

Swansea Replacement Local Development Plan (2023-2038)

Delivery Agreement March 2023 Draft



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Part 1: Introduction

1.1. Background

1.1.1. The Swansea Local Development Plan (LDP) was adopted by the Council on 28th February 2019. The LDP sets out the Council's planning framework for the development and use of land within the County boundary for the period up to 1st January 2026.

1.1.2. An up-to-date development plan is an essential part of the plan-led system in Wales. In line with legislation¹, the Council is required to undertake a review of the plan no longer than 4 years from its date of adoption, in effect by 28th February 2023 to ensure the LDP and supporting evidence is up to date and continues to provide a sound basis for planning decisions. In line with this requirement and the findings of the Annual Monitoring Report 3 (AMR3) for the existing LDP, a report of the review of the LDP has been prepared which concludes a full review of the LDP is necessary. This Delivery Agreement sets out how and when the full review will be undertaken.

1.2. Purpose of the DA

1.2.1. This Draft Delivery Agreement (DA) is an important part of the Replacement Local Development Plan (RLDP) preparation process. In line with national guidance, the DA should be a succinct public statement containing two main parts:

- A **Timetable** of the key stages of Plan preparation; and
- A **Community Involvement Scheme (CIS)** which details how and when the community will be able to get involved in the plan preparation process

1.2.2. The DA is therefore a key stage in the replacement LDP process, setting out how the process will be taken forward with a particular focus on how the Council will provide opportunities for consultees and the local community to be involved in its preparation. Delivery of the RLDP in accordance with the DA will be considered as part of the tests of the plan's soundness, as defined by relevant legislation, regulations and Welsh Government guidance.

1.2.3. The DA confirms how and when the Council will assess and appraise the emerging Plan throughout its production and highlights that the RLDP is scheduled to be adopted in September 2026 once the necessary adoption procedures have been concluded.

1.2.4. The DA has been prepared in accordance with Welsh Government regulations and guidance, including The Town and Country Planning (Local Development Plan) (Wales) Regulations 2005 (as amended 2015) and the Local Development Plans Manual 2020 Edn 3 (The Manual).

¹ Planning and Compulsory Purchase Act 2004 (Section 69(1) and LDP Regulation 41(1))

1.3. Stages in the Approval of the Delivery Agreement

1.3.1. The process of developing and adopting the DA will be undertaken over the following stages:

- Prepare Draft DA incorporating CIS (This document)
- Present Draft DA to Full Council for approval (2 March 2023)
- Undertake a 4-week consultation on the Draft DA and Review Report (dates to be confirmed)
- Following consultation, consider responses received and make any necessary amendment to the Draft DA
- Present final DA to Full Council (date to be confirmed)
- Submit the DA to Welsh Government for approval
- Upon agreement from the WG, publish the DA on the Council's website and place for inspection at the principal offices of the Local Planning authority (currently Civic Centre)
- During the plan preparation process, periodically review progress against the DA.

1.3.2. The approved DA will be the essential project management tool to guide the preparation of the RLDP and the LPA is committed to the stated timescales and consultation processes. Adherence to the approved or any approved revision to the DA will form part of the tests of soundness of the plan that the appointed Inspector will assess at the Examination stage.

1.4. Preparation of the Replacement LDP

1.4.1. The Planning and Compulsory Purchase Act 2004 (as amended by the 2015 Planning (Wales) (Act) requires the Council to prepare a replacement LDP setting out its objectives for the development and use of land in Swansea over the Replacement Plan Period (2023 to 2038) and its policies to implement them. This period allows 12 years to implement the Replacement Plan following proposed adoption in 2026.

1.4.2. In preparing the RLDP, the Council will need to take account of a wide range of legislation, policies and other initiatives, at European, national and local levels of government. Under the Withdrawal Act, EU derived domestic legislation such as existing environmental regulations that implement EU Directives, which were in force immediately prior to the end of the transition period, will continue to form part of UK domestic law after 31 December 2020 until amended by new legislation. As a result, they remain relevant to the RLDP preparation process. The Council will also need to consider relevant social, economic and environmental considerations.

1.4.3. In preparing the RLDP, the 2004 Act (as amended by the 2015 Act) requires the Council to have regard to:

- Current national policies (the key national policy will include Planning Policy Wales (currently Edition 11) and Technical Advice Notes

- Any Strategic Development Plan (SDP) for the area (though there is unlikely to be an SDP adopted before the RLDP is completed), and the National Development Framework for Wales (Future Wales – The National Plan 2040)
- The resources likely to be available for implementing the RLDP

1.4.4. In addition, the preparation of the RLDP will have regard to other key legislation including the Well Being of Future Generations (Wales) Act (WBFGA, 2015), the Equality Act 2010, the Environment (Wales) 2016 Act and key assessment processes including Sustainability Appraisal incorporating Strategic Environmental Assessment and Habitats Regulations Assessment.

1.4.5. In accordance with Welsh Government LDP Manual (Edition 3, 2020), the Council will aim to achieve the following key outcomes in the preparation of the RLDP:

- Support sustainable development and quality places based around the National Sustainable Placemaking Outcomes, aligned with national policy (set out in PPW) integrated with an SA/SEA/HRA, including Welsh language and the requirements of the WBFGA 2015.
- Be based on and underpinned by early, effective and meaningful community involvement in order to understand and consider a wide range of views, with the aim of building a broad consensus on the spatial strategy, policies and proposals.
- Be based on a robust understanding of the role and function of an area(s) including the functional linkages to areas beyond administrative boundaries.
- Be distinctive by having plans setting out clearly how their area will develop and change, giving certainty for communities, developers and business.
- Be resilient to climate change (using the latest UK Climate Projections, flood risk and vulnerability assessment data) and support the transition to a low carbon society in line with the latest carbon reduction targets and budgets as set out in the Environment (Wales) Act (Part 2). The principles of Placemaking, the Sustainable Transport Hierarchy and the Energy Hierarchy as set out in PPW must be adhered to.
- Ensure the sustainable management of natural resources in accordance with the Environment (Wales) Act 2016 and other relevant legislation.
- Deliver what is intended through deliverable and viable plans, taking into account necessary infrastructure requirements, financial viability and other market factors.
- Be proactive and responsive with plans, kept up-to-date and flexible to accommodate change.

1.5. Sustainability Appraisal incorporating Strategic Environmental Assessment

1.5.1. Sustainable development is at the heart of the development plan process. The RLDP must ensure it contributes to achieving the economic, social, environmental and cultural well-being goals of Wales, as required by the WBFGA 2015.

1.5.2. The preparation of the RLDP will need to be informed by Sustainability Appraisal, including Strategic Environmental Assessment as required by European

Directive 2001/42/EC and the Environmental Assessment of Plans and Programs (Wales) Regulations 2004 and the Planning and Compulsory Purchase Act 2004 (as amended by the 2015 Act). As a matter of good practice, the SA and SEA processes have been combined into one iterative process. The integrated process will be followed for the preparation of the RLDP as was the case for the preparation of the Adopted LDP. In addition, other legislation has introduced additional assessment requirements that should be addressed as part of the plan preparation process including consideration of health and equalities impacts. Consequently, an **Integrated Sustainability Appraisal (ISA)** which combines the SA/SEA process with other assessments will be undertaken.

1.5.3. The ISA will ensure that the required 5 stages of SEA are incorporated into the assessment process:

Stage A – Setting the context, establishing baseline and deciding on the SA Scope and Objectives

Stage B – Developing and refining reasonable alternatives and assessing effects

Stage C – Preparing the SA Report

Stage D – Consulting on the draft plan and the environmental report

Stage E – Monitoring the significant effects of implementing the plan or programme on the environment

1.5.4. The Scoping Report for the ISA will be consulted on as part of the Pre-Deposit participation stage set out in the timetable.

1.5.5. Following this, once the ISA Framework has been scoped out and established it will be used to inform the assessment of the proposed RLDP policies and proposals. The ISA will be an iterative process and assessment reports will be prepared to inform each key stage of RLDP preparation.

1.5.6. At the outset of the ISA process, there will be an opportunity for stakeholders to comment on the ISA Scoping Report that sets out how the ISA process will be undertaken. The findings of the ISA work will be evidenced at key stages in the Replacement LDP preparation process; Reports will be prepared, and subject to consultation with stakeholders, in parallel with the Preferred Strategy consultation and Deposit RLDP consultation. A Final ISA Report will be submitted along with all other Replacement LDP documentation to the Welsh Government for examination. The statutory Environment Bodies will be consulted at all the stages referred to above and there will be wider on-going dialogue with these bodies as the process proceeds.

1.5.7. The ISA will include the following stage documents:

- **The ISA Scoping Report** - This will set out the current state of the environment and will identify the existing sustainability issues within Swansea to provide baseline information for assessment and monitoring through a series of Objectives and a Sustainability Framework. It will set out a review of relevant plans, policies, programmes and strategies at European, national, regional and local levels, indicating their implications for the RLDP process. This will be

consulted on with statutory consultation bodies for the ISA as part of Pre-Deposit Participation as set out in the timetable.

- **The integrated Initial Sustainability Appraisal Report (ISAR).** This will consider the likely effects of the RLDP Preferred Strategy, aims and objectives. It will also consider the effects of any reasonable alternative strategies. The ISAR will be published at the same time as the Preferred Strategy consultation and all stakeholders will have the opportunity to comment on the document.
- The integrated **Sustainability Appraisal Report (SAR)** (Environmental Report). This will consider the likely effects of the Deposit version of the RLDP. It will assess the social, economic, cultural and environmental impacts likely to arise from the policies and allocations set out in the plan. The SAR will be published at the same time as the Deposit Plan consultation and all stakeholders will have the opportunity to comment on the document.
- The **Adoption Statement.** A Statement published by the Council that sets out how the ISA has been accounted for in the RLDP. The Adoption statement is published following the Adoption of the RLDP.

1.6. Habitats Regulations Assessment (HRA)

1.6.1. The Council must also undertake a HRA which is a separate assessment process to the ISA. HRA will inform the preparation of the of the RLDP's strategy, policies and allocations and will assess any potential impact on a designated Natura 2000 site (a Special Area of Conservation (SAC), Special Protection Area (SPA), or a Ramsar site). In accordance with the Habitats Directive 92/43/EEC where a land use plan would have the potential to significantly affect a site, a detailed Appropriate Assessment is required to assess the impacts and to consider the suitability of options and mitigation measures.

1.6.2. The Habitats Regulation Assessment (HRA) will be prepared concurrently with the Deposit Plan and will be published with both the Deposit Plan and the Environmental Report. There are two stages of HRA of which the statutory consultation body Natural Resources Wales will be consulted:

- **Stage 1 HRA Screening** – To determine whether any of the conservation objectives of any European Site could be adversely affected. This will be undertaken at an appropriate time having regard to the Preferred Strategy;
- **Stage 2 Appropriate Assessment** – If the HRA screening indicates the LDP Review is likely to have significant effects, then a further level of assessment will be needed. This will assess whether the RLDP could adversely affect the integrity of one or more European sites either alone or in combination with other plans or projects. If potential adverse effects are identified the Appropriate Assessment will need to consider mitigation measures to control identified impacts.

1.7. Well Being of Future Generations (Wales) Act 2015 (WBFGA)

1.7.1. The WBFGA gained Royal Assent in April 2015. The Act aims to make a difference to the lives of people in Wales in relation to the seven well-being goals

and the five ways of working. The seven well-being goals relate to 'a prosperous Wales', 'a resilient Wales', 'a healthier Wales', 'a more equal Wales', 'a Wales of cohesive communities', 'a Wales of vibrant culture and Welsh language' and 'a globally responsible Wales'. The five ways of working are long term, integration, involvement, collaboration and prevention.

1.7.2. Given that the promotion of sustainable development is a core underlying principle of LDP's, there are clear links between the RLDP and the WBFGA. A requirement of the WBFGA is that a Local Wellbeing Plan be produced, The preparation of the RLDP will fully consider the latest Well-being Plan and the Well-being assessment will form part of the ISA evidence base.

1.8. Joint Local Development Plans and Regional Collaboration

1.8.1. Collaboration is a requirement of the WBFGA (2015). LPAs are also required to demonstrate that all opportunities for joint working and collaboration on both plan preparation and the evidence base have been exhausted. This is particularly relevant where the LDPs of neighbouring authorities are on similar preparation timescales and where there are strong cross-boundary linkages. Given the plan preparation position of our neighbouring authorities in the South West Wales region undertaking a Joint Local Development Plan is not feasible.

1.8.2. However, significant cross boundary working is being undertaken currently with Neath Port Talbot and authorities in the wider region (Carmarthenshire, Pembrokeshire, and Pembrokeshire Coast National Park) on various evidence base studies to inform respective RLDP's. This includes a joint commission with NPT to prepare Local Housing Market Assessments for respective authorities and a joint Economic and Housing Growth Assessment for Swansea and Neath Port Talbot. In addition, the Council is part of a regional project to define the spatial extent of the Future Wales Swansea Bay and Llanelli National Growth Area to inform RLDP's for the respective authorities. Further joint working opportunities will be explored with neighbouring authorities on background work and evidence base studies as part of the development of the RLDP and any future work to inform the future South West Wales Strategic Development Plan.

1.9. Evidence Base Studies

1.9.1. There is a need to update the evidence base, including undertaking various evidence base assessments throughout the preparation of the RLDP. At this stage it is envisaged that this will include:

- Population, Economic and Housing Growth Assessments
- Employment Land Review
- Local Housing Market Assessment
- Future Wales National Growth Area Review
- Gypsy and Traveller Accommodation Assessment
- Strategic Transport Assessment
- Retail Assessment
- Urban Capacity Study
- Settlement Boundary Review, including village assessments

- Financial Viability Assessments
- Infrastructure Requirements Review
- Renewable and Low Carbon Energy Assessment
- Green Infrastructure Assessment
- Strategic Flood Consequence Assessment
- Minerals and Waste Assessment
- Welsh Language Impact Assessment and review of the Welsh Language Sensitive Area
- 2nd Review of South Wales Regional Technical Statement for Aggregates

1.9.2. The above list is not definitive and additional evidence base requirements may emerge as plan revision progresses.

1.10. Supplementary Planning Guidance

1.10.1. The RLDP will contain the necessary range of policies to guide the development and use of land in Swansea over the plan period and to provide the basis for determining planning applications. Although Supplementary Planning Guidance (SPG) does not form part of the RLDP, it will be used after the Plan has been adopted to provide more detailed guidance on the way the policies may be applied, or they could take the form of local level Place Plans. Any SPG produced will be consistent with the RLDP and clearly cross referenced to the policies and proposals it supplements. For example, this could be on specific sites, or to cover general themes, such as open space. Since adoption of the existing LDP, a suite of key SPG have been produced and adopted in line with the SPG programme.

1.10.2. The need for new/amended SPG to support the RLDP will be considered as part of the RLDP preparation process and will be likely identified as part of the RLDP Preferred Strategy stage. The purpose of the guidance will be to supplement the policies of the RLDP and not to supersede or replace what is in the Plan.

1.10.3. Any new SPG will initially be prepared in draft form pending adoption of the RLDP. The SPG must be subject to full consultation and engagement with interested parties, be in accordance with the protocols outlined in the CIS as set out in Part 3 and all responses will be considered before it is finalised. This will ensure that the SPG may in due course be treated as a material consideration in the determination of relevant planning applications or during appeals.

1.11. Independent Examination and Tests of Soundness

1.11.1. The Local Planning Authority will submit its Deposit RLDP, associated documents and representations to WG for consideration of its “soundness” by a WG appointed independent inspector at an “Examination in Public.” A straightforward interpretation of whether a plan is ‘sound’ in guidance is that the plan ‘*shows good judgement*’ and is ‘*able to be trusted*’.

1.11.2. The LPA will need to demonstrate that the plan meets the following three tests of soundness as set out in the Development Plans Manual:

Test 1: Does the plan fit? (i.e., is it clear that the RLDP is consistent with other plans?)

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

Test 3: Will the plan deliver? (i.e., is it likely to be effective?)

1.11.3. The Inspector will have regard to the evidence submitted with the Plan and the representations received at the Deposit stage in order to determine whether the Plan meets the above soundness tests. Following the examination the Inspector will prepare a report, which sets out their findings together with any changes they consider, are necessary to make the plan 'sound'. The conclusions by the Inspector are binding on the authority and unless the Welsh Government intervenes, the Council must accept the changes and adopt the RLDP. If the Inspector considers the plan fundamentally unsound then the plan would not be recommended for adoption.

Part 2: The Timetable

2.1. Overview

2.1.1. Part Two sets out the Timetable for the preparation of the RLDP and looks at how the process is to be managed. It highlights the potential barriers to completing the RLDP, their impacts on progress and the potential mitigation measures proposed to reduce the risks identified.

2.2. Summary Timetable

2.2.1. The summarised timetable below in **Table 1** outlines the main stages of RLDP preparation and the key dates for consultation. The Timetable is also illustrated in chart form at **Appendix 1**, which includes an explanation of the key stages and procedures to be followed.

2.2.2. **Table 1** is split into Definitive and Indicative stages:

Definitive: Those stages up to and including the statutory Deposit stage, which are under the direct control of the Council to which every effort will be made to adhere to this part of the timetable.

Indicative: Those stages beyond the statutory Deposit stage which are dependent on extraneous factors, such as number of representations received, over which the Council has less control. Following the closure of the statutory consultation period on the Deposit Plan and prior to submission of the plan, the Council will update the timetable with definitive timings for the remaining plan stages. In line with LDP Regulations within 3 months of the close of the Deposit the timetable will be reviewed and resubmitted once the Council has entered into a Service Level Agreement with the Planning Inspectorate.

Table 1 – Summary Timetable			
Definitive Stage		From	To
1	Delivery Agreement Draft DA Consultation, submission of Final DA to Welsh Government for approval	March/April 2023	July 2023
2	Pre-Deposit Participation	July 2023	June 2024
	Evidence base preparation	Jan 2023	Ongoing
	Call for Candidate Sites – 12 weeks	Aug 2023	Oct 2023
	Consultation on SA Scoping Report – 6 weeks	Aug 2023	Aug 2023

	Preparation and Engagement on generation of Vision and Objectives and Strategic Options	September 2023	January 2024
3	Pre-Deposit Consultation Consultation on Preferred Strategy, Initial Sustainability Appraisal Report and Habitats Regulations Assessment Screening Report – 8 weeks	July 2024	August 2024
4	Deposit Participation/Consultation Consultation on Deposit Plan, ISA, HRA and Initial Consultation Report	June 2025	July 2025

Indicative Stage		From	To
5	Submission Submission of Deposit Plan and all supporting evidence to WG	December 2025	
6	Examination Pre hearing meeting and Examination Hearing Sessions	January 2026 February 2026	July 2026 April 2026
7	Publication of Inspectors Report Local Planning Authority to receive binding Inspectors Report, check for factual errors and to Publish on its website.	August 2026	
8	Adoption Full Council adopts the Replacement LDP	September 2026	
9	Monitoring and Review Submission of first Annual Monitoring Report	October 2028	

2.3. Factors Considered within the Timetable

2.3.1. The Timetable is fundamentally driven by the need to ensure that the RLDP can be adopted as expediently as possible and to minimise the period after the current LDP expires on 1st January 2026. The timetable has also had regard to Welsh Governments expectations that replacement plans should be prepared in 3.5 years. Based on the above, the Council has sought to set out a realistic timetable of 3 years 3 months from commencement in July 2023 to adoption in September 2026. This would mean on adoption there is 12 years of the plan period remaining (i.e. up to 2038) which is in line with WG guidance.

2.3.2. In developing the timetable, the Council have had regard to the Development Plans Manual and have accounted for lead in timings to obtain Member Decision, Timings between statutory stages, staff resources and budgets and the Procedural Guidance issued by PEDW. In respect of member decision making, updates and

recommendations relating to RLDP progress will be reported to Members prior to any statutory consultation stage. Meetings of the Council are typically every 6 weeks, however meetings may be called outside these times where requested by the Head of Planning and City Regeneration. The DA Timetable takes into account these meeting cycles and report preparation lead in times, as well as Local Government elections.

2.4. Frontloading

2.4.1. The Community Involvement Scheme in Part 3 sets out the opportunities for early and continued involvement. National guidance emphasises the need for Frontloading. This will provide a Preferred Strategy of sufficient detail to allow a meaningful consultation stage which will influence the content of the Deposit Plan. This means obtaining detailed evidence up front and early in the plan making process will be essential to inform delivery of the Preferred Strategy and subsequent plan stages. Therefore, it is key that stakeholders engage with the RLDP Team during Stage 2 (August 2023 to January 2024) in evidence base collation and stakeholder engagement.

2.4.2. A key part of the early evidence base gathering will be the call for Candidate Sites, scheduled to be during August to October 2023. The need for adequate evidence will be relevant either to those proposing new sites or supporting the retention of as yet unimplemented allocations to be retained in the RLDP. It is clear a greater amount of evidence bases to support sites at the Candidate Site Stage is essential as an inadequate level of information to demonstrate delivery can be a reason for discounting sites. Any barriers to development will need to be explored upfront if sites are to have a realistic prospect of being included in the RLDP. Key sites and Growth areas will need to be identified by the Council for inclusion in the Preferred Strategy while other potential sites will continue to be evaluated up to Deposit stage. Ultimately, sites will need to be proven to be suitable and deliverable.

2.4.3. Similarly, the Preferred Strategy consultation at Stage 3 will set out a range of supporting background evidence used to inform the strategy. It is important that the plan and this evidence is informed by stakeholders during this key consultation stage. The Council will welcome participation from all those with an interest in shaping the future of Swansea.

2.5. Resources

2.5.1. Officers within the Council's Placemaking and Strategic Planning service area will lead in the production and management of the RLDP process. This includes the preparation of any consultation documents and the management of the definitive stages (1-4) of the RLDP preparation process and progression to submission of the RLDP to the WG for Examination (Stage 6). The Placemaking and Strategic Planning Manager will be responsible for the overall delivery of the RLDP while the Principal Officers will lead on the day-to-day project management of the plan's preparation and delivery.

2.5.2. Whilst the following officer time is scheduled to be dedicated to the RLDP preparation process, this will be monitored throughout plan preparation and additional resource sought as necessary:

- Placemaking and Strategic Planning Manager x 1 (20%)
- Principal Placemaking Officer x 1 (20%)
- Principal Planning Officers x 2 (75%)
- Senior Placemaking Officer (20%)
- Senior Planning Officers x 3 (50-75%)
- Planning Officer x 1 (75%)
- Planning Technician x 1 (90%)

2.5.3. Officers from other service areas will also be involved in various aspects of the plan preparation process as required including contributing to various evidence-based studies, assessments and consultation support. This is likely to include, but not limited to, officer support from Development Management, Housing, Economic Development, Regeneration, Education, Highways, Drainage, Nature Conservation, Landscape, Environmental Health, Democratic Services, Legal Services and Communication and Engagement.

2.5.4. Regional collaboration is ongoing with neighbouring authorities in the SWW region on joint evidence bases and continuation of this close working relationship will be crucial to the preparation of the RLDP. Where necessary, external consultants will be commissioned to undertake specific technical studies and assessments with some studies underway. An initial assessment has been carried out of the elements of plan preparation that are likely to require external consultant support and financial resources have been secured.

2.5.5. A sufficient budget will be made available to progress the RLDP to adoption within the prescribed timetable. This is expected to cover expenditure relating to all elements of preparation of the RLDP and the Independent Examination.

2.6. Monitoring and Review of the DA

2.6.1. The DA acts as the project management tool for delivery of the RLDP to ensure the timetable and the CIS strategy is being delivered. Whilst WG guidance allows for an additional slippage period of 3 months, beyond this, the Council will need to prepare an updated DA which will require approval by the Council prior to WG agreement. In addition to an extended timescale delay the DA may need to be amended if the following circumstances occur during the preparation of the RLDP:

- Significant change to the resources available to undertake preparation of the RLDP
- Significant changes to European, UK or Welsh legislation directly affecting the RLDP preparation process
- Any other change in circumstances that will materially affect the delivery of the RLDP in accordance with the DA

- Significant changes to the Community Involvement Scheme

2.7. Risk Management

2.7.1. The definitive stage of the timetable is ambitious but is considered to be deliverable based upon the expected resource input into the RLDP process. Whilst the Council will seek to avoid departure from the timetable, the Council have identified a number of risk areas that could lead to departure from the proposed timetable. The potential risks and proposed mitigation measures to minimise risks are set out in **Appendix 2**. The Council will monitor the timetable and will report any significant deviation (of more than 3 months) to the Welsh Government and stakeholders.

Part 3: The Community Involvement Scheme

3.1. Overview

3.1.1. Part Three sets out how the Council proposes to engage with stakeholders and the community in the preparation of the RLDP. It is essential that the right people are involved at the right time to build consensus and ensure early and effective stakeholder engagement to shape the spatial strategy, policies and proposals of the plan.

3.1.2. The LDP Regulations require the Council to work in partnership with a range of stakeholders in preparing the RLDP including the general public and Specific and General Consultation bodies (see **Appendix 3**). **Table 2** sets out the key consultation periods with further detail of engagement at each stage contained in the detailed CIS in **Appendix 4**, which sets out who will be formally involved in the RLDP process and how and when the participation and consultation will occur. Similarly, the previous CIS has been reviewed in terms of lessons learned to inform the current scheme. This is set out in **Appendix 5**.

3.2. Key Principles for Engagement

3.2.1. The **Swansea Corporate Plan 'Delivering a Successful and Sustainable Swansea' (2022-23)** demonstrates the Council's emphasis on effective engagement with communities and stakeholders in the work the Council undertakes.

3.2.2. The Draft **Consultation and Engagement Strategy 2022** seeks to ensure effective consultation and engagement with residents and partner organisations to improve the access, quality and delivery of its services and the decisions it takes. The draft strategy sets out the Council's approach to assist in engaging with residents and service users and identifies the key principles for delivery in respect of consultation and engagement in Swansea.

3.2.3. The key guiding principles of delivery in the Consultation and Engagement Strategy around 'Planning', 'Doing' and 'Decision Making, Review and Feedback' have informed the CIS and will inform the detailed engagement plans for each stage of the RLDP process. These principals were developed using **The National principles for Public Engagement in Wales and the National Children and Young Peoples participation standards for Wales**. The strategy also supports the Council in meeting its duty under the WBFGA and the Equality Act. In developing the detailed consultation arrangements at subsequent stages, the team will consult with the Council's Engagement Officer to ensure effective engagement. Ultimately any consultation on the RLDP will need to adhere to the four **Gunning principles**:

- **Consultation should take place at a 'formative stage'** - In practice this means that the decision should not already have been taken
- **Consultation should include sufficient information** – In order that consultees can give the matter intelligent consideration

- **Adequate time needs to be provided for consideration and response** – In practice this means that consultees must be given enough opportunity to take part in the consultation in the time allowed
- **Consideration of consultation responses** – We need to be able to demonstrate how the consultation responses have been considered within the decision making process

3.3. Who will be involved?

3.3.1. The RLDP, once adopted will guide the development and use of land across Swansea Council administrative area up to 2038. Therefore, the Council welcomes engagement from individuals and organisations in shaping this important strategy document which will become the main decision-making framework for the assessment of planning applications and to guide the Council's ambitious Placemaking agenda.

3.3.2. The LDP Regulations set out the legal requirements for community involvement and participation. This sets out that certain types of stakeholders need to be involved at specific stages of the RLDP process. These Specific and General consultation bodies are set out in **Appendix 3** and will be consulted as considered necessary (see para 3.4.6). The Council will seek to exceed these requirements where considered necessary.

3.3.3. **Appendix 4** sets out the detailed timetable for community engagement setting out which stakeholders will be involved at each stage. This sets out what the Council intends to do as a minimum in the preparation of the RLDP. Where time and resources allow the Council will aim to provide additional opportunities for engagement. To enhance engagement the Council's RLDP website will be updated regularly to keep stakeholders informed. Efforts will be made to make consultation processes as accessible as possible.

3.3.4. Community involvement throughout the development of the RLDP should be a continuous process that enables the local community to be part of the decision making process; creating the sort of place they want to live in, at a stage when this can make a difference. The CIS sets out how the Council proposes to proactively engage with and involve the local community and stakeholders in the preparation of the RLDP. It will be important that the right people are involved at the right time to ensure effective frontloading of issues and to secure effective and meaningful engagement in the plan making process. The CIS describes the ways in which the community can influence the RLDP at the different stages of the Plan preparation process. The timetable set out in Part 2 and **Appendix 1** should be read in accordance with this. The detailed CIS is set out in **Appendix 4**.

3.3.5. It is recognised that at certain stages it will be more effective to engage a targeted range of stakeholders or representative bodies. To keep participation effective, meaningful and manageable stakeholder events will be targeted to the most relevant bodies/representors. All statutory consultation stages will be subject to full public consultation. The Council will seek to involve the following external groups in preparation of the RLDP:

3.4. External Groups

3.4.1. **Members of the public, interested persons and organisations:** The Council will produce and maintain a consultation database that includes interested individuals and organisations who have requested to be informed of the RLDP process (see para 3.17). Anyone with an interest in the future place-making and sustainable development of Swansea can be added to the database. We encourage interested parties to register their details so they can be kept up to date about forthcoming relevant consultations. Efforts will also be made to engage with communities, businesses, and local organisations to ensure a broad range of feedback. A list of these has been collated using contact details found online who will be notified to see if they wish to be contacted as part of future consultation stages. This is not an exhaustive list and any group not included in **Appendix 3** can join the consultation database.

3.4.2. **Community Councils:** The existing network of Community Councils across Swansea will be a key contact for the dissemination of information within their local area and a link to their local area. Accordingly, the CC's will be consulted on all key stages and through their communication channels will assist the Council in raising awareness of the RLDP to their local constituents. The Community Councils will advise on the land use aspirations they have for their community so are encouraged to contribute to consultation stages. Specific reference should be paid to consultation stages to ensure meetings can be programmed early to ensure comments can be submitted within prescribed time periods.

3.4.3. **Swansea Council Developer Forum:** The Developer Forum is a key engagement group in delivering the Council's ambitious Placemaking agenda. The forum which is made up of local and regional developers, house builders, Registered Social Landlords and planning agents will be an important asset as it brings groups involved in development in Swansea together with policy makers. The Council will engage with the Developer Forum to shape the future strategy but to also ensure that the timing and phasing of sites is robust and based on up to date information.

3.4.4. **Partnership Groups:** There a range of Partnership groups across Swansea who will have a potential interest in contributing to shaping the future land use plan. They can act as single points of contact for groups of people and, consequently, can play an important role in raising awareness of the RLDP, engaging the wider community and helping disseminate information. A key partnership group that the Council will engage with is the **Swansea Public Service Board** to ensure the RLDP aligns with the Local Well Being Plan. The PSB covers a range of interested parties who can contribute to the emerging RLDP and they will be actively involved during preparation of the plan.

3.4.5. **Businesses and Landowners:** Efforts will be made to engage the business community at key stages and interested businesses are encouraged to register their details via the RLDP consultation software. A key part of the RLDP process will be the Call for Candidate Sites. Landowners therefore across Swansea who may have an interest in their land being considered for development will need to follow the

Council's website for details of the Call for Candidate Sites process. This will set out the threshold for sites to be considered and the level of information required. All sites must be submitted during the Call for Sites consultation stage.

3.4.6. Consultation Bodies: The Specific and General consultation bodies in **Appendix 3** will be engaged as considered necessary throughout the RLDP process at each of the formal consultation stages and informally as appropriate. Specific bodies include the Welsh Government and those bodies with specific functions that apply to the RLDP area (e.g., the Swansea Bay University Health Board and Dŵr Cymru Welsh Water). Authority must also consult UK Government Departments where aspects of the plan appear to affect their interests and concerns. Similarly, the SEA process requires specific 'Environmental Consultation bodies' to be consulted at key stages. These are National Resources Wales and CADW. General consultation bodies include bodies that represent the voluntary sector, different racial, ethnic, religious groups, disabled persons, business and Welsh culture. In addition, the Council can also involve at its discretion 'such other persons or groups who may have an interest in matters relating to development in the area'. These have been grouped under General Consultation Bodies and will be consulted as considered appropriate.

3.4.7. Seldom Heard Stakeholders: Seldomly heard stakeholders, are groups or individuals who have traditionally been absent in the plan preparation process. Additional effort will be required to ensure these stakeholders are represented albeit within the parameters of the specified participation/consultation periods and resource limits. These groups include but are not limited to:

- Young people and children
- People with disabilities
- Older people
- People with learning difficulties
- Homeless people
- Ethnic minorities
- Gypsies and Travellers

3.4.8. Key consultation groups representing some of the above interests have been identified, and the team will work with relevant Council contacts to identify the most appropriate forms of engagement with these groups as appropriate. For example trusted intermediaries may be used, as appropriate, in order to gain the views of particular groups or individuals who lack the confidence to engage directly in the process.

3.5. Within the Council

3.5.1. It will be important that the RLDP secures effective engagement from officers across the Authority as the land use strategy will deliver on the aims and objectives

of a range of Council departments. Similarly, engagement from elected members will be of critical importance.

3.5.2. Councillors/Elected Members: Elected members of Swansea Council are crucial stakeholders in the Replacement Plan preparation because they represent individuals and communities within their ward. Therefore, members will play an essential role in the RLDP by providing information to local residents and informing the team of issues and opportunities in their area that need to be addressed as part of the plan. More widely members represent wider public interests as they are responsible for taking decisions on RLDP matters that go beyond ward level affecting the whole of the County. Engagement with members will be undertaken throughout the process of RLDP preparation which will involve as appropriate briefing on issues through members seminars at key stages, presentation of statutory stages to Council and will be notified prior to each consultation stage. The Cabinet member (Cllr David Hopkins) with responsibility for the Local Development Plan will be closely engaged in the preparation of the RLDP.

3.5.3. LDP Member Advisory Groups: It is proposed that relevant Members are convened with suitable regularity to provide an opportunity to focus exclusively on issues relating to the LDP. The make up of the group is to be decided but could include Cabinet members and have representation from across parties. This will facilitate continued engagement with senior members and officers throughout the plan preparation process. It will provide opportunities to inform and consult Councillors at various stages of RLDP preparation and provide a sounding board for issues arising.

3.5.4. Corporate Policy Team: Officers leading on the RLDP will work closely with the Council's Corporate Policy Team who support the delivery, co-ordination and administration of the Public Services Board and lead the Council's contribution to the Local Well-being Plan.

3.5.5. Scrutiny : All scrutiny activity within the Council is managed by the Scrutiny Programme Committee. Where necessary RLDP preparation will be monitored by the Development and Regeneration Performance Panel.

3.5.6. Officers: Officers from a range of service areas will provide key inputs into the development of the RLDP. Key engagement will occur with departments throughout the process including officer engagement workshops. A RLDP officer working group may be set up to facilitate this process.

3.6. Analysis of Previous CIS Strategy

3.6.1. The Council has reviewed the previous CIS to inform the development of the CIS for the RLDP. Specifically, given the improvements in technology and the experience learned from the COVID-19 pandemic in terms of changing working practices the RLDP will now rely on greater use of a more digital focused strategy for

engagement for disseminating information which will reach a wider audience and will focus on opportunities to better engage seldom-heard groups. In addition, it is considered improvements can be made to make the webpages more streamlined and accessible, the use of a dedicated consultation software to assist in facilitating electronic submission of representations and also the preparation of summary leaflets/Easy read of key documents as appropriate to make consultation documents more accessible to a wider demographic of stakeholders. This review is set out in **Appendix 5** setting out aspects that went well and identifies areas that could be improved upon.

3.7. Methods of Engagement

3.7.1. There are a large number of different consultation methods and it is important that the correct ones are used. The CIS sets out potential methods of engagement and at which stage of the RLDP they may be used. In delivering the Community Involvement Scheme the RLDP team will utilise the consultation toolkit to help facilitate the most appropriate opportunities and will liaise with the Council's Consultation Coordinator in the detailed planning of future consultations. Details of the emerging RLDP consultations will be widely publicised to reach as much of the community as possible, to inform people and set out how they can become involved. Methods of engagement may include:

- Direct contact (preferably by email, or letter)
- RLDP information posted on RLDP webpages
- Engagement with Elected Members via members seminars
- Public Meetings/Virtual Meetings
- Press releases
- Production of Summary Leaflets / Easy Read versions of consultation material
- Social Media (e.g. Facebook, Twitter)
- Drop in sessions
- Surveys
- Focus Groups
- Workshops
- Deposit of documents in the main Council office, libraries, Customer Contact Centre where appropriate
- Public exhibitions
- Webinars
- Site Notices displayed regarding proposed land allocations at Deposit Consultation stage

3.7.2. It is clear from the review of the previous CIS that engagement needs to take into account the individual needs of those who want to take part. Therefore, the Council will seek to get the appropriate balance considering time and officer resources between in person engagement alongside virtual engagement and will maximise the distribution of information digitally but will also present consultation information in paper form as appropriate.

3.8. Stakeholders – What we expect of you

3.8.1. In order to ensure stakeholder comments can be considered as part of key consultation stages they must be 'duly made'. That is they must be submitted within the prescribed timescales. **Table 2** below and the CIS in **Appendix 4** sets out the timescales where key consultation stages will be undertaken and where we will seek your involvement with specific details of the exact consultation dates published near the time of the proposed consultation. Ensuring representations are duly made will be key to ensuring your views can be taken into account.

3.8.2. Responses should be considered carefully to ensure they raise legitimate issues that can be addressed by the RLDP and the Planning system. Information should be provided in a clear and accessible format and take account of any guidance forms produced by the Council to assist in making representations.

3.8.3. The consultation timescales cannot be extended to take account of meeting cycles of community groups. At the statutory stages the Council does not have the flexibility to change the periods of consultation from that prescribed in the Regulations/detailed in the CIS.

3.8.4. Where consultation bodies identify gaps in the evidence base or information provided they should seek to support the Council in improving the evidence base in the interests of achieving a 'sound' RLDP.

3.8.5. It is also important that you notify the Placemaking & Strategic Planning Section should your contact details change during the RLDP process for officers to keep you fully informed and updated of any progress. Regarding candidate sites, land ownership changes may also occur during the process, and it is imperative that these are updated by contacting the team in order to ensure progress is not delayed.

3.8.6. Finally whilst RLDP matters can be emotive we request that officers are treated with respect.

3.9. What stakeholders can expect of the Council

3.9.1. The Council will seek to adhere to the published timescales in the DA and make all information available on time. In this case it will seek to facilitate engagement with the right people at the right time in the preparation of the RLDP to ensure meaningful and effective consultation and efficient use of resources. Whilst the Council will do all it can to comply with the commitments set out in the DA, there may be a need to be flexible and adapt to circumstances at the time. The RLDP CIS process will facilitate early and effective community involvement. A range of methods to publicise consultation stages and provide early warning of key consultation stages

and to provide community updates will be used to engage effectively throughout the process. Where comments have been invited on particular documents it will be clear how comments will be considered and stakeholders will be notified when feedback is available. To facilitate engagement during key consultation stages an interactive web based consultation and engagement system to record representations will be put in place.

3.10. Consensus

3.10.1. The CIS will seek to build consensus through meaningful engagement. In order to achieve this, it is important that participants are kept fully informed throughout the process from the outset. Effective engagement involves using various methods, setting realistic aims and facilitating an open and honest debate. However, the Council recognises that consensus may not be achieved in all situations. It is vital, therefore, that the decision making process is transparent whereby each decision made has a clear audit trail so those who may disagree are assured that their opinions have been considered and the decisions have been made in an informed and balanced manner.

3.11. Handling Representations and Feedback

3.11.1. The Council will seek that feedback is provided online as soon as possible on the outcome of engagement and consultation throughout the RLDP process. It is proposed that a new consultation software will be in place within which to submit consultation responses. Representations that are received within the appropriate timescales will be handled during each stage of plan preparation in the following manner:

- Representation is logged and given a representation number;
- Confirmation is sent to a representor of receipt of the representation with details of next steps in the process;
- All valid representations are considered, responses are formulated; and A report of consultation will be prepared which will be published at an appropriate time containing a schedule of representations and the Council's response to those together with any proposed actions necessary as a result of the representation.

3.12. Late Representations

3.12.1. The RLDP process is subject to both statutory and non-statutory consultation/involvement periods, which have defined periods for submissions. For responses to be 'duly made' and thus considered, they are required by the specified deadline of these consultation periods. Any comments/representations submitted after the deadline dates will not be considered 'duly made' for the purposes of the RLDP Examination. This is to ensure the process is fair and equitable for all those parties involved in the process.

3.13. Council Decision Making process and Local elected Member involvement

3.13.1. Prior to statutory public consultation stages key decisions on RLDP documents will be made by Full Council following presentation if appropriate to Cabinet with meetings taking place every four weeks.

3.14. Welsh Language and Bilingual Engagement

3.14.1. The Welsh Language Standards place a legal duty on Councils to make it easier for people to use services through the medium of Welsh. The Council has published a 5 year strategy for the Welsh language and the requirements of the Welsh Language Standards will be maintained at each stage of the Replacement LDP. Bilingual engagement will be carried out in the following ways:

- We welcome correspondence in both Welsh and English. Where correspondence is received in Welsh and a reply is necessary, this will be sent in Welsh;
- All consultation letters, comments forms, public notices (including site notices) and newsletters will be bilingual;
- Any pages on the RLDP website and social media posts published on twitter will be bilingual;
- Any public meetings will be conducted bilingually where a request has been made ahead of time. Prior notification is required in order to provide a translation service; and
- The RLDP once adopted will be available in both Welsh and English Format.

3.14.2. The RLDP will be subject of an integrated Sustainability Appraisal which will include an impact of the plan on the Welsh Language as part of this.

3.15. Key Stages of RLDP and opportunities for Engagement

3.15.1. The LDP Regulations set out the legal requirements for participation and public consultation in RLDP preparation. The detailed timetable for community engagement and the potential engagement methods for the key stages in the RLDP preparation process are highlighted in **Appendix 4**. The list itself is not exhaustive and could require adaptation to ensure the community and stakeholders are appropriately involved at each stage. The section below provides a summary of the key stages and when stakeholders can become involved. Information will be constantly updated on the RLDP webpages and notification of consultations emailed to stakeholders registered on the RLDP database.

Table 2 – Summary of Stage and Opportunities for Engagement		
Stage of RLDP Preparation		How can I get involved
1	<p>Delivery Agreement (Reg 9)</p> <p>The DA will act as the project management tool to guide the preparation of the RLDP. It includes the timetable for its preparation and how and when stakeholders can be involved in the process.</p>	<p>Opportunities for involvement will be as part of the public consultation on the Draft DA in March/April 2023.</p>
2	<p>Pre-Deposit Participation (Reg 14)</p> <p>To inform the preparation of the plan the Council will need to prepare a comprehensive evidence base to understand the key environment, economic and social issues that exist in Swansea. The Council will prepare a SA Scoping Report which will be consulted on with statutory consultation bodies.</p> <p>A key part of the initial evidence base is to invite developers and landowners to submit candidate sites for potential inclusion in the plan</p> <p>To inform the preparation of a Preferred Strategy a vision, set of objectives and strategic growth options to guide the plan will need to be prepared. Informal engagement with key stakeholders in developing the Vision and Objectives and Options will be undertaken</p> <p>This will provide an early opportunity for dialogue ahead of the Preferred Strategy being prepared</p>	<p>Opportunities for Involvement will be:</p> <p>Engagement of statutory consultation bodies in SA Scoping Report to be consulted with statutory consultation bodies in August 2023</p> <p>Call for Candidate Sites from all stakeholders Aug-October 2023.</p> <p>Informal Engagement on Draft Vision and Objectives and Strategic Options during September 2023 to January 2024</p>
3	<p>Pre-Deposit Consultation (Reg 15-16)</p> <p>This stage will include statutory consultation on the Preferred Strategy and strategic locations for new development and accompanying ISA</p>	<p>Opportunities for Involvement will be:</p> <p>Public Consultation on the Preferred Strategy and ISA Report in July/August 2024</p>

	<p>Report (statutory 6-week period). The Preferred Strategy will provide the strategic framework for more detailed policies, proposals and allocations that will be included in the Deposit RLDP.</p> <p>Consultation on Preferred Strategy, Initial Sustainability Appraisal Report and Habitats Regulations Assessment Screening Report – 8 weeks</p>	
<p>4</p>	<p>Deposit Participation/Consultation (Reg 17)</p> <p>This stage includes statutory 6-week public consultation and stakeholder engagement on the Deposit Plan, ISA Report, HRA and Initial Consultation Report. The deposit plan will set out the strategy, policies and site allocations, based on the key issues, objectives and supporting evidence base for the plan. The deposit plan will shape and guide development proposals to sustainable locations to deliver the scale and type of growth necessary for local community well-being over the plan period.</p> <p>Any representations received as a result of the consultation exercise will be made available for public inspection and on the Council’s website.</p>	<p>Opportunities for Involvement will be:</p> <p>Public Consultation on the Preferred Strategy and ISA Report in June/July 2025</p>

Indicative Stage		From	To
5	<p>Submission (Reg 22) At this stage the Council is required to submit the Deposit Plan, ISA Report, Community Involvement Scheme, copies of all representations received, key supporting evidence and consultation report to the WG.</p> <p>An independent inspector will be appointed to examine the Deposit Replacement Plan to determine whether the plan is sound.</p>	<p>Opportunities for Involvement will be:</p> <p>Submission of RLDP and all other supporting documents will take place in December 2025. A Programme Officer will be appointed to manage the Examination process. They will be the first point of contact to stakeholders who submitted representations at Deposit stage. Details of the Examination will be published on the Council's Examination webpage. The preparation for the Examination will be between January/February 2026.</p>	
6	<p>Examination (Reg 23)</p> <p>The Independent Inspector from Planning and Environment Decisions Wales (PEDW) will conduct the examination of the RLDP over a series of hearing sessions which will be preceded by a Pre Hearing Meeting.</p> <p>The aim of the examination will be to ensure that the Replacement Plan is at a stage where it is sound and can be safely adopted. Any changes proposed by the Inspector must therefore be assessed as being sound.</p>	<p>Opportunities for Involvement will be:</p> <p>There will be an opportunity for those who made 'duly made' representations at Deposit stage to be heard by the Inspector. However, necessary input will be considered and decided by the Inspector. Arrangements for public participation in the examination process will be advertised by the Programme Officer nearer the time. The examination sessions will run between March to April 2026.</p>	
7	<p>Publication of Inspectors Report (Reg 24)</p> <p>Once the Inspector is satisfied that no further evidence needs to be tested and has prepared a report of their findings together with any binding changes to the RLDP, they will submit their report to the Council. The report will be binding on the Council. Following a fact check the Council will publish the report.</p>	<p>The Council will publish the Inspector's Report in August 2026. It will be uploaded to the Council's website and available in hard copy at the main Council offices for members of the public to view.</p>	

8	Adoption (Reg 25) The Council is required to adopt the Replacement LDP incorporating the Inspectors recommendations within 8 weeks. The replacement LDP will become operative on the date it is adopted and final publication of the Replacement Plan should follow as soon as possible (after the expiry of the six week legal challenge period)	The Council will adopt the RLDP at a full Council meeting in September 2026 . Full details of the meeting will be published on the Council's website.
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3.16. Availability of Documents

3.16.1. All RLDP documents will be made available to view and download on dedicated Replacement LDP webpages. In addition, in accordance with the relevant LDP Regulations all relevant documents will be made available for public inspection at the principal office during normal office hours:

Civic Centre

Oystermouth Rd

Maritime Quarter

Swansea

3.16.2. During the statutory public consultation stages (Preferred Strategy and Deposit Plan consultation) as identified in **Table 2** above hard copies of the main consultation documents, where possible, will be placed in all the 17 libraries for public inspection. Currently the public library venues are: Bonymaen, Brynhyfred, Central, Clydach, Fforestfach, Gorseinon, Gowerton, Killay, Llansamlet, Morryston, Oystermouth, Penlan, Pennard, Pontarddulais, Sketty, St Thomas and Townhill.

3.17. RLDP Consultation Software

3.17.1. The Council has implemented a new consultation software system to support the RLDP. Stakeholders will be able to register their details online via this system and can then submit comments at appropriate consultation stages and will be notified of future consultations on the RLDP. To register your details please visit:

[Swansea Council - OpusConsult \(oc2.uk\)](https://www.opusconsult.com/oc2/uk)

3.17.2. The consultation system will be managed in line with General Data Protection Regulations (GDPR). Any parties wishing to register will need to agree to the Council's Privacy Notice setting how the Council will use consultees' information and to confirm acceptance for your details to be held for the purposes of RLDP communication only. Stakeholders can register their details anytime during the process.

3.17.3. Anyone who makes representations at any of the stages of the RLDP will be deemed to have given their consent and will be added to the system in order to administer their comments and for them to be adequately informed of further opportunities to participate at a later date in the process. However, if you wish your details to be removed from the system then you will be able to unsubscribe and your details will be removed for future consultations.

3.18. Contact Details

Further information on the RLDP process can be gained by visiting the Council's website at:

<https://swansea.gov.uk/RLDP>

Or for those unable to access the Council's website, further information can be gained by contacting the team at:

Email: ldp@swansea.gov.uk

Placemaking and Strategic Planning
Swansea Council
Civic Centre
Oystermouth Road
Maritime Quarter
Swansea
SA1 3SN

Comments are welcome in Welsh and English

Description of Key Stages and Dates:

Stage 1: Delivery Agreement

Key Dates: *Consultation on Draft DA (March to April 23), Welsh Government Approval (July 23)*

The DA will act as the project management tool to guide the preparation of the RLDP. It will include the timetable for its preparation and the Community Involvement Scheme, setting out how and when stakeholders will be involved in the process. The DA will be subject to consultation with specific and general consultation bodies as appropriate and members of the public in order to seek views on its contents. The DA will need to be approved by Council and agreed by Welsh Government. Following this approval, the RLDP can formally commence.

Stage 2: Pre-Deposit Participation

Key Dates: *Call for Candidate Sites (Aug-Oct 23), Consultation on Draft Scoping Report (Aug 23), Informal engagement in the generation of Draft Vision and Objectives and Strategic Options (Sep 23-January 24),*

Following approval of the DA, the first formal stage will include the request for nominations for Candidate Sites to be submitted for consideration to be included in the Replacement LDP. This will be widely advertised and will take place over a 12-week period. To ensure potential sites are appropriately considered, they must be submitted during the Call for Sites period alongside the required supporting evidence. **However, this is not a commitment that all sites will be taken forward in the RLDP.** Following the close of the Call for Sites consultation, the Council will prepare a Candidate Sites Register which must be published on the Council's website and should be available as part of the RLDP Preferred Strategy consultation. The Council will undertake an initial Stage 1 Assessment of all submitted sites together with early detailed assessment work as appropriate.

The Council will prepare a Draft Sustainability Appraisal Scoping Report which will set the context, establish the baseline and set out the Draft SA/SEA objectives which will be used to assess the emerging RLDP. Consultation with the key statutory bodies will be undertaken.

During this stage extensive work will be undertaken to gather information and evidence to understand the context and issues to be addressed in the RLDP. This will include through stakeholder engagement, the generation of a vision and objectives for the LDP and the development of strategic options and alternatives. This will inform the preparation of a Preferred Strategy for the RLDP and will set out the broad approach to the scale and location of growth that ensures development is planned in a sustainable manner. It will provide the strategic framework for more detailed policies, proposals and allocations that will be included in the Deposit RLDP.

The Preferred Strategy will be informed by required sustainability assessments to be included and published as part of the Initial ISA Report.

Stage 3: Pre-Deposit Consultation

Key Dates: *Consultation on Deposit RLDP (Jul-Aug 24)*

This stage includes statutory 8-week public consultation and stakeholder engagement on the RLDP Preferred Strategy and accompanying ISA Report.

Following the close of the consultation period, the Council will assess responses received, decide upon changes required to the Preferred Strategy and prepare an Initial Consultation Report.

Further detailed assessment work will be undertaken on previously submitted Candidate Sites and assessment work will be undertaken on any new sites submitted during the Preferred Strategy consultation stage.

The Council will begin the process of preparing the Deposit Plan. The deposit plan will set out the strategy, policies and site allocations, based on the key issues, objectives and supporting evidence base for the plan. The deposit plan will shape and guide development proposals to sustainable locations to deliver the scale and type of growth necessary for local community well-being over the plan period. The plan will demonstrate development is financially viable, deliverable over a specified timeline and is supported by funded infrastructure. The ISA framework will be used to assess and mitigate the effects of the Deposit Plan and this assessment process will be set out in the Initial SA Report (the Environment Report). The SA report will record the results of assessing any revised or new options resulting from public consultation or other changes and the statutory environmental consultation bodies will be notified and given the opportunity to comment. The supporting SA report will be updated to reflect the assessment of the Deposit Plan.

Stage 4: Deposit Plan Consultation

Key Dates: *Consultation on Deposit RLDP (Jun-Jul 25)*

This stage includes a statutory 6-week public consultation and stakeholder engagement on the RLDP Deposit Plan, accompanying an ISA Report, a HRA Report and an Initial Consultation Report.

Following the close of the consultation period, the Council will analyse and record representations received and prepare the Council response to the representations and consider changes (Focussed Changes are to be the exception). The Council will make the representations available for public inspection. The Council will finalise the consultation report and prepare statements of common ground with key/strategic objections.

A programme officer will be appointed, and the Council will liaise with Planning and Environment Decisions Wales to submit definitive timings for the remaining stages. Stakeholders will be kept up to date of timescales going forward.

Finally, the Deposit RLDP, SA Report and associated documents will be presented to Council for approval for submission to the Welsh Government.

Stage 5: Submission

Key Dates: *Submission of Deposit LDP to WG (Dec 25)*

The Deposit RLDP, SA Report, final consultation report and all supporting evidence will be submitted to the Welsh Government and Planning and Environment Decisions Wales for Examination by an Independent Planning Inspector.

The Council will follow published guidance on preparation/procedures for submission and examination. Details of the Examination will be advertised on the Council's Examination website and will be notified to representors and interested parties contained on the RLDP database. There will be an opportunity for those who made 'duly made' representations at Deposit to be heard by the Inspector. The Inspectors role is to examine the RLDP in its entirety and test its soundness, to consider all relevant evidence and prepare recommendations and the reasons for those recommendations in the form of the Inspectors Report.

Stage 6: Independent Examination

Key Dates: *Pre-Hearing Meeting (if required) (Jan/Feb 26), Examination (Mar/Apr 26)*

An independent inspector from PEDW will conduct the examination of the RLDP. This will be done over a series of hearing sessions on different topic areas. All documentation associated with the Examination will be made available on the RLDP website. Information will be sent to interested parties and the general public in addition to those involved in the general proceedings. The Inspector's role will be to examine the RLDP in its entirety and test its soundness. They will prepare recommendations and the reasons for those recommendations in the form of an Inspector's Report.

At the Examination stage, the ISA process will be used to ensure any changes made to the Deposit Plan (Focussed Changes, Matters Arising Changes during examination or those required by the Inspector appropriately assessed to ensure they are sustainable.

Stage 7: Receipt and Publication of Inspectors Report

Key Indicative Dates: *Receipt and Publication of Inspectors Report (Aug 26)*

The Inspector will submit their final report to the Council which will be binding. Prior to the report being published, the Council will undertake a fact check exercise within two weeks of receiving the Inspector's Report. Once this has been completed and the Inspector has responded to any points raised, the final report will be submitted to the Council and the Welsh Governments Planning Directorate. The examination will

formally close upon delivery of the Inspectors Report to the LPA. The Council will publish the Inspector's Report prior to the date it is adopted during August 2025

Stage 8: Adoption

Key Indicative Dates: *Council adopts RLDP (Sep 26)*

Within 8 weeks of receipt of the Inspector's Report, if the plan is regarded as sound, the Council must adopt the RLDP. Following adoption, the Council will publicise an adoption statement in accordance with the regulations, publicise widely that the RLDP has been adopted and where it can be inspected. The adoption will set out the date of adoption and the period for High Court challenge. The RLDP becomes operative on the adoption date.

Stage 9: Monitoring and Review

Key Indicative Dates: *Submit first RLDP Annual Monitoring Report (Oct 28)*

The Council will undertake annual Monitoring of the RLDP to identify the successful implementation of policies and areas where change is necessary. It will also monitor significant effects of the RLDP against sustainability objectives. The first AMR will be produced in October 2028 which will allow for a full year of monitoring (1st April – 31st March) during the financial year following adoption.

A statutory review of the RLDP will need to be commenced at the latest 4 years following adoption by September 2030.

Appendix 2: Risk Assessment

	RISK	IMPACT	MITIGATION
1	Loss/change of staff leading to inadequate in-house expertise and/or increasing individual workload	Loss of capacity to complete stages of the RLDP process on schedule. Inability to resource various tasks therefore compromising their quality, or in the worst case not being able to undertake or complete the task	<ul style="list-style-type: none"> • Maintain full complement of Strategic Planning Team, and supplement through redeployment/secondment when necessary • Ensure RLDP is given the highest priority when managing workload • Use external consultants
2	Inadequate financial resources	Inability to fund various tasks which require external expertise	<ul style="list-style-type: none"> • Build in flexibility for unforeseen costs • Allow RLDP budget to be rolled forward annually if underspend occurs • Ensure the cost of Independent Examination & Inspector's Report is included in the Council's medium term financial planning
3	New legislation with policy implications & poor dissemination of this information	Timetable slippage due to: <ul style="list-style-type: none"> • Need to review/revise evidence base and policies. • Late redrafting of Policies/Plan 	<ul style="list-style-type: none"> • Monitor emerging legislation and guidance closely to ensure the earliest possible response in RLDP preparation to new policies/tasks, etc • Review consultation procedures with WG and other bodies to ensure Strategic Planning Team are directly consulted
4	Significant late objections or information from key stakeholders	Timetable slippage due to: Policies/Plan need to be redrafted to incorporate the additional information	<ul style="list-style-type: none"> • Improve liaison procedures with key stakeholders and align project timetables wherever possible • Identify at an early stage any difficulty (with regards to time) in providing a response • Allow flexibility within the timetable for the late submission of information
5	Difficulty in acquiring necessary information/expertise to inform the RLDP	LDP fails the test of soundness due to insufficient evidence, or timetable slips due to time or resources being diverted to acquire information	<ul style="list-style-type: none"> • Safeguard the necessary resources in terms of time and finance to secure the required information and build in sufficient flexibility within the timetable to do this

6	External delays (Planning Inspectorate, consultee responses, printers, translators)	Timetable slippage	<ul style="list-style-type: none"> Clearly specify response deadlines and establish reminder protocols Link deadlines to Cabinet/Council report preparation cycles Keep WG informed Build flexibility in timetable around Local Government elections
7	Legal Challenge	Adopted RLDP quashed, and additional workload	<ul style="list-style-type: none"> Continually check with Legal Services that all relevant Regulations, Acts and Guidance are being complied with Continue Regional work to share best practice with other LPAs
8	Unrealistic reporting cycles and Political Issues more widely, including the Council Elections	Timetable slippage	<ul style="list-style-type: none"> Ensure that special meetings can be called to progress RLDP issues Establish Advisory Group of Members to deal with RLDP delivery Early member training after elections
9	Timetable proves too ambitious due to greater than anticipated workload relating to Council duties and CJC requirements, including production of SDP, plus potential delayed evidence/evidence emerging at times unsynchronised to the DA.	Timetable slippage Resource Implications	<ul style="list-style-type: none"> Consider additional resources Continue close liaison with Welsh Government and CJC Ensure sufficient resources are available and corporate support of SDP process and timetable from outset aligned to RLDP preparation. Plan Evidence Needs and Undertake/ Commission Evidence Gathering well in Advance Prepare the Plan to be adaptable and responsive/flexible to change where possible
10	Delays caused by Welsh translation	Timetable slippage	<ul style="list-style-type: none"> Consider additional resources Work closely with relevant departments
11	Lack of consensus throughout the organisation and/ or lack of support from officers/other departments in production of the evidence base	Timetable slippage	<ul style="list-style-type: none"> Ensure close liaison with, and early involvement of key Members and Officers

12	Early Review of RLDP or RLDP halted before adoption due to requirement to align with a Strategic Development Plan	Timetable slippage	<ul style="list-style-type: none"> • Ensure involvement in progress of regional work. Continued liaison with Welsh Government.
13	Impending 'drop dead date' of the current LDP	Policy implications	<ul style="list-style-type: none"> • Ensure Replacement LDP is adopted before or soon after 'drop dead date' • Develop mitigation strategies for a period without a plan • Negotiate with WG to explore amending legislation regarding drop dead date.
14	Delay in major application coming forward until RLDP is adopted	Policy implications (e.g. housing/employment delivery)	<ul style="list-style-type: none"> • Ensure RLDP is adopted as soon as possible to minimise implications associated with delay of major applications
15	ISA/HRA implications on plan strategy	Timetable slippage	<ul style="list-style-type: none"> • Ensure process is fully integrated with RLDP preparation

Appendix 3: List of Specific and General Consultation Bodies

Specific Consultation Bodies as defined in LDP Regulation 2 (including UK Government Departments):

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

Specific Consultation Bodies

Cadw

Communication providers (BT Group Plc, Hutchinson 3G UK Ltd, O2UK, Virgin Media, Vodafone, Mobile UK)

Electricity and Gas Undertakers (National Grid, National Gas Transmission, Wales and West Utilities, British Gas, SSE)

Natural Resources Wales

Network Rail Infrastructure Ltd

Secretary of State for Wales

Swansea Bay Local Health Board

Sewerage and Water Undertakers (Dwr Cymru/Welsh Water)

Welsh Government

Adjoining LA's or within S W Region

Brecon Beacons National Park

Carmarthenshire County Council

Neath Port Talbot County Borough Council

Pembrokeshire

Pembrokeshire Coast National Park

Powys County Council

Community and Town Councils (Swansea)

Bishopston Community Council

Clydach Community Council

Gorseinon Town Council

Gowerton Community Council

Grovesend and Waunfron Community Council

Ilston Community Council

Killay Community Council
Llangennith, Llanmadoc & Cheriton Community Council
Llangyfelach Community Council
Llanrhidian Higher Community Council
Llanrhidian Lower Community Council
Llwchwr Town Council
Mawr Community Council
Mumbles Community Council
Penllergaer Community Council
Pennard Community Council
Penrice Community Council
Pontarddulais Town Council
Pontlliw & Tircoed Community Council
Port Eynon Community Council
Reynoldston Community Council
Rhossili Community Council
Three Crosses Community Council
Upper Killay Community Council

Adjoining Community and Town Councils (within other Counties)

Carmarthenshire:

Ammanford Town Council
Betws Community Council
Cwmaman Town Council
Llanedi Community Council
Llanelli Rural Council
Llangennech Community Council

Neath Port Talbot:

Coedffranc Community Council
Dyffryn Clydach Community Council
Pontardawe Town Council

UK Government Departments

Department for Transport

Department of Business, Energy and Industrial Strategy
Home Office
Ministry of Defence

General Consultation Bodies

General Consultation Bodies as defined in LDP Regulation 2:

The Council will consult with the general consultation bodies and other consultation bodies below where considered appropriate in accordance with the Delivery Agreement. This is not exhaustive and may be added to as appropriate

Business

British Chambers of Commerce
Business Connect
Business in the Community
Business in the Community Wales
Confederation of British Industry Wales
Federation of Small Businesses
Flexible Support for Business
South Wales Chamber of Commerce
Swansea Bay City Deal
Swansea Bay Futures Limited
Swansea BID
Swansea Bay Business Club
Swansea City Centre Partnership
Swansea Economic Regeneration Partnership
Swansea Market Traders Federation
The British Retail Consortium
West Wales Chamber of Commerce
West Wales Exporters Association

Children, Young People and Families

Barnado's Cymru
Bishopston Youth Club
Blaenymaes Youth Centre
Bonymaen Youth Club
Cadle Youth Club

Children in Wales
Children's Commissioner for Wales
Clydach Youth Centre
Craig-Cefn-Parc Youth Club
Daniel James Community School
Detached and Outreach Youth Work Project
Eastside Family Support Project
End Child Poverty Network Cymru
EYST
FAITH IN FAMILIES
Friends of the Young Disabled
Friendship House
Garden City Youth Project
Gendros Youth Club
Gorseinon Youth Club
Hafod Islamic Cultural and Educational Centre
Info-Nation
Local Area Coordinators Swansea
Llangennith Youth Club
Llanmorlais Community Centre
Mentoring Project
Montana Park Youth Club
Morrison Youth Club
NCT Swansea
Netmums
Ostreme Youth Club
Penclawdd Youth Club
Port Tennant Youth Club
Rhossili Youth Club
St Thomas Youth Centre
Stadwen Youth Centre
Swansea Children & Young People Partnership
Swansea Childrens Centre

SWANSEA YMCA
Talking Hands Youth Club
The Welsh Association of Youth Clubs
Townhill Youth Centre
Ty Fforest Youth Club
Young Enterprise Wales

Community Societies and Activities

Cwmpas
Dunvant Male Choir
Gower Riding Club
Gower Society

Consultants and Developers

Asbri Planning
Boyer Planning
Capita Symonds Planning Team Cwmbran
CDN Planning
CT Planning
Cushman & Wakefield LLP
Fusion Online Limited
Geddes Consulting
Geraint John Planning
Hammerson Plc
Jason Evans Planning
Langland Bay Developments Ltd
Meirion Howells Project Management
Powell Dobson Urbanists
RPS Group
Savills (L&P) Ltd
Stewart Ross Associates
Tetlow King Planning
WYG

Culture

The Theatres Trust

Development Trust and Partnership Details

Grenfell Park, St. Thomas & Port Tennant Community Regeneration Partnership

Mawr Development Trust

Mumbles Development Trust

Pontarddulais Partnership

Education

Association of Heads of Outdoor Education Centres

Swansea College

Swansea Environmental Education Forum

Swansea Metropolitan Students Union

Swansea University

Swansea University Students Union

University of Wales Trinity St David (Swansea Metropolitan University)

Energy

British Gas

British Wind Energy Association

E.ON

Ecotricity

EDF Energy

Energy Savings Trust Wales

N Power

RenewableUK Cymru

SSE

United Utilities

Wales & West Utilities

Electronic Communications

BT Group Plc

Hutchison 3G UK Ltd

Mobile Operators Association

Mobile UK

O2UK

Orange Personal Communications

T Mobile (UK) Ltd

Virgin Media

Vodafone

Employment and Training

Careers Wales

CCET Liaison Unit

Office of Communications

One Voice Wales

Remploy (Interwork)

Shaw Trust

Venture Wales Swansea

Environmental Groups and National / Regional Level

Association of Local Government Ecologists

Bat Conservation Trust

British Geological Survey

British Trust for Conservation Volunteers Cymru

Campaign for the Protection of Rural Wales

Coed Cadw/The Woodland Trust

Coed Cymru

Council for British Archaeology (Wales)

Cylch

Friends of the Earth Cymru

Game & Wildlife Conservation Trust

Greenpeace

Groundwork Cymru

National Trust Wales

Wales Environment Link

Welsh Historic Gardens Trust

Wildlife Trust for South & West Wales

Woodland Trust

World Wildlife Fund Cymru

Estates

Penrice Estate
Post Office Property Holdings
Somerset Trust

Emergency Services

Coast Guard
Designing Out Crime Unit
South Wales Fire and Rescue Service
South Wales Police and Crime Commissioner
South Wales Police Authority
Welsh Ambulance Service (Central & West Region)

Gender and Sexual Orientation

BAWSO
Bi Cymru/Wales
Bi Swasnea
Business Women's Club
Chwarae Teg
Gay Ammanford
Glamorgan Federation of Women's Institutes
Lesbian, Gay, Bisexual & Transgender Cymru Helpline
LGBT Excellence Centre
LGCM South Wales
Llanelli Women's Aid
Lliw Valley Women's Aid
MEWN Cymru
Opportunity 2000
Out and About
SPLAG Wales - Support for Parents of Lesbians and Gay Men
Stonewall Cymru
Swansea University LGBT
Swansea University Women's Society
Swansea Women's Aid
Swansea Women's Asylum Support Group
Swansea Women's Centre

SYGNET (LGBTQ Youth Group)
Terrence Higgins Trust
Triangle Wales
Wales Assembly of Women
Wales Trade Union Congress (TUC) LGBT Committee
Women 4 Resources
Women's Initiative Group
Womenzone

Governmental Bodies

Carbon Trust
Crown Estates Office
Department for Business Enterprise and Regulatory Reform
Design Commission for Wales
Forestry Commission Wales
Future Generations Commissioner for Wales

Government Departments and Agencies

Dept for Business Enterprise & Regulatory Reform
Dept for Enterprise, Innovation & Networks
Planning and Environment Decisions Wales (PEDW)
Valuation Office Agency
Welsh Local Government Association

Health & Ability

Abertawe Bro Morgannwg University NHS Trust
Abertawe Bro Morgannwg Community Health Council, Swansea Locality
Action on Hearing Loss
All Wales Ambulance Service
Arthritis Care Swansea
British Red Cross
Care And Repair (Swansea)
Care Watch
Clydach Primary Care Centre
Cst South
Deaf Association Wales

Disability Initiative
Disability Wales
Friends Of The Young Disabled
Harefield Heart Trust
Health and Safety Executive
Health Challenge Swansea
Healthy Directions Winch Wen
MENCAP
Mental Health Forum, SCVS
Morrison Family Centre
NHS
Princess Royal Trust For Carers
Public Health Wales
Remploy (Interwork)
RNIB Cymru
Royal National Institute for the Blind
Royal National Institute for the Deaf & Hard of Hearing People
Sense Cymru
SHAW TRUST
Ski Disabled Club
SNAP - Special Needs Advisory Project
SNUG (Swansea Network of User Groups)
Spinal Injuries Association
St. Johns Ambulance
Stroke Association
Swansea Disability Forum
Swansea & Gower Talking Magazine
Swansea Access for Everyone
Swansea Access For Everyone (SAFE)
Swansea and District Disabled Club OAPA
Swansea And Lliw Valley Alzheimer's Disease Society
Swansea Community Health Council
Swansea Deaf Club

Swansea Friends Of The Young Disabled

Swansea Local Health Board

Swansea Mental Health Forum

Swansea Mind

Swansea NHS Trust

Swansea Participation Project

Swansea People First

Swansea Public Health Team

Swansea Student Community Action

The Patients Council

Wales Council for Deaf People

Wales Council for the Blind

Housing & Developers

ADAPT

Barratt Homes

Bellway

Caredig

Castell Group

Coastal Housing

Community Housing Cymru

Dandara

Edenstone

Enzo Homes

Federation of Master Builders Cymru

First Choice

Hale Construction

Home Builders Federation

Hygrove Homes

Linc Cymru Housing Association

Llanmoor Homes

Morganstone

Myty Homes

Persimmon Homes West Wales

Pobl Group
Redrow
Short Brothers
St Modwen
Redrow Homes
Taylor Wimpey
Welsh Construction Federation Alliance

Institutes and Societies

Association for Industrial Archaeology
Chartered Institute of Civil Engineers Wales
Chartered Institute of Housing Cymru
Chartered Institution of Wastes Management Cymru
Institute of Directors Wales
Institution of Civil Engineers Wales Cymru
Royal Institution of Chartered Surveyors
Royal Society of Architects in Wales
Royal Town Planning Institute Cymru
The Gower Society

Local Community, Conservation and Amenity Groups

Glamorgan Badger Group
Glamorgan Biodiversity Advisory Group
Glamorgan Bird Club
Glamorgan-Gwent Archaeological Trust
Gower Commoners Association
Gower Commons Initiative
Gower Heritage Centre
Gower Ornithological Society
Penllergare Trust
Swansea Civic Society
Swansea Environmental Forum
Swansea Friends of the Earth

Members of Parliament

MP for Gower – Tonia Antoniazzi (Labour)

MP for Swansea East – Carolyn Harris (Labour)

MP Swansea West – Geraint Davies (Labour)

Minerals and Aggregates

British Aggregate C.M.I.

British Aggregates Association

The Coal Authority

Lafarge Aggregates Ltd

Mineral Products Association

Quarry Products Association Wales

The Coal Authority

Constituency Members of the Senedd Cymru/Welsh Parliament

Gower – Rebecca Evans MS (Welsh Labour)

Swansea East – Mike Hedges MS (Welsh Labour and Co-operative Party)

Swansea West – Julie James MS (Welsh Labour)

Regional Members of Senedd Cymru/Welsh Parliament – South Wales West

South Wales West – Luke Fletcher MS (Plaid Cymru)

South Wales West – Tom Giffard MS (Welsh Conservative Party)

South Wales West – Altaf Hussain MS (Welsh Conservative Party)

South Wales West – Sioned Williams MS (Plaid Cymru)

Older Persons

Age Concern Swansea

Ageing Well Steering Group Swansea

Age Cymru Swansea Bay

National Old Age Pensioners Association of Wales

Older Persons Alliance

Older Persons' Commissioner for Wales

Political Groups

Swansea Labour

Plaid Cymru Group

Swansea & Gower Liberal Democrats

Swansea & Gower Green Party

Gower and Swansea Conservatives

Racial and Ethnic

African Community Centre
African People Solidarity
Afro Caribbean Association
All Wales Ethnic Minority Association
Asylum Justice
BAWSO Women's Aid Swansea
Black Environment Network (BEN)
Black Environmental Network Wales
Black Ethnic Women Step Out (BAWSO)
Commission for Racial Equality
Council for Ethnic Minority Voluntary Organisations
Equality and Human Rights Commission Wales
Ethnic Minority Foundation
Ethnic Youth Support Team (EYST)
Filipino Community Wales (FCW)
Filipino Welfare Association
Gypsies and Travellers Wales
Gypsy and Traveller Law Reform Coalition
Gypsy Council
Hindu Association
Iman Khoei Islamic Centre
Indian Association
Linden Church
Meeting Individual Needs
Minority Ethnic Women's Network Swansea
Minority Ethnic Women's Network
Minority Ethnic Women's Network Swansea
National Travellers Action Group
Pakistan Welfare Association
Peace Mala
Race Council Cymru

Race Equality First
Swansea African Caribbean Society
Swansea Bay Racial Equality Council
Swansea Central Mosque & Islamic Community Centre
Swansea Chinese Community Co-op Centre
Swansea Filipino Family & Friends (SF3)
Swansea Interfaith Forum
Swansea Latin America Association
Swansea Latin American Association (ALAS)
Swansea Thai Association
Swansea University Mosque
Swansea Women's Asylum Support Group
Swansea Bay Asylum Seekers Support Group
The African Friendship Association
The African Friendship Association (AFAS)
The Gypsy Council Romani Kris
The Indian Society of South West Wales
Traveller Law Reform Project
Welsh Refugee Council
Young Bangladeshi Association

Regional Groups

Regional Partnership Forum for South West Wales
South Wales Regional Aggregates Working Party
South West Wales Economic Forum
South West Wales Integrated Transport Consortium
South West Wales Tourism Partnership

Religion and Belief

Barham Centre
Guru Nanak Sikh Temple
Hindu Association
Hindu Council UK
Iman Khoei Islamic Centre
Kafel Centre

Linden Church
Muslim Council of Wales
Peace Mala
Presbyterian Church of Wales
Sikh Society
Swansea Central Mosque & Islamic Community Centre
Swansea Congregational Jehovah Witnesses
Swansea Hebrew Congregation
Swansea Interfaith Forum
Swansea Islamic Community Centre
Swansea Jewish Community
Swansea Muslim Youth League
Swansea Quakers
Swansea University Mosque
The Associating Evangelical Churches of Wales
The Baptist Union of Wales
The Buddhist Society
The Church of Wales
The Elim Pentecostal Church
The Evangelical Movement of Wales
The Methodist Church in Wales
The Religious Society of Friends
The Roman Catholic Diocese of Menevia
The Spiritual Assembly of the Bahai's
The Wales Orthodox Mission
Union of Welsh Independents
West Glamorgan Humanist Group

Rural

Country Land and Business Association (Wales)
Farmers Union of Wales
Farming and Rural Conservation Agency
Gower Future Farmers
National Farmers Union for Wales

Social and Welfare

Bays Project
Domestic Abuse Unit
Safer Swansea Partnership
Substance Misuse Action Team
Swansea Drugs Project
Swansea Old People's Welfare Committee
Swansea Poverty Action Network
Swansea Women's Aid
Swansea Women's Centre
Swansea Young Single Homelessness Project
Wales Women's National Coalition
Woman's National Commission

Sport and Recreation

Fields in Trust Cymru
Land Access and Recreation Association
Loughor Boating Club
Mawr Walking Club
Mumbles Rowing Club
Mumbles Yacht Club
Open Spaces Society
Play Right Play Association
Play Wales
Pontarddulais Walking Club
Ramblers Association Wales
Sport Wales
Sports Council for Wales

Sustainability

"Sustainable Development Commission, Wales"
Sustainable Wales

Transport

Airport Operators
Arriva Trains Wales

Civil Aviation Authority
Confederation of Passenger Transport Wales
Department for Transport
First Cymru Buses
First Great Western
Logistics UK (formerly Freight Transport Association)
National Express
Network Rail
Rail Freight Group
Road Haulage Association
South Wales Trunk Road Agency
Sustrans Cymru
Swansea Airport
Swansea Canal Society
The General Aviation Awareness Council
Transport for Wales (TfW)
Veolia Transport - Wales

Tourism

British Association of Leisure Parks, Piers & Attractions
British Holiday Homes Parks Association
Camping and Caravanning Club
Caravan and Camping Forum for Wales
Mumbles Tourist Association
The Caravan Club
Tourism Swansea Bay Ltd
Tourism Swansea Bay Trade Association
Tourism Swansea Trade Association
Visit Wales
Welsh Tourism Alliance

Voluntary

AIDS Trust Cymru
Anti-Poverty Network Cymru
Barnados Cymru

British Red Cross South West Wales
Citizen's Advice Bureau
Mencap
Oxfam Cymru
Planning Aid Wales
Princess Royal Trust for Carers
Rotary Club Of Swansea
Royal Society for the Prevention of Cruelty to Animals
Royal Society for the Protection of Birds
Samaritans
Save the Children
Shelter Cymru
St John Ambulance
Stonewall Cymru
Swansea Council for Voluntary Service
Swansea Cyrenians
Swansea Mind
Swansea YMCA
Terrance Higgins Trust Swansea
The Civic Trust for Wales
The Coalfield Regeneration Trust
The Salvation Army
Victim Support Swansea
Wales Council for Voluntary Action
Welsh Centre for Action on Dependency and Addiction
West Glamorgan Council on Alcohol and Drug Abuse

Waste

Environmental Services Association
Keep Wales Tidy
Swansea Waste Forum
Waste Awareness Wales

Water Based Organisations

Associated British Ports Swansea

British Marine Federation

British Waterways

Canal and Rivers Trust

Centre for Ecology and Hydrology

Swansea Bay Port Health Authority

Swansea Community Boat Trust

The British Ports Association

Wales Coastal and Maritime Partnership

Welsh Culture and Heritage

Cymdeithas yr Iaith

Menter Abertawe

Merched y Wawr

Glamorgan Gwent Archaeological Trust (GGAT)

Welsh Language Board

Welsh Language Commissioner

Appendix 4: Community Involvement Scheme

Stage 1 Delivery Agreement (LDP Reg 9) (Definitive)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
<p>The DA is the project management tool which sets out the agreed timetable and community involvement scheme for the RLDP</p> <p>DA is drafted with input from targeted stakeholders and issued for public consultation</p> <p>Following consideration of comments, the final DA will be submitted to Welsh Government following Council Approval</p> <p>Welsh Government approves DA and formal commencement of RLDP begins</p>	<p>Engagement from WG on timescale and PEDW on suitability of Examination Dates</p> <p>Public consultation to set out the timetable and allow input on the proposed Involvement Scheme</p>	<p>5-6 weeks public consultation March to April 2023</p> <p>Full Council approve Final DA July 2023 and submit to WG July 2023</p> <p>WG to respond within 4 weeks</p> <p>Anticipated commencement of RLDP July 2023 following WG approval</p>	<p>Drafting – Internal stakeholders, Welsh Government, Full Council</p> <p>Public Consultation- All Stakeholders</p> <p>Planning and Environment Decision Wales/WG</p> <p>Elected Members</p>	<p>Drafting – Emails/Meetings, Report to Full Council</p> <p>Public Consultation advertised via:</p> <p>Emails Website Drop-in sessions at Council Offices</p> <p>Consultation Documents available on: RLDP Website Hard copy of document available at Civic Centre.</p> <p>Final DA available on: Website Hard copy at Civic Centre.</p>	<p>Full Council Agenda and Minutes will record the political engagement processes both for the draft and final DA.</p> <p>The DA will include a report of consultation setting out comments received, a Council response to the comments and any amendments to the DA necessary</p>	<p>Ongoing internal work evaluating and updating the SA Framework and baseline evidence used to inform the existing LDP.</p> <p>Ongoing consideration of adopting an integrated SA with relevant internal and external stakeholders</p>

Stage 2 Pre-Deposit Participation (LDP Regulation 14) (Definitive Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
<p>To understand the context and issues to be addressed in the RLDP, to collect evidence and invite submissions of sites for consideration and to develop a vision and objectives to guide the preparation of the RLDP.</p> <p>Review and update evidence base</p> <p>Call for Candidate Sites</p> <p>Engage with stakeholders to develop the key issues and form an overarching vision and objectives to guide the RLDP and the development of strategic options</p>	<p>To build up the evidence base of key issues that the RLDP will need to take account of.</p> <p>To receive from all stakeholders' potential sites for development or protection to be considered.</p> <p>To get consensus from key stakeholders on a vision and objectives for the RLDP which will inform the Preferred Strategy</p>	<p>Ongoing from June 2022</p> <p>The Call for Candidate Sites will be undertaken between August to October 2023</p> <p>Statutory 5-week consultation period on the SA Scoping Report around August 2023</p> <p>Engagement with key specific and general consultation bodies as considered appropriate on the development of the Vision and Objectives and Strategic Options around September 2023- January 2024.</p> <p>Ongoing informal engagement with key internal</p>	<p>Targeted engagement with internal departments and external bodies and neighbouring authorities in the development of the evidence base.</p> <p>Consultation with Environmental Consultation Bodies on SA Scoping Report</p> <p>The Call for Candidate Sites will be open to all stakeholders including internal departments, external bodies, developers, landowners, general public, community groups</p>	<p>Targeted engagement via: Emails Teams and face to face meetings</p> <p>SA scoping report engagement via Emails Teams Meetings as appropriate</p> <p>Call for Candidate Sites will be publicised widely on social media and the website in advance of the formal call for sites to allow parties to consider and prepare necessary evidence which will be key to ensure frontloading. Call for Sites Stage will be publicised using the following as appropriate: Emails</p>	<p>Background papers and evidence will be uploaded to RLDP webpages as they become available.</p> <p>Following the Call for Candidate Sites the Council will produce a Register of Candidate Sites which will be available on the RLDP website and in hardcopy at the Civic Centre by the time of the Preferred Strategy consultation</p> <p>Full Council Agenda and Minutes will record the political engagement processes both for the draft and final DA.</p>	<p>Ongoing internal work evaluating and updating the SA Framework and baseline evidence used to inform the existing LDP.</p> <p>Statutory Consultation on the Scoping Report</p> <p>Informal engagement with NRW re the HRA Screening Report</p>

<p>Prepare the SA Scoping Report and undertake targeted consultation with key stakeholders</p> <p>Prepare a draft RLDP Preferred Strategy setting out the overarching strategy and strategic policies and key strategic sites</p> <p>Prepare the Initial SA Report and Habitats Regulations Screening Assessment</p> <p>Obtain Full Council approval for the Preferred Strategy and SA/HRA documents to go out for a statutory public consultation</p>		<p>department/external bodies to inform work throughout 2023</p> <p>Full Council to approve Preferred Strategy and supporting documents in June 2024</p>	<p>to submit sites for consideration</p> <p>Targeted engagement with internal departments and specific and general consultation bodies as considered appropriate</p> <p>Internal officers and RLDP Working Group if considered necessary</p> <p>Elected Member engagement through process</p>	<p>Drop-in sessions with officers via Teams or face to face meetings</p> <p>Virtual meetings</p> <p>Public Consultation advertised via: LDP Stakeholder Database Emails Website Press and Social Media Drop-in sessions at Council Offices</p> <p>The Council will publish a detailed Candidate Sites Submission Guidance and Methodology to explain the anticipated site analysis and selection process</p> <p>Engagement with specific and general consultation bodies via: Emails Face to face meetings/virtual meetings as appropriate</p>		
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Stage 3 Pre-Deposit Consultation (LDP Regulation 15) (Definitive Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
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<p>Public Consultation on the: RLDP Preferred Strategy Initial Sustainability Appraisal Report HRA Screening Assessment Background Evidence and any relevant topic papers</p>	<p>To achieve wide input into the RLDP Preferred Strategy, to allow stakeholders and the general public to submit their views on the emerging strategy, key policies and strategic sites and associated documents</p>	<p>Public Consultation to be undertaken for a statutory six-week period during July to August 2024</p>	<p>Consultation with all stakeholders with an interest in the RLDP</p>	<p>Public consultation to be widely advertised: Emails to all consultees on the RLDP database Council Social media Channels and website Council Contact Centres</p> <p>Officers will hold as considered appropriate: Drop in sessions Exhibitions Engagement with Community Councils and identified key groups</p> <p>Consultation Documents and representation forms available on: RLDP Website Hard copies of Preferred Strategy available at Civic Centre. Copy of the Preferred Strategy and representation forms where possible at all Swansea libraries</p> <p>The Council will consider the implementation of an interactive web-based system to record representations electronically</p> <p>The Council will provide notice and statement of</p>	<p>Representations received and officer responses to them will be reported to Elected Members.</p> <p>All representations and responses, together with any changes to the Pre-Deposit Plan will be made publicly available as part of the Initial Consultation Report accompanying the Deposit Plan</p> <p>Background papers and evidence will be uploaded to RLDP webpages as they become available.</p>	<p>The Council will follow best practice and consult on the Initial SA Report and HRA Screening Assessment alongside the Preferred Strategy although this will be specifically targeted at the Environmental Consultation Bodies.</p>
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				pre deposit matters at this stage in compliance with the Regulations		
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Stage 4 Deposit of Proposals Consultation (LDP Regulation 17) (Definitive Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
Obtain Council Approval on Deposit Plan and Public Consultation on the: RLDP Deposit Plan The SA (ISA) Report HRA Candidate Sites Assessment Publication of supporting background documents (evidence) Publication of Initial Consultation Report	To achieve wide input into the Deposit Plan to allow stakeholders and the general public to submit their views on the Deposit Plan, the key policies to guide the development and use of land and the proposed development allocations for varying uses and areas of protection.	Full Council to approve Deposit Plan and supporting documents in May 2025. Public Consultation to be undertaken for a statutory six-week period during June to July 2025 on the Deposit Plan and the SA Report during June to July 2025	Consultation with all stakeholders with an interest in the RLDP:	Public consultation to be widely advertised: Emails to all consultees on the RLDP database Council Social media Channels and website Council Contact Centres Officers will hold as considered appropriate: Drop in sessions Exhibitions Engagement with Community Councils and identified key groups Consultation Documents and representation forms available on: RLDP Website Hard copies of Deposit Plan available at Civic Centre. Copy of the Deposit Plan and representation forms	The Council will record all duly made representations and make a copy of them available as soon as practically possible for inspection at the Civic Centre, Swansea The RLDP Website will give details of the representations received as soon as practically possible. Candidate Sites Register will be updated with New/Alternative Sites submitted during the Representations and responses to them will be reported to Elected Members	The Council will follow best practice and consult on the Initial SA Report and HRA Screening Assessment alongside the Preferred Strategy although this will be specifically targeted at the Environmental Consultation Bodies.

				<p>where possible at all Swansea libraries</p> <p>The Council will consider the implementation of an interactive web-based system to record representations electronically</p> <p>The Council will provide notice and statement of pre deposit matters at this stage in compliance with the Regulations</p>	<p>All representations and responses, together with any changes to the Pre-Deposit Plan will be made publicly available as part of the Initial Consultation Report accompanying the Deposit Plan</p> <p>Background papers and evidence will be uploaded to RLDP webpages as they become available.</p>	
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Stage 5 Submission of RLDP and associated documents to the Welsh Government and Planning and Environment Decisions Wales for Independent Examination (Regulation 22) (Indicative Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
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<p>The Council submit the RLDP and all supporting evidence and background documents to the WG and PEDW for Independent Examination.</p> <p>The documents that will be submitted include: Deposit Plan SA (ISA), HRA DA (inc CIS) Consultation Report Review Report Candidate Sites Register Candidate Sites Assessment Copy of duly made representations received at Deposit Supporting documents and evidence.</p> <p>The LDP team will notify all stakeholders that the RLDP has been submitted for Examination</p>	<p>N/A – RLDP required to be submitted in line with LDP Regulation 22</p>	<p>Submission of RLDP expected around December 2025</p>	<p>All stakeholders (including representors) will be notified.</p>	<p>Stakeholders will be informed by Email Website Letters as appropriate</p> <p>Copies of documents will be sent to the WG and PEDW in line with Regulations</p> <p>The Council will publish a statement on its website that the RLDP has been submitted for Examination and will make available for inspection during normal office hours at the Civic Centre, Swansea.</p> <p>The RLDP and the submission documents will be published online.</p> <p>Hard copy of documents will be available to view at Civic Centre Swansea</p>	<p>The Council will publish any correspondence received from the WG and the Inspector on its website.</p> <p>A Programme Officer will have been appointed who will set up an Examination website and will serve as interface between the LPA and the Planning Inspector.</p>	<p>The SA (ISA) report will be submitted showing how the assessment processes have informed the Plan's content</p>
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Stage 6 Examination Submission of RLDP and associated documents to the Welsh Government and Planning and Environment Decisions Wales for Independent Examination (Regulation 22) (Indicative Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
<p>Notification of Independent Examination.</p> <p>To advise of the appointed Inspector to carry out the Examination and timetabling for a Pre-Hearing Meeting</p> <p>Publish details of the Hearing Sessions and notify all interested parties specifying dates and location</p> <p>Identify areas of Common Ground with objectors to focus on hearing sessions</p> <p>Prepare Matters Arising Changes (MAC's) as appropriate</p> <p>Consult on MAC's</p>	<p>To undertake Independent Examination of the RLDP in line with LDP Regulations and allow stakeholder input into the hearing sessions as required by the Inspector</p>	<p>Notification to be received at least six weeks before the start of the first hearing session.</p> <p>Estimated Pre-Hearing meeting January / February 2026</p> <p>Estimated Hearings commence around February 2026 and will run to April 2026.</p>	<p>All interested parties (including representors). Participation in the hearing sessions will be at the request of the appointed Inspector.</p> <p>Matters Arising Changes – All stakeholders will be able to contribute to consultation on any MAC's.</p>	<p>Formal notification given by email letter to any person that has made (and not withdrawn) a representation</p> <p>Notice placed in local press (if considered appropriate) and on website</p> <p>The public examination will be managed by the Inspector and appointed Programme Officer.</p> <p>Whilst the Inspector will request participation from specific stakeholders the Examination will be open to any member of the public to attend and view proceedings.</p> <p>Examination Library will be available to view on the Council's website but will also be available to view at the Examination venue.</p> <p>Nature and form of the hearing sessions will be</p>	<p>The Programme Officer will manage the Examination website which will keep parties updated and will upload agendas and statements for hearing sessions. All correspondence between the Inspector and the Council will be uploaded to website.</p> <p>The Council will consult stakeholders and the public on any proposed post deposit changes (MAC's)</p>	<p>SA (ISA) related duly made representations can appear at Examination.</p> <p>Any changes made post deposit (MAC's) during Examination or those required by the Inspector will be subject to assessment and made available for consultation</p>

				<p>prescribed by the Inspector and will be published on the website. This will likely be in the form of round table discussions, formal hearings (if requested and agreed by the Inspector) and written submissions</p> <p>Matters Arising Changes will be widely advertised: Emails to all stakeholders on RLDP database Advertised on website Press and Social Media</p> <p>Consultation Documents and representation forms available on: RLDP Website In hard copy at Civic Centre and 17 Swansea libraries</p>		
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Stage 7 Publication of the Inspectors Report, (Regulation 24) (Indicative Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
<p>The Inspector submits his report to the Council detailing the outcome of the Independent Examination</p> <p>Following a factual check by the Council the Inspectors Report is published within 8 weeks of receipt</p> <p>Where the Inspector has recommended changes to the RLDP these are binding on the Council and the RLDP must be updated to reflect these changes</p> <p>All parties will be informed of the receipt and subsequent publication of the Inspectors Report.</p>	N/A	<p>Inspector's Report expected by August 2026.</p> <p>This will be published by the Council on or before LDP adoption.</p>	All stakeholders (including representors) to be notified.	Inspector's Report will be published on the website and will be made available to view in hard copy at the Civic Centre, Swansea and where possible all Swansea libraries	The Inspector's Report will set out their findings as to the soundness of the RLDP including any recommended changes and the reasons for them.	The Inspector's Report will set out their findings on the SA (ISA).

Stage 8 Adoption (Regulation 25) (An Indicative Stage)

WHAT Description and Key Steps	WHY Purpose of Engagement	WHEN Broad Timescales	WHO People involved	HOW Engagement	FEEDBACK Reporting	SA/SEA/ISA Engagement
<p>The RLDP must be presented to Council for approval within 8 weeks of receiving the Inspectors Report. It must also widely publicise its adoption.</p> <p>Following adoption, the Council will make available copies of the RLDP, Sustainability Appraisal Report and the Adoption Statement</p>	N/A	<p>The RLDP will be adopted 8 weeks after receipt of Inspectors Report. This would be expected to be around September 2026.</p> <p>The Post Adoption Statement (under the SEA Directive) is required to be produced within 6 weeks of adoption in line with good practice</p>	<p>Full Council will make the decision to formally adopt the RLDP.</p> <p>All stakeholders (including representors) to be notified.</p>	<p>Adoption of the RLDP will be widely advertised via Email, Website Press, and Social Media.</p> <p>The adopted RLDP, adoption statement, SA Report will be made available for inspection at Civic Centre Swansea and where possible all Swansea Libraries.</p> <p>The adoption statement will be sent to anyone who requested to be notified of the adoption of the LDP.</p> <p>4 copies of the RLDP and adoption statement will be sent to the Welsh Government</p>	<p>Council meeting agendas and minutes will record the political process.</p> <p>The adopted RLDP and associated documents will be published on the website.</p>	<p>Following adoption, the Council will publish the statutory Annual Monitoring Reports by 31st October (unless less than 12 months would have passed since adoption) which will report whether SA objectives are being achieved.</p>

Appendix 5: Review of Previous CIS

In line with guidance in the Development Plans Manual, in Stage 1 of the DA it is important to evaluate the previous CIS to identify what lessons can be learned and how the new CIS can build on or improve on the previous strategy.

The Council attempted to engage people as early as possible during the previous plan preparation process. Using a variety of different approaches, a large volume of information was collected from a multitude of different stakeholders. However, certain methods of engagement were more successful than others and some had unanticipated outcomes. Furthermore, the Council recognises there is room for improvement in some areas, especially when it comes to engaging with seldomly heard groups.

As part of the preparation of the existing LDP, information was often circulated in print form. Printed documents were deposited in Council buildings for people to read and/or take. Information was also distributed using local newspapers, newsletters, and leaflets with the intention of reaching as many people as possible. However, it is unclear how many people received this information, and if they did, whether they read the documents. The Council received complaints especially from businesses as mailing lists often neglected commercial properties, so they were unaware of what was happening locally in terms of potential development and opportunities to engage. Printing and distributing information uses a great deal of resources which does not comply with the Council's corporate ambition to reduce paper use and become more sustainable. Furthermore, some of the publications used to disseminate information no longer exist or have moved online.

The Council intends to move towards a more digital focussed strategy especially when it comes to circulating information. Moving away from predominately printed documents, towards more diverse forms of media. One example could be producing short videos which can be displayed on screens in public areas and published on the Council's social media channels and website. A greater emphasis will be on visual media for example posters, that can be displayed in public areas and in Council buildings. The intention here is to raise awareness of the RLDP and ways people can get involved by making information more accessible and engaging. More engagement will be done online, in the hope of increasing the number of people who can get involved and have a say. This will involve working with the web team to make the RLDP pages as streamlined and easy to navigate as possible, as feedback from the previous plan preparation process mentioned using the website involved too many clicks.

Despite this digital shift, the Council is aware that this will not suite some sections of the population. For example, many people do not have access to computers and/or are not comfortable using technology. The intention is not to only engage digitally, but to consider different methods of engagement and to be more targeted in how it engages with certain groups. Physical versions of documents can still be deposited in Council buildings however, staff can be briefed to assist engagement with people about the RLDP. In places such as libraries we can display guidance notes and staff

can assist people to use the online resources on public computers or on their smartphones if they have one.

A good example of how carefully targeted information might be more effective than widely distributing paper documents is during the Call for Sites exercise. Previously site notices were posted at every site that had been submitted. This caused unnecessary confusion as people took these notices to be planning applications or approved developments. As a result, many of the responses were not relevant to the plan and yet planning officers still had to analyse them and respond, which was resource intensive. Furthermore, it generated unnecessary antagonism and distress amongst local populations close to sites that were not going to be considered. For the RLDP Call for Sites exercise as soon as reasonably practicable a register of candidate site will be submitted for information only. Site notices will only be displayed for those sites proposed as strategic sites and allocations in the Preferred Strategy and Deposit Plan as appropriate as part of statutory consultation on those documents.

Thinking about how to engage with different stakeholders is vital to a successful CIS. Some groups and individuals responded that they did not feel adequately part of the previous plan preparation process despite concerted efforts to involve them using established networks and partnerships. One example was some Councillors felt engagement could have been improved. The CIS, will ensure early and effective engagement with elected members from an early stage. Elected members will be crucial in sharing information about the Plan amongst their constituents.

People with protected characteristics and seldomly heard groups are important stakeholders that can be engaged more effectively. This involves collaborating with our partners to learn about how best to engage such groups and how to involve them in the plan preparation process at appropriate times. Consultation will ensure that bilingual versions of documents are available to improve engagement in Welsh and consultation will seek to facilitate welsh translation if requested. There is also an opportunity to engage with people in other languages by potentially translating some information in the form of summary leaflets at key consultation stages in other widely spoken languages in Swansea.

The team will work with the Council's consultation coordinator in developing effective engagement methods for the relevant consultation stages.

Appendix 6: Glossary of Terms

Adopted Plan	The final version of the RLDP.
Adoption	The final stage of Local Development Plan preparation where the RLDP becomes the statutory development plan for the area it covers.
Annual Monitoring Report (AMR)	A yearly report to monitor the effectiveness of the RLDP and ultimately determines whether any revisions to the Plan are necessary. It assesses the extent to which the RLDP strategy and objectives are being achieved and whether the RLDP policies are functioning effectively.
Baseline	A description of the present state of an area.
Candidate Site	A site nominated by an individual with an interest in land (i.e. landowner, developer, agent or member of the public) to be considered for inclusion in the LDP. All Candidate Sites will be assessed for suitability for inclusion as potential allocations.
Community	People living in a defined geographical area, or who share other interests and therefore form communities of interest.
Community Involvement Scheme (CIS)	The Community Involvement Scheme forms part of the Delivery Agreement. It outlines the principles of engagement and provides detail on how the Local Planning Authority will involve communities and stakeholders (including businesses and developers) in the preparation of the Local Development Plan.
Consensus Building	A process of dialogue with the community and other interested parties to understand relevant viewpoints and to seek agreement where possible.
Consultation	A formal process in which comments are invited on a particular topic or draft document usually within a defined time period.
Council	Swansea Council.
Delivery Agreement (DA)	A document comprising the local planning authority's timetable for the preparation of a Local Development Plan, together with its Community Involvement Scheme, submitted to the Welsh Government for agreement.
Deposit	A formal six-week stage in which individuals and organisations can make representations on the RLDP. Representations that relate to whether the plan is 'sound' can then be examined by an Inspector.
Deposit Plan	This is a full draft of the RLDP which undergoes a formal consultation period prior to it being submitted to the Welsh Government for public examination.
Duly Made	Representations to the development plan which are made in the correct manner and within the specified consultation time period.
Engagement	A proactive process that seeks to encourage the involvement and participation of the community and other groups in the decision-making process.
Evidence Base	Information and data that provides the basis for the preparation of the RLDP vision, objectives, policies and proposals and justifies the soundness of the policy approach of the RLDP.

Examination	The examination involves public examination of the Deposit RLDP, the Deposit representations, the report of consultation, evidence base/background documents and the Integrated Sustainability Appraisal Report. This is carried out by the Planning Inspectorate on behalf of the Welsh Government.
Frontloading	Community involvement and consensus building at early stages of plan preparation
Habitat Regulations Assessment (HRA)	Habitats Regulations Assessment (HRA) relates to the assessment of the impacts of a plan (or project) against the nature conservation objectives of European designated sites for any likely significant effects. HRA also ascertains whether the proposed plan would adversely affect the integrity of the site.
Indicator	A measure of variables over time, often used to measure progress in the achievement of objectives, targets and policies.
Inspector's Report	The Report prepared by an independent Inspector who examines the RLDP. The Inspector's Report contains recommendations on the content of the final RLDP and is binding upon the Council. The Council must adopt the RLDP in the manner directed by the Inspector.
Interested Parties	Any person, group, organisation or company wanting to be involved in the preparation of the RLDP.
Involvement	Generic term relating to community involvement that includes both participation and consultation techniques.
Local Development Plan (LDP)	A land use plan which includes a vision, strategy, area wide policies for development types, land allocations, and policies and proposals for key areas of change and protection. Allocations and certain policies are shown geographically on the Proposals Map forming part of the Plan. The LDP is a statutory development plan that each local planning authority area is required to produce in Wales.
Local Planning Authority (LPA)	In the case of Swansea, this is Swansea Council Local Planning Authority.
National Development Framework (NDF)	The NDF will set out a 20-year land use framework for Wales and will replace the current Wales Spatial Plan. The Welsh Government Planning Directorate has begun work on the NDF.
Objective	A statement of what is intended, specifying the desired direction of change in trends.
Participation	A process rather than a single event that provides opportunity for direct engagement with the community and stakeholders to input into decision making.
Partners	Other local authority departments and statutory bodies where the RLDP will help to deliver some of the objectives of their strategies. Partners may be expected to contribute in the formulation of relevant parts of the Plan.
Planning and Environment	An independent body who will be responsible for the formal examination of the RLDP.

Decisions Wales (PEDW)	
Planning Policy Wales (PPW)	Planning policy guidance for Wales produced by the Welsh Government is set out in this document
Pre-Deposit	Stages of preparation and consultation of the RLDP before the Deposit Plan is finalised and approved by the Council.
Preferred Strategy	This sets out the broad strategic direction for the RLDP. This includes the preferred level of growth along with the spatial strategy for distributing the growth. It also includes the vision, issues and objectives of the Plan.
Press Releases	Sent to Welsh media, including newspapers, radio and television news stations as appropriate. Media may choose not to print or broadcast an item.
Regulation	Regulations are set out in Welsh Statutory Instruments. They provide the framework for the preparation of the RLDP.
Report of Consultation	A Consultation Report is one of the documents required to be submitted for independent examination. An initial consultation report is also required for the pre-deposit stage.

Representations	Comments received in relation to the RLDP, either in support of, or in opposition to.
Review Report	The Review Report provides an overview of the issues that have been considered as part of the full review process and identifies changes that are likely to be needed to the RLDP, based on evidence. It also sets out the type of revision procedure to be followed in revising the LDP.
Scoping	The process of deciding the scope and level of detail of an integrated sustainability appraisal (SA), including the sustainability effects and options which need to be considered, the assessment methods to be used and the structure and contents of the SA Report.
Soundness Tests	In order to adopt a RLDP it must be determined to be 'sound' by the Planning Inspector. The Tests of Soundness are set out in the Development Plans Manual (Edition 3, March 2020). There are three tests to make that judgement in relation to the plan as a whole. A framework for assessing the soundness of LDPs has been developed by the Planning Inspectorate.
Stakeholders	People whose interests are directly affected by a RLDP (and/ or Integrated Sustainability Appraisal/ Strategic Environmental Assessment) and whose involvement is generally through representative bodies.
Strategic Development Plan (SDP)	A Strategic Development Plan is a tool for regional planning to cover cross-boundary issues such as housing and transport. It will be prepared by a Strategic Planning Panel across a region. LPAs must have regard to the SDP when developing their LDPs.
Strategic Environmental Assessment (SEA)	Generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European Strategic Environmental Assessment Directive (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".

Submission	When the RLDP, ISAR and HRA are formally submitted to the Welsh Government for independent examination by a Welsh Government appointed Inspector.
Supplementary Planning Guidance (SPG)	Provide more detailed or site-specific guidance on the application of RLDP Policies. They provide supplementary information in respect of the policies in a LDP. SPG does not form part of the RLDP and is not subject to independent examination.
Sustainability Appraisal (ISA)	Tool for appraising policies, including LDPs, to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors). Each LPA is required by Section 62(6) of the Act to undertake SA of their Local Development Plan. This form of sustainability appraisal fully incorporates the requirements of the Strategic Environmental Assessment Directive.
Sustainability Appraisal Report (SAR)	A document required to be produced as part of the Sustainability Appraisal process to describe and appraise the likely significant effects on sustainability of implementing a LDP, which meets the requirements for the Environmental Report under the SEA Directive. Section 62(6) of the Act requires each LPA to prepare a report of the findings of the SA of the LDP. It is an integral part of the development plan making process.
Swansea Council	This is the name of the Local Planning Authority preparing the RLDP.
Timetable	Sets out the dates by which key stages and processes of RLDP preparation are expected to be completed. These are definitive for stages up to the deposit of the RLDP and indicative for the remaining stages after.
Well-being of Future Generations (Wales) Act (2015)	The Well-being of Future Generations (Wales) Act 2015 is legislation that requires public bodies, such as local authorities, to put long term sustainability at the forefront of their thinking to make a difference to lives of people in Wales. Local authorities must work towards the seven well-being goals and enact the five ways of working set out in the Act.
Workshop	Where members of the public have the opportunity to engage in group debates and practical exercises with written or drawn 'output'.