



Pembrokeshire County Council

Local Development Plan – Replacement Plan (2017 – 2033)

Delivery Agreement

**Approved by Pembrokeshire County Council as a basis for consultation 6th
November 2017**

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Preface

The Delivery Agreement was subject to a formal public consultation period between 9th November 2017 and 5th January 2018. A report of consultations was considered by Pembrokeshire County Council's Cabinet on 19th March 2018. Pembrokeshire County Council resolved at Full Council on the 10th May 2018 to formally submit the document to Welsh Government.

Summary

- a) This document – the Delivery Agreement – is a key document in the production of the Local Development Plan (LDP). It sets out the timetable for Plan production, the ways in which the Authority will consult on the Plan (its Community Involvement Scheme) and the resources that the Authority will dedicate towards Plan production.
- b) The Planning and Compulsory Purchase Act, 2004, requires every Local Planning Authority to review its Local Development Plan (LDP) on a regular basis. Pembrokeshire County Council commenced review of its LDP on the 5th May 2017.
- c) **The area covered by the Pembrokeshire County Council Replacement Plan is the area of Pembrokeshire, excepting National Park locations.**
- d) The purpose of review is to ensure that the LDP stays up-to-date. Review provides the opportunity to make changes to the Plan, if these are required.
- e) Sometimes a LDP Annual Monitoring Report (AMR) will identify one or more issues that will prompt an earlier review of a LDP. In the case of PCC's LDP, the first three AMRs have not identified any issue of sufficient severity to prompt an early review. The fourth AMR was published on the 31st October 2017, several months beyond the 4-year date that triggers automatic commencement of full review of the Council's LDP.
- f) The Council is required to state an end date for LDP 2. This has been set for 31/12/33, which will ensure that there is at least a 10 year period for the Plan to run at its adoption date.
- g) The Delivery Agreement (this document) has two key sections. The first is a *Timetable* of the key stages of Plan preparation. The second is a *Community Involvement Scheme*, which sets out the ways in which community engagement will take place. Further matters that are considered are the details of how the *Sustainability Appraisal, including Strategic Environmental Assessment*, of the LDP will be undertaken, details of how *Habitats Regulation Appraisal* will be undertaken and details of which items of *Supplementary Planning Guidance* it is proposed to review concurrently with LDP 2 preparation which are proposed for review following adoption of LDP 2.

- h) The aspects of the Delivery Agreement setting out *Timetable* details will be expected to:
 - i) Set definite dates for completion of stages of the Plan process up to LDP Deposit. (Deposit is the stage at which there is public consultation on a full draft Plan).
 - ii) Set indicative dates for completion of stages of the Plan process beyond Deposit. These will be converted into definite dates prior to Submission of the LDP to the Welsh Government.
- i) The *Community Involvement Scheme* forms part of the Delivery Agreement. It explains how the Council will engage with stakeholders and the general public throughout the Plan preparation process. It also explains how feedback will be provided on a regular basis.
- j) Broad details of the *Timetable* are shown in the table in section 1 – Introduction. There are definite dates set to Deposit stage and indicative ones beyond Deposit.
- k) The Delivery Agreement and any revision to it must be approved by formal resolution of the Council and subsequently agreed with Welsh Government. It must be publicised and made available for public inspection.
- l) Welsh Government expects Local Planning Authorities to complete the review of their LDPs in less than four years. This expectation has been reflected in the timetable set for review of this Plan.
- m) In accordance with Welsh Government guidance, the Council will seek consensus on the best way forward for the future of the Plan area. There will be engagement with stakeholders throughout the Plan preparation process and consultation with the general public at key stages in that process.
- n) The policies and proposals of the LDP will be required to comply with national legislation, guidance and regulation.
- o) Following the Deposit stage, the LDP will be submitted to Welsh Government and will then be examined by an independent Inspector from the Planning Inspectorate Wales.
- p) The Inspector who examines the LDP will prepare a report on the Plan. This will include binding recommendations for the Council. The Plan must be adopted in a timely manner following receipt of the Inspector's Report, and in accordance with the recommendations of the Inspector. The Inspector has powers to add to the Plan, amend it and / or delete parts of it.
- q) The weight that can be accorded to an emerging revised LDP, when determining planning applications, is not a straight-forward matter. It does not

necessarily reflect the stage the emerging Plan has reached in its preparation. Careful consideration will need to be given to the underlying evidence and background to the emerging policies and the requirements of national policy. There cannot be total certainty over Plan content until the Inspector's binding report is received. This is explained in more detail in paragraph 2.14.1 of Planning Policy Wales, edition 9. Until LDP 2 is adopted, the current LDP (adopted on 28/02/13) will remain in force as the Development Plan for the parts of Pembrokeshire not in the National Park. However, should LDP 2 not be adopted by 31/12/2021 (the expiry date of the current Plan), then there will be no LDP in place until such time as LDP 2 is adopted.

- r) Once adopted, the LDP will be regularly monitored, in line with Welsh Government requirements. Annual Monitoring Reports will be prepared, in a similar manner to those currently undertaken for LDP 1.

1 Introduction

Local Development Plans

- 1.1 In Wales, up-to-date Local Development Plans (LDPs) underpin a plan-led planning system. LDPs provide a local context for consistent decision making reflecting local circumstances and in line with Welsh Government policies and guidance. In particular, the planning system is designed to make a planned provision for an adequate and continuous supply of land to meet society's needs – and to do so in line with sustainability principles, taking account of the requirements of the Well-being of Future Generations (Wales) Act, 2015. Decisions on planning applications are expected to be made in accordance with adopted LDPs, unless material considerations indicate otherwise. In the Council's planning area, the vast majority of planning decisions are made in accordance with the provisions of the adopted Development Plan.
- 1.2 LDPs in Wales are prepared by either Councils or National Park Authorities, under the terms of the Planning and Compulsory Purchase Act, 2004 and the associated 2005 Regulations and 2015 Amendment Regulations. They show how land uses are expected to change to accommodate development needs over a specified plan period, providing certainty for developers and the general public. They also protect certain areas of land that are valued for a variety of reasons, for instance their importance for biodiversity, their significance for recreational and amenity purposes and / or their landscape quality.
- 1.3 LDPs contain a mix of strategic, local and site-specific policies and proposals. These cover the main types of development likely to take place in the Plan area. They should not repeat Welsh planning policy guidance.
- 1.4 In preparing their LDPs, Councils and National Park Authorities in Wales are required to meet the statutory requirements for Strategic Environmental Assessment (SEA), Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA). These considerations are embedded in the Plan preparation process. More information on these topics is included later in this section.
- 1.5 Local Well-being Plans will provide the overarching strategic framework for all plans and strategies prepared by local authorities, including LDPs. These are evolving from the earlier Single Integrated Plans and, prior to these, Community Plans. The requirement to prepare Local Well-being Plans is recent – that for Pembrokeshire is expected to be in place by April 2018, with a Well-being Assessment preceding this by about a year.

- 1.6 Supplementary Planning Guidance (SPG) is used to set out detailed thematic or site-specific guidance on the way in which the policies of an LDP are to be interpreted or applied in certain situations or areas. The use of SPG ensures that LDPs are prepared without the inclusion of excessive detail. SPG documents are not part of the LDP. However, subject to appropriate consultation being undertaken and to formal adoption by the Local Planning Authority, they may be a material planning consideration in the determination of planning applications. Further information on SPG is included later in this section.
- 1.7 The Plan area for the 1st LDP covers the whole of Pembrokeshire, except for National Park locations. In the Pembrokeshire Coast National Park, the National Park Authority is the Local Planning Authority and it prepares its own LDP. Terrestrial land use planning normally extends to the mean low water mark, but there is an exception around Pembroke Dock, where it runs to the mid-channel mark. The Plan area for the 2nd LDP will be the same as for the 1st iteration.
- 1.8 At the time that the 1st LDP was prepared, there was no requirement to set an end date for the Plan, although the Plan period was stated as running 'up to 2021'. Since adoption, statutory end dates for LDPs have been introduced by Welsh Government. In the case of the 1st LDP, this is taken to be 31/12/21, in line with advice contained in Planning Policy Wales, edition 9 (paragraph 2.1.5).

The Delivery Agreement for the replacement LDP

- 1.9 The revision of the LDP will entail a re-run of the whole Plan preparation process. The end product will be a Replacement LDP, which will supersede the current Plan when it is adopted. As this is a review of an existing LDP, an additional document must be prepared, one which was not required for the first LDP. This is a Review Report, setting out the main topic areas where the current LDP is performing poorly, identifying situations where it is out-of-date and setting out which parts of the Plan require revision.
- 1.10 Another of the early tasks in the review process is to prepare a new Delivery Agreement (which is this document) to replace that prepared for the 1st LDP. The requirements in relation to the form and content of the Delivery Agreement have not changed significantly since the 1st LDP was prepared. However, the timetable included this time around is for the review of the Plan. Community involvement requirements have also evolved and the new proposals within this document build on best practice.
- 1.11 In addition to the points made above, the soundness tests that will underpin the examination of the replacement LDP have changed since the 1st LDP was prepared. There are now three tests to be satisfied:

- i) Does the Plan fit? (In other words, is it clear that the Plan is consistent with other Plans?)
 - ii) Is the Plan appropriate? (In other words, is the Plan suitable for the area in which it will be used, in the light of the evidence collected?)
 - iii) Will the Plan deliver? (In other words, is the Plan likely to be effective?)
- 1.12 The replacement LDP Delivery Agreement comprises a *Timetable* and a *Community Involvement Scheme*. There is also information included on *Sustainability Appraisal (including Strategic Environmental Assessment)* and *Habitats Regulations Appraisal* of the Plan and on the programme for preparing *Supplementary Planning Guidance* elaborating on aspects of the LDP.
- 1.13 The Delivery Agreement provides a project plan for LDP review and an explanation of how the community will be involved in plan preparation.
- 1.14 The Council is required to formally approve the Delivery Agreement, by resolution, and it must then be agreed by the Welsh Government. There are publicity and public inspection requirements relating to this.
- 1.15 Revision of the *Timetable* will only be required in exceptional circumstances. However, it may be necessary to revise the *Community Involvement Scheme* if significant changes occur.
- 1.16 For the PCC LDP, a full Plan revision is considered necessary. Welsh Government anticipates that completion of a full Replacement Plan should take ‘considerably less than 4 years’ (excerpt from paragraph 2.1.13 of PPW, edition 9). This has been taken into consideration in preparing the *Timetable*.
- 1.17 The table below sets out the key stages in the Plan process and the definite and indicative dates for completion of these. Definite dates are shown in black font, indicative ones in grey font.

<i>Key stage</i>	<i>Definitive and indicative timings</i>
Review Report	Preparation started in May 2017, with the document published for informal consultation in November 2017, alongside the Delivery Agreement.
Delivery Agreement	Preparation started in May 2017, with the document published for formal consultation in November 2017.
Preferred Strategy	Preparation will start in July 2018, with the document expected to be

<i>Key stage</i>	<i>Definitive and indicative timings</i>
Deposit	published for formal consultation by December 2018. Preparation will start in April 2019, with the document expected to be published for formal consultation by October 2019.
Submission to Welsh Government Examination	By July 2020. Between Autumn 2020 and Spring 2021.
Publication of the Inspector's Report Adoption	By Summer 2021 By late Summer or Autumn 2021

Joint working with neighbour planning authorities

1.18 Consideration has been given to the possibility of preparing joint Plans with neighbour authorities. However, the timelines for the Replacement LDPs of the neighbour authorities are varied, as shown below:

- The Pembrokeshire Coast National Park Authority reached the consultation stage on its pre-Deposit Proposals for the Replacement National Park LDP in summer 2017. It intends to place the Plan on Deposit in April 2018, with submission programmed for the end of 2018.
- Ceredigion County Council's LDP review is likely to follow a similar timeline to that of Pembrokeshire County Council.
- Carmarthenshire County Council commenced review of its LDP in early 2018.

1.19 Spatially there would be advantages to be gained from working with the National Park Authority on Plan review, with the end product being a single Plan for Pembrokeshire. However, the review timetables of the two authorities are out of sequence and the respective organisations vary in their direction and purposes. A decision to prepare a joint plan with the National Park Authority at this stage would cause the National Park Authority to re-start Plan preparation, resulting in a significant loss of time for them and risking a period without a Plan once their current National Park LDP reaches its end date. It would also result in Pembrokeshire County Council losing a lesser amount of time, as it would also have to start again.

1.20 Joint Plan arrangements at this stage would also impact, to some extent, on Ceredigion County Council's Replacement LDP programme, which has commenced, albeit that it is at an early stage (Carmarthenshire had not started Plan review at the time of writing). There are significant differences in the economic and cultural nature of Pembrokeshire, Ceredigion and Carmarthenshire that would make a Joint Plan potentially more complicated and lengthy to deliver. These include differences in Welsh language levels in

communities, differences in the role of tourism, the particular relationship of Pembrokeshire to the National Park and the economic base of the different areas.

- 1.21 That said, as a longer term objective, joint Plan preparation with the National Park Authority, Ceredigion County Council and Carmarthenshire County Council is a future possibility. This would probably come into effect when the LDP 2s of the respective authorities come up for review.
- 1.22 In the interim, while preparation of LDP 2s by each authority is progressing, there is an opportunity to prepare evidence jointly and to work collaboratively on matters of common interest, in particular the implementation and review of the individual LDPs. This is, in fact, already happening, with an approach based on mutual co-operation embedded in the work of the LDP teams of each organisation. Current collaboration relates to matters of regional and strategic importance, to specialist topic areas such as minerals and waste and to shared preparation of some elements of the evidence base. In some cases, collaborative working extends to authorities further afield, particularly those in the Swansea City Region. At key stages, Joint Statements of Common Ground will be prepared as necessary, to provide clarity on shared approaches.

Sustainability Appraisal, including Strategic Environmental Assessment

- 1.23 The first iteration of the LDP was subject to Sustainability Appraisal (SA), including Strategic Environmental Assessment (SEA). This will also be the case for LDP 2. Sustainability Appraisal is used to assess the environmental, social and economic implications of emerging plans, strategies and policies. The requirement to undertake Sustainability Appraisal is set out in the Planning and Compulsory Purchase Act, 2004.
- 1.24 Sustainability Appraisal of an LDP incorporates Strategic Environmental Assessment (SEA), under which a thorough assessment of environmental and to a lesser extent social effects of Plans is undertaken. The primary purpose of SEA is to ensure that environmental considerations are taken into account in the preparation of Plans.
- 1.25 The Sustainability Appraisal, incorporating the Strategic Environmental Assessment, will be undertaken as follows:
 - A Screening Report on the need for Sustainability Appraisal, including Strategic Environmental Assessment.
 - A Sustainability Appraisal Scoping Report, which will describe the current sustainability issues in the Plan area and set out a common set of sustainability objectives, against which the Plan will be judged.

- An Initial Sustainability Appraisal Report, explaining 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. The Full Report will also assess how any harmful effects of LDP 2 can be avoided or offset and how beneficial effects can be maximised. This will be published alongside the LDP 2 Preferred Strategy. It will then be updated for the LDP 2 Deposit Plan.
- A final Sustainability Appraisal Report will be published following receipt of the Inspector's Report. This will include any modifications required in consequence of the conclusions of the Inspector's Report.
- A Sustainability Appraisal Adoption Statement, explaining how sustainability considerations and the Sustainability Assessment have been taken into consideration in the production of LDP 2.

Habitats Regulation Appraisal

- 1.26 Habitats Regulations Assessment (HRA) is required for any Plan or Programme which is likely to have a significant impact on a Natura 2000 site (a Special Area of Conservation – SAC, or a Special Protection Area – SPA), if that Plan or Programme is not directly concerned with the management of the site for nature conservation purposes. This requirement derives from European Union Directive 92/43/EC, which is often referred to as the Habitats Directive, and from earlier European Union Directive 79/409/EEC, generally known as the 'Birds Directive'. The assessment is required to identify the likely effects of the Plan or Programme on the Natura 2000 site, indicate whether these effects are justifiable in a wider context and identify any mitigation measures that must be taken.
- 1.27 Habitats Regulations Assessment has two stages:
- Screening.
 - The Assessment itself.

Supplementary Planning Guidance

- 1.28 For the first iteration of the LDP, several items of Supplementary Planning Guidance (SPG) were prepared and adopted by the Council. Some of these evolved at the same time as the parent Plan, others were prepared following Plan adoption. Several have been updated recently.
- 1.29 The first iteration of the LDP will cease to have effect when LDP 2 is adopted, or when it reaches its 31/12/2021 expiry date, whichever is sooner. At that time, any items of SPG adopted to support the first iteration of the LDP will also cease to have effect.

- 1.30 The Council intends to re-draft three key items of Supplementary Planning Guidance in conjunction with LDP review. Preparation of these, including consultation, will run concurrently with review of the Plan. The three items for re-drafting in conjunction with LDP review are on Affordable Housing and Planning Obligations and Development Site.
- 1.31 Other items of SPG that currently support the LDP will be re-drafted following adoption of the replacement Plan. They will be subject to public consultations prior to their adoption as documents to support LDP 2. There are insufficient resources available to re-draft these further items concurrently with LDP review. The further items cover the topics of Biodiversity, Design, Renewable Energy and Parking Standards.
- 1.32 It is possible that other items of SPG may also be identified during or after Plan preparation. These may be topic-specific or related to a particular spatial area.
- 1.33 Various items of planning-related good practice guidance have also been prepared to support LDP 1. These are of an informal nature, are not subject to consultation processes and carry more limited weight in the planning process. They will remain in force after adoption of LDP 2. However, some may require revision post-adoption of LDP 2 to reflect any changes in LDP policies in the relevant topic areas.
- 1.34 The Council has previously prepared some items of SPG jointly with the Pembrokeshire Coast National Park Authority. Wherever possible, it will look to continue arrangements for joint preparation in the future.

2 Timetable

- 2.1 For timetabling purposes, the LDP Delivery Agreement has some stages where timings are precisely defined and other stages where the timings are indicative. The LDP Manual says that definite start and end dates should be identified for stages of the Plan process up to the Deposit of the LDP. Indicative dates can be used for the post-Deposit stages. However, these will be converted into definite dates following Deposit, for agreement with Welsh Government, and will be published prior to Submission of the LDP.
- 2.2 A small amount of flexibility can be built into the timetable for Plan preparation. Welsh Government advises that this should be no more than three months. This provides a short period within which slippage can take place without a formal need to amend the Delivery Agreement. Revision to the timetable is only likely to be required in exceptional circumstances. If a revision to the Delivery Agreement is found to be necessary, details will be published on the Council's website.
- 2.3 Measures for corporate scrutiny are being put in place to monitor progress with preparation of the LDP. Scrutiny will take place through regular meetings with Members. Key documents of the LDP will also require approval by Cabinet and / or Full Council prior to public consultation and eventual adoption.

Stage	Regulation	Key steps to be taken at this stage	Completion target dates and publication / submission dates
Review Report		<ul style="list-style-type: none"> • Consider the key conclusions from previous LDP Annual Monitoring Reports. • Commence update of the LDP evidence base and undertake stakeholder engagement. • Commence publication of completed background papers and evidence. • Informal public consultation on the draft Review Report, alongside the Delivery Agreement. • Consider responses to the Review Report and revise, if necessary. • Submit to Welsh Government. • Formal consultation, alongside the Preferred Strategy, which may trigger further amendments. 	November 2017 (published for informal consultation, with formal consultation alongside the Preferred Strategy in December 2018)
Delivery Agreement	Regulations 9 and 10 (2005) and Regulation 2 (3) (2015)	<ul style="list-style-type: none"> • Prepare a Delivery Agreement for the Replacement Plan, which includes a timetable for LDP 2 preparation and sets out community engagement methods. • Draft Delivery Agreement considered by Cabinet prior to consultation. • Public consultation on the draft Delivery Agreement. • Consider responses and revise, if necessary. • Amended draft to Council for approval. • Submit to Welsh Government for approval. 	November 2017 (published for consultation, anticipating publication of the final version by March 2018)

Stage	Regulation	Key steps to be taken at this stage	Completion target dates and publication / submission dates
		<ul style="list-style-type: none"> Once approved by WG, publicise and notify all specific consultation bodies and appropriate general consultation bodies. 	
Sustainability Appraisal Scoping Report		<ul style="list-style-type: none"> Review baseline information. Review indicators and objectives. Screening decision on need for Sustainability Appraisal (including Strategic Environmental Assessment) in conjunction with LDP review. Consultation with statutory bodies and others representing social and economic interests on draft Sustainability Appraisal (including Strategic Environmental Assessment) Scoping Report. Consider responses and revise, if necessary. Amended draft to Council for approval. Publish once approved by Council. 	Screening decision on SA by November 2017. Consultation with statutory bodies and others representing social and economic interests on SA Scoping Report to commence May 2018, with publication of final version expected by July 2018.
Pre-Deposit Participation	Regulation 14 (2005)	<ul style="list-style-type: none"> Advertise for Candidate Sites, including a form and guidance note to support the Candidate Site submission invitation. Prepare site selection criteria and apply this to each of the submitted Candidate Sites. Continue to update the evidence base and commence evaluation of the implications of the updated evidence. 	March 2018 (commencement of advertising for Candidate Sites) July 2018 (start preparing Preferred Strategy – see

Stage	Regulation	Key steps to be taken at this stage	Completion target dates and publication / submission dates
		<ul style="list-style-type: none"> • Prepare the vision and objectives for the Replacement Plan. • Prepare the Preferred Strategy for the Replacement Plan, including options if necessary. • Undertake Sustainability Appraisal of the Preferred Strategy for the Replacement Plan (the Initial Sustainability Appraisal Report). If options are included, the SA will cover each of these. • Undertake consultations with stakeholders to develop Preferred Strategy. • Prepare related impact assessments. 	below for further information on this document)
Pre-Deposit Consultation	Regulations 15, 16 (2005) and 16a (2015)	<ul style="list-style-type: none"> • Publish the Preferred Strategy document, together with the Review Report, Background Papers and Evidence Base Papers (where not already made available), the Sustainability Appraisal for the Preferred Strategy (the Initial Sustainability Appraisal Report) and the various Assessments. • Publish a register of Candidate Sites. • Formal public consultation on the Preferred Strategy, the Review Report and the Sustainability Appraisal for the Review Report (the Initial Sustainability Appraisal Report). • Background Papers and Evidence Base Papers and the various Assessments made available on the Council's website. 	December 2018 (formal public consultation, alongside the Review Report)

Stage	Regulation	Key steps to be taken at this stage	Completion target dates and publication / submission dates
		<ul style="list-style-type: none"> • Stakeholder engagement. • Members' workshops. • Prepare Initial Consultation Report. 	
Deposit	Regulations 17, 18 and 19 (2005)	<ul style="list-style-type: none"> • Identify all land allocations and undertake any required Assessments. • Publish the Deposit Plan – which is a full draft version of the LDP. • Formal public consultation on the Deposit Plan. • Publish and consult on the Sustainability Appraisal (including Strategic Environmental Assessment) for the Deposit Plan – which will be a modified version of the Initial Sustainability Appraisal Report. • Publish the Site Assessment Report alongside the Deposit Plan – this will provide the initial outcome on each Candidate Site submission for LDP 2. • Publish the Habitats Regulation Assessment Screening Report. • Publish the Habitats Regulation Assessment to support the Deposit version of LDP 2. • Publish updated versions of any further Background Papers, Evidence Base Papers and Assessments. • Further stakeholder engagement. • Further Members' workshops. 	October 2019 (formal public consultation commences, alongside the Sustainability Appraisal (including SEA), the Site Assessment Report, the HRA Screening Report, the HRA itself and the Initial Consultation Report)

Stage	Regulation	Key steps to be taken at this stage	Completion target dates and publication / submission dates
		<ul style="list-style-type: none"> • Publish an updated version of the Initial Consultation Report. 	
Submission to Welsh Government for Examination	Regulation 22 (2005)	<ul style="list-style-type: none"> • Prepare Council responses to representations on the Deposit LDP and related reports, including the SA / SEA and HRA that support the Deposit Plan. • Review the Delivery Agreement timetable and submit definitive timings for the remaining stages. • Submit all necessary documentation to Welsh Government. 	July 2020
Independent Examination	Regulation 23 (2005)	<ul style="list-style-type: none"> • The Inspector will consider the soundness of the Plan, based on the three tests. 	Autumn 2020 to Spring 2021
Publication of the Inspector's Report	Regulation 24 (2005)	<ul style="list-style-type: none"> • Publish the Inspector's Report within the prescribed period following its receipt by the Council. 	Summer 2021
Adoption	Regulation 25 (2005)	<ul style="list-style-type: none"> • Ensure that the Plan has been adopted (i.e. it is operational) within 8 weeks of receiving the Inspector's Report. 	Late Summer or Autumn 2021
Sustainability Appraisal and Post-Adoption Statement		<ul style="list-style-type: none"> • Amend the Sustainability Appraisal to take account of changes made to the Plan following Independent Examination (the Final Sustainability Appraisal Report). • Prepare a statement explaining how sustainability issues have been taken into consideration in preparation of the Plan (the Sustainability Appraisal Adoption Statement). 	SA is iterative, the post adoption statement will be completed by Autumn 2021

Stage	Regulation	Key steps to be taken at this stage	Completion target dates and publication / submission dates
Monitoring and Review	Regulation 37 (2005)	<ul style="list-style-type: none"> • Prepare LDP Annual Monitoring Reports which report on a range of indicators and targets, to evaluate how successfully (or otherwise) the Plan is being implemented. • Commence further review of the Plan as necessary, and in any event four years following adoption. 	1 st AMR for LDP 2 published 31 st October 2022 (covering 1 st April 2021 to 31 st March 2022) 4 year review date: Autumn 2025

3 Community Involvement Scheme

- 3.1 The Community Involvement Scheme (CIS) identifies the Council's principles for community involvement and explains how the Council will engage with stakeholders. It sets out who, when and how the Council will consult. Consultation is a requirement of the LDP process as a major driver in building consensus.
- 3.2 Early and continuous community involvement is important in helping to provide information and also in seeking consensus over the future development and use of land in Pembrokeshire. It is therefore essential that stakeholders and the community are involved at an early stage and throughout the plan preparation process.

Key Principles for Engagement

- 3.3 The main aims that underpin community engagement in the LDP process are:
- Creating the conditions for early involvement and feedback at a stage when people have the greatest opportunity to influence the plan;
 - Encouraging the commitment of all participants to an open and honest debate on realistic development alternatives in the search for a consensus; and
 - Recognising the need to adopt approaches for engaging the community, including business, which seeks the views of those not normally involved.
- 3.4 The Community Involvement Scheme (CIS) is the Council's statement of commitment to improving consultation through various community involvement mechanisms and by ensuring ongoing engagement. It sets out the consultation requirements at each stage of the plan, who will be consulted and what methods will be used.
- 3.5 The CIS provides the framework for everyone with an interest in the future of Pembrokeshire to become actively involved in preparation of the Replacement LDP.
- 3.6 Pembrokeshire County Council's CIS is based on the following four commitments:
- Transparency - making plans, policies and proposals for development and planning decisions available in a form which is easily understood and accessible.
 - Promoting participation by presenting clear opportunities for people to make their views known and to take part in the planning process, and demonstrating that people's views are part of and will be taken into consideration in the decision-making process.

- Accessibility - removing barriers to involvement by reaching out to groups that have been less engaged in the past.
- Accountability - clearly identifying decision-makers and processes and ensuring that people get feedback about progress and outcomes.

Principles of Community Involvement

3.7 The Council has identified some basic principles for community involvement. All consultation will be carried out with these principles in mind.

- **A culture of engagement** - People should know that they are welcome to take part in the planning process and that decision makers are really interested in their views.
- **Frontloading** - The community and stakeholders should be involved from the earliest stages of plan preparation.
- **Reaching out** - Methods used to encourage involvement should be appropriate to people's experience and needs.
- **Fit for purpose** - The types of consultation used should be suitable for the group being consulted and the issue being discussed. The Council will ensure that the views of the community as to the most appropriate techniques for engagement are considered.
- **Continuing involvement** - The community should continue to be involved throughout the process of preparing the Replacement Local Development Plan and related Supplementary Planning Guidance.
- **Clarity and transparency** - The planning process should be clear, so that people are able to participate in a timely and effective manner.
- **Clear and consistent** – The Council will use plain language that people understand and take account of special communication needs. It will avoid jargon and use words that people identify with. Clarity of communication will be reinforced by consistent messages, consistent tone and consistent use of our corporate image and brand.
- **Formal representations** - There will be consultations which will provide opportunities to respond to the Council's formal proposals. These are statutory requirements, set out in Regulations and representing the minimum in terms of community involvement.
- **Member Involvement** - It is important to involve elected Members of the County Council at all stages of plan preparation, starting with an evaluation of how well or otherwise the existing plan is working and including the drafting of the Replacement Plan.
- **Feedback** - Feedback will be provided to stakeholders after each consultation stage.
- **Conflict resolution** - Some issues are very difficult to resolve but hopefully a consensus will emerge about the issues the LDP will address and the options that exist. The Examination of the Plan will

provide opportunities for the Council and representatives to discuss important and / or contentious issues with an independent Inspector. The Inspector will be able to make recommendations that will be binding on the Council, which must adopt the Plan in the manner that he or she directs.

- **Inclusiveness** - effort will be made to seek views from a cross section of interests, including those who have not traditionally participated in plan making. These are known as hard to reach groups. Mechanisms to engage with them are set out below.
- **Welsh language** – Bilingual engagement will be carried out in accordance with the Welsh Language Standards¹
 - The Authority welcomes correspondence in Welsh or English – 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 LDP policy and guidance publications will be bilingual.
 - All LDP publicity and advertising material will be bilingual.
 - All meetings, whether formal or informal, will be conducted bilingually where requested beforehand.

Consensus Building

3.8 The Council will seek to build consensus around a coherent strategy for future land use planning in the part of Pembrokeshire outside the National Park. This will only be achieved through the effective involvement of the community and other interested parties in the development process. Consensus building will be facilitated through the establishment and sharing of a common information base for the key issues from the outset. Forums and methods for sharing information, establishing common ground and agreeing the requirement for further information will all be part of the CIS. Where differences of opinion do occur, sharing the available information will enable different viewpoints to be understood and respected.

¹ 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-languagestandards-en.pdf>

Who will be involved in the preparation of the LDP?

3.9 General Public

Interested Person's Database

The Authority has a database of interested persons and organisations who will be kept informed of progress with the LDP. Any member of the Public or Organisation can ask to join the database.

If you wish to be entered on this database, please contact the Development Plans Team on 01437 764551, email ldp@pembrokeshire.gov.uk or write to the *Development Plans Team, County Hall, Haverfordwest, Pembrokeshire SA61 1TP*. Please let us know if you require updates in paper format, otherwise all updates will be provided by email.

Anyone who makes a representation on the Plan at any stage will be added to the Interested Person's Database and receive updates at all key stages of Plan development.

3.10 City, Town and Community Councils

Each City, Town and Community Council has a PCC Link Officer who will provide a periodic update on preparation of the Replacement Plan.

Area specific meetings will be arranged with representatives of City, Town and Community Councils and the appropriate Council Members at key stages of Plan preparation. These will provide a forum to discuss the emerging policies and proposals for different areas of the County. These meetings will also include the Pembrokeshire Association of Local Councils (PALC) and One Voice Wales, both of whom are umbrella organisations representing local councils in Wales.

City, Town and Community Councils have a key role to play in disseminating information on the LDP to their local area. They will also be important in providing information and views to shape the proposals for their areas. Each City, Town and Community Council has been asked to nominate a LDP lead, who will disseminate information to other Councillors and, working with the Clerk, co-ordinate responses to the Council throughout the Plan process.

3.11 **Hard to Reach Groups**

The following have been identified as hard to reach groups that have often not engaged with the plan preparation process. These two groups will be encouraged to participate in the plan preparation process.

- Young people – the established Children and Families Executive Group will be used to ensure the views of young people are considered in the process. A Youth Seminar bringing together pupils from local Secondary Schools will also be used.
- Gypsies, Travellers and Travelling Show-people – Pembrokeshire has a comparatively large resident population of Gypsy Travellers, living both on sites and in housed accommodation. There are also a small number of Travelling Show-people within the County. This population will be reached primarily using existing channels of communication – which are through the Policy Planning and Change Manager (Social Care and Housing, Pembrokeshire County Council) and through the Pembrokeshire Gypsy Traveller Steering Group.

3.12 **Elected Members**

The involvement of elected Members of Pembrokeshire County Council throughout the Plan process is recognised as being of key importance by the CIS. The role of Members during Plan preparation is complex and varied. They will provide information on and represent their local areas, disseminate information to local residents and also provide a strategic input on matters affecting the whole Plan area. Members' seminars will be held before meetings of Cabinet where the LDP is being considered. The Cabinet Member for Planning and Sustainability is responsible for the LDP.

The approval of Full Council will be required at the Preferred Strategy and the Deposit Plan stages. It will also be needed for the Delivery Agreement, following consultation but prior to submission to Welsh Government.

3.13 **Stakeholder Groups**

A Key Stakeholder Group will be established. This group will assist with plan preparation by providing a representative view during its development, up to and including the Deposit Stage. The group will be made up of officers from the bodies forming the Pembrokeshire Public Services Board (PPSB), together with occasional specialists with expertise in particular topic areas, if required for specific technical discussion. LDP matters will be discussed at bespoke meetings, rather than at the regular PPSB meetings.

Specific stakeholder groups may also be set up drawing on members of the specific and general consultation bodies, if required. They will provide a forum

where views can be discussed and attempts can be made to reach a consensus on the way forward on specific topics or geographical areas. The topic areas might include:

- The economy
- Housing
- The environment
- Utilities and infrastructure
- Community, local services and culture
- Sustainability Appraisal including Strategic Environmental Assessment

Where there are existing partnership groups which already cover the topics identified, liaison with these groups may provide an alternative to setting up topic stakeholder groups.

In some cases, meetings may also be held with individual stakeholders.

3.14 **Existing Partnerships**

The Council will seek to integrate its LDP consultations and activities with the work being carried out by other partnerships, wherever this is possible. These partnerships include:

- Pembrokeshire Public Services Board
- Pembrokeshire Business Panel
- Pembrokeshire Business Network
- Haven Waterway Enterprise Zone
- Health, Social Care and Well-being Joint Commissioning Partnership Board
- Local Nature Partnership
- Community Safety Partnership
- Children and Families Executive Group
- Affordable Housing Working Group
- Pembrokeshire Gypsy Traveller Steering Group
- Local Transport Forum
- Destination Pembrokeshire Partnership
- Pembrokeshire Planning Agents' Forum

It is anticipated that the existing work of these Partnerships will help inform the content of the Replacement LDP.

3.15 **'Specific Consultation Bodies' and 'UK Government Departments'**

These consultees (referenced as Groups B2 and B3 in the Local Development Plan Manual 2015) comprise those bodies with specific functions that apply within the Plan area, for example Dŵr Cymru Welsh Water, which is the local water undertaker. The Authority also needs to

consult UK Government Departments where aspects of the plan appear to affect their interests.

These consultees will be provided with an opportunity to comment at key formal stages in Plan preparation. Some of these groups may also be important members of other stakeholder groups.

3.16 General Consultation Bodies

General Consultation Bodies' include voluntary bodies, those which represent the interests of different racial, religious, ethnic, national or disabled groups in the Plan area, as well as those which represent the interests of persons carrying on business and those which represent the interests of Welsh culture.

'Other Consultees' are those which do not necessarily fall within the above categories, but still have an interest in the Plan area which may be affected by the Local Development Plan.

These bodies will be provided with an opportunity to comment at key formal (statutory) stages. Some of these groups may also be important members of other stakeholder groups.

3.17 Planning Agents and Developers and those suggesting land for development

The existing Pembrokeshire Planning Agents' Forum which brings together representatives from the Local Planning Authority, local developers, architects and other agents working in Pembrokeshire will be used to ensure that the views of Agents and Developers within the County are considered during Plan preparation.

Those wishing to submit areas of land that they would like to see identified for development or other purposes will have the opportunity to do so through the Candidate Sites process. Anyone added to the Interested Persons' Database will receive regular mailings updating them on Plan preparation processes. The Council will issue a formal call for candidate sites and prepare a Candidate Site submission form and short explanatory note for those wishing to submit a Candidate Site. The standardised form is to ensure that sufficient data accompanies each Candidate Site submission, which will then allow a robust assessment to be made. All submissions must be made via the Candidate Site Submission form and returned to the Development Plans team via email at ldp@pembrokeshire.gov.uk or by post to the *Development Plans Team, County Hall, Haverfordwest, Pembrokeshire SA61 1TP*.

How will the Council communicate with those involved?

3.18 Methods of Participation and Consultation

A full list of the specific and general consultation bodies is supplied at the end of this document. With the exception of Key Stakeholders and Hard to Reach groups, all consultees listed will be contacted early in the Plan preparation process to establish whether they would like to be involved in the preparation of Plan Review, establishing a preferred contact, method of contact and language preference. The Key Stakeholders and 'Hard to Reach' groups will be involved throughout Plan preparation. The Council will use a range of methods in community involvement, the table on page 8 provides details of who will be consulted at each stage and how they will be consulted. An analysis of the different methods of consultation and their pros and cons is set out in Appendix 6 of the original DA, the results of which are still applicable for Plan Review.

3.19 Petitions

Petitions received during consultation on the plan will be recognised and registered as a valid representation. Every petition must nominate a single presenter. An acknowledgment by letter or email will be sent to the presenter of the petition who will be the point of contact who will have a right to be heard at any future examination, subject to agreement by the Inspector. This does not limit the right of individuals signing the petition to submit separate formal representations on the Plan.

3.20 Feedback

The Council will ensure that feedback is provided as soon as possible on the outcome of community engagement and consultation throughout the plan preparation process. Feedback from the Council will take the following forms:

- Acknowledgement letter or e-mail providing contact details and details on how the Council will deal with the representation and when a response will be published. A record of public consultation events undertaken will be published as part of the LDP Evidence Base and will be available on the Council's website.
- A report of representations received in response to each consultation will be placed on the Council's website.

3.21 Late representations

The Council will be firm on its stance to deadlines and all representations must be made by the specified closing date. Acceptance of late representations is entirely at the discretion of the Council. Where a representation/submission is late, the Council will only allow it to stand where evidence is provided to show how a genuine attempt was made to submit

within a deadline. Otherwise the process is delayed and those who submitted on time will be penalised.

3.22 Availability of documents

Documents will need to be made available at various stages of plan preparation. All documents will be available on the Council's website, www.pembrokeshire.gov.uk. Paper copies of consultation documents will also be made available at the following locations:

- County Hall, Haverfordwest (the formal Deposit location)
- Customer Service Centre², Haverfordwest
- Customer Service Centre, Pembroke Dock
- Customer Service Centre, Fishguard
- Customer Service Centre, Milford Haven
- Customer Service Centre, Neyland
- Haverfordwest library
- Fishguard library
- Milford Haven library
- Pembroke Dock library
- Cardigan library
- Tenby library
- Saundersfoot library
- Crymych library
- Pembroke library
- Narberth library
- Newport library
- Neyland library
- St. Davids library

Copies of appropriate documents will also be sent to the Specific Consultation bodies either in digital format, on CD ROM or via web links for download depending on the document size. In exceptional circumstances paper copies will be offered to those without the technology to read digital documents.

3.23 Resources

The participation and consultation exercises will be undertaken by the LDP team, in partnership with other Council services where appropriate, primarily the Marketing and Communications team. The Council is fortunate to have a pool of individual officers who are trained and experienced in facilitation techniques. These officers will be involved in facilitating qualitative research on behalf of the LDP team, this may include focus groups, workshops etc.

² The Customer Service Centre Team Leader will hold a copy

3.24 Timetable and Methods of Engagement

Details of the Timetable and associated methods of consultation are set out in the table below.

Plan Preparation, Community Involvement Stages and Actions					
Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
1 DEFINITIVE STAGES					
Review Report	<ul style="list-style-type: none"> • Assess issues from AMR reports • Liaise with Members. • Offer general public opportunity to comment. 			<ul style="list-style-type: none"> • Members • Internal Consultees • General Public 	<ul style="list-style-type: none"> • Workshop with Members • Workshop with Town and Community Councils • Press & PR • Public notice • PCC website & via social media
Delivery Agreement³	<ul style="list-style-type: none"> • Prepare a timetable for Plan preparation • Develop CIS • Identify Key SPG to be developed alongside Plan Review • Engage with City, Town & Community Councils 	<ul style="list-style-type: none"> • Consider the stages of SA work in the timetable • Identify consultation processes for SA in the CIS 		<ul style="list-style-type: none"> • Members • Internal Consultees • City, Town & Community Councils • General public 	<ul style="list-style-type: none"> • Workshop with Members • Workshop with Town and Community Councils • Written information dissemination via post & email

³ Section 63 of the 2004 Act; LDP Regulations 5-10 2005 / 2015

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
	<ul style="list-style-type: none"> • Consult on and amend document following consultation. 				<ul style="list-style-type: none"> • Information on PCC website & via social media • Press release & PR⁴ • DA document available to view in customer service centres & libraries
Pre-Deposit Participation⁵	<ul style="list-style-type: none"> • Review Report (including review of AMR 1-4) • Call for evidence from 3rd parties • Review of existing LDP evidence base • Undertake/ commission research & surveys • Prepare technical background/issues papers to inform key stakeholder discussions 	<ul style="list-style-type: none"> • Screening • Review other relevant policies, plans & programmes & sustainability objectives. • Agree methodology with stakeholders • Gather baseline information • Produce & then undertake consultation on scoping report alongside key issues • Undertake SA/SEA of the options identified. 		<ul style="list-style-type: none"> • Key stakeholders • Members • Internal Consultees • Specific & general consultation bodies • City, Town & Community Councils • Young People • Gypsy Travellers 	<ul style="list-style-type: none"> • Meetings & discussions • Topic and area specific working groups • Workshop with Key Stakeholders • Workshop with Members • Youth Seminar • Written information dissemination via post & email • Information on Council website & social media outlets

⁴ Radio Pembrokeshire, WT, Pembrokeshire Herald⁴, PCC Marketing Team

⁵ LDP Regulations 14 to 16A, 2005 / 2015

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
	<ul style="list-style-type: none"> • Engage with consultees to develop consensus on issues & strategy options • Call for Candidate Sites – which will remain open for 12 weeks 	<ul style="list-style-type: none"> • Early involvement of the environmental consultation bodies • Consult with statutory bodies and bodies representing social and economic interests on the SA Scoping Report – five week consultation period 			<ul style="list-style-type: none"> • Press release to advertise call for Candidate Sites. • Contact City, Town and Community Councils to provide views on the approach to be taken to Candidate Site evaluation.
<p>Pre-deposit public consultation on preferred strategy & options & associated SA/SEA/HRA/AA</p>	<ul style="list-style-type: none"> • Publish Candidate Sites Register • Obtain Member approval of the strategic options & preferred strategy • Publish, advertise & distribute the Preferred Strategy. • Formally advertise the public consultation stage • Undertake both formal & informal public consultation (statutory six weeks) 	<ul style="list-style-type: none"> • Prepare the initial SA report (including SEA) • Publicise the SA/SEA evaluation report to support the decision making progress in identifying preferred options • Outcomes considered in the consultation process • Public consultation on the LDP Initial SA report, alongside the Preferred Strategy 	<ul style="list-style-type: none"> • HRA of any changes to the preferred options to be undertaken • Results of HRA to be publicised • HRA of likely effects on European Sites 	<ul style="list-style-type: none"> • Key Stakeholders • Members • Internal Consultees • City, Town & Community Councils • Specific & general consultation bodies • General public 	<ul style="list-style-type: none"> • Members' Seminar • Key Stakeholder seminar • Meetings with specific interest groups • City, Town & Community Council Seminar • Press Release & PR • PCC website & via social media • Written consultations including e-newsletters • Copies of the Preferred Strategy and Initial SA Report at County Hall

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
	<ul style="list-style-type: none"> • Provide feedback & comments on the representations received 				and in customer service centres & libraries
Preparation for, & publication of, the Deposit Plan⁶	<ul style="list-style-type: none"> • Provide feedback & comments in form of Initial Consultation Report • Report to Council on Preferred Strategy & any changes • Publicise Preferred Strategy as changed • Consult on detailed local policies & proposals • Obtain Council approval for the Deposit Plan • Publish, distribute & advertise and consult on the Deposit LDP including supporting documents 	<ul style="list-style-type: none"> • Undertake SA/SEA of effects of detailed policies & proposals of the Deposit Plan. • Formal Deposit of SA report • Public consultation on draft SA • SA/SEA report included with Deposit Plan • Ask representors to submit SA / SEA for Alternative Sites 	<ul style="list-style-type: none"> • HRA of Deposit Plan required. • Include HRA in the deposit proposals to be published • HRA of proposals for Alternative Sites 	<ul style="list-style-type: none"> • Key Stakeholders • Members • Internal Consultees • All specific and general consultation bodies • City, Town & Community Councils • General Public • Young People • Gypsy Travellers 	<ul style="list-style-type: none"> • Press & PR • PCC website. • PCC social media • Written consultations – letter & email • Copies of the plan available in County Hall, customer service & libraries • Area based workshops, which will be open for City, Town and Community Councils and the general public • Youth Seminar • Key Stakeholder seminar • Members’ Seminar • Meetings with specific groups/interests.

⁶ LDP Regulations 17 to 19, 2005 / 2015

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
	<p>(statutory six weeks)</p> <ul style="list-style-type: none"> • Make representations publicly available • Publish the initial outcome of each Candidate Site submission. 				
<p>2. INDICATIVE STAGES</p>					
<p>Representations on Deposit proposals of LDPs – collate & provide feedback on representations</p>	<ul style="list-style-type: none"> • Prepare a formal PCC response to Deposit representations and publish these • Discuss strategic &/or substantial objections with respondent(s) & update the Consultation Report 			<ul style="list-style-type: none"> • Key Stakeholders • Members • Internal Consultees • All specific & general consultation bodies • City, Town & Community Councils • General public 	<ul style="list-style-type: none"> • Members’ Seminar • Key Stakeholder seminar • Written consultations • Meetings • PCC website & social media • Written information dissemination via post & email

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
Submission⁷ – prepare recommendations and report on all representations received for submission to the examination	<ul style="list-style-type: none"> • Finalise feedback & comments in form of an updated Consultation Report • Submit the Deposit Plan, the SA report (including SEA), HRA, Community Involvement Scheme, Consultation Report, representations & supporting documents (including the Evidence Base) to National Assembly & Planning Inspectorate 		<ul style="list-style-type: none"> • Report of iterative HRA submitted 	<ul style="list-style-type: none"> • Key Stakeholders • Internal Consultees • Members • All specific and general consultation bodies • City, Town & Community Councils • General public 	<ul style="list-style-type: none"> • Press & PR • PCC website & via social media • Written consultations • Copies of documents in key locations (County Hall, Haverfordwest, which is the Deposit location, the Council’s Customer Service Centres and local Libraries)
Pre-Examination Publicity	<ul style="list-style-type: none"> • Advertise & notify all interested parties of details relating to Examination 				<ul style="list-style-type: none"> • PCC website & via social media • Press release • Written information dissemination via post & email

⁷ Section 64 of the 2004 Act; LDP Regulations 22 -23 2005 / 2015

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
Independent Examination - Independent Inspector examines soundness of LDP	<ul style="list-style-type: none"> Matters Arising Changes and Inspector's Changes, with associated consultation 	<ul style="list-style-type: none"> SA / SEA of MACs and ICs 	<ul style="list-style-type: none"> HRA of MACs and ICs, if needed 	<ul style="list-style-type: none"> Parties who have un-withdrawn formal representations (i.e. those who have maintained their formal representations) Open to all members of the public to attend as observers Anyone can respond to the MACs and ICs consultation 	<ul style="list-style-type: none"> PCC website and via social media (MACs and ICs) Press release (MACs and ICs) Examination by Inspector
Post public examination – Inspector's report⁸	<ul style="list-style-type: none"> Undertake any further work deemed necessary Incorporate any changes that are directed by the Inspector 			<ul style="list-style-type: none"> Key Stakeholders Internal Consultees Members Specific & General Consultation Bodies City, Town & Community Councils General public 	<ul style="list-style-type: none"> Press release PCC website & via social media

⁸ Section 64 of the 2004 Act; LDP Regulation 24 2005 / 2015

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
Publication of the Inspector's Report	<ul style="list-style-type: none"> • Identify any factual errors in a draft version of the Inspector's Report and inform the Inspector accordingly • Publish Inspector's report as soon as possible after receipt (publication must be within 8 weeks of receipt). • Notify interested parties of publication of Inspector's report 			<ul style="list-style-type: none"> • Key Stakeholders • Internal Consultees • Members • Specific & General Consultation Bodies • City, Town & Community Councils <p>General public</p>	<ul style="list-style-type: none"> • Press release & PCC website/social media notification that the Inspector's report published & available • Written information dissemination via post & email
Adoption of the LDP⁹	<ul style="list-style-type: none"> • Inform consultees of adoption, along with anyone else who has asked to be notified • Issue adoption statement • Publish and make available the LDP & 	<ul style="list-style-type: none"> • Finalise SA report 	<ul style="list-style-type: none"> • Publish HRA report 		<ul style="list-style-type: none"> • Public Notice • Press release & PCC website/social media notification that the Inspector's report published & available

⁹ Section 67 of the 2004 Act; LDP Regulations 25, 25A & 39 2005 / 2015

Plan Preparation, Community Involvement Stages and Actions

Stage	Key Actions	SA/SEA	HRA	Who should be involved?	Methods of Involvement
	SA report in English and Welsh • Produce proposals for monitoring				• Written information dissemination via post & email
Annual Monitoring¹⁰	• Send Welsh Government an Annual Monitoring Report of the LDP for the Replacement Plan on the 31 st October each year and publish this on the PCC website • Commence review of the Replacement LDP if deemed necessary by an AMR or in any event four years after adoption	• Monitor the effects of the plan • Review of SEA baseline information and trends and feed into revision			• WG Notification • PCC Website & social media

¹⁰ Sections 69, 70 & 76 of the 2004 Act; LDP Regulations 3, 25A & 41 2005 / 2015

3.25 Consultation Code of Practice

In general, the consultation bodies and individual consultees should:

- Respond to enquiries within a reasonable time (i.e. 15 working days).
- Make efforts to vary the cycle of meetings on key issues such as the LDP to enable reasonable response times.
- Demonstrate commitment to the process by attending, contributing and generally assisting the process of seeking consensus.
- Listen and engage in the debate with an open mind.
- Raise legitimate development/spatial issues that can be influenced/controlled by the LDP and the planning system.
- Identify sites to be considered for possible development including allocations within the plan at an early stage (there will be an advertised opportunity to submit Candidate Sites)
- Highlight any gaps in the data/information that is supplied (this is particularly important for the statutory consultation bodies in the SA/SEA for the LDP).
- Ensure they understand the wider context and engage and respond responsibly.
- Ensure that responses are made within the statutory consultation period, which will usually be six weeks. However, a longer period will be made available for Candidate Site submissions.
- Ensure that their response is sent to the address and where appropriate the person specified before the formal end of the consultation period (which normally will run for six weeks) in the format specified wherever possible.
- Include in their response all the relevant information to be considered by the Council in a format that is accessible to all, to enable a transparent and open consideration of the representation.
- Provide appropriate names and contact details to allow for feedback and responses from the Council.
- Be aware that all correspondence (unless marked 'confidential'), all responses and all representations will be in the public domain, and attributable to the author.

At the Examination, the consultation bodies and individual consultees should:

- Follow the appropriate procedures for the Examination.
- Ensure that any correspondence is sent to the address and where appropriate the person specified by the Planning Inspector.
- Include in the submitted evidence all the relevant information to be considered by the Inspector in a format that is accessible to all, to enable a transparent and open consideration of the representation.
- Provide appropriate name and contact details to allow for feedback and response from the Planning Inspector.
- Understand that the Inspector's report is binding on the Council and that there is no recourse for appeal in respect of the recommendations of the Inspector and the reasons for those recommendations.

It is important that the consultation bodies and individual consultees in the process meet the above obligations, in order to ensure that the Council can prevent any unnecessary delays in formulating the Development Plan and importantly, meet the requirements set down in the Delivery Agreement (this document).

3.26 Key Stakeholder Group

This will be drawn from the following organisations / groups:

- Dyfed Powys Police
- Hywel Dda Health Board
- Mid and West Wales Fire and Rescue Service
- Milford Haven Port Authority
- Natural Resources Wales¹¹
- Pembrokeshire Association of Voluntary Services (PAVS)
- Pembrokeshire Coast National Park Authority
- Pembrokeshire County Council Members
- Pembrokeshire County Council Internal Consultees
- Pembrokeshire College
- Welsh Government

3.27 Consultation Bodies & Organisations

A) City, Town and Community Councils local to Pembrokeshire

- Fishguard and Goodwick Town Council
- Haverfordwest Town Council
- Milford Haven Town Council
- Narberth Town Council
- Newport Town Council
- Neyland Town Council
- Pembroke Town Council
- Pembroke Dock Town Council
- St. Davids City Council
- Tenby Town Council
- Ambleston Community Council
- Amroth Community Council
- Angle Community Council
- Boncath Community Council
- Brawdy Community Council

¹¹ Including Forestry Commission, Countryside Council for Wales & Environment Agency Wales

- Burton Community Council
- Camrose Community Council
- Carew Community Council
- Cilgerran Community Council
- Clunderwen Community Council
- Clydau Community Council
- Cosheston Community Council
- Crymych Community Council
- Cwm Gwaun Community Council
- Dale Community Council
- Dinas Cross Community Council
- East Williamston Community Council
- Eglwysrwrw Community Council
- Freystrop Community Council
- Hayscastle Community Council
- Herbrandston Community Council
- Hook Community Council
- Hundleton Community Council
- Jeffreyston Community Council
- Johnston Community Council
- Kilgetty / Begelly Community Council
- Lampeter Velfrey Community Council
- Lamphey Community Council
- Letterston Community Council
- Llanddewi Velfrey Community Council
- Llandissilio West Community Council
- Llangwm Community Council
- Llanrhian Community Council
- Llanstadwell Community Council
- Llawhaden Community Council
- Maenclochog Community Council
- Manorbier Community Council
- Manordeifi Community Council
- Marloes and St. Brides Community Council
- Martletwy Community Council
- Mathry Community Council
- Merlins Bridge Community Council
- Mynachlogddu Community Council
- Nevern Community Council
- New Moat Community Council
- Nolton and Roch Community Council

- Penally Community Council
- Pencaer Community Council
- Puncheston Community Council
- Rosemarket Community Council
- Rudbaxton Community Council
- St. Dogmaels Community Council
- St. Florence Community Council
- St. Ishmaels Community Council
- St. Mary-out-Liberty Community Council
- Saundersfoot Community Council
- Scleddau Community Council
- Solva Community Council
- Spittal Community Council
- Stackpole and Castlemartin Community Council
- Templeton Community Council
- The Havens Community Council
- Tiers Cross Community Council
- Uzmaston, Boulston and Slebech Community Council
- Walwyns Castle Community Council
- Wiston Community Council
- Wolfscastle Community Council

Community Councils bordering Pembrokeshire in Ceredigion

- Cyngor Cymuned Beulah Community Council
- Cyngor Cymuned Llangoedmor Community Council
- Cyngor Cymuned Y Ferwig Community Council
- Cyngor Tref Aberteifi / Cardigan Town Council

Community Councils bordering Pembrokeshire in Carmarthenshire

- Eglwys Gwynn
- Whitland Town
- Henllan Fallteg
- Cilymaenllwyd
- Llanboidy
- Llanwinio
- Trelech
- Cenarth

B) Specific Consultation Bodies¹²

¹² See [Local Development Plan Manual - Edition 2 \(2015\)](#) (Welsh Government 2015)

- Welsh Government¹³
 - Pembrokeshire Coast National Park Authority
 - Carmarthenshire County Council
 - Ceredigion County Council
 - Cadw
 - Natural Resources Wales
 - [Network Rail](#) Infrastructure Limited
 - [SSE](#)¹⁴, [British Gas](#), [Countrywide Energy](#), [Ecotricity](#), [Good Energy](#), [EDF Energy](#)¹⁵, [National Grid](#)¹⁶, [Npower](#), [E.ON](#), [Western Power Distribution](#), [Dwr Cymru](#), [Health and Safety Executive Hazardous Installations Division](#), [Utilita](#), [Cable and Wireless Communications](#)
 - [Department of Transport](#) (including the Secretary of State for Transport for functions previously exercised by the Strategic Rail Authority)
 - [Department of Business, Energy and Industrial Strategy](#)
 - [Home Office](#) (Civil defence matters; policies on prisons etc')
 - [Ministry of Defence](#)
 - [Hywel Dda Health Board](#)
- C) General Consultation Bodies
- (i) Voluntary bodies benefiting the area
- [Age Concern](#)
 - [Communities First](#) (Haverfordwest - Garth, Pembroke Dock - Central, Llanion and Pennar, Pembroke - Monkton and St Marys North)
 - [Hafal](#)
 - [Pembrokeshire Association of Voluntary Services](#)¹⁷
 - [Pembrokeshire Care Society](#)
 - [Pembrokeshire Youth Service](#)
 - [Pembrokeshire Young Farmers](#)
 - [Shelter Cymru](#)
 - [Wales Council for Voluntary Action](#)
 - [West Wales Action for Mental Health](#)
 - [Youth Hostel Association](#)
- (ii) Bodies representing the interests of different racial, ethnic or national groups in the area
- [Citizens' Advice Bureau](#)

¹³ LDP Manual advises the Planning Division will co-ordinate consultations on behalf of the Welsh Government

¹⁴ Includes SWALEC, Scottish & Sothern Electricity Networks, Southern Electric, Scottish Hydro & Airtricity

¹⁵ Includes SWEB

¹⁶ Includes Transco. Operators in Wales are Wales & West Utilities

¹⁷ PAVS represent a range of community and charity groups within our county, including arts groups, children's groups, disability groups, environment and heritage groups, religious groups, etc.

- [Equal Opportunities Commission for Wales](#)
 - [Friends, Families and Travellers](#)
 - [Pembrokeshire Gypsy Traveller Steering Group](#) (awaiting web-site update at the time of writing)
 - [Regional Community Cohesion Coordinator for Pembrokeshire, Carmarthenshire, Ceredigion and Powys](#) (no web-site)
 - [The Ethnic Minority Foundation](#)
- (iii) Bodies which represent the interests of different religious groups in the area

- [Baptist Union of Wales](#)
- [Congregational Federation Wales](#)
- [Hindu Council UK](#)
- [Muslim Council of Wales](#)
- [Quakers](#)
- [Representative Body of the Church in Wales](#)
- [The Catholic Church in England and Wales](#)
- [The Methodist Church in Wales](#)
- [The Presbyterian Church of Wales](#)
- [Wales Orthodox Mission](#)

(iv) Bodies which represent the interests of disabled persons in the area

- [Disabled Persons Transport Advisory Committee](#)
- [Disability Wales](#)
- [Pembrokeshire Blind Society](#)
- [Pembrokeshire Mind Sir Benfro](#)
- [Royal National Institute for the Deaf](#)
- [Wales Council for the Blind](#)
- [Wales Council for the Deaf](#)

(v) Bodies which represent the interests of persons carrying on business in the area

- [British Wind Energy Association](#)
- [Campaign for Real Ale](#)
- [Confederation of British Industry \(Wales\)](#)
- [Country Landowners and Business Association](#)
- [Environmental Services Association](#)
- [Farmers Union Wales](#)
- [Federation of Master Builders](#)
- [Federation of Small Businesses](#)

- [Home Builders Federation](#)
- [National Farmers Union for Wales](#)
- [Pembrokeshire Agricultural Society](#)
- [Pembrokeshire Business Initiative](#)
- [Pembrokeshire Business Network](#)
- [Pembrokeshire Local Action Network for Enterprise and Development \(PLANED\)](#)
- [Pembrokeshire Tourism](#)
- [Rail Freight Group](#)
- [South and West Wales Institute of Directors](#)
- [South Wales Sea Fisheries Committee](#)
- [South West Wales Economic Forum](#)

(vi) Bodies which represent the interests of Welsh culture

- [Cymuned](#)
- [Dyfed Archaeological Trust¹⁸](#)
- [Menter Iaith Sir Benfro](#)
- [Cymdeithas yr Iaith](#)

D) Other Consultees

- [Afonydd Cymru](#)
- [Airport Operators Association](#)
- [British Aggregates Association](#)
- [British Geological Survey Wales](#)
- [Campaign for the Protection of Rural Wales](#)
- [Canal and River Trust Wales](#)
- [Civil Aviation Authority](#)
- [Coal Authority](#)
- Commoners Groups – [PCC Common Land Officer](#), [Open Spaces Society](#)
- [Crown Estate](#)
- [Design Commission for Wales](#)
- Estate Agents – [JJ Morris](#), [Town Coast and Country Estates](#), [FBM](#), [John Francis](#), [Brett Property](#), [Chandler Rogers](#), [Advance Properties](#), [Guy Thomas](#), [R. K. Lucas & Son](#), [West Wales Properties](#), [Popular Move](#)
- Ferry Operators – [StenaLine](#), [Irish Ferries](#)
- [Fields in Trust](#)
- [Fishguard and Goodwick Chamber of Trade and Tourism](#)
- [Freight Transport Association](#)

¹⁸ Covers Cambria Archaeology also

- [Friends of the Earth Pembrokeshire](#)
- [Haverfordwest Airport](#)
- [Haverfordwest Chamber of Commerce](#)
- [Haverfordwest Civic Society](#)
- [Health and Safety Executive \(HSE\)](#)
- Mineral Products Association (<http://www.mineralproducts.org/>)
- [National Trust](#)
- [Narberth Chamber of Trade](#)
- [Narberth Civic Association](#)
- [One Voice Wales](#)
- [Outdoor Learning Wales](#)
- [Pembrokeshire Association of Local Councils \(PALC\)](#)
- [Pembrokeshire Biodiversity Partnership](#)
- [Pembroke Chamber of Trade](#)
- [Pembrokeshire Historic Buildings Trust](#)
- [Pembrokeshire Outdoor Charter Group](#)
- [Pembroke Town Walls Trust](#)
- [Pembroke 21C](#)
- [Pembroke & Monkton Local History Society](#)
- [Planning Aid Wales](#)
- [Royal Society for the Protection of Birds \(RSPB\)](#)
- [Sports Council for Wales](#)
- [The Environmental Network for Pembrokeshire](#)
- [Wales Environment Link](#)
- [West Wales Biodiversity Information Centre](#)
- [West Wales Marine Conservation Group](#)
- [Wildlife Trust of South and West Wales](#)
- Local Development Industry, Architects, Planning Bodies & Consultants – [Acanthus Holden](#), [Celtic Homes Ltd](#), [CK Planning](#), [FB Fisher Associates](#), [Guy Thomas & Co](#), [Harries Design & Management](#), [Hayston Developments & Planning Ltd](#), [Ian Bartlett](#), [James Dwyer Associates](#), [Ken Morgan Design and Building Management Ltd](#), [Kinver Kreations Ltd](#), [Pembroke Design](#), [Pembroke Developments](#), [Sureline Design Services Ltd](#), [Tim Colquhoun Architect](#), [W A Spees Architect](#). [Pembrokeshire County Council](#) also holds a monthly [Pembrokeshire Planning Agents' Forum](#).
- Local Transport Operators – [Alun Phillips](#), [Edwards Bros](#), [Edwards Coaches](#), [E J Evans](#), [First Cymru](#), [Midway](#), [Richards Bros](#), [Summerdale](#), [Taf Valley](#), [Arriva Trains Wales](#)
- Political Representatives and Interests – [Stephen Crabb MP](#), [Simon Hart MP](#), [Angela Burns AM](#), [Paul Davies AM](#), [Eluned Morgan AM](#), [Simon Thomas AM](#), [Joyce Watson AM](#)

- [Minerals Operators – GD Harries & Sons Ltd](#), Mansel Davies & Sons, [D H & G L Lawrence](#), [Mason Bros Quarry Products Ltd](#), Mr D Davies, [Mr F L Credland](#), Mr E Evans, Mrs G Davies, Mrs L Griffiths, Mr M Evans, Mr G James and EA & NW Jones
- Waste Disposal – [Griffiths Waste Solutions Ltd \(GWS\)](#), [Wales Environmental](#), [Enviroventure](#), [AJ Recycling](#), [Prowaste](#), [Agrivet](#), [LAS](#), [Potters](#), [DH & GL Lawrence](#) and [TBS](#)

3.28 Analysis of consultation methods

Method	Advantages	Disadvantages	Resources
Letters	<ul style="list-style-type: none"> • Can access large numbers of people • Direct contact 	<ul style="list-style-type: none"> • Can be expensive • Time consuming • Excludes people who are illiterate 	Medium – staff time
Use of Council website & social media outlets e.g. Facebook	<ul style="list-style-type: none"> • Allows large volumes of information to be accessed • Can be easily & quickly updated • Targets a younger audience (hard to reach group) • Inexpensive 	<ul style="list-style-type: none"> • Not everyone has access to the internet • Has to be updated regularly otherwise detrimental effect • Excludes people who are illiterate 	Low – staff time
Email	<ul style="list-style-type: none"> • Faster and more cost-effective than post 	<ul style="list-style-type: none"> • Can't access those without email addresses • Excludes people who are illiterate 	Low – staff time
Documents available for inspection at Council office, libraries, customer service centres	<ul style="list-style-type: none"> • Fulfils part of minimum statutory requirement • Free & easy access during normal office hours 	<ul style="list-style-type: none"> • Access issues for people without transport • People who work during day may not be able to access • Excludes people who are illiterate 	Low – staff time
Local press & PR	<ul style="list-style-type: none"> • Wide audience • Raise profile 	<ul style="list-style-type: none"> • Can be costly • Impact can be limited • Excludes people who are illiterate 	Medium – costs of placing notice advert
Radio – Radio Pembrokeshire	<ul style="list-style-type: none"> • Access to a wide audience • Raise profile 	<ul style="list-style-type: none"> • Can have cost implications 	Medium – costs of adverts

Method	Advantages	Disadvantages	Resources
Leaflets/newsletter	<ul style="list-style-type: none"> • Can provide regular feedback 	<ul style="list-style-type: none"> • Costs of production & postage 	Medium – production costs/staff time
Surveys	<ul style="list-style-type: none"> • Opportunity for people to feedback their opinions. 	<ul style="list-style-type: none"> • Can be low return rate, so may not be representative. 	Medium – production and postage costs
Road shows/ Exhibitions/ Conference	<ul style="list-style-type: none"> • Good way to disseminate information • Opportunity to meet people face-to-face to obtain views/discuss issues 	<ul style="list-style-type: none"> • Some people may have trouble accessing • Attendees are self-selecting • Need to be held in a variety of locations/times to be effective • Can be costly • Relies on PCC to interpret and record what is being said 	High – staff time, design costs for exhibitions
Surgeries in local communities	<ul style="list-style-type: none"> • Can be held in areas not usually accessed • Good opportunity to meet people to obtain views/discuss issues 	<ul style="list-style-type: none"> • Time consuming • Can't go to every community area • Relies on PCC to interpret and record what is being said 	Medium/High – staff time
Workshops/Focus Groups	<ul style="list-style-type: none"> • Structured discussion • Can be directed to particular groups • Opportunity to explore issues in depth 	<ul style="list-style-type: none"> • Needs careful facilitating to ensure everyone can have a say • Relies on PCC to interpret and record what is being said 	Medium – focus group facilitators needed
Public meetings	<ul style="list-style-type: none"> • Open meeting • Engage in debate 	<ul style="list-style-type: none"> • Can be dominated by strong characters so may not get representative view • Needs careful preparation & strong chairing 	High– staff time. Senior staff involvement

Method	Advantages	Disadvantages	Resources
		<ul style="list-style-type: none"><li data-bbox="1144 272 1621 336">• Relies on PCC to interpret and record what is being said	

4 Monitoring and Review

Delivery Agreement

- 4.1 It is not expected that the Delivery Agreement will be amended following its adoption by the Council and endorsement by Welsh Government. However, there are three circumstances in which a review of the Delivery Agreement might be needed:
- If Plan preparation falls behind schedule (i.e. there is slippage in excess of three months);
 - If significant changes are required to the Community Involvement Scheme; and / or
 - If significant changes occur in the resources available to undertake Plan review.
- 4.2 The Council will check that the Delivery Agreement objectives are being complied with at each main stage of the Plan process.
- 4.3 Timings beyond the Deposit stage are currently indicative. At Deposit, these later timings will be checked and a set of definitive timings for the later stages of the Plan process will be prepared. These will be submitted to the Welsh Government for agreement.

Local Development Plan

- 4.4 A full review of the Local Development Plan is required to be undertaken four years following its adoption. The same requirement relates to a Replacement Plan – a full review will be required to be undertaken four years after it is adopted.
- 4.5 Annual Monitoring Reports for the Replacement LDP will be submitted to Welsh Government by the 31st October each year following adoption. These will cover the previous financial year – i.e. running to the 31st March in the same year and looking back a year from then (i.e. to 1st April in the previous year). The reports will be published to the Authority's web-site and key issues will feed into review of the Plan. Exceptionally, issues identified in an Annual Monitoring Report may prompt an early review of the Plan, either in part or whole.
- 4.6 Until such time as the Replacement LDP is adopted, Annual Monitoring Reports for the first iteration of the LDP will continue to be submitted to Welsh Government by 31st October each year.
- 4.7 Emerging Annual Monitoring Reports will be subject to consultation with Members and key stakeholders. Final versions will be published on the Council's website following submission to Welsh Government.

4.8 Further review of the LDP may be triggered either by reaching the date four years following adoption of the Plan currently in force or as a consequence of one or more issue(s) being raised by an Annual Monitoring Report which are of sufficient severity to require early review. In the event that either happens, the process of Plan preparation will re-commence, initial tasks including preparation of a further Review Report, preparation of a new Delivery Agreement and preparation of new or updated evidence.

5 Useful contacts

- 5.1 You can contact the LDP team either by telephoning 01437 764551 or by emailing ldp@pembrokeshire.gov.uk
- 5.2 For further information about LDP review or about revision of Supplementary Planning Guidance documents, please contact an officer in the LDP team:
- Sara Morris
 - Bob Smith
 - Emma Evans
 - Charlotte Allen
 - Julie Kirk
 - Eirian Forrest
- 5.3 If you would like further information about the Sustainability Appraisal, Strategic Environmental Assessment or Habitats Regulations Appraisal being undertaken in conjunction with LDP review, please contact:
- Michelle Webber

Appendix 1 Soundness tests

- A1.1 LDPs are expected to be prepared in conjunction with a comprehensive process of engagement with the communities in the Plan area and with neighbour authorities. The Local Planning Authority will refine its options in order to produce what it considers to be a sound Plan, based on the evidence it has collected and taking into consideration feedback from local communities and neighbours.
- A1.2 Going into Examination, the presumption is that the Plan is sound unless it can be shown to be otherwise through evidence presented to the Examination Inspector. Hence those who object to an LDP will be expected to show why, in their opinion, the Plan isn't sound and what needs to happen to make it sound.
- A1.3 To provide a basis for an assessment of whether or not a Plan is sound or otherwise, Planning Policy Wales and the LDP Manual set out three tests of soundness.
- A1.4 The LDP Manual indicates that, in order to be adopted, an LDP must be determined 'sound' by the Examination Inspector. The Examination Inspector will use the three tests of soundness to make that judgement in relation to the Plan as a whole. Inspector's will consider individual objections, but in the context of how these address the Plan's overall soundness.
- A1.5 Brief details of the three tests of soundness were set out in section 1 of this document. The LDP Manual elaborates on these, as shown below. Changes to test 1 are being proposed by Welsh Government, to reflect the emergence of Strategic Development Plans (SDPs) and the National Development Framework (NDF), to replace the references to the Single Integrated Plan with ones for the Well-being Plan and to delete the reference to the Wales Spatial Plan (which will be superseded once the NDF is in place).
- A1.6 **Test 1: Does the Plan fit (i.e. is it clear that the LDP is consistent with other plans)?**

Questions:

- Does it have regard to national policy and the Wales Spatial Plan?
- Does it have regard to Well-being Goals?
- Does it have regard to the Welsh National Marine Plan?
- Is it consistent with regional plans, strategies and utility programmes?
- Is it compatible with the plans of neighbouring authorities?
- Does it reflect the Single Integrated Plan (SIP) or the National Park Management Plan (NPMP)?

A1.7 Test 2: Is the Plan appropriate (i.e. is the plan appropriate for the area in the light of the evidence)?

Questions:

- Is it locally specific?
- Does it address the key issues?
- Is it supported by robust, proportionate and credible evidence?
- Can the rationale behind Plan policies be demonstrated?
- Does it seek to meet assessed needs and contribute to the achievement of sustainable development?
- Are the vision and the strategy positive and sufficiently aspirational?
- Have the 'real' alternatives been properly considered?
- Is it logical, reasonable and balanced?
- Is it coherent and consistent?
- Is it clear and focused?

A1.8 Test 3: Will the Plan deliver (i.e. is it likely to be effective)?

Questions:

- Will it be effective?
- Can it be implemented?
- Is there support from the relevant infrastructure providers both financially and in terms of meeting relevant timescales?
- Will development be viable?
- Can the sites allocated be delivered?
- Is the Plan sufficiently flexible? Are there appropriate contingency provisions?
- Is it monitored effectively?

Appendix 2 Population and household profile and industrial structure

- A2.1 According to the 2011 Census, the total population of Wales in 2011 was 3.06 million, comprising 1.50 million men and 1.56 million women. The population of Wales represents 5.5% of the total population of England and Wales.
- A2.2 In Pembrokeshire, there was an increase in population between 2001 and 2011, from 114,131 to 122,439.
- A2.3 In 2011, the population density of Pembrokeshire was the fourth lowest in Wales at 0.76 usual residents per square kilometre.
- A2.3 There was also an increase in the number of household spaces in Pembrokeshire between 2001 and 2011, from 48,176 to 53,122. Looking at the 2011 figure, 68.8% were owned (with or without a mortgage), 0.3% were in shared ownership (part owned and part rented), 15.7% were rented from a local authority or registered social landlord, 13.5% were rented privately and 1.7% were living rent free.
- A2.4 In 2013, Welsh Government published 2011-based population and household projections. However, the projections for population are now superseded by the 2014-based population projections, which were the first to reflect the 2011 Census results. New, 2014-based, household projections have also recently been published (on 23/03/17).
- A2.5 There was a mid-2013 updated population projection, but this was just for National Parks (including the Pembrokeshire Coast National Park). The National Park Authority's LDP 2 Delivery Agreement references these projections. Total estimated population in the National Park at that date was 22,847. There is no comparable figure for the whole of Pembrokeshire or for the part of the County outside the National Park. Nonetheless, this figure gives an indication of the rough split of population between Pembrokeshire within the National Park and Pembrokeshire outside the National Park – slightly under 20% and slightly over 80% respectively. However, if land areas are compared, a different picture emerges. The total area of Pembrokeshire is 1590km², with 612km² of this in the National Park. That gives an area-based split of 61.51% outside the National Park and 38.49% within.
- A2.6 Mid-year Local Authority population projections covering the period from 2014 to 2039 were published by Welsh Government on 29th September 2016. Mid-year household projections for the same period were published by Welsh Government on 23rd March 2017.
- A2.7 The mid-year population estimates for 2014 to 2039 for Pembrokeshire anticipate increases in the County's population to 2026, but thereafter a decline to 2039:

Pembrokeshire

Year	Population	Change
2014	123,666	---
2015	123,758	+92
2016	123,858	+100
2017	123,957	+99
2018	124,054	+97
2019	124,149	+95
2020	124,241	+92
2021	124,329	+88
2022	124,412	+83
2023	124,482	+70
2024	124,533	+51
2025	124,562	+29
2026	124,564	+2
2027	124,537	-27
2028	124,487	-50
2029	124,405	-82
2030	124,296	-109
2031	124,163	-133
2032	124,006	-157
2033	123,822	-184
2034	123,611	-211
2035	123,376	-235
2036	123,119	-257
2037	122,840	-279
2038	122,540	-300
2039	122,225	-315

(Source: Stats Wales – Welsh Government)

The number of households in Pembrokeshire is expected to increase by 4% over the period 2014-2039 (in comparison to an increase of 10.5% expected across Wales as a whole over the same period). As with the population projections, there is an initial rise and then a decline from the mid-2020s.

- A2.8 The LDP 2 Plan Period runs to 2033, so the population projections will need to be given careful consideration, as the trend changes over the Plan period. Pembrokeshire County Council will take advice from Welsh Government on whether other projections should be taken into consideration when planning for the future development of the County.

A.2.9 Office for National Statistics (ONS) data for 2015 on employee jobs by industry is set out below. This indicates the industrial structure of Pembrokeshire, with comparative all-Wales figures also provided.

Employee jobs by industry – Pembrokeshire and Wales		
	Pembrokeshire	Wales
B – Mining and Quarrying	0.5%	0.1%
C – Manufacturing	7.1%	12.0%
D – Electricity, gas, steam and air conditioning supply	0.8%	0.9%
E – Water supply, sewerage, waste management and remediation services	0.6%	1.1%
F – Construction	5.4%	4.2%
G – Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	16.7%	15.9%
H – Transportation and Storage	4.8%	3.6%
I – Accommodation and Food Service Activities	14.3%	7.6%
J – Information and Communication	0.6%	1.7%
K – Financial and Insurance Activities	0.8%	2.3%
L – Real Estate Activities	1.1%	1.2%
M – Professional, Scientific and Technical Activities	4.2%	5.1%
N – Administrative and Support Service Activities	3.6%	6.4%
O – Public Administration and Defence; Compulsory Social Security	4.8%	7.1%
P – Education	10.7%	10.4%
Q – Human Health and Social Work Activities	16.7%	16.2%
R – Arts, Entertainment and Recreation	5.4%	2.7%
S – Other Service Activities	1.4%	1.5%

(Source: Nomis – Official Labour Market Statistics)

The above table excludes data on farm-based agriculture and hence the % figures do not take this sector into consideration. Earlier data from 2011, which does take this sector into account, indicated that across Wales 1.7% of employee jobs were in farm-based agriculture at that date, but that in Pembrokeshire the figure was significantly higher, at 4.7% of employee jobs.

A.2.10 In December 2015, 72.7% of people of working age were in employment in Pembrokeshire, compared with 70.3% in Wales as a whole. Gross weekly pay in 2015 in Pembrokeshire was £432.50, compared with £473.40 in Wales as a whole. (Source: Nomis website, 2016).

A.2.11 In terms of economic activity, the position for the period from October 2015 to September 2016 is shown below:

Employment and unemployment, October 2015 to September 2016

All people	Pembrokeshire (numbers) – age 16 and over	Pembrokeshire (%) – age 16 to 64	Wales (%) – age 16 to 64
Economically active	57,800	75.2	74.8
In employment	55,900	72.5	71.1
Employees	43,400	57.9	61.2
Self-employed	11,600	13.9	10.4
	Pembrokeshire (numbers) – age 16 and over, as a proportion of economically active	Pembrokeshire (%) – age 16 and over, as a proportion of economically active	Wales (%) – age 16 and over, as a proportion of economically active
Unemployed	2,500	4.3	4.7

(Source, Nomis – Official Labour Market Statistics)

A.2.12 There were 42,000 employee jobs recorded in 2015. Of these 25,000 (59.5%) were full-time and 17,000 (40.5%) were part-time (Source: Nomis – Official Labour Market Statistics).

Appendix 3 Resources available and risks for the timetable

A.3.1 It is critical that a budget commitment and staff resources for LDP preparation are available from the outset of Plan review. Broad details of Pembrokeshire County Council's commitments for these purposes are shown below:

A.3.2 The LDP budget commitment (where known) is as follows:

LDP Total Core Service Budget (Cabinet Budget Line) 2017/18: £354,460

LDP Total Core Service Budget (Cabinet Budget Line) 2018/19: Not yet set

LDP Total Core Service Budget (Cabinet Budget Line) 2019/20: Not yet set

LDP Total Core Service Budget (Cabinet Budget Line) 2020/21: Not yet set

LDP Total Core Service Budget (Cabinet Budget Line) 2021/22: Not yet set

Access to Council reserves is also available for the costs of the Examination.

A.3.3 The following staff structure has been put in place to support LDP preparation:

Development Plans and Conservation Manager (4 days per week, with the proportion of time spent with each team being flexible, depending on work demands and priorities)

Principal Planning Officer (100% of time, 1 officer, 5 days per week)

Senior Planning Officers (2 officers, 1 for 4 days a week, 1 a 12 month temporary contract, working days and proportion to be spent on LDP work for each post to be decided)

Planning Officer (100% of time, 1 officer, 4 days per week)

Section 106 monitoring officer (50% of time, 1 officer for 5 days per week)

Team Leader, Conservation and Sustainability (50 % of time, 1 officer for 5 days per week)

Technician (initially 1 officer for 2 ½ days a week – commencing September 2017, then 1 officer for 5 days a week from May 2018 – May 2021)

Programme Officer – an appointment for this temporary post will be made around the time of LDP Submission, with the officer remaining in post until LDP 2 reaches adoption

A.3.4 The potential risks to the timetable are shown in the table below. Slippage beyond 8 weeks will require formal amendment to the Delivery Agreement.

<i>Potential issue</i>	<i>Risk level</i>	<i>Potential impact</i>	<i>Possible mitigation</i>
Budget cuts	High	Programme slippage	Seek to maintain budgets throughout the preparation period and use reserves should exceptional difficulties arise.
Staff shortages	High	Programme slippage	Seek to maintain staffing levels in the LDP team throughout the preparation period, seek support from other sections within the Council and temporary loans from other LPAs should exceptional difficulties arise.
Emergence of new Welsh and / or UK legislation, policy or governance requirements	High	Programme slippage	Address with existing resources and within tolerance limits, if feasible.
Unanticipated levels of objection to specific parts of the Plan or the Plan as a whole	Medium	Programme slippage	Address with existing resources and within tolerance limits, if feasible
Planning Inspectorate and / or statutory consultees being unable to meet timetable requirements	Low	Programme slippage	Regular liaison with the Planning Inspectorate and statutory consultees, with a view to avoiding this type of problem wherever possible. Ultimately, control of this matter is outside the Council's control.
Failure of Plan to satisfy the tests of soundness	Medium	Part of the Plan is excluded or changed, or additional material needs to be included in the Plan prior to adoption, or the whole Plan is withdrawn	Liaison between Welsh Government, Council Members and the LDP team, to ensure that plan procedures and content are sound at all key stages, in particular including Deposit, Submission and Examination.
Delays relating to printing and / or translation	Medium	Programme slippage	Ensure that any external graphics input is planned well in advance and to an agreed schedule.

<i>Potential issue</i>	<i>Risk level</i>	<i>Potential impact</i>	<i>Possible mitigation</i>
			Provide the translators with early notice of requirements for Welsh translation of all major documents.
Legal challenge(s)	Low	Adopted Plan is quashed	The probability of this happening is low, but cannot be discounted. If the Plan is quashed through the Courts, a substantial amount of additional work is inevitable.

Appendix 4 Glossary of Terms

<i>Abbreviation</i>	<i>Full term</i>	<i>Meaning</i>
	Adoption	
AMR	Annual Monitoring Report	These yearly reports provide an evaluation of how the adopted Local Development Plan is being implemented. They include a contextual update and report on a range of indicators and targets which relate to the Plan's vision, objectives, policies and proposals.
	Candidate Site	A site nominated by a landowner, developer or member of the public as one with potential for allocation for a specified purpose, inclusion within a Settlement Boundary or designation for a specified purpose. Nomination is not a guarantee of inclusion within the Plan for the suggested purpose, but each suggestion will be evaluated in conjunction with LDP preparation.
CIS	Community Involvement Scheme (for LDP 2)	This scheme forms part of the Local Development Plan's Delivery Agreement for LDP 2. It explains how the Council will involve communities and stakeholders (including developers and businesses) in the preparation of the Local Development Plan.
	Delivery Agreement (for LDP 2)	This public statement sets out the Council's timetable for preparation of the Replacement Local Development Plan. It also includes the Community Involvement Scheme (see above). It commits the Council to produce its Replacement LDP according to stated timescales and consultation processes.
	Deposit Plan	This is a full draft of the Local Development Plan, published as a basis for public consultation. Members of the public, communities and stakeholders may register support for the Plan, or objection to it, at this stage of the process.
	Evidence Base	Information and data that provides a basis for the preparation of an LDP's vision, objectives, policies and proposals.
HRA	Habitats Regulation Assessment (Appropriate Assessment)	This provides screening and appropriate assessment of any likely significant effects of a plan or programme which might have an adverse impact on the integrity of a site of European importance which is formally protected for its nature conservation value.

<i>Abbreviation</i>	<i>Full term</i>	<i>Meaning</i>
	Inspector's Report	This will be prepared by the Independent Inspector who examines the Replacement LDP and could contain recommendations on the content of the final LDP which would be binding on the Council. In other words, the Council will have to adopt the LDP in the manner directed by the Inspector.
LDP	Local Development Plan	This document sets out the Council's policies and proposals for the development and other use of land in the Council's area of planning jurisdiction (which is the County, except for National Park locations). Policies and proposals in an LDP cover the main types of development. The current LDP was adopted by the Council on 28/03/13 and will remain in force until the Replacement LDP is adopted or it reaches its expiry date (on 31/12/17), whichever is the sooner.
LDP 2	Local Development Plan 2 / Replacement LDP	This will ultimately replace the current LDP and is a full review of the Plan adopted on 28/02/13. Its formal title is the Replacement LDP, which for simplicity is sometimes called LDP 2.
LPA	Local Planning Authority	The public authority which is responsible for preparation of a Local Development Plan and for the determination of Planning Applications within a specified area. In Wales this will be a County Council, a County Borough Council or a National Park Authority. In Pembrokeshire there are two Local Planning Authorities – Pembrokeshire County Council for locations outside the Pembrokeshire Coast National Park and the Pembrokeshire Coast National Park Authority for those locations within the Park boundary.
NPMP	National Park Management Plan	This is a strategic Management Plan which co-ordinates and integrates the provisions of other plans, strategies and actions affecting National Park purposes and duties.
PCC	Pembrokeshire County Council	This is the name of the Local Planning Authority preparing the Replacement LDP.
PCNPA	Pembrokeshire Coast National Park Authority	The Pembrokeshire Coast National Park Authority provides planning services in the part of Pembrokeshire which is designated as National Park. The National Park Authority prepares its own Local Development Plan and determines its own planning applications. It is a statutory

<i>Abbreviation</i>	<i>Full term</i>	<i>Meaning</i>
		consultee and key stakeholder for the Council's LDP. It also prepares the National Park Management Plan (see above).
PINS (Wales)	The Planning Inspectorate, Wales	This is an independent body, one of whose Inspectors will formally examine the Council's Replacement LDP.
PPW	Planning Policy Wales	This document sets out Welsh Government's planning guidance for Wales.
	Preferred Strategy	This document will set out the broad strategic direction for the Replacement Plan. It will set the regional and local context, include a vision and objectives, provide links to key statutory documents, summarise the proposed Plan strategy, set the general scales for future housing and employment developments, identify broad locations for non-strategic sites and criteria for their inclusion, set a policy direction for implementation of the strategy, include a key diagram showing the preferred spatial strategy and explain the likely structure and scope of the Deposit Replacement LDP, together with the approach to be used for Candidate Site evaluation.
	Review Report	This sets out the LDP revision procedure to be followed, based on an assessment of what has been considered, what needs to change and why it needs to change, based on evidence, much of which will have been gathered in conjunction with preparation of earlier LDP Annual Monitoring Reports. However, it will not say how the LDP is going to be changed, as this comes later in the Plan preparation process.
SA, including SEA	Sustainability Appraisal, including Strategic Environmental Assessment	This is a policy appraisal tool based on sustainable development objectives. It focuses on social, environmental and economic factors. Sustainability Appraisal also incorporates the requirements of the Strategic Environmental Assessment Regulations. The Strategic Environmental Assessment requirement is derived from European legislation, transcribed into Welsh Regulations. It requires the environmental assessment of certain plans and programmes, including those relating to planning and land use.
SIP	Single Integrated Plan	This is a jointly prepared Plan setting out a broad policy approach to dealing with a

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		range of key objectives over a broad range of service areas. The Pembrokeshire SIP covers the period 2013 to 2018 and was prepared by the Pembrokeshire Local Service Board and its associated partnerships. The SIP is a single document which replaced an earlier suite of plans, specifically the Community Plan (Community Strategy), the Children and Young People's Plan, the Health, Social Care and Well-being Strategy and the Community Safety Strategy. SIPs are now, in turn, being replaced by Well-being Plans (see below).
	Soundness Tests	For a LDP to be adopted, it must be determined to be 'sound' by the Examination Inspector. The Examination Inspector will use the three Tests of Soundness to make that judgement in relation to the Plan as a whole. Inspector's will consider individual objections, but in the context of how these address the Plan's overall soundness. Further details of the nature of the tests are given in paragraph 1.13 and in Appendix 1 of this document.
SPG	Supplementary Planning Guidance	Supplementary Planning Guidance is used to elaborate on specific aspects of a Local Development Plan. It may be topic-based or alternatively can take the form of a Development Brief for a specific site or area. SPG does not form part of the LDP, but there has to be a clear link between it and the parent LDP. When subject to appropriate consultation and Cabinet resolution, it will become a material consideration in the determination of planning applications.
	Submission	This is the stage at which the Council will send the emerging LDP, the related SA (including SEA) and HRA documents and key items of evidence to Welsh Government. Welsh Government then notifies the Planning Inspectorate, who will appoint an Inspector to independently examine the Plan.
TAN	Technical Advice Note (Wales)	This suite of guidance notes has been prepared by Welsh Government to elaborate on various aspects of Planning Policy Wales.

<i>Abbreviation</i>	<i>Full term</i>	<i>Meaning</i>
	Well-being Assessment / Plan	These are superseding the Single Integrated Plan and will take forward the provisions of the Well-being of Future Generations Act, 2015, at County level. They are being prepared by the Pembrokeshire Public Services Board (PSB) and will look at what is important for people and communities in the County, in a well-being context.
WFG Act	Well-being of Future Generations Act 2015	<p>This Act seeks to improve the social, economic, environmental and cultural well-being of Wales. Public bodies are expected to embrace long-term thinking, work effectively with local people, communities and each other and work in a co-ordinated, joined-up, manner. Seven well-being goals have been put in place by the Act:</p> <ul style="list-style-type: none"> • A prosperous Wales; • A resilient Wales; • A healthier Wales; • A more equal Wales; • A Wales of cohesive communities; • A Wales of vibrant culture and thriving Welsh language; and • A globally responsive Wales. <p>The Act seeks to address key challenges relating to climate change, poverty, health inequalities, jobs and growth. The Act is underpinned by the sustainable development concept and well-being duties.</p>