

Local Development Plan Advisory Panel

November 17 2017 – Carmarthen – 12.30pm

1 In attendance

Councillors: Mair Stephens (Chair), Tyssul Evans, Alun Lenny, John James, Sue Allen, Kevin Madge and Ieuan Wyn Davies.

Officers: Llinos Quelch: Head of Planning, Ian Llewelyn: Forward Planning Manager, Rachel Bowen, Simon Clement and Owain Enoch: Forward Planning Officers and Steven P Murphy: Senior Solicitor.

Other: Translator

2 Welcome and Introductions

Cllr Mair Stephens welcomed all present to the meeting.

3 Apologies for absence

Cllrs Darren Price and Ken Howell.

4 Confirmation of Minutes

4.1 Consideration was given to the draft minutes of the Panel meeting held on November 9 2017 that had been provided to Members in advance of the meeting.

4.2 It was resolved to confirm the minutes as presented and to instruct officers to take them through the reporting cycle to Executive Board.

5 Emerging Review Report

5.1 Consideration was given to the written report which was provided to Members in advance of the meeting. The production of the report follows the resolution of the County Council on the 20th September 2017 wherein consideration was given to the second LDP Annual Monitoring Report (AMR) and its recommendations. The report sets out the extent of changes required to the LDP and the revision procedure to be followed in preparing a replacement LDP that will cover a plan period up to 2032 (the end of a 15 year plan period that commences at the end of 2018). The recommendations within the report have been informed by the findings of preceding AMRs, liaison (including feedback regarding the implementation of the current LDP), the evidence base and ongoing surveys. The report also sets out a review of allocations and policies and Members outlined that they found the “RAG – red, amber and green” approach helpful in relation to the commentary on allocated sites.

5.2 The report concludes and recommends that the ‘full revision’ procedure in preparing a replacement LDP is followed. In recommending that a ‘full revision’ of the Plan be undertaken, the Review Report highlights the following principle reasons:

- To ensure that a revised plan is adopted ahead of the expiration of the current LDP at the end of 2021;
- To recognise the outcomes of the AMRs, notably where it indicates failures in the delivery of the LDP strategy, the settlement framework and the spatial distribution of growth. In this respect both the level and spatial distribution of growth needs to be considered in order to establish whether the current strategy remains fit for purpose; and,

- To ensure that the implications of the 2014-based Local Authority Population and Household Sub-National Projections and the significant variance in population change and household requirements which are indicated are robustly considered. There is a need to understand the implications of these revised projections, and to consider them within the context of Carmarthenshire and of job creation, growth and inward investment (including Regeneration through the City Deal). To achieve this will require a review of the strategic approach set out within the LDP.

5.3 The report also outlines that contextual changes, amendments in legislation, national policy and a range of plans and strategies, and changes to the evidence base also indicate that certain policies and allocations within the LDP need to be revised. A consequential re-consideration of the LDP's vision, primary aims and objectives is therefore also necessary given the basis for the revision as set out above. Members acknowledged that the report also finds that many aspects of the current adopted LDP are functioning effectively and delivering as expected. Consequently many elements and components of the current LDP will not require anything other than non-substantive changes.

5.4 Members were keen to stress that whilst it was the role of elected Members to provide a strategic direction for any revised LDP, it was paramount that effective engagement and consultation was undertaken with stakeholders – including the general public. Members undertook to discuss and highlight some key issues for consideration as part of any revised LDP. Discussions included the need for social housing, developing an appreciation of the needs of rural areas and also the importance of recognising the impact of developments on hard (eg highways) and soft infrastructure (eg social / cultural fabric). Members stressed that the size of those sites allocated should also be an important consideration. Officers confirmed that in relation to the introduction of a Community Infrastructure Levy (CIL) for Carmarthenshire, a report was provided to Council on 20 September 2017. CIL is to become devolved to the Welsh Government under the Wales Act 2017, and as such it is being held in abeyance by the Council until further information is received from the Welsh Government.

5.5 Members noted that the report as presented represents a progressive draft which will be refined and developed as it progresses through reporting to Council in January 2018. To this end, officers advised that they would welcome any comments from Panel Members with a view to informing its iterative revision. The review report would form part of the Council's pre deposit evidence base should it be agreed to prepare a revised LDP, and as such it would form part of the pre deposit consultation at Preferred Strategy stage.

5.6 It was resolved:

- (a) That the report be noted;
- (b) That Panel Members were content that the report as drafted proceed through the reporting cycle and that translation be arranged;
- (c) That Panel Members submit any comments forthwith with a view to informing the report's iterative revision as it moves through the reporting cycle over the coming months.

6 Emerging Draft Delivery Agreement

6.1 Consideration was given to the written report which was provided to Members in advance of the meeting. The report sets out the Draft Delivery Agreement for the preparation of any Revised Carmarthenshire Local Development Plan (2018 – 2032). Subject to the deliberations of Council in relation to the review report, work will commence on the preparation of a Revised LDP in early 2018. The first step in preparing any revised LDP is the preparation of a Delivery Agreement (DA). The DA comprises a timetable of the key stages for preparing any revised

LDP and a community involvement scheme (CIS), which sets out how and when stakeholders and the community can contribute during the Plan's preparatory process.

6.2 There was discussion on two of the key components of the DA, namely the timetable and stakeholder involvement. In relation to the former, officers advised that the timetable set out within the DA identifies a challenging, but realistic, timeframe for preparing the replacement LDP. From the start of the process in the New Year, it is anticipated that any revised LDP will be adopted by September 2021. This challenging timetable for adoption reflects the Welsh Government's general expectation that LDPs be prepared and adopted within 4 years, but also critically ensures that a Revised Plan is in place ahead of the expiration of the current adopted Plan at the end of 2021.

6.3 Members undertook to outline their concerns as to the timeframe and indeed those prescriptive elements of the DA as imposed by the Welsh Government. Reference was made to a resolution at the previous meeting in relation to the importance of the Inspector developing an understanding of the County's geographical and social fabric (and whether discussions could be held with the Welsh Government in this regard). There was a consensus on the practical merits of setting the start / base date as at 1/4/18 for any revised LDP from an administrative point of view. Members also noted reference to the establishment of a Key Stakeholder Forum within the report. Following a discussion, it was agreed to ratify its establishment subject to the Panel ratifying its terms of reference and membership. Members advised that Officers review and confirm the role of the Public Service Board in relation to the preparation of any revised LDP, particularly in relation to the Key Stakeholder Forum and its role/membership.

6.4 In relation to stakeholder engagement, officers advised that the DA's CIS sets out the Council's participation strategy; the role of the Local Planning Authority, Councillors and Officers; the methods of engagement and the bodies, agencies and organisations to be involved; and the Council's expectations of all stakeholders and participants who become involved in the process and what they can expect of the Council. It was noted that there is specific reference to the potential contribution of Place Plans as noted in the previous meeting of the Panel on November 9 2017. Members advised that officers acknowledge the potential role that social media could play in raising awareness of the process and of key consultation windows – eg candidate sites.

6.5 It was confirmed by officers that the DA will be subject to consultation prior to it being sent formally to the Welsh Government for agreement. Once agreed, the DA commits the Council to producing the replacement LDP to the stated timescales and through the identified consultation processes. The DA forms part of the statutory process in relation to producing an LDP and is therefore a requirement of the legislation.

6.6 Members noted that the report as presented represents a progressive draft which will be refined and developed as it progresses through reporting to Council in January 2018. To this end, officers advised that they would welcome any comments from Panel Members with a view to informing its iterative revision.

6.7 It was resolved:

- (a) That the report be noted;
- (b) That Panel Members submit any comments forthwith with a view to informing the report's iterative revision as it moves through the reporting cycle over the coming months and that translation be arranged;
- (c) That the Panel ratify the start / base date of any revised LDP commence as at the 1 April 2018, with the plan period subsequently expiring on the 31 March 2033;

- (d) That the Panel ratify the establishment of the Key Stakeholder Forum (KSF). However, before any KSF is held, the Panel must firstly approve the Forum's terms of reference and proposed membership;
- (e) Members advised that Officers review and confirm the role of the Public Service Board in relation to the preparation of any revised LDP, particularly in relation to the KSF and its role/membership.

7 Emerging Site Assessment Methodology and call for Candidate Sites

7.1 Consideration was given to the written report which was provided to Members in advance of the meeting, including the emerging Site Assessment Methodology. Members noted that certain elements of the Pre-Deposit stage of the LDP are proposed to be undertaken concurrent with the consultation on the DA (and ahead of any agreement on the DA). This is with a view to ensuring that any Revised LDP is prepared in a timely manner consistent with the timetable outlined within the DA. It should be noted however that no consultation will commence without a formal resolution at Council to commence on the preparation of any Revised LDP in early 2018. Reference is made to minute 5 of these minutes in this regard.

7.2 One such element referred to in 7.1 above relates to the advertisement or 'call' for candidate sites. This represents a key stage as it provides landowners, interested parties and developers the opportunity to submit sites for consideration at the outset of Plan's preparation. Members noted that it is at this stage where those wishing to propose sites for inclusion within the Deposit Plan, with its development limits, land use allocations and other site specific matters, must do so.

7.3 Members noted that the Site Assessment Methodology seeks to provide a framework for the consideration of such sites. It seeks to set out the Council's requirements from proponents of sites. It seeks to do this in a proportionate manner reflective of the scale and complexity of sites. The Methodology requires sites which are proposed as allocations to provide certain information around aspects such as access and viability to enable effective consideration of their deliverability. The methodology will be subject to iteration as the Plan making process proceeds. It was noted that there is no longer an Alternative Site stage.

7.4 Members made reference to a resolution made at the Advisory Panel meeting of the 9 November 2017 in that a page on the process of LDP be included on the corporate website as soon as practicable in order to raise awareness. There was also discussion on the proposed length of the "call" for candidate sites and there was consensus that a 16 week "call period" was appropriate in this regard. Officers confirmed that whilst there would be an increased emphasis on electronic production of plans and submissions, paper copies / submissions would still be available upon request.

7.5 There was discussion on whether a candidate site could be submitted by a proponent who did not own the site. Officers confirmed that site ownership would be an informant of site deliverability. It was also confirmed that multiple submissions for differing land uses could also be submitted. Members advised on the importance of appropriate terminology being included within any revised LDP and also emphasised the importance of officers engaging with the local Member at appropriate stages within the plan making process – eg drop in sessions. In noting that site selection would be subject to professional appraisal by officers, any resultant officer recommendations would still be subject to Council approval and as such the strategic direction for Plan making would be with the Members.

7.6 Members also noted that Methodology will be supplemented and developed to ensure the information requested is reflective of, and proportionate to, that stage of the Plan's preparation. It will also be developed as an online questionnaire to provide assistance and guidance on making a submission and will also provide links to sources of data and information both on Council and relevant partner sites. Officers advised that they would welcome any comments from Panel Members with a view to informing its iterative revision.

7.7 It was resolved to

- (a) That the report be noted;
- (b) That Panel Members submit any comments forthwith with a view to informing the report's iterative revision as it moves through the reporting cycle over the coming months and that translation be arranged;
- (c) That the Panel ratify a candidate site "call period" of 16 weeks;
- (d) That the Panel be provided sight of the site assessment paper at its next meeting.

8 Date of next meeting

The date of the next meeting will be confirmed in due course – however it is likely to be held in January 2018 following the review report and other papers being presented to Council on January 10 2018.

The meeting terminated at 14.10pm