



# Flintshire LDP

Revised Delivery Agreement

November 2017



## Executive Summary

Planning in Wales is based on a Plan – led system whereby development plans are prepared by each authority in order to provide for the economic, social and environmental needs of each County. Development plans contain a framework of policies and proposals which seek to regulate and control the development and use of land and provide the basis for consistent and transparent decision making on individual planning applications.

Following the adoption of the Flintshire Unitary Development Plan (UDP), the Council is now embarking on the preparation of a Local Development Plan (LDP) for the County. A Local Development Plan (LDP) is a new style of Development Plan which differs from the UDP in terms of how it is prepared. A key feature of the LDP process is the opportunity for engagement from early on in the process, in order that people can have the opportunity to influence the Plan as it progresses.

The preparation of a Delivery Agreement is the first stage in the LDP process. The Delivery Agreement is essentially a project plan which sets out a ‘timetable’ for preparing the Plan and a ‘community involvement scheme’ which explains how and when people will have an opportunity to be engaged in its preparation and consulted with at key stages.

The Council Invited comments on the draft Delivery Agreement in order to ensure that there is broad consensus about how the Council proposes to prepare the Plan. This should assist the Plan in progressing smoothly and avoiding disputes and delays later on.

The Delivery Agreement was approved by Welsh Government on 12th February 2014. A copy of the letter of approval can be found at Appendix 9. Progress on the preparation has not been as swift as envisaged in the Delivery Agreement for a number of reasons, as set out in more detail within the body of this document. A revised Delivery Agreement with an amended timetable has therefore been prepared and was agreed by Welsh Government on 03/11/16 (a copy of the letter can be found at Appendix 10). A second revision to the Delivery Agreement with an amended timetable was agreed by Welsh Government on 08/11/17 (See Appendix 11)

The revised Delivery Agreement can be viewed on the Council’s website [www.flintshire.gov.uk/ldp](http://www.flintshire.gov.uk/ldp), at Planning Reception in County Hall at Connects Offices in Buckley, Connah’s Quay, Flint, Holywell and Mold and at all libraries. The Council will closely monitor the plans progress against the approved Delivery Agreement.

Any comments either on the LDP or the Delivery Agreement should be submitted to or queries directed to:

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## Introduction

### What is a Local Development Plan?

A Plan-led system is presently in operation in Wales whereby each Local Planning Authority is required to prepare a Local Development Plan (LDP) for its administrative area (a map of the County is set out in Appendix 1). The LDP will set out the Council's policies and proposals in respect of the development and use of land. Once adopted, the LDP will form the statutory basis for planning decisions within the County.

### What is a Delivery Agreement?

A Delivery Agreement is a document whereby the Council sets out how and when it intends to prepare the LDP. The Delivery Agreement must be submitted to and agreed by the Welsh Government. The LDP must be prepared in accordance with the Delivery Agreement and this will be one of the tests of the 'soundness' of the Plan when it is examined by an independent Planning Inspector. The Delivery Agreement comprises two parts:

- A Timetable – this sets out the key stages and dates for the preparation process. The stages up to and including Deposit Consultation are 'definitive' i.e. largely within the control of the Council whereas the stages from Site Allocation Representation Stage to adoption are 'indicative' as progress may depend on factors outside of the control of the Council.
- A Community Involvement Scheme – this explains how developers, the public and interested groups can contribute to and influence the preparation of the LDP. It will explain how and when people will be consulted, how their comments will be considered and how feedback will be given.

## Context

### Existing Development Plan

The existing planning framework for the County of Flintshire is the adopted Unitary Development Plan (UDP). This was adopted on 28th September 2011 and has a Plan period of 2000-2015. Although the UDP became time expired at the end of 2015, it will remain the adopted development plan for the County. Regard will need to be had to ensuring compliance with Welsh Government guidance in Planning Policy Wales and Technical Advice Notes, particularly where this has changed since the adoption of the UDP. Annual monitoring on the UDP will provide the means to identify key policy areas where it has fallen out of step with up to date planning guidance.

### Local Development Plan

The Planning and Compulsory Purchase Act 2004 requires each authority in Wales to prepare a

LDP for its area. When adopted, the LDP will replace the adopted UDP. The LDP is to be prepared in accordance with the procedures set out in the Town & Country Planning (Local Development Plan) (Wales) Regulations 2005. A commencement order has been signed by Welsh Government on 2nd July 2012 which lays down the necessary legislation to facilitate the preparation of the LDP for Flintshire. Further guidance on LDP's can be found in the following Welsh Government and Planning Inspectorate publications:

- LDP Wales 'Planning Your Community' - this is a simple step by step guide published in pamphlet form
- Local Development Plans Wales - a more comprehensive overview of the aims, principles and preparation of LDP's
- Local Development Plan Manual - a detailed reference document offering practical and technical guidance, primarily for those involved in the preparation of LDP's
- Examining Local Development Plans – Procedure Guidance, The Planning Inspectorate (2009)

The LDP will also need to be prepared having regard to advice in the following documents:

- Planning Policy Wales (PPW) Edition 5 (Nov 2012)
- Technical Advice Notes (Wales) (TANs)
- Minerals Planning Policy Wales (MPPW) (2000)
- Minerals Technical Advice Notes (MTANs)
- The Wales Spatial Plan: People, Places, Futures (2004 – updated 2008)
- The Community Strategy for Flintshire
- The Wales Waste Strategy and Regional Waste Plans
- The Regional Transport Plan for North Wales
- The Local Housing Strategy for Flintshire
- The Regeneration Strategy for Flintshire
- AONB Management Plan

With reference to the relevance guidance above, the new system seeks to achieve:

- A better evidence base to inform the Plan
- More effective community involvement
- Better integration with other strategies and documents
- A more strategic and aspirational document that reflects local circumstances and priorities
- Responsiveness and efficiency in the plan-making process
- Adoption within 4 years

The Local Development Plan will provide the planning strategy and policy framework for the County for a 15 year period 2015-2030. It will be used by the Council to guide and control development and investment, providing a basis by which planning applications can be determined consistently and transparently. A key theme of the Plan will be that of sustainable development. The goal of sustainable

development, as set out in Planning Policy Wales is to “enable all people throughout the world to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations.” When adopted, the Local Development Plan will replace the adopted UDP and become the local planning framework for Flintshire.

## **LDP Format and Content**

In accord with guidance the LDP should be a single document and should include the following elements:

- Introduction;
- Strategy based on a vision and comprising key aims and objectives, key policies, broad location for development, spatial expression of the strategy, key monitoring targets and indicators and a key diagram;
- Area wide policies for development;
- Allocations of land and related sites;
- Specific policies and proposals for key areas of change or protection;
- Reasoned justification to explain policies and to guide their implementation; and
- Proposals map on a geographical base.

### **Corporate Fit**

The Council is committed to the delivery of its corporate aims and objectives through its various strategies and policy documents. The development of a corporate relationship between these documents is central to the effective delivery of any land use aspirations contained within them, through the LDP.

The LDP is a key strategic document and it is essential that there is a coordinated and joined up approach to its preparation, in order that it ‘fits’ corporately. A wide range of Council documents will form part of the evidence base for the LDP and examples include the Local Housing Strategy, Countryside Strategy, Children and Young Persons Strategy and the Health and Wellbeing Strategy to name but a few. The Health and Wellbeing Strategy introduces the issue of community health into the LDP which will be explored in more detail through a HIA Health Impact Assessment of the plan.

The LDP is one of the four main strategic plans that the Council has a statutory duty to prepare. The Community Strategy provides the overarching strategy for the Council and its key service provision partners. The LDP will seek to translate the key aspects of the Community Strategy in so far as they are related to the development and use of land. In other words the LDP will seek to provide a spatial expression of the Community Strategy. This is a vital element in the Plan’s preparation as one of the ‘tests of soundness’ is that the Plan has had regard to the Council’s Community Strategy.

The Flintshire Community Strategy 2009-2019 ‘Working / Acting Together for Flintshire’ has a vision whereby Flintshire is a County which embraces:

- Economic prosperity
- Health improvement
- Learning and skills for life
- Living sustainably
- Safe and supportive communities

The Community Strategy also has a number of key considerations that should be at the heart of its delivery and these include:

- Climate change
- Equality
- Sustainable development
- The Welsh language

In looking at the broader context for the Plan, a brief socio-economic profile of the County is set out in Appendix 2.

### **Sustainability Appraisal / Strategic Environmental Assessment**

Integral to the process of Plan preparation is the undertaking of a sustainability appraisal (SA) to ensure that the economic, environmental and social effects of its strategy and policies are appraised from the outset. This will ensure that the Plan ultimately delivers sustainable development on the ground. The Council must also comply with the requirements of European Union Directive 2001/42/EC on the assessment of certain plans and programmes on the environment, commonly known as the SEA Directive. Strategic Environmental Assessment (SEA) is the formal environmental assessment of certain plans which are likely to have significant effects on the environment. Throughout this document and subsequent documents it is only the term SA that will usually be used on the basis that the SEA will be incorporated into the SA process and documentation.

The five main stages in conducting an SA:

- Stage A - setting the context and objectives, establishing the baseline and deciding on the scope;
- Stage B - developing and refining options and assessing effects;
- Stage C - preparing the Sustainability Appraisal Report;
- Stage D - consulting on the preferred option of the development plan and SA Report; and
- Stage E - monitoring significant effects of implementing the development plan.

Planning Policy Wales identifies the key SA tasks according to the main stages of Plan preparation and are set out in the table below:

| <b>LDP Stage</b>                | <b>SA Task</b>  |
|---------------------------------|---|
| Delivery Agreement              | Consider the stages of SA work in the Timetable<br>Identify consultation processes for SA in the CIS  |
| Evidence Gathering & Objectives | Screening<br>Review other relevant policies, plans and programmes, and sustainability objectives<br>Collect baseline and other information<br>Identify sustainability issues and problems<br>Develop the SA framework<br>Prepare and consult on the SA scoping report<br>Test LDP objectives against the SA framework |

|  |  |
|--|--|
| Strategic Options and Preferred Strategy | Develop the LDP options<br>Predict the effects of the LDP options<br>Evaluate the effects of the LDP options<br>Consider ways of mitigating adverse effects and maximising beneficial effects<br>Propose measures to monitor the significant effects of implementing the LDP<br>Prepare the SA report<br>Public consultation on the LDP preferred strategy and SA report<br>Appraise significant changes from consultation |
| LDP Preparation and Deposit              | Update the SA Report<br>Public consultation on the Deposit LDP and SA Report   |
| Submission, Examination & Adoption       | Inspector's role at examination<br>Adoption statement and finalised SA Report  |
| Monitoring and Review                    | Finalise aims and methods for monitoring<br>Respond to adverse effects   |

### Habitats Regulations Assessment

Within Flintshire, there are a number of European designations including Special Areas of Conservation, Special Protection Areas (both of which are also Sites of Special Scientific Interest) and the Dee Estuary which is a Ramsar site. These are commonly known as 'European' sites or 'Natura 2000' sites. Under the terms of the Conservation (Natural Habitats...) Regulations 1994 (as amended in 2007) the Council must determine, before adopting a LDP, whether the Plan is likely to have significant effects on a European site. If the Plan might have a significant effect on any European site, the Council must undertake an 'appropriate assessment' of the Plan to ascertain whether it would adversely affect the integrity of the site. If such an effect cannot be ruled out, the Council would need to amend the Plan to avoid such effects occurring. The Habitats Regulations Assessment (HRA) will not form part of the SA/SEA but will be prepared in parallel with it.

### Health Impact Assessment

The issue of health and wellbeing will be considered and integrated throughout the preparation of the LDP through the use of health impact assessment (HIA). This is a systematic yet flexible process that assesses the potential positive and detrimental health and wellbeing impacts of the proposed Plan as it emerges and how it will impact on the population of Flintshire. It will also consider inequalities and assess the potential impacts on vulnerable groups within this population. The HIA will provide a set of evidence based recommendations and suggestions to be included within the Sustainability Appraisal of the LDP. A working group has been established to progress the HIA through the key LDP preparation stages.

### Tests of Soundness

An Independent examination by a Planning Inspector will be required to establish whether the Plan is 'sound'. The Plan is assumed to be sound unless it is shown to be otherwise as a result of the consideration of evidence throughout the examination. Therefore where possible, people commenting on the plan should refer to these tests of soundness.



There are 10 criteria for assessing soundness which fall into three categories of procedural, consistency and coherence & effectiveness. The soundness criteria are reproduced below.

| <b>Procedural</b>                  |   |
|------------------------------------|---|
| <b>P1</b>                          | The plan has been prepared in accordance with the Delivery Agreement including the Community Involvement Scheme.  |
| <b>P2</b>                          | The plan and its policies have been subjected to Sustainability Appraisal including Strategic Environmental Assessment.   |
| <b>Consistency</b>                 |   |
| <b>C1</b>                          | It is a land use plan which has regard to other relevant plans, policies and strategies relating to the area or to adjoining areas.   |
| <b>C2</b>                          | It has regard to national policy.   |
| <b>C3</b>                          | It has regard to the Wales Spatial Plan.  |
| <b>C4</b>                          | It has regard to the relevant Community Strategy / Strategies / National Park Management Plan.  |
| <b>Coherence and Effectiveness</b> |   |
| <b>CE1</b>                         | The plan sets out a coherent strategy from which its policies and allocations logically flow and, where cross boundary issues are relevant, is not in conflict with the development plans prepared by neighbouring authorities. |
| <b>CE2</b>                         | The strategy, policies and allocations are realistic and appropriate having considered the relevant alternatives and are founded on a robust and credible evidence base.  |
| <b>CE3</b>                         | There are clear mechanisms for implementation and monitoring.   |
| <b>CE4</b>                         | It is reasonably flexible to enable it to deal with changing circumstances.   |

### **Supplementary Planning Guidance**

The Welsh Government advises that LDP's should contain sufficient policies and proposals to provide the basis for deciding planning applications, and for determining conditions to be attached to permissions, but that they should avoid excessive detail. Selective use of supplementary planning guidance (SPG) is a means of setting out more detailed site specific or themed guidance on how the policies in the LDP will be applied in particular circumstances or areas.

The Council will, where necessary and appropriate, make selective use of SPG as a means of providing guidance on how the policies and proposals of the LDP will be applied and implemented. Any subsequent SPG, whilst not forming part of the development plan, must relate to a LDP Policy. They may consist of guidance on specific topics, site specific briefs, design guides or action areas.

The requirements for SPG will be identified during the plans preparatory process. In those instances where a requirement is identified its preparation will be the subject of a formal consultation exercise prior to adoption. A statement of consultation and details of representations received will be issued with the approved SPG. Consultation on SPG's will be carried out as and when they are produced. This will include consultation with internal departments and posting the note on the website for any interested parties and the general public to consider. However, SPG cannot be formally adopted until after the Inspectors binding report has been received on the LDP and it is clear that there is no change to the policy approach.

# Timetable

The first part of the Delivery Agreement is to set out a timetable or programme of the key stages in progressing the LDP. The following table sets out a summary of the process and dates for each of the stages.

The preparation of the Plan has not progressed at the pace envisaged in the Delivery Agreement. There is no single reason for this but rather, a combination of factors as set out below:

- the initial timetable which sought to secure deposit consultation ahead of local elections in May 2017 was proposed with the best of intentions as it had clear political and leadership advantages arising from securing the content of the deposit Plan prior to any change in the political make-up of the Council. In hindsight, this timetable was overly ambitious compared to the time taken by most Ipa's to reach adoption, and unrealistic. The revised timetable below seeks instead to secure agreement on the pre-deposit Draft Plan, in order that the Preferred Strategy can be agreed and put out to consultation ahead of the local government elections. The assertion by Welsh Government that the council can learn from best practice and from Welsh Government in a 'hand holding' capacity has not materialised and good practice is not readily signposted.
- the scale and complexity of the evidence gathering stage, particularly where there is a need to commission external consultants has been underestimated. Although a significant number of key background studies have been commissioned and reported there are other studies either awaiting reporting or being commissioned.
- the number of Candidate Site submissions has significantly exceeded that envisaged. This had had knock on effects in terms of the capacity of the policy team to undertake assessments and for both internal and external consultees in commenting on the sites submitted. The complexity of assessing 734 sites will take time to undertake.
- the need to take a more measured, step by step approach to preparing the Preferred Strategy. It is proposed that additional pre-deposit participation and engagement will be undertaken whereby initial consultation will be undertaken on the Plans vision, issues, objectives and approaches to settlement categorisation / hierarchy, before formulating growth and spatial options. In this way consensus can be gained incrementally.
- the impact of speculative enquiries / applications on the back of a lack of 5 yr housing land supply. The present lack of a 5 year housing supply, and the implications of not being able to undertake formal Joint Housing Land Availability Studies until the LDP is adopted, has resulted in a number of pre-application enquiries and planning applications for new housing development. The need to support Development Management colleagues in dealing with these speculative proposals has diverted resources away from development plan work.
- The timetable has been reviewed in terms of the revised approach to progressing the Plan to Preferred Strategy stage. Rushing this crucial stage in formulating the preferred level of growth and spatial strategy and risking having to backtrack in order to look at different options is not considered to represent a more realistic and achievable way forward.

The progression of the Plan to Preferred Strategy, as set out in the Revised Delivery Agreement, has been delayed due to a number of factors set out below:

- The effect of the Local Elections in May 2017 which delayed the approval of the Preferred Strategy by Cabinet.
- The desire to hold Member and Town and Community Council briefing sessions ahead of the preferred Strategy being agreed by Cabinet.

- The delay incurred in translating key documents due to resource and capacity problems.
- The need to ensure policy improvements as a result of the findings of the draft IIA (Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Authority)
- The delay in implementing a document publishing / online consultation software system.
- Capacity issues within the Policy Section.

| Stage                           | Details  | Purpose  | Dates     |
|---------------------------------|--|--|-----------|
| <b>Definitive Stages</b>        |  |  |           |
| Stage 1                         | Delivery Agreement (Regulations 5-10)  | To prepare and agree a Delivery Agreement comprising a Timetable and a Community Involvement Scheme which together set out the Plan preparation process. | Feb 2014  |
| Stage 2                         | Review and develop Evidence Base (Regulation 14) [includes Call for Candidate Sites] | To establish a robust evidence base to inform Plan preparation and to provide baseline information against which to undertake Plan appraisal.            | On going  |
| Stage 3                         | Pre-deposit participation (Regulation 14)  | To develop and assess the Plan's vision and objectives and consider a number of strategic growth and spatial options.                                    | Dec 2016  |
| Stage 4                         | Pre – Deposit consultation (Regulations 15 & 16)                                     | To consult on the Plan's preferred strategy, key policies and strategic development proposals.   | Nov 2017  |
| Stage 5                         | Deposit consultation (Regulations 17-19)   | To consult on the Deposit Plan and to allow for formal representations to be made.   | Nov 2018  |
| <b>Indicative Stages</b>        |  |  |           |
| Stage 6<br>Overlap with Stage 7 | Focussed Changes (optional)  | The Council will, if necessary, publish and consult upon focussed changes to the Plan as an addendum to the Plan.  | July 2019 |
| Stage 7                         | Submission (Regulation 22)   | The Council will formally submit the LDP and supporting documentation (including representations) to the Welsh Government.                               | July 2019 |
| Stage 8                         | Examination (Regulation 23)  | An Inspector will independently assess the Plan in terms of its soundness.   | Aug 2019  |
| Stage 9                         | Inspector's Report (Regulation 24)   | An Inspector will present to the Council his / her Report which will be binding on the Council.  | June 2020 |
| Stage 10                        | Adoption (Regulation 25)   | The Council will resolve to adopt the LDP.   | July 2020 |

|          |                                       |  |                   |
|----------|---------------------------------------|--|-------------------|
| Stage 11 | Monitoring and Review (Regulation 37) | The Council will review the Plan and submit annual monitoring reports to Welsh Government. | On going (yearly) |
|----------|---------------------------------------|--|-------------------|

The definitive stages are those up to and including Deposit consultation as these are the stages that are under the control of the Council. The stages thereafter are indicative only as they depend on factors outside the control of the Council. However, within 3 months of the close of the formal 6 week deposit consultation period, the Council should define the indicative timetable, having regard to discussions with the Planning Inspectorate about the availability of an Inspector and the likely Examination timetable.

A more detailed version of the summary timetable is contained within the Community Involvement Scheme section of this Delivery Agreement.

### **Decision Making**

At key stages of the preparation process, particularly where consideration is given to representations to documents following public consultation, it will be necessary for the approval of Full Council to be secured. The key Council body responsible for the progression of the LDP will be the Planning Strategy Group which will comprise a politically balanced group of members. This is not a decision making body but it will act as a discussion forum and Steering Group and make recommendations to either Cabinet and / or Full Council.

### **Resources**

The Chief Officer (Planning and Environment) will be responsible for the delivery of the LDP although the Plan will be prepared by the Policy Section under the management of the Planning Strategy Manager. The Policy team will also be able to call upon the services of a range of specialist officers from throughout the Council. The staff resources involved in the preparation of the Plan includes Planning Strategy Manager, Interim Team Leader, Senior Planning Officer (x2.5), Planning Officer (x2), Technical Support Officer (x1) and Modern Trainee Admin Assist (x0.5)

The Council has a budget set aside for the production of the Plan and will employ specialist consultants to undertake or oversee specialist tasks as and when necessary. Consideration is being given to commissioning certain joint studies with Wrexham in order to secure value for money and consistency of approach for each Council. The Council will purchase a web based consultation system to assist with consultation processes and the handing of representations and the public's use of this will be encouraged and promoted widely. Specialist consultants will be appointed to oversee the SA/SEA tasks and also to undertake key studies as part of a robust evidence base for informing the Plan strategy, policies and proposals. Given that that the LDP is one of the key statutory plans to be prepared by the Council, sufficient resources will be made available to ensure that the Plan will proceed to adoption as per the agreed timetable.

### **Risk Management**

The Council has sought to identify what it considers to be a realistic timetable for the preparation of the LDP. Even so, during the 5 year preparation period there may be circumstances which arise and have implications for the adherence to the timetable. It may therefore be necessary and indeed unavoidable to seek to revise the Delivery Agreement but this will only be done as a last resort, and with appropriate consultation with the key stakeholders and Welsh Government.

The following table sets out the key risks which may need to be managed.

| <b>Risk</b>   | <b>Probability / Impact</b> | <b>Potential Impact</b>   | <b>Mitigation</b>  |
|---|-----------------------------|---|--|
| <b>Council Matters</b>  |                             |   |  |
| Council decision making delays.   | Low / Medium                | Programme Slippage  | <ul style="list-style-type: none"> <li>• Ensure early provision is made in Council diary for key stage meetings</li> <li>• Build flexibility into timetable at key stages.</li> <li>• Ensure Member &amp; Officer commitment and support to LDP through effective working practices</li> </ul> |
| Welsh Language translation and Standards  | Low / Medium                | Programme slippage  | Establish clearly the Council's translation policy and identify additional resources or contingency measures as a result of new Welsh language Standards   |
| IT delays   | Low / Medium                | Programme Slippage  | Ensure sound data management practices   |
| Budget cuts   | Low / Medium                | <ul style="list-style-type: none"> <li>• Inability to fund key tasks / stages</li> <li>• Programme slippage</li> </ul>  | <ul style="list-style-type: none"> <li>• Budgetary management measures to ensure finance stream for key tasks</li> <li>• Transfer tasks from consultants to in-house</li> <li>• Ensure corporate commitment to LDP as high priority</li> </ul>   |
| Staff availability / cuts / results of job evaluation   | Medium / High               | <ul style="list-style-type: none"> <li>• Loss of capacity / expertise / management</li> <li>• Pressure on remaining staff and other sections e.g. highways, public, protection, environment, admin etc</li> <li>• Delays in recruiting experienced staff</li> </ul> | <ul style="list-style-type: none"> <li>• Ensure staff retention practices put in place and good team building skills</li> <li>• Ensure corporate commitment to LDP as high priority</li> <li>• Recruitment of temporary staff</li> </ul>   |
| <b>National Matters</b>   |                             |   |  |
| Significant objections from consultation bodies / stakeholders  | Low / Medium                | <ul style="list-style-type: none"> <li>• Failure to agree vision / core strategy/ allocations etc</li> <li>• Programme slippage</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure effective stakeholder relationships established</li> <li>• Additional resources including professional facilitation / mediation to ensure consensus building</li> </ul>  |
| Local elections<br>Local Government Elections May 2016 changes in Leadership and/ or policy emphasis. | Low / Medium                | Programme slippage and additional workload in revisiting issues / decisions   | <ul style="list-style-type: none"> <li>• Early and comprehensive member induction / training on LDP</li> <li>• Plan programme to have regard to election dates</li> </ul>  |

|   |                 |  |  |
|---|-----------------|--|--|
| Additional requirements arising from new legislation / new national guidance  | Medium / Medium | <ul style="list-style-type: none"> <li>Additional work required which would result in programme slippage and need to revisit key aspects of emerging plan.</li> <li>CIL could have serious implications</li> </ul> | <ul style="list-style-type: none"> <li>Monitor legislation and guidance and address at earliest opportunity</li> <li>Good dialogue with WG and key stakeholders to anticipate forthcoming consultations and potential implications</li> </ul>  |
| Planning Inspectorate unable to meet Examination date   | Low / Medium    | Programme slippage and examination delayed   | <ul style="list-style-type: none"> <li>Early liaison with Inspectorate to ensure that timetable difficulties are identified and can be addressed</li> <li>Establish Service Level Agreement with Inspectorate</li> </ul>   |
| New Evidence, Revised policies, guidance and projections. For Example in 2016 Welsh Government population projections will be coming forward. | Medium / High   | <ul style="list-style-type: none"> <li>Programme slippage</li> <li>Need to revisit issues</li> </ul>   | <ul style="list-style-type: none"> <li>Ensure there is some flexibility in the programme to consider new evidence.</li> <li>Anticipate changes which may be required in 2016.</li> </ul>   |
| <b>Local Matters</b>  |                 |  |  |
| Greater than anticipated number of representations  | High / High     | <ul style="list-style-type: none"> <li>Programme slippage</li> <li>Lack of consensus</li> </ul>  | <ul style="list-style-type: none"> <li>Provide some flexibility in programme following consultation</li> <li>Better management of consultation / representation process based on UDP experience</li> <li>Consider need for additional resources particularly admin</li> </ul>                      |
| Insufficient information / expertise to undertake SA/SEA  | Medium / Medium | <ul style="list-style-type: none"> <li>Programme slippage</li> <li>Unable to pass test of 'soundness'</li> </ul>   | <ul style="list-style-type: none"> <li>Establish expectations and capacities of consultees and identify problem areas early on</li> <li>Consider need for additional resources</li> </ul>  |
| Habitats Regulations Assessment and Appropriate Assessment  | Medium / Medium | <ul style="list-style-type: none"> <li>Programme slippage</li> <li>Need to revisit issues and allocations</li> </ul>   | <ul style="list-style-type: none"> <li>Allocations based on robust evidence base to avoid the need for AA involving close liaison with CCW</li> <li>Build into programme sufficient flexibility to undertake AA</li> <li>Possible need to revisit plan where impact cannot be mitigated</li> </ul> |
| Printing and production delays  | Low / Low       | Programme slippage   | Consider additional resources and contingency measures   |
| Significant / late information  | High            | Plan could not be submitted for examination  | Ensure good working relationship with key stakeholders to anticipate and avoid such eventualities  |

|  |              |   |  |
|--|--------------|---|--|
| Delivery of other plans and strategies | Low / Medium | Programme slippage  | Early liaison to ensure timetables for such plans and programmes fits in with LDP  |
| Plan fails 'soundness' test            | Low / High   | Plan could not be adopted without further work  | <ul style="list-style-type: none"> <li>• Ensure all aspects of Plan and process are 'sound', based on robust evidence base and well audited community and stakeholder involvement</li> <li>• Consider need for additional resources</li> </ul> |
| Legal Challenge                        | Low / High   | <ul style="list-style-type: none"> <li>• Additional workload</li> <li>• Programme slippage</li> <li>• Plan quashed</li> </ul> | Ensure regulatory procedures are complied with and a clear audit trail of all decisions  |

## Community Involvement Scheme

The second part of the Delivery Agreement is the Community Involvement Scheme which sets out how the Council will engage with and consult the public and key stakeholders at key stages in the Plan's preparation. It describes the ways in which the community can influence the Plan at different stages in its preparation. It should ensure that all parties are clear about the process and what they can expect of each other as the Plan progresses in order to reduce potential conflict during later stages. Welsh Government advises in Local Development Plans Wales that the Community Involvement Scheme should set out:

- i. the authority's principles, strategy and process for involving the whole community, including businesses, in the preparation, review and alteration of its LDP;
- ii. how the authority will involve the community in all stages of LDP preparation;
- iii. including the sustainability appraisal, monitoring, review and alteration, and related supplementary planning guidance (SPG);
- iv. an outline of how contributions will feed into decisions regarding the preparation of, and any alterations to, the LDP or related documents;
- v. the organisations that will be formally consulted and people or groups who should be involved, with an outline of the techniques required to do so effectively;
- vi. the resources committed to the process; and
- vii. relevant links with other community involvement initiatives, particularly the community strategy/ies.

The Council's main principles for involving the community in the LDP process are as follows:

- To take all reasonable steps to involve people at the earliest opportunity, in time to shape Plan preparation
- To ensure that engagement and consultation takes place before decisions are made
- To ensure that decisions are made in an open and transparent manner
- To develop a flexible and accessible engagement and consultation process
- To provide as many people as possible the opportunity to be involved
- To draw on local knowledge to improve decision making
- To seek consensus in decision making
- To seek the continuing involvement of people throughout the process

## **How and When will the Community be Involved?**

During the preparation of the Plan there will be several opportunities for community involvement, as set out in the Summary Timetable. In the earlier phases the emphasis will be on participation or engagement with the community in an informal manner in order to seek consensus on key issues in working towards a pre-deposit consultation plan i.e. deciding on the vision for the Plan, its aims and objectives, and developing a preferred strategy comprising the level and spatial distribution of development, and evaluating different options. Once the pre-deposit consultation plan is drafted the Plan preparation process becomes more formalised with consultation on key documents at particular stages. In order to explain more fully, the summary timetable has been re-presented in a more detailed and structured table (at the end of this section of the DA) whereby each task is split into sub-tasks and explained in terms of :

- what is the purpose of the stage / task?
- when will they be involved?
- who will be involved?
- how will they be involved?
- what is the outcome or reporting mechanism?
- what are the resources necessary to complete the stage / task?

## **Existing and Proposed Engagement and Consultation Methods**

There are a number of existing ways in which the Council engages with and consults the general public. In order to help meet the challenge of preparing the Plan according to the timetable it is important that the most effective use is made of well-established mechanisms as well as those new methods devised specifically for the LDP. The existing mechanisms in Flintshire include:

- Your Community Your Council – The Council produces a free newspaper 3 times per year which provides valuable information about services and projects to local residents.
- Community Strategy - As part of a WG initiative, Flintshire was one of 6 Local Strategy Boards (LSB) in Wales set up to develop and improve public service delivery. The LSB comprises an Executive and a Strategy Group and one of its key terms of reference is the delivery and review of a meaningful and fit for purpose Flintshire Community Strategy.
- Website - The Council is continually developing its website and is increasingly used as part of a wide range of community engagement and consultation processes.
- Communities First.
- Other Partnerships and forums.
- Planning Users Groups.

In looking at the preparation process, the Council will seek to utilise existing engagement and consultation mechanisms, particularly those associated with the Community Strategy, given that the LDP must be closely aligned with the Community Strategy. In addition, the Council will seek to use a variety of means of engaging and consulting with the community and the use of these will depend on the particular stage and task at hand. These will include the following:

- Exhibitions
- Seminars / conferences



- Partnerships
- Workshops
- Website
- Site notices
- Press releases
- Formal public notices
- On line consultation system (and supporting back office system)
- LDP newsletter
- Community newspapers / newsletters
- Independent facilitator

The Council is aware that there are people in the County who have traditionally not been engaged in development plan preparation, whether through lack of desire or lack of opportunity. These are known as 'hard to reach groups' and will include businesses, young people, the elderly, those from ethnic minorities, Gypsies and Travellers, disabled people and those who suffer from social and/or economic deprivation. To engage successfully and constructively with these groups, the Council will seek to utilise existing known networks for example Chambers of Commerce, the Children and Young People Partnership, and groups such as the Flintshire Local Voluntary Council. In those instances where there are deficiencies in existing engagement and consultation methods and networks, the Council will endeavour to devise novel solutions and ways of reaching these groups and seeking their input into the process.

### **Consultation bodies**

The Development Plan Regulations and Annexe A of Local Development Plans Wales identifies different categories of consultees. The first category is '**Specific**' consultation bodies which comprise Welsh Government, Natural Resources Wales, the Secretary of State, any local authority or town / community council whose area is in or adjoins the County boundary, the local health board and a variety of public utility and service providers relating to electricity, gas, water and sewerage, and telecommunications.

The second category is '**General**' consultation bodies which includes voluntary bodies which represent the interests of: different racial, ethnic or national groups; different religious groups; disabled persons; persons carrying on business; and bodies which represent the interests of Welsh culture, all of which should be applicable to the area.

The third category is '**Other**' consultation bodies which are listed by name in Annexe A of LDP's Wales. A local planning authority should consider the need to consult, where appropriate, these agencies and organisations.

In drawing up its consultation lists, the Council has incorporated the statutory and recommended consultees as set out above. It has also identified additional bodies and organisations relative to the County, resulting in a comprehensive list of consultees. However, it is acknowledged that this list will grow over time as the Plan progresses and new consultees come forward. The list of consultees is set out in Appendix 3.

### **Roles and Expectations**

The Plan will progress more swiftly and effectively if all parties have a clear understanding of not just the timetable and process but also of the roles of each party and the expectations of that party.

### **i. The Council**

Officers of the Council will be responsible for undertaking the necessary research, analysis and providing technical advice on the Plan's preparation and will be responsible for all aspects of engagement and consultation. Where necessary, Officers will seek specialist independent advice on particular issues from suitably qualified and experienced consultants. Officers will provide reports to elected Members and make recommendations for decision making and Councillors will then make decisions on the Plan in the public interest.

The Council will...

- Provide clear instructions at each engagement or consultation stage
- Provide ample advance notice of each engagement and consultation stage to enable adequate preparations to be put in place
- Write to stakeholders either by letter or e-mail, depending on their stated preference
- Respond to written communications within 10 working days (and if not possible to respond fully, to send a holding response)
- Make key documentation available on its website, at County Hall , Flint Offices and Holywell Connects Offices and at local libraries
- Seek to use plain language as far as possible (recognising some stages such as public notices must use prescribed wording which may be technical)
- Give full consideration to representations and provide responses to the issues raised
- Make decisions which are based on clearly written and reasoned reports and explain those decisions
- Make available notes and minutes of meetings on the Councils's website where appropriate (Planning Strategy Group notes will only be published when accompanying recommendations to Cabinet or Full Council)

### **ii Individuals, organisations and communities**

Engagement and consultation with stakeholders will be more effective and efficient if participants follow the following guidelines:

- respond to requests from the Council within 21 days or, within any specified consultation period such as a 6 week statutory consultation period
- contribute in a helpful and constructive manner towards achieving consensus
- representations should include full contact details (name, address, phone number and e-mail address [if appropriate])
- notify the Council of any changes to contact details
- representations should fully explain the reasons for the representation and if appropriate, what change(s) they wish to see to the Plan
- representations should be submitted in a format which is legible and relevant to the issue at hand
- representations should only raise issues and matters that are related to planning and land use
- understand that representations will be made publicly available so that they can be shared with other interested parties
- be committed to the process of seeking consensus
- identify any gaps in the evidence base and assist in the provision of that information if possible (particularly important for the SA/SEA)

- where appropriate, make efforts to vary any cycle of meetings to enable reasonable response times
- identify sites to be considered as early as possible in the process
- to listen and engage in debate with an open mind
- understand that the Inspector's Report is binding and can only be challenged through the courts.

## **Key Stakeholder Forum**

A Key Stakeholder Forum will be established to assist in the Plan preparation process. Members of the Key Stakeholder Forum will have an important role to play in the key stages of the preparation of the Plan, in particular in drawing up the evidence base, consideration and assessment of the vision, objectives and options. The Forum will operate on the basis of regular formal meetings, throughout the key stages of the process up until the Deposit stage and will act as a sounding board to discuss key issues and options. On occasions it may be necessary to form sub- groups to discuss particular issues. The deliberations of the Key Stakeholders Forum will be reported to Planning Strategy Group.

The Key Stakeholder Forum will be heavily based on the existing Local Service Board and will also include representatives from key partnerships, together with selected representatives from organisations such as Community and Town Councils, designated SA consultation bodies and Council Officers where they have a direct interest in the LDP. The Forum is made up of those key statutory consultees and organisations representing environment, social and economic disciplines who are able to take a more strategic role in discussing key issues. The Forum needs to have a broad spectrum of members and be of a size to enable constructive discussion and progress avoiding scenarios where the group is too large to be productive or too small to secure adequate consensus in moving the Plan forward. A draft list of invitees is contained in Appendix 4 but this may change as the plan progresses.

In addition to the general expectations of stakeholders, Members of the Forum will be expected to commit to the process through regular attendance thereby enabling full and informed discussion throughout the process. Members will be representing the interests of their organisation, and it would be beneficial if LDP information would be distributed throughout their existing structures in order to facilitate extended consultation on the Plan.

## **Planning Strategy Group**

As described in the timetable the key means by which the Council will progress the LDP is through the Planning Strategy Group (PSG). This is a politically balanced group of elected members that will consider reports from Officers and have regard to the views of the Key Stakeholder Forum and representations at key stages. In some cases where there are opposing views, the Group will need to consider all the available evidence and identify an informed way forward in terms of Plan content and the consideration of representations. The Group will make recommendations to Cabinet / Full Council whereby a full political debate can take place. Details of the Planning Strategy Group are set out in Appendix 4.

Members of the Group will be expected to attend the meetings and perform in a strategic manner whereby the overriding responsibility is to act in the interests of fulfilling the Council's responsibility to produce and progress the plan.

## **SA/SEA Technical Working Group**

As explained in the Timetable section, an important element of the Plan is the process of Sustainability Appraisal (SA) which incorporates Strategic Environmental Assessment (SEA). This task will proceed

hand in hand with the preparation of the Plan but will be overseen by a Technical Working Group who will make recommendations to the Key Stakeholder Forum and Planning Strategy Group. The Group will also have an input into the Habitat Regulations Assessment (HRA) as required by European Directive. Membership of the Technical Working Group is set out in Appendix 4.

## **Consensus building**

By adopting improved consultation and engagement methods as set out in this Delivery Agreement the Plan preparation process should be less likely to encounter conflict in decision making. The objective of the DA is to seek consensus at each stage in the Plan making process. There will undoubtedly be instances where consensus cannot be achieved and it is important that there is a clear evidence base and justification for the decision taken which can be appreciated by all stakeholders. Although certain stakeholders may not agree with the decision, the process should have been undertaken in an open and transparent manner whereby those stakeholders at least appreciate the basis on which the decision has been made. It is important in such situations that the Plan is seen to progress and this will inevitably involve the need to make difficult decisions.

## **Document availability and feedback**

All documents will be published on the Council's website within the dedicated LDP pages. Documents will normally be distributed to specific and general consultation bodies in electronic format. However, in certain instances documents will be forwarded in hard copy if required. Key documents will also be able to be viewed at the Council Offices Flint, the Planning Reception at County Hall, the Holywell Connects Office and County libraries addresses at appendix 4).

The Council's website will be used to provide up-to-date information and news on the progress of the LDP. The Council will purchase an on-line consultation software package which will enable consultation and engagement documents to be made available electronically in a format which enables comments to be made and submitted directly on them.

The Council will provide feedback on all representations following each consultation exercise.

- Representations will be acknowledged on receipt and entered onto a database
- If a representation is unclear or if information is missing it will be returned to the sender for the deficiencies to be addressed before it is entered onto the database
- Consultation representations will be made available electronically on the website and hard copies made available at Planning Reception, County Hall
- Summaries of representations and outcomes, and any accompanying report, following consideration by PSG / Cabinet / Council, will be made available electronically on the website and hard copies made available at Council Offices and libraries
- General feedback will be provided to those persons making representations at each stage via letter or e-mail (it will be for those persons to peruse the relevant published documents in order to establish the outcome of their specific representation)
- Feedback relating to petitions will only be provided to the co-ordinator by letter or e-mail and not to all signatories
- Information can be made available in large print on request
- Regular updates and information regarding next steps will be made available on the website.

## **Petitions**

Petitions and pre-printed letters submitted in bundles, will only be accepted if they have an identified coordinator. The Council will register them as a single representation with an accompanying note explaining that they are made by x number of persons. This will enable the Council to reduce the processing and administrative time and costs associated with petitions. Coordinators must therefore be prepared to pass on relevant documentation and correspondence with those persons on the petitions. A key principle, in the preparation of the Plan is that it is the quality of the comments made, rather than merely the number of times they are made, that is important. A good planning point need only be made once, rather than being repeated unnecessarily.

## **Welsh Language**

The Council adopted a revised Welsh Language Scheme in 2006 which sets out the principle that it will conduct public business whereby English and Welsh languages are treated on the basis of equality. The Council believes that respecting and meeting the language needs and preferences is central to good and effective customer care. Services will be delivered in Welsh and English according to customer preference.

The Council will ensure that key documents and engagement / consultation processes are delivered in both English and Welsh. In particular, round robin letters at key stages, will be fully bilingual. The Council's online consultation system will also be available with English and Welsh interfaces. However, as part of the document / evidence base there will be technical documents including technical appendices where the costs and delays associated with translation would be prohibitive. There will also be documents produced by other public bodies and organisations which are published in English only and it is not proposed that these will be translated. Any representations submitted in Welsh will be responded to in Welsh. However, reports to Executive and Council and subsequent minutes, are only presently available in English as per the Council's policy.

At engagement and consultation events, the Council will endeavour to ensure that a Welsh speaker is available if possible. Where this is not possible, alternative arrangements whereby a Welsh speaker is available will be considered. Simultaneous translation facilities will be made available at meetings by prior arrangement.

Requests for documentation in other language or large print formats will be considered on a case by case basis.

## **Detailed Timetable / Community Involvement Scheme**

The summary timetable from earlier in this document has been reproduced as part of the Community Involvement Scheme and sets out in more detail the individual tasks and opportunities for engagement and consultation as part of each key stage:

## Stage 1 Delivery Agreement (Regulations 5-10)

The Council must prepare, in consultation with stakeholders, a Delivery Agreement setting out a timetable for preparing the LDP and a statement as to how it will involve the local community in preparing the Plan. The Delivery Agreement must be submitted to and approved by Welsh Government.

| Stage in LDP preparation process             | Purpose  | When?                                    | Who?  | How?  | Outcomes and reporting mechanism   | Resources   |
|--|--|--|---|---|--|---|
| Initial awareness raising                    | To introduce the LDP to key stakeholders in order to feed comments into the draft DA   |  | LDP Team<br>Members / Town & Comm Co.<br>Welsh Government   | seminars<br>meetings  |  | Policy Team<br>Admin Support<br>Members                             |
| Preparation of draft Delivery Agreement (DA) | To ensure that roles and responsibilities of engagement and consultation are understood and a realistic timetable is developed | Jan 2013 – Dec 2013                      | LDP Team<br>Key Stakeholder Forum<br>Planning Strategy Group<br>Welsh Government  |   | Discussion of DA by PSG (feed in views of KSF) and approval by Cabinet for consultation  | Printing & Postage<br>Press / Public Notices                        |
| Publication of draft DA for consultation     | To enable all stakeholders and interested parties to make representations on the DA  | [8 week consultation]<br>Aug / Sept 2013 | LDP Team<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies<br>Welsh Government<br>Planning Inspectorate<br>SA consultation bodies / tech group<br>General Public | Website<br>Direct Mailing<br>Deposit Locations<br>Press releases<br>Representation form | Acknowledge representations by post / e-mail   | Consultancy advice<br>ICT consultation Package<br>Translation costs |
| Consideration of feedback & representations  | To allow all matters raised to be addressed and DA amended if necessary  | Oct / Nov 2013                           | LDP Team<br>Planning Strategy Group   |   | Representations and Officer responses to be discussed by PSG and final DA approved by Cabinet. Report to be made available on website<br>Report back to representees.<br>Provide feedback to KSF | Meeting room costs  |

|   |  |   |   |   |  |
|---|--|---|---|---|--|
| Submission of DA to WG  | To seek formal approval of the DA by WG  | Welsh Government to respond within 4 weeks of receipt | Welsh Government  | Direct Mailing Website  | WG notification to Council to be made available on website           |
| Publication of approved DA following WG approval (with or without amendments) | To inform stakeholders of the content and availability of the approved DA                                  | Dec (or as soon as practicable following WG approval) | LDP Team<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies | Website Reg 10(1)b<br>Direct Mailing<br>Deposit Locations<br>Reg 10(1)a<br>Press releases | Approved DA to be made available on website and at deposit locations |
| Monitoring and review of DA   | To ensure that the Plan is progressed in line with the DA and to identify the need for re-submission to WG | On – going / at each stage in process                 | LDP Team<br>Planning Strategy Group<br>Welsh Government<br>Planning Inspectorate  | Website   | Relevant documents to be made available on website                   |

## Stage 2 – Review & Develop Evidence Base for LDP and SEA/SA/HRA (Regulation 14)

The Council must prepare the Plan in the light of a sound knowledge of the social, economic and environmental characteristics within the County and wider sub-region. This will be achieved through compiling and keeping up to date a robust evidence base of documents and data. New data and evidence will be collected where necessary through the appointment of specialist consultants. The evidence base will also provide the baseline position for Plan appraisal.

| Stage in LDP preparation process | Purpose   | When?                 | Who?  | How?   | Outcomes and reporting mechanism  | Resources  |
|----------------------------------|---|-----------------------|---|--|---|--|
| Develop and review evidence base | To understand and develop a sound evidence base addressing social, economic and environmental aspects, and to provide the context for a sound LDP.<br>To ensure that the evidence base is kept up to date at each stage in the Plan process | on going              | LDP Team<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies   | Website<br>Direct mailings<br>Meetings / workshops   | Make available evidence base on website   | LDP Team<br>Council Officers<br>Admin support<br>Appointed consultants<br>Printing & Postage |
| Candidate Sites                  | To enable the promotion of sites by interested parties and facilitate the Council's appraisal of sites against pre-determined selection criteria  | Jan 2014 – April 2014 | LDP Team<br>Council Officers<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies<br>Developers / landowners<br>SA Appointed consultants<br>SA consultation bodies / tech group<br>General public | Website<br>Press release / notice<br>Direct mailing<br>Deposit locations<br>Standard forms | Methodology and site assessment criteria (inc SA/SEA/HRA) to be subject of focussed consultation with key stakeholders<br><br>Approval of methodology and assessment selection criteria by KSF/ PSG/ Cabinet<br><br>Site appraisals to be reported to KSF/PSG/ Cabinet<br><br>Site Register to be made available on | Press / Public Notices<br><br>Translation costs  |



|  |  |                                    |  |  |  |  |
|--|--|------------------------------------|--|--|--|--|
|  |  |                                    |  |  | website and at deposit locations   |  |
| Strategic Environmental Assessment / Sustainability Appraisal and Habitats Regs Assessment | To prepare the SA/ SEA/HRA methodology and to develop the baseline environmental / sustainability information against which the Plan can be appraised: <ul style="list-style-type: none"> <li>• Screening</li> <li>• Review plans, programmes and sustainability objectives</li> <li>• Collect baseline data</li> <li>• Identify sustainability issues and problems</li> <li>• Develop SA framework</li> <li>• Prepare Scoping Report</li> </ul> | (overlap with stage 1)<br>On-going | LDP Team<br>Council Officers<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies<br>SA Appointed consultants<br>SA consultation bodies / tech group                   | Meetings / workshops<br>Direct Mailing                           | Reports to KSF / PSG<br><br>Place baseline information, methodology and reports on website   |  |
| Consultation on SEA/SA Scoping Report  | To consult on the scope of the SA to ensure there is consensus amongst key stakeholders regarding the SA/ SEA/HRA  | 6 week consultation                | LDP Team<br>Council Officers<br>Planning Strategy Group<br>Key Stakeholder Panel<br>Specific consultation bodies<br>General & Other consultation bodies<br>SA consultation bodies / tech group<br>SA Appointed consultants<br>General public | Website<br>Direct Mailing<br>Deposit Locations<br>Press releases | Report findings of consultation to KSF/PSG<br><br>Report back to representees<br><br>Make available scoping report on website and at deposit locations |  |

### Stage 3 – Pre-Deposit Participation (Regulation 14)

During this stage the Council will use the evidence base to inform the vision for the County and objectives of the Plan. Issues papers will be prepared on a variety of topics and the Council will consider a number of growth and spatial options for development before identifying a preferred strategy for the Plan.

| Stage in the LDP preparation process   | Purpose   | When?               | Who?  | How?   | Outcomes and reporting mechanism   | Resources   |
|--|---|---------------------|---|--|--|---|
| Vision / objectives                    | To develop through stakeholder engagement a clear vision for the Plan area and to set objectives for the LDP<br><br>Test objectives against SA framework  | Jan 2014 – Apr 2014 | LDP Team<br>Council Officers<br>Planning Strategy Group<br>Council Members<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies<br>General public<br>SA Appointed consultants<br>SA consultation bodies / tech group | Meetings / workshops<br>Website<br>Press release?<br>Direct mailing?<br>Deposit locations? | Report to be taken to KSF/PSG/Cabinet<br><br>Report to be made available on Council website and at deposit venues.               | Policy Team<br><br>Admin Support<br><br>Members<br><br>Printing & Postage |
| Issues Papers                          | To understand the context for Plan preparation having regard to the evidence base, vision and objectives by preparing topic or background papers on key issues and considering options.   | Jan 2014 –          | LDP Team<br>Council Officers<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies<br>General public   | Meetings / workshops<br>Website<br>Direct mailing<br>Deposit locations                     | Issues Papers to be reported to KSF/PSG/Cabinet<br><br>Approved reports to be made available on website and at deposit locations | Press / Public Notices<br><br>Consultancy advice                          |
| Spatial Strategy and Preferred Options | To agree the content of the draft Pre-Deposit Consultation Plan:<br><br><ul style="list-style-type: none"> <li>• Generate strategy options and undertake SA/SEA/HRA appraisal</li> <li>• Identify preferred strategy</li> <li>• Identify strategic sites / allocations and undertake further SA/SEA/HRA work if necessary</li> <li>• Identify areas / topics for SPG</li> </ul> | May 2014 –          | LDP Team<br>Council Officers<br>Planning Strategy Group<br>Key Stakeholder Forum<br>Specific consultation bodies<br>General & Other consultation bodies<br>SA Appointed consultants<br>SA consultation bodies / tech group<br>General public                    | Meetings / workshops<br>Website<br>Press release<br>Direct mailing<br>Deposit locations    | Reports to be taken to KSF/PSG/Cabinet /Council<br><br>Approved reports to be made available on website and at deposit locations | Translation costs<br><br>Meeting room costs                               |
| Prepare necessary documentation        | To prepare the necessary documentation and put in place the arrangements for consultation on the pre-deposit plan   | Dec 2016            | LDP Team  |  |  |   |

#### Stage 4 – Pre-deposit consultation (Regulations 15 & 16)

The Council will consult widely on the Pre-Deposit Plan which will include the vision, objections, strategic options and the preferred strategy as well as key policies and strategic locations for new development. This will be accompanied by supporting documentation such as the Plan appraisals. This stage will help define the early content of the Plan and will form the basis for addition of detailed allocations and policies in the subsequent deposit Plan.

| Stage in the LDP preparation process               | Purpose   | When?                 | Who?  | How?   | Outcomes and reporting mechanism  | Resources   |
|--|---|-----------------------|---|--|---|---|
| Pre-Deposit Consultation                           | To set out the Preferred Strategy for the Plan and strategic sites / allocations and to provide the opportunity for comment on policies and proposals | Nov 2017<br>[6 weeks] | Government<br>Specific consultation bodies<br>General & Other consultation bodies<br>General Public   | Website Reg 15(b)<br>Direct Mailing Reg 15(c)<br>Deposit Locations Reg 15(a)<br>Press releases<br>Press Notice Reg 15(d)<br>Representation form<br>Exhibitions<br>Site notices | Representations acknowledged  | Admin Support<br><br>Printing & Postage<br><br>Press / Public Notices |
| SA Report consultation                             | To demonstrate how the Preferred Strategy has had regard to SA/SEA/HRA and to provide the opportunity for comment                                     | Nov 2017<br>[6 weeks] | Government<br>Specific consultation bodies<br>General & other consultation bodies<br>SA consultation authorities<br>General Public  | Website<br>Direct Mailing<br>Deposit Locations<br>Press releases<br>Press notice<br>Representation form<br>Exhibitions   | Representations acknowledged  | Other Council Officers<br><br>Consultancy advice                      |
| Assessment and consideration of representations    | To allow consideration of representations received on the Plan and SA Report and to inform the preparation of the deposit Plan.                       |                       | LDP Team<br>Members<br>Specific consultation bodies<br>General & Other consultation bodies<br>Key Stakeholder Forum<br>Planning Strategy Group<br>SA consultation bodies / tech group<br>SA appointed consultants | Meetings<br>Direct Mailing   | Representations to be reported to KSF/PSG/Cabinet/ Council<br><br>Report back to representees<br><br>Place documentation on web and at deposit venues | Translation costs<br><br>Meeting room costs                           |
| Prepare necessary documentation for formal deposit | To prepare the necessary documentation for consultation on the deposit plan e.g. proposals maps, written statement, updated SA Report                 |                       | LDP Team  |  |   |   |

## Stage 5 – Deposit Consultation (Regulations 17 to 19)

The Council will formally place on deposit the full version of the Plan for consultation as well as other supporting documentation. Any persons with an interest in the Plan whether in terms of strategy, policies or proposals, should seek to make representations as this may be last opportunity for interested parties to make their views known on the Plan.

| Stage in the LDP preparation process            | Purpose  | When?                 | Who?  | How?  | Outcomes and reporting mechanism  | Resources  |
|---|--|-----------------------|---|---|---|--|
| Deposit consultation exercise                   | To enable all interested parties and organisations to make representations on the deposit LDP <ul style="list-style-type: none"> <li>• LDP</li> <li>• Sustainability appraisal report</li> <li>• Initial consultation report</li> <li>• Supporting documents</li> <li>• Public notice</li> </ul> | Nov 2018<br>[6 weeks] | Government<br>Specific consultation bodies<br>General & Other consultation bodies<br>General Public   | Website Reg 17(b)<br>Direct Mailing Reg 17(c)<br>Deposit locations Reg 17(a)<br>Press releases<br>Press notice Reg 17(d)<br>Representation form<br>Exhibitions<br>Representation form<br>Site notices | Representations acknowledged  | Admin Support<br><br>Printing & Postage<br><br>Press / Public Notices<br><br>Consultancy advice<br><br>Translation costs |
| SA Report consultation                          | To demonstrate how the Deposit Plan has had regard to SA/SEA/HRA and to provide the opportunity for comment  | Nov 2018<br>[6 weeks] | Government<br>Specific consultation bodies<br>General & Other consultation bodies<br>SA consultation bodies<br>General Public   | Website<br>Direct Mailing<br>Deposit locations<br>Press releases<br>Press Notice<br>Representation form<br>Exhibitions<br>Representation form   | Representations acknowledged  | Meeting room costs   |
| Assessment and consideration of representations | To enable consideration of representations received and to determine whether focused changes need to be made   |                       | LDP Team<br>Members<br>Specific consultation bodies<br>General & other consultation bodies<br>Key Stakeholder Forum<br>Planning Strategy Group<br>SA consultation bodies / tech group<br>SA appointed consultants | Meetings<br>Direct Mailing<br>Website Reg 19(2)b<br>Deposit Locations<br>Reg 19(2)a   | Make available representations asap for inspection at deposit locations and on website<br><br>Representations to be reported to KSF/PSG/Cabinet/ Council<br><br>Report back to representees<br>Place documentation on web and at deposit venues |  |

## Stage 6 – Focussed Changes (optional) [indicative] WG Circular Letter CL-01-2009

Having considered representations received during Deposit consultation and New / Alternative Sites consultation, the Council may wish to make further changes to the Plan, known as ‘Focussed Changes’. An ‘Addendum’ to the Deposit LDP will be published and forwarded to the Welsh Government and any representations made during the 6 week consultation period will be forwarded directly to Welsh Government. This will enable the Focussed Changes to be considered early in the Examination process by the Inspector.

| Stage in the LDP preparation process | Purpose   | When?     | Who?   | How?  | Outcomes and reporting mechanism   | Resources  |
|--------------------------------------|---|-----------|--|---|--|--|
| Consultation on any Focussed Changes | To provide an opportunity for comments to be made on the Focussed Changes | July 2019 | Government<br>Specific consultation bodies<br>General & Other consultation bodies<br>General Public<br>Planning Strategy Group | Website<br>Direct Mailing<br>Deposit Locations<br>Press releases<br>Press Notice<br>Representation form | Representations acknowledged<br><br>Representations forwarded directly to WG<br><br>Place documentation on web and at deposit venues | Admin Support<br><br>Printing & Postage<br><br>Press / Public Notices<br><br>Translation costs |

## Stage 7 – Submission (Regulation 22 and WG Circular Letter CL-01-2009) [Indicative]

The Council will formally submit the LDP and supporting documentation to the Welsh Government for consideration by a Planning Inspector at the examination.

| Stage in the LDP preparation process  | Purpose   | When?     | Who?  | How?  | Outcomes and reporting mechanism                   | Resources   |
|---|---|-----------|---|---|--|---|
| Submission of LDP and associated documents to Welsh Government for examination by a Planning Inspector.<br>Can overlap with stage 8 | To ensure that all procedural requirements have been met and necessary documents produced and that the Plan has met the tests of soundness, before submission | July 2019 | Government<br>Planning Inspectorate<br>All other interested persons | Website (Reg 22(5)a&d))<br>Direct Mailing (Reg 22(5)e)<br>Deposit locations (Reg 22(5)c)<br>Press releases<br>Press Notice (Reg 22(5)b) | Service Level Agreement with Planning Inspectorate | Admin Support<br>Printing / postage<br>Press / Public Notices<br>Appointment of Programme Officer |

## Stage 8 – Examination (Regulation 23)

An examination of the soundness of the Plan, having regard to representations will be conducted by an independent Planning Inspector. A Programme Officer will be appointed by the Council, but will be directly accountable to the Inspector. All matters relating to the operation of the examination will be undertaken by the Programme Officer. The Inspector will determine what issues are to be discussed and invite representees to attend although the examination sessions will be open to the public to observe.

| Stage in the LDP preparation process                   | Purpose  | When?  | Who?   | How?  | Outcomes and reporting mechanism  | Resources   |
|--|--|--|--|---|---|---|
| Notice of Examination of LDP                           | To ensure that all stakeholders are advised that an independent Inspector will hold an examination of the LDP              | (at least 6 weeks prior to the commencement of the Examination ) | All representees / stakeholders that have requested to be kept informed<br><br>General public  | Website Reg 23(1)a<br>Direct mailing Reg 23(1)b<br>Press releases<br>Press Notice Reg 23(1)c        | Through Programme Officer<br><br>Service Level Agreement with Planning Inspectorate   | Admin Support<br><br>Programme Officer<br><br>Printing & Postage<br><br>Press / Public Notices                          |
| Pre-Examination meeting                                | To allow the Inspector to advise on examination procedures and format (and if necessary to ask for additional information) |  | All representees / stakeholders that have requested to be kept informed  | Website<br>Direct mailing<br>Press releases<br>Public Meeting chaired by Inspector                  | Through Programme Officer<br><br>Notes of meeting to be placed on examination website | Consultancy advice<br><br>Other Officers<br><br>Translation costs<br><br>Meeting room costs<br><br>Legal representation |
| Independent examination of LDP by a Planning Inspector | An Inspector will examine the Plan in the light of representations to determine whether it is 'sound'                      | Aug 2019   | All representees / stakeholders that have requested to be kept informed<br><br>The examination will be open for all other interested parties to observe. | Round table sessions / Informal hearings chaired by Inspector<br><br>Formal written representations | Through Programme Officer   | Accommodation for Inspector / library / Programme Officer   |

## Stage 9 – Inspector’s Report (Regulation 24)

The Inspector will publish a Report setting out whether or not the Plan is sound and whether it can be made sound as a result of the Inspector recommending changes or further work. The Inspector’s recommendations are binding on the Council. The Council is required to publish the Inspector’s Report no later than the day on which the Plan is adopted.

| Stage in the LDP preparation process | Purpose   | When?  | Who?  | How?  | Outcomes and reporting mechanism                   | Resources  |
|--------------------------------------|---|--|---|---|--|--|
| Receipt of draft Inspector’s Report  | To enable the Council to request the correction of factual errors before the Report is formally submitted to them | June 2020<br>[Planning Inspectorate has committed to deliver the Inspector’s binding report 12 months from submission of the Deposit LDP to the Assembly Government] | LDP Team  | Direct Mailing  | Service Level Agreement with Planning Inspectorate | Admin Support<br><br>Printing & Postage<br><br>Press / Public Notices<br><br>Translation costs |
| Publication of Inspector’s Report    | To advise all interested parties of the publication of the Inspector’s Report                                     |  | Government<br>Specific Consultation Bodies<br>General & Other consultation bodies<br>General Public | Website Reg 24(2)b<br>Direct mailing Reg24(2)c<br>Press release<br>Deposit locations Reg 24(2)a |  |  |



## Stage 10 – Adoption (Regulation 25)

The Council is required to adopt the Plan within 8 weeks of receipt of the Inspector’s Report, by formal Council resolution. It will then become the statutory development plan for all land use planning decisions within the County, subject to there being no legal challenges.

| Stage in the LDP preparation process   | Purpose  | When?   | Who?   | How?  | Outcomes and reporting mechanism | Resources   |
|--|--|---|--|---|----------------------------------|---|
| Formal adoption  | To seek Council resolution to adopt the Plan having regard to the Inspector’s recommendations  | July 2020<br>Within 8 weeks of receipt of Inspector’s Report                                  |  |   | Report to Full Council           | Admin Support<br><br>Printing & Postage                                 |
| Notification of adoption of LDP and publication of: <ul style="list-style-type: none"> <li>• the ldp</li> <li>• adoption statement</li> <li>• finalised SA report</li> </ul> | To advise all interested parties of the adoption of the LDP  |   | Government Specific Consultation Bodies<br>General & Other consultation bodies<br>General Public | Website Reg 25(2)b<br>Direct mailing Reg 25(2)d&e<br>Press releases<br>Press Notice<br>Reg25(2)c<br>Deposit Locations<br>Reg 25(2)a |                                  | Press / Public Notices<br><br>Translation costs<br><br>Publishing costs |
| Publication of adoption statement and finalised SA Report  | To explain in summary form how the Council has taken the SA findings into account in the Plan’s preparation and to update the SA Report in respect of any recommendations of the Inspector | As above  | As above   | As above  |                                  |   |
| Final publication of adopted LDP   | To publish in its final form (both hard copy and interactive web version) the adopted LDP for Plan users   | As soon as possible after adoption (allowing for 6 week period for legal challenge to expire) |  | Website<br>Libraries<br>Deposit Locations<br>Planning Reception   |                                  |   |

## Stage 11 – Monitoring and Review (Regulation 37)

The Council is required to monitor the Plan to ensure that it remains up to date, effective and relevant. An annual monitoring report (AMR) will be prepared and submitted to WG each year which will set out how the Plan is performing.

| Stage in the LDP preparation process                      | Purpose                                       | When?  | Who?   | How?                      | Outcomes and reporting mechanism | Resources |
|---|---|--------|--|---------------------------|----------------------------------|-----------|
| Publication of monitoring report                          | To monitor Plan performance and inform review | yearly | LDP Team<br>Welsh Government<br>Development Plans<br>Panel   | Direct Mailing<br>Website | Council<br>resolution            |           |
| Monitoring of SA framework and respond to adverse effects | To monitor sustainability effects of the Plan | yearly | LDP Team<br>Welsh Government<br>Development Plans<br>Panel<br>SA consultation bodies<br>/ tech group |                           |                                  |           |

## Monitoring and Review

The Council will monitor and review the effectiveness of the Delivery Agreement throughout the preparation of the LDP. This will ensure that the objectives set out in the Community Involvement Scheme are met in accordance with the proposed timetable.

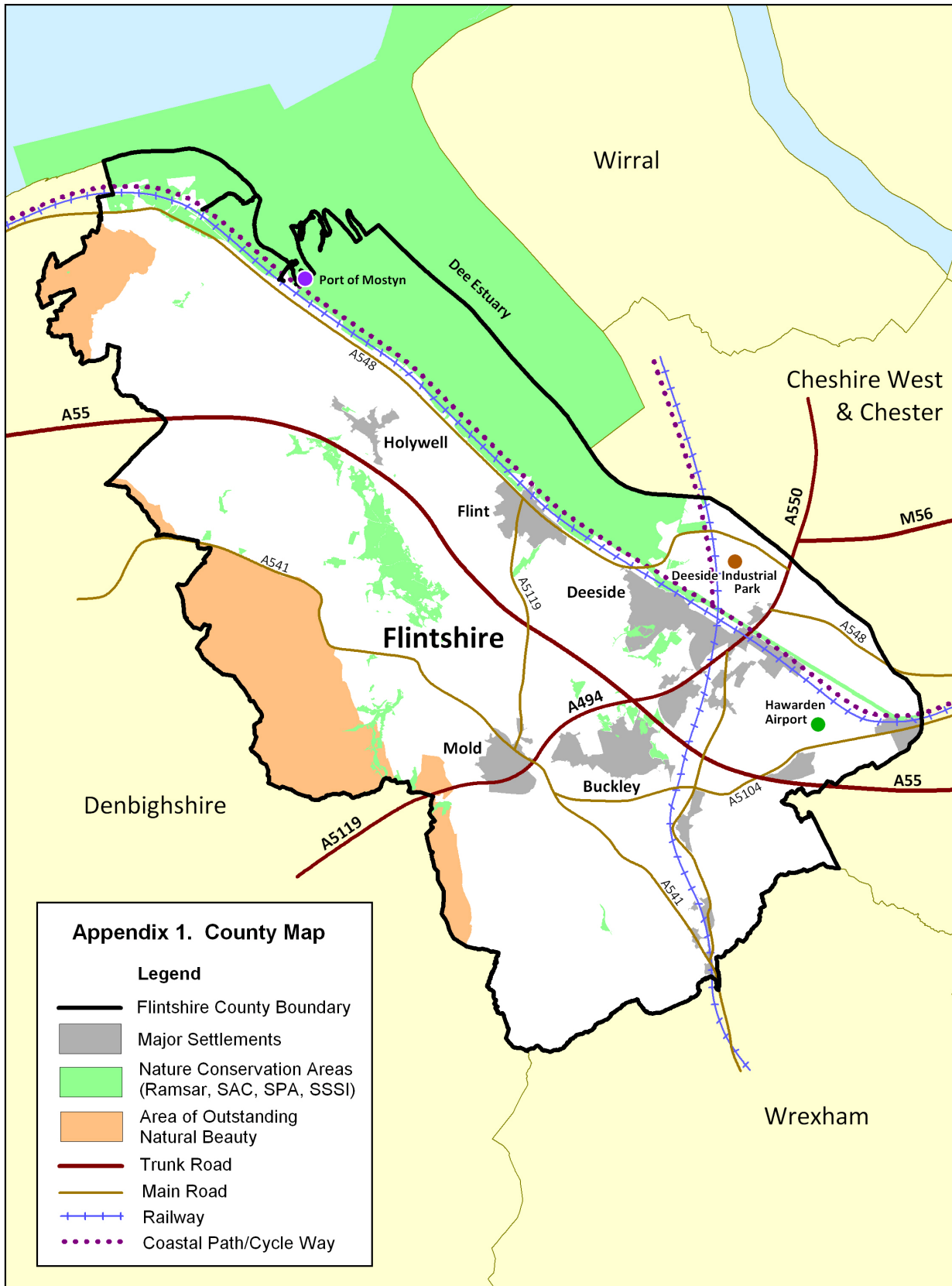
The LDP Regulations state that, following deposit, the timetable should be reviewed in consultation with the relevant consultees and resubmitted to the WAG as the Council enters into a service agreement with the Planning Inspectorate. This should be carried out within 3 months of the close of the formal deposit period.

Following adoption of the Plan the Authority will submit an annual monitoring report (AMR) on the LDP to WG. The AMR will establish how effectively the policies and proposals of the Plan are performing. It will assess whether the basic strategy remains sound and whether any policies need changing to reflect changing national policy or local circumstances. The AMR will also report on key LDP indicators as well as the housing land supply in the annual annual Joint Housing Land Availability Study. The Council will commence a full review of the Plan at least once every 4 years unless the AMR indicates that an earlier review is necessary.

## Appendices

1. County Map
2. Local demographics and community profile
3. List of consultees
4. LDP Steering Group / Planning Strategy Group / Sustainability Appraisal Group
5. Glossary of terms
6. WG Delivery Agreement Assessment Criteria
7. Comments / responses on Delivery Agreement consultation
8. Changes to DA
9. WG Letter of Approval
10. WG Letter of Approval
11. WG Letter of Approval

# Appendix 1 - County Map



|  |  |  |   |
|--|--|--|---|
|  | <p><small>This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Licence number: 100023386. Flintshire County Council, 2013.</small></p> | <p>Environment Directorate,<br/>Flintshire County Council,<br/>County Hall, Mold,<br/>Flintshire, CH7 6NF.<br/>Director: Mr. Carl Longland</p> | <p>Scale 1:180,000 @ A4<br/>Produced: June 2013</p> |
|--|--|--|---|

## Appendix 2 - Local Demographics and Community Profile

Flintshire has both important industrial areas and a large rural area of high landscape value. It sits on the border of Wales, separated from Cheshire by the River Dee. Its economy has historically been based on a combination of aerospace industries, military operations and steel making in the industrial areas, and agriculture in the rural areas.

The County has important nature conservation designations and part lies within an Area of Outstanding Natural Beauty. The River Dee is internationally important in terms of nature conservation, and within Flintshire there are 6 Special Areas of Conservation, 2 Special Protection Areas and 1 Ramsar site.

There are a mixture of settlements, ranging from small rural hamlets, to the larger towns of Flint and Buckley. All of these have their own distinct character, sense of place and community, however in common with many other settlements, town centres are in decline and there are issues over the availability of affordable housing.

The population of Flintshire is 152,506 (2011 Census), with an average of 2.4 people living in each household. Across the County, there is an average density of 3.5 people per hectare, compared with an average density of 1.5 per hectare across Wales as a whole. Of the total population the vast majority are white, with 1.5% being from non-white ethnic groups. 13.2% speak Welsh which is low compared to the Welsh average of 19%.

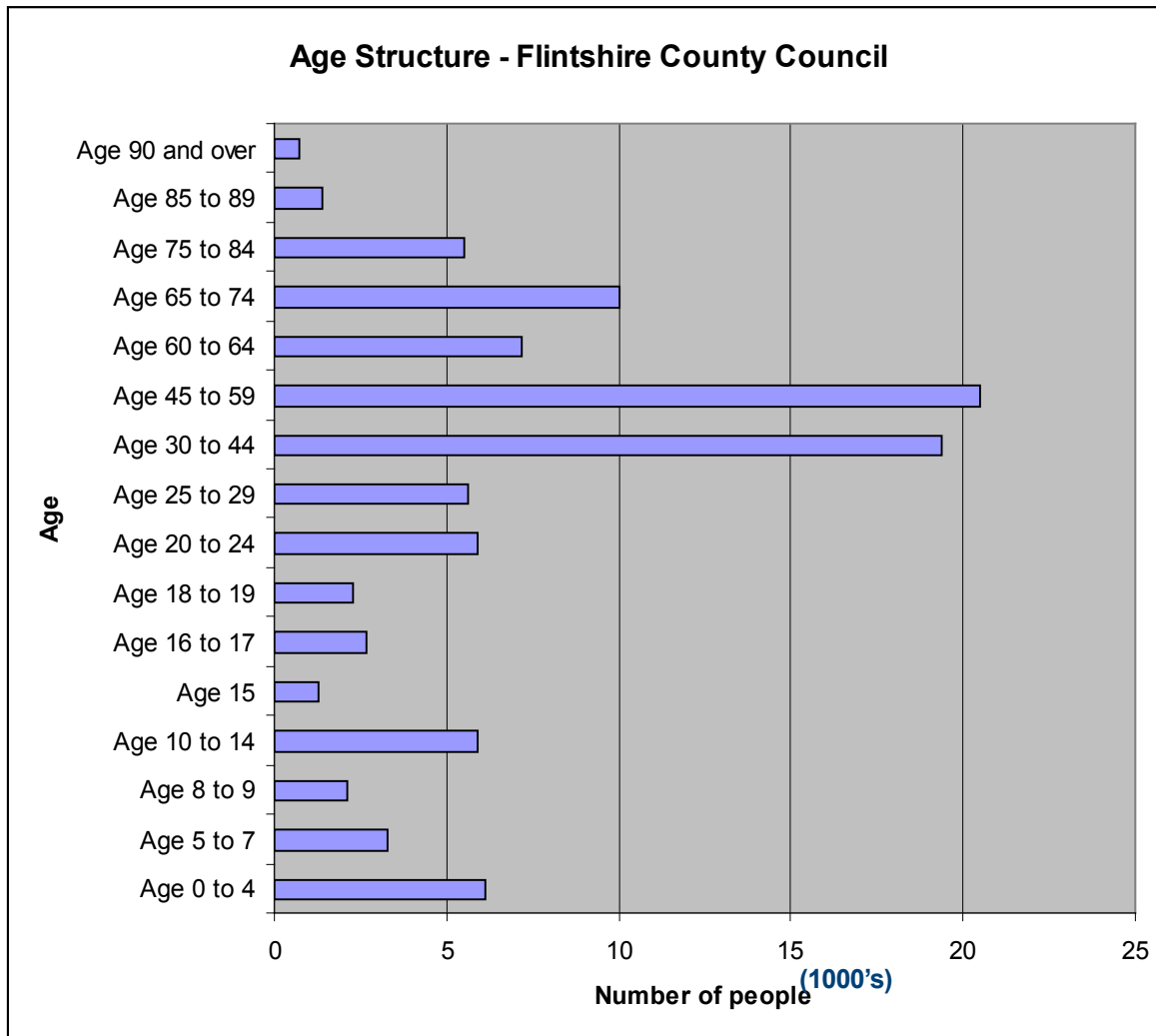
Although some areas of Flintshire are relatively affluent, there are still areas of deprivation. Four areas fall within the 190 most deprived areas in Wales, with the most deprived area within Flintshire being in Shotton, ranking 83rd in Wales in terms of deprivation (WIMD 2011). Also, 19.5% of Flintshire's population said they had a long term limiting illness and 18.8% said they were not in good health, with both of these figures being below the figures for Wales as a whole.

### Population

|                                 | Flintshire | Wales        |
|---------------------------------|------------|--------------|
| <b>All</b>                      | 152,506    | 3,063,456    |
| <b>Male</b>                     | 75,247     | 1,504,228    |
| <b>Female</b>                   | 77,259     | 1,559,228    |
|                                 |            |              |
| <b>Area (ha)</b>                | 43,753.91  | 2,073,510.98 |
| <b>Density (persons per ha)</b> | 3.5        | 1.5          |

Source: 2011 Census, ONS

## Age Structure



Source: 2011 Census, ONS

## Welsh Speakers

|                                 | Flintshire | Wales |
|---------------------------------|------------|-------|
| Can speak Welsh                 | 13.2%      | 19%   |
| Can speak, read and write Welsh | 9.3%       | 14.6% |

Source: 2011 Census, ONS

## Ethnic Group

|                         | Flintshire | Wales |
|-------------------------|------------|-------|
| White                   | 98.5%      | 95.6% |
| Non-white ethnic groups | 1.5%       | 4.4%  |

Source: 2011 Census, ONS

## Health

|   | Flintshire | Wales |
|---|------------|-------|
| <b>% People with long term limiting illness</b> | 19.5       | 22.7  |
| <b>% people whose health was:</b>               |            |       |
| Very good                                       | 48.7       | 46.6  |
| Good  | 32.5       | 31.1  |
| Fairly good                                     | 13.2       | 14.64 |
| Bad   | 4.4        | 5.8   |
| Very bad  | 1.2        | 1.8   |

Source: 2011 Census, ONS

## Economic Activity

|                                       | Flintshire | Wales     |
|---------------------------------------|------------|-----------|
| <b>Total males 16-74</b>              | 55,843     | 1,112,839 |
| % males 16-74 economically active     | 75         | 70.3      |
| % males 16-74 economically inactive   | 25         | 29.7      |
| <b>Total females 16-74</b>            | 56,482     | 1,132,327 |
| % females 16-74 economically active   | 65.6       | 61.3      |
| % females 16-74 economically inactive | 34.4       | 38.7      |

Source: 2011 Census, ONS



## Households

|                                   | Flintshire | Wales     |
|-----------------------------------|------------|-----------|
| <b>Number of households</b>       | 63,781     | 1,302,676 |
| <b>Average household size</b>     | 2.4        | 2.3       |
| <b>One person households</b>      | 17,477     | 400,768   |
| <b>Lone parent households</b>     | 6,980      | 147,940   |
| <b>Tenure:</b>                    |            |           |
| <b>Owned outright</b>             | 35.1%      | 35.4%     |
| <b>Mortgaged</b>                  | 37.7%      | 32.0%     |
| <b>Part rented / mortgaged</b>    | 0.5%       | 0.3%      |
| <b>Council rented</b>             | 11.3%      | 9.8%      |
| <b>Housing association rented</b> | 3.8%       | 6.6%      |
| <b>Private rented</b>             | 9.3%       | 12.7%     |
| <b>Other rented</b>               | 1.3%       | 1.5%      |
| <b>Rent free</b>                  | 1.0%       | 1.6%      |

Source: 2011 Census, ONS

## **Appendix 3 – List of Consultees**

### **B2 Specific Consultation Bodies**

Welsh Government  
Natural Resources Wales  
Secretary of State for Wales

Planning Inspectorate

### **Adjoining Local Authorities**

Denbighshire County Council  
Wrexham County Borough Council  
Cheshire West and Chester  
Wirral MBC

### **Flintshire Town & Community Councils**

Argoed Community Council  
Bagillt Community Council  
Broughton & Bretton Community Council  
Brynford Community Council  
Buckley Town Council  
Cerwys Town Council  
Cilcain Community Council  
Connah's Quay Town Council  
Flint Town Council  
Gwernaffield Community Council  
Gwernymynydd Community Council  
Halkyn Community Council  
Hawarden Community Council  
Higher Kinnerton Community Council  
Holywell Town Council  
Hope Community Council  
Leeswood Community Council  
Llanasa Community Council  
Llanfynydd Community Council  
Mold Town Council  
Mostyn Community Council  
Nannerch Community Council  
Nercwys Community Council

Northop Community Council  
Northop Hall Community Council  
Penyffordd Community Council  
Queensferry Community Council  
Saltney Town Council  
Sealand Community Council  
Shotton Town Council  
Trelawnyd & Gwaenysgor Community Council  
Treuddyn Community Council  
Whitford Community Council  
Ysceifiog Community Council

### **Adjoining Town and Community Councils – Denbighshire**

Prestatyn Town Council  
Dyserth Community Council  
Tremeirchion, Cwm & Waen Community Council  
Bodfari Community Council  
Aberwheeler Community Council  
Llandyrnog  
Llangnhaful Community Council  
Llanbedr DC Community Council  
Llanferres Community Council  
Llanarmon yn Iâl Community Council  
Llandegla Community Council

### **Adjoining Town and Community Councils – Wrexham**

Rossett Community Council  
Llay Community Council  
Gwersyllt Community Council  
Brymbo Community Council  
Minera Community Council

### **Adjoining Parish Councils – Cheshire West and Chester City**

Doddleston & District Parish Council  
Saughall & Shotwick Park Parish Council  
Puddington & District Parish Council  
Neston Town Council

**Telecommunications (electronic communications code – direction under a106(3) Communications Act 2003)**

Mobile Operators Association

British Telecom

UK Broadband

Orange Limited

O2 plc

Vodafone Limited

T Mobile Ltd

Hutchinson 3G UK Ltd

Airwave Solutions

EE

**Any person who owns or controls electronic apparatus situated in any part of the authority's area**

North Wales Police

Welsh Ambulance Service, NHS Trust

**Local Health Board**

Betsi Cadwaladr University Health Board

**A person to whom a license has been granted under section 6(1)(b) or (c) of the electricity act 1989**

National Grid

Scottish Power

Powersystems UK Ltd

Deeside Power Development Company

**A person to whom a license has been granted under section 7(2) of the gas act 1986**

British Gas

National Grid

United Utilities

**Sewerage / water undertaker**

Welsh Water

Dee Valley Water plc

United Utilities

**B3 UK GOVERNMENT DEPARTMENTS**

Department for Transport

Department for Business, Enterprise & Regulatory Reform

Department of Energy & Climate Change

Home Office

Ministry of Defence

**B4 General Consultation Bodies**

**Voluntary bodies, some or all of whose activities benefit any part of the authority's area**

Flintshire Access Groups

Age Concern Cymru

Barnardo's Cymru

Bryn Gwalia Communities First

Campaign for Real Ale

CAIS Wrexham & Flintshire

Children in Wales

The Community Development Foundation Wales

Community Transport Association

Council for Wales Voluntary Youth Services

Flintshire Local Voluntary Council

Flint Castle Communities First

Higher Shotton Estate Communities First

Holywell Neighbourhoods Communities First

Rural Flintshire Communities First

Bryn Gwalia Communities First

Estuary Voluntary Car Scheme

Flintshire Federation of Tenants and residents Associations

Save The Family

Together Creating Communities

Unllais North East

Youth Cymru

Bodies representing different racial, ethnic or national groups

Equalities & Human Rights Commission  
Black Voluntary Sector Network Wales  
Ethnic Minorities Foundation  
Friends, Families & Travellers  
North Wales Race Equality Network  
National Federation of Gypsy Liaison Groups  
Race Council Cymru  
Traveller Law Reform Project  
Irish Travellers Movement in Britain  
Gypsy Association (Council)  
Welsh Refugee Council  
Womens Institute Wales Office

### **Bodies representing different religious groups**

Anglican Church in Wales  
The Catholic Church in England and Wales  
Diocese of Wrexham  
Methodist Church in Wales  
Presbyterian Church of Wales  
Quakers  
The Salvation Army  
Churches Together on Deeside

### **Bodies representing disabled persons**

Agoriad Cyf  
Alzheimer's Society  
Arthritis Care Wales  
Asthma UK Cymru  
Shine Charity Cymru  
British Heart Foundation  
Clwyd ME Support Group  
Cystic Fibrosis Trust  
Deaf Association Wales  
Deaf Access Cymru  
Disabled Motoring  
Disabled Persons Transport Advisory Committee  
Disability Wales  
Epilepsy Wales

Equality and Human Rights Commission  
Mencap Cymru  
Flintshire Mind  
Motor Neurone Disease Association  
Multiple Sclerosis Support Centre  
Muscular Dystrophy Campaign  
National Autistic Society  
Royal National Institute for the Blind Cymru  
Royal National Institute for the Deaf  
Sense Cymru  
Wales Council for the Blind  
Wales Council for the Deaf

### **Bodies representing persons carrying on business in the area**

British Holiday & Home Park Association  
Renewable UK Cymru  
Buckley Town Partnership  
Business and Professional Women UK Ltd  
Business in the Community  
Cadwyn Clwyd  
Camping and Caravanning Club  
The Caravan Club  
Clwydian Range Tourism Group  
Deeside Industrial Park Business Forum  
Deeside Enterprise Zone  
Destination Flintshire Partnership  
National Caravan Council Ltd  
Country Land and Business Association Wales  
Deeside College The National Federation of Self-Employed and Small Businesses Ltd  
Farmers Union of Wales  
NFU Cymru  
Finance Wales  
Flintshire Rural partnership  
Flintshire Tourism Association  
Holywell Town Partnership  
Mold Town Partnership  
Queensferry Residents and Business Association  
Road Haulage Association Ltd  
Talacre Business Forum

Tourism Partnership North Wales  
Wales Co-operative Centre  
Young Enterprise  
Young Farmers Wales

### **Bodies Representing Welsh Culture**

Arts Council for Wales  
Cadw  
Welsh Assembly Government  
Cymuned  
Menter Iaith Sir y Fflint  
The National Trust for Wales  
The Theatres Trust  
Urdd Gobaith Cymru  
Welsh Historic Gardens Trust  
Welsh Language Commissioner

### **B5 Other Consultees**

All Flintshire Credit Union Ltd

### **Airport Operators**

Airbus UK Ltd  
Hawarden Air Services  
General Aviation Awareness Council  
Civil Aviation Authority

The British Aggregates Association  
British Astronomical Association  
British Geological Survey  
The British Horse Society  
British Red Cross  
British Trust for Ornithology

### **British Waterways, Canal Owners and Navigation Authorities**

Dee Conservancy  
Strategic Marine Services Ltd  
The Port of Mostyn  
Centre for Ecology & Hydrology

### **Chambers of Commerce, local CBI and local branches of Institute of Directors**

West Cheshire & N Wales Chamber of Commerce  
Confederation of British Industry Wales  
Institute of Directors

The Civic Trust for Wales  
The Coal Authority

Confederation of UK Coal Producers (CoalPro)  
Grosvenor Estate  
Coed Cymru  
Confederation of Passenger Transport  
Countryside Alliance  
The Crown Estate  
Cyclists Touring Club National Office  
Design Commission for Wales

### **Electricity, Gas and Telecommunications companies and National Grid Company**

See B2 above

### **Environmental Groups at National and Local level**

The Byways & Bridleways Trust  
British Trust for Conservation Volunteers  
Clwyd Badger Group  
Clwyd Bat Group  
Clwyd Ornithological Society  
Clwyd Powys Archaeological Trust  
Clwydian Range and Dee Valley AONB Joint Advisory Committee  
Campaign for the Protection of Rural Wales  
Cheshire Campaign for the Protection of Rural England  
Dee Estuary Conservation Group  
Deeside Naturalists Society  
Environment Wales  
Groundwork North Wales - Wrexham  
North East Wales Wildlife  
North Wales Wildlife Trust

British Beekeepers Association  
The General Secretary  
Butterfly Conservation Wales  
RSPB Cymru  
UK Rainwater Harvesting Association  
Woodland Trust Wales (Coed Cadw)

### **Fire and Rescue Services**

Maritime and Coastguard Agency  
RNLI  
North East Wales Search and Rescue  
North Wales Fire and Rescue Service / Authority  
Wales Air Ambulance,  
Welsh Ambulance Service

### **Flintshire Local Access Forum**

Fields in Trust Cymru  
Forestry Commission Wales  
Freight Transport Association  
Girlguiding Cymru (Girlguiding Wales)  
Scouts Wales  
Health and Safety Executive Wales  
Home Builders Federation

### **Housing Associations**

Wales & West Housing Association  
Clwyd Housing Association  
Pennaf  
Cwmdeithas Tai Clwyd  
Keep Wales Tidy  
Land Access & Recreation Association

### **Local community, conservation and amenity groups, including agenda 21 groups and civic societies**

British Horse Society  
Buckley Society  
Caergwrle Heritage Conservation Society  
Clwyd Powys Archaeological Trust  
Envirowatch  
Flintshire Historical Society

Flintshire Federation of Tenants & Residents Associations  
Greenfield Valley Trust  
Groundwork North Wales  
Gwaenysgor Conservation Society  
Hope & Caergwrle Heritage and Conservation Society  
Llanasa Conservation Society  
Mold Civic Society  
Mostyn History Preservation Society  
Offas Dyke Association  
Pantasaph Conservation Group  
Pennant Group  
The Royal Commission on the Ancient and Historical Monuments of Wales  
Fields In Trust Cymru (npfa)  
Nacro (Crime Reuction Charity)  
National Society of Allotment and Leisure Gardeners  
The National Trust  
Saltney History Society  
Together Creating Communities  
Trelawnyd History Group  
Wat's Dyke Association  
Wrexham Birkenhead Rail Users Association

### **Local Transport Operators**

Arriva plc  
Deeside Shuttle  
Arriva Trains Wales  
Virgin Trains  
First  
GHA Coaches  
Hutchinson Coaches  
National Express  
Oares Coaches  
P&O Lloyd  
Phillips Coaches  
Taith  
Townlynx  
Welsh Community Transport

## **Members of Parliament / Assembly**

### **Members / MEP's**

Mark Tami MP  
David Hanson MP  
Sandy Mewies AM  
Carl Sargeant AM  
Llyr Huws Gruffydd AM  
Mark Isherwood AM  
Aled Roberts AM  
Antoinette Geraldine Sandbach AM  
John Andreas Bufton MEP  
Jill Evans MEP  
Dr Kay Swinburne MEP  
Derek Vaughan MEP

### **Flintshire Councillors**

Cllr Mike Allport  
Cllr Bernie Attridge  
Cllr Janet Axworthy  
Cllr Glyn Banks  
Cllr Haydn Bateman  
Cllr Marion Bateman  
Cllr Sean Bibby  
Cllr Chris Bithell  
Cllr Sian Braun  
Cllr Helen Brown  
Cllr Derek Butler  
Cllr Clive Carver  
Cllr Geoff Collett  
Cllr Bob Connah  
Cllr David Cox  
Cllr Paul Cunningham  
Cllr Jean S Davies  
Cllr Rob Davies  
Cllr Ron Davies  
Cllr Adele Davies-Cooke  
Cllr Chris Dolphin  
Cllr Rosetta Dolphin  
Cllr Ian Dunbar  
Cllr Andy Dunbobbin  
Cllr Mared Eastwood

Cllr Carol Ellis  
Cllr David Evans  
Cllr Veronica Gay  
Cllr George Hardcastle  
Cllr David Healey  
Cllr Gladys Healey  
Cllr Patrick Heesom  
Cllr Cindy Hinds  
Cllr Andrew Holgate  
Cllr Dave Hughes  
Cllr Kevin Hughes  
Cllr Ray Hughes  
Cllr Dennis Hutchinson  
Cllr Joe Johnson  
Cllr Paul Johnson  
Cllr Rita Johnson  
Cllr Christine Jones  
Cllr Richard Jones  
Cllr Tudor Jones  
Cllr Colin Legg  
Cllr Brian Lloyd  
Cllr Richard Lloyd  
Cllr Mike Lowe  
Cllr Dave Mackie  
Cllr Hilary McGuill  
Cllr Billy Mullin  
Cllr Ted Palmer  
Cllr Mike Peers  
Cllr Michelle Perfect  
Cllr Vicky Perfect  
Cllr Neville Phillips  
Cllr Mike Reece  
Cllr Ian Roberts  
Cllr Tony Sharps  
Cllr Aaron Shotton  
Cllr Paul Shotton  
Cllr Ralph Small  
Cllr Ian Smith  
Cllr Carolyn Thomas  
Cllr Owen Thomas  
Cllr Martin White

Cllr David Williams  
Cllr David Wisinger  
Cllr Arnold Woolley

## **Network Rail and Train Operating Companies**

Network Rail  
Arriva Trains Wales  
Wrexham to Birkenhead Rail Users Association  
Virgin Trains

Glyndwr University (NEWI)  
North Wales Energy Efficiency Advice Centre  
North Wales Police Headquarters  
CPDA - Eastern Divisional  
One Voice Wales  
Open Spaces Society  
Play Wales  
The Port of Mostyn  
Post Office Property Holdings

## **Professional Bodies / Associations**

Royal Institute Chartered Surveyors  
RTPI Cymru  
Planning Aid Wales  
Chartered Institute of Housing Cymru  
Institution of Civil Engineers Cymru  
Chartered Institute of Waste Management Cymru,  
Royal Society of Architects in Wales  
The Royal Commission on the Ancient and  
Historical Monuments of Wales  
Minerals Products Association  
Rail Freight Group  
Ramblers' Association Wales  
Royal Mail Properties  
Shelter Cymru  
Soil Association

Sports Wales  
Sustrans Cymru  
Wales Council for Voluntary Action  
Visit Wales  
Wales Tourism Alliance  
Environmental Services Association  
NHS Wales Shared Services Partnership -  
Facilities Services  
Wales Local Government Association  
WRVS  
Wales Council for Voluntary Action  
Women's Institute NFWI Wales Office  
  
House builders  
Agents



## Appendix 4 - LDP Stakeholder Forum / Planning Strategy Group / Sustainability Appraisal Group

### LDP Stakeholder Forum

|           | Social  | Economic   | Environmental  |
|-----------|---|--|--|
| Public    | <ul style="list-style-type: none"> <li>Flintshire Local Health Board / Betsi Cadwalader University Health Board</li> <li>North Wales Police</li> <li>North Wales Fire &amp; Rescue Service</li> <li>Deeside College</li> <li>Pennaf</li> <li>Sport Wales</li> </ul>   | <ul style="list-style-type: none"> <li>WAG (Department of Economy &amp; Transport)</li> <li>Taith</li> </ul>   | <ul style="list-style-type: none"> <li>Natural Resources Wales (NRW)</li> <li>Cadw</li> <li>AONB Joint Advisory Service</li> <li>Dwr Cymru/Welsh Water</li> <li>Scottish Power</li> <li>Dee Valley Water</li> <li>National Grid</li> </ul> |
|           | <ul style="list-style-type: none"> <li>FCC CEO / Leader / Cabinet Member for Environment</li> <li>Wrexham County Borough Council</li> <li>Denbighshire County Council</li> <li>Cheshire West &amp; Chester City Council</li> <li>Wirral Council</li> <li>Rep of Town &amp; Community Councils - One Voice Wales and North Wales Association of Town and Larger Community Councils.</li> </ul> |  |  |
| Private   |   | <ul style="list-style-type: none"> <li>Home Builders Federation</li> <li>Chester, Ellesmere Port &amp; North Wales Chamber of Commerce</li> <li>Retail / Town Centres [Niall Waller – FCC Economic Dev. Manager]</li> <li>Key employers e.g. Airbus</li> <li>Flintshire Tourism Association</li> <li>NFU/FUW</li> <li>Enterprize Zone Board</li> </ul> |  |
| Voluntary | <ul style="list-style-type: none"> <li>Flintshire Local Voluntary Council</li> </ul>  |  | <ul style="list-style-type: none"> <li>CPRW</li> <li>Clwyd Powys Archaeological Trust</li> <li>North Wales Wildlife Trust</li> <li>Ramblers / Local Access Forum</li> </ul>  |

## **Planning Strategy Group**

- Cllr Bernie Attridge (Chair)
- Cllr Chris Bithell
- Cllr Ian Dunbar
- Cllr Carol Ellis
- Cllr David Evans
- Cllr Mike Peers
- Cllr Neville Phillips
- Cllr Gareth Roberts
- Cllr Owen Thomas
- Cllr David Wisinger

## **SA/ SEA Technical Working Group**

- Environment Agency (Natural Resources Wales)
- Countryside Council for Wales (Natural Resources Wales)
- Cadw
- Ecologist, FCC
- Will Pierce, Energy Manager, FCC
- Niall Waller, Economic Development Manger, FCC
- Eleanor Carpenter, Senior Planning Officer, Planning Policy, FCC
- Tom Woodall, Countryside Services Manger, FCC
- Karen Chambers, Health & Wellbeing Development Officer, FCC
- Erica Mackie, Sustainable Development Officer, FCC
- Appointed consultants

## Appendix 5 - Glossary of Terms

|   |  |
|---|--|
| Annual Monitoring Report (AMR)            | This will assess the extent to which policies in the LDP are being successfully implemented.   |
| Baseline                                  | A description of the present state of an area.   |
| Community                                 | People living in a defined geographical area, or who share other interests and therefore form communities of interest.   |
| Community Involvement Scheme (CIS)        | Sets out the project plan and policies of the LPA for involving local communities, including businesses, in the preparation of LDPs. The CIS is submitted to the Assembly Government as part of the Delivery Agreement for agreement.  |
| Community Strategy                        | Local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Responsibility for producing community strategies may be passed to Community Strategy Partnerships, which include local authority representatives. Consensus building A process of early dialogue with targeted interest groups to understand relevant viewpoints. |
| Consultation                              | A formal process in which comments are invited on a particular topic or set of topics, or a draft document.  |
| Consultation Report                       | Report of consultation required under LDP Regulation 22 when the LDP is submitted for independent examination. An initial consultation report covering the pre-deposit plan preparation stage is required under LDP Regulation 17(c).  |
| Delivery Agreement                        | A document comprising the LPA's timetable for the preparation of the LDP together with its CIS, submitted to the Assembly Government for agreement.  |
| Development control / management policies | A suite of criteria-based policies which will ensure that all development within the area meets the aims and objectives set out in the Strategy.   |
| Engagement                                | A process which encourages substantive deliberation in a community.<br>Proactive attempt to involve any given group of people/section of the community.  |
| Environmental Consultation Body           | An authority with environmental responsibilities concerned by the effects of implementing plans and programmes and which must be consulted under the SEA Regulations; i.e. Countryside Council for Wales, Environment Agency and Cadw..  |
| Involvement                               | Generic term to include participation and consultation techniques.   |
| Local Development Plan (LDP)              | The required statutory development plan for each local planning authority area in Wales under Part 6 of the Planning and Compulsory Purchase Act 2004.   |

|  |  |
|--|--|
| Local Planning Authority ('authority')   | A planning authority responsible for the preparation of an LDP; i.e. County or County Borough Council, or National Park Authority.   |
| Local Strategic Partnership              | Partnerships of stakeholders which bring together service providers, private, community and voluntary sectors to identify and meet local needs more effectively and in a joined up way; usually engaged in producing Community Strategies.   |
| Objective                                | A statement of what is intended, specifying the desired direction of change in trends.   |
| Participation                            | A process whereby stakeholders and the community can interface with plan makers.   |
| Service Level Agreement                  | An agreement with a statutory agency which sets the standards which it will aim to meet, and the costs arising. The Planning Inspectorate agrees one with the local planning authority in respect of an LDP examination, setting out the likely timescales and cost of the examination and providing the local planning authority with clear guidance on the nature of their own responsibilities. |
| Site specific allocations                | Allocations of sites (proposals) for specific or mixed uses or development contained in a LDP. Policies will identify any specific requirements for individual proposals. Allocations will be shown on the LDP's proposals map.  |
| Soundness                                | Concept against which an LDP is examined under section 64(5)(b) of the 2004 Act. Criteria for assessing soundness are at paragraph 4.35.   |
| Stakeholders                             | Interests directly affected by the LDP (and / or SEA) – involvement generally through representative bodies.   |
| Strategic Environmental Assessment (SEA) | Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The SEA Regulations require a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".   |
| Supplementary planning guidance (SPG)    | Supplementary information in respect of the policies in an LDP. SPG does not form part of the development plan and is not subject to independent examination but must be consistent with it and with national policy.  |
| Sustainability Appraisal                 | Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. economic, environmental and social factors). Each local planning authority is required by S62(6) of the 2004 Act to undertake sustainability appraisal of its LDP. This form of sustainability appraisal fully incorporates the requirements of the SEA Directive & Regulations.                      |

|                                 |  |
|---------------------------------|--|
| Sustainability Appraisal Report | 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 the LDP, which also meets the requirement for the Environmental Report under the SEA Regulations. S62(6) of the 2004 Act requires each local planning authority to prepare a report of the findings of the sustainability appraisal of the LDP. |
| Sustainable Development         | Development that meets the needs of the present without compromising the ability of future generations to meet their own needs ( <i>Planning Policy Wales, para 2.1.1</i> )  |
| Wales Spatial Plan              | A plan prepared and approved by the National Assembly for Wales under S60 of the 2004 Act, which sets out a strategic framework to guide future development and policy interventions, whether or not these relate to formal land use planning control. Under S62(5)(b) of the 2004 Act a local planning authority must have regard to the WSP in preparing an LDP.   |
| Unitary Development Plan (UDP)  | The required statutory development plan for each local planning authority area in Wales under the Town and Country Planning Act 1990.  |

## Appendix 6 - Delivery Agreement Assessment Criteria

| <b>Timetable</b>   |  |
|--|--|
| Is it easy for the public to understand?   | Yes. The Delivery Agreement is accompanied by an Executive Summary which seeks to explain in simple language the purpose of the Delivery Agreement and how people can comment on it.   |
| Are the main LDP process components covered?   | Yes. The Delivery Agreement contains a summary timetable as well as a more detailed timetable as part of the Community Involvement Scheme which sets out clearly the main stages of the Plans preparation.   |
| Have the impacts of LA processes for approval (e.g. Cabinet cycles) been incorporated?                 | Yes. Although consideration has been given to the Council's decision making processes and schedules, provision exists for 'special' meetings to be arranged at key stages.   |
| How will the Planning Committee be involved?   | No. The role of the Planning Committee is to determine planning applications referred to it. The Delivery Agreement explains that the Plan will be progressed by the Planning Strategy Group, Cabinet and Full Council. However, certain Members of Planning Committee may be involved in the Planning Strategy Group. |
| Is there sufficient time for involving the community at the right stages?                              | Yes. The timetable gives sufficient time for involving the community at relevant stages.   |
| Have the SA tasks being identified and included?   | Yes. The SA (and SEA) are set out in summary form in the Timetable section of the delivery agreement and in more detail in the detailed timetable within the Community Involvement Scheme  |
| Have the resources needed for each stage/task been estimated?  | Yes. A general commentary on availability of resources is set out in the Timetable Section of the Delivery Agreement. In the detailed timetable within the Community Involvement Scheme, a fuller explanation of the resources required for each stage is given  |
| Have the impact and resource sharing potential of other LA policy and strategy cycles been considered? | Yes. In the general commentary on resources in the Timetable Section, reference is made to the possibility of jointly commissioning consultants to undertake certain studies.  |
| Is the Planning Inspectorate aware/content?  | The Planning Inspectorate will be consulted on the draft Delivery Agreement alongside Welsh Government.  |
| Is the timetable realistic and deliverable with key milestones set to meet the 4-year target?          | Given the experience of other Local Planning Authorities with their respective LDP's and the Council's experience from the UDP, it is considered that a timetable of 5 years is more realistic and achievable.   |

|  |   |
|--|---|
| If not, what are the extenuating circumstances (e.g. local elections)?   | As above  |
| <b>Community Involvement Scheme</b>  |   |
| Is the CIS easy for the public, voluntary organisations and businesses to relate to?   | Yes. Each key stage in the Plan preparation process has been broken down into the necessary tasks and a clear explanation given for each. The CIS identifies consultees and sets out some of mechanisms that will be used to bring about early engagement in the process. |
| Does it set out clearly the authority's approach and standards for involvement and how these link to other relevant local consultation approaches?             | Yes. The CIS identifies links to other Council strategies, particularly the Community Strategy.   |
| Does this approach meet the Assembly Government's principles?  | Yes. The CIS embodies a range of principles including early involvement, encouraging engagement and consensus building.   |
| Are the statutory consultation periods and consultee organisations included?   | Yes. The detailed timetable within the Community Involvement Scheme clearly sets out the key consultation stages and any relevant statutory consultation periods.   |
| What has been the involvement of those affected in drawing up the CIS?   | All those consultation bodies listed in Appendix 3 have been consulted on the draft Delivery Agreement  |
| Does the CIS include relevant stakeholder groups, given the nature of the authority's area?  | Yes. The provisional make-up of the Key Stakeholder Forum, Planning Strategy Group and SA Technical Working Group are detailed in Appendix 4.   |
| Is it clear about the type of involvement proposed for each relevant stage and task, and do these techniques / processes appear appropriate to the task/stage? | Yes. The CIS sets out the type of involvement considered most appropriate for each stage.   |
| Does the authority demonstrate the ability to resource and manage the processes?   | Yes. The Timetable section of the Delivery Agreement demonstrates that the Council is committed to resourcing and managing the Plan's preparation.  |
| Are there clear roles for Members, Executive and officers?   | Yes. The CIS provides clarity on the roles of Members, Executive, Planning Strategy Group, Key Stakeholder Forum, Officers and all others involved in the process.  |
| Is there a means of establishing a representative cross-section of views?  | Yes. The Key Stakeholder Forum as well as other engagement / consultation networks and processes should ensure that a wide cross-section of views are established.  |
| Is it clear what is expected from participants at each stage?  | Yes. The Delivery Agreement clearly sets out what is expected from participants, both in terms of general principles and procedures, as well as at each key stage in the process.   |

|  |  |
|--|--|
| Does it show how the output from community involvement in each stage/task will be communicated to participants and interested parties (feedback mechanisms)? | Yes. The Community Involvement Schemes explains how feedback will be given to participants.  |
| Is it clear how the output will be transparently recorded as influencing the plan and SA ?   | Yes. The detailed timetable within the Community Involvement Scheme will demonstrate the outcomes from each stage. The predominant means of communicating outputs will be the Council's website. |
| Does it indicate how the authority will monitor (and change) the CIS?  | Yes. The Delivery Agreement explains that the Council will monitor the Plan's progress against the timetable in the Delivery Agreement.  |



## Appendix 7

### Flintshire Local Development Plan

### Key Comments on Draft Delivery Agreement

This table sets out a summary of the key comments made on the draft Delivery Agreement. It does not include those representations that supported the Delivery Agreement or made only minor comments relating to presentation, consultation details or address changes. A fuller table setting out all comments made is available on the Council's website.

Comments by letter / e-mail

| Name / Organisation   | Comments / Changes Sought   | Response  | Recommendation  |
|-----------------------|---|---|---|
| Neil Keenan           | Seeks clarification as to how the Council propose to consider specific areas in / around current settlements to be included within settlement boundaries in the LDP. Concerned about need for / shortage of housing and also the future community projects the Council is considering such as new schools and hospitals and other major projects. Concerned about quality of education, health facilities and town centres. | Noted.<br>However, the Delivery Agreement consultation is concerned with ensuring that there is consensus as to how and when the Plan will be progressed.<br>The Council will embark on a Call for Candidate Sites following Welsh Government approval of the Delivery Agreement. Guidance on how to submit a site for consideration will be provided in due course and a subsequent paper, setting out how candidate sites will be assessed will also be made available for consultation, in order to seek agreement on the methodology proposed. Candidate sites will then be assessed in parallel with the preparation of the Preferred Strategy for the Plan. A key consideration will therefore be the availability and adequacy of infrastructure, facilities and services such as those of concern to the representor. | n/a   |
| Planning Inspectorate | Timetable should be amended as the Council should be in receipt of Inspector's Report 12 months from the date of submission (unless problems were to occur during the examination process whereby the timeframe would be extended).   | Noted.  | Amend summary timetable and detailed timetable in CIS to include a 12 month period from submission to receipt of Inspector's Report |
| Huw Evans Planning    | Welcomes preparation of LDP but makes following comments: <ul style="list-style-type: none"> <li>In terms of risk assessment concerned about possibility of</li> </ul>  | Noted. <ul style="list-style-type: none"> <li>Welsh Government has recently published its report into the LDP refinement exercise which</li> </ul>  | Amend age structure chart on p38  |

|                  |   |   |   |
|------------------|---|---|---|
|                  | <p>further WG changes to LDP process</p> <ul style="list-style-type: none"> <li>• In terms of risk assessment concerned about possible budget cuts in terms of staff and resources</li> <li>• Pleased to see smaller more focused Planning Strategy Group</li> <li>• Queries processes for Candidate Sites</li> <li>• Clarification required on the age structure chart on p38 (must be more than 21 people in the County between ages 45 and 59.</li> <li>• Concerned about meaning of some of the tests of soundness</li> </ul>                           | <p>includes a limited number of changes to refine the LDP process. Further consideration will be given to these changes before Welsh Government consults on amended LDP guidance documents in 2014. However, Welsh Government have not identified any concerns about the DA other than the timetable.</p> <ul style="list-style-type: none"> <li>• The LDP is a statutory requirement of the Council and is one of its key responsibilities. Adequate resources will be made available to ensure its timely and efficient progression.</li> <li>• The Planning Strategy Group will have a key role in progressing the Plan, acting as a middle ground between key stakeholders and the public on the one hand and the Council's formal decision making mechanisms on the other hand. A smaller number of Members will ensure a level of expertise is developed as well as taking a more strategic approach to the Plan.</li> <li>• Guidance on the Candidate Sites process will be issued in due course</li> <li>• The age structure chart on p38 will be amended.</li> <li>• A simplifying of the tests of soundness is one of the findings from the WG refinement exercise. However, for the time being the Council must ensure that the Plan meets all the tests of soundness and will try to ensure that the tests are conveyed to the public in as simple a manner as possible.</li> </ul> |   |
| Welsh Government | <p>Pleased to see progress being made with the first step in producing a new development plan for the area.</p> <p>The Community Involvement Scheme, appendices and associated explanations appear to be clear and appropriate.</p> <p>However, Welsh Government does have serious reservations regarding the proposed timetable which indicates it will take over 5 years to prepare the LDP with adoption not until 2019.</p> <p>The proposed timetable will mean that there is a significant gap between the end date of the UDP (2015) and having a</p> | <p>Noted</p> <p>The timetable was drawn up in good faith in terms of a timetable that the Council considered was realistic, having regard to the experience gained from the UDP.</p> <p>However, the Council accepts that the timetable could be more ambitious and learn from good practice gained from other LDP's. The Council also welcomes the intention of Welsh Government to work closely with Officers to ensure that such good practice is incorporated into each stage of the Plan's</p>   | <p>That the Delivery Agreement is amended by:</p> <p>i) Drawing back the timetable with key dates being Pre deposit consultation draft Dec 2014, Deposit Dec 2015 and submission Dec 2016.</p> <p>ii) Amending the timetable to include for a standard 12 month period from</p> |

|                                    |  |   |  |
|------------------------------------|--|---|--|
|                                    | <p>replacement adopted Plan which will increase the likelihood of planning by ad hoc appeal decisions.</p> <p>The timetable will mean that a Community Infrastructure Levy (CIL) charging schedule could not be introduced until 2019 at the earliest (pooled s106 contributions such as those for education will be restricted by Regulations well before this date resulting in the loss of a funding source for key social and other infrastructure.</p> <p>Over half of lpa's in Wales have adopted, or are in the final stages of adopting an LDP so there is a considerable amount of experience of using the system. Drawing on the lessons learned and examples of best practice, it should now be possible to prepare an LDP in 4 years.</p> <p>Flintshire has an officer team in place capable of delivering a sound plan expeditiously and a 4 year target should not be unduly ambitious. It is also anticipated that elected members would respond to the challenge given the clear benefits of having a new plan in place at an earlier date.</p> <p>When finalizing the Delivery Agreement, consideration should be given to amending the timetable so that i) the LDP is submitted for examination by the end of 2016 ii) the standard 12 month period is allocated for the examination and inspector's report.</p> <p>Consideration should also be given to amending the proposed plan period so that the start date follows on from the UDP. The extension of the Plan period to 2030 would improve the plans shelf life after adoption, and there would be a longer period over which to demonstrate delivery at the examination.</p> <p>Officials are prepared to meet regularly with officers to provide guidance on best practice.</p> | <p>progression.</p> <p>The Council recognises the implications of not having an adopted development plan following the expiry of the adopted UDP at the end of 2015 in terms of housing land supply and planning by appeal and the delay in putting in place CIL and accepts that swifter progress on the LDP will help plug that policy 'gap'.</p> <p>The Council has reconsidered the Plan period and accepts that a Plan period running from 2015 to 2030 is advantageous in terms of ensuring a clear transition from UDP to LDP Plan periods and allowing for a longer Plan period following adoption.</p> | <p>submission to receipt of Inspector's Report.</p> <p>iii) Amending the Plan period to 2015 - 2030.</p> |
| Clwydian Range and Dee Valley AONB | Welcomes commitment to prepare an LDP but concerns about the risk of unplanned development taking place as a result of out of date planning framework during the   | Noted.<br>A number of representations have highlighted the risks associated with a long period without an up to   | Amend timetable as above<br>Include Clwydian Range   |

|                               |  |   |   |
|-------------------------------|--|---|---|
| JAC                           | <p>transitional period leading up to LDP adoption in 2019. Would urge the Council to speed up preparation of the LDP and to ensure that sufficient resources are made available to achieve this.</p> <p>Supports the intention to establish an LDP Stakeholder Forum to be involved in the Plan making process, and welcomes the invitation to be represented on this group.</p> <p>The Delivery Agreement should</p> <ol style="list-style-type: none"> <li>i) use the new title 'Clwydian Range and Dee Valley AONB'</li> <li>ii) the statutory AONB Management Plan should be listed as one of the documents to have regard to in preparing the LDP.</li> </ol>   | <p>date adopted development plan. It is therefore proposed to amend the proposed timetable in line with the suggestions of Welsh Government.</p> <p>It is considered appropriate for the Clwydian Range AONB Management Plan to be included in the list of documents on p4.</p> <p>The correct name for the AONB on p44 should be used.</p>   | <p>AONB Management Plan in the list of documents on p4</p> <p>On p44 use correct title 'Clwydian Range and Dee Valley AONB JAC'</p> |
| Rothschild Trust (Schweiz) AG | <p>The proposed timings for the preparation of the LDP are both contrary to national guidance and could serve to exacerbate the dramatic housing shortfall currently in existence.</p> <ul style="list-style-type: none"> <li>• The proposed six year period is forecast for plan preparation is contrary to WG's recommended four year target and has not been justified</li> <li>• Setting a six year target is likely to lead to even further deals due to contextual changes, consultees failing to stay engaged, and the fact that the evidence base is likely to be out of date by the time of the examination</li> <li>• The lack of an adopted plan will lead to a 'policy background' in the period between the end of the UDP period (2015) and adoption of the LDP in 2019 which could serve to exacerbate the current housing shortfall and lead to uncertainty among developers.</li> <li>• As the UDP was adopted recently in 2011, the Council should be able to build upon their existing evidence base and policies, which it is assumed are currently up to dat. This should reduce the time and effort that it will take to prepare the Plan if they act quickly and efficiently.</li> </ul> <p>Consider it appropriate for the Council to review their Draft Delivery Agreement and reduce timescales where feasible so that they are in line with the recommended four year period.</p> <p>Welcomes the establishment of a Key Stakeholders Forum</p> | <p>Noted.</p> <p>A number of representations have highlighted the risks associated with a long period without an up to date adopted development plan. It is therefore proposed to amend the proposed timetable in line with the suggestions of Welsh Government.</p> <p>The Key Stakeholder Forum is a group of key consultees, organisations and businesses (such as key employers) who are able to act in a more strategic manner as a sounding board on key issues. It would be inappropriate to include individual developers (particularly if they are promoting specific development sites) on the Forum. The house building industry is represented on the Forum by the HBF.</p> | Amend timetable as above  |

|   |  |  |                                     |
|---|--|--|-------------------------------------|
|   | but, given the acute shortfall in housing within the area at present, it is considered that developers should be represented within the Forum.   |  |                                     |
| Cllr David Williams                     | <ul style="list-style-type: none"> <li>The process appears to be overcomplicated. Accept the reasons for the all the detail, but feel that the main areas that affect local people could be simplified. By making local aspect clearer and easier to follow, community members and representatives who are not necessarily familiar with such matters, could be in a more informed position to make a meaningful contribution to the process.</li> <li>There needs to be improved clarity on exactly how local people would be involved in the process, what form of meetings, discussions and negotiations would take place. There is a real need for direct involvement in all stages in order to ensure the community has areal say in what will happen in the locality with regards to the nature of housing provision, recreation and amenities, local business opportunities etc</li> <li>National demands will obviously need to be taken into account, but as the ward has made such a major contribution to these as part of the UDP, a far greater emphasis is now needed in catering for local people.</li> </ul> | <ul style="list-style-type: none"> <li>The process of preparing a LDP is prescribed by Welsh Government. Whilst the preparation process is long and complex, the Council has sought to ensure that the DA breaks it down into the individual stages and process and to explain as simply as possible what each stage involves.</li> <li>The DA explains that a variety of methods can be used as part of the earlier engagement phases of the Plan's formulation. The method to be used will depend on the issue to be discussed and the nature of the participants. It is not necessary for the DA to be so prescriptive as to set out exact details of each meeting etc in advance. The DA builds some flexibility into the earlier stages thereby enabling the Plan's vision, objectives, areas of search etc to evolve in a more organic way, rather than in a pre-set regimented manner.</li> <li>The representors comments are more appropriately dealt with as part of the pre-deposit participation in Stage 3.</li> </ul> | No change                           |
| Holywell Town Council                   | No comments on DA but wishes to stress that T&CC's consultation should be timely and allow a sufficient period for responses.  | Noted<br>The consultation for the DA was extended to 8 weeks to allow sufficient time for T&CC's to submit comments due to the summer holiday recess.  | No change                           |
| Betsi Cadwaladr University Health Board | <p>Welcomes the opportunity to comment on the DA.</p> <p>Welcomes the opportunity to participate in discussions during the development of the LDP and to feed into the process through the Local Strategy Board and the Key Stakeholder Forum.</p> <p>Queries inclusion in Appendix 3 within the category of consultees regarding 'electronic apparatus'.</p> <p>In App 4 Key Stakeholder Forum, please note that the North Wales NHS Trust ceased to exist with the establishment of the Health Board.</p>  | <p>Noted</p> <p>Appendix 3 will be revised in terms of the categorisation of BCUHB.</p> <p>North Wales NHS Trust will removed from Appendix 4</p>  | Amend Appendix 3 and 4 accordingly. |

## Comments by Form

| Representor   | Comments / Changes Sought  | Response   | Recommendation  |
|---|--|--|---|
| <b>General:</b>   |  |  |   |
| <b>Q3 Presentation / Clarity – Do you consider the DA to be clearly presented and easy to understand?</b> |  |  |   |
| Cllr Hillary McGuill  | No<br>Does not ask what is wanted or show what can be asked.   | Not accepted. The Delivery Agreement is about the timescale and processes of preparing the LDP. It is not at this stage concerned with actual land use and planning issues. These will be discussed as work on the Plan formally commences following approval of the DA by WG  | n/a   |
| Argoed Community Council  | No<br>No clear objectives  | Noted.<br>The DA is a document which seeks to set out the timetable for preparing the Plan and the processes and principles to be followed. It is not appropriate for the DA to set out land use and planning objectives and issues as these are clearly identified in the DA as part of Stage 3 in the process i.e. pre-deposit participation and stage 4 i.e. pre-deposit consultation.  | No change   |
| Trelawnyd & Gwaenysgor Community Council  | No<br>The draft DA is clearly presented, but it is difficult to understand, especially regarding the specific process that will select members of the Key Stakeholder Forum. | Noted. The LDP process is long and complex but the DA has tried to explain it as simply as possible by breaking it down into the component stages, and explaining the purpose and mechanisms of each.<br><br>The Key Stakeholder Forum is made up of those key bodies and groups who are able to perform a more strategic role in both informing and subsequently implementing the Plan. There must be a limit to the number of representatives sitting on the KSF in order to keep its role and function manageable. It would be impossible to invite residents groups to such a forum, given the likely number of such groups. However, it is proposed to add further text to this section of the DA to explain further the role of the KSF. | In 2 <sup>nd</sup> para of the 'Key Stakeholder Forum section add at the end of the first sentence 'The Forum is made of those key statutory consultees and organisations representing environment, social and economic disciplines who are able to take a more strategic role in discussing key issues'. |
| Penyffordd Community Council  | No<br>Clearly presented but an over complicated process to the disadvantage of local communities.  | Noted<br>The process of preparing a LDP is prescribed by Welsh Government. Whilst the preparation process is long and complex, the Council has sought to ensure that the DA breaks it down into the individual stages and process and to explain as simply as possible what each stage involves. It is not accepted that the process is to the disadvantage of local communities. The DA stresses throughout that the Council  | No change   |

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|  |   | is seeking to engage with the wider community during the earlier stages of Plan preparation rather than merely consulting as with the UDP.   |   |
| Campaign for the Protection of Rural Wales   | No<br>For the benefit of a lay person, all abbreviations / acronyms used within the document should be contained within a separate glossary to make far easier understanding and reading of the DA. | Noted.<br>A review of the document for abbreviations / acronyms has been undertaken and the full terminology provided when first appearing in the document.  | Ensure all abbreviations / acronyms are clarified in the document.  |
| <b>Timetable:</b>  |   |  |   |
| <b>Q4 Timetable - Do you consider the proposed timetable for LDP preparation to be realistic and achievable?</b> |   |  |   |
| Mold TC  | Yes<br>Stage 2 should have an end date. Stage 4 is 11 months and not 15 months. Stage 8 should be Nov 17 to allow for stage 7.  | Noted.<br>In the light of comments by Welsh Government it is proposed that the timetable for producing the Plan be condensed.  | That the Delivery Agreement is amended by drawing back the timetable with key dates being Pre deposit consultation draft Dec 2014, Deposit Dec 2015 and submission Dec 2016 |
| Girlguiding Cymru  | No<br>January 2019 is 5.5 years – life and expectations will have changed in that time.   | It is accepted that 2019 is a long time away and that things may change. However, it must be stressed that the whole purpose of a development plan is to plan ahead for a 15 year period using the best evidence available to ensure policies and proposals are robust. Any significant changes in circumstances or new Government guidance will be picked up through monitoring and a Plan review instigated. Nevertheless, in the light of concerns about the timetable it is proposed to reduce the time taken to prepare the Plan. | That the Delivery Agreement is amended by drawing back the timetable with key dates being Pre deposit consultation draft Dec 2014, Deposit Dec 2015 and submission Dec 2016 |
| Argoed Community Council   | No<br>No consultation taking place and not enough time given to gather data or when consultation is going to happen.  | Noted<br>The DA sets out from the Executive Summary onwards that the Plan preparation process is based on engagement and consultation. The detailed timetable in the Community Involvement Scheme identifies the purpose of each stage and sets out when, how and whom each will be involved. The evidence gathering process will continue throughout the process.   | No change   |
| Trelawnyd & Gwaenysgor Community Council   | No<br>The timescale to allow consultation with the community by community councils and subsequent   | Noted<br>The preparation of a Local Development Plan is a challenging process but the need for engagement and consultation must be balanced against the need for an  | Amend timetable   |

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|  | preparation of community development plans is challenging and has not been taken on board by all community councils.  | <p>adopted LDP to be in place as soon as possible. The representation by Welsh Government has identified the risks associated with the published timetable and the Council accepts that a more ambitious timetable is justified.</p> <p>The preparation of Community Development Plans is welcomed as it can form part of the evidence gathering process to inform Plan preparation. However, there is no requirement for each T&amp;CC to do so. Furthermore, such CDP's will not form part of the LDP itself and must operate as stand alone documents.</p> |   |
| Roundhouse Properties (NJL Properties)     | No<br>See attached letter (rep by Rothschild Trust (Schweiz) AG)  | Noted<br>See response to rep by Rothschild Trust (Schweiz) AG   | Amend timetable   |
| Penyffordd Community Council               | No<br>Should the process really need to take so long?   | Noted.<br>In the light of comments by Welsh Government it is proposed that the timetable for producing the Plan be condensed.   | That the Delivery Agreement is amended by drawing back the timetable with key dates being Pre deposit consultation draft Dec 2014, Deposit Dec 2015 and submission Dec 2016 |
| Campaign for the Protection of Rural Wales | No<br>Considers slippage inevitable due to budget cuts and significant objections to any propped policy that might be contentious to some consultees and third parties. | Noted.<br>Despite the potential for slippage to occur as a result of a variety of circumstances, there is considered to be benefits to be derived from adopting a more ambitious timetable as set out by Welsh Government.  | That the Delivery Agreement is amended by drawing back the timetable with key dates being Pre deposit consultation draft Dec 2014, Deposit Dec 2015 and submission Dec 2016 |
| Northop Community Council                  | Yes, the timetable appears to be realistic and achievable and slippage has been identified as a risk.   | Noted<br>Despite the potential for slippage to occur as a result of a variety of circumstances, there is considered to be benefits to be derived from adopting a more ambitious timetable as set out by Welsh Government.   | That the Delivery Agreement is amended by drawing back the timetable with key dates being Pre deposit consultation draft Dec 2014, Deposit Dec 2015 and submission Dec 2016 |
| Aldi Stores Ltd                            | No<br>The timetable appears to be too long. From preparation to adoption the Council could potentially lose investment opportunities due to on-                         | Noted.<br>In the light of comments by Welsh Government it is proposed that the timetable for producing the Plan be condensed.   | Amend timetable as above  |



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|  | going planning uncertainty through the long progression of the Plan. It is not clear when sites can be put forward – site allocations (stage 6) are programmed for comment from Feb 2017 but the proposals map (stage 4) is programmed for consideration Dec 2015. The two stages of consultation do not appear to marry and should be considered in tandem or in reverse order. | Sites can be put forward for consideration for inclusion in the LDP at the Call for Candidate Sites which is explained in Stage 2 and is scheduled to commence in November 2013.<br><br>It is not accepted that there is any lack of clarity between stage 4 and stage 6. Stage 4 is publication of the 'Pre-deposit Consultation Plan' which is the preferred strategy and will include some key proposed site allocations. Stage 6 is the publication for consultation of those 'New or Alternative sites' which were submitted during stage 5 'Deposit Plan consultation'. |  |
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**Community Involvement Scheme**

**Q5 - Is it clear how and when you will have the opportunity to get involved in the Plan making process?**

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| Cllr Hillary McGuill                   | No<br>The mechanism is not clear. It is important to consult with all who will be affected by the proposed change   | Noted.<br>The DA explains that a number of methods will be used in engaging with and consulting with a whole range of bodies, groups and individuals to ensure good coverage. However, it will not be possible to involve all persons.  | No change |
| Bryn Residents Against New Development | No<br>The mechanism is not clear regarding community involvement in respect of proposed development sites. Important to consult with not just T&CC's but also individuals and groups who represent community concerns | The DA is not the appropriate place for detailed guidance on the Candidate Sites process - guidance will be issued in due course on the submission of sites and the methodology for assessing sites will be the subject of a specific consultation.<br><br>Nevertheless, the DA specifies that Candidate Sites will be published at key venues and on the website, for information. It also specifies that in Stage 3, strategic options (as part of the preparation of the preferred strategy) will be the subject of engagement and consultation. Key allocations in the pre-deposit consultation and all allocations in the Deposit Plan will also be the subject of formal engagement and consultation exercises.<br><br>It is accepted that engagement and consultation must take place with a wide spectrum of persons not just T&CC's. | No change |

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| Mold TC                                  | Yes.<br>However, T&CC's only referred to once in the process   | Noted.<br>However, the 'Consultation bodies' section on p15 of the DA explains that town and community councils are a 'specific' consultation body and these are listed at each relevant stage in the Community Involvement Scheme. T&CC's are also listed individually in Appendix 3. It is not necessary for 'T&CC's' to be separately listed throughout the document.  | No change |
| Cllr Amanda Bragg                        | No<br>Does not feel that the DA clearly reflects the diverse number of representatives in the local communities who should be consulted. Town and Community Councils appear to be the only ones.   | Noted.<br>The representor does not specify who these representatives are. T&CC's have a key role to play in the Plan's progression as they represent an important democratically elected link between the County Council and the local population. Nevertheless, Appendix 3 sets out a broad range of consultees who will be equally important in the process and no doubt more will come to light as the Plan progresses.  | No change |
| Argoed Community Council                 | No<br>The mechanism is not clear regarding community involvement, especially in respect of proposed development sites. It will be important to consult with not T&CC's but also individuals and groups who represent community concerns, | The DA is not the appropriate place for detailed guidance on the Candidate Sites process - guidance will be issued in due course on the submission of sites and the methodology for assessing sites will be the subject of a specific consultation.<br><br>Nevertheless, the DA specifies that Candidate Sites will be published at key venues and on the website, for information. It also specifies that in Stage 4, strategic options (as part of the preparation of the preferred strategy) will be the subject of engagement and consultation. Key allocations in the pre-deposit consultation and all allocations in the Deposit Plan will also be the subject of formal engagement and consultation exercises.<br><br>It is accepted that engagement and consultation must take place with a wide spectrum of persons not just T&CC's. | No change |
| Trelawnyd & Gwaenysgor Community Council | No<br>The involvement of T&CC's on the Key Stakeholder Forum is not automatic, and the means of selection not described. There   | Noted<br>See response to Q3.<br><br>The 'Consultation bodies' section on p15 of the DA explains that town and community councils are a 'specific'   | See Q3.   |

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|  | should be as a minimum, clusters of community councils represented by a person selected by a cluster.  | consultation body and these are listed at each relevant stage in the Community Involvement Scheme. T&CC's are also listed individually in Appx 3.<br><br>The views of T&CC's as well as other stakeholders will be fed into the Key Stakeholder Forum for discussion and to achieve broad consensus, prior to being reported to the Council's decision making bodies. With 34 T&CC's the process of identifying clusters as well as selecting representatives to sit on the KSF would be fraught with difficulties.                      |           |
| Penyffordd Community Council   | No<br>In the 'How and When the Community will be involved' section p14 there is no indication of how the discussion process will be organised, who exactly will be involved and the forum for this stage. There is no clear time set out for this stage.   | Noted.<br>The text referred to on p14 explains that there will be several opportunities for community involvement throughout the process. Reference is also made to the detailed table later in the document which provides a more detailed explanation of each of the stages set out in the summary timetable. The DA on p15 also provides a commentary on existing engagement and consultation methods and then sets out a range of methods that may be used as part of the LDP preparation, depending on the particular task at hand. | No change |
| Aldi Stores Ltd  | No<br>Aldi Stores wishes to be included in the plan making process and therefore would wish to be informed at all stages within the process. As an operator in Flintshire with two stores, ownership of a development site for a new store, and interest in developing in other locations, Aldi would wish to be involved in the Stakeholder Forums. | Noted<br>Aldi Stores Ltd will be kept informed at each stage of the Plan making process.<br><br>In terms of the Key Stakeholder Forum please see response to Q10.  | No change |
| <b>Q6 - Is it clear what the Council will expect of stakeholders throughout the process?</b> |  |  |           |
| Cllr Hillary McGuill   | No<br>Community Council's best know  | Noted.<br>However, the DA recognises that T&CC's are a 'specific   | No change |

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|  | their area and, if asked at the start where to develop and why is it needed, will reply.   | consultation body' and will play a key role in progressing the Plan through each stage. Stage 3 of the preparation process will enable T&CC's to contribute to working up the Plan's vision, objectives, areas of search, key development sites etc.   |           |
| Bryn Residents Against New Development | No<br>Given the welcome emphasis on involvement, none of the key stakeholders described in Appendix 4 represent local communities. Although T&CC's input is recognized their role should be primarily in relation to development proposals for their area.   | Noted.<br>It is accepted that engagement and consultation must take place with a wide spectrum of persons not just T&CC's. The Key Stakeholder Forum is made up of those key bodies and groups who are able to perform a more strategic role in both informing and subsequently implementing the Plan. There must be a limit to the number of representatives sitting on the KSF in order to keep its role and function manageable. It would be impossible to invite residents groups to such a forum, given the likely number of such groups<br><br>However, it is not accepted that the role of T&CC's should primarily be in relation to development proposals for their area. T&CC's have a key role to play throughout all aspects of the Plan's preparation. | No change |
| Cllr Amanda Bragg                      | No<br>The details are too vague and not enough information in the DA.  | Noted.<br>The representor does not provide what details and information the DA should include. The DA has sought to provide some key principles as to what is expected of stakeholders throughout the process. If the representor disagrees with these then details should have been provided.   | No change |
| Argoed Community Council               | No<br>Given the welcome emphasis on community involvement none of the stakeholders described in Appendix 4 can be said to represent local communities. Although T&CC's input is recognised their role should primarily be in relation to development proposals for their area. It is not clear who are the stakeholders. | Noted.<br>It is accepted that engagement and consultation must take place with a wide spectrum of persons not just T&CC's. The Key Stakeholder Forum is made up of those key bodies and groups who are able to perform a more strategic role in both informing and subsequently implementing the Plan. There must be a limit to the number of representatives sitting on the KSF in order to keep its role and function manageable. It would be impossible to invite residents groups to such a forum, given the likely number of such groups<br><br>However, it is not accepted that the role of T&CC's   | No change |

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|  |   | <p>should primarily be in relation to development proposals for their area. T&amp;CC's have a key role to play throughout all aspects of the Plan's preparation.</p> <p>'Stakeholders' is the collective name of anyone involved in the Plan.</p>   |  |
| Trelawnyd & Gwaenysgor Community Council   | <p>No</p> <p>The desirability of community councils preparing their own development plan, and the scope and possible format of such plans is not covered. The availability of such local plans would materially assist in the development of the LDP.</p> | <p>Noted.</p> <p>The DA is a requirement of Welsh Government in setting out how and when the LDP will be prepared. It can only include guidance on the preparation of the LDP itself. See also the response to earlier questions.</p>   | No change  |
| <b>Q7 - Is it clear what the stakeholders will expect of the Council throughout the process?</b> |   |   |  |
| Cllr Hillary McGuill   | <p>No</p> <p>Need more guidelines so we do not end up with a free for all.</p>  | <p>The DA sets out a number of expectations of the Council in terms of how it will conduct itself in preparing the Plan. It is not clear what the representor means by a 'free for all' or what guidelines might be introduced to address any deficiencies.</p>   | No change  |
| Cllr Amanda Bragg  | <p>No</p> <p>Considers the details to be vague</p>  | <p>Noted.</p> <p>The representor does not provide details as to how this section of the DA is vague. The DA has sought to provide some key principles as to what stakeholders can expect of the Council throughout the process. If the representor disagrees with these then details should have been provided.</p> |  |
| Argoed Community Council   | <p>No</p> <p>There is no clear view of what the Council wants from the community and therefore how the community can know what to expect.</p>   | <p>Noted</p> <p>The Council sets out in the DA its expectations of the community and the community's expectations of the Council. The representor does not provide any detail as to what principles should be included.</p>   | No change  |
| Trelawnyd & Gwaenysgor Community Council   | <p>No</p> <p>Formal briefings with T&amp;CC's possibly as part of the Council Forum meetings should be included in the process.</p>   | <p>Noted</p>  | Briefings can be built into the County Forum arrangements. |

| Q8 - Are there any particular methods of engagement or consultation that you consider should be used in the Plan's preparation? |   |   |           |
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| Cllr Hillary McGill   | Yes<br>Learn from the mistakes of the UDP and consult with groups and individuals before decisions are made.  | Noted<br>The DA explains that the Council is seeking to engage with the public as the Plan is prepared, rather than consulting on the deposit Plan, as with the UDP. The intention is to seek consensus about the vision, objectives, strategy, areas of search for growth and possible allocations before sites are allocated in the Plan.   | No change |
| Mostyn TC   | Yes<br>Any method which would encourage active involvement of community councils.   | Noted.<br>The 'Existing and proposed consultation methods' section of the DA sets out a number of methods of engagement and consultation that can be used. T&CC's are a key consultee in the Plan preparation process and will have opportunities to help shape the Plan. However, T&CC's can also play a role in assisting the Council in reaching local groups and people.  | No change |
| Cllr Amanda Bragg   | Yes<br>Consultation with the local areas and residents prior to decisions being made about proposed sites preventing delays and objections later on.  | Noted<br>The DA explains that the Council is seeking to engage with the public as the Plan is prepared, rather than consulting on the deposit Plan, as with the UDP. The intention is to seek consensus, as far as possible, about the vision, objectives, strategy, areas of search for growth and possible allocations before sites are allocated in the Plan. However, it should be recognized that all development sites will attract objections and in this context the Plan should be prepared on the basis of identifying the most sustainable locations and sites for development rather than merely the level of opposition to them. | No change |
| Argoed Community Council  | Yes<br>If the UDP mistakes are to be avoided it will be important to consult with the elected representatives of the community council and should not affect the rights of any other groups or individuals.<br>Public meetings should be used as a consultation method. | Noted<br>The DA explains that the Council is seeking to engage with the public as the Plan is prepared, rather than consulting on the deposit Plan, as with the UDP. The intention is to seek consensus about the vision, objectives, strategy, areas of search for growth and possible allocations before sites are allocated in the Plan. The DA sets out a number of methods of engagement and consultation and includes seminars and exhibitions. However, public meetings are not a good way of bringing about sensible debate on issues as they can encourage unruly behaviour and can be taken over by the vocal few.                  | No change |

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| Trelawnyd & Gwaenysgor Community Council  | Yes<br>Local community development plans based on local surveys and prepared by local T&CC's should be a major part of the LDP preparation. | Noted<br>The preparation of local community plans is encouraged and clearly of benefit. However, even though they can inform the LDP, they are separate from the LDP itself. It would be misleading and inappropriate for the DA to give guidance on the preparation of local community plans.   | No change |
| Roundhouse Properties (NJL Properties)  | Yes<br>Supports setting up of Stakeholders Forum and feel that developers should be consulted throughout the process.                       | Noted.<br>It is accepted that developers have a key role to play in the process and it is anticipated that the majority of these will become known to the Council through the Candidate Sites process. Once in the system, such developers will be consulted throughout.   | No change |
| Penyffordd Community Council  | Yes<br>More local involvement and negotiation.  | Noted.<br>The representor does not specify any particular methods of engagement or consultation that would assist.   | No change |
| <b>Q9 - Are there any other groups or bodies that you consider the Council should add to the consultation list?</b> |   |  |           |
| Cllr Hillary McGuill  | Yes<br>Anyone affected by the proposals.  | Noted.<br>The DA explains that a number of methods will be used in engaging with and consulting with a whole range of bodies, groups and individuals to ensure good coverage and consensus. However, it will not be possible to involve or consult all persons.  | No change |
| Roundhouse Properties (NJL Properties)  | No<br>Satisfied with list but developers should also be consulted.  | Noted.<br>It is accepted that developers have a key role to play in the process and it is anticipated that the majority of these will become known to the Council through the Candidate Sites process. Once in the system, such developers will be consulted throughout.   | No change |
| Penyffordd Community Council  | Yes<br>Local voluntary organizations and committees, sports scouts and guides, institute, pubs and clubs etc                                | Noted.<br>Appendix 3 already lists a comprehensive consultation list. It would not be possible to list every single sporting or other local group within the document given the size and complexity of the County and the costs associated with consulting each. Wherever possible national or regional representations have been included such as Scouts. If there are particular local groups which T&CC's consider should be consulted then these should be brought to the attention of the Council. It is also considered that T&CC's themselves can have a role to play in cascading information down to such local groups as they are aware of their existence and presumably have working | No change |

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|   |   | relationships with them.   |           |
| <b>Q10 - Do you think those bodies provisionally earmarked for the Key Stakeholders Group is appropriate?</b> |   |  |           |
| Cllr Hillary McGill   | No<br>Health, local schools headteachers, doctors in area etc               | The Key Stakeholder Forum is made of up of key bodies, organisations, statutory consultees, private sector representatives who can play a major role in acting as a sounding board on key issues. The DA specifies that Betsi Cadwalader Health Trust will be invited to attend and colleagues from Education will be a key internal consultee within the Council. It would be impractical to invite headteachers and doctors from across the County to such a forum.  | No change |
| Argoed Community Council  | Yes<br>Local schools / doctors / chemists / BRAND<br>Remove One Voice Wales | Noted<br>The Key Stakeholder Forum is made of up of key bodies, organisations, statutory consultees, private sector representatives who can play a major role in acting as a sounding board on key issues.<br><br>The DA specifies that Betsi Cadwalader Health Trust will be invited to attend and colleagues from Education will be a key internal consultee within the Council. It would be impractical to invite headteachers and doctors from across the County to such a forum and it is not clear what role chemists would play in a Key Stakeholder Forum. Whilst BRAND have a role to play throughout the Plan process it would be inappropriate to include a single interest group who, by their very name, are opposed to development in a small part of the County. To include them would create a precedent any number of other such groups.<br><br>The representor provides no explanation as to why One Voice Wales should be removed from the Key Stakeholder Forum. | No change |
| Roundhouse Properties (NJL Properties)  | No<br>Individual developers should also be represented on the Group.        | Noted.<br>The Key Stakeholder Forum is a group of key consultees, organisations and businesses (such as key employers) who are able to act in a more strategic manner as a sounding board on key issues. It would be inappropriate to include individual developers (particularly if they are promoting specific development sites) on the Forum. The house building industry is represented on the Forum by   | No change |



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|   |  | the HBF.   |           |
| Penyffordd Community Council  | Local voluntary organizations and committees, sports scouts and guides, institute, pubs and clubs etc  | Noted<br>The Key Stakeholder Forum is a group of key consultees, organisations and businesses (such as key employers) who are able to act in a more strategic manner as a sounding board on key issues. It would be inappropriate to include individual clubs and societies given the size and complexity of the County. The Forum must act in a strategic rather than 'parochial' manner.   | No change |
| Aldi Stores Ltd   | No<br>Investors including employers and land owners with interest in Flintshire that fall within the 'private' category in App4 appear to be limited and should therefore be expanded. | Noted<br>The Key Stakeholder Forum is a group of key consultees, organisations and businesses (such as key employers) who are able to act in a more strategic manner as a sounding board on key issues. It would be inappropriate to include individual developers (particularly if they are promoting specific development sites) on the Forum. The house building industry is represented on the Forum by the HBF.<br><br>Similarly, it would be difficult to include Aldi as part of the KSF as to do so, would open up the need to include other food retailers.   | No change |
| <b>Q11 - Are there any other comments you wish to make on the Delivery Agreement?</b> |  |  |           |
| Cllr Hillary McGuill  | Yes<br>Please specify sites to be considered – choose brownfield sites near to communities   | Noted<br>It is inappropriate for the DA to include information about actual land use planning issues. There will be ample opportunity as the Plan is prepared to look at this issue. Planning Policy Wales sets out a clear preference for brownfield land as part of a sequential site search process and the Plan will be prepared having regard to this guidance.<br><br>As stated above, guidelines will be issued to inform the submission of candidate sites. A subsequent detailed paper on the assessment of candidate sites will be the subject of a separate consultation exercise to ensure that there is broad agreement as to the methodology to be followed. |           |
| Bryn Residents Against New Development  | Yes<br>• Site appraisal criteria need to be specified and discussed  | Noted<br>It is inappropriate for the DA to include information about actual land use planning issues. There will be ample  | No change |

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|                   | <ul style="list-style-type: none"> <li>• Brownfield sites should be given more consideration and priorities when looking to accommodate new development</li> <li>• It would not be appropriate, or democratic, to deny individual objections on issues of wider concern by requiring them to be expressed collectively.</li> </ul> | <p>opportunity as the Plan is prepared to look at this issue. Planning Policy Wales sets out a clear preference for Brownfield land as part of a sequential site search process and the Plan will be prepared having regard to this guidance.</p> <p>As stated above, guidelines will be issued to inform the submission of candidate sites. A subsequent detailed paper on the assessment of candidate sites will be the subject of a separate consultation exercise to ensure that there is broad agreement as to the methodology to be followed.</p> <p>The Council is not seeking to deny the democratic right of persons to submit objections. Rather it seeks to clarify the position to be adopted in respect of petitions and pre-printed letters. The UDP attracted a large number of petitions and standard pre-printed letters which proved to be a huge administrative task in responding to at each stage in the Plans progression. As part of each successive maildrop there were also doubts raised by residents about the validity of such submissions with residents in some cases identifying that signatures had been forged.</p> <p>It is a well-established principle that it is the validity of a planning argument that is important, rather than the number of times it is made. In the light of these considerations, and to ensure that the Plan making process is progressed efficiently, it is proposed that petitions and standard letters will only be accepted and recorded on the system when it is clear that there is a single point of contact. The Council will openly attribute the number of persons on behalf of which the petition is made.</p> |           |
| Girlguiding Cymru | Yes<br>Wondering how this will be implemented  | Noted.<br>An important aspect of the Plan's preparation will be for the Council to demonstrate that the Plans policies and proposals are realistic and can be delivered. The Plan will also contain monitoring arrangements to ensure that its performance can be evaluated and a review triggered if   | No change |

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|                          |  | necessary.   |           |
| Cllr Amanda Bragg        | Yes<br>Could brownfield sites be looked at thoroughly as a priority in the Plan. Transparency at all stages and welcome objections.  | Noted.<br>It is inappropriate for the DA to include information about actual land use planning issues. There will be ample opportunity as the Plan is prepared to look at this issue. Planning Policy Wales sets out a clear preference for brownfield land as part of a sequential site search process and the Plan will be prepared having regard to this guidance.  | No change |
| Argoed Community Council | Yes <ul style="list-style-type: none"> <li>• Site appraisal criteria need to be specified and discussed</li> <li>• Brownfield sites should be given more consideration and priorities when looking to accommodate new development</li> <li>• It would not be appropriate, or democratic, to deny individual objections on issues of wider concern by requiring them to be expressed collectively.</li> </ul> | Noted<br>It is inappropriate for the DA to include information about actual land use planning issues. There will be ample opportunity as the Plan is prepared to look at this issue. Planning Policy Wales sets out a clear preference for brownfield land as part of a sequential site search process and the Plan will be prepared having regard to this guidance.<br><br>As stated above, guidelines will be issued to inform the submission of candidate sites. A subsequent detailed paper on the assessment of candidate sites will be the subject of a separate consultation exercise to ensure that there is broad agreement as to the methodology to be followed.<br><br>The Council is not seeking to deny the democratic right of persons to submit objections. Rather it seeks to clarify the position to be adopted in respect of petitions and pre-printed letters. The UDP attracted a large number of petitions and standard pre-printed letters which proved to be a huge administrative task in responding to at each stage in the Plans progression. As part of each successive maildrop there were also doubts raised by residents about the validity of such submissions with residents in some cases identifying that signatures had been forged.<br><br>It is a well-established principle that it is the validity of a planning argument that is important, rather than the number of times it is made. In the light of these considerations, and to ensure that the Plan making | No change |

|  |  |   |           |
|--|--|---|-----------|
|  |  | process is progressed efficiently, it is proposed that petitions and standard letters will only be accepted and recorded on the system when it is clear that there is a single point of contact. The Council will openly attribute the number of persons on behalf of which the petition is made. |           |
| Trelawnyd & Gwaenysgor Community Council | Yes<br>It is clear that local communities and groups desire greater input to matters affecting their community and area. The close involvement of their T&CC's is vital, but at present is restricted by the DA. | Noted.<br>It is not accepted that the DA seeks to restrict the involvement of T&CC's. See response to other questions.  | No change |

## Appendix 8 Changes to DA

Changes to Delivery Agreement:

In addition to the changes arising from those comments in Appendix 7 the following changes were made to the Delivery Agreement:

- Editing and updating of Executive Summary
- Inclusion of table of contents
- Minor correction to description of 'specific consultation bodies'
- Inclusion of text regarding Health Impact Assessment

## Appendix 9 WG letter of approval

Adran Tai ac Adfywio  
Department for Housing and Regeneration

Head of Planning  
Planning Policy Section  
Environment Department  
Flintshire County Council  
County Hall  
Mold  
CH7 6NF

Ein cyf/ Our Ref: qA1008220  
Eich cyf / Your Ref: 4111/DA



Llywodraeth Cymru  
Welsh Government

12 February 2014

Dear Andrew,

**Flintshire Local Development Plan: Delivery Agreement  
Regulation 9 and 10 of the Town and Country Planning (Local Development Plan)  
(Wales) Regulations 2005**

Thank you for your email and attached letter, 23 January 2014, requesting the Welsh Government's agreement to the Delivery Agreement for the Flintshire Local Development Plan. We are pleased that revisions have been made in response to the earlier consultation version and encouraged to see first step being taken in producing a new development plan for the area.

On behalf of the Welsh Ministers I **confirm agreement to** the Delivery Agreement as provided for by the section 63(4) of the Planning and Compulsory Purchase Act 2004 along with regulation 9 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005.

The Delivery Agreement should now be made available publicly in accordance with the requirements indicated in regulation 10 including updating the LDP web-site. I understand that hard copy of the final Delivery Agreement has been sent separately to the Welsh Government (Planning Division).

The Delivery Agreement timetable is challenging but necessary in view of the need for a new plan to be in place as soon as possible after the Flintshire UDP expires in 2015 and to facilitate the introduction of a Community Infrastructure Levy (CIL). As the Delivery Agreement is a whole Council commitment it is expected that it will be followed conscientiously and delays or amendments to the timetable must be avoided. On-going corporate responsibility for the plan preparation exercise is essential and it is vital that



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momentum is maintained throughout plan preparation to deliver an adopted plan which will help steer development and assist in maximising the benefits to the community.

Without prejudice to the Minister's discretion the Welsh Government is committed to helping local planning authorities' secure sound plans as quickly as possible. Officials are prepared to meet regularly with you and your colleagues to provide advice and guidance on best practice.

If you wish to discuss this or any other development plan matters then please do not hesitate to contact the Development Plan team.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark Newey', with a stylized flourish at the end.

**Mark Newey**  
Head of Plans Branch  
Planning Division

## Appendix 10

**Lesley Griffiths AC/AM**  
**Ysgrifennydd y Cabinet dros yr Amgylchedd a Materion Gwledig**  
**Cabinet Secretary for Environment and Rural Affairs**



Llywodraeth Cymru  
Welsh Government

Ein cyf : Our ref : Qa1257130

Head of Planning  
Planning Policy Section  
Environment Department  
Flintshire County Council  
County Hall  
Mold  
CH7 6NB

**Flintshire County Council: Delivery Agreement 1<sup>st</sup> Revision**  
**The Town and Country Planning (Local Development Plan) (Wales) (Amendment)**  
**Regulations 2015**

Thank you for your e-mail dated 6 October requesting the agreement of the Cabinet Secretary for the Environment and Rural Affairs to a amended Delivery Agreement (DA) timetable.

Your Council is proposing a formal extension to the currently agreed timetable resulting in an indicative adoption date for your Local Development Plan (LDP) of October 2019. The 11 month slippage incurred to date is outside the level in your current DA and contributes to a total plan preparation time of almost 6 years.

A priority of the Welsh Government is to have adopted LDPs in place across Wales as soon as possible. It is therefore disappointing that your plan has incurred a significant delay in its preparation. Such delays reduce certainty, inhibit the ability to attract inward investment and deliver key priorities such as housing and economic growth.

Preparation of a LDP is not only a statutory duty placed on all Local Planning Authorities across Wales, but is also a corporate tool and land-use expression of your Council's priorities in dealing with national and local issues. In effect, the DA is a commitment on the part of your Authority to deliver these key responsibilities. The process of continuous community and stakeholder involvement undertaken by your Authority through extensive statutory and non-statutory consultations may negate the need for Focussed Changes later in the process and expedite submission of the plan for examination. Timely decision making by the Council is essential to ensure no further slippage and adoption of the LDP as soon as possible.

The Welsh Government expects this amended DA to be adhered to with no further delays, thereby ensuring that your Authority fulfils its statutory duty. On behalf of the Cabinet Secretary for Environment and Rural Affairs, I am able to confirm agreement to the amended timetable as provided for by Section 63(4) of the Planning and Compulsory

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## Appendix 11

Prif Gynllunyydd, Y Gyfarwyddiaeth Gynllunio  
Chief Planner, Planning Directorate



Llywodraeth Cymru  
Welsh Government

Ein cyf : Our ref : qA1282787

Andrew Farrow  
Chief Officer (Planning and Environment)  
Flintshire County Council  
County Hall  
Mold  
CH7 6NB

8 November 2017

Dear Andrew

**Flintshire County Council: Delivery Agreement 2<sup>nd</sup> Revision  
The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005**

Thank you for the e-mail of 20 October from your Authority requesting agreement to an amended Delivery Agreement (DA) timetable.

Your Council is proposing a formal extension to the currently agreed timetable resulting in an indicative adoption date for your Local Development Plan (LDP) of July 2020. The 9 month slippage incurred to date is outside the level in your current DA and contributes to a total plan preparation time of over 6 years.

It is extremely disappointing your Authority has submitted a further request to extend the time taken to prepare your LDP. This is particularly pertinent as your Authority is coming under increasing pressure of appeals due to a lack of an adopted development plan and an inability to demonstrate a 5 year housing land supply. The longer this situation persists will be to the detriment to local communities and the reputation of the planning system.

As you will be aware, the Welsh Government places great emphasis on a plan-led system across Wales, as this provides certainty and direction for effective decision making. This is vital to ensure both national and Local Government can deliver on the recently published National Strategy: Prosperity for All. Ensuring we collectively maximise prosperity, have access to good quality jobs and homes supported by robust infrastructure, which includes not just physical but social, education and health aspects, are all key elements of the national strategy and cannot be effectively delivered without an adopted LDP in place.

Whilst it is disappointing your plan has incurred further delay in its preparation, we fully expect this amended DA to be adhered to with no further delays.

The extensive non-statutory consultations undertaken by your Authority to date should negate the need for Focussed Changes later in the process and expedite submission of the



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