

Pembrokeshire Coast National Park

Local Development Plan – Replacement Plan (2015-2031)

Delivery Agreement

Approved by the National Park Authority June 2016

Agreed with Welsh Government 25 July 2016

**PEMBROKESHIRE COAST NATIONAL PARK
AUTHORITY**

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Executive Summary

1. Each Local Planning Authority is required by the 2004 Planning and Compulsory Purchase Act 2004, to undertake regular reviews of the Local Development Plan at intervals no longer than 4 years from the time when it was adopted. This is to ensure that there is a regular and comprehensive assessment of whether the plan remains up to date or whether changes are needed. The Pembrokeshire Coast National Park Local Development Plan was adopted in September 2010. The Local Development Plan monitoring and review section proposes a full review of the Plan at the end of the financial year 2014-2015. The Authority has been awaiting the publication of Welsh Government regulations guidance on the review and revision process.
2. This Delivery Agreement contains a timetable of key stages of Plan preparation (Chapter 2) and the methods by which the community will be engaged (Chapter 3). This Delivery Agreement also details how and when the National Park Authority will carry out the Sustainability Appraisal for the Plan, and what our approach to Supplementary Planning Guidance will be.
3. A report of consultations on the Delivery Agreement's preparation can be found on the Authority's website.¹
4. This Delivery Agreement was approved by the National Park Authority on the 15th June 2016. Welsh Government agreed the Delivery Agreement on (25 July 2016).
5. The timetable for the Local Development Plan contains definitive stages and indicative stages. Indicative stages are those listed below following Deposit Stage. This will be converted into firm dates prior to submission of the Local Development Plan.

6. The key stages are:

Stage	Replacement Plan Complete by (considerably less than 4 years)
Review Report	June/July 2016
Delivery Agreement	June/July 2016
Pre-Deposit participation	June/July 2016 – February 2017
Pre-Deposit consultation	April/May 2017
Deposit	March 2018
Submission to Welsh Government	December 2018
Examination	Spring 2019
Adoption	End of 2019

7. The Authority has followed the Welsh Government's guidance by estimating a timetable of considerably less than four years for the preparation of the replacement Local Development Plan.
8. The aim of engaging stakeholders in the preparation of the Replacement Plan is to gain consensus on the best way forward for the future of the National Park.
9. Any proposed change in policy will be subject to public consultation in compliance with national policy, guidance and regulation. Policies can be ultimately added, amended or deleted from the Plan by the appointed Inspector. The Authority will follow the advice provided in section 2.8 of Planning Policy Wales Edition 8 January 2016 when considering the status of the emerging replacement Plan.
10. The Community Involvement Scheme sets out the principles methods of engagement and proposals for feedback.

¹ <http://www.pembrokeshirecoast.org.uk/default.asp?PID=768>

11. Proposals for monitoring progress for the Replacement Plan and the Delivery Agreement are also set out.

1. Introduction

What is the purpose of a Delivery Agreement?

12. This document, the Delivery Agreement, sets out the way in which we propose to involve the local community and other stakeholders in the preparation of the Pembrokeshire Coast National Park Replacement Local Development Plan. It replaces the original Delivery Agreement produced for the 1st Local Development Plan and Pembrokeshire Coast National Park Management Plan. The latter is not included in this revision process.
13. It provides details of the various stages involved in the process, the time each part of the process is likely to take and how and when different groups, organisations and individuals can participate.
14. The Review Report² for the Local Development Plan identifies areas fundamental to the overall strategy where the Plan is not delivering as satisfactorily as was envisaged by the Authority. It is therefore considered most appropriate to follow the prescribed revision procedure for a replacement Local Development Plan.
15. The replacement Local Development Plan will also be evaluated to see how sustainable it is and how it is likely to impact on the environment. This information will be set out in the Sustainability Appraisal. The Sustainability Appraisal will also meet the requirements to carry out a Strategic Environmental Assessment. Opportunities to comment on these processes and documents will also be provided.
16. This revised Delivery Agreement is split into two parts:
 - The **Timetable** for producing the replacement Local Development Plan and associated Sustainability Appraisal. Definitive dates are provided up to the deposit stage and indicative dates for later stages (Chapter 2).
 - The **Community Involvement Scheme** which outlines the National Park Authority's principles of community engagement; its approach in relation to who, how and when it intends to engage with the community and stakeholders and how it will respond to representations (Chapter 3).

What is the Local Development Plan, its Guidance and Appraisal all about?

Local Development Plan

17. This is how we plan for, and make, land use decisions about the future of our towns, villages, coast and countryside.
18. Planning decisions will be made in accordance with the Local Development Plan unless material considerations indicate otherwise.³ The Local Development Plan therefore provides the essential framework for rational and consistent decision making.

The adopted Local Development Plan (September 2010) includes planning policies to:

- protect our coast and countryside;

² <http://www.pembrokeshirecoast.org.uk/default.asp?pid=765&LangID=1>

³ Section 38(6) of the Planning and compulsory Purchase Act 2004

- guide development to certain locations; and
 - guide decision making on whether planning permission should be granted or refused.
19. The Plan contains less detail than previous Plans. Welsh Government expect Local Development Plans to include a limited number of succinct area wide policies focussing on an area's main needs and opportunities. Repeating national planning policy must be avoided.
20. The Authority is required to review the Local Development Plan every four years. On the advice of Welsh Government officials, it was agreed to await the release of the revised Local Development Plan Regulations and supporting policy and guidance before formally starting this Review.
21. Regarding the status of a Replacement Plan any proposed change in policy will be subject to public consultation in compliance with national policy, guidance and regulation. Policies can be ultimately added, amended or deleted from the Plan by the appointed Inspector. The Authority will follow the advice provided in section 2.8 of Planning Policy Wales Edition 8 January 2016 when considering the status of the emerging replacement Plan.
22. Key policy and guidance on the preparation of Local Development Plans and the requirements of Local Planning Authorities to engage with their communities and stakeholders is included in:
- Planning Policy Wales (Edition 8) 2016
 - Technical Advice Notes – various dates
 - The Town and Country Planning (Local Development Plan) Wales Regulations 2005 – ('the LDP Regulations')⁴
 - Local Development Plan Manual (Edition 2) 2015
 - Local Development Plan Examinations – Procedure Guidance 2015 (The Planning Inspectorate)
 - Local Development Plans Preparing for Submission – Guidance for Local Planning Authorities (2015) The Planning Inspectorate
 - Local Development Plan Wales, Planning Your Community: A guide to Local Development Plans 2006
 - The statutory requirements for Strategic Environmental Assessment (SEA), Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA)

Revision Procedure and the Soundness Tests

23. The Review Report summarises the main topic areas where the current Local Development Plan is not considered to be performing, where it is out of date due to contextual changes and which parts of the plan therefore require revision. Based on the significance of the changes required, the Authority intends to produce a replacement plan.

⁴ As amended, including by the Town and planning (Local Development Plan)(Wales)(Amendment) Regulations 2015 ('the 2015 Amendment Regulations')

24. When preparing or revising a Local Development Plan the National Park Authority must ensure that the Plan is prepared correctly and it meets the 3 tests of soundness outlined within the Local Development Plan Manual Edition 2 (August 2015):

- Does the Plan fit? (i.e. is it clear that the Plan is consistent with other Plans?)
- Is the plan appropriate? (i.e. is the plan appropriate for the area in light of the evidence?)
- Will the Plan deliver? (i.e. is it likely to be effective?)

See Appendix 1 for further detail on the Soundness Tests and their application at Examination.

Supplementary Planning Guidance

25. Guidance notes, briefs and other supplementary guidance provide detail to the policies of the Local Development Plan and planning application considerations. The Authority has adopted a number of supplementary planning guidance documents since the adoption of the Local Development Plan in 2010. These can be viewed on the Authority's website.⁵

26. It is not currently envisaged that any supplementary planning guidance in support of the replacement Local Development Plan will be prepared and consulted upon. Guidance can however be programmed for production after adoption of the replacement plan in accordance with paragraph 2.4.6 of Planning Policy Wales (Edition 8) 2016. This could for example include the production of Place Plans for specific allocated sites, where the existing networking capabilities of Town and Community Councils, with their respective communities, can be utilised to encourage community engagement to inform the process.

27. Likely areas where guidance will be produced or taken forward from the existing Local Development Plan will be identified at Pre-Deposit/Deposit stage.

28. Consultation on guidance will be with target groups relevant to the matter being considered and will include relevant community councils. There are a number of steps to be taken with guidance:

- A press release notifying publication of the draft guidance will be given in the local newspaper and on the Authority's website www.pembrokeshirecoast.org.uk. This will advise on when and where the guidance can be inspected.
- Notice will be given in writing to the appropriate statutory consultees, targeted groups and known interested parties.
- Paper copies of the document will be available at the Authority's Offices in Pembroke Dock, during office hours, for inspection.
- Copies will be available to view or download on the Authority's website.
- The consultation will last six weeks.
- All comments are public information.
- All comments received will be reported to the National Park Authority.
- Following final agreement of the guidance a report of consultation showing how the responses were dealt with by the National Park Authority will be published.
- All those who participated in the consultation, relevant community councils and statutory consultees will be notified of the availability of the adopted guidance and the report of consultations.

⁵ <http://www.pembrokeshirecoast.org.uk/default.asp?PID=183>

29. The Replacement Local Development Plan is subject to an assessment of its sustainable development and environmental effects:

- Sustainability Appraisal assesses the environmental, social and economic implications of the emerging plans' strategies and policies.⁶
- Strategic Environmental Assessment (SEA) requires a rigorous assessment of the environmental, and to a lesser extent social, effects of the plans. This is intended to ensure environmental considerations are taken into account in the production of the plans.⁷
- Any plan or programme likely to have a significant impact on a Natura 2000 site (Special Area of Conservation (SAC) or Special Protection Area (SPA)) which is not directly concerned with the management of the site for nature conservation must be subject to a Habitats Regulations Assessment⁸. This assessment should identify the likely effects on the Natura 2000 site, determine whether these effects are justifiable in a wider context, and identify any mitigation measures that must be taken.

30. The first two assessments will be contained in the 'Sustainability Appraisal'. The Habitats Regulations Assessments will be reported separately. These assessments will run alongside, and be a part of, the production of the Local Development Plan. The Sustainability Appraisal will be documented in:

- An initial Scoping Report for the assessment of the replacement Local Development Plan. This report will describe the current sustainability issues and a common set of sustainability objectives against which the plans will be judged;
- A full report of the assessment of the replacement Local Development Plan as it emerges. This report will explain how the options and detailed policies considered for the plan are likely to perform with regard to the sustainability objectives set out in the scoping report. This report will also explain how any harmful effects of the replacement Local Development Plan can be avoided or offset, and how the beneficial effects can be maximised;
- A statement explaining how sustainability considerations and the assessments, has been taken into account in the production of the replacement Local Development Plan.

31. Habitats Regulations Assessment will have the following stages:

- Screening
- Habitats Regulations Assessment

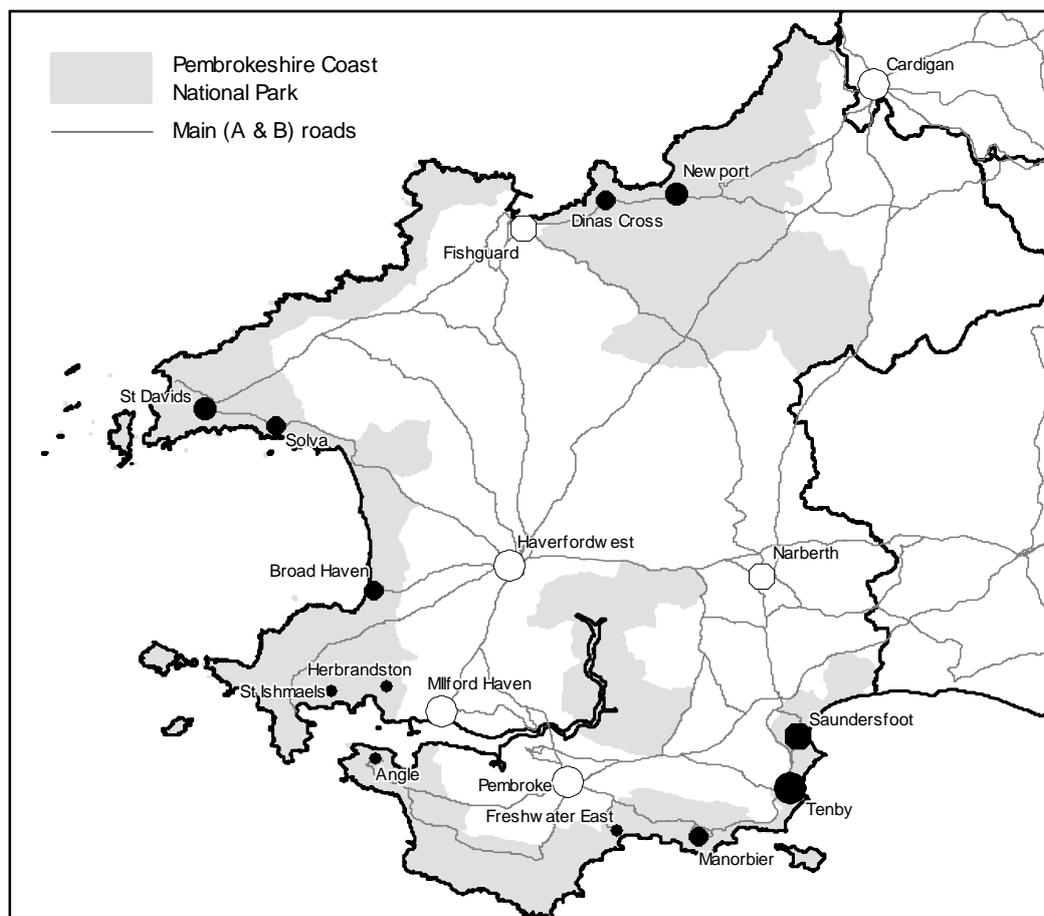
⁶ Planning and Compulsory Purchase Act, 2004

⁷ As required by Statutory Instrument 2004 No.1656 (W.170), The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (<http://www.opsi.gov.uk/legislation/wales/wsi2004/20041656e.htm>); and Planning and Compulsory Purchase Act 2004, Section 62(6) and European Directive EU2001/42/EC (<http://www.opsi.gov.uk/acts/acts2004/40005--g.htm#62>)

⁸ As required by European Union Directive 92/43/EC (the Habitats Directive)

What is the Pembrokeshire Coast National Park?

32. The Park includes most of Pembrokeshire's coastal strip and offshore islands, the upper part of the Daugleddau Estuary and the Preseli Hills. The Park covers an area of 612 square km with a resident population of around 23,000, making it one of the most densely populated National Parks in the UK.
33. The west coast islands of the National Park are home to internationally important populations of seabirds, while the Daugleddau estuary is important for wintering wildfowl and wading birds. The high wildlife value of the Park is reflected by its conservation designations: 13 Special Areas of Conservation, 5 Special Protection Areas, 1 Marine Conservation zone, 7 National Nature Reserves, and 60 Sites of Special Scientific Interest (SSSI) - about 80% of the length of the National Park coastline is designated SSSI, including 30% designated as Geological Conservation Review sites.
34. The archaeological and historical diversity and importance of the National Park area has long been recognised, with 284 Scheduled Ancient Monuments in the Park, over 1200 Listed Buildings, and 14 Conservation Areas. Areas such as St David's Head and the Milford Haven Waterway are of national historic landscape significance, and the Conservation Areas range from Tenby, one of the largest and most historic towns in any National Park, to the tiny hamlet of Caerfarchell on the St David's Peninsula.
35. The main industries influencing the National Park are agriculture, tourism and the energy industries of the Milford Haven Waterway. The Park offers many recreational opportunities for visitors and residents, including the 299km Pembrokeshire Coast Path National Trail. A population profile of the Park can be found in Appendix 2 'Population Profile'.



The Pembrokeshire Coast National Park

What does this National Park Authority want to achieve?

36. National Park Authorities have two statutory purposes, set out in the Environment Act 1995:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park
- to promote opportunities for public enjoyment and understanding of the special qualities of the National Park

and a statutory duty:

- in performing these purposes to seek to foster the economic and social wellbeing of communities living within the National Park.

37. The central role of this National Park Authority is to take the action needed to put into practice the purposes of National Parks.

How does this replacement plan fit in with other Plans being prepared for the area?

38. Many other plans and processes are of relevance to the Local Development Plan. Similarly, the Local Development Plan is highly relevant to other plans. The essential relationship between all these plans must be one of complementarity, and of added value. Some of the most relevant ones are listed below, this list is not exhaustive. The Background Papers provide further detail on how relevant plans, strategies and legislation have been considered. Future plans, strategies and legislation may become relevant throughout the revision process, the implications of which will need to be considered for the Replacement Plan.

- Environment (Wales) Act 2016
- Well Being of Future Generations Act 2015
- Rural Development Plan for Wales 2014-20
- National Park Management Plan 2015-19
- National Park Corporate Plan 2016/17
- Pembrokeshire Single Integrated Plan 2013-2018
- National Planning Policy and Guidance
- Neighbouring Authority Local Development Plans (Pembrokeshire, Carmarthenshire and Ceredigion County Councils)
- Local Biodiversity Action Plan for Pembrokeshire
- Shoreline Management Plans (West of Wales and South Wales) 2014

39. Section 62 (ii) of the Environment Act 1995 requires organisations to 'have regard to' National Park purposes in transacting their own business. We will seek to ensure that the Local Development Plan is a key, shared, vehicle in which we and our partners articulate our commitments to these outcomes when applicable.

Why not prepare a joint replacement plan with Pembrokeshire County Council?

40. As part of the Local Development Plan revision process, consideration of the advantages and disadvantages of preparing a joint Local Development Plan with Pembrokeshire County Council is required. This has been fully considered in the Review Report, which, after noting all considerations, concludes that any move to joint plan preparation would require a fundamental reassessment of both strategies, with considerably more work and supporting evidence required than is otherwise anticipated for individual Plan revision. For the Council, an early and unnecessary revision of the Plan would incur considerable unnecessary additional cost (additional staff resource) and at the same time would result in unhelpful uncertainty for decision making on planning applications during plan preparation, with the prospect of facing a further early review on Local Government reorganisation. It has been agreed that separate Plans will be maintained. The two Authorities will however continue further joint working on an evidence base to support implementation and review/revision of both the Authority's and Council's Local Development Plans.

2. Timetable

Key Stages of Preparation

41. For the Local Development Plan the timetable differentiates between:
- **Definitive stages**, up to and including the statutory deposit stage, which are under the direct control of the Authority and have, therefore, realistic target dates; and
 - **Indicative stages**, beyond the statutory deposit stage, that are dependent on extraneous factors, (e.g. a number of representations received, capacity of the independent Planning Inspector, etc) for which the Authority has less control. These dates will be reconsidered after reaching deposit stage and turned into definitive timings for the remaining stages, this to be submitted for agreement to the Welsh Government. When agreed this must be publicised.
42. It is proposed that a tolerance level of two months be built into the timetable proposed to allow for slippage without formal amendment to the Delivery Agreement. The Local Development Plan Manual – Edition 2 August 2015 asks that corporate scrutiny arrangements, independent of the plan making team should be set up to monitor progress.⁹ The National Park Authority has in place regular Local Development Plan workshops where Members have an opportunity to monitor progress.
43. The following timetable assumes completion of the draft Review Report for the Local Development Plan by March 2016.¹⁰ The final Review Report will determine the main areas of the Plan where engagement needs to be focussed. The timetable below reflects current known areas for revision. It anticipates 2 ½ years to submission. The Inspectorate historically has advised with a first Local Development Plan that the Inspectors report can be sent to the Authority within one year of the submission date. Welsh Government expects replacement Plans to be in place in much less than 4 years.

Stage (Replacement Plan)	Steps	Completion Target Date & Publications/ Submissions
Review Report	<ul style="list-style-type: none"> - Consider conclusions of Annual Monitoring Reports and updated evidence base and stakeholder engagement. - Prepare Report and seek Welsh Government informal view. - Publish background papers and evidence - Informal Consultation - NPA Approval - Submit to Welsh Government 	<ul style="list-style-type: none"> - <i>NPA Approval for informal consultation March 2016</i> - <i>8 week consultation April/May</i> - <i>Workshops with Town & Community Councils April 2016</i> - <i>Report of consultations/Finalise NPA June/July 2016</i> - <i>Publish Review Report</i>
The Delivery	- Review the 1 st Plan's	- <i>Member workshop March</i>

⁹ Paragraph 4.1.5 Local Development Plan Manual – Edition 2- August 2015

¹⁰ Paragraph 10.1.1 Local Development Plan Manual – Edition 2-August 2015 refers to a rapid publication of the Review Report within 6 months form start of the review process.

Stage (Replacement Plan)	Steps	Completion Target Date & Publications/ Submissions
Agreement (Regulations 9 and 10¹¹) & (Regulations 2(3)¹²	<ul style="list-style-type: none"> Delivery Agreement - Informal consultation exercise. - NPA Approval - Submit to Welsh Government for agreement - Following agreement, publicise and notify all the specific consultation bodies, and such of the general consultation bodies as the LPA considers appropriate, that the Delivery Agreement has been revised. (Regulations 9(4A)&(5), & 10(2)) 	<ul style="list-style-type: none"> 2016 and invite to comment - NPA approval for informal consultation March 2016 - 8 week engagement and consultation April/May 2016 - Workshops with Town & Community Councils April 2016 - Report of consultations/ Finalise NPA June/July 2016 - Submit Delivery Agreement to Welsh Government for agreement June/July 2016. - Publication of the Delivery Agreement for the Replacement Plan once agreed
Sustainability Appraisal Scoping Report	<ul style="list-style-type: none"> - Review baseline information - Review indicators and objectives - Consider responses and revise - NPA Approval - Publish 	<ul style="list-style-type: none"> - Member workshop March 2016 - NPA approval for formal consultation March 2016 - 8 week consultation April/May 2016 - Report of consultations/Finalise NPA June 2016 - Publish Scoping Report June/July 2016
Pre- Deposit Participation (Regulation 14)	<ul style="list-style-type: none"> - Check/Revise site selection criteria, - Prepare a Candidate Site Register (invite site submissions using selection criteria) - Consider the implications of the revised evidence base - Check/Revise strategic vision and objectives - Check/Revise Strategic Options and Preferred Option/Strategy. Evaluate any sites submitted against the site criteria - Review original Sustainability Appraisal of the Options and Strategy 	<ul style="list-style-type: none"> - Discuss Candidate Site criteria - Town & Community Council workshops April 2016 - Member workshop – Agree selection criteria at NPA (June/July NPA 2016) - Invite Candidate Site submissions August/September/October 2016 - Relevant statutory undertakers on Candidate Site Selection November/December 2016

¹¹ Town & Country Planning (Local Development Plan) (Wales) Regulations 2005

¹² Town & Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

Stage (Replacement Plan)	Steps	Completion Target Date & Publications/ Submissions
	<p>proposed and recommend changes or improvements.</p> <ul style="list-style-type: none"> - Equalities Impact Assessment Screening Report 	<ul style="list-style-type: none"> - <i>Engage with stakeholders on Areas of Potential Change until December 2016</i> - <i>Candidate site selection/Areas of potential change engagement with Town & Community Councils January/February 2017</i> - <i>Member workshops to February 2017</i> - <i>Prepare Draft Preferred Strategy documents for NPA Approval for consultation March 2017</i>
<p>Pre-Deposit Consultation (Regulations 15, 16 and 16a¹³)</p>	<ul style="list-style-type: none"> - Publish the Preferred Strategy Proposals documents including the Candidate Site Register, Review Report, Background Papers, Equalities Impact Assessment and the Sustainability Appraisal - Statutory Consultation - Consider Responses - Engage with stakeholders if required in light of new evidence - Member workshops - Prepare Initial Consultation Report - Agree Preferred Option/Strategy and Sustainability Appraisal etc. 	<ul style="list-style-type: none"> - <i>Preferred Strategy Proposals documents (see across) &</i> - <i>Sustainability Appraisal Statutory consultation (6 weeks) April/May 2017</i> - <i>Publication of the Initial Consultation Report as soon as reasonably practicable</i>
<p>Deposit Regulations 17, 18 and 19)</p>	<ul style="list-style-type: none"> - Review more detailed policies for the Deposit Plan not included at Preferred Strategy stage. - Review Sustainability Appraisal of Deposit Local Development Plan policies. - Review and update 1st 	<p><i>Finalise Deposit Plan documents for approval for consultation March 2018</i></p> <p><i>Statutory consultation (6 weeks) April/May 2018</i></p>

¹³ Regulation 16A added under the Town and Country Planning (Local Development Plan) (Wales) (Amendment) Regulations 2015

Stage (Replacement Plan)	Steps	Completion Target Date & Publications/ Submissions
	<ul style="list-style-type: none"> Plan Habitats Regulations Assessment Screening - Review and update 1st Plan Habitats Regulations Assessment - Review and update the Preferred Strategy Equalities Impact Assessment - Engage with relevant stakeholders - Member workshops - Statutory consultation 	
Submission to Welsh Government for Examination (Regulation 22)	<ul style="list-style-type: none"> - Evaluate the representations submitted - Reconsider Delivery Agreement timetable; submit definitive timings for remaining stages - Submit Documentation 	<i>Member Workshop Agree Submission Documentation National Park Authority December 2018¹⁴</i>
Independent Examination (Regulation 23)	<ul style="list-style-type: none"> - Test of soundness of the Plan 	Hearing Sessions Spring 2019 Inquiry Library Statements of Case
Publication of the Inspector's Report (Regulation 24)	-	<i>by December 2019</i> Inspectors Report
Adoption (Regulation 25)	<ul style="list-style-type: none"> - Making the Plan operational within 8 weeks of receiving the Inspector's Report. 	End of 2019/New Year 2020 Publicise the adopted plan
Sustainability Appraisal Report and Post Adoption Statement	<ul style="list-style-type: none"> - Revise the Sustainability Appraisal Report to take account of changes following Independent examination. - When the Local Development Plan is adopted publish as soon as practicable a statement of how sustainability issues have been taken into account. 	End of 2019/New Year 2020 Publicise the final Sustainability Appraisal Report alongside the adopted plan.
Monitoring and Review (Regulation 37)	<ul style="list-style-type: none"> - <i>Monitor the achievement of targets and any significant environmental effects of the Plan's implementation and review Plan as necessary.</i> 	Annually Annual Monitoring Report

¹⁴ 2 years and 6 months to submission. The Inspectorate historically committed to providing an Inspector's Report by 1 year from submission.

44. The Authority has followed the Welsh Government's guidance by estimating a four year timetable for the preparation of the Local Development Plan and considerably less than 4 years anticipated for a replacement plan.¹⁵

Consultation/Notification methods for each key stage of preparation

Consultation/Notification Stage (Replacement Plan)	Method
Publication of the Review Report, Delivery Agreement and Sustainability Appraisal	<ul style="list-style-type: none"> - Website - Written notification by email/letter to mailing list consultees (including those listed in Appendix 4) - Press release (and public notice in the Pembrokeshire Herald) - Web access available at the National Park Authority Offices and public libraries¹⁶ - Documents available at Newport, St Davids and Tenby Visitor Information Centres.
Invite Candidate Site Submissions	<ul style="list-style-type: none"> - Website - Written notification by email/letter to mailing list consultees (including those listed in Appendix 4) - Press release (and public notice in the Pembrokeshire Herald)
Preferred Strategy Consultation Deposit Plan Consultation Submission to Welsh Government for Examination Publication of the Inspector's Report Adoption	<ul style="list-style-type: none"> - Website - Written notification by email/letter to mailing list consultees (including those listed in Appendix 4) - Press release (and public notice in the Pembrokeshire Herald) - Web access available at the National Park Authority Offices and public libraries¹⁷ - Documents available at Newport, St Davids and Tenby Visitor Information Centres.

What resources is the National Park Authority committing to this?

Development Plan staff

45. Responsibility for the Local Development Plan lies with the Park Direction Service. There are two planners in the team and a Research and Sustainability Officer. The Head of Park Direction Service and the Director of Planning are also planners. They have the support of an administrative support officer.

¹⁵ Paragraph 10.2.5 Local Development Plan Manual Edition 2 August 2015

¹⁶ The National Park Authority's main office is in Pembroke Dock. Public libraries included are Cardigan, Crymych, Fishguard, Haverfordwest, Milford Haven, Narberth, Newport, Neyland, Pembroke, Pembroke Dock, Saundersfoot, St Clears, St Davids, Tenby.

¹⁷ The National Park Authority's main office is in Pembroke Dock. Public libraries included are Cardigan, Crymych, Fishguard, Haverfordwest, Milford Haven, Narberth, Newport, Neyland, Pembroke, Pembroke Dock, Saundersfoot, St Clears, St Davids, Tenby.

National Park Authority Members

46. The National Park Authority has set in place a series of Member workshops which consists of all Authority Members. The workshops provide an opportunity to discuss the appropriateness of approach being taken in the development of the Delivery Agreement, the Local Development Plan and the various appraisals. The group will also consider all consultation responses prior to them being considered at a National Park Authority Meeting.
47. The National Park Authority (18 members) will be responsible for making all the key decisions at each stage in the Plan preparation process.

Can anything go wrong with the timetable proposed?

48. Despite attempting to plan for every eventuality, obstacles do arise. Issues which may cause difficulties in keeping to the timescale proposed, or implementing the programme of engagement proposed, are set out in Appendix 3.
49. Possible mitigation measures are set out in the final column. In spite of best intentions, it is still proposed that a tolerance level of two months be built into the timetable proposed, to allow for slippage without formal amendment to the Delivery Agreement.

3. Community Involvement Scheme

The Local Development Plan team and decision making structure

50. Officers within the Authority are required to:

- Ensure the Local Development Plan revision process is carried out in accordance with the relevant legislation and best practice.
- Make the best use of available resources.
- Prepare and maintain an up to date evidence base for the revision process and identify key contextual changes that have occurred since the adoption of the first Plan.
- Actively engage with many different groups and bodies as described below throughout the revision process.
- Consolidate outcomes of this engagement, together with the evidence base and make policy recommendations for the Replacement Plan throughout the various stages to accord with the Planning Inspectorate Tests of Soundness (See Appendix 1).
- Report findings and recommendations to members of the National Park Authority for approval at each key stage and carry out actions as instructed.
- Conduct workshops to brief Members and consultees of key stages, discuss findings and policy recommendations.

51. The Members of the National Park Authority are required to:

- Act in the best interests of the National Park as a whole.
- Provide Sounding Board Panel advice for Officers during the preparation of key revision documents and policy options.
- Consider the recommendations of Officers at key stages of the revision process and make decisions on behalf of the Authority

52. Formal approval by the National Park Authority will be required at key revision stages including the Review Report, Delivery Agreement, the Preferred Strategy, Deposit proposals and final adoption.

53. Any proposed change in policy will be subject to public consultation in compliance with national policy, guidance and regulation. Policies can be ultimately added, amended or deleted from the Plan by the appointed Inspector, who will examine the soundness of the Replacement Plan. The Authority will follow the advice provided in paragraph 2.8 of Planning Policy Wales Edition 8 January 2016 when considering the status of the emerging replacement Plan.

Why get involved?

54. Any organisation that has an impact on people, partner organisations and communities knows their active and willing support makes all the difference. It is important that we understand what is important to the community and what sort of place we collectively think the National Park should be. From identifying issues to helping ensure a project or plan is put into practice, effective community involvement plays a key part in the process.

55. The production of a Replacement Local Development Plan provides an opportunity for the Authority to fine tune its engagement process, to draw upon lessons learnt from the original Local Development Plan production in order to maximise the effectiveness of community involvement from available resources.

What principles of engagement can you expect from us?

56. The Authority has signed up to the National Principles for Public Engagement¹⁸. The following principles of community and stakeholder engagement are fundamental to the successful delivery of this plan:

- We will seek to make the process, strategy and policy proposals and decision making process as accessible and easily understood as possible.
- We will seek to make the best use of existing information and networks to avoid duplication and consultation fatigue.
- We are committed to ensuring that we communicate and consult with all sections of the community, including those who have not traditionally participated in plan production, using a range of appropriate approaches to maximise effectiveness.
- We are committed to ensuring that feedback is reported, and is an integral part of our decision making processes.
- The inputs and outputs of all our engagement measures will be public information.
- We will aim to build a consensus whilst remaining realistic, recognising that a consensus is more likely when developing options rather than when writing the detailed policies of the Plans; when aiming to agree on what the main issues are rather than how to respond; and when agreeing what needs to be developed rather than where it is developed.
- We will aim to outline clearly where there are opportunities for local discretion and where there is a need to respect national policy and statutory designations.

What will we need from you?

57. The Authority will need those participating in the process to disclose information of relevance to the development plan in so far as they are able, in the specified timescales laid down in the Delivery Agreement. This is critical in order to ensure an equitable, transparent and open exchange of information to inform policy development. The Authority will expect people and organisations to keep us up to date with any changes in contact details.

58. Everyone making representations on the Local Development Plan will be encouraged to relate their comments to the tests of soundness (Appendix 1).

Bilingual Engagement

59. Bilingual engagement will be carried out in accordance with the Welsh Language Standards¹⁹:

- The Authority welcomes correspondence in Welsh or English and correspondents will receive a reply in the language of the original letter. Corresponding in Welsh will not lead to delay in processing your comments.
- All standard letters, comments forms, newsletters and public notices will be bilingual.
- All National Park Authority policy and guidance publications will be bilingual.
- All National Park Authority publicity and advertising material will be bilingual.
- All meetings, whether formal or informal, will be conducted bilingually where requested beforehand.

¹⁸ Participation Cymru National Principles for Public Engagement:
<http://www.participationcymru.org.uk/national-principles>

¹⁹ Welsh Language Standards (Welsh Ministers, County and County Borough Councils, and National Park Authorities) Regulations 2015: <http://gov.wales/docs/dcells/consultation/141106-regulations-welsh-language-standards-en.pdf>

Who will be involved and how?

60. We will be using a variety of ways to ensure we make contact with people and that they stay in touch with us throughout the process identified in the Local Development Plan Timetable (Chapter 2).
61. Consultees are organised into different groups²⁰, for which different methods of engagement are considered most appropriate in order to maximise the benefits from available resources. Please note that each group is not mutually exclusive and individuals or organisations are likely to be represented as part of more than one group during different stages of the process.

The General Public

62. This can be any member of the public in Pembrokeshire and beyond. Individuals, businesses, organisations and groups can become involved by commenting at the key stages in the process. These will be, on the draft Review Report and its supporting documentation, draft Delivery Agreement, the Pre-Deposit Consultation Stage, Deposit Plan and at the Examination.
63. The Authority has no statutory requirement to consult the general public on the Review Report or Delivery Agreement, however in the interests of early and continued engagement, it is considered important to do so.
64. In order to capture the maximum publicity to interested members of the public, (who are not on the direct mailing group explained below) there will be publicity on the National Park Authority's website on progress made and when representations can be made.
65. Role – The general public help the Authority develop detailed local knowledge of specific areas within the National Park. Individuals with detailed knowledge and experience of certain topics relevant for the Local Development Plan can serve as a key source of information for the Authority. The public will also act as a sounding board for how policy recommendations, site allocations and other detailed proposals will be received and the reasons for public support or objection.

The Direct Mailing Group

66. Any individual, organisation, or group can be added to the National Park Authority's Direct Mailing List so that they can be automatically kept informed at all subsequent stages of the process. All those falling within consultee groups below are included on the mailing list.
67. To be kept directly informed of progress and opportunities to comment the public can email devplans@pembrokeshirecoast.org.uk giving contact details or telephone 01646 624 800 and ask to be put through to Park Direction. Our contact with you will be by direct mailing (or emailing, if you prefer) of details on consultations taking place or newsletters on progress made to date.
68. All those who submit representations during the statutory consultation periods will be added to the Direct Mailing List.

²⁰ See Annex B of the Local Development Plan Manual Edition 2 August 2015

Seldom Heard Groups²¹

69. These are the groups that traditionally have not taken part to any great extent in preparing Plans and extra efforts will be required to encourage these people or groups to be involved. This will be achieved by using already established forums, wherever possible.
70. It is recognised that some who are seldom heard may not have any associations with existing forums. We will continue to look for opportunities to reach as many facets of our community as possible subject to the amount of time and resources that can be reasonably dedicated to this.
71. The National Park Authority will target, in particular, the following seldom heard groups.
- Voluntary and youth organisations operating in Pembrokeshire - through liaising directly with Pembrokeshire Association of Voluntary Services – See Appendix 4 Consultation Groups' for the types of organisations and groups represented.
 - Gypsy Traveller Community – through liaising with the Pembrokeshire County Council's Gypsy Traveller Accommodation Assessment Group including attending meetings when appropriate.
 - Farmers – through liaising directly with Pembrokeshire Sustainable Agriculture Network (PSAN) Steering Group including attending meetings when appropriate. See Appendix 4 Consultation Groups' for the types of organisations and groups represented.
72. Role – Those who are engaged will be provided with an opportunity to voice the aspirations, requirements or concerns for those groups of people who do not traditionally engage with the Local Development Plan process. Active engagement from these groups will help the Authority consider the impacts of its proposals upon society as a whole.

Community and Town Councils²²

73. The Authority will seek to engage directly with Community and Town Councils at appropriate stages. This will include holding two sets of workshops:
- The first to raise awareness of Local Development Plan review focussing on the draft Review Report and draft Delivery Agreement and the site selection process.
 - The second set will focus on discussion of the areas of change included in the Local Development Plan Preferred Strategy and the selection of sites that fit with the Preferred Strategy prior to Pre – Deposit Consultation.
74. The Authority intends to utilise the networking capabilities of Town and Community Councils to disseminate information throughout the National Park communities and to encourage engagement in their respective areas.
75. Role – Town and Community Councils and their Councillors can provide a central source of information for their local communities, they can help to raise awareness of the revision process and relay local views and opinions back to the Authority.

²¹ See Appendix 4 for list.

²² See Appendix 4 for list

‘Specific Consultation Bodies’ and ‘UK Government Departments’²³

76. These consultees (Groups B2 and B3 within the Local Development Plan Manual 2015) comprise those bodies with specific functions that apply within the National Park, for example Dwr Cymru as the local water undertaker. The Authority also needs to consult UK Government Departments where aspects of the plan appear to affect their interests.
77. These consultees will be provided with an opportunity to comment at key formal (statutory) stages in Plan preparation. Some of these groups will also be important members of other stakeholder groups (See Appendix 4 Consultation Groups’).
78. An appearance at the Examination Hearings may also be invited by the Inspector even if the statutory consultee had not raised an objection or wished to appear at Inquiry.
79. Role – consultees in this group will be able to provide detailed, professional advice on the Replacement Plan proposals, identify potential conflicts with their respective duties, the suitability and deliverability of sites for development, unforeseen conflicts with other legislation and so on.

. General Consultation Bodies and Other Consultees²⁴

80. ‘General Consultation Bodies’ include voluntary bodies whose activities benefit the National Park, those which represent the interests of different racial, religious, ethnic, national or disabled groups in the National Park, as well as those which represent the interests of persons carrying on business and those which represent the interests of Welsh culture. This group for example includes National Farmers Union of Wales, Wales Pensioners etc.
81. ‘Other Consultees’ are those which do not necessarily fall within the above categories listed for general consultation bodies, but still have an interest in the National Park which may be affected by the Local Development Plan. This group for example includes the National Trust, British Geological Survey, Pembrokeshire Coastal Forum etc.
82. These bodies will be provided with an opportunity to comment at key formal (statutory) stages. Some of these groups will also be important members of other stakeholder groups (See Appendix 4 Consultation Groups’).
83. Role – Similar roles to those identified above depending on the nature of the body being represented. Many of the bodies within these two groups will be expected to disseminate information amongst their own membership bodies to maximise the Authority’s outreach with the available resources.

Key Stakeholders²⁵

84. For the replacement Local Development Plan, given that it is anticipated that the strategy will predominantly remain intact, it is intended that individual liaison including meetings will be set up with relevant stakeholders to discuss areas of change in advance of formal consultation. These stakeholders include:

- Neighbouring authorities
- Welsh Water
- Natural Resources Wales
- Welsh Government
- Pembrokeshire Business Panel

²³ See Appendix 4 for list.

²⁴ See Appendix 4 for list

²⁵ See Appendix 4 for list

- Public Service Board
- Pembrokeshire Sustainable Agriculture Group
- Affordable Housing Group for Pembrokeshire
- Pembrokeshire Community Energy Network
- Pembrokeshire Coastal Forum
- Home Builders Federation
- Destination Pembrokeshire Partnership

Stakeholder's details are also entered on the direct mailing list.

Developers and Agents and those proposing sites for development

85. Anyone with an interest in land who considers it would be appropriate for development can provide details to the Park Direction Service during the Pre-Deposit engagement Candidate Site stage. A Candidate Site submission form will be placed on our website: www.pembrokeshirecoast.org.uk along with guidance for completion.
86. These details will be entered into a Candidate Site Register. The Candidate Site Register will be made public alongside the Local Development Plan Preferred Strategy consultation.
87. Any site submitted prior to the publication of the Pre-Deposit Consultation of the Plan will be assessed by the Authority against criteria for site selection. The criteria for site selection will be prepared at the pre-deposit participation stage. A list of sites on the register that would be compatible with the Authority's Preferred Strategy will be published for comment.
88. It is vital that the promoters of potential sites appreciate that bringing them forward after the preferred strategy stage will mean that it is unlikely they can be considered for inclusion in the plan. It should be made clear that the candidate site call is the appropriate time to submit sites so that sufficient consultation can take place to inform the examination process. (Local Development Plan Manual Edition 2, paragraph 5.3.4.3).
89. If there has been a material change in circumstances affecting a previously rejected site, or a completely new site is put forward, it is the responsibility of the proponent to test the effects of their site using the Local Planning Authority Sustainability Appraisal framework. (Local Development Plan Manual Edition 2, paragraph 6.5.1.5).
90. Following Preferred Strategy consultation there will be no vetting process to ensure that submissions are satisfactory in terms of Sustainability Appraisal: any vetting will take place as part of the examination before the Inspector since the Sustainability Appraisal is part of the evidence base that should support the policies and proposals in the deposit Local Development Plan. If a new or alternative site has not been subject to any Sustainability Appraisal, it is unlikely that the Inspector will be in a position to recommend its inclusion in the Local Development Plan. (Local Development Plan Manual Edition 2, paragraph 6.5.1.6)
91. At Deposit stage consultation where any statutory processes have not been undertaken for sites submitted late in the preparation process, the Inspector's report would not be able to recommend their inclusion in the Local Development Plan. Furthermore, if such a change would make the Local Development Plan unsound, the Inspector would not be able to recommend in its favour. It is therefore the responsibility of those promoting such changes to show that the proper procedures have been undertaken and to provide the necessary evidence to demonstrate that the plan would be sound if the site were to be included. This would include the site's compatibility with the Sustainability Appraisal. (Local Development Plan Manual Edition 2, paragraph 7.4.4.7)
92. Respondent's details will also be entered on the direct mailing list.

What feedback should you expect?

93. At the conclusion of significant stages in the revision process feedback will be provided on representations made by:

- Acknowledgement letter or e-mail providing contact details and details on how the Authority will deal with the representation. Advice on how late representations will be treated is set out in the next section.
- A report of consultations with Officer responses after each consultation period will be made publically available. Respondents will be advised when the report of consultations is available.
- Petitions received will be acknowledged in the same way to the presenter of the petition.

The Authority's website: www.pembrokeshirecoast.org.uk will also provide regular updates.

Late Representations

94. The Authority will only consider representations made in accordance with the relevant public notice for the consultation period. This means sending representations in writing to the National Park Authority or by email by the closing date specified in the notice.

95. To be logged as 'duly made' as a Local Development Plan representation they must specify the matters to which they relate at Pre-Deposit Consultation stage. At the Deposit Stage they should specify the matters to which they relate and the change being sought, the grounds on which they are made and, wherever possible, the test(s) of soundness to which they relate.

96. Advice on site submissions is provided under 'Developers and Agents and those proposing sites for development.'

97. Objections should specify the change sought, the grounds on which they are made and wherever possible the tests(s) of soundness to which they relate.

98. Duly made objections at Deposit Stage can be considered at Inquiry. Representations made at Pre-Deposit Stage are not considered by the Inspector.

99. If a representation is received later than the closing date and there was a clear attempt in good faith to submit in time the submission may still be considered as 'duly made' provided that appropriate objective evidence of posting or delivery is supplied to the reasonable satisfaction of the Authority.

100. Those who have a statutory right to appear before, and be heard by, the examination Inspector (i.e. objectors, those who seek a change to the plan – under Section 64(6) of the 2004 Act) may pursue their objections by using the written representation procedure if they do not wish to appear at the examination. Objections pursued in this way carry as much weight with Inspectors as those made orally at examination. (Local Development Plan Manual Edition 2 paragraph 7.4.4.2)

4. Monitoring and Review

Delivery Agreement

101. The Delivery Agreement will be reviewed if:

- The Plan preparation process falls behind schedule (i.e. over 2 months)
- If significant changes are required to the Community Involvement Scheme
- If significant changes occur in the resources available to carry out Plan preparation

102. Achieving the objectives of the Delivery Agreement will be assessed through each stage of the Plan's preparation.

103. Within 3 months of close of the Deposit an updated timetable turning the indicative timings into definitive timings for the remaining stages will be submitted to the Welsh Government for agreement.

Local Development Plan

104. A major review of the Local Development Plan must be undertaken four years following first adoption.

105. Annual monitoring reports for the Local Development Plan will be submitted by the 31st of October each year to the Welsh Government covering performance for the previous financial year (ends in March). The reports will be made available on the Authority's website and any critical issues that arise will feed into a review of the Plan.

106. The Authority will consult annually on each Monitoring Report, the results of which will feed into the production of the following Monitoring Report.

107. A review of the Local Development Plan could mean a replacement Local Development Plan is needed or it requires alteration. A Review Report will be prepared within six months of a decision on the need for review of the Local Development Plan. A revision or partial revision will also require changes to the Delivery Agreement in consultation with the Welsh Government.

5. What happens next with this document?

108. This document has been informed by a public consultation exercise. The National Park Authority has considered all responses received to the consultation. The Authority approved the Delivery Agreement in June 2016.
109. Once agreed by Welsh Ministers, the approved Delivery Agreement will form a binding document for the Local Development Plan revision.
110. All those who participated will be given feedback.

6. Useful Contacts

National Park Authority

For further information you can contact:

Richard James (**Local Development Plan**)
Sarah Middleton (**Local Development Plan**)
Martina Dunne (**Local Development Plan**)

Phillip Barlow (**Sustainability Appraisal**)

Pembrokeshire Coast National Park Authority
Llanion Park
Pembroke Dock
Pembrokeshire
SA71 6DY

Phone:

01646 624 800

Fax:

01646 689076

Email:

devplans@pembrokeshirecoast.org.uk

website: www.pembrokeshirecoast.org.uk

Planning Aid

Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. The contact details are:

- Ring: 029 2062 5000
- Email via website on <http://www.planningaidwales.org.uk/contact-us/>
- Or write: Planning Aid Wales, First Floor, 174 Whitchurch Road, Heath, Cardiff. CF14 3NB

Appendix 1 'Soundness Tests'

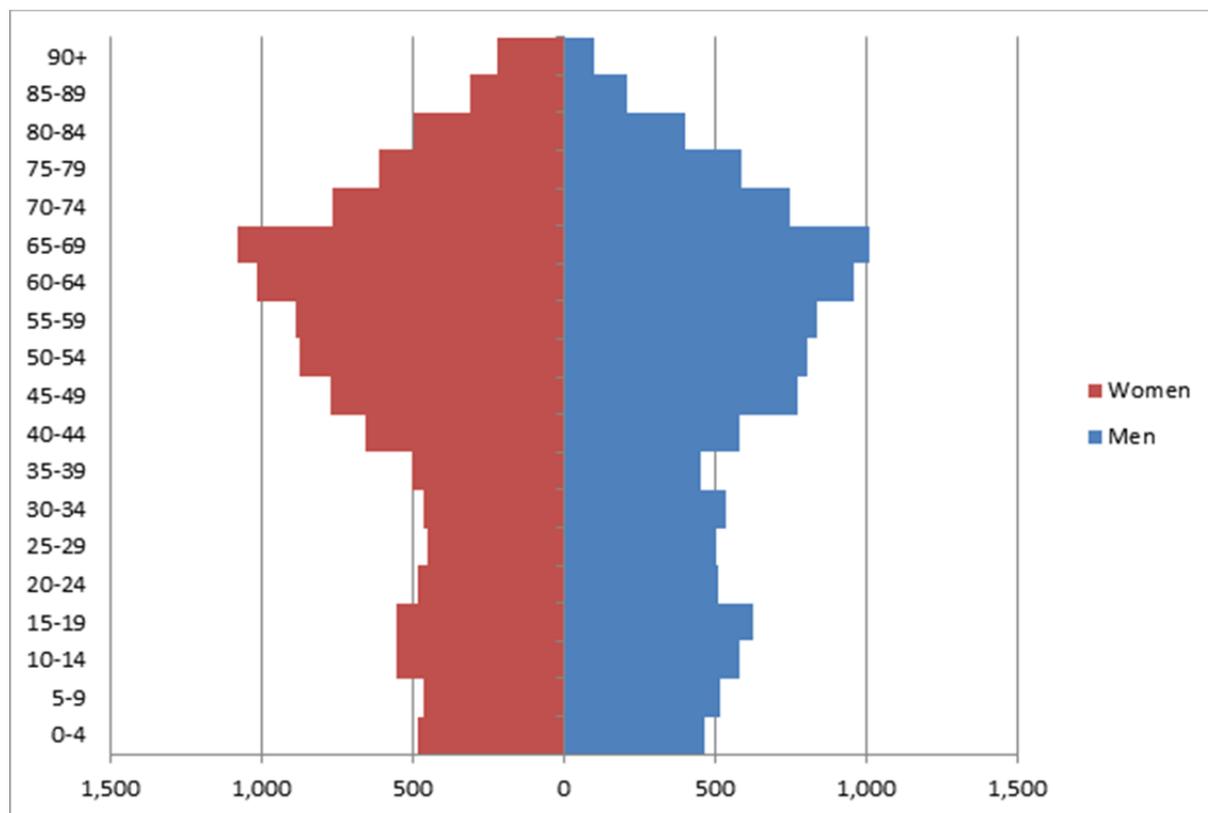
- a) The fundamental concept of the Local Development Plan system is that the plan is the product of a thorough and comprehensive process of engagement with the community, where the planning authority has refined the options to produce what it considers to be a sound plan. The presumption will therefore be that the Local Development Plan is sound unless it is shown to be otherwise as a result of evidence considered at the examination.
- b) Consequently those who object will need to show why the plan is not sound. Everyone making representations on the Local Development Plan will be encouraged to relate their comments to the tests of soundness.
- c) Nonetheless, it is the responsibility of the appointed Inspector at the examination stage, to consider the soundness of the plan as a whole. Whilst Inspectors will still consider individual objections it will be on the basis of how these address the plan's overall soundness.
- d) The examination will take the form of a public discussion where the issues to be discussed will be identified in advance by the Inspector and participants invited to contribute. Different types of procedures will be used but mostly round table discussions or hearings. Formal hearings may be used if the Inspector considers this necessary and appropriate. The Inspector will decide on the appropriate procedure with the presumption that it will be informal.
- e) The tests of soundness relate to three areas:
 - Does the plan fit? (i.e. is it clear that the LDP is consistent with other plans?)
 - Is the plan appropriate? (i.e. is the plan appropriate for the area in light of the evidence?)
 - Will the plan deliver? (i.e. is it likely to be effective?)

More information on the tests of soundness can be found on the Inspectorate's website <http://planninginspectorate.gov.wales/?skip=1&lang=en> in a document entitled 'Local Development Plan Examinations: Procedure Guidance (August 2015)'.

Appendix 2 'Population Profile'

Population by age group and gender

Total estimated population 22,847, 49.12% male and 50.88% female (base on the 2013 mid-year population estimates for National Parks).



Economic activity (percentage of population aged 16-74)

	Pembrokeshire Coast National Park	Pembrokeshire	Wales
Economically active			
Total	65.4%	65.9%	65.7%
Employees	41.7%	46.2%	49.5%
Self-employed	19.0%	13.5%	8.6%
Unemployed	2.9%	4.0%	4.3%
Full-time student	1.8%	2.2%	3.3%
Economically inactive			
Total	34.5%	34.0%	34.2%
Retired	21.4%	18.7%	16.1%
Student	3.7%	3.8%	6.0%
Looking after home/family	3.3%	4.3%	3.8%

Permanently sick/ disabled	4.4%	5.3%	6.3%
Other	1.7%	1.9%	2.0%

(census 2011 update).

Industry of employment (percentage of population aged 16-74)

Industry	Pembrokeshire Coast National Park	Pembrokeshire	Wales
Agriculture, forestry and fishing	6.2%	4.7%	1.7%
Mining and quarrying	0.5%	0.5%	0.2%
Manufacturing	6.5%	7.6%	10.5%
Electricity, gas, steam and air conditioning supply	0.5%	0.7%	0.8%
Water supply; sewerage, waste management and remediation activities	0.4%	0.7%	0.9%
Construction	9.5%	10.7%	8.2%
Wholesale and retail trade; repair of motor vehicles and motor cycles	13.5%	15.7%	15.6%
Transport and storage	3.3%	4%	3.9%
Accommodation and food service activities	13.9%	8.7%	6.2%
Information and communication	1.5%	1.2%	2.3%
Financial and insurance activities	1.2%	1.3%	3.1%
Real estate activities	1.3%	1.2%	1.2%
Professional, scientific and technical activities	4.8%	4.1%	4.3%
Administrative and support service activities	4.1%	3.6%	4%
Public administration and defence; compulsory social security	5.5%	9.3%	7.9%
Education	9.7%	7.4%	10.1%
Human health and social work activities	11.4%	13.4%	14.5%
Other	6.1%	5.2%	4.5%

Data source: 2011 Census

Housing

	Pembrokeshire Coast National Park	Pembrokeshire	Wales
Household spaces with residents			
Total	10,277	53,122	1,302,676
Owned (with or without mortgage)	71.3%	68.8%	67.4%
Shared ownership (part owned and part rented)	0.3%	0.3%	0.3%
Rented from LA or RSL	11.4%	15.7%	16.4%
Rented privately	14.3%	13.5%	14.2%
Living rent free	2.7%	1.7%	1.6%

Appendix 3 Risks for the timetable

Issue ²⁶	Risk Level	Potential Impact	Mitigation
Staff shortages	Medium	Programme Slippage	Seek assistance from other planning authorities. Prioritise staff advertising. Service Level Agreement in place with National Park Authorities.
Evolving National Legislation/ Policy/Governance issues	High	Programme Slippage	Monitor and address where feasible.
Lack of financial resources due to austerity measures	Low	Programme Slippage	Bid for resources as part of budget round and programme accordingly. Reserve in place for Revision.
Unanticipated levels of objection	Low	Programme Slippage	Provide flexibility in the timetable.
Planning Inspectorate or statutory consultees unable to meet timetable	Low	Programme Slippage	Liaise with the Planning Inspectorate at key stages of Plan preparation and during the preparation of the Service Level Agreement
Plan fails the test of soundness	Medium/ High	Part of the Plan is excluded or changed Additional material needs to be included in the Plan before adoption All the Plan withdrawn	Liaise with Welsh Government and Authority Members and ensure plan procedure and content are sound as it progresses to submission for examination.
Delays in printing or translation	Low	Programme slippage.	Ensure approach to

Issue ²⁶	Risk Level	Potential Impact	Mitigation
			formatting and presentation is not dependent on significant graphics input. Ensure translators are available for the translation of substantive documents.
Legal Challenge	Low	Adopted Plan quashed Additional workload	Ensure the statutory requirements are complied with. Liaise with the Welsh Government regarding mitigation measures.

Appendix 4 Consultation Groups

Seldom Heard Groups

Age Cymru Pembrokeshire
Citizens Advice Bureau
Equality and Human Rights Commission
Communities First (Llanion West, Monkton,)
Disability Wales
Disabled Persons Transport Advisory Committee
Diversity Team Dyfed Powys Police
Hafal
Mind Cymru Pembrokeshire
Pembrokeshire Association of Voluntary Services – see list below
Pembrokeshire Black and Ethnic Minorities Forum
Pembrokeshire Blind Society
Pembrokeshire Care Society
Pembrokeshire Deaf Society
Pembrokeshire Deaf Childrens Society
Pembrokeshire Talking Newspaper
Pembrokeshire Gypsy & Traveller Accommodation Assessment Steering Group
Pembrokeshire Sustainable Agriculture Network
Pembrokeshire Youth Service
Shelter Cymru
The Ethnic Minority Foundation
Wales Council for Voluntary Action
National Old Age Pensioners Association Wales
West Wales Action for Mental Health
Youth Hostel Association

Groups & Organisations Represented by Pembrokeshire Association of Voluntary Services include

Arts Groups
Carers
Charities
Childrens Groups
Community Groups
Disability Groups
Education and Training Groups
Environmental Groups
Faith Groups
Health Groups
Heritage and Culture Groups
Homeless
Horticultural Groups
Housing Groups
Religious Groups
Residents and Tenant Associations
Scouts
Senior Citizens
Sports and Recreational Clubs
Village Hall Committees

Voluntary Transport Groups
Welsh Language Groups
Women's Aid
Women's Institutes
Young Farmers
Youth Groups

Specific Consultation Bodies and UK Government Departments

British Gas, Ecotricity, EDF, Eon, Dwr Cymru, Good Energy, London Energy, Scottish Power, National Grid Company, Npower, Western Power Distribution, OFCOM, Openreach, Utilita, BT Group plc, EE, Vodaphone, O2, 3 (Three), Virgin Media
CADW
Carmarthenshire County Council
Ceredigion County Council
Department of Energy and Climate Change
Department of Trade and Industry
Department of Transport
Dwr Cymru
Home Office
Ministry of Defence
Natural Resources Wales
Network Rail
Pembrokeshire County Council
Pembrokeshire Local Service Board
Hywel Dda University Health Board
Persons owning or controlling electronic apparatus
Secretary of State for functions previously exercised by the Strategic Rail Authority)
Town and Community Councils (and neighbouring town and community councils) see separate list below
UK Ltd,
Welsh Government all policy areas

Town and Community Councils ^{*27}

Amroth
Angle
Brawdy
Burton
Camrose
Cardigan*
Carew
Castlemartin
Cilgerran*
Cilymaenllwyd*
Clynderwen*
Cosheston
Crymych
Cwm Gwaun
Dale
Dinas Cross
East Williamston*

²⁷ *Completely outside, but adjacent to the National Park.

Eglwysrwrw
Eglwyscummin*
Fishguard and Goodwick
Freystrop
Hayscastle
Herbrandston
Hook
Hundleton
Jeffreyston
Kilgetty/Begelly
Lamphey
Llangwm
Llanrhian
Llawhaden
Maenclochog
Manorbier
Marloes and St Brides
Martletwy
Mathry
Merlins Bridge
Milford Haven
Mynachlogddu
Nevern
Newport
Nolton and Roch
Pembroke*
Penally
Pencaer
Puncheston
Saundersfoot
Scleddau*
Slebech
Solva
St Davids and Cathedral Close
St Dogmaels
St Florence*
St Ishmaels
St Mary Out Liberty
Stackpole and Castlemartin
Tenby
The Havens
Uzmaston and Boulston
Walwyns Castle
Y Ferwig*

General Consultation Bodies

(i) Voluntary bodies benefiting the area	see 'Seldom Heard' list
(ii) Bodies representing the interests of different racial, ethnic or national groups in the area	Citizen's Advice Bureau Equality and Human Rights Commission Gypsy Association The Ethnic Minority Foundation National Old Age Pensioners Association Wales

(iii) Bodies which represent the interests of different religious groups in the area	<p>Orthodox Christian Church in Wales Representative Body of the Church of Wales The Catholic Church in England and Wales The Methodist Church in Wales The Presbyterian Church in Wales Hindu Council UK Muslim Council of Britain Jewish Leadership Council</p>
(iv) Bodies which represent the interests of disabled persons in the area	<p>Disability Wales Disabled Persons Transport Advisory Committee Mind Cymru Wales Council for the Blind Wales Council for the Deaf Wales Council for Voluntary Action</p>
(v) Bodies which represent the interests of persons carrying on business in area.	<p>British Holiday and Home Parks Association Environmental Services Association Confederation of British Industry (Wales) Home Builders Federation PBI Pembrokeshire Restaurants and Hotels Association Pembrokeshire Tourism British Wind Energy Campaign for Real Ale Country Land & Business Association Farmers Union Wales Federation of Small Businesses Federation of Master Builders Pembrokeshire Agricultural Society (Show Committee) National Farmers Union of Wales Rail Freight Group South and West Wales Institute of Directors South Wales Sea Fisheries Committee Wales Rural Forum</p>
(vi) Bodies which represent the interests of Welsh culture in the authority's area.	<p>Cymuned Cadw Dyfed Archaeological Trust Menter Iaith Sir Benfro Wales Rural Forum</p>

Other Consultees²⁸

Airport Operators
British Aggregates Association

²⁸ A complete list of 'Other Consultees' included on the Authority's mailing list can be viewed in the Authority's Delivery Agreement webpage via the following link:
<http://www.pembrokeshirecoast.org.uk/default.asp?PID=753>

British Geological Survey
Canal and River Trust, canal owners and navigation authorities
Centre for Ecology and Hydrology
Chambers of Commerce, local CBI and local branches of Institute of Directors
Civil Aviation Authority
Coal Authority
Country Land and Business Association
Crown Estate Office
Design Commission for Wales
Disability Wales
Disability Rights Commission
Disabled Persons Transport Advisory Committee
Electricity, Gas and Telecommunications Companies and the National Grid Company
Environmental groups at national and regional level
Environmental Services Agency (Waste)
Equality and Human Rights Commission
Farmers Union Wales
Federation of Small Businesses
Fields in Trust
Fire and Rescue Services
Forestry Commission Wales
Freight Transport Association
Gypsy Council
Health and Safety Executive (HSE)
Home Builders Federation
Local community, conservation and amenity groups, including Agenda 21
Groups/Civic Societies
Local transport operators
National Farmers Union of Wales
One Voice Wales
Planning Aid Wales
Police Architectural Liaison Officers
Port Operators
Post Office Property Holdings
Professional Bodies not specifically listed (e.g. Royal Institution of Chartered Surveyors Wales, Royal Town Planning Institute in Wales, Chartered Institute of Housing Cymru, Institution of Civil Engineers, Chartered Institution of Waste Management)
Public Health Wales
Minerals Products Association
Rail Freight Group
Sports Wales
Train Operating Companies
Wales Council for Voluntary Action
Water Companies
Welsh Environmental Services Association (representing waste industry)
Welsh Language Commissioner

Key Stakeholders

Affordable Housing Group for Pembrokeshire c/o Pembrokeshire County Council
British Holiday and Home Parks Association
CADW
Carmarthenshire County Council
Ceredigion County Council
Dwr Cymru Welsh Water - Developer Services
Department for Economy and Transport (DE&T) South and West Wales Trunk Road Agency
Pembrokeshire Sustainable Agriculture Network
Destination Pembrokeshire Partnership
Dyfed Archaeological Trust
Hywel Dda University Health Board
Home Builders Federation
Public Service Board c/o Pembrokeshire County Council
One Voice Wales
Natural Resources Wales
Pembrokeshire Planning Agents c/o Pembrokeshire County Council
Pembrokeshire Association of Local Councils
Pembrokeshire Association of Voluntary Services
Pembrokeshire Business Panel
Pembrokeshire Coastal Forum
Pembrokeshire Community Energy Network
Pembrokeshire County Council
Pembrokeshire Gypsy & Traveller Accommodation Assessment Steering Group
PLANED
South West Wales Mineral Planning Group
South Wales Regional Aggregates Working Party
South West Wales Waste Planning Group
The Environment Network for Pembrokeshire (TENP)
Welsh Government

Appendix 5 'Glossary of Terms'

Annual Monitoring Report (AMR)	This will assess the extent to which policies in the local development plan are being successfully implemented (Regulation 37 of the Town and Country Planning (Local Development Plan) (Wales) Regulations 2005.
Baseline	A description of the present state of an area against which to measure change.
Biodiversity Action Plan	A plan that sets objectives and actions for the conservation of biodiversity, with measurable targets, whose aim is to conserve and enhance nature across communities by bringing together all interests by involving sectors such as agriculture and business as well as the communities themselves. Action is developed and taken forward in partnership and in doing so reflects local priorities as well as biodiversity needs.
Candidate Site	Candidate Sites are those nominated by anyone for consideration by the LPA as allocations in an emerging LDP.
Candidate Sites Register	Register of candidate sites prepared following a call for candidate sites by the LPA.
Citizens Panel	A randomly selected, representational number of residents who are consulted on a regular basis on a range of local issues and services.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local planning authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010.
Community Involvement Scheme (CIS)	Sets out the project plan and policies of the LPA for involving local communities, including businesses, in the preparation of local development plans. The CIS is submitted to the Welsh Government as part of the Delivery Agreement for agreement.
Community Strategy	Required by the Local Government (Wales) Measure 2009 (Part 2: Sections 37-46) with the aim of improving the social, environmental and economic well being of their areas. See "Single Integrated Plan".
Consensus building	A process of early dialogue with targeted interest groups to understand relevant viewpoints and agree a course of action.
Consultation	A formal process in which comments are invited on a particular topic or set of topics, or a draft document.
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. Natural Resources Wales (NRW) and Cadw.
Consultation exercise	A single consultation project focused on a defined objective and usually part of an overall consultation programme.
Contextual Indicator	An indicator used to monitor changes in the context within which the plan is being implemented.
Delivery Agreement (DA)	A document comprising the LPA's timetable for the preparation of the LDP together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit Documents	See "LDP documents".
Development 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.
Dialogue methods	Different techniques of interaction that build a continuous dialogue between and among affected groups.
Engagement	A process which encourages substantive deliberation in a

	community. Proactive attempt to involve any given group of people/section of the community.	
Environmental Report	Document required by the SEA Regulations which identifies, describes and appraises the likely significant effects on the environment of implementing the plan, see Sustainability Appraisal Report.	
Evidence Base	Interpretation of Baseline or other information/data to provide the basis for plan policy.	
Focussed Change (FC)	Changes proposed to the deposit LDP prior to submission that are extremely limited in number, that reflect key pieces of evidence, but do not go to the heart of the plan.	
Habitats Regulations Assessment (HRA)	The screening and appropriate assessment of options required under Part 6 Chapter 8 of the Conservation of Habitats and Species Regulations 2010 (as amended) (the Habitats Regulations) - a recognised iterative process which helps determine the likely significant effect on a plan or programme and (where appropriate) assess adverse impacts on the integrity of a European site. The assessment is required to be undertaken by a competent authority in respect of plans or projects which are likely to have a significant effect (alone and in combination with other plans and projects) on a "European site" (see paragraph 5.1.2 of TAN 5), or as a matter of policy a proposed "European site" or Ramsar site, under the provisions of Article 6(3) of the EC Directive 92/43/ECC (the Habitats Directive), regulations 61 and 102 of the Conservation of Habitats and Species Regulations (as amended) 2010, and, regulation 25 of the Offshore Marine Conservation (Natural Habitats &c) Regulations 2007.	
Indicator	A measure of variables over time, often used to a measure achievement of objectives.	
Initial SA Report	A term used in LDP Wales to refer to the SA Report, produced at the Preferred Strategy stage. This assesses the LDP options against the SA framework. The report is then expanded at the Deposit LDP stage and finalised alongside the Adoption Statement.	
Involvement	Generic term to include both participation and consultation techniques.	
LANDMAP	LANDMAP is the formally adopted methodology for landscape assessment in Wales; therefore all landscape work and assessments of the effects arising from a proposals impact on the landscape in Wales should include LANDMAP	
LDP (or Deposit) Documents	These include the deposit LDP, the Sustainability Appraisal report, the initial consultation report, the candidate sites register, the Review Report (if appropriate), any relevant supporting documents.	
Libraries	Cardigan Crymych Fishguard Goodwick Hakin Haverfordwest Milford Haven Narberth	Newport Neyland Pembroke Pembroke Dock St Clears St Davids Saundersfoot Tenby
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. - A land use plan that is subject to independent examination, which will form the statutory development plan for a local planning authority area for the purposes of the Act. It should include a vision, strategy, area-wide policies for development types, land allocations, and where necessary policies and proposals for key areas of change and protection. Policies and allocations must be shown geographically on the Proposals Map	

	forming part of the plan.
Local Planning Authority (LPA)	A planning authority responsible for the preparation of an LDP; i.e. County or Borough Council, or National Park Authority.
Local strategy partnership	Partnerships of stakeholders who 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 and to produce the Single Integrated Plan.
Local Well-being Plan	Under The Well-being of Future Generations (Wales) Act 2015 Public Service Boards will be established for each local authority area; it is intended that each will prepare a Well-being Plan to replace the SIP by April 2018 (s.39).
Marine Plan	The Welsh National Marine Plan prepared under the Marine and Coastal Access Act 2009.
Matters Arising Change (MAC)	Change after submission of an LDP, where the appointed Inspector concludes the change is necessary for soundness having considered all the evidence submitted to the examination.
Mitigation	Measures to avoid, reduce or offset significant adverse effects.
National Park Management Plan (NPMP)	In national park areas the National Park Management Plan is the strategic over-arching policy document, co-ordinating and integrating other plans, strategies and actions where these affect the Park purposes and duties; it should inform the LDP. It is important that the Single Integrated Plan(s) dovetail(s) with the NPMP.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Output Indicator	An indicator that measures the direct output of the plan. These indicators measure progress in achieving the plan's objectives, targets and policies.
Participation	A process whereby stakeholders and the community can interface with plan makers.
Partners	Other local/NP authority departments and statutory bodies where the LDP will help to deliver some of the objectives of their strategies. Partners may be expected to contribute to formulating relevant parts of the LDP.
Pre-deposit proposals documents	These include the vision, strategic options, preferred strategy, key policies, the Sustainability Appraisal report, the candidate sites register, Review Report (if appropriate).
Pre-deposit stage	The participation and consultation stages prior to deposit; the Manual refers to the Strategic Options and Preferred Strategy stage which relate to the full plan procedure; reduced requirements relate to the short form plan revision procedure.
Press Releases	Sent to all Welsh media, including newspapers, radio and television news stations. Media may choose not to print or broadcast the news item.
Public Notice	Official notices that comply with all requirements in the Local Development Plan and Strategic Environmental Appraisal Regulations etc. for notification or publicity. There is no set statutory format for notices. Notices should be drafted with a view to accessibility in terms of simpler explanation and the use of plain language. The National Park Authority will place public notices in the public notice section in the Pembrokeshire Herald.

Review Report	The required statutory report under S69 of the 2004 Act and/or Reg41; to conclude on the LDP revision procedure to be followed based on a clear assessment of what has been considered and what needs to change and why, based on evidence.
Scoping SA	The process of deciding the scope and level of detail of an SA, including the sustainability effects and options which need to be considered, the assessment methods to be used, and the structure and contents of the SA Report.
Service Level Agreement (SLA)	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 LPA in respect of an LDP examination, setting out the likely timescales and cost of the examination and providing the LPA with clear guidance on the nature of their own responsibilities.
Short form revision procedure	May be appropriate for circumstances where the issues involved are not of sufficient significance to justify undertaking the full plan revision procedure.
Significant effect	Effects which are significant in the context of the plan (Schedule 1 of the SEA Regulations gives criteria for determining the likely significance of effects on the environment).
Significant Effects Indicator	An indicator that measures the significant effects of the plan.
Single Integrated Plan (SIP)	Discharges statutory duties identified by Welsh Government ("Shared Purpose – Shared Delivery", WG 2012), including Community Strategies; prepared by a Local Service Board. See "Local Well-being Plans" which are to replace SIPs".
Site specific allocations	Allocations of sites (proposals) for specific or mixed uses or development contained in a local development plan. Policies will identify any specific requirements for individual proposals. Allocations will be shown on the LDP's proposals map.
Soundness	In order to be adopted, an LDP must be determined 'sound' by the examination Inspector (S64 of the 2004 Act). Tests of soundness tests and checks are identified in PPW (ch2) and the Manual (ch8).
Stakeholders	Interests directly affected by the LDP (and/or SEA) - involvement generally through representative bodies.
Statement of Common Ground (SocG)	The purpose of a SOCG is to establish the main areas of agreement between two or more parties on a particular issue.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to plans and programmes. SEA process is derived from European legislation and defined at European level – Directive 2001/42/EC. The Environmental Assessment of Plans and Programmes (Wales) Regulations 2004 (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 planning policy.
Sustainability Appraisal (SA)	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by S62(6) of the 2004 Act to undertake SA of the LDP. This form of SA fully incorporates the requirements of the SEA Regulations. The term is used in this Manual to include Strategic Environmental Assessment, unless otherwise made clear.
Sustainability Appraisal Framework	This comprises the identified SA objectives against which LDP options are then assessed.
Sustainability Appraisal Report (SA Report)	A document required to be produced as part of the SA process to describe and appraise the likely significant effects on sustainability of

	<p>implementing the LDP, which also meets the requirement for the Environmental Report under the SEA Regulations. S62(6) of the 2004 Act requires each LPA to prepare a report of the findings of the SA of the LDP.</p> <ul style="list-style-type: none"> - The SA Report is first produced at the Preferred Strategy stage (the Interim SA Report), expanded at the Deposit LDP stage and finalised alongside the Adoption Statement.
The 2004 Act	The Planning and Compulsory Purchase Act 2004.
Wales Spatial Plan (WSP)	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.
Workshop	Where a group have the opportunity to engage in group debates and practical exercises with a written or drawn 'output'.