparation of the RLDP, which will be of particular importance in the early stages of plan preparation. It is nevertheless recognised that there will be occasions where consensus cannot be achieved and a difference in opinion between certain parties occurs. A clear audit trail of decisions will be maintained in order to ensure that there is transparency in the decision making process, and, to provide assurances to those that disagree, that the decisions have been made in an informed and balanced way.

Late Representations

- 4.20 The RLDP preparation process is subject to statutory and non-statutory consultation periods which have defined periods for representations to be made. Responses are required to be submitted to the Council 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. In exceptional circumstances 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. Please use the contact details set out below to inform us of any such event. The timescale to produce the RLDP continues to be challenging, the acceptance of late representations could result in further delay which would not be acceptable.

Availability of Documents

- 4.21 The RLDP documents will be made available at each of the relevant stages. All documents will be available electronically on the Planning Policy pages of the Council's website at <http://www.newport.gov.uk/ldp>. The RLDP webpage will have a link to online consultation forms which can be used to make and view representations on various documents relating to the Plan. In addition to online availability, the documents will also be available in paper copy

at the Council's Information Station and/or the Newport Civic Centre (clearly indicated at the start of each key stage consultation). As a result of the Covid-19 pandemic and potential future lockdown situations, it might be necessary to book appointments to view a paper copy. The location of paper copies and the process for viewing them will be clearly set out at the start of any consultation.

Our Contact Details

- 4.22 For more information on the Replacement Local Development Plan please visit www.newport.gov.uk/ldp
- 4.23 If you would like to contact a member of the Planning Policy Team, please use one of the following methods:
- **Email:** ldp.consultation@newport.gov.uk
 - **Telephone:** 01633 656656
 - **Post:** Planning Policy, Newport City Council, Civic Centre, Newport, NP20 4UR

Timetable and proposed Method of Engagement

- 4.24 Tables 3 & 4 sets out the detailed timetable for community engagement and the proposed engagement methods for the key stages in the RLDP preparation process. The list is not exhaustive and may be adapted to ensure the community and stakeholders are suitably involved at each stage. The proposed methods of engagement will vary dependent on the stage of plan preparation, subject matter, preference of those involved and the resources available at the time, recognising that the proposed timetable and methods should not hinder plan preparation.
- 4.25 Figure 1 sets out a summary of the process and indicates where engagement will occur, and feedback provided. It is worth noting that each stage of the RLDP process influences the next stage. The Integrated Assessment work informs and influences the output of each stage.

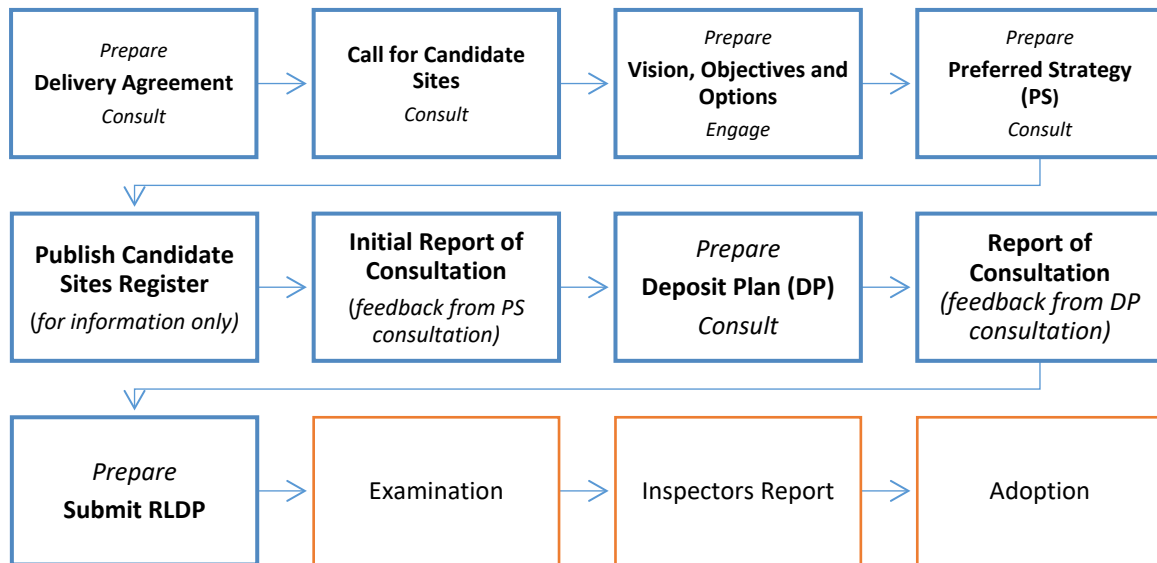


Figure 2: Summary of RLDP process, including engagement and feedback points

4.26 In light of the Covid-19 pandemic, method of engagement will need to reflect the Coronavirus Regulations (2020) and Ministerial advice. Should restrictions still be in place during a key consultation stage, arrangements will need to be made to ensure social distancing measures and other adjustments can be put in place when conducting public engagement events to ensure the safety of our colleagues and our communities. The use of digital involvement options to provide communities with information and the ability to engage with the RLDP in a virtual manner will be utilised. Details of the nature of each consultation period and the arrangements for the methods for engagement will be made clear on the Council’s website and correspondence sent to those on the RLDP database. It is anticipated that a mixture of public event and virtual engagement mechanisms will be utilised throughout the plan preparation process.

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Table 3: Community Involvement timetable and proposed methods of engagement -Definitive Stages

Key Stage	Purpose	Consultation Period	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs ¹⁰
Delivery Agreement	To set out timetable for plan preparation and process and methods of community engagement	January 2021 – March 2021	<ul style="list-style-type: none"> ▪ Specific Consultation Bodies ▪ General Consultees ▪ Registered LDP database ▪ Elected Members ▪ Community Councils ▪ General Public ▪ Public Service Board 	<ul style="list-style-type: none"> • Email • Letter • Website • Social Media • Press Release 	<ul style="list-style-type: none"> • Draft DA approval for consultation Cabinet Dec 2020 • DA approval for submission to WG 2021 	2005 Regs: 9 & 10 2015 Regs: 2 (5)
Review and Update Evidence Base	To inform the RLDP strategy and policy framework	Any update or new evidence base will be reported and made available for comment at the Growth Options, Preferred Strategy and	<ul style="list-style-type: none"> ▪ Local Authority Departments ▪ Members ▪ Neighbouring LPAs ▪ Consultants ▪ Statutory Consultees 	<ul style="list-style-type: none"> • Email • Letter • Website • Social Media • Press Release • Workshops/Meetings 	<ul style="list-style-type: none"> • RLDP AMR • RLPD Topic Papers • Technical Reports and Studies 	2005 Regs: 11

¹⁰ The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 & 2015

Newport City Council - Draft Delivery Agreement 2020

Key Stage	Purpose	Consultation Period	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs ¹⁰
		Deposit Plan stage (see below)				
Call for Candidate Sites	To establish land availability, by establishing those areas which landowners are seeking to release land for development in order to identify potential development sites	June 2021-August 2021	<ul style="list-style-type: none"> ▪ All representors within the RLDP database, including ▪ Landowners ▪ Agents ▪ Developers ▪ HBF ▪ Federation of Small housebuilders ▪ General Public 	<ul style="list-style-type: none"> ▪ Email ▪ Letter ▪ Website ▪ Social Media ▪ Press Release 	<ul style="list-style-type: none"> ▪ Candidate Sites Register 	2015 Regs: 2 (1)
Review and Update ISA ¹¹ baseline and framework	To update the baseline information and define a new ISA framework	June 2021-August 2021	<ul style="list-style-type: none"> ▪ All representors within the RLDP database, including ▪ Specific Consultation Bodies ▪ Neighbouring Authorities ▪ SA/SEA consultees 	<ul style="list-style-type: none"> ▪ Email ▪ Letter ▪ Website ▪ Social Media ▪ Press Release ▪ Workshop/Meeting 	<ul style="list-style-type: none"> ▪ Report as part of ISA Scoping Report (see below) 	

¹¹ Integrated Sustainability Appraisal, see section 2.6 for further details

Newport City Council - Draft Delivery Agreement 2020

Key Stage	Purpose	Consultation Period	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs ¹⁰
<ul style="list-style-type: none"> Review Vision, Issues and Objectives Develop Growth Options ISA and HRA scoping work to be reported as part of ISAR (see below) 	To develop consensus on options including growth levels and spatial distribution to inform the Preferred Strategy (see below)	July 2021- January 2022		<ul style="list-style-type: none"> Email Letter Website Social Media Press Release Workshops/Meetings 	<p>Documentation made available on the Council's website.</p> <p>Draft Preferred Strategy and Initial Integrated Assessment Report and Initial HRA Scoping Report.</p>	2005 Regs: 14
Preferred Strategy Consultation	To enable anyone to make representations to the Councils pre-deposit document	August 2022 – October 2022	<p>All representors within the RLDP database, including</p> <ul style="list-style-type: none"> Specific and General Consultation Bodies Neighbouring Authorities General Public Hard to Reach Groups Community Councils 	<ul style="list-style-type: none"> Email Letter Website Social Media Press Release Exhibitions/ Workshops/ Meetings 	Initial Consultation Report	<p>2005 Regs: 15 &16</p> <p>2015 Regs:16A</p>

Newport City Council - Draft Delivery Agreement 2020

Key Stage	Purpose	Consultation Period	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs ¹⁰
			<ul style="list-style-type: none"> Public Service Board 			
Initial Integrated Sustainability Appraisal Report (IASR) and HRA Scoping Report Consultation	To enable anyone to make representations to the Council's Scoping Report and ISAR	August 2022 – October 2022	All representors within the RLDP database, including <ul style="list-style-type: none"> Specific and General Consultation Bodies SA/SEA Statutory Consultees Neighbouring Authorities General Public Hard to Reach Groups Community Councils Public Service Board 	<ul style="list-style-type: none"> Email Letter Website Social Media Press Release Workshops/ Meetings 	Initial Consultation Report	2005 Regs: 15 & 16 2015 Regs: 16A
Deposit Plan Consultation	To enable anyone to make representations to the Council's Replacement Deposit LDP and consider any	October 2023- December 2023	All representors within the RLDP database, including <ul style="list-style-type: none"> Specific and General Consultation Bodies 	<ul style="list-style-type: none"> Email Letter Website Social Media Press Release Workshops/ Meetings 	Hard copies of representations placed in Information Station and or Civic Centre and made available on Councils website Updated Consultation Report	2005 Regs: 17, 18 & 19

Newport City Council - Draft Delivery Agreement 2020

Key Stage	Purpose	Consultation Period	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs ¹⁰
	representations made on Deposit Plan		<ul style="list-style-type: none"> • Neighbouring Authorities • General Public • Hard to Reach Groups • Community Councils Public Service Board			
Integrated Sustainability Appraisal Report (IASR) and HRA Report Consultation	To enable anyone to make representations to the Councils ISAR and HRA Report and consider any representations made on ISAR and HRA reports	October 2023- December 2023	All representors within the RLDP database, including <ul style="list-style-type: none"> • Specific and General Consultation Bodies • SA/SEA Statutory Consultees • Neighbouring Authorities • General Public • Hard to Reach Groups • Community Councils • Public Service Board 	<ul style="list-style-type: none"> • Email • Letter • Website • Social Media • Press Release • Workshops/ Meetings 	Hard copies of representations placed in Information Station and or Civic Centre and made available on Councils website Updated Consultation Report	2005 Regs: 17, 18 & 19

Newport City Council - Draft Delivery Agreement 2020

Table 4: Community Involvement timetable and proposed methods of engagement - Indicative Stages

Key Stage	Purpose	Anticipated Timescale	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs
Submission of RLDP to WG for examination	To enable examination of RLDP	May 2024	All representors within the RLDP database, including specific and general consultation bodes. Elected Members	<ul style="list-style-type: none"> Email/Letters Website Copies of relevant supporting documents available at the Information Station and or Civic Centre and on the Councils website 	Submission to WG for examination	2005 Regs: 22 2015 Regs: 2 (17)
Independent Examination: <ul style="list-style-type: none"> Notification of Independent Examination Pre Examination Meeting Consideration of all representation to ethe RLDP MACs 	<ul style="list-style-type: none"> To ensure that interested parties are aware that an Independent examination of the RLDP is taking place To advise on examination procedure To provide an impartial planning view on the soundness of 	June 2024 – September 2024	<ul style="list-style-type: none"> All representors within the RLDP database, including specific and general consultation bodes. Elected Members All those interested parties that have made representations at the Deposit State of the RLDP. 	<ul style="list-style-type: none"> Email/Letter Notice placed on website Round Table Discussions Formal Hearing sessions (if requests and agreed by Inspector Written submissions 	Statements of Common Ground and papers as necessary Inspectors Report	2005 Regs: 23

Newport City Council - Draft Delivery Agreement 2020

Key Stage	Purpose	Anticipated Timescale	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs
	the RLDP, and the representations made in respect of it					
Publication of Inspector's Report <ul style="list-style-type: none"> Inform interested parties of receipt and publication of Inspector's report 	To make the Inspector's Report of the examination of the RLDP publicly available	January 2025	All representors within the RLDP database, including <ul style="list-style-type: none"> Specific and General Consultation Bodies Neighbouring Authorities General Public Elected Members Public Service Board 	<ul style="list-style-type: none"> Council Website Formal notification by email/letter Press Release 	Binding Inspector's Report	2005 Regs: 24
Publication of Environmental Reports	Identifying any adjustments arising from the Examination	January 2025	All representors within the RLDP database, including <ul style="list-style-type: none"> Specific and General Consultation Bodies Neighbouring Authorities 	<ul style="list-style-type: none"> Council Website Formal notification by email/letter Press Release 	Environmental Reports	2005 Regs: 25 2015 Regs: 2 (19)

Newport City Council - Draft Delivery Agreement 2020

Key Stage	Purpose	Anticipated Timescale	Who will be involved	Method of engagement	Outcomes / Reporting Method	LDP Regs
			<ul style="list-style-type: none"> • General Public • Elected Members • SA/SEA statutory consultees • Public Service Board 			
<p>Adoption of RLDP</p> <p>The adoption of the RLDP is to take place within 8 weeks of receipt of the Inspectors Report</p> <p>This will include publication of a ISA adoption statement</p>	To inform stakeholders of adoption	February 2025	<p>All representors within the RLDP database, including</p> <ul style="list-style-type: none"> • Specific and General Consultation Bodies • Neighbouring Authorities • General Public • Elected Members • Public Service Board 	<ul style="list-style-type: none"> • Council Website • Formal notification by email/letter • Press Release 		<p>2005 Regs: 25</p> <p>2015 Regs: 2 (19)</p>

APPENDIX A: RLDP CONSULTATION BODIES

Specific consultation bodies

(as defined in LDP Regulations 2, including UK Government Departments)

A1.1 The Council will consult the following specific consultation bodies at all stages in the preparation of the RLDP.

- Welsh Government (Planning Division will co-ordinate consultations)
- Natural Resources Wales
- Cadw
- Network Rail infrastructure Ltd
- Office of Secretary of State for Wales
- Telecommunication Operators – EE, Vodafone and O2, BT Virgin Media, Mobile Operators Association
- Aneurin Bevan Health Board
- Gas and Electricity Licensees – National Grid, Wales & West Utilities, Western Power Distribution, British Gas and SSE
- Sewerage and Water undertakers – Dwr Cymru/Welsh Water
- Department for Transport (including Secretary of State for functions previously exercised by the Strategic Rail Authority)
- UK Government Departments – Department of Business, Energy and Industrial Strategy
- Home Office
- Ministry of Defence

Neighbouring Local Authorities:

- Caerphilly County Borough Council
- Cardiff City Council
- Monmouthshire County Council
- Torfaen County Borough Council

Community Councils:

- Bishton Community Council
- Coedkernew Community Council
- Goldcliff Community Council
- Graig Community Council
- Langstone Community Council
- Llanvaches Community Council
- Llanwern Community Council
- Marshfield Community Council
- Michaelston-y-fedw Community Council
- Nash Community Council
- Penhow Community Council
- Redwick Community Council
- Rogerstone Community Council
- Wentlooge Community Council

General Consultation Bodies:

A 1.2. The Council will consult the following general consultation bodies, where appropriate, in accordance with the delivery agreement. The List is not exhaustive and may be added to as appropriate:

a) Voluntary Bodies whose activities benefit any part of the authority's area:

- Gwent Association of Voluntary Organisation
- Caerleon Civic Society
- Campaign for the Protection of Rural Wales, Newport and Valleys Branch
- Citizens Advice Bureau Newport City Council
- Duffryn Community Link
- Echo Stow Hill
- Friends of the Earth Cymru
- Gwent Ornithological Society
- Gwent Wildlife Trust
- Fields in Trust
- Newport Civic Society
- Pentrepoeth Action Group
- Planning Aid Wales
- Severn Estuary Partnership
- Sustrans
- The Ramblers' Association
- The Royal Society for the Protection of Birds
- Always Community Association
- Wildlife in Newport Group

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

- South East Wales Racial Equality Council
- Gypsies and Travellers Wales
- Travelling Ahead
- Black Environment Network
- Gwent Education Minority Ethnic Service

c) Bodies which represent the interest in different religious groups in the authority's area:

- Churches in Newport
- Community Connector Service – Faith Groups

d) Bodies which represent the interest of disabled persons in the authority's area:

- Disability Wales
- Newport Access Group
- Guide Dogs for the Blind Organisation
- Mind Cymru
- Gwent Association for the Blind
- Royal National Institute for Deaf People

- Wales Council for Deaf People
- Wales Council for the Blind
- Wales Council for the Disabled

e) Bodies which represent the interest of people carrying out business in the authority's area:

- Newport and Gwent Enterprise Agency
- South East Wales Energy Agency
- Business in the community
- Charter Housing
- Pobl
- Linc Cymru
- Newport City Homes
- Coleg Gwent
- University of South Wales
- Farmers Union Wales
- Federation of Master Builders
- Home Builders Federation
- Local Transport Operators
- South Wales Chamber of Commerce
- Newport Chamber of Trade
- Mineral Products Association
- Confederation of British Industry (Wales)
- Welsh ICE

f) Bodies which represent the interest of Welsh culture in the authority's area:

- Glamorgan Gwent Archaeological Trust
- Arts Council of Wales
- National Museum of Wales
- Newport Museum
- Friends of Newport Ship
- National Trust
- National Roman Legion Museum
- Royal Commission for Ancient Monuments
- Stow Park Conservation Society

g) Bodies which represent the interest of difference age groups in the authority area:

- Age Cymru
- 50+ Forum
- Newport Carers Forum
- Newport Youth Council
- Yr Urdd

h) Bodies which represent the interest of lesbian, gay, bisexual, and transgender groups in the authority's area:

- Umbrella Cymru

- Stonewall Cymru

i) Bodies which represent the interest of Welsh language in the authority's area:

- Welsh Language Forum
- Menter Iaith Caesnewydd

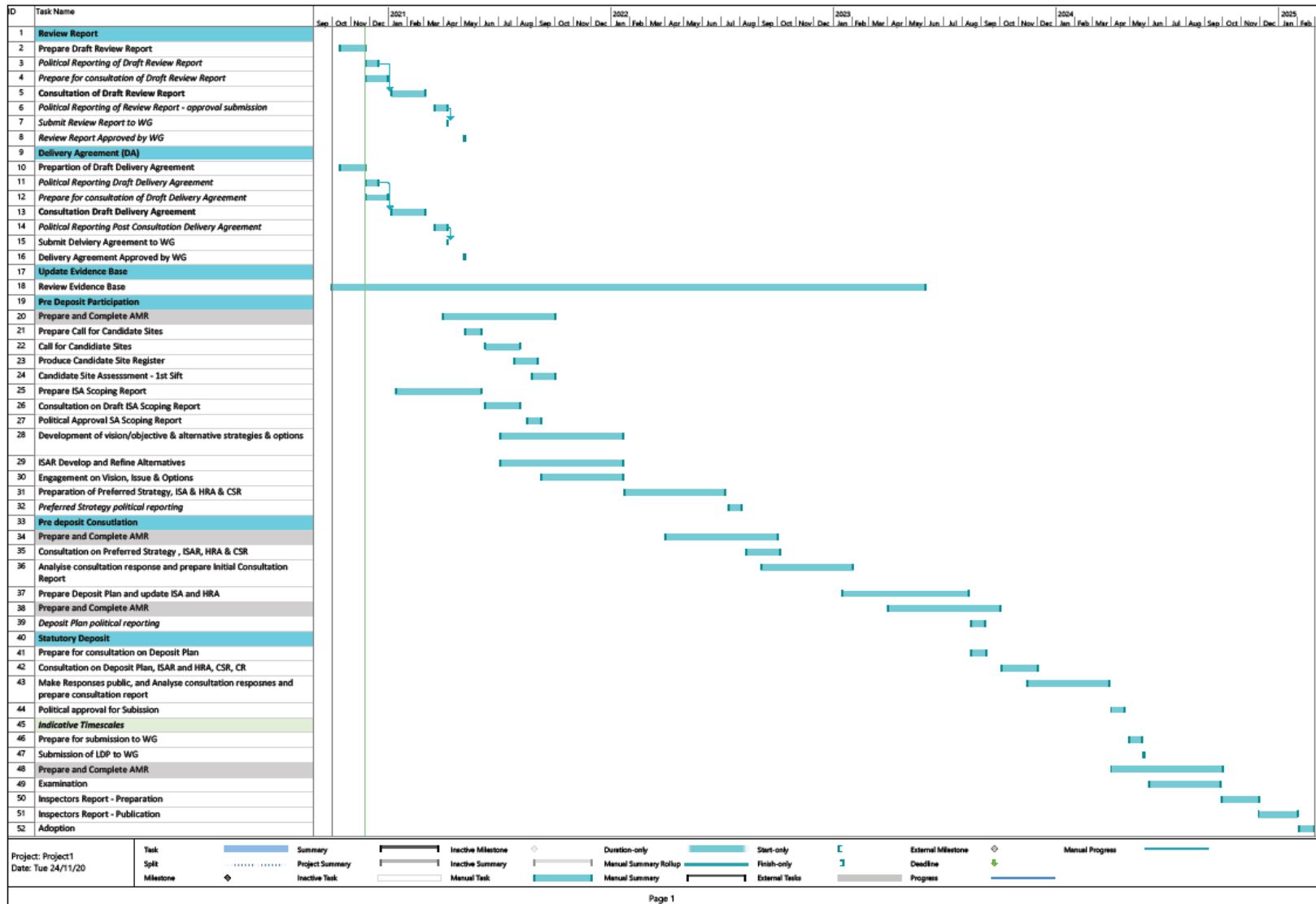
Other Consultees

A 1.3. The Council will consult the following other consultees, where appropriate, in accordance with the Delivery agreement. This list is not exhaustive and may be added to as appropriate:

- Arts Council of Wales
- British Horse Society
- Bus Users Cymru
- British Geological Society
- Campaign for Real Ale
- Campaign for the Protection of Rural Wales
- Capital Region Tourism
- Chartered Institute of Housing (Cymru)
- Chartered Management Institute (Cymru)
- Children's Commissioner for Wales
- Civil Aviation Authority
- Civic Trust Cymru
- Coed Cymru
- Coleg Gwent
- Community Transport Association
- Confederation of Passenger transport
- Crisis
- Crown Estate
- Design Commission for Wales
- District Valuer Services
- Fire and Rescue Service
- Freight Transport Association
- Future Generations Commissioner for Wales
- Gwent Police
- Heritage Amenity Societies, including The Victorian Society, The Georgian Group, Twentieth Century Social, CBA, Historic Gardens Trust.
- Home Builders Federation
- Institute of Civil Engineers
- Mineral Products Association
- National Farmers Union
- Newport's Citizen Panel
- Newport Harbour Commissioners
- Newport Housing Trust
- One Voice Wales
- Open Spaces Society
- Planning Aid Wales
- Planning Inspectorate
- Public Health Wales

- Rail Freight Group
- Ramblers Cymru
- Road Haulage Association Ltd
- Royal Institute of Chartered Surveyors
- Royal Mail
- Royal Town Planning Institute Cymru
- RSPB Cymru
- Shelter Cymru
- Society for the Protection of Ancient Buildings
- South Wales Trunk Road Agency
- South Gwent Ramblers Association
- Sports Wales
- Stagecoach
- Sustrans Cymru
- The Energy Savings Trust
- The National Trust
- The National Library of Wales
- The Older Peoples Commissioner for Wales
- The Theatres Trust
- The Woodland Trust
- Transport for Wales
- Visit Wales (Welsh Tourist Board)
- Wales Council for Voluntary Action
- Welsh Language Commission
- Gwent Wildlife Trust
- WWF Cymru

APPENDIX B: RLDP TIMETABLE



APPENDIX C: RLDP RISK MANAGEMENT

Issue	Potential Risk(s)	Mitigation	Probability / Impact
Council Issues			
Change in staff resources available to assist with RLDP preparation.	Programme Slippage	Ensure process maintains high level corporate priority and carry through staff recruitment and retention where necessary	Medium / High
Reduction and lack of financial resources.	Programme Slippage	Monitor Plan expenditure and ensure plan preparation is adequately costed.	Medium / High
Organisational restructuring	Programme Slippage	Ensure process maintains high level corporate priority	Medium/Medium
Council decision making structure/ political reporting cycle.	Programme Slippage	Timetable consulted on and special dates can be requested if required	Medium/Medium
Political Change/ Elections.	Programme Slippage	Undertake early Member training	Medium/Medium
Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base.	Programme Slippage	Ensure organisation wide support of process at outset	Low/Medium
Local Issues			
Large volume and /or highly significant levels of objection to proposals e.g. site allocations.	Programme Slippage. The next stage of the plan process cannot be undertaken without significant work	Ensure liaison with early involvement of stakeholders throughout the plan preparation process	Medium/Medium
Additional requirements arising from new legislation and/or national guidance. E.g. general	Programme Slippage	Monitor emerging legislation and guidance and ensure involvement of	Medium/High

Newport City Council - Draft Delivery Agreement 2020

conformity with the adopted NDF, alignment with revised Planning Policy Wales and LDP Manual, revised TAN15.		progression of such work.	
Insufficient information to undertake ISA/SEA.	Programme Slippage	Identify and manage expectation of consultation bodies. Consider additional resourcing	Medium/Medium
Impact from ISA /HRA	Programme Slippage	Ensure the processes are fully integrated with plan preparation process	Low/Low
Legal Challenge.	Programme Slippage. Plan quashed.	Ensure correct procedures followed, consistency with WG guidance and creation of sound evidence base	Low/Medium
Regional and National Issues			
Direction from Welsh Government Cabinet Secretary to prepare a Joint Plan.	Plan preparation would halt and a new plan process begun from the start	None, the Council would be expected to engage with the WG if such an event occurred	Medium / High
Ability of statutory consultees and/or Planning Inspectorate to respond within set timescales.	Programme Slippage Delay of examination and/ or Inspectors Report.	Maintain liaison with statutory consultees and the Planning Inspectorate to ensure identification of potential problems.	Low/Medium
Plan fails the test of 'soundness'.	Plan cannot be adopted without additional work. This could lead to part of plan being excluded or change or withdrawal of the plan.	Ensure robust evidence base, ISA and HRA correctly carried out, and appropriate procedures followed and documented.	Low/High

APPENDIX D: GLOSSARY

AMR	Annual Monitoring Report
BME	Black and Minority Ethnic
CCR	Cardiff Capital Region
DA	Delivery Agreement
PCPA	Planning and Compulsory Purchase Act
LDP	Local Development Plan
RLDP	Replacement Local Development Plan
NDF	National Development Framework
ONS	Office of National Statistics
PPW	Planning Policy Wales
PSB	Public Service Board
ISA	Integrated Sustainability Appraisal
SEA	Strategic Environmental Assessment
SEWSPG	South East Wales Strategic Planning Group
TAN	Technical Advice Note
WG	Welsh Government